Graduate Forms AY 2021-2022

Information revised as of Spring 2022

UTEP

Definitions

INITIATOR: Person or department that initiates the process of a graduate form for the benefit of the student.

APPROVER: Entity/Administrator that verifies that compliance is being met once a request is submitted. Compliance includes GPA requirements, enrollment, that Graduate School guidelines are being met, amongst others.

PROCESSOR: Department/entity that process the request into the system (Banner) once approval is granted from all entities/administrator.

WHAT HAS CHANGED?

A) IN-STATE TUITION WAIVERS
B) APPLICATIONS FOR CANDIDACY *(DOCTORAL STUDENTS ONLY)*
C) APPLICATIONS FOR GRADUATE DEGREE *(FOR DOCTORAL AND MASTER STUDENTS)*

THE UNIVERSITY OF TEXAS AT EL PASO

In-State Tuition Waiver

Previous Approval Process

INITIATOR: Student

APPROVER(1st): Department *(cost center information needs to be provided)*

APPROVER(2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Current Electronic Approval Process

INITIATOR: Department

APPROVER: CAO/Associate Dean (Dr. Eric MacDonald)

PROCESSOR: Graduate School

A notification is sent to the Dean's Office after approval process is completed

IMPORTANT: NEW ELECTRONIC FORM IS ONLY APPLICABLE FOR STUDENTS THAT ARE APPOINTED AS RA's, TA's & GA's AT 20 HOURS FOR THE CURRENT TERM.

THE UNIVERSITY OF TEXAS AT EL PASO

New Electronic form available: https://forms.utep.edu/form.aspx?pid=303bd7c4-e334-4570-af66-867e2a2fad48&formid=264b6746-a3ef-43a2-b689-92bf5193c511

Summary for In-State Tuition Waivers

In-State Tuition Waivers for Students Who are Employed at UTEP

An undergraduate or graduate student at UTEP may receive in-state tuition IF the student:

- is either:
  - employed as a Teaching Assistant (TA) or Research Assistant (RA), or
  - the spouse or child of a TA or RA at UTEP;
- is able to provide proof of an active TA or RA appointment at the time of the request;
- submits their request prior to census day of the semester for which they are seeking the waiver;
- is employed at least one-half time (20 hours per week); and
- is employed in a TA or RA which relates to the student's degree program (e.g. not to include clerical, nor non-discipline-related job duties).

In-State Tuition Waivers for Students Who Receive a Scholarship

A student who receives at least $1000 for the academic year or summer term may receive in-state tuition IF:

- The student is enrolled in the semester of the award (credit hours as per eligibility for the award).
- The award is an institutional scholarship (i.e. not a participation award from a research grant).
- There is a competition within UTEP in order to receive the award, such that:
  - other competitors for the award are students, AND
  - the competition is open to Texas residents.
- The money is awarded by a scholarship committee, which resides in the Scholarship Office:
  - The scholarship committee must be officially recognized by the administration and be approved by the THECB.

Outside of the scope of the college or department, there are administrative restrictions in approving an in-state tuition waiver:
- The total number of students receiving this waiver is limited. The number for any semester cannot exceed 5% of the of the total number of students enrolled at UTEP 12 months ago.
- Other budgetary restrictions. (The value of the waiver cannot be used to reduce the general revenue UTEP appropriation.)

THE UNIVERSITY OF TEXAS AT EL PASO

In-State Tuition Texas Law

- Students Receiving an Appointment from an Institution:

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT. A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

Transferred and redesignated from Education Code, Section 54.063 by Acts 2011, 82nd Leg., R.S., Ch. 359 (S.B. 32), Sec. 1, eff. January 1, 2012.

TA/RA

UTEP THE UNIVERSITY OF TEXAS AT EL PASO

In-State Tuition Texas Law

- Students Receiving a Competitive Scholarship:

Sec. 54.213. SCHOLARSHIP STUDENT. (a) An institution of higher education may charge a nonresident student who holds a competitive scholarship of at least $1,000 for the academic year or summer term for which the student is enrolled resident tuition and fees without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the coordinating board.

