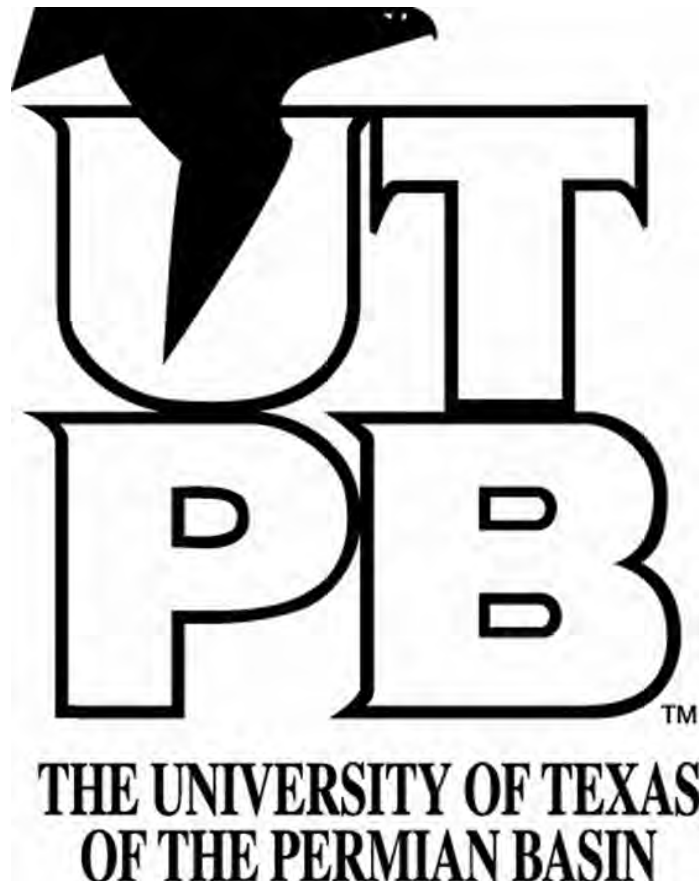


Graduate Studies



Catalog 2008-2010

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination, under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions, on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, veteran status, or disability.

This catalog is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students. The University of Texas of the Permian Basin reserves the right to withdraw courses at any time, change tuition, fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the appropriate authorities so determine and may apply to both prospective students and those already enrolled. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and The University of Texas of the Permian Basin or The University of Texas System.

For World Wide Web Home Pages, see <http://www.utpb.edu>, www.utpb.edu/gradstudies.

Graduate Areas of Study at The University of Texas of the Permian Basin

Subject	Masters Degree	Supporting Courses	Certification*/Preparation
Biology	MS		
Business Administration	MBA		
Chemistry		Yes	
Communication		Yes	
Computer Science	MS		
Criminal Justice Administration	MS		
Education/Bilingual/ESL	MA		Endorsement
Education/Counseling	MA		LPC/Professional School
Counseling			
Education/Educational Leadership Mid-Management/ Superintendent	MA		
Education/Early Childhood	MA		Endorsement
Education/Professional Education	MA		Elementary/Secondary/All Level
Education/Reading	MA		Reading Specialist
Education/Special Education	MA		Endorsement/ Diagnostician
English	MA		
Geology	MS		
History	MA		
Kinesiology	MS		
Leadership		Yes	
Mathematics		Yes	
Professional Accountancy	MPA		CPA
Psychology/Applied Research	MA		

Psychology/Clinical LPC	MA	
Public Administration	MPA	
Sociology		Yes
Spanish	MA	

*Certification by the appropriate agency generally requires specific courses, experience and tests. Consult the major area advisor for further information.

Table of Contents

The University	7
Role and Mission	7
Officers.....	8
Calendar	10
Learning Resources.....	11
University Centers and Institutes	14
Graduate Studies	17
Programs Available in Graduate Studies	18
Admissions.....	20
International Students	23
Acceptance and Status.....	25
Financial Assistance.....	27
Services For Graduate Students	29
Student Life	30
Activities and Organizations	30
PASS Center	32
Regulations Governing Student Conduct.....	33
Registration	38
Tuition, Fees and Deposits	42
Residency for Tuition	42
Regulations on Tuition and Fees.....	44
Payment of Tuition and Fees	49
Sample Total Tuition and Fees for a Semester	56
Graduate Academic Regulations	58
Student Responsibility.....	58
Transfer Credits.....	58
Self-Paced/Independent Study	59
Technology Assisted Study/Contract Study	59
Course Load.....	60
Attendance	60
Academic Honesty	61
Grading Policy and Academic Progress	61
Academic Appeals/Readmission	62
Drops/AddsWithdrawals	63
Program Planning	64
Requirements for Completion of the Degree.....	65

College of Arts and Sciences	67
Department of Social Sciences, Psychology, and Kinesiology	68
Department of Literature and Languages, Visual and Performing Arts, and History	69
Department of Biology, Physical Sciences, and Mathematics and Computer Sciences	70
School of Business	71
School of Education	72
Graduate Programs	74-148
Accountancy (Professional)	74
Biology	79
Business Administration	81
Computer Science.....	89
Criminal Justice Administration.....	93
Education	96
Bilingual/ESL	99
Counseling.....	101
Early Childhood Education.....	102
Educational Leadership.....	103
Professional Education	105
Reading	107
Special Education	109
Teacher Certification/Endorsements (Non-degree).....	111
Education Course Listings	112-118
English	119
Geology.....	123
History	125
Kinesiology	129
Psychology	135
Public Administration	140
Spanish.....	145
Special Courses	148
Graduate Faculty	149-153
Appendix A: General Financial Aid Information	154
Index	159
Key Phone Numbers	162
Campus Map	inside back cover

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The University

The University of Texas of the Permian Basin, a component of The University of Texas System, is a general academic teaching institution. During 2003 the University celebrated its thirty years of operation. The University was authorized by the 61st Legislature in 1969 as an upper-level campus to offer bachelor's and master's degree programs. The University received authority to add freshman and sophomore classes in May 1991.

Today, the University has approximately 3,500 students in the programs in Arts & Sciences, Business, and Education. The campus has the latest in teaching technologies in its classrooms, as well as modern research facilities. The campus enjoys a new student housing complex, Visual Arts Studios, Library/Lecture Center, and student union facilities. The University also offers classes throughout the Permian Basin and beyond through the Regional Electronic Academic Communications Highway (REACH), which connects the University with area community colleges and schools.

The University is located in the heart of the Permian Basin, one of the richest mineral producing regions of the world. Its twin city locus places it in the commercial and financial center of the region, which encompasses 370,000 people. The Permian Basin is a diverse community of many cultures and peoples. It has a dynamic growing economy anchored in oil and gas production, retail and wholesale trade and technology. The University offers students an excellent environment for learning and personal growth.

Mission

The University of Texas of the Permian Basin is a general academic university of The University of Texas System. The University of Texas System is committed to pursue high-quality educational opportunities for the enhancement of the human resources of Texas, the nation, and the world through intellectual and personal growth. The mission of The University of Texas of the Permian Basin is to provide quality education to all qualified students in a supportive educational environment; to promote excellence in teaching, research, and service; and to serve as a resource for the intellectual, social, economic, and technological advancement of the diverse constituency in Texas and the region.

The University of Texas of the Permian Basin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and mastersdegrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Texas of the Permian Basin.

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Jack Ladd.....Dean, School of Business

University Calendar

	<u>Fall 2009</u>	<u>Fall 2010</u>
Registration Begins	April 1	April 1
Classes Begin	Aug. 24	Aug. 23
Last Day of Late Registration	Sept. 1	Aug. 31
Last Day to Add a Course	Sept. 1	Aug. 31
Labor Day Holiday	Sept. 7	Sept. 6
Last Day to Drop with 100% Refund	Sept. 8	Sept. 8
Last Day to Drop without Creating an Academic Record	Sept. 8	Sept. 8
Last Day to File for Graduation	Oct. 9	Oct. 1
Last Day to Withdraw or Drop	Oct. 30	Oct. 29
Last Day to Submit Master's Thesis and Reports to Committee	Nov. 6	Nov. 5
Last Day to Add Self-Paced Courses	Nov. 6	Nov. 5
Last Day to Take Oral Exam (Graduate Students)	Nov. 23	Nov. 22
Thanksgiving Holiday Begins at 10:00 p.m.	Nov. 24	Nov. 23
Thanksgiving Holiday	Nov. 26-27	Nov. 25-26
Last Day to Submit Final Copies of Approved Thesis or Report to Graduate Studies Office	Nov. 30	Nov. 29
Last Regular Class Day	Dec. 4	Dec. 3
Final Exams	Dec. 7-10	Dec. 6-9
Semester Ends	Dec. 11	Dec. 10
Commencement	Dec. 12	Dec. 11
	<u>Spring 2010</u>	<u>Spring 2011</u>
Registration Begins	November 2	November 1
Classes Begin	Jan. 11	Jan. 10
Martin Luther King Day – Classes Dismissed	Jan. 18	Jan. 17
Last Day of Late Registration	Jan. 20	Jan. 19
Last Day to Add a Course	Jan. 20	Jan. 19
Last Day to Drop with 100% Refund	Jan. 27	Jan. 26
Last Day to Drop without Creating an Academic Record	Jan. 27	Jan. 26
Last Day to File for Graduation	Mar. 5	Mar. 4
SPRING BREAK (Tentative)	Mar. 15-19	Mar. 14-18
Last Day to Withdraw or Drop	Mar. 26	Mar. 25
Last Day to Submit Master's Thesis and Reports to Committee	Mar. 29	Mar. 28
Last Day to Add Self-Paced Courses	Mar. 29	Mar. 28
Last Day to Take Oral Exam (Graduate Students)	Apr. 26	Apr. 25
Last Day to Submit Final Copies of Approved Thesis or Report to Graduate Studies office	Apr. 30	Apr. 29
Last Regular Class Day	Apr. 30	Apr. 29
Final Exams	May 3-6	May 2-5
Semester Ends	May 7	May 6
Commencement	May 8	May 7
	<u>Maymester 2010</u>	<u>Maymester 2011</u>
Registration and First Day of Class	May 10	May 9
May Term Ends	May 27	May 26
	<u>Summer 2010</u>	<u>Summer 2011</u>
Registration	May 28	May 27
Classes Begin (Summer I and Whole Summer)	June 1	May 31
Summer I Ends	July 1	July 1
Classes Begin (Summer II)	July 6	July 5
Classes End (Summer II and Whole Summer)	Aug. 5	Aug. 4

Learning Resources

Information Resources Division

The Information Resources Division (IRD) provides computer, telephone, networking, and videoconferencing support to the University community. Instructional facilities include the campus network, computer classrooms, multimedia classrooms, interactive video classrooms, video downlink facilities, computer laboratories and mobile multimedia equipment.

IRD also operates the University data communications network. This high-speed network interconnects buildings, offices, classrooms and laboratories to provide an integrated communication facility for the institution. The University network also connects users to the global Internet. The combination of wide-area and local-area network facilities provides high-speed Internet connections to every office, classroom and laboratory on campus.

Computer classrooms provide for hands-on instruction using modern computer equipment and software. Multimedia classrooms provide modern multimedia presentation capabilities for faculty and students. Interactive video classrooms provide real-time, fully interactive videoconferencing capabilities between the U.T. Permian Basin main campus and a wide variety of distant locations.

Information Resources Access Policy

The following policy will govern student access to state-owned information resources at The University of Texas of the Permian Basin.

- a. Only individuals showing enrollment in the current semester will be provided access to U.T. Permian Basin information resources. For the sake of this policy, enrollment in any summer term will constitute acceptable enrollment for the entire summer.
- b. If a student is involved in research with a faculty member, the student MUST enroll in a research course, and pay the appropriate tuition and fees in order to have access to U.T. Permian Basin information resources.
- c. Students who have received a grade of "incomplete" in a prior semester and who requires access to U.T. Permian Basin information resources as a legitimate requirement for completing the course will be required to pay the established information resource fees currently in effect prior to being provided information resource access.

The J. Conrad Dunagan Library

The J. Conrad Dunagan Library is a blend of traditional resources and new technology, pursuing a vision of becoming the learning nexus for the university community by promoting information literacy, offering innovative services and fostering lifelong learning behaviors. Ongoing workshops, classes and individual instruction promote command of the information technology skills needed to compete successfully in this century.

There is a core print collection of more than 700 of the most widely used academic journals, with another 4000 journals available in full text by means of on-line electronic databases. The library holds 220,000 bound volumes, with another 600,000 titles available on microforms. By means of the public access catalog, students can track more than 10 million titles available in libraries across the nation, with many of these accessible through interlibrary loan. Cooperative agreements with other components of the University of Texas System and other regional groupings make locating and accessing materials a routine process. Library research workstations are available to facilitate access to electronic databases, commercial full-text materials and the Internet.

Other types of resources are available in Special Collections, particularly items relating to the history of the Permian Basin area and the western region of the country. These materials include materials by and about J. Frank Dobie, the papers of regional leaders John Ben Shepperd and J. Conrad Dunagan, manuscripts of important Texas writers, a

Texan history collection, Spanish language materials, unique collections of regional photographs, and The University Archives. UTPB is a Regional Historic Resource Depository.

The University Mathematics and Science Center

The University Mathematics Center (UMC) is located on the fourth floor of the Mesa Building in room 4180. The Math Center is dedicated to assisting students in overcoming the difficulties they are having with mathematics at all skill levels. The UMC provides group and/or individualized instructional services in a user-friendly environment. Its main goals are enhancing mathematical knowledge and skills and improving test performance and course retention. A variety of materials are available to help with THEA preparation. Students are encouraged to schedule appointments, but walk-ins are always welcome.

The Math & Science Center assistants are friendly, knowledgeable, ready, and willing to help. Please call us at 552-3350.

The Writing Center

Assistance with all types of writing assignments is provided by the University Writing Center. The UWC provides critiques of student writing; advice on citation styles; tutorial assistance with individual writing needs; guidance on resumes, letters of application, and entrance essays for graduate school admissions. The UWC provides THEA remediation, testing for the English Entrance Exam, and a broad program of workshops.

Publication & Special Projects

To enhance teaching and learning, Publications and Special Projects provides a wide spectrum of teaching assistance including the layout and design of instructional materials such as transparencies, book covers, charts, paper presentations and illustrations. In addition to faculty support, PSP assists in special events projects through graphic design, photography and the coordination of university print requirements.

Regional Electronic Academic Communications Highway (REACH)

The Regional Electronic Academic Communications Highway, or REACH for West Texas, is a collaboration among regional universities, community colleges, area school districts and The University of Texas of the Permian Basin to provide students from grade school to graduate school the most advanced, efficient learning technologies available. The heart of the project is the REACH Program Center, located on the UT Permian Basin campus and governed by the partner institutions collectively. The Center is responsible for the coordination and deployment of resources in support of the entire program, including:

- Distance learning systems, utilizing two-way interactive video technology to enable the sharing of courses, as well as expert faculty and staff, among partner institutions.
- Development of courses and programs to be delivered over the World Wide Web.
- Exchange of courses and programs with other UT System component institutions through UT TeleCampus*.
- Multimedia learning resource centers, including audio, video and data resources together with equipment appropriate for their delivery.
- Access to electronic library resources including full-text retrieval services, electronic abstract and indexing services and many national and international university card catalogs.

* Many online courses listed in this catalog are offered from the University of Texas of the Permian Basin via the TeleCampus. The UT TeleCampus is the centralized support center for online education throughout The University of Texas System. In the website you will find: online classrooms, a digital library, free online tutorial services, 24/7 technical support, links to various admissions and registrar offices throughout the U.T. System and full program descriptions for the online courses and degrees the UT TeleCampus facilitates. Designated contacts at each campus are available to assist you as the student services support staff of the UT TeleCampus. With questions please call toll-free: 1-888-TEXAS-16 (1-888-839-2716). To see a full listing of courses and host universities for the UTTC programs, please access the UT TeleCampus website at <http://www.telecampus.utsystem.edu>.

University Facilities

The property, buildings, or facilities owned or controlled by the University are not open for assembly, speech, or other activities as are the public streets, sidewalks, and parks. The responsibility of the Board of Regents and The University of Texas of the Permian Basin to operate and maintain an effective and efficient system of institutions of higher education requires that the time, place and manner of assembly, speech, and other activities on the grounds and in the buildings and facilities of the University be regulated. No person, organization, group, association, or corporation may use property or buildings owned or controlled by the University for any purpose other than in the course of the regular programs or activities related to the role and mission of the University.

Most campus buildings and facilities are accessible to members of the campus community and their guests and visitors during normal business hours, Monday through Friday, and for limited hours on the weekends (this excludes most holidays). Students have access to the buildings during scheduled class sessions including laboratory, library study, and research periods. After normal business hours, including weekends and holidays, all campus buildings are considered closed and secured. Persons needing entry must sign in at the Mesa Building Information Center or utilize "late door entry" procedures. Late doors are equipped with electronic locks and closed circuit television cameras. This electronic access control system can allow access to those authorized entry and assigned a code for the system. Exterior building doors on campus are equipped with electronic alarm, which annunciate at the alarm monitoring company during prohibited hours. A member of the U.T.P.B. Police Department responds to each alarm.

Parking permits are required to park on campus. The parking spaces in all lots are restricted as marked or posted. All underground parking is reserved. Only Student Housing residents are allowed to park at Student Housing. Parking permits are typically purchased during registration and are valid from September through the following August. The permits are marked with an expiration sticker. Permits can also be obtained at the Police Department Information Center, located in the Mesa Building Lobby, throughout the school year and are prorated as necessary.

In compliance with the Texas Education Code 51.207, The University of Texas of the Permian Basin has procedures for enforcing State of Texas vehicle inspection laws for vehicles parking or driving on the University campus.

University Centers and Institutes

Center for Energy and Economic Diversification

The Center for Energy and Economic Diversification (CEED) encompasses The University of Texas of the Permian Basin research and extension programs targeted at strengthening the economic development of the region. CEED is housed in a special use facility, which carries its name and which has become the focal point for economic development in West Texas. Programs housed in CEED include the Economic Development Administration University Center, the Small Business Development Center, and the Petroleum Industry Alliance.

University Counseling and Psychological Services Center

The University Counseling and Psychological Services Center is located on the South Campus. Services are available at no charge to U.T. Permian Basin students. Psychological counseling and life skills services are available. Office hours are Monday through Thursday from noon until 5:00 p.m. Morning and evening times are available by appointment.

The Center also provides supervised experiences for graduate students in psychology who wish to pursue the license in counseling.

Petroleum Industry Alliance

The Petroleum Industry Alliance (PIA) was formed in October 1992. The PIA has established its goals to be:

- An effective catalyst for bringing new oil projects into the Permian Basin;
- A respected research organization in its own right; and
- An agent for education and training related to the oil industry.

One of the most natural of roles that the PIA can play in the Permian Basin is that of an agent or facilitator in technology transfer to the oil and gas industry, especially to the independent sector of the industry. PIA is actively involved in these activities through its educational seminars, short courses and forums. It is also serving the technological needs of the industry through contacts with the Department of Energy, the National Labs and the Independent Petroleum Association of America's Petroleum Technology Transfer Council (PTTC).

The Petroleum Industry Alliance is the one organization of The University of Texas of the Permian Basin directly serving the oil and gas industry.

The Jan and Ted Roden Center for Entrepreneurship

The Jan and Ted Roden Center for Entrepreneurship was officially opened in the Fall of 2004 with private funding from Jan and Ted Roden to foster the entrepreneurial spirit of the students at U.T. Permian Basin. The Center serves as a focal point for all student-related activities in the area of entrepreneurship. Included within the Center are state-of-the-art multimedia and wireless computer capabilities as well as a library for student research in the areas of small business and entrepreneurship.

Mission: The Jan and Ted Roden Center for Entrepreneurship will serve as a vehicle for encouraging the entrepreneurial spirit in our students. First and foremost, the Center will strive to remind our students that self-venturing is a viable option as a career choice.

Small Business Development Center

The Small Business Development Center (SBDC) program was initiated at UT Permian Basin in 1986 and moved to the CEED facility in 1990. The goals of the SBDC program are to:

- Provide free, in-depth, quality assistance to small businesses in promoting growth, expansion, innovation, increased productivity and management support;
- Act as an advocate for small business, actively supporting and promoting small business interests;

- Help economic growth of the communities served and create a broad-based delivery system;
- Serve as a liaison, linking resources of federal, state and local governments with those of colleges, universities and the private sector to meet the specialized and complex needs of the small business community; and
- Develop and expand unique resources of the educational system, the private sector and state and local governments to provide services to the small business community not available elsewhere.

The core objective for the SBDC program is focused on client counseling and training. This activity focuses on start-up, expansion and problem solving for small businesses in the sixteen county area. The SBDC program can maximize the usefulness of all available resources. One precept of the program is that all funding participants in the program will have their program development contributions highly leveraged. Each SBDC must identify and utilize non-federal resources at all levels.

John Ben Shepperd Public Leadership Institute

The John Ben Shepperd Leadership Forum began in 1984 with private funding and brought leadership training to young people of Texas through an annual forum as well as through high school forums throughout the state. To expand on the Forum's vision, the John Ben Shepperd Public Leadership Institute became part of UT Permian Basin in the Fall of 1995 with funding from the 74th Session of the Texas Legislature.

Mission:

The Mission of the John Ben Shepperd Public Leadership Institute is to provide young Texans an education for and about leadership, ethics and service.

Programs:

- Academic Studies
The Institute supports the College of Arts and Sciences offering of an undergraduate academic major and minor program in the field of leadership, the first-degree granting leadership program in the state. A feature of the program is the opportunity for students to practice leadership skills through internships with established leaders in the community.
- Distinguished Lecture Series
Each year distinguished lecturers are invited to conduct on campus intensive roundtables on nationally crucial topics of leadership. This is a unique opportunity for the participants to exchange thoughts and ideas with some of the great leaders of the country. The program is open to the public and is available through video and interactive communication.
- Specialized Seminars
The Institute holds a series of specialized seminars concerning various aspects of leadership that can be utilized by business, community and school leaders. The seminars can also be specialized to fit the needs of a specific organization or group.
- Student Forums
Throughout Texas, local organizations such as Jaycee chapters, Chambers of Commerce, colleges and universities, and Electric Cooperatives such as LCRA and ONCOR sponsor student forums. The participants learn the basics of leadership, communication skills, and goal setting, exchange ideas with local leaders and develop a project to focus on local issues to continue their training and education. Some fifty student forums are held throughout Texas each year, reaching approximately 5,000 high school students.
- Summer Teacher Institute
Each summer, the Institute sponsors a month long education program for current teachers. The accepted participants can earn six hours of graduate credit and are eligible for a scholarship that covers the cost of tuition, books, and lodging during the institute, with an option of returning for a second summer of graduate studies.

- Annual Forum

The Annual Forum is designed to bring together the experience and wisdom of today's established leaders with the energy and idealism of young emerging leaders to develop skills and ideas necessary to meet the challenges of future generations of Texans. In addition to those who have completed the nomination process, selected members of student forums are invited to attend. During this unique weekend conference, participants develop visions of leadership to encourage them to think specifically of application to issues in their communities.

- Student Leadership Camp

Each summer, the Institute hosts on campus an intensive weeklong leadership camp for up to thirty high school students. The goal of the camp is to return students to their respective communities prepared to assume leadership roles at their schools and become involved in public service.

- Awards and Recognition.

The Institute annually recognizes outstanding Texans with the Texas Statewide and Texas Local Leaders awards. Nominations come from the general public, business, academic and political entities.

Graduate Studies

Introduction

Graduate students at UTPB make up about 23% of the student body. They have a variety of objectives in their studies and are often mature students who hold jobs concurrently with part-time study. Graduate studies are often characterized by the faculty as more challenging and more enjoyable because students are studying in areas where they have particular interests. Both degree seeking and non-degree seeking students are goal directed.

The University's graduate programs are administered by the Assistant Vice President for Graduate Studies under the direction of the Vice President for Academic Affairs. The Graduate Council, composed of one elected member from each of the Schools, one from each of the departments in the College of Arts and Sciences, and the Assistant Vice President for Graduate Studies, is responsible for developing policies and procedures for graduate education. It also advises the University administration on the operation of graduate programs.

Programs in Graduate Studies

All Programs are administered through the Division of Graduate Studies and Sponsored Research. For additional details regarding the specific degree of interest, students may also consult the following program heads:

<u>College of Arts and Sciences</u>	Dr. Lois Hale, Dean	432-552-2220
Master of Science in Biology	Department of Biology Dr. Diane Post	432-552-2271
Master of Science in Computer Science	Department of Mathematics and Computer Science Dr. Doug Hale	432-552-2254
Master of Science in Criminal Justice Administration	Department of Social Sciences Dr. Richard Kiebusch	432-552-2357
Master of Arts in English	Department of Literature And Languages Dr. Sophia Andres	432-552-2293
Master of Arts in History	Department of History Dr. Roland Spickermann	432-552-2318
Master of Science in Geology	Department of Physical Sciences Dr. Emilio Mutis	432-552-2243
Master of Science in Kinesiology	Department of Kinesiology Dr. James Eldridge	432-552-2331
Master of Arts in Psychology with options in : Clinical Psychology Applied Research Psychology	Department of Psychology Dr. Jim Olson Dr. Gary McCullough	432-552-2345 432-552-3345
Master of Public Administration	Department of Social Sciences Dr. Carol Traut	432-522-2341
Master of Arts in Spanish	Department of Literature And Languages Dr. Rhina Toruno	432-552-2308
<u>School of Business</u>	Jack Ladd, Esq., Dean	432-552-2170
Master of Business Administration Master of Professional Accountancy	Coordinator for Graduate Business Programs Dr. Scott Carson	432-552-2195

School of Education

Dr. Guy E. Mills, Dean

432-552-2120

Master of Arts in Education

with options in :

Bilingual/ESL

Counseling

Early Childhood

Educational Leadership

Professional Education

Reading

Special Education

Dr. Susan Lara

432-552-2600

Dr. Linda Autry

432-552-2140

Dr. Karen Smith (interim)

432-552-2130

Dr. Tom Parks

432-552-2149

Dr. Rachel Juarez-Torres

432-552-2129

Dr. Jeannine Hurst

432-552-2145

Dr. Karen Smith

432-552-2130

Admissions

There are five basic requirements for acceptance to a graduate program: (1) a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign institution; (2) a 3.0 average or better in upper level (junior and senior level) work and in any graduate work already completed or other evidence of ability to succeed in graduate study; (3) a satisfactory score on the Graduate Record Examination (or, for the MBA and MPA programs, the Graduate Management Admission Test) or other evidence of ability to succeed in graduate study*); (4) adequate subject preparation for the proposed graduate program; and (5) acceptance by the Graduate Acceptance Committee of the School/Department in which the student expects to pursue graduate study. Individual degree programs may have additional requirements for acceptance to graduate study and advancement to candidacy for the degree.

* An applicant's performance on a standardized test may not be used in the admissions process for a graduate or professional program as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant. No specific weight will be assigned to any one factor being considered in the admissions process for a graduate or professional program.

All students who wish to apply should:

1. Secure an application from the Office of Admissions or from the online common application at https://www.applytexas.org/adappc/general/c_start.wb, complete it, return it to the Office of Admissions; and
2. Present an Official Transcript certifying completion of a bachelor's degree.

Students who intend to apply for a degree program or educational certification should also:

1. Supply Official Transcripts of **all** previous college level work from the school where the credit was originally granted.
2. Submit standardized test scores as follows:
 - for certification - THEA (Texas Higher Education Assessment)
 - for Business - GMAT (Graduate Management Admission Test)
 - for other programs - GRE (Graduate Record Exam)
 - foreign students - TOEFL (Test of English as a Foreign Language).
3. Supply other materials required by the program. (See program descriptions.)

Test of English as a Foreign Language. All post-baccalaureate students wishing to enroll at the University to pursue a master's degree or take courses for another purpose are expected to demonstrate proficiency in the English language. International students must submit a score on the Test of English as a Foreign Language (TOEFL) of 550 or better in order to be admitted to graduate study.

The Graduate Record Examination (GRE) General (Aptitude) Test. The General (Aptitude) Test of the Graduate Record Examination is designed to test preparation and aptitude for graduate study. Students seeking acceptance in a graduate degree program except the MBA and MPA must achieve a satisfactory Entrance Score (see page 20), but performance on a standardized test may not be used as a sole criterion for consideration or to end consideration.

The Graduate Management Admission Test (GMAT). The GMAT is an aptitude test designed to measure certain mental capabilities important in the study of management at the graduate level. Students seeking acceptance into the MBA and MPA program must achieve a satisfactory Entrance Score (see page 20), but performance on a standardized test may not be used as a sole criterion for consideration or to end consideration.

Additional Admissions Information

Deadlines for Submission of Application. The application and all supporting documents should be received by the Admissions Office at least 60 days prior to the registration date. Special Status students can be registered for one semester with proof of a baccalaureate degree at the time of registration.

Criminal Background Checks. Certain programs require students to submit to and satisfactorily complete a criminal background check review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check or who do not pass the background check may be dismissed from the program. The student is responsible for the costs of the criminal background check.

