Graduate Forms AY 2020-2021

Information revised as of February 10, 2021
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)*
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. Taboada)
PROCESSOR: Graduate School

Current Electronic Approval Process

INITIATOR: Department
APPROVER: CAO/Associate Dean (Dr. Heidi Taboada)
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.

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;
- submit 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, or 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 competitions 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 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.)
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.
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.
FORMS FOR CURRENT UTEP STUDENTS
Reservation for Graduate Credit

Current Approval Process

INITIATOR: Student
APPROVER (1st): Graduate Advisor
APPROVER (2nd): College Associate Dean (Dr. Taboada)
PROCESSOR: Graduate School

Form available: [https://www.utep.edu/graduate/_Files/docs/admission-and-enrollment/reservation_graduate_credit_form.pdf](https://www.utep.edu/graduate/_Files/docs/admission-and-enrollment/reservation_graduate_credit_form.pdf)
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. Taboada)

PROCESSOR: Graduate School

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

Current Approval Process

INITIATOR: Graduate Program Director

APPROVER (1\textsuperscript{st}): Department Chair

APPROVER (2\textsuperscript{nd}): College Associate Dean (Dr. Taboada)

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. Taboada)
PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/Current%20Students/Doctoral_Progress_Report_Form2.pdf
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
GRADUATION FORMS FOR DOCTORAL STUDENTS
Application for Candidacy

Previous Approval Process

INITIATOR: Candidate
APPROVER(1st): Doctoral Program Director
APPROVER(2nd): College Associate Dean (Dr. Taboada)
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

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. Taboada)

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
Application for Graduation for Doctoral Students

Previous Approval Process

INITIATOR: Candidate
APPROVER (1st): Doctoral Program Director
APPROVER (2nd): College Associate Dean (Dr. Taboada)
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
Completion Defense Form for Doctoral Students

Current Approval Process

INITIATOR: Student Signature
APPROVER (1st): Program Director
APPROVER (2nd): College Associate Dean (Dr. Taboada)
PROCESSOR: Graduate School

Form Available:
https://www.utep.edu/graduate/_Files/docs/forms/forms-for-doctoral-students/completion_defense_doctoral_form2.pdf
GRADUATION FORMS FOR MASTER STUDENTS
Thesis Proposal Form for MS Students

Current Approval Process

INITIATOR: Candidate
APPROVER (1st): Graduate Advisor
APPROVER (2nd): College Associate Dean (Dr. Taboada)
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 (1\textsuperscript{st}): Graduate Program Director
APPROVER (2\textsuperscript{nd}): College Associate Dean (Dr. Taboada)
PROCESSOR: Graduate School

Current Electronic Approval Process

INITIATOR: Candidate
APPROVER 1: Graduate Program Director
APPROVER 2: Chair of the Committee

\textbf{(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
Completion/Defense Form for MS Students

Current Approval Process

INITIATOR: Candidate

APPROVER (1st): Doctoral Program Director

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

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/forms/forms-for-masters-students/completion_defense_masters_form2.pdf
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
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. Taboada)

PROCESSOR: Graduate School

Form available: https://www.utep.edu/graduate/_Files/docs/APPLICATION-FOR-TEMPORARY-MEMBERSHIP-IN-THE-GRADUATE-FACULTY.pdf
RECORDS & REGISTRATION FORMS
Grade Change Form

Current Approval Process

INITIATOR: Instructor
APPROVER (1st): Department Chair
APPROVER (2nd): College Associate Dean (Dr. Taboada)
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
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. Taboada)

PROCESSOR: Records & Registration

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

Current Approval Process

INITIATOR: Student
APPROVER (1st): Chair
APPROVER (2nd): College Associate Dean (Dr. Taboada)
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. Taboada)

PROCESSOR: Records & Registration

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

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


Reduced Course Load Information: https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/maintaining-status.html
COLLEGE OF ENGINEERING FORMS
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/GraduationClearanceForm2013.pdf
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 2020-2021 Approval
Policies

• Graduation Requirements: [http://catalog.utep.edu/grad/the-graduate-school/general-degree-requirements/](http://catalog.utep.edu/grad/the-graduate-school/general-degree-requirements/)

Graduation requirements are as follows:

1. Completion of all required coursework 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 departmental graduate advisor- and college dean-approved Application for Graduate Degree with the Graduate School.
5. Payment of all applicable fees