Scholarship
Must be approved by THECB

THE UNIVERSITY OF TEXAS AT EL PASO

FORMS FOR CURRENT UTEP STUDENTS

Reservation for Graduate Credit

Current Approval Process

INITIATOR: Student

APPROVER (1st): Graduate Advisor

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/admission-and-enrollment/reservation_graduate_credit_form.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

Fast Track Combined BS/MS Program Application

Current Approval Process

INITIATOR: Student

APPROVER (1st): Undergraduate Advisor

APPROVER (2nd): Graduate Advisor

APPROVER (3rd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/admission-and-enrollment/fast-track.pdf

GRADUATE SCHOOL
Mike Loya Academic Services Building, Room 223
The University of Texas at El Paso
500 W. University Avenue, El Paso, Texas 79968
(915) 747-5491 Fax (915) 747-5788
utep.edu/graduate

FAST TRACK COMBINED BACHELOR'S/MASTER'S PROGRAM STUDENT APPLICATION FORM
Submit to the Graduate School

Application Requirements:
The Fast Track Combined Bachelor's/Master's Program enables outstanding undergraduate UTEP students to receive dual undergraduate and graduate credit for up to 15 hours of UTEP graduate course work as determined by participating master's and doctoral programs. Interested students must:

- Have successfully completed at least 90 hours of undergraduate coursework toward their first undergraduate degree with a minimum of 24 of those hours at UTEP.
- Have and maintain a minimum 3.30 undergraduate GPA.
- Satisfy additional requirements set by participating graduate programs.

Instructions for first-time applicants to the Fast Track Combined Bachelor's/Master's Program:
Complete this form and obtain all required signatures. Apply to the graduate program of your choice using the online graduate admission application located on the Graduate School website. Submit a scanned copy of this completed form with the graduate school application.

Please note that upon completion of the Bachelor's degree, you must complete all pending admission requirements for formal admission to the graduate program.

Notes:
1. Each participating undergraduate academic program will determine which 5000 level courses will count toward the undergraduate degree. The Graduate School will maintain an inventory of all approved courses.
2. Students must be advised each semester at the departmental level by both the undergraduate and graduate advisors and cleared for registration in graduate courses by the Graduate School.
3. Students must earn a B or better in the graduate course to count as graduate credit. The earned grade will first appear on the undergraduate transcript. If the grade is a C, it will not count toward the graduate degree but will still count toward the undergraduate degree. Upon admission into the Graduate School, the earned credit will appear on the graduate transcript.
4. Tuition will be based on the level of the course, not the level of the student. Financial aid may be adjusted.
5. Exceptions to these guidelines will be handled through an appeal process established by the participating graduate program.

Students who have previously applied to the program, simply complete the form below.

Name: _____ I am a: ☐ first time applicant ☐ returning participant

UTEP ID Number: _____ Email Address: _____

Undergraduate Program: _____ Intended Graduate Program: _____

Approved Coursework:
Course Prefix, No. & CRN. _____ Semester & Year: _____
Course Prefix, No. & CRN _____ Semester & Year: _____
Course Prefix, No. & CRN _____ Semester & Year: _____
Course Prefix, No. & CRN _____ Semester & Year: _____
Course Prefix, No. & CRN _____ Semester & Year: _____

I request enrollment in the above listed courses.

Signature of Student: _____ Date: _____
Name & Signature of Undergraduate Advisor: _____ Date: _____
Name & Signature of Graduate Advisor: _____ Date: _____
Name & Signature of College Dean: _____ Date: _____
Name & Signature of Graduate School Dean: _____ Date: _____

Accepted students will take a selected set of graduate courses that will meet the educational requirements of both graduate and undergraduate degree. A total of up to 15 hours of graduate coursework will be allowed. Each program will certify individual program requirements.
Document Last Revised: 01/19

THE UNIVERSITY OF TEXAS AT EL PASO

Course Substitution Petition

Current Approval Process

INITIATOR: Graduate Program Director

APPROVER (1st): Department Chair

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: Available to request in the Dean's Office to Paulina Alvarado

NOTE: Memos & Notifications will also be accepted by the Graduate School with the condition that the College of Engineering, Dean's Office is included in the notification process.