Military Service. A student who withdraws from the university to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services. A student may be eligible for the same financial assistance provided before the student's withdrawal.

Senior-Graduate Concurrent Study. UT Permian Basin seniors needing fewer than 10 semester credits for graduation and meeting other admission requirements may be admitted to graduate study. They must be registered concurrently for all remaining courses required for the bachelor's degree and obtain written permission from the Assistant Vice President for Graduate Studies to take graduate courses. (The MPA program has provisions for concurrent study. See page 63)

Academic Fresh Start. An applicant who has earned a baccalaureate degree under the "academic fresh start" statute, Texas Education Code, 51.931 and applies for admission to a postgraduate or professional program will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

Grade point calculations: The Office of Graduate Studies at UTPB uses the Uniform Grade Point Calculations as prescribed by the Texas Higher Education Coordinating Board, Rules and Regulations, Chapter 5, subchapter A, Section 5.3. The description of this method is shown below. For consistency, this method is also used for subsequent calculations by the Office of Graduate Studies.

5.3. Uniform Grade-Point Calculation for Admission to Graduate and Professional Schools.

Procedures for calculating the grade-point average for students seeking admission to a graduate or post-baccalaureate professional school of an institution of higher education will be as follows:

1. Only official transcripts from accredited institutions of higher education shall be accepted by the graduate and professional schools of an institution of higher education for evaluation and grade-point calculation.
2. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No student's grade may be expunged from his or her record.
3. All grades assigned for academic course work will be used in calculating the grade-point average, except that an institution may base the calculation on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school.
4. A four-point scale will be used in computing the grade point average (e.g.: A, 4 points per semester hour; B, 3.0; C, 2.0; D, 1.0; F, 0.0).
5. A grade or symbol indicating failure (i.e.: F, WF, NC, or in a pass/fail system, FL equals F) will count as hours undertaken, but no grade points will be earned.
6. Excluded from the grade-point average will be any credit by examination (CR), Quit (Q); Withdrew (W); Withdrew Passing (WP); Incomplete (I or X); and a pass grade within a pass/fail system.

7. The grade point average will be computed by multiplying each grade point (see paragraphs (4) and (5) of this section) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken will then be totaled. The total of the products will be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative grade-point average.
8. Academic work at foreign colleges, universities, or preparatory schools shall be excluded from the calculation. In such cases, the grade-point average and credit shall be evaluated and computed as determined by the graduate or professional school to which the student is applying.

INTERNATIONAL STUDENTS

For purposes of admission, an international student is defined as “a student who is, or will be, in the United States on a nonimmigrant student visa.” This specifically refers to the Student (F) and Exchange Visitor (J) Visas. International student admission requirements apply but are not limited to international students on F or J visas.

To comply with federal laws and immigration requirements international students must be degree-seeking students in order to enroll at U.T. Permian Basin.

Foreign-born students who are naturalized U.S. citizens or who have immigrant status in the United States should note the following:

1. Please allow ample time for receipt, verification and evaluation of any foreign credentials. Regulations for foreign credentials are the same as listed under international student requirements.
2. TOEFL scores or other evidence of communication skills sufficient for classroom work may be requested if the student’s first language is not English or if academic preparation was not in English.
3. Financial arrangements required of international students do not apply to residents or naturalized U.S. citizens.

Applicants should apply for admission at least six months before the anticipated enrollment date and should arrange to have test scores and academic records received by the Office of Admission no later than 60 days before the enrollment date. Verification of credentials may also be required.

U.T. Permian Basin will issue immigration papers (I-20 or DS2019) for student visas after all admission credentials have been received and approved and admission to the graduate program has been approved. For more information contact the International Student Advisor at (432)552-2605. There is no application fee (subject to change). All international students are considered non-resident students for tuition and other purposes.

In addition to the general admission requirements previously listed, the following regulations apply to all international students:

1. Yearly secondary school records and national examination results must be submitted.
2. Certified transcripts of student’s academic record (mark sheets) from universities previously attended in the home country must be submitted. Both a copy of the official foreign academic record and an official English translation must be included. Moreover, where university level studies are to be considered for possible undergraduate transfer credit, a syllabus, catalog or similar bulletin must be submitted which describes the courses in sufficient detail for proper evaluation.
3. Signed statements guaranteeing the student’s ability to pay expenses while at UT Permian Basin must be accompanied by documentation supporting such as a current letter from a bank or other reliable institution or from the sponsor’s employer. (Photo static copies of support statements furnished to meet another university’s requirements are not acceptable.) **The University has no financial aid available international students.**
4. In addition to the sponsor’s letter guaranteeing support, a \$13,000 deposit, which demonstrates ability to pay for tuition, fees, and mandatory insurance for one academic year, is required for students from certain countries and must be placed on deposit at the University. Contact the Admissions Office for specific information.
5. Test of English as a Foreign Language (TOEFL) scores must be submitted before admission will be granted. Minimum score for admission consideration is 550 (paper-based) or 213 (computer-based). Information concerning the TOEFL may be obtained by writing to: **TOEFL, Box 899, Princeton, NJ 08540. (The University of Texas of the Permian Basin institution number: 6914.)**
6. It is compulsory for international students on F-1 visas to have medical hospitalization and repatriation insurance for themselves. Insurance for dependents is optional. Students on J-1 visas are required to carry medical, hospitalization and repatriation insurance for themselves and their dependents.

7. Students on F-1 visas do not normally have employment privileges. Government regulations require international students to certify that they have finances deemed sufficient by the University to pursue a full course of study without employment. Thus, international students should not expect to support themselves through employment while attending the University. International students may request permission to seek employment while attending the University-after they have completed one academic year of study. See the International Student Advisor.
8. Holders of F-1 student visas and J-1 sponsored Student Visas must enroll for a full load of study.
 - a. **Undergraduate students** - Twelve (12) semester hours is the minimum load. If the student does not plan to enroll during the summer sessions, full-time enrollment should be 15 semester hours.
 - b. **Graduate students** - Nine (9) semester hours is the minimum load.
9. Students wishing admission to graduate programs must comply with all of the above requirements in addition to the graduate studies requirements listed.
10. Students transferring from a U. S. college or university must have the former international student advisor (or equivalent) complete Form FS2-73. This form is available at the Admissions Office.

TRANSFER ADMISSIONS - FOR INTERNATIONAL STUDENTS. Transfer admissions from universities within the United States can be processed. The Immigration and Naturalization Service (INS) must be notified when an international student transfers from one U.S. institution to another. With recent changes in INS regulations, a transferring international student must process the transfer with the institution to which the student is transferring, not with the previous institution. However, if a student is **out of status** with INS, that student must reinstate him/herself with INS prior to enrolling at UT Permian Basin. Questions regarding a student's immediate immigration status must be directed to the International Student Advisor.

It is the student's responsibility to obtain the correct visa and to maintain the appropriate immigration status while in the United States. International students should refer to, carefully read, and make sure the conditions of the visa, noted on the back of Form I-20 or IAP66, are understood **before** signing the form.

ACCEPTANCE PROCEDURES

Process:

Each program has a Graduate Acceptance Committee/Program Coordinator to evaluate applicants for acceptance to graduate programs. Upon receipt of all required documents, i.e., application form, official transcripts of all higher education course work, TOEFL scores for foreign students, and GRE/GMAT scores, the Assistant Vice President for Graduate Studies will certify that an applicant has met the University requirements for acceptance. The Office of Graduate Studies will then transmit each advising file to the appropriate Graduate Acceptance Committee/Program Coordinator. Included in the advising file are copies of all documentation plus an acceptance form with the applicant's eligibility status.

Notification:

Upon completion of its deliberations, the Graduate Acceptance Committee/Program Coordinator returns its decision and any conditions of acceptance to the Assistant Vice President for Graduate Studies, who notifies the student in writing. Acceptance of a student to graduate study is subject to review by the Assistant Vice President for Graduate Studies for consistency with graduate policies and procedures.

Acceptance of Degree Seeking Students

Students are accepted to a degree program with regular status, provisional status, or conditional status. Students accepted into programs with other than regular status will be assigned special conditions by which they may attain regular status. These conditions can include specific courses, the order in which they may be taken, the number of semester hours to be taken and the minimum grade requirements. If these conditions are not met in their entirety, the student will be denied permission to continue in the graduate program.

1. A student is eligible for regular admission if he/she has earned a graduate degree from an accredited college or university and adequate preparation in the discipline; or a bachelor degree from an accredited institution, adequate preparation in the discipline, and a satisfactory Entrance Score. The Entrance Score = $(\text{GPA} \times 200) + \text{GRE}$. Grade-point average (GPA) is from a 4.0 scale in the last 60 hours of the undergraduate degree. GRE is the Graduate Record Exam. Acceptance to the MBA and MPA programs requires a satisfactory academic record and an Entrance Score of at least 1120. The Entrance Score = $(\text{GPA} \times 200) + \text{GMAT}$. GMAT is the Graduate Management Admission Test.

An applicant's performance on a standardized test may not be used in the admissions process for a graduate or professional program as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant. No specific weight will be assigned to any one factor being considered in the admissions process for a graduate or professional program.

2. A student whose Entrance Score (ES) is below the minimum for regular admission but whose GPA is not less than 2.5 and ES is satisfactory is eligible for provisional acceptance to a graduate program. Acceptance to the MBA and MPA programs requires a satisfactory academic record and an ES of at least 1000. $\text{ES} = (\text{GPA} \times 200) + \text{GRE}$ or GMAT . All students admitted with provisional acceptance shall be assigned specific requirements in terms of courses and performance, to include a minimum of twelve semester credit hours of 6000-level course work, with a grade of B or better in each course taken.
3. A student who does not meet these requirements above may be considered for regular or provisional admission into a graduate or professional program. Applicants may present materials addressing the potential for success in graduate studies. In addition to letters of reference, the following information may be considered: high school and undergraduate academic records; socioeconomic background while attending elementary and secondary and undergraduate schools (including changes in background); first generation status to attend or graduate from an undergraduate program or from a graduate or professional program; multilingual proficiency; duties while attending school including employment, raising children, and other; region of school district for public high school graduation in Texas within the preceding 20 years and region of residence at the time of application; involvement in community activities; demonstrated commitment to a field of study; current comparative availability of members of a professional

program in the applicant's region of residence while attending elementary and secondary school; automatic admission to a general academic teaching institution as an undergraduate student under Section 51.803; and personal interviews.

4. A student who meets admission requirements but has deficiencies in undergraduate preparation in the discipline is eligible for conditional acceptance. A student so accepted shall be assigned specific requirements in terms of courses and performance. In some programs, these requirements must be met satisfactorily before the student may begin the graduate program.

A student who is not admitted may be given information and counseling regarding other programs or preparation for reapplication.

NOTE: Each program admission decision is made by the designated program Graduate Acceptance Committee/Program Coordinator and does not apply to any other program. A student changing degree programs must apply to and be admitted to the new program choice.

Acceptance of Non-degree Seeking Students

1. **Certification Seeking Students:**
Students seeking teacher certification, an endorsement to their teaching certificate, or who wish to accrue credit toward career advancement.

These students may enroll in graduate or undergraduate education or content-area courses with approval of the Certification Officer of the School of Education, the content-area faculty adviser and the Assistant Vice President for Graduate Studies. No more than 6 credit hours may be taken before completion of admission to Certification.

2. **Graduate Enrichment Students:**
Students who wish to take selected courses for their own intellectual or professional enhancement or to transfer those courses to another university.

These students should have no intention to apply courses to a degree program at The University of Texas of the Permian Basin. Graduate Enrichment students may enroll for graduate hours beyond six graduate hours taken at UTPB only with permission of a graduate program head to which the courses would apply.

NOTE: Students who wish to transfer credit to other programs are admissible, but should verify acceptance of the course to their home program prior to enrollment. The Assistant Vice President for Graduate Studies can help assemble information needed for evaluation of the course(s) by the accepting institution.

3. **Special Status Students:**
Students in their first semester of graduate study who have applied to a graduate degree program and are pending acceptance to a graduate degree program.

Special status post-baccalaureate students who wish to request permission to count the course work taken during their first semester on campus toward a graduate degree must complete the acceptance process including GRE or GMAT testing and submission of all transcripts in the first semester of study. If the student does not complete the acceptance process in the first semester and later wishes to enter a degree program, a maximum of 6 semester credit hours of course work may be applied to the degree program. The application of courses taken as a special status student to a degree program is subject to the approval of the student's graduate committee and department chair or program coordinator. **No 4000-level courses taken as a special status student are eligible for credit toward graduate degree requirements.**

Financial Assistance

(General Catalog information on Financial Aid is reprinted in Appendix A, page 143.) Students accepted into a program of graduate study or into a post-baccalaureate certification program at UT Permian Basin are eligible to apply for financial assistance. For more detailed information, students should refer to *The Guide to Scholarships and other Financial Assistance at The University of Texas of the Permian Basin* or contact the Office of Financial Aid.

Satisfactory Academic Progress. Students enrolled in graduate degree programs or post-baccalaureate programs are expected to meet qualitative and quantitative standards similar to the undergraduate programs in order to be eligible to receive financial aid benefits (as outlined in Appendix A).

In addition, graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.00 or higher. Post-baccalaureate students must maintain at least a CGPA equivalent to that which is required for successful completion of the student's certification or licensing program. Students who fail to maintain the minimum CGPA requirements will be placed on financial aid probation. Students placed on financial aid probation will have the equivalent of one full-time semester to attain the minimum required CGPA (9 hours for graduate study, 12 hours for post-baccalaureate). Failure to attain the minimum requirements within the probationary period will result in suspension of financial aid eligibility until the minimum requirements are met. The "Financial Aid" portion of this catalog contains information about student rights of appeal and procedures for reinstatement of aid eligibility.

Graduate and post-baccalaureate students are subject to the same regulations governing maximum time frames for completing a program of study one and one-half times the stated length of a program. For example, a graduate degree program which requires thirty-six semester credit hours of graduate study must be completed within 54 attempted hours (36 hrs. x 1.50). Other program lengths would be similarly calculated. Leveling work required for admission into a program of study will be added to the program's stated length to determine maximum time allowed for completion. Additionally, graduate and post-baccalaureate students must have successfully completed at least seventy-five percent (75%) of attempted enrollments at the end of the spring semester in order to be eligible for financial assistance during the following year.

Funding for Student Teaching. Students enrolled in student teaching are considered to be registered as full-time students. Financial Aid will be based on fifth year senior status.

Outside Funded Fellowships. Private foundations and research grant programs sometimes offer fellowship grants and stipends to graduate assistants within the various disciplines. Information on available fellowships may be obtained by contacting department chairs and program coordinators.

Funding for Practicums, Internships and Theses/Projects. Students enrolled in practicums, internships and theses/projects are considered less than halftime students for purposes of receiving financial aid. Less than halftime students are not eligible for Financial Aid.

A limited number of Graduate Assistantships are available for teaching and research. They are awarded to enable students to devote major efforts to study and professional development. Students who receive these awards are encouraged not to accept employment other than the Assistantship during the period of the award and will be required to enroll full-time during the award period.

Students who accept Assistantships are University employees and thus are obligated in the same way as other employees. An explanation of duties and responsibilities will be provided to each assistant. As a University employee, any Graduate Assistant wishing to accept employment in an off-campus job (or in any University appointment outside the assistantship) is required to file a written Request for Prior Approval of Outside

Employment. The form is available in the office of the Vice President for Academic Affairs and online located on the UTPB Homepage, Administration, Academic Affairs, and University Forms.

A graduate student may not hold an Assistantship or a combination of Assistantships or other University positions in excess of one-half time employment (20 hours per week) without written approval of the department chair or program coordinator in which the student is enrolled and the Assistant Vice President for Graduate Studies.

Graduate Assistantships

PROPOSED

The proposed policies and procedures for graduate assistantships are under consideration for addition to **Part V of the Handbook of Operating Procedures**. They may be reviewed on the Graduate Studies home web page at <http://www.utpb.edu/gradstudies/>.

Services for Graduate Students

The following services are provided to meet the needs of graduate students at UT Permian Basin.

Graduate Student Orientation - Special sessions are available to help graduate students understand the details of graduate policies and procedures, to meet faculty and other graduate students, to review available resources, and answer questions from the students. These sessions are generally scheduled after the start of each fall and spring term. Multiple times are available to meet scheduling demands. The orientation is optional and interested students can contact the Office of Graduate Studies and Research for further information.

Library Research Training - Training sessions designed to address the needs of graduate students in research for class papers, projects, and theses are prepared by the reference staff of the Library. Particular attention is given to procedures for searching and accessing materials which are not actually located on this campus. The resources of other libraries with whom the University maintains cooperative arrangements are important to our graduate students. Contact the library or the Office of Graduate Studies and Research for additional information.

Graduate Student Advisory Board - The Graduate Student Advisory Board includes students from each graduate program. Meetings are held throughout the year to keep the Assistant Vice President for Graduate Studies informed of student concerns.

Office of Graduate Studies and Sponsored Research - In addition to records and policy administration, the Office of Graduate Studies is available to provide student assistance in preparation of degree plans, provide information on a wide variety of topics, advise students on the preparation of projects and theses for binding, and facilitate the process for students wherever possible. Requests should be made directly to the office staff.

Graduation - Graduate degree recipients are individually hooded at fall, spring and summer graduation ceremonies.

Student Life

Activities, Organizations, and Student Union

The Office of Student Life, located in MB 2120, provides a wide range of services and programs to help UTPB students develop leadership skills, designs and implements activities for UTPB students to enjoy between, before, or after classes, and creates a welcoming atmosphere in the center of campus for students to relax, study, watch television, or participate in on-campus programs.

Falcon Ambassadors: Experienced student leaders are honored at U. T. Permian Basin by being nominated and selected as Falcon Ambassadors. The Ambassadors assist with Commencement, Honors convocation, and a few other university events each year.

Miss U. T. Permian Basin: A group of students plans a campus pageant and assists the winner in representing the University at the state level.

New Student Orientation: The Office of Student Life coordinates summer and January orientations for new students. Orientation leaders are all older students who can help new students become familiar with programs, services, and other resources available to them on campus. Some hOLA (Orientation Leaders Association) members are paid for a portion of the year, but most are volunteers with an expressed interest in helping new students.

Pep Band and Mariachi Band: A band director oversees the recruitment and training of these two music groups. Members in the Pep Band play at most home intercollegiate athletic events. The Mariachi Band also plays at most major on-campus events and focuses on the music of central and south America.

Publications: The Office of Student Life supports the dissemination of news and information of student interest and the publication of literary and artistic student work.

The Sandstorm, an annual magazine-yearbook publication, is a collection of poems, short stories and essays submitted by students and selected by a panel for publication. The magazine also prints photographs of student art that includes painting, sculpture, pottery and photography. The editor and staff of this student publication are selected from the student body. Applications for editor are received from returning students and incoming students with publication experience.

The Mesa Journal, the award-winning student newspaper for U. T. Permian Basin, is a bimonthly newspaper that publishes news and information regarding the University, its students, and national or international news that affect the University community. *The Mesa Journal* provides an opportunity for students to gain newspaper journalism experience while attending the University and serves as an academic tool through the Mass Communications discipline. The editor and staff for *The Mesa Journal* are selected from the student body by the Humanities Department.

Student Senate: The Student Senate of U. T. Permian Basin is the elected student organization representing the interests and needs of the student body and is recognized by the administration of U. T. Permian Basin and by the Board of Regents of the U. T. System. Officers are elected at the end of each spring semester and Senators are elected at the end of spring and early in the fall semester. Candidate registration forms are available through the Student Senate Office. Students are encouraged to seek elected offices. The Student Senate makes recommendations to the administration on policies that affect the student body and appoints students to sit on important University committees with faculty and staff members.

The U. T. Permian Basin Student Senate co=sponsors the Halloween Carnival, Battle of the Bands, and many other activities that benefit the University community, the Odessa community, and the Permian Basin area. The Student Senate also provides limited funding for individual students and clubs to attend academic and professional conferences.

Student Program Board: The student program board is responsible for identifying, budgeting, and developing cultural, social and recreational programs for the student body. Students are encouraged to contact the program board to get involved as volunteer activity programmers or as paid part-time staff members. The U. T. Permian Basin Student Program Board brings in a variety of well-known and aspiring artists and entertainers, sponsors karaoke night in the Student Union, and takes students to regional and national leadership development conferences.

Student Clubs and Organizations: Students are encouraged to join or develop clubs and organizations that unite members with a common cause or interest. Such organizations allow students to pursue specialized interests and to have an opportunity to interact with classmates and professors in an atmosphere different from that of the classroom. Involvement in student organizations also provides a means of practicing leadership skills.

The Office of Student Life is responsible for the registration of student clubs and organizations and publishes a guide for the development of clubs and organizations. The Office of Student Life also provides various resources for student organization development, work stations and materials, and training on U. T. System policies.

The UTPB Student Union: The Student Union is situated in the north half of the second floor of the Mesa Building and contains a work area with lockable work stations for student clubs and organizations. The Student Union reception desk is open from 8:00 a.m. until 10:00 p.m. Monday through Friday, from 10:00 a.m. until 8:00 p.m. on Saturdays, and from 1:00 p.m. – 6:00 p.m. on Sundays. There are quiet study areas, a game room, meeting rooms, televisions and television rooms, and Playstations in the Student Union.

The Gymnasium/Pool Complex: This three-story building is designed for recreational use by students, faculty and staff and their families. Dependent family members of students may use the Gymnasium/Pool Complex for a nominal fee.

The Gymnasium/Pool Complex consists of four racquetball courts, two volleyball, 4 badminton courts, and three basketball courts. The complex has an exercise room equipped with free weights and a full set of station weight machines and cardio exercise machines, such as treadmills, steppers, stationary bikes, and elliptical trainers. In addition, there is an athletic field, four lighted tennis courts, and 3.5 miles of walking, jogging and skating trails. The Olympic-size swimming pool is the largest outdoor pool in Odessa. It is heated for comfort and has certified lifeguards on duty during operating hours. The pool is open year round except from mid-October to mid-March.

Housing. The University of Texas of the Permian Basin offers a variety of options for students who desire on-campus residence. Many single students prefer the apartment-style units. These units are constructed as two and four bedroom fully furnished apartments for same sex occupancy. The two bedroom apartments are double occupancy; four students to an apartment. For a slightly higher price, students may select the four bedroom apartment with single occupancy bedrooms. The housing units are arranged around a centrally located laundry/recreational building for easy access. The University also offers single and married students options in its modular housing units. Students may select from efficiency, one bedroom, two bedroom, or three bedroom units.

The housing area is within easy walking distance of the University Mesa Building, the Visual Arts Building, the Library/Lecture Center and the science laboratories. All Student Housing prices include the cost of electricity, water, sewer, garbage collection, maintenance and police security. Student Housing is available on a first-come, first-served basis, and students must be enrolled full time. For additional information contact the Student Housing Office.

PASS Office

The Office for Programs Assisting Student Study (PASS) is a multiple resources center for students. This office provides both direct and indirect services to all students.

Americans With Disabilities Assistance. The PASS office provides information about accommodations and provides services to students with disabilities. Students admitted to the University should contact the office one month in advance to set up services.

Career Services. The U.T. Permian Basin Career Services Office, which is located in the PASS Office, serves as a liaison between students seeking employment and prospective employers. Services available include job listings, placement files, on-campus interviews, and resources pertaining to job-hunting skills. Credentials files contain a student's resume, transcripts, letters of recommendation, and other pertinent information. Career services are available to all students and alumni.

Career Guides. Resource books and handouts are available for students to use in obtaining career information. Resources are also available for assisting students who are preparing resumes and who are preparing for interviews.

Computer Support. Personal computers are available for use by students in the PASS office. Word processing, tutorial, and standardized test preparation for the GRE, GMAT, and LSAT software are provided for student use. Reading, writing, and mathematics review guides and computer assisted skill sessions are available in the PASS Office. Students are encouraged to use these tutorials as needed.

Counseling Services. Academic counseling in the areas of study skills, career counseling and career interest testing and short-term problem solving counseling services are available.

Study Skills Seminars. Study skill seminars are scheduled throughout the semester. The seminars are professionally presented by video and lecture and include topics such as: time management, speed reading, listening, study strategies, overcoming procrastination, stress reduction and TASP non-course skill development.

SUCCESS Program. The SUCCESS Program, as part of the PASS Office, is designed to assist students with their academic work and any problems related to success at the University. Students are selected to participate in the program for one semester. The SUCCESS Program provides tutoring, mentoring, counseling and personal support to succeed in college.

Testing. The PASS Office provides testing services for self-paced, correspondence courses and make-up exams. The office also administers the Institutional SAT, Quick TASP and placement in Math.

Tutoring Services. In the fall and spring semesters several courses are identified in which students may have some difficulty. To support students who are taking those courses, a class tutor/mentor attends the class sessions and conducts study sessions at another schedules time for all the students in that class. There is no additional cost for this supplementary instruction services and students who take classes in which these tutor/mentors are available are encouraged to take full advantage of the opportunity. Research suggests that students participating in these study sessions make significant gains in their classes. Tutors may be available at no cost through the PASS Office. The PASS Office also maintains a list of tutors and will provide students with a list of available tutors who will tutor for a fee.

Other Services. Typewriters, part-time and full-time job posting, study guides, videos and college catalogs.

Regulations Governing Student Conduct

This section is a general guide to rules and regulations governing student conduct at The University of Texas of the Permian Basin. More specific information about rules and student rights is available in the Student Guide which is available in the Office of Student Activities. The University considers all students to be adult; therefore, their behavior is subject to all applicable provisions of the Rules and Regulations of The University of Texas System Board of Regents and the Handbook of Operating Procedures of The University of Texas of the Permian Basin. The University reserves the right to restrict the enrollment of any student for disciplinary or academic reasons.

Student due process procedure covers discrimination, sexual and racial harassment and gives procedures for filing grievance and grounds for non-academic appeals. Please see the Student Guide for procedures about filing of a grievance for non-academic issues.

AIDS, HIV, and Hepatitis B Infection. The University of Texas Permian Basin recognizes its responsibility to protect the rights and privileges of students, employees, patients, and the general public against the contact with the spread of infectious diseases. In recognition of Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) as serious health threats, U.T. Permian Basin has adopted a policy and procedural steps to protect both the rights and well-being of those students who may be infected with HIV or HBV as well as to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend all classes without restriction, as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of U.T. Permian Basin faculty, staff, and students is confidential.

A complete copy of the "AIDS, HIV and Hepatitis B Infection" policy can be found in the institutional Handbook of Operating Procedures available in the Office of each school or college, the Library, most U.T. Permian Basin departments and on the internet at <<http://www.utpb.edu>>. This policy is applicable to all students of U.T. Permian Basin as they pursue their academic (and clinical) endeavors. Brochures with information about AIDS/HIV will be made available to all students on request to the U.T. Permian Basin Student Life Office.

Bacterial Meningitis Information. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so utmost caution is required. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among colleges students every year. Bacterial Meningitis is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Symptoms include high fever, rash or purple patches on the skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. The more symptoms present, the higher the risk. When these symptoms appear seek immediate medical attention. There is treatment, but those who survive may develop severe health problems or disabilities. Early diagnosis and treatment can greatly improve the likelihood of recovery.

For more information, contact your own health care provider or local Texas Department of Health. Information web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo, www.acha.org.

Disciplinary Procedures. All students at The University of Texas of the Permian Basin are subject to all the *Rules and Regulations* of the Board of Regents of The University of Texas System and all institutional rules and regulations. *Rules* regarding students conduct and discipline are included in Series 50101 of the Regents' *Rules and Regulations*, The University of Texas of the Permian Basin Handbook of Operating Procedures, and the Student Guide.

According to the Regents' Rules, the Vice President for Student Services has the authority to take interim disciplinary action when the continuing presence of the student poses a potential danger to persons or property or a potential threat of disrupting any authorized university activity.

Disciplinary action could include:

- Disciplinary probation.
- Withholding of grades, official transcript and/or degree.
- Bar against readmission.
- Restitution or reimbursement for damage to or misappropriation of institutional or System property.
- Suspension of rights and privileges, including participation in athletic or extracurricular activities.
- Failing grade for an examination or assignment or for a course and/ or cancellation of all or any portion of prior course credit.
- Denial of degree.
- Suspension from the institution for a specified period of time.
- Expulsion (permanent separation from the institution)
- Revocation of degree and withdrawal of diploma.
- Other penalty as deemed appropriate under the circumstances.

Further information regarding the University's rules on conduct and due process procedures is provided in the Student Guide.

Drugs/Narcotics. Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic on the campus of U.T. Permian Basin or any other U.T. System component institution is subject to discipline. If a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the institution for a specified period of time and/or suspension of rights and privileges.

Hazing. The 70th Texas Legislature enacted a law concerning hazing which became effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the Vice President for Student Services firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any persons who report a specific hazing event to the Vice President for Student Services; and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to \$1,000.00, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and range from \$500.00 to \$10,000.00 in fines and up to two years confinement.

The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. Hazing with or without the consent of the student is prohibited by The University of Texas System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to:

- A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- C. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health of the student;
- D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
- E. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Immunizations. Institutions of higher education may require persons applying for admission to be immunized against diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis. The Texas Board of Health may require immunizations against these and additional diseases for registrants at any institution of higher education who are pursuing a course of study in any of the human or animal health professions, and the board may require such immunizations for any registrants in times of an emergency or epidemic in a county where such an emergency or epidemic has been declared by the Commissioner of Health.