Doctoral Degree Progress Report

Current Approval Process

INITIATOR: Candidate

APPROVER (1st): Dissertation Supervisor

APPROVER (2nd): Doctoral Program Director

APPROVER (3rd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/forms/forms/Doctoral_Progress_Report_Form3.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

Diana Natalicio Dissertation Research Fellows Program

Current Approval Process

INITIATOR: Student

APPROVER (1st): Dissertation Chair

APPROVER (2nd): Doctoral Program Director

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/funding/internal-funding.html#nat

GRADUATE SCHOOL
Mike Loya Academic Services Building, Room 223
The University of Texas at El Paso
500 W. University Avenue El Paso, Texas 79968
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www.utep.edu/graduate

DIANA NATALICIO DISSERTATION
RESEARCH FELLOWS PROGRAM
Nomination Instructions/Coversheet
Page 2 of 2

✓ Coversheet
☐ Dissertation Proposal Summary
☐ Letter of Support
☐ Letter of Verification
☐ CV
☐ Transcript

Student Name: _____   Doctoral Program: _____

800#: _____

Student Email: _____

Student Phone: _____

Student Mailing Address: _____

Total Doctoral Hours Accumulated to Date: _____

Doctoral Program GPA: _____

Date of Admission to Doctoral Program: _____

Planned Graduation Date: _____

Dissertation Title: _____

Dissertation Chair: _____

Dissertation Chair Email: _____

Doctoral Program Director: _____

Doctoral Program Director Email: _____

For more information please contact Dr. Shannon Connelly at sconnelly@utep.edu or at (915) 747.7900.
Document Last Revised: 03/2020

THE UNIVERSITY OF TEXAS AT EL PASO

GRADUATION FORMS FOR DOCTORAL STUDENTS

THE UNIVERSITY OF TEXAS AT EL PASO

Application for Candidacy

Previous Approval Process

INITIATOR: Candidate

APPROVER(1st): Doctoral Program Director

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Current Electronic Approval Process

INITIATOR: Candidate

APPROVER: Doctoral Program Director

PROCESSOR: Graduate School

A notification is sent to the Dean's Office after approval process is completed

THE UNIVERSITY OF TEXAS AT EL PASO

New electronic form available: https://www.utep.edu/graduate/forms.html

Degree Plan

Previous Approval Process

INITIATOR: Student Signature

APPROVER (1st): Program Director

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Current Electronic Approval Process

1. Log-in process is required to goldmine in order to access a degree evaluation through faculty services.

Electronic Access Available: https://www.utep.edu/graduate/forms.html

THE UNIVERSITY OF TEXAS AT EL PASO

Application for Graduation for Doctoral Students

Previous Approval Process

INITIATOR: Candidate

APPROVER (1st): Doctoral Program Director

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Current Electronic Approval Process

INITIATOR: Candidate

APPROVER 1: Chair of the Committee

APPROVER 2: Graduate Program Director

PROCESSOR: Graduate School

A notification is sent to the Dean's Office after approval process is completed

Electronic Form available: https://www.utep.edu/graduate/forms.html

THE UNIVERSITY OF TEXAS AT EL PASO

Completion Defense Form for Doctoral Students

Current Approval Process

INITIATOR: Student Signature

APPROVER (1st): Program Director

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form Available:
https://www.utep.edu/graduate/_Files/docs/forms/completion_defense_doctoral_form.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

GRADUATION FORMS FOR MASTER STUDENTS

THE UNIVERSITY OF TEXAS AT EL PASO

Thesis Proposal Form for MS Students

Current Approval Process

INITIATOR: Candidate

APPROVER (1st): Graduate Advisor

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/forms/forms-for-masters-students/Thesis_Proposal_Form2.pdf