Intoxicating Beverages. The use of intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. State law will be strictly enforced at all times on all property controlled by the System and its component institutions.

Right to Know. In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. Sections 1092 (a), (e) and (f), as amended, The University of Texas of the Permian Basin collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators.

U.T. Permian Basin reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.

U.T. Permian Basin publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees; provides copies of the report to applicants for enrollment or employment upon request; and submits a copy of the report to the Secretary of Education upon request. The annual campus crime statistics report references crimes which occur on property owned or controlled by the University and may be supplemented by listing crimes which occur off the campus in buildings or on property owned or controlled by student organizations that are registered by the institution when such statistics are available from local police departments.

The U.T. Permian Basin annually calculates and discloses institutional completion or graduation rates for undergraduate students to all prospective and current students. (The federal requirement for calculation of a

completion of graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first time at an institution of higher education and have not enrolled previously at any other institution of higher education.)

The U.T. Permian Basin publishes in the annual security report, its policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.

Solicitation. No individual, organization, group, association, or corporation may use the grounds, buildings, or facilities owned or controlled by any component institution or by the System except as permitted by the provisions of the Regents' Rules and Regulations and approved institutional rules and regulations. Campus facilities are not otherwise open to the public. Exceptions include collection of memberships dues by faculty, staff and student organizations and approved fund-raising performed by registered student organizations.

The term "solicitation" means the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose a vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or federal law or local ordinance.

Student Insurance. Students needing health insurance may obtain information from the Student Life Office located in the student union; Mesa Building 2101.

University-Related Student Travel (Texas Education Code, Section 51.950).

A. Use of Non-employee Students as Drivers is Prohibited

Student motor vehicle use and travel while engaged in University-related activities present special risk issues. Because students are not employees, motor vehicles cannot be rented for their use pursuant to the State rental car contracts; and, no coverage for personal injuries is available to them if they drive University-owned or their personal vehicles. Therefore, it is required that students who are also not employees of the University not be used as drivers; nor should they be asked or required to use their personal vehicles to engage in University-related activities.

B. Guidelines for Using Students as Driver

1. Students who drive on behalf of the university must be on the Payroll.
 - a. Students who are regularly or frequently being called upon to drive on behalf of the university should be appointed as employees by the requesting department or unit.
 - b. Student-employees who frequently drive university vehicles while on university-related activities should be "authorized" in the same manner as any other employee who regularly drives for the university, i.e. they should have a current Motor Vehicle Record on file with the Physical Plant Department.
 - c. The hiring department should also verify that the student/employees who drive have health insurance coverage of some kind.

C. Guidelines for Occasions When Students are Passengers in Motor Vehicles Involved in University-related Activities

1. Verify health insurance coverage for all students who are to be passengers in vehicles driven on University-related activities.
2. If verification of coverage is not provided Special Events medical insurance should be purchased by each passenger prior to the trip (see the Office of Student Activities).
3. Purchase of Personal Injury and Personal Effects Insurance.

When rental vehicles are used to transport students, the personal injury and personal effects insurance should be purchased as a part of the vehicle rental agreement. This is particularly important where vans are rented to transport large numbers of students in a single vehicle.

D. Guideline Concerning Student releases and Medical Authorizations

Each student who travels by motor vehicle (or any other form of transportation) to participate in a university-related activity, including but not limited to academically related field trips or courses, competitions or contests; or non-academic activities such as those sponsored by Recreational Sports, must execute a copy of the Release and Indemnification Agreement and The Authorization for Emergency Medical Treatment that are attached to these guidelines prior to such activities.

E. Guidelines Concerning Use of Personal Vehicles by Students

1. Use of personal vehicles by students to drive to university-related activities is discouraged.
2. If students use their own vehicles, and/or transport other students as passengers, they should be informed, in advance, that their personal insurance would be primarily responsible for any liability that may arise from such use.
3. The enforcement of Texas vehicle inspection laws may occur for vehicles parking or driving on the campus.

F. Guidelines Concerning Safe Travel Practices

Each administrative unit approving university-related travel, especially that involves students, is encouraged to promulgate Guidelines that encourage safe driving and minimize risks of injury during that travel.

Registration

Students who are admitted to the University may register for courses. Prior to each academic semester, a registration period is held. Dates of these registration periods and the dates of other transactions that affect student course schedules are printed in the Schedule of Classes.

New Students

Graduate students who have not previously attended the University will receive information by mail inviting them to participate in orientation sessions. Special meetings are conducted for graduate students in addition to the general information sessions. Registration information and advising is available at that time.

Early Registration for current students

Students who are currently enrolled (students who have attended the University within the last two semesters) are permitted to register in advance during the prior semester provided they are in good standing with the University. Dates of early registration are listed in the semester calendar of the Schedule of Classes and are otherwise advertised on campus via posters and signs. Students are encouraged to become knowledgeable of the rules governing early registration, consult their advisor prior to early registration and understand the arrangements for payment of tuition and fees. Students receiving financial aid are encouraged to consult with the Office of Financial Aid prior to the early registration period to permit proper handling of their financial aid (See the Financial Aid section of the catalog for details and contact the Office of Financial Aid regarding financial aid). Currently enrolled students may forego the early registration period and register during the open web registration or regular registration, each held prior to the beginning of classes.

Transfer students and students reenrolling after one or more years absence

Students who are transferring to the University or who are reenrolling in the University after one year or more absence are permitted to register for classes during regular registration held prior to the commencement of classes if they have been admitted or readmitted. This registration period, is provided to enable a student to complete the registration process including consulting advisors, signing up for classes and paying tuition and fees. Students who are seeking financial aid and who have not completed this process several months in advance of this registration will inevitably be delayed in receiving funds from federal grants and secured and unsecured loans. (See the Financial Aid section of the catalog for details regarding financial aid.) Dates of registration are listed in the semester calendar of the Schedule of Classes.

Web Registration

Web registration is available through CampusConnect which is located on the home page of the UTPB website: www.utpb.edu. To be eligible to WEB register, students must have met TSI requirements, received a PIN number from the Office of the Registrar, and received advisement from their academic advisor. In addition, student records must be cleared of any restrictions. CampusConnect allows students to view and print class schedules, grade reports, and unofficial transcripts. In addition, students can also view their current account and financial aid status.

Student Advisement

Students are encouraged to visit with faculty advisors for degree and class schedule planning. At announced times, all currently enrolled undergraduate students and currently enrolled graduate students who have been admitted to a graduate program or are seeking teacher certification will be permitted to early register for courses in the subsequent term. Students needing an academic advisor should contact their dean's office.

Students may not register for conventionally taught partially self-paced courses after the last day of late registration. Students must be officially enrolled at U.T. Permian Basin in the semester in which they graduate.

E-Advisor

E-Advisor is a service to facilitate the academic advising process. Students who need to:

- Find out who their academic advisor is
- Make an appointment to meet their advisor
- Be advised through phone or email
- Or otherwise need help in getting academic advising

should e-mail E-Advisor@utpb.edu. In the e-mail state the assistance needed, your major and your full name as it appears on your student records. Someone will respond by e-mail within one working day. Because advising by e-mail may require several e-mail exchanges, students should not plan to use e-mail as the sole method of getting academic advice during the last week before classes begin.

Noncredit course registration (Auditing Classes)

U.T. Permian Basin allows a person who does not desire a degree or who does not desire course credit to register for classes on a noncredit basis. This is known as auditing a course. Students auditing classes are permitted to attend classes and participate in the course discussions, studio and laboratory work and other class activities. They are not required to complete work outside the classroom or sit for exams.

The fee for auditing a course is \$100 per course plus any applicable lab fee. This fee covers course participation, library use and computer use privileges similar to those of students. It does not cover parking or provide access to student services covered by the student service fee or the medical services fee.

No credit is earned through auditing the class and a student may not earn credit through examination for audited courses. One may not audit contract study, self-paced, thesis, research or practicum courses.

Students applying only for the purposes of auditing a course are not required to meet all admission requirements. However, students that have been denied admission are not eligible to enroll to audit. For further information on admissions for auditing purposes, contact the Admissions Office.

Registration for auditing courses can occur only during the late registration period. It is on a space available basis only and requires the instructor's permission. Students should contact the Registrar's Office for audit enrollment forms and procedures.

Special Registration

A candidate for a degree who has completed all the courses and other requirements for graduation and who must register in the University for the purpose of having a degree conferred, must register *in absentia*. This is the only purpose for which a student may register *in absentia*. After registration for credit during a semester or summer session, a student wishing to change to *in absentia* status must have the request approved by the student's academic Dean and processed through the add/drop procedure. All fees, less the *in absentia* fee, the computer processing fee and will be refunded if the change is made during the first 12 class days of the Spring or Fall semester and the 4th class day of the Summer session. After the 12th class day or 4th class day in summer, no refunds will be made and no additional charge will be assessed for the *in absentia* fee. The University ID card and original paid fee receipt must be returned before a refund can be issued. No refund is made for the cancellation of an *in absentia* registration.

If the student requests a change from *in absentia* status to regular registration for courses, *in absentia* fees paid will apply toward the tuition due.

The Class Day

The class day begins at 8 a.m. and ends at 10:00 p.m. Unlike some universities in which courses offered after 5 p.m. are provided through an extension division, U.T. Permian Basin offers courses in the late afternoon and evening as part of the regular offerings. Students enrolling in these courses register in the same manner as students who are taking only daytime courses. Full-time students may have both day and evening classes.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 1232g, and the Texas Public Information Act, Texas Government Code Sec. 552.001 et seq., are respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws the University has adopted the following policy. The University will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as follows:

- To appropriate University officials who require access to education records in order to perform their legitimate education duties;
- To Officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive copy of the record if desired;
- To federal, state, or local officials or agencies authorized by law;
- In connection with a student's application for, or receipt of, financial aid;
- To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
- To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
- In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
- In an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or
- To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

At its discretion, the University may release directory information which includes student's name; local and permanent address; email address; telephone number; date and place of birth; field of study; dates of attendance; enrollment status; student classification; degrees, certificates and awards (including scholarships) received; photographs; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent previous educational agency or institution attended. Students may have any or all directory information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester or the first 4 class days of a summer semester. Requests to withhold directory information will be honored by the University for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Office of the **Registrar**.

Upon written request, the University shall provide a student with access to his or her educational records. Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with the Registrar. Afterwards the student may pursue a formal appeal to the Vice President for Student Services.

Students are advised that research papers and thesis authored by students will be made available to interested members of the public.

Details on the University's policies and procedures on the access to student records can be found in the University's Handbook of Operating Procedures, Part VI Section 15. This can be found at the following internet address:
www.utpb.edu.

Complaints regarding alleged failure to comply with the provision of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 600 Independent Avenue S.W., Washington, D.C.

Tuition, Fees and Deposits

Residency for Tuition

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, a prospective student is classified as a resident of Texas, a nonresident, or an international student. A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident. A citizen, a national, or a permanent resident of the United States not eligible to be classified as a resident is classified as a nonresident. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as a domicile while in this country is classified as an international student. An individual classified as a nonresident or as an international student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a nonresident or an international student.

To be a Texas resident for tuition purposes, a student must have resided in Texas for the twelve month period immediately preceding registration in a state supported college or university. Students who are claimed as dependents on their parent's/ guardian's income tax, will be considered residents of the state in which their parents/guardians reside.

A student entering The University of Texas of the Permian Basin for the first time, or a student reentering the University after an absence of more than one semester, should read carefully the rules governing the determination of residence in order to be prepared to pay the required tuition. Information and advice regarding residency status are available from the Office of the Registrar.

Section 54.052, *Texas Education Code*, was significantly changed in 2005. The student is responsible for registering under the proper residence classification and for providing documentation as required by the public institution of higher education. Questions about residency status should be addressed to the Office of the Registrar.

Effective September 2001 an individual is permitted, despite his or her citizenship, to be classified as a Texas resident if the individual resided with their parent or legal guardian while attending high school in this state, graduated from high school in this state, resided in this state for at least 3 years as of that graduation, registers not earlier than Fall 2001, and provides the required affidavit regarding permanent residency. (Education Code, Sec. 54.060(j)). Also effective Fall 2001, there is a reduction in time that a member of the Armed Forces must have resided in Texas in order to be eligible to establish qualifications to pay in-state tuition (from 12 months to 6 months) (Education Code, Sec. 54.058(d)).

If there is any question as to residence status it is the student's obligation, prior to or at the time of registration, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as a part of the registration procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action.

Students claiming residency by virtue of parental dependency must provide sufficient documentation to support the residency claim of the parent. Residency is determined by state statutes and in accordance with the guidelines promulgated by the Texas Higher Education Coordinating Board. The Registrar determines all residency classifications. To appeal the decision of the Registrar in residency matters, students may present their case to the Vice President for Student Services. If students wish to appeal that decision, they may address the President of the University whose decision is final.

Exceptions to Nonresident Tuition Status

1. Nonresident or international students who are recipients of a competitive academic scholarship in the amount of \$1,000 or more award or the academic year or the summer term by U.T. Permian Basin may pay the in-state tuition rate.
2. Nonresident students who hold appointments as graduate teaching assistants or graduate research assistants may pay the in-state tuition rate provided they are employed half time or more in positions which relate to their degree programs.
3. A nonresident exchange student participating in the National Student Exchange Program may be charged the resident tuition rate during the period of his or her participation in the program.

New Mexico Resident Tuition

Graduate students who are residents of State of New Mexico counties that **are adjacent** to Texas are charged tuition equal to Texas resident tuition.

Graduate students who are residents of State of New Mexico counties that are **not adjacent** to Texas are charged tuition equal to non resident tuition.

Senior Citizen Tuition Waiver For Up to Six Credit Hours

“Senior Citizen” is defined by the State of Texas as a person 65 years of age or older. A senior citizen may enroll for credit in up to six hours of courses each semester or summer term without payment of tuition if space is available. A senior citizen who wishes to enroll in courses must first apply for admission in the Office of Admissions.

After the senior citizen student has registered for six or fewer credit hours, this student will need to provide the Office of Accounting with documentation which provides the individual’s birth date, such as a drivers license or a birth certificate in order to receive the tuition waiver.

Regulations on Tuition and Fees

Tuition & Fee Exemptions Summary*

DESCRIPTION	ELIGIBILITY	FEES EXEMPTED***
**Accredited School Scholarship (permissive), <u>Texas Education Code §54.201</u>	Highest ranking graduate of an accredited Texas high school	Tuition during first two semesters (long session) following graduation
Children of Texas veterans, <u>Texas Education Code §54.203</u>	<ul style="list-style-type: none"> • For children of members of the armed forces who were killed in action, who die or died while in service, are MIA, or whose death is documented to be directly caused by illness or injury related to service in the armed forces as listed above • For orphans of members of the Texas National Guard killed since January 1, 1946, while on active duty • Must be Texas resident and resided in the state at least 12 months immediately preceding date of registration 	Tuition Laboratory fees General fee NOT TO EXCEED 150 CREDIT HOURS
Texas ex-servicemen, <u>Texas Education Code §54.203</u>	<ul style="list-style-type: none"> • Resided in Texas for 12 months prior to registration • A bona fide legal resident of Texas at time entered service • Served in armed forces in World War II, Korean Conflict, the Cold War, Vietnam, Grenada era, Lebanon, Panama, Persian Gulf • Honorably discharged • Not eligible for federal education benefits 	Tuition Laboratory fees General fee NOT TO EXCEED 150 CREDIT HOURS
Children of disabled/deceased	<ul style="list-style-type: none"> • For children under 21 years of age 	Tuition Required fees not to exceed

<p>Texas firefighters and peace officers, Texas Education Code §54.204</p>	<p>(or 22 if the student was eligible to participate in special education under TX Code §29.003) of disabled full-paid or volunteer firefighters, full-paid municipal, county, state peace officers, custodians of the Department of corrections, or game wardens</p> <ul style="list-style-type: none"> • Disability/death occurred in the line of duty 	<p>120 undergraduate credit hours or any semester begun after age 26.</p>
<p>**Disabled Peace Officers (permissive). Texas Education Code §54.2041</p>	<ul style="list-style-type: none"> • Texas resident who has resided in Texas for 12 months immediately preceding registration • Permanently disabled as a result of injury sustained in performance of duties as Texas peace officer • Unable to continue duties as peace officer 	<p>Tuition Fees excluding class and laboratory fees</p> <p>NOT TO EXCEED 12 SEMESTERS IN UNDERGRADUATE PROGRAM</p>
<p>Blind and deaf students, Texas Education Code §54.205</p>	<ul style="list-style-type: none"> • A blind disabled person, or a person whose sense of hearing is nonfunctional • Must be a Texas resident 	<p>Tuition Required fees General property deposit</p>
<p>Children of prisoners of war or persons missing in action, Texas Education Code §54.209</p>	<p>Dependent person under 25 years of age who receives majority of support from parent, and whose parent is a resident of Texas active duty military and classified by Department of Defense as a Prisoner of War or Missing in Action at time of the student's registration</p>	<p>Tuition Required fees</p>
<p>**Senior citizen (permissive), Texas Education Code §54.210</p>	<p>Individuals 65 years of age or older on space available basis</p>	<p>Tuition</p> <p>NOT TO EXCEED 6 CREDIT HOURS PER SEMESTER</p>
	<p>Individuals 65 years of age or older on space available basis may audit</p>	<p>Tuition</p>
<p>Foster Children, Texas Education Code</p>	<ul style="list-style-type: none"> • For individuals who were in foster care or other residential care under 	<p>Tuition Required fees</p>

<p><u>§54.211</u></p>	<p>the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the individual's 18th birthday, the day of the student's 14th birthday if the student was eligible for adoption on or after that day, or the day the student received a high school diploma or equivalent</p> <ul style="list-style-type: none"> • Enrolls not later than the 3rd anniversary of date of discharge from that care or the 21st birthday 	
<p>TANF Students, <u>Texas Education Code</u> <u>§54.212</u></p>	<ul style="list-style-type: none"> • For students who during the student's last year of public high school in this state, was a dependent child receiving financial assistance under Chapter 31, Human Resources Code, for not less than six months • Successfully completed the attendance requirements under Section 21.032 • Younger than 22 years of age on the date of enrollment • Enrolls at the institution as an undergraduate student not later than the second anniversary of the date of graduation from a public high school in this state • has met the entrance examination requirements of the institution before the date of enrollment • Must be a Texas resident 	<p>Tuition Fees</p> <p>NOT TO EXCEED FIRST ACADEMIC YEAR</p>
<p>Educational Aides, <u>Texas Education Code</u> <u>§54.214</u></p>	<ul style="list-style-type: none"> • School employee who worked as an educational aide for at least one year during the 5 years preceding the semester of the exemption 	<p>Tuition Fees excluding class and laboratory fees</p>

	<ul style="list-style-type: none"> • Establish financial need • Pursuing teacher certification • Maintain acceptable GPA • Resident of Texas 	
Early High School Graduates, <u>Texas Education Code §56.201-209</u>	<ul style="list-style-type: none"> • Completed Texas high school in not more than 36 consecutive months • Texas resident 	Tuition up to \$1,000
Prisoners of War. <u>Texas Govt. Code, §54.219</u>	<ul style="list-style-type: none"> • Texas resident and was a resident of Texas at the time of the person's original entry into the United States armed forces • First classified as a prisoner of war by the United States Department of Defense on or after July 1, 1999 • Must be enrolled full time 	TUITION & FEES STUDENT HOUSING & FOOD CONTRACT COSTS TEXTBOOK COSTS NOT TO EXCEED BACHELOR'S DEGREE OR 120 HOURS
Surviving Spouse and minor children of certain police, security or emergency personnel killed in the line of public duty. <u>Texas Govt. Code, §615.0225</u>	<ul style="list-style-type: none"> • For the surviving spouse or children of certain public peace officers, probation officers, parole officers, jailers, police reservists, fire fighters, and emergency medical personnel. <u>Texas Govt. Code, §615.003</u> • Death occurred in the line of duty as a result of a risk inherent in the duty. • Must be enrolled full time 	TUITION & FEES STUDENT HOUSING & FOOD CONTRACT COSTS TEXTBOOK COSTS NOT TO EXCEED BACHELOR'S DEGREE OR 200 HOURS

*This information is provided in summary form. For more information contact the Office of Accounting at (432)552-2706 and/or refer to Texas Education Code Section 54.201, et seq.

**Must have Regental approval.

***Required fees are those required as a condition of enrollment. They do not include room, board, books, transportation, lab fees, or other course specific fees or optional fees

Refund of Tuition and Fees for Students Withdrawing from the University or Reducing Course Load

Upon completing a withdrawal form and submitting it to the Registrar, the percent of tuition refund will be determined. Refund amounts for withdrawals are based on the total number of hours in which a student is enrolled at the date of withdrawal. Students withdrawing during a long semester will be refunded appropriate tuition and fees as follows:

Long Semesters

- 1. Prior to first class day 100%
(Less a \$15 matriculation fee)
- 2. During the first 5 class days..... 80%
- 3. During the second 5 class days..... 70%
- 4. During the third 5 class days 50%
- 5. During the fourth 5 class days..... .25%
- 6. After the fourth 5 class days NONE

Summer Session

- 1. Prior to first class day 100%
(Less a \$15 matriculation fee)
- 2. During the first, second or third class day..... 80%
- 3. During the fourth, fifth or sixth class day50%
- 4. After the sixth class day NONE

First time students receiving federal aid under Title IV of the Higher Education Act of 1965 will be entitled to a refund of the higher of: (1) the refund required by applicable state law; (2) the refund required by the accrediting agency; or (3) the pro rata refund as prescribed by federal law.

Payment of Tuition and Fees

Tuition charges at Texas state universities are established by state law. The State of Texas 78th Legislature allowed the Board of Regents of the University of Texas System to set designated tuition rates. The State of Texas Legislature does not set the specific amount of any particular student fee. Student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and the University of Texas System Board of Regents. All other fees at the University of the Permian Basin are fixed within statutory limitations set by the Board of Regents. All tuition and fees are subject to change by the State of Texas Legislature or Board of Regents without notice. Tuition and fees at the University of Texas of the Permian Basin are subject to change in adherence with acts of the State of Texas Legislature and/or policies of the Board of Regents.

Students are not entitled to enter a class or laboratory until their fees and deposits have been paid. Students are expected to pay all tuition and fees at the time of registration or have an approved financial aid program arranged by the Financial Aid Office prior to registration. Payment may be made by cash, check, credit card, or money order. Check, money order, and credit card (VISA, MasterCard, and Discover) payments will be accepted subject to final collection by the University's bank. All checks must be drawn on U.S. banks in U.S. dollars. When a check is returned to the University, a \$25.00 service charge is assessed. If the returned check was for tuition, the student's registration will be cancelled.

Section 54.007 of the Texas Education Code authorizes the Board of Regents of The University of Texas System to provide for the payment of tuition and mandatory fees during the fall and spring semesters through the following alternatives:

1. Full payment of tuition and fees in advance of the beginning of the semester; or
2. One-half payment of tuition and fees in advance of the beginning of the semester, one-quarter payment prior to start of the sixth class week, and the final one-quarter payment before the beginning of the eleventh class week.

There will be a \$12 incidental fee assessed if the installment payment option is used and a \$10 late fee. A student who fails to provide full payment of tuition and fees, including late fees assessed, to the University when the payments are due, is subject to one or more of the following actions at the University's option:

- a. Prohibition from registering for classes until full payment is made;
- b. Withholding of grades, degree and official transcript; and loss of credit for work completed that semester;
- c. All penalties and actions authorized by law;
- d. Referral of debt to a collection agency.

All policies regarding the payment or refunding of tuition, fees and charges are approved by the Board of Regents of The University of Texas System and comply with and are subject to change by applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, or believes special circumstances warrant exceptions to the published policy, the Registrar or the Office of Accounting should be contacted.

The University of Texas of the Permian Basin
Summary Descriptions of Required Tuition and Fees
for Fall 2008, Spring and Summer 2009

Name of Charge	Classification	Residency	Amount	Notes
Tuition:				
	Undergraduate	Resident	\$136/sch	Texas Education Code 54.0512 and 54.0513
		New Mexico Resident	\$ 166/sch	Set by Coordinating Board per Statutory Requirement
		New Mexico Adjacent County	\$136/sch	Set by Coordinating Board per Statutory Requirement
		Nonresident	\$417/sch	Set by Coordinating Board per Statutory Requirement
	Graduate	Resident	\$158/sch	Governing board may set at twice statutory rates for undergraduate programs
		New Mexico Resident	\$425/sch	Set by Coordinating Board per Statutory Requirement
		New Mexico Adjacent County	\$158/sch	Set by Coordinating Board per Statutory Requirement
		Nonresident	\$330/sch	Set by Coordinating Board per Statutory Requirement
Required Fees:				
Advising Fee		All students	\$10/sem	A non-refundable fee will be withheld from tuition if a student withdraws before the first day of class
Recreational Sports Fee		All students	\$12/sch	A fee to support the Intercollegiate athletics program.
Technology Fee		All students	\$5/sem	A fee for support of student technology needs and applications.
Library Service Fee		All students	\$3/sch	A compulsory fee to fund an increase in direct services to students including on-line access to academic indexes and electronic library Services.
Energy Fee		All students	\$3.40/sch	A fee to defray energy costs.
Matriculation Fee		All students	\$15/sem	A non-refundable fee will be withheld from tuition refunds if a Student withdraws before the first day of class.
Medical Service Fee		All students	\$11/sem	A compulsory fee to provide \$5/summer medical services for students at the contract facility with a \$10 co-pay.
Orientation Fee		Freshman	\$35	A non-refundable , one time, compulsory fee to defray orientation costs.
		Transfer	\$15	
Student Services Fees		All students	\$13.50/sch	A compulsory fee to fund student services and operations and use Of facilities and activities; governing board may set at a rate up to The statutory tuition for resident students.
Student Union Fee		All students	\$35/sem	A fee to finance, construct, operate, maintain, and improve the Student Union Building.
Incidental Fees:				
Audit Fee		Students desiring to audit	\$100/class or \$150/class w/lab	To defray costs incurred in scheduling non-credit participants in scheduled classes.
Credit by Examination		Students desiring credit by Exam	\$40/class	To defray cost of processing credit by examination
Student ID Fee		All students	\$10/student ID	To defray the cost for the student identification card.
Variety		All students	variable	For specific services such as late registration, library fines, Microfilming fees, bad check charges, application
Laboratory Fees:				
Variety		All students	variable	Mandatory charges for certain laboratory courses; may not be less Than \$5/semester nor more than \$30/semester and must not Exceed the cost of actual materials and supplied used by a Student.
Supplemental Fees:				
Variety		All students	variable	Charges in addition to regular tuition for students registered in Art, architecture, drama, speech, or music where individual Coaching or instruction is the usual method of instruction.

Add/Drop Fee. To defray costs incurred when a student adds or drops a course or courses, a \$5 per transaction fee will be assessed.

Advising Fee. To defray costs of student advising, a charge of \$10 per student per semester will be assessed. **THIS IS A NON-REFUNDABLE FEE.**

Athletic fee. To support the intercollegiate athletics program, a \$7 per semester credit hour fee will be assessed.

Audit Fee. To defray administrative costs incurred in scheduling non-credit participants in scheduled classes, a \$35 per credit hour of class without a lab and a class with a lab will be assessed the same amount plus the lab fee.

Book Locker Fee. Students using book lockers will be charged a fee of \$20 per year, \$14 per semester, or \$11 for the summer session.

Book Locker Key Replacement Fee. To defray costs of key & lock replacement, a \$15 fee will be charged for book locker key replacement.

Computer Printing Services Fee. Students will be assessed \$1.00 for each additional page after the first 10 pages to defray the costs of duplicating letter quality documents produced by students served by the Programs Assisting Student Study (PASS) Office.

Credit by Examination Fee. To defray the costs of processing credit by examination, a \$40 fee will be charged.

Distance Education Fee. To defray the costs associated with providing materials, services and instructional support for Distance Education courses, a \$35 per credit hour will be charged.

Duplicate Fee Receipt. To defray costs of printing duplicate copies of fee receipts except for purposes of I.D. cards and parking permit verification, a \$1 fee will be charged.

Education Seminar Course Fee. To defray costs of a diagnostic test kit, a \$25 fee will be charged.

Education Field-Based Instruction Fee. A \$10 per course fee will be charged to recover travel costs in certain field-based educational courses.

Education Internship Fee. Student interns are assessed a \$50 fee to cover administrative and travel expenses associated with providing supervision for teaching internships in Education 4692.

Education Internship: Diagnostician Course Fee. To defray costs of a diagnostic test kit, a \$25 fee will be charged.

Education Learning Theory and Assessment Course Fee. To defray costs of a diagnostic test kit, a \$25 fee will be charged.

Education Practicum: Reading Course Fee. To defray costs of a diagnostic test kit, a \$25 fee will be charged.

Education Reading Diagnostic/Remediation Course Fee. To defray costs of diagnostic tests, a \$25 fee will be charged.

Education Student Teaching Course Fee. Students enrolled in Student Teaching, Education 4099 and Education 4399, are assessed a \$65 fee to defray the costs of providing cooperating teachers for supervision of student teachers.

Fax Fee. A charge of \$5 per page will be assessed to defray administrative costs of faxing student documents from the Registrar's Office.

Geology Field Course Fee. A \$650 fee will be charged for the GEOL 4600 Field Geology course.

Graduation Fee. A graduation fee of \$25 is charged to graduating students at the beginning of the semester they plan to graduate. Students should notify the PASS Office and the Registrar as soon as they know they will not be graduating in the semester for which they applied. The graduation fee is a nonrefundable fee. If the student cancels the graduation application after the 12th class day of the semester (or equivalent date during shorter terms) the fee must be paid again when reapplying for graduation. If the student fails to complete any and all degree requirements by the end of the term in which graduation was planned, the fee must be paid again upon reapplication in a subsequent semester. **THIS IS A NONREFUNDABLE FEE.**

Health Insurance Fee. International students holding nonimmigrant visas and living in the United States will be assessed this fee to defray costs of mandatory insurance. The rate will be variable to match the premium for the approved U.T. System student insurance plan.

In Absentia Fee. The fee for *in absentia* registration is \$25.00. The fee is assessed to those students who need to register in the University for the purpose of having a degree conferred, but not for courses. No refund is made for the cancellation of an *in absentia* registration. For more information regarding the *in absentia* fee, see "Undergraduate and Graduate Degree Requirements."

Installment Tuition Fees. To cover costs related to providing the installment payment option. The Tuition Handling Fee is \$12 per academic term; the Tuition Delinquency Fee is \$10 per delinquent payment.

Laboratory Fees. There are a variety of mandatory charges for certain laboratory courses; they may not be less than \$1 per semester nor more than \$30 per semester and must not exceed the cost of actual materials and supplies used by the student.

Late Registration Fee. Any student who, with proper permission, registers after the scheduled registration in that semester, will be required to pay a special charge of \$15 to defray costs associated with keeping registration open after published times.

Library fees. The following fees are to cover library operational costs associated with the processing, storage, and purchase of lost or damaged books or books returned after the due date and with search, copy, and interlibrary loans. To cover library costs for the purchase of equipment, furniture and technology dealing with library resource management and costs of other library operations. **THE LATE FEE AND PROCESSING FEE ARE NON-REFUNDABLE.**

Printer Cards: Cards of various denominations. Starting at \$1 at a rate of \$.05/page.

Damaged Book: \$7.50 if the book can be repaired.
Cost of book plus \$15 processing fee if the book cannot be repaired
\$50 plus \$15 processing fee if the book cannot be replaced.

Info Express \$5 per item + .15 per page over 50 pages.
(Document \$10 per item + .25 per page over 25 pages.
Delivery)

Interlibrary Loan: \$1.50 computer charge plus supplier and handling costs; \$5/Rush

Library Fax: \$1/ + .20 per page over 3 pages (Domestic)
\$5/ + full cost of all telecommunication and other charges (International).

Lost Book: Replacement cost plus \$15 processing fee.
\$50 plus \$15 processing fee if book volume cannot be replaced.
\$25 per item for materials from the curriculum collection plus \$15 processing fee.

\$125 per item for reference volumes plus \$15 processing fee.
 \$100 per microform volume equivalent plus \$15 replacement fee.
 The replacement fee will be credited automatically when an overdue item is returned in good condition.

Overdue Charges.

General Check Out:	\$0.25/day/item
Interlibrary Loan:	\$1/day on overdue materials
Recalled Books:	\$1/day
Reserved Books:	\$0.25/hour
Video, Non-Print Media:	\$1/day
Thesis and Book Binding:	\$7.50 plus any additional costs required for special binding such as pocket part, tipping of maps, etc. to a maximum of \$15.
Transparency:	\$0.50 Black/White, \$2/Color

Library Service fee. A compulsory fee for all students in the amount of \$3 per semester credit hour to fund an increase in direct services to students including on-line access to academic indexes and electronic library services.

Matriculation Fee. A fee for all students in the amount of \$15 per semester will be withheld from tuition if a student withdraws before the first day of class. **THIS IS A NONREFUNDABLE FEE.**

Medical Service Fee. A compulsory fee to provide medical services for students at the contract facility with a \$10 co-pay.

Fall and Spring Semester:	\$11.00
Summer Semester:	\$5.00

Orientation Fee. A compulsory fee for all freshman/ \$35 and transfer/ \$15 students, which provides a new student orientation prior to registration. **THIS IS A NONREFUNDABLE FEE.**

Parking Permit Fees. Students will register their vehicles in a single payment for the entire school year or the balance of the school year in which they register, whichever is applicable. The school year is August 15 through August 14. The following fees will be charged:

Passenger vehicles and trucks:	\$45 per year
Additional Parking Permit Fee:	\$7
Two-wheel vehicles (motorcycles, motor Scooters, motorbikes):	\$45 per year
Contingent on Board of Regents approval, the rates may be increased.	

Enforcement Fees

Parking Violations:	\$10-\$35 for each offense; depending on type of offense
Moving and Non-moving violations:	\$30-100/each

Failure to pay an assessed fee within 10 calendar days of receiving the citation will result in a \$3.00 late charge.

Placement Services Fees. Students will be charged \$20 for the establishment of each placement file and \$16 for the second set of 10 copies to defray the costs of compiling, maintaining and mailing student placement files.

Property Deposit. A \$20 Property deposit shall be collected from each student. The deposit shall be returned on the withdrawal or graduation of the student who so requests, less any loss, damage, or breakage caused by the student. Any deposit which remains without call for a refund for a period of four years from last attendance shall be forfeited.

Returned checks. A service charge of \$25 will be assessed for each returned check.

Student Identification Card. All students will be charged a \$10.00 service fee per student identification card as approved by The University of Texas System Board of Regents. This is not a purchase fee. The student I.D. Card is the property of U.T. Permian Basin and return may be required upon the student's withdrawal from the University, when it has been pit to fraudulent use, or at other times determined appropriate by administrative officers of the University.

Student Services Fee. The Student Services fee is compulsory for all students. The amount charged is \$13.50 per semester credit hour. The maximum Student Services fee per semester is \$250.00. Students who register for the summer session are charged on the same basis as students registering during the regular academic year. The fee provides funding for extracurricular activities and events designed to augment student life at U.T. Permian Basin and reservation privileges at the gymnasium.

Students registered *in absentia* are not eligible to participate in student services and programs unless the regular fees are paid. The Student Handbook publishes the available programs, activities and services that the fee provides. This handbook is available at registration or from the Office of Student Life.

Refund of the Student Services fee to students withdrawing is made on the same basis as refund of the registration and tuition fees.

Student Union Fee. To finance, construct, operate, maintain and improve a Student Union Building; a fee of \$35 per student per semester will be charged.

Supplemental Fees. These include a variety of fees charged in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction.

Teacher Certification Credentials Fee. A \$10 fee will be charged to cover costs of evaluating student credentials for state teacher certification.

Teacher Certificate Deficiency Plan Fee. A \$30 fee per student will be charged to defray the cost of preparation of deficiency plans.

Test Administration Fee. To defray administrative costs in the Programs Assisting Student Studies (PASS) office, a fee of \$10 per test will be charged. **(This does not include the cost of the test.)**

Costs of Tests:

- 1) College Level Examination Program Fee (\$44)
- 2) Quick Texas Higher Education Assessment (THEA) (\$29)
Fee - Non-Student (\$10)
- 3) Scholastic Aptitude Test (SAT) (Institutional Administration) (\$30)

Theatre Appreciation Course Fee. A \$25 per student fee will be assessed to defray the costs of theatre attendance required for students enrolled in DRAM 2301.

Transcript fee. There is a transcript charge of \$7 for each University transcript ordered to defray costs of retrieving, duplicating and mailing transcripts.

Voluntary Fees. Variety of fees for students desiring a specific service which may include such items as parking fees, yearbooks, locker fees, and intercollegiate athletics passes.

Concurrent enrollment. Section 54.062 of the Texas Education Code provides for the following tuition procedure for students registering concurrently at two Texas public institutions of higher education:

1. The student must register first at the institution with a lower minimum tuition and pay the full tuition charge.
2. Generally only the hourly rate is paid at the second institution. However, if the minimum amount is less at the first institution, then the student must pay the difference in the two minimums to the second institution, but not less than the hourly rate. All other required and optional fees are billed by each institution at its regularly authorized rates.

Teach for Texas Financial Assistance Program. The Texas Higher Education Coordinating Board administers a loan repayment program for teachers certified in fields in which there is a critical shortage of teachers, who take jobs as classroom teachers in those fields in Texas. Details about this program are found in Texas Education Code, Subchapter O, Section 56.351 – 56.355, and additional information may be obtained by contacting the Office of Financial Aid.

**Sample of total tuition and fee charges
for a semester
Fall 2008, Spring & Summer 2009**

Institution: The University of Texas of the Permian Basin

The table can be used to estimate the full costs of one semester for Texas resident students. For undergraduates, the amounts are shown for 12 and 15 semester credit hours (SCH). For graduate students, the table gives amounts for 3 and 9 SCHs. If a student enrolls for a different number of hours, he or she may use the extra column to calculate those costs using the per semester credit hour charges for tuition and fees that are based on the number of hours of credit (see class schedule for details). Since the table shows only *average charges* for college and course related fees, a more precise total would have to be calculated by determining the actual fees for the student's school or college and the courses for which the student has enrolled. Necessary information may be obtained from the Office of Accounting, the class schedule and/or UTPB's Home Page on the World Wide Web at <<http://www.utpb.edu/>> on the tuition and fee tables.

Name of Charge	Undergraduate		Graduate	
	12 sch	15 sch	3 sch	9 sch
Resident Tuition (1)	1632.00	2040.00	474.00	1422.00
Add: Required Fees (2)				
Student Services Fees	162.00	202.50	40.50	121.50
Library Service Fee	36.00	45.00	9.00	27.00
Advising Fee	10.00	10.00	10.00	10.00
Technology Fee	60.00	75.00	15.00	45.00
Medical Service Fee	11.00	11.00	11.00	11.00
Athletics Fee	144.00	180.00	36.00	108.00
Energy Fee	40.80	51.00	10.20	30.60
Student Union Fee	35.00	35.00	35.00	35.00
Subtotal - Required Fees	2130.80	2649.50	640.70	1810.10
Add: Average for college and course related laboratory, incidental and supplemental fees and/or optional student services fees (3)	15.00	15.00	15.00	15.00
Total Charges (4) (Tuition plus subtotal-required average for college and course related fees and/or optional student services fees)	2145.80	2664.50	655.70	1825.10

- (1) Resident undergraduate tuition as established by the Texas Legislature is \$136/sch; non resident undergraduate tuition is \$417/sch. Graduate tuition may be twice the statutory rates for undergraduate students. Effective with the fall semester, 1997, the former general use fee has become part of tuition charges per SB 1907.
- (2) Required fees, those charged to all students, may be based on semester credit hours or may be per semester.
- (3) Averages only are given for college and course related fee charges (laboratory, incidental, supplemental/individual instruction fees) since charges vary according to academic program and courses; actual fees are published in the institutional catalog and/or other publications. A summary

description of these fees and the optional student services fees may be found in an attachment, the UTPB catalog and or on UTPB's Home Page on the World Wide Web at <<http://www.utpb.edu/>>

- (4) A one time, \$20.00 property deposit is charged to all first-time students. A one time, \$35.00 orientation fee for freshman students is charged for providing a student orientation and \$15 for transfer students is charged for providing a new student orientation prior to registration. These amounts are not included in the totals.

Note: Although unlikely, changes in tuition and fee charges may occur after the information is first published; updated information may be obtained from the Accounting office or from UTPB's Home Page on the World Wide Web at <<http://www.utpb.edu/>>

Graduate Academic Regulations

Student Responsibility

Students are responsible for knowing degree requirements and for enrolling in courses that apply to their degree program. Knowing University regulations pertinent to the standard of work required for continuation in graduate study is also the student's responsibility.

Transfer Credits

Credit for graduate courses completed at another accredited institution may be applied toward a master's degree at UT Permian Basin. A maximum of six semester credits may be transferred if appropriate for the student's program and approved by the student's advisor. Three additional credits may be transferred upon approval of the Assistant Vice President for Graduate Studies. No course credit with a grade of C or lower may be transferred to UT Permian Basin. No undergraduate course work taken at another university, even when taken for graduate credit, may be transferred to UT Permian Basin.

All credit transfers must be approved after acceptance to a graduate program and *prior to the student's completion of 12 semester credit hours at UT Permian Basin*. It is the student's responsibility to initiate the approval process.

To receive more than a total of nine hours of transfer credit, the student must file a petition with the Assistant Vice President for Graduate Studies. The petition must include the recommendation of the student's advisor and committee. Requests for more than a total of nine semester hours of transfer credit must go to the Graduate Council for a decision.

Should the advisor and/or Assistant Vice President for Graduate Studies not approve the transfer of any credits, the student has the right to submit a petition to the Graduate Council, which will make the final decision. When submitted to the Graduate Council, the petition must include the recommendation of the student's advisor, committee, and the Assistant Vice President for Graduate Studies.

To insure acceptance of transfer credit toward the master's degree, the student must obtain prior written approval from the student's advisor for any courses taken at another institution after the student has matriculated at the University.

No correspondence study credits apply toward the minimum requirements for the master's degree, and no credit more than 8 years old at the time of graduation may be applied toward requirements for the degree. A maximum of 6 credits of approved extension course work, whether completed through the University or at another institution, may be applied toward meeting minimum requirements for the master's degree.

Web based courses offered through UT System Consortia agreements may be governed by specific program guidelines. Students should consult their program head for details.

Additional Course Credits

No course counted toward another degree may be counted toward a master's degree, either directly or by substitution.

Students may apply a maximum of nine credit hours of 4000-level courses toward master's degree requirements. In order to be eligible to count toward the degree, these courses must be approved by the master's degree committee and taken **after** acceptance to a degree program.

A maximum of six credit hours of 6000-level course work taken prior to acceptance in a master's degree program may be applied to the degree, subject to the approval of the student's graduate committee.

Self-Paced Instruction (SPI)

Self-paced instruction (SPI) is often referred to as personalized instruction in master learning. Self paced courses are designed to permit students to complete courses as rapidly as they are capable, or to take more time if needed to master them. SPI usually requires no formal class meetings, although in many courses the instructor meets once a week with a group of students desiring additional interaction or discussion. Most student-instructor contact in SPI is on an individual basis. Students enrolled in SPI courses are expected to interact with the professor either individually or in a group situation at least once each week or as often as a given course requires.

Self-paced courses are offered in many fields or degree programs. Students in SPI courses are provided with a course outline including instructions for study, activities to complete, sources of information and other necessary instructions. Students may visit the instructor as often as needed to discuss and clarify the course material and to answer questions. When students believe they have mastered a unit within a SPI course, they may take the appropriate test. If students pass at the prescribed level, they proceed to the next unit. In some courses, if students do not pass the unit, they may restudy it until they pass the test. Each unit must be passed in sequential order, so when all units and tests are successfully completed, students should have mastered the course material.

Since students may not need to attend class in SPI courses, they may begin such courses at any time up to four weeks prior to the end of the semester. Established deadlines for adding or dropping courses published in the course schedule refer to courses taught only on a conventional basis and not to courses taught on an SPI basis. SPI courses may not be dropped during final examination week. Although students have the option of continuing an SPI course into a succeeding semester, they are encouraged to complete it during the same semester for which they register. Students who do not complete the course in one semester's time may receive a grade of Z (satisfactory work in progress) and must reregister during a subsequent semester when the course is offered and pay tuition for the course if completion is desired.

Partially self-paced courses are administered on the same basis as regular courses. The registration, drop-add, withdrawal, course completion and grading for partially self-paced courses are administered as all other conventional classes.

Technology Assisted Study

Students are encouraged to take advantage of the latest technological advances on the campus. Changes continue to facilitate the delivery of distance education classes to the far reaches of the Permian Basin and beyond. These same technologies bring expertise from across the state onto the UT Permian Basin campus.

Current technologies suggest primary techniques are web based, (course can be completed from an off campus computer access point) web assisted, (as one of the learning approaches included with other more traditional methods) and interactive video (multiple sites are connected in real time). The integration of technology as a tool in academic efforts will continue to change. Since UTPB is a leader in these efforts for students in the state of Texas, no current list can capture the options that may be available in the near future.

Course requirements will vary. They may include specific deadlines or could be partially self-paced. No conclusions about format can be made without communicating with the instructor for the course. In general, these technology assisted courses require a greater level of individual initiative on the part of the student while offering some flexibility over traditional methods.

Independent Study (see Contract Study)

Contract Study

Several types of independent study are available at UT Permian Basin. These are referred to as contract study courses, which include readings, special problems, library research and certain other learning activities. Before students may register for these courses, plans for the proposed study showing the objectives, procedures to be used for evaluation, and other plans must be written and approved by the appropriate instructor, and by the Dean or Department Chair.

Contract studies are not intended to substitute, by content, for courses listed in the catalog.

Contract Study Courses require a contract study form to be filled out, signed and turned into the Registrar's Office.

Contract Study is available only in disciplines in which the master's degree is offered. Contract study should not include course work which is offered in regular undergraduate or graduate courses. SPI enrollment would be the preferred mode for individual enrollment in such a course. All enrollment forms will be routed through the Assistant Vice President for Graduate Studies for approval prior to acceptance by the Registrar. A limit of six semester credit hours is established for the amount of contract study credit which will be accepted for a master's degree.

Course Load

Nine semester credit hours constitute a full-time semester load for graduate students. The maximum course load for graduate students is 15 semester credit hours in a fall or spring semester or 6 semester credit hours in a six week summer term.

Registration in excess of the maximum course load requires approval of the Assistant Vice President for Graduate Studies.

Since the maximum load is limited by the Texas Higher Education Coordinating Board Rules, permission could be given only under exceptional circumstances. Students employed by UT Permian Basin as student or teaching assistants must reduce their course loads accordingly. Part-time students employed full-time may take no more than two courses per semester without the approval of the Assistant Vice President for Graduate Studies. Students on academic probation should reduce their course load until their GPA is improved and probationary status is removed. The maximum credits for which students may register in a semester or summer term apply to the combined credit for both conventionally taught courses and self-paced courses. If students finish a self-paced course before the end of the semester or summer term, they may register for another self-paced course immediately or at any time during that semester up to four weeks prior to the end of the semester.

Attendance and Religious Holidays

Students should consult with individual instructors concerning class attendance requirements. Policies of the faculty may vary since graduate classes are generally smaller and more interactive, attendance and participation may be major factors in evaluation of performance.

The University shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th class day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that religious date that the student would be absent for a religious holy day. The notification referred to above shall be in writing and the student shall deliver it personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or by certified mail, return receipt requested,

addressed to the instructor of each class. Although a student who is excused under this policy may not be penalized for the absence, the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Students must be excused from scheduled classes or other required activities if the student is called to and participates in active military service for a reasonable brief period. The student will be allowed to complete an assignment or exam within a reasonable time after the absence. Students may be excused from attendance for reasonable personal and activity events, but cannot be excused from graduate level performance in the course. If the student is aware of conflicting events, it may be better to enroll at a later date rather than jeopardize performance.

Academic Honesty

Graduate students are expected to pursue their academic careers with honesty and integrity. The value of an academic degree is dependent on the integrity of the work done for the degree. Academic honesty is thus important to all students, as well as the faculty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion (Handbook of Operating Procedures, Part 5, Section 1).

“Cheating” on a test includes:

- a. Copying from another student’s paper;
- b. Using during a test, materials not authorized by the person giving the test;
- c. Collaborating with or seeking aid from another student during a test, without authority;
- d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of a test;
- e. Substituting for another student or permitting another student to substitute for one’s self to take a test; and
- f. Bribing another person to obtain a test or information about an un-administered test.

“Plagiarism” means the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work offered for credit.

“Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit.

Further information on “Student Conduct and Discipline” is included in the Student Guide available in the Office of Student Activities.

Grading Policies and Academic Progress

Students in graduate programs receive credit only for courses in which a grade of **A**, **B** or **C** has been earned. No more than two **C** grades in 6000-level courses may be counted toward the degree. Credit toward the degree will not be granted for any 4300-level courses in which a **C** is earned. Occurrence of a **D** or **F** in a graduate program shall be grounds for dismissal from the graduate program. The master’s project/thesis will be graded **S** for Satisfactory and **U** for Unsatisfactory. All practicum courses will be graded by **S** and **U**. The **S** does not calculate in the Grade Point Average (GPA). The **U** calculates as a failing grade in the GPA. Degree candidates are required to present an overall average of not less than **B** (3.0) at the end of their program of study. Pluses and minuses do not enter into the GPA calculation (refer to page 17 for grade point calculation procedures).

For project/thesis work in progress, the letters **PR** will be assigned in lieu of a final grade. Upon completion of the master’s project/thesis and upon final evaluation by the committee and approval by the Assistant Vice President for Graduate Studies, grades for the most recent enrollments (not to exceed six credits for thesis and three credits for project) will be converted to **S** or **U**. All grades of **PR** in excess of 6 credit hours for thesis and three credit hours for project will be converted to **NG** (No Grade). Neither the **PR** nor the **NG** grade calculates in the GPA at any time.

A grade of **I** (for conventional, independent study and partially self paced courses) or **Z** (for self paced courses) is reported when students have not met all requirements of a course by the end of the semester and the instructor considers the allowance of additional time to complete course requirements justified. When reporting an **I** grade, the

instructor must complete an 'Incomplete Report' specifying: (1) the deficiency or the additional work to be done; (2) the length of time allowed to complete the work (no later than the last class day of the subsequent semester, summer excluded). When filing an Incomplete Form, the graduate faculty must indicate a default grade of B, C, D, F, or NG to be applied in the absence of a grade form indicating completion of the course. Faculty may extend an incomplete for a second semester by filing a second Incomplete Form with the Registrar. A student who registers for a class and then fails to attend any class meetings or take any test, and who neither withdraws nor formally drops the course, will be assigned the grade of **F**.

In self-paced instruction (SPI) courses in which a student makes satisfactory progress, but does not complete all requirements by the end of the semester in which registered, the instructor may report a **Z** grade. Students desiring to complete the course must reregister in the semester when the course is next offered and complete all remaining requirements for the course during the semester. The grade of **F** may be awarded for failure to achieve minimal standards in self-paced courses.

While the **Z** grade carries no penalty, the presence of many on the transcript may reflect poor schedule management. **Z** grades remain part of the permanent student transcript.

The grades of **S** and **U** are final grades used for student teaching, certain seminars, courses for demonstration of proficiency in writing and conversation, certain non-degree courses, and in a limited number of other courses which, upon petition, may be approved by the Dean; otherwise, normal grading procedures apply. The intent of the faculty and administration at UT Permian Basin is to ensure that every student receives fair treatment in the academic process.

Any course in the Fall and Spring semesters dropped after the **10th day** of the student's enrollment in the course requires the instructor's signature on the drop form. A grade of **W** will be assigned for the final grade in Fall and Spring semester courses dropped after the 12th class day (4th class day in the summer).

Continuation in a graduate degree program is dependent on satisfactory progress in resolving any acceptance conditions and maintenance of not less than a **B** average (3.0 GPA) in all course work taken according to the program plan. Special status students accruing graduate credit course work are bound by the same scholastic standards that apply to regularly enrolled degree-seeking students.

Graduate students taking undergraduate courses which are not part of their degree program and special status students taking undergraduate courses will be held to the same GPA requirements as regular undergraduate students taking the same courses, which is a GPA of at least 2.0. Teacher certification students must maintain a GPA of at least 2.75.

A student whose GPA falls below the GPA requirements stated above will be placed on probation for one semester or 6 semester credit hours. Failure to bring the cumulative GPA up within that period may result in dismissal.

Repeat Policy

All courses taken at U.T. Permian Basin, whether passes or failed, remain a permanent part of the student's records. If a course is repeated, all the grades will be used to compute the cumulative grade point average (GPA) for all purposes. Repeated courses will be counted only once for credit.

Student Academic Appeal Procedures/Readmissions

In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. If evidence warrants appeal, the student may pursue the matter further by directing a letter to the Dean. The letter should state the problem, state why the student concludes fair treatment was not received and provide a description of any evidence that would substantiate the claim. The President's Office shall constitute the final step in the appeal process.

After one semester, a student who has been dismissed may reapply for admission and must present evidence of reasonable expectation to succeed in graduate study. A student dismissed a second time may reapply after one full academic year. No student may reapply after three dismissals for academic deficiencies.

A former graduate student must notify the Admissions Office of the intention to return to study at the University. A student who has not attended the University for two or more terms or who wishes to pursue a different major upon returning must report to the Admissions Office and complete an application update. Notification of attendance at other institutions must be provided and transcripts from all other institutions must be submitted.

Any student who is not eligible to return immediately to a former institution is not eligible to enroll at the University. Any student who is dismissed from one program at the University is not eligible for admission to any other program except as allowed by the time constraints given above.

A student who is dismissed for disciplinary reasons from another institution will not be readmitted at the University.

Drops, Adds and Withdrawal

Dropping a course or courses should not be confused with withdrawing from all courses. In courses taught on a conventional basis, a student may drop the course any time up to the last day of the 10th week of classes. Students should consult the academic calendar for the last day to drop. School of Business students must have the permission of their academic advisor to drop or add a course. All other students may drop courses without permission of the instructor during the first ten class days in the Fall and Spring semesters (four class days in summer). Students must obtain the signature of the instructor whose course they are dropping if they drop the course between the 10th class day (4th class day in summer) and the last day to drop classes as given on the academic calendar for each Fall and Spring semester.

Once a student has registered and paid tuition and fees for a course section, the student is considered enrolled in that class until the student officially drops the class at the Registrar's Office. Enrollment is not complete until all tuition and fees have been paid. Students will not be admitted to classes for which tuition and fees have not been paid. The student must submit all requests to drop a course in writing to the Registrar's Office. **Neither faculty, relatives nor friends may drop or add courses for a student. Add/drop forms must be completed at the Registrar's Office prior to the end of the last day to drop. The student should note the academic calendar for the last date to drop. Failure to drop a class which is not being attended will result in a failing grade on the academic record.** Students may withdraw from all classes after the last date to drop with permission of their advisor and Dean or Department Chair. For refund dates, the student should note the Refund Policy in the section on Tuition, Fees, and Deposits in this catalog.

Adding a course is subject to the same advisement, course load, admission and prerequisite requirements as original registration. Consulting with the advisor in advance of registration can reduce the need for late adds.

Students enrolling late in a course should not expect special make-up assistance from the instructor.

In the case of courses taught on a self-paced instruction (SPI) basis, students are encouraged to enroll as early as possible. However, courses taught on a SPI basis may be added up to four weeks prior to the end of the fall or spring semesters. An equivalent date will be established for the summer term as announced in the summer class schedule. After the late registration period, SPI courses may be added only with the permission of the instructor and the Dean of the school or college in which the course is taught. Students not completing an SPI course by the end of the semester must reregister and pay all applicable fees to continue the course in the next semester in which it is offered. Students may drop an SPI course at any time up to the last date to drop, as shown in the academic calendar.

Withdrawing from the University should not be confused with dropping a course(s) while remaining enrolled in others. Students desiring to drop every course in which they are enrolled are considered to be withdrawing. Students should secure a withdrawal petition from the Registrar's Office, complete it and obtain the signature of the Business Office, the Library, Security, and the Financial Aid Office. In cases of illness, students may have someone notify the Registrar who will arrange for withdrawal.

If a student wishes to withdraw, a completed withdrawal form must be submitted to the Registrar's Office prior to the final date to withdraw. A withdrawal requested after the last date to drop must have the permission of the Dean or Department Chair. Failure to withdraw from a class which the student has never attended or has stopped attending will result in a failing grade on the academic record. A withdrawal request becomes effective the date the completed and signed form is received from the student by the Registrar's Office. Students who have withdrawn from the University need not apply for readmission unless they have been absent from the University for more than two semesters. See "Admissions."

Program Planning

Upon acceptance into a graduate program, each student will be assigned a faculty advisor by the department chair or coordinator of the program in the student's field of major interest. Prior to completion of one-half of the course credits required for the degree, the advisor and the student will nominate a committee of three or more members of which the initial advisor may or may not be the chair or a member. Each graduate student's committee will consist of graduate faculty members from the academic discipline(s) offering the degree, plus one member from outside the discipline(s) who will represent the graduate faculty. At the time the student's committee is formed, the graduate faculty representative will be appointed by the Assistant Vice President for Graduate Studies who will also approve the committee and the student's degree plan. Students in the MBA and MPA programs following an established non thesis plan of study may not be required to have a committee.

The committee is responsible for developing the student's program of study, for arranging and conducting examinations and for certifying the student's completion of all requirements for the degree. All recommendations by the committee are subject to review and approval by the Assistant Vice President for Graduate Studies.

Candidacy for the master's degree is established when, following acceptance into a degree program and completion of all acceptance requirements, the graduate student and the advisor plan a program of study recorded on the degree plan form which is approved by the student's committee, the department chair or program coordinator, and the Assistant Vice President for Graduate Studies.