Application for Graduation for Master Students

Previous Approval Process

INITIATOR: Candidate

APPROVER (1st): Graduate Program Director

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Current Electronic Approval Process

INITIATOR: Candidate

APPROVER 1: Graduate Program Director

APPROVER 2: Chair of the Committee

(If graduate candidates are pursuing a thesis option)

PROCESSOR: Graduate School

A notification is sent to the Dean's Office after approval process is completed

Electronic Form available: https://www.utep.edu/graduate/forms.html

THE UNIVERSITY OF TEXAS AT EL PASO

Completion/Defense Form for MS Students

Current Approval Process

INITIATOR: Candidate

APPROVER (1st): Doctoral Program Director

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available:
https://www.utep.edu/graduate/_Files/docs/forms/completion_defense_masters_form.pdf

GRADUATE SCHOOL
Mike Loya Academic Services Building, Room 223
The University of Texas at El Paso
500 W. University Avenue El Paso, Texas 79968
(915) 747-5491 Fax (915) 747-5788
graduate.utep.edu

COMPLETION/DEFENSE FORM
FOR MASTER'S STUDENTS
Submit to the Graduate School

Date: _____ Student ID: _____

This is to certify that (Student Name): _____

qualified for graduation based on successful completion of: _____

Degree: _____ Major: _____

If needed, supplementary requirements such as publications or conference presentations as described below, have also been successfully completed. A memo is attached listing pending requirements not included below.
Supplementary Requirements: _____
Verified by (Name & Title): _____

Supervising Committee

Name of Chair/Co-Chair   **Signature**

Name of Committee Members   **Signature**

Title of Work: _____

Graduate Advisor Printed Name   Graduate Advisor Signature   Date

College Dean Signature   Date

Document Last Revised: 02/16

THE UNIVERSITY OF TEXAS AT EL PASO

Application for Graduate Certificate

Current Approval Process

INITIATOR: Student Signature

APPROVER: Program Director

PROCESSOR: Graduate School

Form available:
https://www.utep.edu/graduate/_Files/docs/forms/Application_for_Graduate_Certificate.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

GRADUATE FORM FOR FACULTY

Application for Temporary Membership

Current Approval Process

INITIATOR: Graduate Program Director

APPROVER (1st): Department Chair

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/APPLICATION-FOR-TEMPORARY-MEMBERSHIP-IN-THE-GRADUATE-FACULTY.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

RECORDS & REGISTRATION FORMS

Grade Change Form

Current Approval Process

INITIATOR: Instructor

APPROVER (1st): Department Chair

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

APPROVER (3rd): Graduate School *(only applicable for research courses)*

PROCESSOR: Records and Registration

Form available: Form can be requested by the department/instructor to the Records & Registration Office via email at records@utep.edu

THE UNIVERSITY OF TEXAS AT EL PASO

Complete Withdrawal Notification

Current Approval Process

Student has to go through different departments at UTEP in order to have form cleared by Records & Registration

Form available: https://www.utep.edu/student-affairs/registrar/students/Forms/Registration%20and%20Drop%20Forms/COMPLETE%20WITHDRAWAL%20FROM.pdf

Course Drop Form (After Census Day)

Current Approval Process

INITIATOR: Student

APPROVER (1st): Academic Advisor

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Records & Registration

Form available: https://www.utep.edu/student-affairs/registrar/students/Forms/Registration%20and%20Drop%20Forms/Course-drop-form.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

Course Add Form After Late Registration

Current Approval Process

INITIATOR: Student

APPROVER (1st): Instructor

APPROVER (2nd): Chair

PROCESSOR: Records & Registration

Form available: https://www.utep.edu/student-affairs/registrar/_Files/images/COURSE%20ADD%20FORM%20AFTER%20LATE%20REGISTRATION.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

Course Waiver Form

Current Approval Process

INITIATOR: Student

APPROVER (1st): Chair

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Graduate School

Form available: template can be requested by sending an email to Records & Registration

Faculty Drop Reinstatement Form

Current Approval Process

INITIATOR: Instructor

APPROVER (1st): Chair

APPROVER (2nd): College Associate Dean (Dr. MacDonald)

PROCESSOR: Records & Registration

Form available: https://www.utep.edu/student-affairs/registrar/_Files/docs/faculty-staff/Faculty_Drop_Reinstatement.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

Petition for an Incomplete

Petitions for an incomplete can be submitted by the instructor through goldmine under faculty services.