Filing of the degree plan with the Office of Graduate Studies and Research should be done upon or prior to completion of 12 semester credit hours of degree requirements and must be done prior to completion of 18 semester credit hours toward the degree. Students failing to submit a program or receive approval may be required to complete one-half of the required credits (exclusive of project/thesis) after approval is received. The planned program should list all courses, any special projects, and any other educational experiences that are to be a part of the master's program. It is not necessary to include the topic if the project/thesis option is chosen. Students must accept responsibility to obtain a degree plan.

The degree plan is not official until:

1. it is signed by the student, committee members, program head, graduate faculty representative and Assistant Vice President for Graduate Studies and,
2. it is filed in the Office of Graduate Studies and Research.

All revisions to the degree plan, if necessary, are made on a separate form, "Graduate Academic Petition for Exception to Graduate Policy." Further information is available through the Office of Graduate Studies and Research.

The master's degree must be completed **within** eight years. No course more than eight years old at the time of graduation may be applied toward requirements for the degree. This includes any transfer credit and project or thesis credit. For example, if the first course on the degree plan is dated Fall 2002, the student must graduate in or before Summer 2010.

Requirements for Completion of the Degree

Successful completion of all courses and research requirements does not assure receipt of the master's degree. After all requirements have been fulfilled, candidates may be required to sit for an oral examination by their committee, which includes a representative of the graduate faculty. The examination covers the subject matter of the candidate's field or discipline and research, if a project/thesis is part of the student's program. Candidates must demonstrate an appropriate level of knowledge and understanding of their field and research effort in the oral examination. Two negative votes on a committee of four or more members results in failure. Candidates failing the oral examination may sit for reexamination only twice more within five years of the initial failure. Candidates failing the examination will be given direction for study and rewriting of the project/thesis report in order to improve the chances of passing the examination on a subsequent attempt.

To determine if a program requires a written or oral examination, thesis, project or seminar consult the description for degree. Some programs have options available for student programs.

If the student prepares a thesis or project, final copies of the master's project/thesis must be prepared according to the regulations presented in the current edition of *INSTRUCTIONS FOR PREPARATION OF MASTERS THESIS AND RESEARCH PROJECT REPORTS* (available from the UT Permian Basin Bookstore). Students must submit not less than an original and three copies of the project/thesis. Research papers and thesis authored by the student will be available to interested members of the public.

The Assistant Vice President for Graduate Studies examines each project/thesis to determine whether or not it meets University requirements and format guidelines. In order to reduce the number of last minute corrections, the student is encouraged to consult with the Office of Graduate Studies and Research during preparation of the report and to submit the master copy of the final draft of the report for review before having additional required copies prepared. This copy should be submitted for review well in advance of the deadline to allow adequate time for the Office of Graduate Studies and Research review, time for the student to make necessary corrections and time to have the final required copies made.

Due to the part-time status of the majority of graduate students, no standard, continuous registration is required by policy of the Office of Graduate Studies. However, each student must register for the number of hours determined by his/her committee for the master's project/thesis. Students must register for 6398/6399 each semester in which they work under the supervision of their advisor toward the completion of the project/thesis and/or use the resources of the University. Although multiple registrations for these courses are common, a maximum of three hours for project or six hours of credit for thesis will be granted on the final academic record.

There may be financial aid or other requirements for continuous registration for individual students. Any student who is not enrolled for a two term period will be asked to update his or her file and may find that a newer version of degree requirements is applicable.

The prospective graduate must complete and file an application for graduation during the registration period of the semester graduation is planned. Students failing to graduate after paying the graduation fee will forfeit that fee and must reapply when they register for the semester in which they intend to graduate. Early in the semester of graduation, a degree check will be initiated for the student. The student must enroll for at least three semester credit hours in one of the standard numbered courses during the semester in which graduation actually occurs or, under special circumstances, register *in absentia*.

Under special circumstances, registration *in absentia* may be permitted if approved by the committee chair and the Assistant Vice President for Graduate Studies. A candidate for a degree who has completed all the requirements for graduation and who needs to register for the purpose of having a degree conferred (not to take courses) must register *in absentia*. This is the only purpose for which a student may register *in absentia*. In addition, if a student has completed all coursework and has previously registered for the maximum credit hours of project/theses allowed to count toward the degree, but has not completed the project/thesis, the student may register *in absentia* for one semester. Should the student fail to complete the project/thesis in that semester, the student must register for

6398/6399 in a subsequent semester to complete the project/thesis and have the degree conferred. These are the only two purposes for which a student may register *in absentia*.

After registration for credit during a semester or summer session, a change to *in absentia* status must be approved by the Assistant Vice President for Graduate Studies and processed through the add/drop procedure; i.e., a student will drop the courses for which he/she has registered and add the *in absentia* registration. All fees, less the *in absentia* fee, will be refunded if the change is made during the first twelve class days. After the twelfth class day, no refunds are made and no additional charge will be assessed for the *in absentia* fee. The University ID card and original paid fee receipt must be returned before a refund can be issued. No refund is made for the cancellation of an *in absentia* registration.

College of Arts & Sciences

The mission of the College of Arts & Sciences is to interweave the arts and sciences with professional education which provides students with the freedom to realize their potentials as independent persons with critical thinking, openness, adaptability, tolerance, integrity and a capacity for life-long learning.

The College of Arts and Sciences consists of nine departments: Literature and Languages, Visual and Performing Arts, History, Social Sciences, Psychology, Kinesiology, Biology, Physical Sciences, and Mathematics and Computer Sciences.

The Master of Arts (MA) degree is offered in English, History, Psychology/Applied Research, or Clinical, Spanish; and the Master of Public Administration (MPA) is offered in Public Administration with an emphasis in Leadership; and the Master of Science (MS) is offered in Biology, Computer Science, Criminal Justice Administration, Kinesiology and Geology.

The Master of Science in Kinesiology is also offered On-line through the University of Texas TeleCampus.

Department of Social Sciences, Psychology and Kinesiology Graduate Faculty

Department Chair

Kay Ketzenberger, Ph.D.

Steven Aicinena, Ed.D.

James Eldridge, Ed.D.

Craig Emmert, Ph.D.

Lois S. Hale, Ph.D.

Kay Ketzenberger, Ph.D.

Richard Kiekbusch, Ph.D.

Gary McCullough, Ph.D.

Linda Montgomery, Ph.D.

James N. Olson, Ph.D.

Cecilio Ortiz, Ph.D.

Robert L. Perry, Ph.D.

Patricia Sherblom, Ph.D.

Spencer K. Thompson, Ph.D.

Carol Ann Traut, Ph.D.

Professor of Kinesiology

Associate Professor of Kinesiology

Associate Professor of Political Science

Professor of Kinesiology

Associate Professor of Psychology

Associate Professor of Criminology

Assistant Professor of Psychology

Associate Professor of Psychology

Professor of Psychology

Assistant Professor of Political Science

Associate Professor of Political Science

Assistant Professor of Kinesiology

Associate Professor of Psychology

Professor of Public Leadership

Department of Literature and Languages, Visual and Performing Arts, and History Graduate Faculty

Department Chair

Christopher J. Stanley, MFA

Sophia Andres, Ph.D.	Professor of English
Rebecca Babcock, Ph.D.	Assistant Professor of English
Derek Catsam, Ph.D.	Assistant Professor of History
Diana Hinton, Ph.D.	Professor of History
Jason Lagapa, Ph.D.	Assistant Professor of English
Ana Leon, Ph.D.	Professor of Spanish
Ana Martinez, Ph.D.	Assistant Professor of History
Pamela J. Price, MFA	Mr. & Mrs. Louis Rochester Professor of Fine Art
Todd Richardson, Ph.D.	Assistant Professor of English
Roland Spickermann, Ph.D.	Associate Professor of History
J. Tillapaugh, Ph.D.	Professor of History
Rhina Toruno-Haensly, Ph.D.	Professor of Foreign Languages
Shawn Watson, Ph.D.	Associate Professor of English
Mark Wildermuth, Ph.D.	Professor of English

Department of Biology, Physical Sciences, and Mathematics and Computer Sciences Graduate Faculty

Department Chair
Emilio Mutis-Duplat, Ph.D.

Donald M. Allen, Ph.D.	Professor of Biology and Ashbel Smith Professor
Sefy-Ollah Ehdaie, Ph.D.	Associate Professor of Environmental & Natural Science
Tracie M. Gibson, Ph.D.	Assistant Professor of Biology
Douglas F. Hale, Ph.D.	Professor of Mathematics and Director of REACH Program Center
Doug Henderson, Ph.D.	Associate Professor of Biology
Gae Kovalick, Ph.D.	Assistant Professor of Biology
Emilio Mutis-Duplat, Ph.D.	Professor of Geology
Diane Post, Ph.D.	Associate Professor of Biology
R. Douglas Spence, Ph.D.	Associate Professor of Biology

School of Business

Our vision, while never losing sight of the fact that our primary focus is to serve the Permian Basin region, we seek to advance our baccalaureate and graduate degree programs through continuous improvement to a level that students beyond the region will see us a viable educational option.

The mission of the School of Business at The University of Texas of the Permian Basin is to offer both undergraduate and graduate educational programs that are not only of high quality, but that evolve with our ever changing economy; to foster the success of our students in their professional careers; to promote our community of scholars' excellence in teaching, intellectual contributions, and service; and to advance economic development within our region.

The School of Business has an active chapter of Sigma Beta Delta, International Honor Society. A student must be in the top 20% of the junior or senior classes to be eligible for induction. Eligible students are inducted into Sigma Beta Delta in the spring of each academic year.

Coordinator of Graduate Studies

Scott A. Carson., Ph.D.

Associate Professor of Economics

Graduate Faculty

Scott A. Carson, Ph.D.

Associate Professor of Economics

R. Wayne Counts, Ph.D.

Assistant Professor of Accountancy

Shirley A. Davenport, Ph.D.

Assistant Professor of Accountancy

Wilma R. Dye, Ph.D.

Associate Professor of Accountancy

William R. Fannin, Ph.D.

Professor of Management

Paul J. Haensly, Ph.D.

Associate Professor of Finance

Paul E. Hodges, Ph.D.

Professor of Economics and Ashbel Smith Professor

Prakash Pai, Ph.D.

Assistant Professor of Finance

William H. Price, DBA

Assistant Professor of Management

Lloyd J. Taylor III, Ph.D.

Associate Professor of Management

Leslie Toombs, Ph.D.

Professor of Management and Pinkie Roden Chair of Entrepreneurship

Programs

Programs offered through the School of Business are the Master of Business Administration and the Master of Professional Accountancy. Both are professional programs to prepare individuals for business endeavors, although some students will proceed to doctoral level preparation. In each instance, the individual is expected to be more upwardly mobile in the organization. Emphasis on different types of organizations, including small business, service, and government are included to serve the needs of the region. Graduate courses are offered in the evening since most students are employed while working toward their advanced degrees. The School of Business also cooperates with other UT System schools to offer the MBA Online.

Admission

Admission requirements for School of Business programs include the GMAT and suitable undergraduate GPA.

Advanced Certifications

Advanced certifications can be earned in:

- School Counseling
- Educational Diagnostician
- Principal
- Superintendent
- Reading Specialist
- Master Reading Teacher
- Gifted and Talented Education

Every effort is made to maintain reasonable consistency between the program offered by the School of Education and the requirements for advanced certifications established by the Texas State Board for Educator Certification. However, the requirements for advanced certifications may change and it is critical that candidates consult their advisors and UTPB's Certification Officer regularly during their studies.

Admission

Candidates are admitted to the School of Education under one of 3 conditions: conditional, provisional, or regular. To be admitted a candidate must:

- Have been admitted to Graduate Studies
- Respond, in writing, to questions related to "What are my expectations for graduate school?"
- Participate in a one-on-one interview with area coordinator or designated program faculty member
- Complete the Candidate Disposition Progress Report in EDUC 6301, Philosophy of Education or EDUC 6302, Cultural Diversity
- Download a copy of Advanced Program Candidates' Handbook
- Create a portfolio

Master of Professional Accountancy

Administrative Unit

This degree is administered by the Office of Graduate Studies and Research through the faculty of the School of Business.

Objectives

The Master of Professional Accountancy degree program is designed:

1. to provide students with both the academic preparation and the 150 hours required for accountants who are Uniform CPA Exam candidates,
2. to provide an entry into the accounting profession for students with an undergraduate degree in business or another field of study, and
3. to provide current professionals with advanced theory and technique of accounting.

Admission Requirements

The Master of Professional Accountancy (MPA) program admits students who have completed a baccalaureate degree and students who are currently pursuing a BBA in accounting at UTPB. All students preparing to be admitted to the MPA program must take the GMAT test prior to admission. Students may complete up to six graduate semester hours, in no more than one semester, before completing the GMAT exam provided they present a GPA OF 3.0 or better. Otherwise the GMAT must be completed prior to any graduate courses being taken. Admission is based on an accounting GPA of at least 3.0 and a combination of the undergraduate GPA and GMAT Score: Entrance Status Score = (GPA X 200) + GMAT.

Regular Standing:	Entrance Score at least 1120
Provisional Standing:	Entrance Score at least 1000 but less than 1120
Conditional Standing	Entrance Score at least 1000 but with additional pre-professional leveling courses that need to be taken (see below)

Students granted provisional status will normally be changed to regular status upon successful completion of a minimum of twelve semester credit hours of MPA core course work with a grade of B or better in each course taken. No elective course may be taken by a student in provisional status.

Students granted conditional status will normally be changed to regular status upon successful completion of pre-professional leveling courses including an accounting GPA of 3.0 in the pre-professional courses: accounting core listed below. No elective course may be taken by a student in conditional status.

Admission for UTPB undergraduate accounting students:

Currently enrolled undergraduate students at UTPB majoring in Accountancy and Information Systems may qualify for admission into the Dual Degree Program in Professional Accountancy described in the UTPB Undergraduate Catalog.

Admission for baccalaureate degree holders:

The Master of Professional Accountancy (MPA) program is open to all students holding baccalaureate degrees from accredited colleges or universities and meeting the following provisions: satisfactory performance during the last two undergraduate years (or other evidence predicting success in graduate study), and a satisfactory score on the Graduate Management Admission Test (GMAT). Students without an academic background in accounting must demonstrate their knowledge in accounting by completing 15 - 18 hours of accounting course work. Students without an academic background in business must demonstrate their knowledge of the basic fields of business by completing leveling course work in the foundation disciplines that include information systems, statistics, economics, management, and marketing. Students who have not completed the equivalent of six semester hours of undergraduate mathematics including exposure to differential and integral calculus may be advised to complete mathematics preparation to the level of MATH 1325 or its equivalent.

Non-degree Students in Graduate Accountancy

Non-degree students may take up to six credit hours of graduate business courses to meet certification requirements and continuing professional or personal development. Non-degree students, however, must otherwise meet admission criteria for the Master of Professional Accountancy or Master of Business Administration program in order to take more than six credit hours of graduate business courses. Non-degree students may register for MBA Online courses only during late registration, on a space-available basis, to give priority to degree-seeking students.

Leveling Courses required Prior To MPA Course Work

Pre-Professional Courses: Business Core (15-21 credits)

Information Systems	ACCT 3333
Statistics	MATH 6301 or MNGT 3301 & MNGT 3302
Economics	ECON 6301 or ECON 2301 & ECON 2302
Management	MNGT 3310
Marketing	MRKT 3300

Pre-Professional Courses: Accounting Core (18-21 credits)

Principles of Accounting	ACCT 6301 or ACCT 2301 & ACCT 2302
Intermediate Accounting	ACCT 3301 & ACCT 3302
Cost Accounting	ACCT 3303
Federal Income Tax	ACCT 3305
Auditing	ACCT 4306

MPA Program Requirements

ACCT 6311	Information Systems Management
ACCT 6312	Accounting Theory
ACCT 6313	Professional Ethics
ACCT 6314	Applied Accounting Research
ACCT 6315	Topics in Federal Income Tax
ACCT 6316	Topics in Auditing
MNGT 6301	Legal Environment of Business*
FINA 6320	Financial Management: Theory and Techniques

Electives: 12 credits

AT LEAST 3 credit hours of electives must be taken outside of accounting. Electives may be chosen from the following:

ACCT 6302	Contemporary Control Systems
ACCT 6392	Internship
ACCT 6398	Master's Project
ACCT 6399	Master's Thesis

Any other graduate level School of Business course, except leveling classes, with approval of the student's advisor.

Up to 6 credits of senior-level accounting courses with approval of the student's advisor:

ACCT 4300	Advanced Accounting
ACCT 4304	Not for Profit Accounting
ACCT 4310	Oil and Gas Accounting
ACCT 4311	Accounting Information Systems
ACCT 4313	Advanced Cost Accounting
ACCT 4340	Financial Statement Analysis

* Students with at least 6 credits of Business Law may substitute another graduate School of Business course with the approval of the student's advisor.

Grades

MPA students will not be given graduate credit for courses taken when the letter grade earned is less than C. In addition, an MPA student may count no more than two C grades. A degree candidate is required to maintain an overall average of B and maintain a GPA of 3.0 in every semester throughout his or her program of study.

Professional Certification Preparation

The MPA degree requirements can satisfy minimal education requirements to sit for the Texas Certified Public Accountant certificate. The requirements to sit for the exam and to receive the CPA certificate are specified in the Public Accountancy Act of 1991 (as amended) and are administered by the Texas State Board of Public Accountancy. Interested students are directed to the Texas State Board of Public Accountancy website at www.tsbpa.state.tx.us for further information.

Dual Degree Program

The Dual Degree Program in Professional Accountancy is an accelerated program of rigorous study intended to provide students with a concurrent Bachelor of Business Administration (BBA) with a major in Accountancy and a Master of Professional Accountancy (MPA) in 152 credit hours. Admission into the Dual Degree Program in Professional Accountancy is open to all undergraduate students with a cumulative GPA of at least 3.0, a GPA in junior accounting courses of 3.25 based on at least nine credit hours, and a satisfactory GMAT score. Students who believe that they qualify for the program should consult their undergraduate advisor to obtain program details and initiate the application process.

As an accelerated program, the Dual Degree Program allows a maximum of three (3) hours of experiential learning (ACCT 4392/6392) taken for credit.

Students in the Dual Degree Program will begin paying graduate tuition and related fees for all courses during the first semester in which the student takes a class on the Master of Professional Accountancy degree plan. Upon completion of the 152 hours specified in the Dual Degree plan of study, students will be awarded both a BBA and an MPA. No degree will be awarded until all requirements of the Dual Degree Program have been satisfied.

Special Program Features

The MPA program is designed to serve both as a fifth year of study for continuing undergraduate students who intend to meet requirements for a CPA license and as a part-time program for individuals working in accounting and related fields. All of the classes offered in the MPA program will be offered in the evening.

Options

The MPA program includes 12 hours of electives beyond the MPA core courses that can be chosen from graduate accounting courses, other graduate courses offered by the School of Business, and senior-level accounting courses (up to 6 credit hours only).

The MPA program is designed primarily as a professional program rather than a preparation program for doctoral study. Both research and non-research options are available in the program. Students planning to pursue doctoral study or having an interest in research should select the research option. Students choosing the non-research option must complete a minimum of 36 semester credits of prescribed study, exclusive of leveling course work. Students choosing the research option must complete either 30 semester credits of prescribed study plus a thesis, or 33 semester credits of prescribed study plus a research problem.

The thesis must deal with a topic of generalized concern to the profession, be scholarly in its orientation, demonstrate the students understanding of and ability to use sophisticated research techniques, show promise of a contribution to knowledge that could be worthy of publication in a scholarly or professional journal. Students will arrange with their graduate committees to sit for an oral examination of their thesis.

The research problem should deal with a practical problem of concern to the student. It should follow recognized research procedures but does not require the level of sophistication of thesis research. The findings do not necessarily need to be of such import as to merit publication.

Course Listings

Only students admitted to graduate programs may register for Accountancy courses at the 6000 level. Exceptions will be made for students who need to complete particular courses to qualify to sit for the CPA exam.

ACCT 6301 Accounting Analysis (3)

A foundation in the fundamentals of financial and managerial accounting information designed for the planning, assessment, and control of business entities. Emphasizes the use of information for decision making. May not be taken for MPA credit.

ACCT 6302 Contemporary Control Systems (3)

A study of the design, implementation, and evaluation of control systems intended to support and direct strategic objectives of various organizations. Prerequisite: ACCT 6301 or equivalent

ACCT 6311 Information Systems Management (3)

Methods and problem resolution in developing and managing company-wide information systems. (cross list with MNGT 6311)

ACCT 6312 Accounting Theory (3)

Historical development of accounting theory. Criteria for choices among income-determination and asset-valuation rules in context of public reporting. Prerequisite: 6 hours of intermediate accounting or equivalent.

ACCT 6313 Professional Ethics (3)

Historical development of ethical theories, roles of the professional in contemporary society with respect to economic, social, political, and technological problems. Case evaluations and discussion designed to develop professional standards for ethical behavior.

ACCT 6314 Applied Accounting Research (3)

Applied research for solving complex accounting and reporting issues including both financial and tax accounting cases. Presentations and papers showing results of research are required. Prerequisite: 3 credit hours of tax; 6 credit hours of intermediate accounting and admission to the Master of Professional Accountancy program or permission of instructor.

ACCT 6315 Topics in Federal Income Tax (3)

Federal Income Tax law, rules, and regulations relating to partnerships, corporations, estates, and trusts. Prerequisite: 3 credit hours of tax or equivalent.

ACCT 6316 Topics in Auditing (3)

A conceptual approach to the auditing process, stressing the interrelationships of objectives, standards, techniques, and procedures. Prerequisite: 3 credit hours of auditing.

ACCT 6389 Selected Topics in Accounting (1-3)

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

ACCT 6391 Contract Study in Accounting (1-3)

Independent study or research under the supervision of a faculty member. Prerequisite varies.

ACCT 6392 Internship (3)

A supervised field and academic experience. Prerequisite: 12 credit hours of upper division and/or graduate accounting and completed internship application form with permission of academic advisor, area coordinator, and experiential learning program coordinator.

ACCT 6398 Master's Project (3)

Students electing the project option will work under the supervision of a major advisor to complete a project on an accounting topic.

ACCT 6399 Master's Thesis (3-6)

Students electing the thesis option will work under the supervision of a major advisor to complete research on an accounting topic.

MNGT 6301 Legal Environment of Business (3)

A foundation in the role of law in our system of business and commerce, both facilitating and constraining business decision-making. In addition, this course will introduce the operation of legal institutions and the fundamentals of legal reasoning.

FINA 6320 Financial Management: Theory and Techniques (3)

Investment, financing and dividend decisions of firms seeking to maximize shareholder wealth. Analytical techniques, economic and behavioral theories and financial environment. Prerequisite: 3 credit hours of finance at or above the level of an undergraduate principles of finance course.

Master of Science in Biology

Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the faculty of Biology, Department of Biology, College of Arts and Sciences.

Objectives

The Master of Science program in Biology includes advanced education in experimental molecular and cellular and organismic biology. The program is designed primarily to prepare students for a professional career in an advanced field of biology. The program is used by students who want to gain additional background for teaching, as well by those who are preparing to go on to Ph.D. programs or professional schools.

Admission Requirements

Acceptance to the Master of Science program requires 16 credits of biology, eight credits of chemistry and three credits of mathematics at the undergraduate level. Depending upon the student's undergraduate program and career goals, the advisory committee may require completion of additional courses at the undergraduate level.

Core Requirements

A minimum of 30 graduate credits must be earned to qualify for the Master of Science degree. Of these, a minimum of 15-18 must be in Biology while 6-9 hours may be in supporting areas of study. The remaining 6 credits must be earned in independent study leading to an original thesis. This study is normally directed by the chair of the advisory committee. During the final semester of study, the student must defend the thesis before the advisory committee and other appropriate faculty. The first part of this defense, which consists of an oral presentation of the thesis work, is open to the public.

Special Program Features

Where appropriate, individualized instruction is used in each student's program, so not all courses require regular attendance. Laboratory facilities are ideally suited for individualized instruction. Students will also be given an opportunity to gain experience in teaching by assisting in one or more undergraduate laboratory courses under the supervision of a faculty member.

Program Recommendation

If they have not already done so, students must complete one year of organic chemistry, calculus, and physics before admission to regular graduate status. Students lacking specific upper level biology background such as biochemistry or genetics may take these courses for 4300-level graduate credit.

Course Listings

BIOL 6301 Studies In Virology (3)

Analysis and interpretation of modern studies of viral structure, replication and pathogenesis. Prerequisites: BIOL 4320, 4340 or equivalent. Offered alternate years.

BIOL 6323 Immunology (3)

Analysis and interpretations of studies of mammalian mechanisms of defense against infectious diseases and cancer. Prerequisites: BIOL 3300, 4320, 4340, or equivalent. Offered alternate years.

BIOL 6330 Plant Physiology and Biochemistry (3)*

Techniques, principles and analysis of problems in plant biochemistry and physiology. Prerequisite: BIOL 4320 or equivalent.

BIOL 6332 Plant Taxonomy (3)

Advanced studies and collection of a specific taxonomic group to be determined in consultation with the student. Prerequisite: BIOL 3330 and 3331 or equivalent.

BIOL 6340 Molecular Genetics (3)

Studies of gene transfer, mapping, expression and control mechanisms. Prerequisite: BIOL 3300, 3101, and 4320 or equivalent.

BIOL 6350 Advances In Animal Physiology (3)

Analysis and interpretation of studies in the laboratory and literature. Prerequisites: BIOL 4320 and 4352 or equivalent.

BIOL 6356 Neuroscience (3)

An analysis of the physiological bases of behavior, beginning with a study of the functioning of excitable cells and ending with a study of the neuroanatomy of the brain. Prerequisites: BIOL 4352 or permission of the instructor.

BIOL 6371 Advances in Ecology (3)

An in-depth investigation of current topics in ecology. Prerequisite are graduate standing and successful completion of an undergraduate course in ecology.

BIOL 6375 Advances in Animal Behavior (3)

An in-depth investigation of current topics in animal behavior. Prerequisites are graduate standing and successful completion of an undergraduate course in animal behavior.

BIOL 6389 Selected Topics (1-3)

Graduate courses which will be offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

BIOL 6391 Contract Study 1-3)

For students who are pursuing independent study or research (as described in the contract study format).

BIOL 6399 Masters Thesis (3 or 6)

Meets the research requirements for the thesis option in master's degree programs.

Undergraduate Courses that could be Included in a Graduate Degree Plan*

BIOL 4131	Developmental Biology Laboratory
BIOL 4141	Laboratory in Genetics
BIOL 4153	Animal Physiology Lab
BIOL 4301	Virology
BIOL 4320	Cell Biochemistry
BIOL 4323	Immunology
BIOL 4330	Developmental Biology
BIOL 4340	Genetics
BIOL 4342	Evolution
BIOL 4352	Animal Physiology
BIOL 4354	Animal Behavior
BIOL 4356	Endocrinology
BIOL 4372	Ecology
BIOL 4389	Multi Course Listing
BIOL 4272	Field Biology

* With Committee Permission. See course descriptions in the Undergraduate Catalog.

Master of Business Administration

Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the faculty of the School of Business

Objectives

The objective of the MBA program is to provide the essential professional tools needed by our students to advance in managerial careers.

Admission Requirements

The Master of Business Administration (MBA) program admits students who have completed a baccalaureate degree in any undergraduate field. Applicants must take the GMAT test prior to completion of 6 semester hours, or one semester, of graduate coursework. Students with an undergraduate GPA of less than 3.0 must take the GMAT exam before any graduate coursework can be taken. Admission is based on a combination of the undergraduate GPA and GMAT Score: Entrance Status Score=(GPA X 200) + GMAT.

Regular Standing:	Entrance Score at least 1120
Provisional Standing:	Entrance Score at least 1000 but less than 1120
Conditional Standing:	Entrance Score at least 1000 but with additional pre-professional courses that need to be taken

Upon admission students will be evaluated for computer literacy, and statistical literacy. Students who need additional skills in these areas are referred to COSC 1335 (computer literacy), and MATH 6301 (statistical literacy), and are classified as having Conditional Standing until these requirements are fulfilled. Computer literacy must be remedied in the first semester in which the student is accepted into the MBA program. MATH 6301 must be taken before the student enrolls in ACCT 6302, MNGT 6303, ECON 6302, FINA 6320, MNGT 6361, MNGT 6366 or electives in marketing, finance or economics. Students who have not completed the equivalent of six semester hours of undergraduate mathematics including exposure to differential and integral calculus may be advised by the Graduate Business Studies Coordinator to complete mathematics preparation to the level of MATH 1325 or its equivalent.

Students granted provisional status will normally be changed to regular status upon successful completion of a minimum of twelve semester credit hours of MBA core course work with a grade of B or better in each course taken. No elective course may be taken by a student in provisional status.

Non-degree Students in Graduate Business

Non-degree students may take up to six credit hours of graduate business courses to meet certification requirements and continuing professional or personal development. Non-degree students, however, must otherwise meet admission criteria for the Master of Business Administration or Master of Professional Accountancy program in order to take more than six credit hours of graduate business courses. Non-degree students may register for MBA Online Courses only during late registration, on a space available basis, to give priority to degree-seeking students.

Core Requirements

CORE REQUIRED COURSES (18 hours) ***:

ACCT 6301	Accounting Analysis
ECON 6301	Economic Analysis
MNGT 6360	Organizational Behavior
MRKT 6310	Marketing Management
MNGT 6320	Production and Operation Management
FINA 6320	Financial Management

REQUIRED COURSES BEYOND CORE (21 hours):

ACCT 6302	Contemporary Control Systems
ACCT 6311/MNGT 6311	Information Systems Management
MNGT 6301	Legal Environment of Business
MNGT 6303	Analytical Models for Decision-Making
ECON 6302	Forecasting Business Conditions
MNGT 6361	Management and the Research Process
MNGT 6366	Strategic Management

SPECIALTY COURSES (9 hours):

Three electives may be chosen from graduate-level School of Business courses with approval of the student's advisor. Up to 6 credits of specified senior-level business courses may be taken as electives with approval of the student's advisor.

*** Students with an academic business background may waive up to four core courses, decreasing the program to as few as 36 credit hours using the criteria below:

<u>Course in MBA Core</u>	<u>Policy for Waiver</u>
ACCT 6301	6 credit hours of accounting
ECON 6301	6 credit hours of economics
FINA 6320	12 credit hours of finance
MNGT 6320	6 credit hours of production and operations management
MNGT 6360	6 credit hours of management
MRKT 6310	12 credit hours of marketing

Special Program Features

Every MBA student will complete an individually prepared, integrated business strategy case report and presentation in coordination with a committee of School of Business faculty and local business professionals. This project will normally be completed in the capstone course MNGT6366 Strategic Management. Students in the MBA Online option (see below) should consult their advisor to arrange the submission of a project to meet this criterion.

MBA Online Option

The MBA Online Program is a web-based, asynchronous degree program offered by a consortium of eight University of Texas universities through The University of Texas TeleCampus. Courses taken in this program are treated as UTPB courses for credit and computation of GPA. In general, students may take the entire MBA program or any portion of it using MBA Online courses. Students who cannot commute regularly to the UTPB campus because of distance or time constraints are encouraged to consider MBA Online courses. While all UTPB students taking MBA Online courses will follow UTPB admission procedures, registration procedures and tuition and fees may differ. Students should consult the UT TeleCampus website at <http://www.telecampus.utsystem.edu> for current information on the MBA Online program and its courses.

Students should take the following sequenced courses either both in the MBA Online program or both in the on-campus program: the accounting sequence ACCT 6301/6302 (MBAO 6311/6336), the economics sequence of ECON 6301/6302 (MBAO 6316/6335), and the quantitative/production sequence MNGT 6320/MNGT 6303 (MBAO 6314/6334). Note that neither MNGT 6320 nor MNGT 6303 in the UTPB on-campus program has prerequisites, but that MBAO 6314 should be taken before MBAO 6334 in the MBA Online program. In addition, only MBA Online option students will take the MBA Online capstone course MBAO 6395 Business Policy.

Use the following chart to match the MBA Online Offerings with the UTPB MBA program. MBA Online courses offerings through other University of Texas components are listed at the end of the graduate business course descriptions.

<u>UTPB Course</u>	<u>MBA Online Equivalent</u>	<u>MBA Online Course Prerequisite</u>
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CORE

ACCT 6301	MBAO 6311 Accounting Analysis	---
ECON 6301	MBAO 6312 Economic Analysis	---
FINA 6320	MBAO 6316 Financial Management	---
MNGT 6320	MBAO 6334 Production and Operations Management	MBAO 6314
MNGT 6360	MBAO 6313 Management	---
MRKT 6310	MBAO 6315 Marketing Management	---

REQUIRED COURSES BEYOND CORE

ACCT 6302	MBAO 6336 Managerial Accounting	MBAO 6311
ACCT 6311	MBAO 6332 Management Information Systems	---
MNGT 6301	MBAO 6333 Legal Environment in Business	---
MNGT 6303	MBAO 6314 Quantitative Analysis in Business	---
ECON 6302	MBAO 6335 Current Issues in Financial Management	MBAO 6316
MNGT 6361	MBAO 6331 Research Methods in Business	---
MNGT 6366	MBAO 6395 Business Policy	any 36 MBA credit hours

SPECIALTY COURSES (ELECTIVES)

MNGT 6312 (elective)	MBAO 6371 Human Resource Management	any 18 MBA credit hours
Any elective	MBAO 6372 Organizational Leadership and Change	any 18 MBA credit hours
Any elective	MBAO 6373 Global Strategic Management	any 18 MBA credit hours

Other MBA Program Options

The MBA program is designed primarily as a professional program rather than a preparation program for doctoral study. Both research and non-research options are available in the program. Students planning to pursue doctoral study or having an interest in research should select the research option. Students choosing the non-research option must complete a minimum of 36 semester credit hours of prescribed study, exclusive of leveling course work. Students choosing the research option must complete either 30-semester credit hours of prescribed study plus a thesis, or 33 semester credits of prescribed study plus a research problem.

The thesis must deal with a topic of generalized concern to the profession, be scholarly in its orientation, demonstrate the student's understanding of and ability to use sophisticated research techniques, and show promise of a contribution to knowledge that could be worthy of publication in a scholarly or professional journal. Students will arrange with their graduate committees to sit for an oral examination of their thesis.

The research problem should deal with a practical problem of concern to the student. It should follow recognized research procedures but does not require the level of sophistication of thesis research. The findings do not necessarily need to be of such import as to merit publication.

Grades

MBA students will not be given graduate credit for courses taken when the letter grade earned is less than C. In addition, an MBA student may count no more than two C grades. A degree candidate is required to maintain an overall average of B and maintain a GPA of 3.0 in every semester throughout his or her program of study.

Course Listings

Only students admitted to graduate programs may register for business courses at the 6000 level.

ACCT 6301 Accounting Analysis (3)

A foundation in the fundamentals of financial and managerial accounting information designed for the planning, assessment, and control of business entities. Emphasizes the use of information for decision making. May not be taken for MPA core or elective credit.

ACCT 6302 Contemporary Control Systems (3)

A study of the design, implementation, and evaluation of control systems intended to support and direct strategic objectives of various organizations. Prerequisite: ACCT 6301 or equivalent

ACCT 6311 Information Systems Management (3)

Methods and problem resolution in developing and managing company-wide information systems. Cross list with MNGT 6311

ACCT 6313 Professional Ethics (3)

A study of the roles of the professional in general and the accountant in particular in contemporary society with respect to economic, social, political, and technological problems.

ACCT 6315 Topics in Federal Income Tax (3)

Federal Income Tax law, rules, and regulations relating to partnerships, corporations, estates, and trusts. Prerequisite: three credit hours in an undergraduate tax course or equivalent

ACCT 6389 Selected Topics in Accounting (1-3)

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

ACCT 6391 Contract Study in Accounting (1-3)

Independent study or research under the supervision of a faculty member. Prerequisite varies.

ECON 6301 Economic Analysis (3)

Economic efficiency and the determinants of the major economic aggregates such as growth, employment and gross national product.

ECON 6302 Forecasting Business Conditions (3)

Elements and evaluation of principal forecasts used by business and government. Cases based on forecasts by the President's Council of Economic Advisors. Prerequisite: ECON 6301 or equivalent

ECON 6310 Regulatory and Antitrust Economics (3)

This course builds on a foundational understanding of market structures and explores how government policies influence economic outcomes.

Prerequisite: ECON 6301 or equivalent

ECON 6332 Labor Economics (3)

The study of labor market issues such as human capital, compensating wage differentials, migration, race, gender, and the influence of institutions on labor market outcomes; recommended for the business manager and understanding of labor economics. Prerequisite: ECON 6301 or equivalent

ECON 6389 Selected Topics in Economics (1-3)

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

ECON 6391 Contract Study in Economics (1-3)

Independent study or research under the supervision of a faculty member. Prerequisite varies.

FINA 6320 Financial Management (3)

Investment, financing and dividend decisions of firms seeking to maximize shareholder wealth. Analytical techniques, economic and behavioral theories and financial environment. Prerequisite: 3 credit hours of finance at or above the level of an undergraduate principles of finance course.

FINA 6321 Corporate Financial Management (3)

Foundational concepts of modern corporate finance. Core Topics include capital budgeting and long-term financing. Capital budgeting concerns application of valuation methods to long-term investment decisions. Long-term financing concerns how the firm will raise funds to pay for its investments. Recommended as the MBA Core Finance course for any student who has taken a principles of finance course at the undergraduate or graduate level. Prerequisite: FINA 6320 or the equivalent.

FINA 6328 Contemporary Topics in Financial Management (3)

Study of topics recently published in financial management literature. The topics will be selected from international, corporate, and risk management topics and vary from term to term. Prerequisite: FINA 6320 or equivalent

FINA 6389 Selected Topics in Finance (1-3)

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

FINA 6391 Contract Study in Finance (1-3)

Independent study or research under the supervision of a faculty member. Prerequisite varies.

MNGT 6301 Legal Environment of Business (3)

A foundation in the role of law in our system of business and commerce, both facilitating and constraining business decision-making. In addition, this course will introduce the operation of legal institutions and the fundamentals of legal reasoning.

MNGT 6303 Analytical Models for Decision-Making (3)

This course examines deterministic linear programming, networks and dynamic programming. It emphasizes formation and utilization of programming computer packages.

MNGT 6311 Information System Management (3)

Methods and problem resolution in developing and managing company-wide information systems. Cross list with ACCT 6311

MNGT 6312 Human Resource Management (3)

Manpower planning and development, organizational climate and the provision of personnel services will be investigated.

MNGT 6315 Organization Development and Change (3)

Problems in introducing change in organizations, theory and methods of intervention in organization development.

MNGT 6320 Production & Operation Management (3)

The role of the operations management function within the context of an organization, be it public or private, profit or nonprofit, manufacturing or service. The course emphasizes the application of concepts of in process analysis, material management, and quality management. Both quantitative and behavioral perspectives are presented.

MNGT 6360 Organizational Behavior (3)

The systematic study of individual, team, and structural characteristics that influence behavior within organizations. Cross-cultural applications are discussed.

MNGT 6361 Management and The Research Process (3)

The course looks at research in the business environment from its most general case, marketing research. The research process paradigm is thoroughly investigated with a special emphasis on the role of business research in management decision-making.

MNGT 6366 Strategic Management (3)

Opportunity for development and implementation of knowledge from multiple disciplines and integration of viewpoints of different functions of an organization. Case evaluation and discussion are stressed. Prerequisite: Completion of the core of the MBA program or permission of instructor.

MNGT 6370 International Entrepreneurship (3)

A study of the special circumstances surrounding the nature of international entrepreneurship. Special attention will be given to the social, legal/political, and economic and cultural differences of the individual entrepreneur and the entrepreneurial venture. This course may include an optional international travel study component.

MNGT 6389 Selected Topics in Management (1-3)

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

MNGT 6391 Contract Study in Management (1-3)

Independent study or research under the supervision of a faculty member. Prerequisite varies.

MNGT 6398 Master's Project (3)

Students electing the project option will work under the supervision of a major advisor to complete a project on a management topic.

MNGT 6399 Master's Thesis (3-6)

Students electing the thesis will work under the supervision of a major advisor to complete research on a management topic.

MRKT 6310 Marketing Management (3)

An analysis of the customer/market relationships with the company in an open market system characterized by the presence of strong competition within a very fluid business environment. Managerial decision making with this matrix will be stressed. Prerequisite recommended: previous coursework in microeconomics or equivalent

MRKT 6312 Consumer Decision Processes (3)

Information flows between buyer and seller, informational properties of demand stimulation strategies from the firm, consumer and society viewpoints.

MRKT 6389 Selected Topics in Marketing (1-3)

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

MRKT 6391 Contract Study in Marketing (1-3)

Independent study or research under the supervision of a faculty member. Prerequisite varies.

UT TeleCampus- Hosted Courses in the MBA Online Program Offered by Other University of Texas Components
(see UT TeleCampus website at <http://www.telecampus.utsystem.edu> for additional information)

MBAO 6311 Accounting Analysis (3)

The course is designed for managers who will use, not prepare, accounting information. It consists of 3 modules: Financial Accounting, Cost Management and Management Control.
(AIM 6305 Accounting Analysis at UT Dallas)

MBAO 6312 Economic Analysis (3)

The emphasis of this course will be on fundamental aspects of economic analysis relating to individual firms and individual markets. The students will learn the impact of demand, how firms choose prices, the role of costs, the nature of competition and monopoly, the role of property rights, simple networks economics, and basic antitrust. Although not heavily used in the course, some reference will be made to calculus.
(MAS 6V07 Economic Analysis at UT Dallas)

MBAO 6313 Management (3)

An analysis of formal organizational theory and the interrelationship of individuals in organizations. A study of the organization as a system of authority, status, leadership, direction, culture, ethics, communication and influence.
(MANA 6330 Management at UT Pan American)

MBAO 6314 Quantitative Analysis (3)

Introduction to managerial decision analysis using quantitative tools. Topics include a general framework for decision analysis, decision tables and trees, simulation, linear programming and related techniques, classical optimization, forecasting, and probabilistic and statistical techniques. Uses applicable decision support software. Emphasis is on applications. No textbook required. All course materials will be provided to the students.
(MS 6973 Quantitative Analysis in Business at UT San Antonio)

MBAO 6316 Financial Management(3)

The study of proving an organization with operating funds and effectively utilizing monetary resources. Primary emphasis on financial decision making within organizations and techniques of financial analysis and forecasting.
(FINA 5311 Financial Management at UT Arlington)

MBAO 6331 Research Methods (3)

The application of research techniques to business decision- making. Study of the scientific method: definition of survey, development of methodology, evaluation of alternatives, findings, summary, conclusion and recommendations.
(GENB 5321 Research Methods at UT Tyler)

MBAO 6332 Information Systems for Managers (3)

This course will look at technology at a macro level. Each module examines the impact of today's information systems on organizations, education, government, culture, society, and the future.
(CIS 5394 Information Systems for Managers at UT El Paso)

MBAO 6333 Legal Environment in Business (3)

The course will introduce the student to fundamental legal issues confronting managers in the contemporary American and global legal environment.
(BLAW 6301 Legal Environment in Business at UT Brownsville)

MBAO 6334 Production and Operations Management (3)

The study of the role of the production function in the business system and its relationship to marketing and finance. The focus is on the decision making necessary for productivity improvements in the transformation process of manufacturing and non- manufacturing service organizations. Strategies of production system design, capacity management, quality management, production planning, inventory planning and control, facility location and supply chain management are explored. Systems studied include Just-in- Time, total Quality Management and Flexible Manufacturing Systems. Prerequisite: MBAO 6314 Quantitative Analysis
(MANA 6360 Production and Operations Management at UT Brownsville)

MBAO 6336 Accounting for Decision Making (3)

A study of the uses of accounting information by managers for decision making. The focus of this course is on how the measurements and the interpretation of accounting information impacts the allocation of resources, behavior of business decision makers, and the productivity and profitability of business organizations. Problems and case studies are used extensively to study such topics as activity based costing, efficiency measurements, budgets and control and other topics as activity based costing, efficiency measurement, budgets and control and other current topics in management accounting.

(ACCT 6973 Accounting for Decision Making at UT San Antonio)

MBAO 6371 Human Resource Management (3)

Advanced study of selected topics in human resource management with special emphasis on issues of current importance in the field. Topic areas in such human resource functions as staffing, development, appraisal, and compensation will be covered. Prerequisite: any 18 graduate business credit hours

(MANA 5350 Human Resource Management at UT Tyler)

MBAO 6372 Leadership and Change (3)

This course is designed to provide a broad overview of Leadership and Organizational change theories, practices, and research. Special attention will be given to critical thinking skills and the students' ability to communicate and lead effectively in the discussion chat room format. Prerequisite: any 18 graduate business credit hours

(MANA 6332 Leadership and Change at UT Pan American)

MBAO 6373 Global Strategic Management (3)

Participants will be able to perform environmental scanning through the understanding of the elements of corporate, competitive and operational environments. Participants will be exposed to different tools for evaluation of opportunities and threats and for identifying sources of strategy. Students will have "hands-on" experience through a computer simulation. This simulation will provide participants the experience of working in teams. Teams will make competitive decisions about a global organization. Prerequisite: any 18 graduate business credit hours

(MGMT 5335 Global Strategic Management at UT El Paso)

MBAO 6395 Business Policy (3)

The primary thrust of this course is general management. It will be different from most of the courses you have had in the functional areas (e.g. accounting, marketing) because you will be required to use a wide range of business knowledge and exhibit diverse skills. Therefore, it will be demanding and challenging because you will have to perform in topic areas where you have both strengths and weaknesses. Prerequisite: any 36 graduate business credit hours

(BUSA 5333 Business Policy at UT Arlington)

Master of Science in Computer Science

Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the Faculty of Computer Science, Department of Mathematics and Computer Science, College of Arts and Sciences.

Objectives

The overall mission of the Master's of Science in Computer Science program is to prepare computer systems professionals to undertake leadership roles in business, industrial, and technology-based organizations. In addressing that mission, the following specific goals have been identified for the program:

- To instill in our graduates high principles of security, quality, and professional ethics.
- To prepare those who choose to do so to continue graduate work leading to the doctorate in computing.
- To prepare graduates who can apply and adapt business systems in distributed environments.

The program will have an overall emphasis on distributed computer systems, addressing both the architecture and the applications of the systems.

Admission Requirements

General - Students who wish to enter the program must meet the general University requirements for admission to a graduate program.

Departmental - To be considered as having adequate preparation for the computer science master's program, students must present evidence of having completed courses equivalent to the following UT Permian Basin undergraduate computer science and mathematics courses. Students not adequately prepared may be admitted conditionally with the requirement that any course in this list not already completed be completed with a grade of B or better. Students admitted conditionally to computer science must complete assigned requirements before beginning the actual degree program.

- COSC 1430, 2430 - CS 1 and 2, with programming experience in Java
- COSC 3310 - Digital Computer Organization
- COSC 3312 - Discrete Mathematics
- COSC 3315 - Information Systems
- COSC 3420 - Data Structures
- MATH 2413, 2414 - Calculus and Analytic Geometry 1, 2

Descriptions of these courses can be found in the Computer Science and Mathematics sections of the undergraduate catalog at:

http://www.utpb.edu/utpb_student/undgrad_catalog/ug_cat2_comp_science.htm

http://www.utpb.edu/utpb_student/undgrad_catalog/ug_cat2_math.htm

Additional Background - Several of the graduate courses have undergraduate prerequisites beyond these program prerequisites. Students are not required to complete these courses prior to admission to the graduate program and many will have completed them in their undergraduate program. In each case, the prerequisite course must be completed before undertaking the course for which it is a prerequisite. Up to two such courses, if not already taken as part of the undergraduate program, may be counted in the graduate degree program.

Here is the list of such courses:

- COSC 4330 – COSC 6310 (Computer Architecture)
- COSC 4370 – COSC 6370 (Networking), 6375 (Distributed Systems)
- COSC 4415 – COSC 6315 (Distributed Database Systems)
- COSC 4460 – COSC 6360 (Software Engineering)

More information regarding admissions can be found at:

http://www.utpb.edu/utpb_student/grad_catalog/main_admissions.htm

Degree requirements

Core Course Requirements

- COSC 6310 – Computer Systems Architecture
- COSC 6315 – Distributed Database Systems
- COSC 6360 – Software Engineering in Distributed Environments
- COSC 6370 – Networking
- COSC 6375 – Distributed Systems

Computer Science Electives

- COSC 6320 – Data Modeling and Mining
- COSC 6325 – Advanced Operating Systems and Real-time Computing
- COSC 6378 – Computer and Network Security
- COSC 6380 – Programming Languages and Concurrency Issues
- COSC 6385 – Analysis of Algorithms
- COSC 6390 – Theory of Computation

Program overview

Every student completes a 36 credit hour program as follows:

- the five core courses 6310, 6315, 6360, 6370, 6375 (15 hours)
- at least two more graduate computer science courses (6 hours)
- three more elective courses, which may include courses from outside computer science approved by the student's committee, or may be additional computer science courses (9 hours)
- either a project or a thesis, either is the equivalent of two courses (6 hours)
- make an oral presentation of the results of the thesis or project effort

Course Listing

COSC 6310 Computer Systems Architecture (3)

A study of the internal design and organization of computer architectures. Topics include computer systems design and architecture, such as pipe-lining and instruction-level parallelism, memory hierarchy system, interconnection networks, and multiprocessors. Focusing on a stored program computer system using logic gates, flip-flops, and components from a given library of digital components. (prerequisite COSC 4330 or equivalent or permission of the instructor)

COSC 6315 Database Systems (3)

A study of advanced topics in database systems. Topics include relational database theory, query optimization, recovery techniques, concurrency control, security and integrity, distributed database systems, object oriented database systems and real-time database systems. (Prerequisite: COSC 4415 or equivalent or permission of the instructor)

COSC 6320 Data Modeling and Mining (3)

A study of how data mining can be used to construct models of data. Topics include data-oriented structures, data modeling techniques, data warehouses, and data mining algorithms such as market basket analysis, nearest neighbor, and decision trees. (Prerequisite: COSC 6315)

COSC 6325 Advanced Operating Systems and Real-time Computing (3)

A study of advanced topics in computer operating systems. Topics include process management, virtual memory, inter-process communication, context-switching, concurrent processing, load balancing, real-time operating systems and distributed operating systems. (Prerequisite: COSC 6310)

COSC 6360 Software Engineering in Distributed Environments (3)

Students will work in groups to apply software engineering principles to large applications development and maintenance projects. Software engineering principles for project management, procurement requirements, analysis and design, construction, quality and security control, and implementation will be studied. (Prerequisite: COSC 4460 or equivalent or permission of the instructor)

COSC 6370 Networking (3)

A study of design and analysis of computer communication networks. Topics include queuing systems, data link protocols, topological design, router design, mobility, peer-to-peer networking, multimedia networking, and network performance evaluation.

(Prerequisite: COSC 4370 or equivalent or permission of the instructor)

COSC 6375 Distributed Systems (3)

The course will cover both the hardware and software issues involved in computer systems that are distributed over multiple processors and multiple machines. The Internet will be used as an example of a distributed system.

Principles of distributed systems such as synchronization, sharing of resources, and data communications will be a primary focus of this course. Students will do a hands-on project with a distributed system. (Prerequisites: COSC 4330 and COSC 4370 or permission of the instructor)

COSC 6378 Computer and Network Security (3)

Issues in setting up and maintaining a secure network will be studied in detail. Current issues and security trends will be covered as well as standards for security and a study of the most prominent security websites and organizations. Various security measures such as cryptography will be investigated. (Prerequisites: COSC 6310 and COSC 6370)

COSC 6380 Programming Languages and Concurrency Issues (3)

Principles of language design and programming paradigms will be covered. Various programming languages will be analyzed and compared with an emphasis on concurrency issues prevalent in a distributed environment and the effects of different languages on the issues. (Prerequisite: COSC 6390)

COSC 6385 Analysis of Algorithms (3)

A study of efficient algorithms for a variety of problems, with mathematical proof of correctness and analysis of space and time complexities. Topics include upper bound, lower bound, and average case analysis for sorting, amortized analysis of data structures, tree and graph algorithms, parallel algorithms, and NP-completeness.

(Prerequisite: COSC 3312 or equivalent or permission of instructor)

COSC 6389 Selected Topics (3)

Graduate courses that are offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

COSC 6390 Theory of Computation (3)

The goal of the course is to discover what is (and is not) computable. Mathematical models of computation, including regular expressions, grammars, recursive functions, and the automata that model them, including Turing machines.

The course culminates with a discussion of Church's thesis, Gödel numbering, and the Halting Problem.

(Prerequisite: COSC 3312 or equivalent or permission of instructor)

COSC 6391 Contract Study (3)

For students who are pursuing independent study or research (as described in the contract study form).

COSC 6398 Project (3)

The design and development of a significant project, applying the principles and theories of computer and information systems to a real world problem. The project will ordinarily involve an extensive review of the literature, considerable work in the laboratory, and may include the formulation and testing of hypotheses.

COSC 6399 Thesis (3)

Research in the application of the principles and theories of computer and information systems to some problem of interest. The research is usually a laboratory or field experiment requiring a thorough review of the literature, the formulation of hypotheses, the collection and analysis of data, and the testing of the hypotheses. (Prerequisite: MATH 6301 or equivalent)

MATH 6301 Statistics (3)

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. (prerequisite one year of college level mathematics)

Master of Science in Criminal Justice Administration

Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the faculty of Criminology in the Department of Social Sciences, College of Arts and Sciences. This program is also served by faculty in related disciplines and the School of Business.

Objective

The primary objective of the Master of Science in Criminal Justice Administration program is to provide an advanced understanding of the American criminal justice system and advanced instruction in the management of the agencies and institutions which make up that system. The core of the program revolves around specific courses in research methods, social statistics, policy evaluation and administration. Designated electives focus on governmental entities which deal with problems associated with crime control, public policy, and the administration of justice. Students who are in criminal justice positions or who plan a career in criminal justice can further their career development and advancement objectives through this program. The program also prepares students for community college teaching and entry into doctoral programs.

Admission Requirements

In addition to the general requirements of the Office of Graduate Studies (see page 15) applicants for this program are required to submit three letters of recommendation. Two of these letters should be from persons who have knowledge of the applicant's academic preparation and the third should be from a professional working in the field of criminal justice. The letters should be sent directly to the Office of Graduate Studies.

Options

Both thesis and non-thesis options are available. Thesis degree plans will include CJAD 6399 Master's Thesis (6 hrs), 30 hours of required and elective coursework and an oral thesis defense. Non-thesis degree plans will include 36 hours of required and elective coursework and a written comprehensive examination. All theses are to be prepared according to the guidelines of the Office of Graduate Studies. Discussion with the academic advisor is recommended early in the development of the degree plan. Students who aspire to doctoral work are typically advised to select the thesis option.

Core Requirements

Students entering the program are required to have completed key prerequisite undergraduate courses in Research Methods and Statistics, and must show evidence (e.g. undergraduate coursework, work experience) of a basic understanding of the American criminal justice system. Students deficient in these areas may be admitted to the program provisionally and may be required to take appropriate undergraduate leveling courses. Evaluation of previous transcripts for prerequisite course work will be part of the admissions process. All students will complete 36 hours of graduate work as part of the degree requirements. These will include the following:

Core Requirements (15 hours)

- CJAD 6301 Crime and Criminal Justice (3 hrs).
- CJAD 6302 Statistical Applications in Criminal Justice (3 hrs).
- CJAD 6303 Advanced Research Methods in Criminal Justice (3 hrs).
- CJAD 6310 Policy Evaluation in Criminal Justice Management (3 hrs).
- MNGT 6360 Organization Theory (3 hrs).

Electives (15 - 21 hours selected from the following with advisor approval to meet student needs and career expectations).

CJAD 6304, 6330, 6340, 6350, 6360, 6361, 6362, and 6391.
MNGT 6312, 6315.
PSYC 6371,

Thesis Option (6 hours, taken in place of 6 hours of elective coursework)

CJAD 6399 Master's Thesis (6 hrs).

Distance Learning

Two courses per semester are currently televised to students in the San Angelo, Texas area through use of the interactive distance learning facilities at Angelo State University. Expansion of the program's distance learning capabilities is under consideration. Contact the Office of Graduate Studies for updated information on distance learning offerings.

Course Listings

CJAD 6301 Crime and Criminal Justice (3)

An overview of the motivation and distribution of crime and the agencies of crime control. Prerequisite: Undergraduate coursework in criminological theory.

CJAD 6302 Statistical Applications in Criminal Justice (3)

Application of statistical methods in the design and analysis of criminological/criminal justice research. Topics include analysis of variance models, correlation and regression, and multivariate techniques with emphasis on their application in the criminal justice system. Prerequisite: Undergraduate coursework in statistics.

CJAD 6303 Advanced Research Methods in Criminal Justice (3)

Foundations of research design, methodology, and analytic techniques as used in the criminal justice system to include a review and critique of research on crime causation, policing, corrections, and the courts. Prerequisite: Undergraduate coursework in research methods.

CJAD 6304 Public Administration in Criminal Justice (3)

Evaluation of the legal, social, economic, and philosophic foundations of governmental crime control policy administered by federal, state, and local units of government.

CJAD 6310 Policy Evaluation in Criminal Justice Management (3)

A critical examination, discussion and assessment of the interplay between electoral politics, legislation, administrative policies and the criminal justice system.

CJAD 6330 Women and Minorities in the Administration of Criminal Justice (3)

An examination of the major issues and controversies surrounding women and minorities both as employees and clients in the criminal justice system.

CJAD 6340 Contemporary Problems and Issues In Police Administration (3)

A study of the role of the police and policing in American society, emphasizing principles and practices of administration and their application to law enforcement. General problems and practices relating to contemporary police administration are discussed, including community policing and problem-oriented policing.