Instruction Available: https://www.utep.edu/student-affairs/registrar/faculty-staff/Instructions%20to%20Assign%20a%20Grade%20of%20Incomplete.pdf

THE UNIVERSITY OF TEXAS AT EL PASO

Office of International Programs and Study Abroad Forms

DS-2019 Renewal for J-1 Visitors

Current Approval Process

INITIATOR: Student

APPROVER (1st): Chair OR Dean

APPROVER (2nd): Human Resources *(HR approval is only required if scholar/professor is employed at UTEP)*

PROCESSOR: International Programs

Form available: https://www.utep.edu/student-affairs/oipsa/_Files/docs/oipsa/j-visa/J-1-DS-2019-Extension-Form-Scholars-Professors.pdf

Approval Process for OIP forms

- The following forms are submitted through the SUNAPIS portal that is available in the following OIP link: https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html
    - Curricular Practical Training Application (CPT)
    - Curricular Practical Training Renewal Application
    - Optional Practical Training (OPT)
    - F-1 Visa Forms
    - Reduced Course Load Form

CPT Information available at: https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html

OPT information available at: https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/opt.html

F-1 Visa Information: https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/resources/f-visa-forms.html

Reduced Course Load Information: https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/maintaining-status.html

Welcome to the OIP Sunapsis Login Page

Sunapsis iStart provides online services for our institution's international students and scholars. Please log in using one of the options below to view information or to make a request. If you have any questions, please contact **oip@utep.edu**.

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

Sunapsis Services for New and Current Students

International students and OIP Staff may log in below with their UTEP credentials.

NOTE: Log in using only your UTEP username, not full email address.

Login

A UTEP username and password are required.

Limited Client Services for STEM OPT Students
UTEP Technology Support will deactivate the student UTEP account one year after graduation. Students at the end of their OPT period, or students who are on the STEM OPT extension, should click here to log in.
Limited Client Services Login

UTEP THE UNIVERSITY OF TEXAS AT EL PASO

COLLEGE OF ENGINEERING FORMS

THE UNIVERSITY OF TEXAS AT EL PASO

Graduation Clearance Form

Current Approval Process

INITIATOR: Student

APPROVER (1st): Department

APPROVER (2nd): Key Shop

PROCESSOR: Dean's Office

Form available:
https://www.utep.edu/engineering/_Files/docs/hForms/GraduationCleranceForm2013.pdf

Graduation Clearance Form
College of Engineering
The University of Texas at El Paso

Resources to Access Forms

- **Student Forms from Records & Registration:** https://www.utep.edu/student-affairs/registrar/students/student-forms.html

- **Faculty Forms from Records & Registration:** https://www.utep.edu/student-affairs/registrar/faculty-staff/faculty-forms.html

- **Graduate School Forms:** https://www.utep.edu/graduate/forms.html

- **Office of International Programs Forms:** https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/resources/Forms.html

Graduate Catalog 2021-2022 Approval Policies

- **Graduation Requirements: http://catalog.utep.edu/policies-regulations/graduation-requirements/#graduatedegreerequirementstext**

Graduation requirements are as follows:

1. Completion of all required course work as listed on the approved final degree plan.

2. Acceptance of the thesis or dissertation by the Graduate School.

3. Submission of a completion/defense form to verify satisfactory completion of coursework and/or an oral or written exam or both.

4. Filing of a dep0artmental graduate advisor- and college dean-approved *Application for Graduate Degree* with the Graduate School.

5. Payment of all applicable fees