CJAD 6350 Contemporary Problems and Issues in Correctional Administration (3)

A study of correctional components of the American criminal justice system, emphasizing principles of administration and their application to correctional practices. The impact of legal and social change on correctional agencies will be discussed as well as associated with their administration, management, and organization.

CJAD 6360 Contemporary Legal Issues In Criminal Justice Administration (3)

Examines legal problems and issues related to the administration of criminal justice in terms of their impact on the various components of the criminal justice system.

CJAD 6361 Advanced Constitutional Law (3)

An in-depth study and analysis of leading court cases and their impact on the criminal justice system.

CJAD 6362 Civil Liability For Criminal Justice Administrators (3)

An in-depth consideration of the sources of liability exposure in criminal justice agencies, relevant court cases, and the administrator's role in controlling liability exposure.

CJAD 6391 Contact Study (3)

Advanced independent study or research.

CJAD 6399 Master's Thesis (3 or 6)

Research and preparation of the Master's Thesis. Meets the research requirements for the thesis option in Master's degree programs.

Master of Arts in Education

Administrative Unit

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of the School of Education, through the Department of Curriculum and Instruction and the Department of Leadership, Counseling, and Foundations. The faculty prepares candidates to earn a Masters of Arts degree in conjunction with or separate from coursework for advanced educator certifications.

Admission Requirement

The Master of Arts (MA) in Education can be earned in the following areas:

- Bilingual/English as a Second Language
- Counseling
- Early Childhood Education
- Educational Leadership
- Professional Education
- Reading
- Special Education

Students earning an MA in Education must complete a minimum of 36 semester credit hours following the course of study prescribed in one of the options listed above. Specific course requirements for each of the MA options are available in the School of Education office or from the area coordinator for that option. However, included in each course study are:

- at least 9 semester credit hours of School of Education “Core” Courses:
EDUC 6301, 6302, 6303, 6304, 6305
- at least 18 semester credit hours of coursework in the area chosen
- a culminating experience which may consist of 3-6 semester credit hours earned through a practicum (6392), seminar (6395), research in education project (6397), master’s study (6398), or thesis (6399).

Students electing the seminar (6395) will complete, in conjunction with the faculty of his/her program, an experience that focuses on the specific competencies, integrated perspectives, and/or contemporary issues appropriate to his/her field. Students whose degree plan includes a culminating experience consisting of EDUC 6397, 6398, or 6399 will investigate, under the director of a master’s committee, a problem involving an educational issue of special interest to the student. The format for reporting the research will follow the guidelines of the UT Permian Basin Graduate Council manual, *Instructions for Preparation of Master’s Thesis and Research Project Reports*. Format issues not specific in this manual will conform to the *Publication Manual of the American Psychological Association* (most current edition). An oral defense before the student’s master’s committee may also be required.

Advanced Certifications

Advanced educator certifications can be earned in conjunction with or separate from coursework for a master’s degree. Advanced certifications offered through the School of Education are:

- School Counseling
- Educational Diagnostician
- Principal
- Superintendent
- Reading Specialist
- Master Reading Teacher
- Gifted and Talented Education

Admission, Retention, and Exit from Advanced Program

The following are the “gates” through which candidates must pass to successfully exit the advanced program with a master’s degree and/or advanced educator certification.

Admission to Graduate Studies

Candidates who already hold a baccalaureate degree and are preparing for educator certification, and, at the same time, working toward a master’s degree, may apply to Graduate Studies for both programs simultaneously. They are admitted to Graduate Studies under the appropriate MA in Education option.

Candidates who already hold a baccalaureate degree and are preparing for educator certification, but who are not working towards a master’s degree, will be admitted to Graduate Studies under the “certification” designation. For these students, no more than 6 semester credit hours may be taken under this designation and subsequently applied to a master’s degree.

Admission to Advanced Program

Candidates are admitted to the School of Education under one of 3 conditions: conditional, provisional, or regular. To be admitted a candidate must:

- Be admitted to Graduate Studies
- Respond, in writing, to questions related to “What are my expectations for graduate school?”
- Participate in a one-on-one interview with area coordinator or designated program faculty member
- Complete the Candidate Disposition Progress Report (CDPR) in EDUC 6301, Philosophy of Education or EDUC 6302, Cultural Diversity
- Download a copy of Advanced Program Candidates’ Handbook
- Create a Portfolio

Retention in the Advanced Program

To continue in the advanced program, a candidate must:

- Be admitted to his/her culminating project upon a decision of graduate committee member(s)
- Submit his/her portfolio for assessment #1

Exit from the Advanced Program

To successfully exit from the advanced program, a candidate must:

- If applicable, pass appropriate Texas Examination of Educator Standards (TEXES) and be recommended for an advanced educator certification
- Complete his/her culminating project
- Complete a second CDPR
- Have no more than 2 grades of “C” in graduate coursework
- Submit his/her portfolio for assessment #2

Advanced Educator Certification Preparation

A candidate seeking advanced educator certification, either in conjunction with earning a master’s degree or separate from it, must:

1. Hold a bachelor’s degree
2. Hold a valid Texas educator certification
3. Complete at least 30 semester credit hours of graduate-level coursework in an approved educator certification program, including 12 semester credit hours in the area for which certification is being sought, and earn the required grade point average
4. Two to three years of teaching experience, dependent on certification being sought
5. Earn a passing score on the appropriate Texas Examination of Educator Standards (TEXES)
6. Submit an application complete with appropriate fee (money order or cashier’s check only) and recommendation from the appropriate School of Education faculty to the UTPB Certification Officer

Upon completion of all requirements, the UTPB certification Officer will submit the required forms to the State Board of Educator Certification.

A candidate should consult the UTPB Certification Officer or the area coordinator for the program in which he/she intends to earn certification to verify current UTPB and state requirements for that certification. State requirements are established by the Texas State Board of Educator Certification and may change more frequently than published degree requirements.

Master of Arts in Education/Bilingual/ESL

Objectives

The Master of Arts option in Bilingual/English as a Second Language (ESL) education is designed to prepare bilingual and/or ESL specialists for careers in teaching, supervision or curriculum management. This option allows the student to develop breadth in at least two areas of education: bilingual/ESL and a related area. This flexibility is designed to meet the individual needs of each student. This option may lead to teacher certification in the field of bilingual and/or ESL education.

Admission Requirements

In addition to the School of Education requirements, students seeking teacher certification in bilingual education as a part of this Master's degree must demonstrate proficiency in Spanish by passing the Texas Oral Proficiency Test (TOPT).

Core Requirements

School of Education Core Requirements

EDUC 6301	Philosophy of Education	3
EDUC 6302	Cultural Diversity	3
EDUC 6303	Human Growth and Development	
	or	
EDUC 6304	Advanced Educational Psychology	3
EDUC 6305	Research Design in Education and the Social Sciences	3
	Total required	12

Bilingual Education Courses

EDBI 6323	History & Politics in Bilingual Education	3
EDBI 6324	Teaching Science, Social Studies & Math in Spanish	3
	or	
EDBI 6325	Teaching Language Arts and Reading for Spanish Speakers	3
EDBI 6326	Methods of Teaching ESL	3
EDBI 6327	Issues and Advanced Problems in ESL	3
EDUC 6329	Language Development and Acquisition	3
EDBI 6392	Practicum	3
	Total Number of Hours Required	12-15

Electives from a Related Education Field

(Spanish, Counseling, Reading, Special Education, Early Education or Leadership)

Total Number of Hours Required	6-9
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Culminating Experiences (Choose one)

EDBI 6395	Seminar	3
EDBI 6397	Research in Education	3
EDBI 6398	Master's Project	3
EDBI 6399	Thesis	3-6
	Total Number of Hours Required	3-6
	DEGREE REQUIREMENT	36

Master of Arts in Education/Counseling

Objectives

The Master of Arts in Education option in Counseling is directed to the preparation of counselors for service in schools, agency, and private practice settings. The program provides an orientation to solution-focused, brief counseling theories and techniques emphasizing cognitive-behavioral interventions. The program sequence for School Counseling meets the academic preparation requirements for Professional School Counselor Certification in Texas. The program sequence for Community Counseling (agency and private practice settings) meets the academic preparation requirements for the Licensed Professional Counselor (LPC) in Texas. Both require 48 semester hours.

<u>Degree Requirements</u>		<u>School Counseling</u>	<u>Community Counseling</u>
School of Education Core Requirements			
EDUC 6302	Cultural Diversity in America	3	3
EDUC 6303	Human Growth and Development	3	3
EDUC 6304	Advanced Educational Psychology	3	--
EDUC 6305	Research Design in Education/Social Sciences	3	3
Counseling Education Common Core Requirements			
EDCO 6377	Foundations of Counseling	3	3
EDCO 6378	Career Counseling and Career Development	3	3
EDCO 6379	Appraisal Techniques	3	3
EDCO 6380	Group Dynamics	3	3
Advanced/ Specialization Requirements			
EDCO 6381	MicroCounseling	3	3
EDCO 6382	Developmental Guidance Programs	3	--
EDCO 6383	Counseling Children and Adolescents	3	3
EDCO 6384	Counseling Theory & Practice	--	3
EDCO 6385	Advanced Counseling Techniques	3	3
EDCO 6387	Family Education and Counseling	3	3
PSYC 6321	Psychopathology	--	3
Culminating Experiences (To be taken within final 18 hours.)			
EDCO 6392	Practicum: Counseling	3	3
EDCO 6393	Internship: Counseling	3	3
EDCO 6395	Seminar: Professional School Counseling	3	--
EDCO 6395	Seminar: Professional Counseling	--	3

Master of Arts in Education: Early Childhood Education

Objectives

This degree is designed to prepare accomplished early childhood teachers. As the need for leadership in this field continues to expand, the demand for individuals who possess a depth of knowledge about theory, research, and professional practice will also increase. This option also includes the opportunity for students to broaden their knowledge about related education fields through their choice of electives.

Core Requirements

School of Education Core Requirements (9 hrs.)

EDUC 6301	Philosophy of Education	3
EDUC 6302	Cultural Diversity in America	3
EDUC 6305	Research Design in Education and the Social Sciences	3

Early Childhood Education Core Requirements (18 hrs.)

EDEC 6310	Teaching Math and Science to Young Children	3
EDEC 6311	Program Development in Early Childhood Education	3
EDEC 6312	Development of the Whole Child	3
EDEC 6314	Parent Involvement in the Early Childhood Education	3
EDEC 6315	Young Exceptional Learners	3
EDEC 6316	Early Literacy	3

Electives from a Related Education Field (6 hrs.)

(Bilingual Educational Leadership, Reading, Special Education)

Culminating Experiences (Choose one for 3 hrs.)

EDEC 6395	Seminar	3
EDEC 6397	Research in Education	3
EDEC 6398	Master's Project	3

DEGREE REQUIREMENT 36

Master of Arts in Education/Educational Leadership

Objectives

The Master of Arts in Education with a focus in Educational Leadership is designed to prepare advanced candidates for positions of leadership in education. Advanced candidates participating in this program may become eligible for Principal Certification often required for positions in school administration. Candidates receive training in instructional and administrative leadership, cultural proficiency, conflict resolution, school law and ethics, fiscal responsibility, organizational theory and other relevant areas appropriate for twenty-first century educational leaders. Eligible candidates may also pursue Superintendent Certification through this program. The Educational Leadership program is aligned with the State Board for Educator Certification (SBEC) Principal and Superintendent Competencies, as well as the NCATE/ELCC (Education Leadership Constituent Council) standards.

Requirements for the Master's Degree with Principal Certification

Educational Foundations Requirements 6 hours

EDUC 6305	Research Design in Education and the Social Sciences	3
EDLD 6362 or EDUC 6302	Cultural Proficiency Cultural Diversity	3 3

Educational Leadership Requirements 27 hours

EDLD 6360	School Finance	3
EDLD 6361	School Law	3
EDLD 6365	School Public Relations	3
EDLD 6367	Theories of Educational Leadership	3
EDLD 6368	Principalship	3
EDLD 6369	School Human Resources Management	3
EDLD 6370	Instructional Leadership Development*	3
EDLD 6372	Professional Development and Appraisal System*	3
EDLD 6392	Practicum	3

Educational Leadership Elective 3 hours

EDUC	6301 Philosophy of Education	3
or EDUC	6303 Human Growth and Development	3
or EDUC	6304 Advanced Educational Psychology	3
or EDUC	6330 Theories of Curriculum and Instruction	3
or EDLD	6363 Administration of Special Programs	3
or EDLD	6364 Conflict Resolution	3
or EDLD	6389 Special Topics	3
or EDLD 6	395 Seminar: Applied Research in Educational Leadership	3 3

Total Hours for the Degree with Certification 36 hours

**NOTE: If ILD and/or PDAS are completed through avenues other than EDLD 6370 and/or EDLD 6372, candidates must complete additional elective courses to earn the 36 credit hours*

required for the degree.

Principal Certification Testing and Experience Requirements

In addition to completing the degree, candidates for certification as a Principal must earn a passing score on the Texas Principal certification exam and must have at least two years of classroom teaching experience.

87

Principal Certification Requirements for Candidates who have a Master's Degree

Advanced candidates with Master's degree in fields related to education will be required to complete 21 additional hours in the following areas:

EDLD 6361	School Law	3
EDLD 6367	Theories of Educational Leadership	3
EDLD 6368	Principalship	3
EDLD 6370	Instructional Leadership Development*	3
EDLD 6372	Professional Development and Appraisal System*	3
EDLD 6392	Practicum	3
EDLD 6360	School Finance	3
or EDLD 6365	School Public Relations	
or EDLD 6369	School Human Resources Management	

In addition to completing course requirements, candidates for certification as a Principal must earn a passing score on the Texas Principal certification exam and must have at least two years of classroom teaching experience.

Superintendent Certification Requirements for Candidates who have a Master's Degree and Principal Certification

Advanced candidates with a Master's degree and Principal Certification may qualify as candidates to receive Superintendent Certification. Accepted candidates will need to complete the following:

- 16 hours of graduate credit in areas of SBEC/ELCC Superintendent and District Level competency. Superintendent practicum experiences are integrated into all course work.

EDLD 6462	District School Finance	4
EDLD 6464	Educational Change and Design of Facilities	4
EDLD 6473	Superintendency and the School Board	4
EDLD 6475	Education and Sociocultural Change	4

- Passing grade on the Texas Superintendent Exam.

Program Recommendations

All advanced candidates should consult with the program coordinator, or assigned Educational Leadership advisor, to develop a degree and/or certification plan representing current SBEC competencies and ELCC standards. Substitutions of courses for the advanced candidate's Master Degree or Principal Certification plan must follow proper procedures of Petition to Graduate Studies, and is subject to approval of the candidate's advisor and the appropriate Graduate Committee. Continued consultation and advisement with the Educational Leadership faculty will insure successful completion of the Master's degree and **Principal or Superintendent Certification.**

Master of Arts in Education/Professional Education

Objectives

The Master of Arts in Education degree offered at UTPB includes an option labeled as *Professional Education*. This option prepares graduate students for roles as content-area specialists or curriculum coordinators. Emphasis is placed on a curricular and instructional specialization in history, language arts, science, or mathematics.

Program Requirements

School of Education Core Requirements

EDUC 6301	Philosophy of Education	3
EDUC 6302	Cultural Diversity in America	3
EDUC 6303	Human Growth and Development	3
EDUC 6305	Research Design in Education & the Social Sciences	3
Total required		12

Professional Education Common Core Requirements

EDUC 6330	Theories of Curriculum and Instruction	3
EDUC 6392	Practicum: Curriculum and Instruction	3
Total required		6

Content-Area Specialization Requirements

Total required 6

Methods

EDUC 6300	Instructional Methods and Processes (required)	3
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Select 3-6 hours from the following:

EDRD 6317	Materials, Methods, & Media in Reading	3
EDSP 6344	Methods for Teaching Exceptional Learners	3
EDBI 6326	Methods of Teaching ESL	3
EDEC 6310	Teaching Math & Science to Young Children	3
EDUC 6335	Innovations in Teaching Science & Mathematics	3

Total required 6-9

Culminating Experiences

EDUC 6395	Seminar: Curriculum & Instruction	3
EDUC 6397	Research in Education	3
EDUC 6398	Master's Research Project	3
EDUC 6399	Thesis	3-6
	Total required	3-6

Program Recommendations

All students should include EDUC 6305 within their first 12 hours of course work.

Master of Arts in Education/Reading

Objectives

The Master of Arts in Education: Reading program is designated to prepare Reading Specialists for teaching, diagnosis and coordination in elementary and secondary schools or junior colleges. This reading/literacy degree also fulfills the academic requirements for certification as a Master Reading Teacher (MRT), meaning students can earn both certifications within 36 hours of coursework. This plan includes the preparation necessary for leading staff development. The program culminates with an action research project or the writing of a thesis.

Program Requirements

School of Education Core Requirements

EDUC 6301	Philosophy of Education	3
or EDUC 6302	Cultural Diversity in America	3
EDUC 6303	Human Growth and Development	3
or EDUC 6304	Advanced Educational Psychology	3
EDUC 6305	Research Design in Education and the Social Sciences	3
Total required		9

Reading Core Requirements

EDUC 6329	Language Development and Acquisition	3
EDRD 6317	Materials, Methods, and Media in Reading	3
EDRD 6318	Analysis and Selection of Literature	3
EDRD 6319	Content Area Literacy	3
EDRD 6320	Vocabulary and Spelling	3
EDRD 6321	Reading Diagnosis	3
<i>Select two of the following three courses:</i>		
EDRD 6322	Problems in Literacy	3
EDRD 6323	Advanced Problems in Reading	3
EDRD 6333	Clinical and Remedial Reading	3
Total required		24

Culminating Experience

EDRD 6398	Master's Study	3
or EDRD 6399	Thesis	3
Total required		3

Hours required for the Master's Degree **36**

+ See program coordinator if simultaneous ESL endorsement is sought.

Professional Certification Preparation

A graduate student seeking certification as a Reading Specialist with Master Reading Teacher must have at least two years of satisfactory teaching experience in accredited PK-12 schools. The student should consult the program coordinator to verify current requirements for the desired certification(s). These requirements are established by the Texas State Board for Educator Certification and may change more frequently than published degree requirements.

Program Recommendations

All students should include EDUC 6305 Research Design in Education and the Social Sciences near the end of their coursework as preparation for their culminating experience.

Master of Arts in Education/Special Education

Objectives

The Master of Arts in Education option in Special Education prepares proficient and skilled professionals for careers in special education school setting and other related disability fields. Students seeking initial certification in special education may be required to take additional courses as required by the state of Texas. An additional option, **Professional Educational Diagnostician** licensure is also available to students with prior teaching experience in either general or special education.

Program Requirements

School of Education Core Requirements

EDUC 6302	Cultural Diversity in America	3
EDUC 6303	Human Growth and Development	3
EDUC 6305	Research Design in Education and the Social Sciences	<u>3</u>
Total required		9

Special Education Core Requirements

EDSP 6340	Current Trends in Programs And Services	3
EDSP 6341	Behavior Management and Social Skills	3
EDSP 6343	Programs and Practices for Exceptional Learners	3
EDSP 6344	Methods for Teaching Exceptional Learners	3
EDSP 6345	Transition Programming for Exceptional Learners	3
EDSP 6346	Foundations and Legal Aspects of Special Education	3

Electives from a Related Education or Psychology Field 6
(Students seeking initial teaching certification or
Professional Educational Diagnostician licensure are
Required to include Practicum EDSP 6392 in lieu of an elective)

Total required **24**

Culminating Experiences

EDSP 6397	Research in Education or	3
EDSP 6398	Master's Study or	-
EDSP 6395	Seminar: Professional Practice	

Total required 3

DEGREE REQUIREMENT 36 hrs.

Additional Coursework for Professional Educational Diagnostician licensure

EDSP 6386 Learning Theory and Assessment 3

EDSP 6395 Seminar: Cognitive Assessment 3

Electives from related Education or Psychology Field 6
(Reading, Leadership, Counseling)

Total Required 12

DEGREE REQUIREMENTS for Special Education and Professional
Educational Diagnostician Licensure 48 hrs.

Teacher Certification/Endorsement Programs (non-degree)

Administrative Unit

Certification/Endorsement programs are administered by the School of Education. (Post-baccalaureate students who are preparing for educational certification/endorsement have all academic records in the Office of Graduate Studies and Research. Advising and all processing for certification are completed through the School of Education certification office.)

Objectives

To prepare students who desire teaching credentials in Texas.

Admission Requirements

Baccalaureate degrees in a teaching field, 2.50 GPA, all transcripts must be on file. Candidates for admission to the post-baccalaureate teacher certification program must demonstrate competencies in reading, math, oral and written communication, and critical thinking. This must be documented through the THEA or an approved alternative taken within the past 5 years. Regular admission benchmarks on the THEA are 260 on Reading, 240 on Writing, and 240 on Mathematics. A grade of "C" or better in a speech course will be considered evidence of oral communication skills.

Options

See School of Education Section, page 83.

Core Requirements

The School of Education works with the Texas State Board for Educator Certification and school districts in the Permian Basin region to assure that programs meet the requirements of teachers in the area. Requirements do change frequently. Thus, students who intend to apply for certification are urged to consult the certification officer in the School of Education to verify current requirements and Examination for Certification information.

Course Listings

EDBI 6325 Teaching Language Arts and Reading for Spanish Speakers (3)

A critical analysis of materials in Spanish available for teaching language arts and reading. A survey of strategies for teaching reading and language arts to Spanish speakers. Prerequisite: Spanish Proficiency.

EDBI 6326 Methods of Teaching ESL (3)

An introduction to the theoretical and practical aspects of teaching English as a Second Language.
SUMMER SESSION I 2006

EDBI 6327 Issues and Advanced Problems in English as a Second Language (3)

A comparative and contrastive analysis of the interrelationships of language, culture and learning in the classroom setting. **SPRING 2006**

EDBI 6397 Research in Education (3)

A direct topic study which will serve as a culminating experience for the Master in Education candidate. Students may elect this option instead of the project (EDUC 6398) or thesis (EDUC 6399).

EDCO 6377 Foundations of Counseling (3)

Theoretical, experiential and applied overview of professional counseling and the counseling process. Includes emphasis on legal and ethical professional issues and functions of counselors in different settings.

EDCO 6378 Career Counseling and Career Development (3)

Human development perspective of career planning and counseling. Includes emphasis on career development theory, strategies and processes, information systems and career counseling services.

EDCO 6379 Educational Appraisal Techniques (3)

Application and interpretation of formal and informal measures of aptitude, achievement, interest and personality tests will be examined

EDCO 6380 Group Process in Counseling (3)

Didactic and experiential introduction to the dynamics and theory of group processes and techniques as applied to counseling and psychotherapy in groups.

EDCO 6381 Micro-Counseling (3)

Presentation, demonstration and videotaped practice in the necessary skills to effectively conduct counseling sessions with clients. Prerequisite: EDCO 6377 (or equivalent) and permission of the instructor.

EDCO 6382 Developmental Guidance Programs in the Schools (3)

The organization and management of a developmental guidance program in the schools. Examines both the ASCA National Model for school counseling as well as the State of Texas Developmental Guidance Plan.

EDCO 6383 Counseling Children and Adolescents (3)

Theories and techniques appropriate to the counselor's work with children and adolescents and to counseling and consultation with their families and teachers.

EDCO 6384 Counseling: Theory/Practice (3)

A survey of major counseling theories and techniques.

EDCO 6385 Advanced Counseling Techniques (3)

Theory and techniques of various orientations from brief to alternative therapeutic models. Permission of the instructor.

EDCO 6387 Family Education and Counseling (3)

Theories and techniques for delivery of educational and counseling services to parents and families in both school and community settings. Required of both LPC and School Counseling students.

EDCO 6392 Practicum: Counseling (3 - 6)

Supervised practice in counseling in either a school or community setting. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. May be repeated for a total of six semester hours. Prerequisite: Permission of the instructor.

EDCO 6393 Internship: Counseling (3)

Supervised internship in counseling in either a school or community setting. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their internship experience. Prerequisite: Permission of the instructor.

EDEC 6310 Teaching Math and Science to Young Children (3)

This course focuses on the content and pedagogy of teaching math and science to children ages 2-8. F

EDEC 6311 Program Development in Early Childhood Education (3)

This course focuses on the design, implementation, and assessment of developmentally appropriate programs for children ages birth through 8.

EDEC 6312 Development of the Whole Child (3)

This course explores how children, ages birth through 8, develop socially, emotionally, physically, and cognitively.

EDEC 6314 Parent Involvement and the Early Childhood Education (3)

This course focuses on the development of parent-teacher partnerships which can facilitate children's development at home and at school.

EDEC 6315 Young Exceptional Learners (3)

This course focuses on the identification and inclusion of young children with exceptional needs into early childhood environments.

EDEC 6316 Early Literacy (3)

This course focuses on the development of literacy in young children including strategies that can minimize the development of reading difficulties and interventions that can remediate existing reading problems.

EDLD 6360 School Based Allocations (3)

Application of principles of public education fiscal policy including: budgeting, state or federal program allocations, grant writing, resources, staffing, etc.

EDLD 6361 School Law (3)

Effects of Federal and Texas law on processes of public school education and its relationship to school administrators. (Code of Ethics & Federal Programs)

EDLD 6462 District School Finance (4)

Principles, trends and practices in financing public education, including sources of school revenue, taxation and fiscal policies specifically addressing the superintendency (Field-based experience required).

EDLD 6363 Administration of Special Programs (3)

Administration of special education, reading, career education, vocational-technical education, bilingual education, library and instructional technology, plus IDEA, Section 504, Federal title programs funding, school to work, etc.

EDLD 6464 Educational Change and Design of Facilities (4)

Planning a building program: educational plan, determining objectives, specifications, selecting the architect, evaluating plant, school standards and equipment (Field-based experience required).

EDLD 6365 School Public Relations (3)

An analysis of school public relations from a perspective of communication and collaboration with all community constituents and responding to diverse interests and needs to promote student success.

EDLD 6366 Administration and Management of Schools (3)

Major issues and trends in administration and management of public schools. Strategic planning, collaboration, site-based management, team building, allocation of resources, policy development and curriculum change.

EDLD 6367 Theories of Educational Leadership (3)

An analysis of school leadership theories, standards, and applications for practice in campus or district improvement processes.

EDLD 6368 Principalship (3)

Administrative processes and functions of the elementary and secondary school principal in the context of school district organization and administration.

EDLD 6369 School Human Resources Management (3)

Personnel management theory and research. Emphasizes skills in recruitment, selection, assignment, staff development, supervision and evaluation.

EDLD 6370 Instructional Leadership Development (ILD) (3)

Systemic design and analysis of strategies for instructional leadership and supervision of teacher performance with an emphasis on clinical approaches. (this course is a prerequisite to EDUC 6372 Professional Development and Appraisal System).

EDLD 6371 Daily Operations of the School (3)

A study of the principal as the day to day manager of the school: i.e. purchase, distribution and tracking of textbooks; master schedules; assignment of lockers, electives, etc.; fixed assets; maintenance; transportation; discipline; testing procedures; special programs; inventory; etc.

EDLD 6372 Professional Development and Appraisal System (3)

Training perspective administration candidates in using the Texas Professional Development and Appraisal System (PDAS) including a professional growth plan and staff development component (EDLD 6370 Supervision for Instructional Leadership is a prerequisite for this course).

EDLD 6393 Internship: Leadership (3)

Supervised internship in administration in a school setting. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their internship experience. Prerequisite: Permission of the instructor.

EDLD 6395 Seminar: Applied Research in Educational Leadership (3)

The graduate student will work with a faculty member on the development, implementation, and evaluation of an applied research project in educational leadership.

EDLD 6473 Superintendency & the School Board (4)

Selected contemporary problems in school administration in terms of basic philosophical concepts which are important to the Superintendency (Field-based experience required).

EDLD 6475 Education and Sociocultural Change (4)

Contemporary, social issues and their relationship to instruction and policy formation including professionalization, cultural diversity and pressure group influences and processes (Field-based experience required).

EDRD 6305 Research Design in Reading Education (3)

This course is designed to introduce students to the process of conducting research in the field of reading education. Students will select and evaluate findings within their field and learn how to design their own research studies.

EDRD 6317 Materials, Methods and Media in Reading (3)

Students examine concepts of learning as a social process to construct meaning in oral and written language. Reading programs and methods are compared. By combining theory and practice, students implement current reading strategies in an integrated approach to using materials, methods, and media in the classroom. A tutorial component is included. Prerequisite: one undergraduate reading course or by permission by instructor. Fall

EDRD 6318 Analysis and Selection of Literature (3)

This course emphasizes literature-based reading instruction focusing on the selection of literature which enhances interdisciplinary instruction. Spring

EDRD 6319 Content Area Literacy (3)

This course offers participants the opportunity to identify and discuss important problems, trends, and issues related to content area literacy in the diverse classroom. Students explore content area literacy, methodology, study the reading and writing process, become familiar with available resources in content area literacy, and discover the connection between learning and teaching content area literacy. There is a field tutorial component. Fall

EDRD 6320 Vocabulary and Spelling Practicum (3)

Graduate students apply their knowledge of vocabulary and spelling knowledge by assessing a student's spelling and vocabulary needs. Through interventions and gathered data, students growth is assessed and compiled into a final analysis in a practicum approach. Graduate students also study how reading, spelling, and vocabulary interrelate and then construct a literacy project to share with area schools. Spring

EDRD 6321 Reading Diagnosis Practicum (3)

This course focuses on identifying reading and literacy needs of struggling readers. Graduate students diagnose, evaluate, and remediate students by analyzing collected data. Students administer and score formal and informal reading tests, apply knowledge of rubrics for spelling and writing. Intervention strategies and tutorials are included in this practicum approach coursework as well as ongoing assessments. Fall

EDRD 6322 Problems in Literacy (3)

This course offers in-depth analysis and synthesis of contemporary research in problems, trends, and issues in literacy education including representation in literature. Students participate in written responses and oral discussions to demonstrate understanding. Class is conducted in a seminar style. Spring

EDRD 6323 Advanced Problems in Reading (3)

Students explore psychological, cognitive and methodological issues in reading currently discussed and researched in scholarly journals, professional books and TEA publications. Topics may include phonemic awareness, phonics, comprehensive literacy, adult literacy, and intervention strategies to build comprehension in struggling readers. A tutorial component is included in the course. Prerequisite: EDRD 6317, 6318, 6319 or permission of instructor. Fall

EDRD 6333 Clinical & Remedial Reading (3)

This is the third course in a continuum of courses on assessment and intervention for school age children and adults who struggle in the areas of literacy. Individual assessment and tutoring of a student will be directed by the instructor in a practicum setting. Prerequisite: EDRD 6318, 6319, 6320 or permission of the instructor. Spring

EDRD 6392 Practicum: Reading (3)

This course offers supervised practical application of previously studied reading theory. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: EDRD 6317, EDRD 6319 and EDRD 6320, and EDRD 6323 or by permission of instructor. Spring or as needed.

EDRD 6397 Research in Education (3)

Graduate students research three questions given to them by their committee. Each question reflects a current issue in reading and requires an in-depth investigation of scholarly researched articles and professional books relating to

the assigned topics. This course is available on a limited basis in place of Master's Study (EDRD 6398) or Thesis (EDRD 6399).

EDRD 6398 Master's Study (3)

This course is a directed research project which will serve as a culminating experience for the Master in Education: Reading students. Students may elect this option instead of Research in Education (EDRD 6397) or Thesis (EDRD 6399).

EDRD 6399 Thesis (3)

This research option serves as a culminating experience for the Master in Education: Reading student. Students may elect the thesis instead of Research in Education (EDRD 6397) or Master's Study (EDRD 6398).

EDSP 6340 Current Trends in Programs and Services (3)

Issues regarding general, gifted and talented, and special education are the focus for this course with an emphasis on programming trends for exceptional students.

EDSP 6341 Behavior Management and Social Skills (3)

This course will cover strategies for behavior management, functional behavioral assessment, positive behavioral supports and social skills training for exceptional learners. Cross listed with PSYC 6305

EDSP 6343 Programs and Practices for Exceptional Learners (3)

This introductory course will examine the unique needs of students with cognitive and behavioral needs. Typical characteristics, identification, referral procedures and effective educational practices will be examined.

EDSP 6344 Methods for Teaching Exceptional Learner (3)

Learning strategies and methods for delivery of instruction for students with cognitive and/ or emotional problems will be examined. Emphasis will be on developing strategic environments, curriculum, and models for inclusive settings.

EDSP 6345 Transition Programming for Exceptional Learners (3)

Models for transition to the community, work and post secondary setting will be explored. Students will spend a portion of class time as school and community sites.

EDSP 6346 Foundation and Legal Aspects of Special Education (3)

Legislation and litigation which form the foundations and present basis for special education practices will be presented and investigated.

EDSP 6386 Learning Theory & Assessment (3)

This course will examine learning theory, learning styles and assessment techniques. Students will administer and interpret the results of achievement tests in basic skill areas. Prerequisite: Permission of the instructor.

EDSP 6392 Practicum: Diagnostician (3)

Supervised practice as a diagnostician in a school setting. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

EDSP 6392 Practicum: Gifted and Talented (3)

Students are placed in a classroom for students who are gifted and/or talented for one full semester. Students are expected to gradually assume all of the duties of their cooperating teacher(s) by the end of the semester and to participate in all activities and meetings assigned to that teacher. In addition, students are expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

EDUC 6300 Instructional Methods and Processes (3)

Students are guided to become reflective decision makers as they develop skill in planning, implementing, and assessing meaningful learning experiences for middle school and high school students. Strategies for establishing a positive learning environment are emphasized. Prerequisite: Admission to post-baccalaureate certification program of permission of instructor.

EDUC 6301 Philosophy of Education (3)

Basic philosophical perspectives on teaching, learning, ethics and the relation of school to Education society. Emphasizes critical thinking through the use of case studies drawn from daily practices in schools.

EDUC 6302 Cultural Diversity in America (3)

The educational challenges faced by American education to meet the needs of a diverse society. The focus of the course will be on educational, social, political and psychological perspectives.

EDUC 6303 Human Growth and Development (3)

This course explores human development from conception to death. Development is viewed as change in cognitive, socioemotional, and physical processes and analyzed from the perspective of various theoretical frameworks. If taken to fulfil initial certification requirements, TExES pre-tests may be required. F

EDUC 6304 Educational Psychology (3)

Review of theories of behavior, learning and instruction, research on human ontological development, and consideration of applications of such theory and research to classroom practices, including issues related to their measurement and evaluation.

EDUC 6305 Research Design in Education and the Social Sciences (3)

This course is designed to acquaint students with how research is conducted in the fields of education and the social sciences. Students will select and evaluate research findings within their fields and learn how to design their own research studies. S

EDUC 6329 Language Development and Acquisition (3)

Theories of psycholinguistics and sociolinguistics applied to the acquisition of one or more languages in early childhood and school learning.

EDUC 6330 Theories of Curriculum and Instruction (3)

An introduction to contemporary conceptions of curriculum and instruction as related to teaching and administration in elementary and secondary schools.

EDUC 6335 Innovations in Teaching Science and Mathematics (3)

Examination and critical evaluation of innovative curricula and programs in light of current literature and research in the teaching and learning of science and mathematics. Emphasis on translating theory into practice in the classroom.

EDUC 6336 Current Issues in Teaching Science and Mathematics (3)

Current issues and trends in teaching science and mathematics will be identified and explored. Emphasis on the interface of theory and practice.

EDUC 6342 Foundations in Gifted and Talented Education

This is the introductory course in the education of gifted and talented students. It provides an overview of the current and historical issues in the field. The intellectual, social, emotional, developmental, and educational characteristics of gifted students are introduced and appropriate educational opportunities and programming are discussed.

EDUC 6347 Methods of Teaching Gifted and Talented Students

The purpose of this course is to apply the principles and knowledge of gifted and talented education to the classroom. Students learn to evaluate their current classroom practices and curriculum, the curricular materials of others, and to develop units of instruction appropriate for gifted and talented learners.

EDUC 6389 Selected Topics

EDUC 6391 Contract Study

EDUC 6392 Practicum: Learning Disabilities (3)

Students are placed in a classroom of learning disabled students for one full semester. Students are expected, by the end of the semester, to be teaching the class for the entire school day. Expectations include planning the instructional day, development of lesson plans, implementing lessons, and maintaining discipline using the “best” practices available. In addition, students are expected to participate in all activities and meetings and adhere to the same schedule as their cooperating teacher(s). Students are also expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

EDUC 6392 Practicum: Mental Retardation (3)

Students are placed in a classroom for one full semester with students who have mental handicaps. Students are expected, by the end of the semester, to be teaching the class for the entire school day. Expectations include instructional, social, vocational and leisure time planning, development of lesson plans, implementing lessons, and maintaining discipline using the “best” practices available. In addition, students are expected to participate in all activities and meetings and adhere to the same schedule as their cooperating teacher(s). Students are also expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

EDUC 6393 Internship: Diagnostician (3)

Supervised internship as a diagnostician in a school setting. Prerequisite: Permission of the instructor.

EDUC 6395 Seminar (1-3)

Available only in disciplines in which the master’s degree is offered.

EDUC 6398 Master’s Study (3)

A directed research project which will serve as a culminating experience for the Master in Education student. Students may elect this option instead of the directed topic study (EDUC 6397) or thesis (EDUC 6399).

EDUC 6399 Thesis (3-6)

A research option which will serve as a culminating experience for the Master in Education student. Students may elect the thesis instead of the directed topic study (EDUC 6397) or project (EDUC 6398).

Master of Arts in English

Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the Faculty of English, Department of Literature and Languages, College of Arts and Sciences.

Objectives

The purposes of the Master of Arts program in English are at least five-fold: to train students to work with the materials of literature with scholarly competence and maturity; to prepare students to teach English in schools and colleges; to provide additional professional training for English teachers currently employed in elementary and secondary schools; to prepare students for such non-teaching vocations as publishing, advertising, editing, civil service, and management; and to offer sound professional training on the master's level for students who intend to pursue a doctorate elsewhere in literary studies, including rhetoric and composition.

Admission Requirements

Requirements for acceptance include a minimum of 24 undergraduate semester credits in English at the sophomore level and above. Students who have not taken an undergraduate course on critical theory need to submit a writing sample which demonstrates familiarity with theoretical approaches to literature. After reviewing this sample, the English faculty will recommend whether or not the student needs to take English 3300: Theoretical Approaches to Literature.

Options

After completing 18 graduate hours, at the beginning of their first semester of research (by the end of the first 4 weeks), students who choose the Thesis, Article or Project should submit to their committee a 5-10 page prospectus with a working bibliography.

Thesis

At the MA level, the thesis should constitute a contribution to the scholarly discourse on a well-defined topic. The thesis will demonstrate the writer's grasp of the history of that discourse and the major voices within it. The thesis will be a lengthy paper (typically 50-70 pages of text) combining original analysis with thorough research. The thesis is not a doctoral dissertation or a book. A total of 6 credits will be devoted to ENGL 6399.

Scholarly Article

A scholarly article, to be submitted for publication after its completion and the suggested revisions by the student's committee, should be an original contribution to scholarship. The student's committee must agree that the student's proposed work at the prospectus level is a publishable article. The scholarly article option involves two phases, the first of which is the passage of a broad oral exam in the area in which the student wishes to write the article. Once the exam is passed, the student may write an article suitable for publication in a peer-reviewed scholarly journal. Students choosing this option must also successfully perform in an oral examination following the completion of their writing in which they defend their work. The examiners will be members of the candidate's committee and a representative of the Graduate Faculty. The article will be a lengthy paper (20-25 pages of text) combining original interpretation with thorough research. A total of 6 credits will be devoted to ENGL 6399 for this option.

Written Exam

The exam will cover three areas, to be agreed on by the examining committee and the candidate. These areas can be relatively narrow (e.g. the Victorian novel) or relatively broad (e.g. literature by American ethnic groups, colonial to 1900; rhetoric and composition); however, the exam must include both British and American literature, some post-1800 British or post-1865 American literature, and some pre-1800 British or pre-1865 American literature. The exam will be written during a six-hour period, which can be divided as the examining committee and the candidate deem appropriate.

Project

The candidate, in consultation with her or his committee, will design a nine hour concentration of course work (a maximum of three hours of which may be taken as ENGL 6390) which will lead to the preparation of a 30-40 page Research Report. This Research Report is not intended to constitute an original contribution to scholarship but will otherwise conform to the standards of scholarly discourse in the field of English.

Core Requirements

Requirements for the MA in English include the following:

The successful candidate for the MA in English will complete at least 36 credits and pass an oral exam. Students electing the Thesis option will take 30 credits of course work and six of thesis research; students electing the Written Exam option will take 30 credits of course work and six of Directed Reading; students electing the project will take 33 hours of course work and three of Directed Reading.

Course Work

A minimum of 30 credits must be earned in course work at the 6300 level. A maximum of 6 credits of course work may be taken in a field other than literature with prior written approval of the student's committee. The student will work out the required degree plan in consultation with his/her advisor. The plan will reflect the following requirements:

a. Rhetoric and Composition Requirement

Students serving as Graduate Teaching Assistants in English are required to complete ENGL 6372, Rhetoric and Composition, either before being selected for this position or during the first semester of service. This requirement can be waived for students with extensive teaching experience or a similar course on the record.

b. Breadth Requirement

Each student shall complete a minimum of nine credits in British literature and nine credits in American literature.

Oral Examination

The candidate for the MA degree in English must also perform successfully in an oral examination. The examiners will be members of the candidate's committee and a representative of the Graduate Faculty. For students writing a thesis, the examination will include, but not be limited to, a defense of the thesis or the article. For students doing a written exam, the oral exam will cover the exam areas. For students doing a project, the oral examination will include, but not be limited to, the Research Report.

Special Program Features: Graduate Teaching Assistantships

Full-time M.A. students may assist as teaching assistants in lower level classes for two semesters. After completion of 18 graduate hours and ENGL 6372, they may be requested to teach their own ENGL 1301 or ENGL 1302.

Professional Certification Preparation

Students who wish to obtain teacher certification should consult the School of Education. Those requirements are not part of the M. A. requirement in English.

Course Listings

ENGL 6302 American Romanticism (3)

The American and European roots, and philosophical, literary, and social tenets, of American Romanticism as reflected in the works of recognized romantics (Poe, the Transcendentalists, Melville) as well as of non-cononical figures.

ENGL 6303 American Realism (3)

The American and European roots, and philosophical, literary, and social tenets, of American Realism as reflected in the works of recognized realists (Howells, Wharton) and naturalists (Dreiser), as well as of non-cononical figures.

ENGL 6304 American Literature, 1900-1945 (3)

Development of fiction and poetry primarily between WWI and WWII, with emphasis on the Modernist Movement. Nonfiction may also be included.

ENGL 6305 American Literature, 1945 to the Present (3)

The splintering of Modernism in the context of a large, cultural crisis, with emphasis on the diversity of response to this crisis rather than on individual figures.

ENGL 6310 American Nature Writing (3)

This course explores the development of American Nature Writing from European contact to the present. The course also makes extensive use of literature from exocriticism, a cross-disciplinary school of literary and environmental thought.

ENGL 6321 British Literature to 1660 (3)

Chaucer, English Renaissance humanists, the Elizabethan Lyric, Spenser, Shakespeare, Jacobean and Caroline drama, classical Lyricists, the metaphysicals.

ENGL 6323 British Literature, 19th Century (3)

Major Victorian and/or Romantic writers in their historical, cultural, and philosophical contexts.

ENGL 6324 British Literature, 1900 to the Present (3)

Emphasis on fiction, drama, or poetry; major figures include Conrad, Woolf, Joyce, Shaw, Synge, Lawrence, Yeats, O'Casey, Auden. Nonfiction may also be included.

ENGL 6330 Literature and Mythology (3)

This course explores the power of myths in shaping the human psyche and in developing cultural and sociopolitical perspectives. Simultaneously it emphasizes the importance of mythology to the understanding of literature, art and music.

ENGL 6332 Literature and Visual Arts (3)

This course explores the nonverbal dimensions of literature, in particular its evocations of art and music, that extend verbal discourse and simultaneously articulate what the verbal discourse conceals and silences.

ENGL 6351 Topics in Fiction (3)

Comparative studies in the novel.

ENGL 6352 Topics in Drama (3)

Comparative studies in drama.

ENGL 6353 Topics in Poetry (3)

Comparative studies in epic or lyric poetry.

ENGL 6354 Topics in Non-Fiction (3)

A study of the production and reception of Non-Fiction texts including attention to writing process, critical interpretation, and cultural context.

ENGL 6357 Writing Center Theory and Practice (3)

A study of the history, theory and practice of writing center tutoring and administration.

ENGL 6359 Special Studies In Literature (3)

Selected works of several authors organized according to historical era, genre or theme. Content varies.

ENGL 6360 Topics in Film and Media (3)

Studies in film and electronic media like television in relevant historical and critical contexts, including theories of interpretation. Topics could include Film and Theories of Post Humanity; Film, Television and Trauma Theory; Feminist Approaches to Film and Media; Film and Pedagogy--to name a few.

ENGL 6369 Studies in a Major Author (3)

Works of a major American or British author.

ENGL 6372 Rhetoric and Composition (3)

This course will cover current theory and practice in the teaching of writing. Focus will be twofold. To study the history of contemporary composition and rhetorical theory in order to consider how competing and complementary methodologies have influenced the evolution of pedagogy in the writing classroom. To discuss the practical application of theory for improving as teachers and writers. Emphasis will be given to preparing reflective teachers of composition. This course is required for all students serving as Graduate Teaching Assistants in English.

ENGL 6390 Directed Reading (3)

A required reading list and faculty guidance are provided for students electing the project or comprehensive examination rather than the thesis.

ENGL 6391 Contract Study (1-3)

For students who are pursuing independent study or research (as described in the contract study format).

ENGL 6399 Thesis or Article Research (6)

Students electing the thesis or scholarly article option will work under the supervision of a major advisor. A maximum of six credits of ENGL 6399 may be counted toward the MA.

Master of Science in Geology

Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the Faculty of Geology, Department of Physical Sciences, College of Arts and Sciences.

Objectives

- a. To capitalize on the world-class geology of west Texas as an outstanding laboratory for developing critical observational and interpretive skills.
- b. Mastery of the fundamentals in Geology at a professional level.
- c. To provide a broad background for students who wish to pursue a career in any of the geoscience fields.
- d. To prepare graduates to enter doctoral programs in the geological sciences.
- e. To prepare graduates for independent research in their chosen fields.

Admission Requirements

Regular graduate admission standards apply. In addition students are expected to have completed a standard undergraduate curriculum that includes the courses required for an undergraduate degree in geology at UT Permian Basin, as set forth in the undergraduate catalog. Students who lack any of these courses are required to complete them before starting any graduate-level course work.

Options

Students have a variety of choices in field areas, research topics, and coursework.

Core Requirements

The program leading to a Master of Science degree in Geology requires a minimum of 24 semester credit hours of course work in geology and supporting or ancillary fields, and six semester credit hours of original research resulting in a thesis. The curriculum of courses selected by each student, in consultation with the graduate faculty, will be chosen to enable them to develop their professional interests and achieve their career goals. Up to nine semester hours of 4000 level courses can be included in the graduate curriculum. Within two semesters the student should select an advisor, who together with the student, will choose a thesis committee, approve a thesis topic and confirm the course curriculum in accord with the current regulations of the Graduate School.

Candidates for the Master of Science degree in Geology must complete a thesis acceptable to the candidate's graduate committee and written in the style outlined in the U.S. Geological Survey's **Suggestion to Authors**, 7th edition. The thesis must also conform to rules established by the Graduate School at UT Permian Basin. After final approval of the thesis by the graduate committee the student must present a seminar on the thesis and defend its conclusions orally to the general faculty and representatives of the Graduate School.

Special Program Features

Special emphasis is placed on fieldwork and the submission of a thesis. The non-thesis option is not available. All courses have the following prerequisites: 1) graduate standing and 2) permission of the instructor.

Course Listings

GEOL 6305 Advanced Structural Geology and Tectonics (3)

Concepts and principles of structural geology and tectonics, with emphasis on physical factors responsible for the deformation of the earth's crust, and the results of the deformation through geologic time.

GEOL 6307 Carbonate Petrology, Petrography, and Diagenesis (3)

Study of the origins, grain types, textures, and diagenesis of recent and ancient carbonate sediments and rocks.

GEOL 6308 Carbonate Depositional Systems and Sequence Stratigraphy (3)

Study the marginal-marine, shallow- and deep-marine carbonate depositional environments and their sequence stratigraphic expression.

GEOL 6311 Clastic Petrology, Petrography, and Diagenesis (3)

Study of the origins, grain types, textures, and diagenesis of recent and ancient clastic, volcanoclastic, and biogenic sediments and rocks.

GEOL 6312 Clastic Depositional Systems and Sequence Stratigraphy (3)

Study of terrestrial, marginal-marine, shallow- and deep-marine clastic depositional environments and their sequence stratigraphic expression.

GEOL 6335 Arid-Lands Hydrology (3)

Study of hydrologic systems in arid and semi-arid environments.

GEOL 6344 Advanced Ore Deposits (3)

Detailed study of the geochemical controls, petrography, and field relationships of selected types of ore deposits.

GEOL 6347 Subsurface Methods (3)

Systematic and accurate acquisition, evaluation, and interpretation of subsurface data as applied in the search for oil and mineral deposits.

GEOL 6348 Petroleum Geology (3)

Advanced studies in petroleum exploration. Porosity and permeability as related to lithology and hydrodynamics of fluid flow. Stratigraphic and structural traps; regional trends and basin analysis; the origin of oil; log interpretation; and geophysical exploration.

GEOL 6355 Thermodynamics of Geologic Processes (3)

Thermodynamics applied to problems of igneous, sedimentary, and metamorphic petrology.

GEOL 6357 Volcanology

A study of the origins and eruptions of volcanoes, including surface and subsurface processes, undersea vents and potential application for thermal energy production.

GEOL 6358 Advanced Geochemistry (3)

Advanced studies of the geochemistry of igneous, sedimentary, and metamorphic rocks, as well as the distribution of trace elements in diverse environments.

GEOL 6389 Selected Topics (3)

Graduate courses which will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog.

GEOL 6699 Master's Thesis (6)

Meets the research requirements for the thesis option in master's degree programs.

Master of Arts in History

Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the Faculty of History, Department of History, College of Arts and Sciences

Objectives

The Master of Arts program in History accommodates a wide range of student aspirations, both professional and personal. With strong emphasis on the literature of history, research techniques, and writing skills, graduate study in history will benefit teachers, museum and archives personnel, prospective candidates for PhD degrees in history, and college graduates wishing to pursue the subject for intellectual enrichment.

Admission Requirements

Candidates who have not completed at least 18 undergraduate semester credits in history will be required to enroll in additional courses to complete their preparation for graduate work.

Options

Students may specialize in either United States, World or Latin American history. They may choose between the thesis option and the non-thesis option, though the thesis option is limited to United States history.

Core Requirements

Candidates for the Master of Arts degree in History must complete 36 credits of graduate work, of which no more than one course may be at the 4000-level. Included in these 36 hours is at least three but no more than six units of History 6300 (The Historian's Craft). The student may repeat 6300 if the regional emphasis in the second offering differs from the first offering. For example, if one took 6300 with an emphasis on American history, one may take 6300 again if the second course emphasizes Latin American or World history.

Students who elect to write a thesis in United States history will complete:

1. 21 credit hours in United States history, including at least two reading courses, and one research course at the 6300-level.
2. At least nine credits in non-US history from more than one subject area.
3. Six hours upon acceptance of a thesis.

Students who elect the non-thesis option in United States history will complete:

1. 21 credit hours in United States history, including at least two reading and two research courses at the 6300-level.
2. At least nine credits in non-US history from more than one subject area.
3. A maximum of six credits in history or a related field.

Students who elect the thesis option in Latin American history will complete:

1. At least 15 credit hours in Latin American history, including at least one reading and one research course at the 6300-level.
2. At least 15 additional hours in the United States history, including at least one reading and one research course at the 6300-level.
3. Six hours upon acceptance of a thesis.

Students who elect the non-thesis option in Latin American history will complete:

1. At least 15 credit hours in Latin American history, including at least one reading and one research course at the 6300-level.
2. At least 15 additional hours in United States history, including at least one reading and one research course at the 6300-level.
3. A maximum of six credits in History or related fields; Spanish is recommended.

Students who elect the non-thesis option in World history will complete:

1. At least 15 credit hours in World history, including at least one reading and one research course at the 6300-level.
2. At least 15 additional hours in United States history, including at least one reading and one research course at the 6300-level.
3. A maximum of six credits in History or related fields; a foreign language may be recommended.

MA degree candidates must pass an oral examination. There is no general foreign language requirement for the master's degree in history. However, when mastery of a language is requisite to purposeful study, the demonstration of language skills may be required. For example, candidates in Latin American history must demonstrate the ability to comprehend written Spanish with reasonable accuracy and speed.

Special Program Features

Within the requirements for the Master of Arts degree in History, considerable individualization of programs is possible. The particular strengths of the curriculum are in Early American History to 1900, Twentieth Century America, Mexican History, and European History.

Program Recommendations

All students should include one research course at the 6300-level during the first 12 hours of their graduate work.

Professional Certification Preparation

Students who desire teacher certification should consult the School of Education for requirements.

Course Listings

HIST 6300 The Historian's Craft (3)

Introduction to historical theory and historical methods. May be repeated once, if regional emphasis differs in the second course from the student's first course

HIST 6301 Industrial Revolutions (3)

Comparative study of processes of industrialization in North America, western Europe, Russia/USSR, and east Asia. Topics for discussion include the role of the state, development of new social structures and industrial cultures, and possible preconditions for industrialization

HIST 6302 Democratization (3)

Trans-national comparison of processes of democratization and political modernization. Topics will include forms of democratic states, as well as why some states develop fascist, authoritarian or Communist structures

HIST 6303 Nationalism (3)

Comparative study of the social, cultural, and political processes in the formation of nation-states and of national identities.

HIST 6306 Africa (3)

Issues in African history. (Topic may vary)

HIST 6311 Modern Mexico (3)

Historical literature relating to major developments and problems of modern Mexico.

HIST 6312 Mexican Revolution (3)

A study of the causes and ramifications of the most significant events in 20th century Mexican history.

HIST 6313 Mexican Immigration (3)

A study of Mexican immigration to the United States, beginning in the late 19th century and preceding to the present.

HIST 6319 Studies in Latin American History (3)

Historical literature relating to major developments and problems of Latin America, including modern Mexico, modern South America and colonial Latin America. May be repeated.

HIST 6335 Modern Germany

Selected topics in modern German history, emphasizing social, political, and economic changes. Course typically will cover either Germany 1871-1933 (Imperial Germany and Weimar) or 1945-present (Federal Republic and GDR).

HIST 6336 Third Reich and Holocaust (3)

Historical literature and issues related to Nazi Germany and the Holocaust

HIST 6338 Research in World History (3)

Methodology and tools for historical research and directed research on special topics in non-United States history.

HIST 6339 Studies in World History (3)

Reading, research and discussion on selected topics.

HIST 6345 Civil War and Reconstruction (3)

Historical literature relating to major developments and problems in some aspects of the American Civil War and Reconstruction period.

HIST 6347 Twentieth Century America (3)

Examination of historical literature on special topics covering major developments and problems in recent United States history.

HIST 6350 Modern Texas (3)

Historical literature on the political, economic, social, and cultural development of modern Texas.

HIST 6354 Chicano/a History (3)

Historical literature on Chicano/a history from Spanish influence to the present. Themes for the course will include political activism, economic changes and labor, race relations, and gender issues.

HIST 6355 The American South (3)

Historical literature relating to major developments and problems in some aspects of the American South.

HIST 6356 Western America (3)

Historical literature relating to major developments and problems in Western history.

HIST 6361 American Foreign Relations (3)

Examination of historical literature on special topics which cover major developments and problems in United States foreign relations.

HIST 6363 American Military Experience (3)

Historical literature on the development of the military services and the uses of military force in United States History.

HIST 6366 Civil Rights Movement (3)

An examination of issues of racial justice in the 20th century, with emphasis on post - 1945. Topics will include the expansion of the movement from Black civil rights to include other minorities and women.

HIST 6367 Race in America and South Africa (3)

Comparative study of race relations in the United States and South Africa.

HIST 6368 American Business History (3)

Study of major changes in American business during the twentieth century through analysis of specific industries and case studies.

HIST 6378 Research In American History (3)

Methodology and tools for historical research and directed research on special topics in American history.

HIST 6379 Studies in American History (3) (*title may vary*)

Reading, research and discussion on selected topics in American history.

HIST 6391 Contract Study (1-3)

For students who are pursuing independent study or research (as described in the contract study format).

HIST 6399 Master's Thesis (3 or 6)

Meets the research requirements for the thesis option in master's degree programs.

Master of Science in Kinesiology

Administrative Unit

The Office of Graduate Studies and Research administers this program through the Kinesiology faculty in the Department of Kinesiology, College of Arts and Sciences.

Degree Program

The Master of Science in Kinesiology program is designed to extend students' understanding of the concepts, research, and theories related to the science of human movement - kinesiology. Additionally, the program design recognizes students' desire to use such information to improve their professional competencies as physical educators, coaches, athletes, sport administrators, fitness program directors, and in other professions that are grounded in the discipline of kinesiology.

Graduate students have an opportunity to focus on one of three interest areas within the discipline of Kinesiology:

1. Exercise science
2. Psychology of exercise and sport
3. Teaching, coaching, and administration.

Working with their faculty advisors, students are encouraged to design programs that meet their professional needs, goals, and interests.

As a partner in a University of Texas System collaborative program, U.T. Permian Basin offers most graduate courses over the Internet. It is possible to complete the entire Master of Science in Kinesiology online - through Web-based courses. With a couple of exceptions, graduate Kinesiology courses are no longer offered on the UT Permian Basin campus.

Program Objectives

Regardless of students' area of interest and/or the course delivery mode, the following objectives should be met through the successful completion of the Master of Science in Kinesiology:

1. Demonstrate an understanding of the theoretical bases of Kinesiology through oral and written expression.
2. Discuss and describe the research literature related to the student's chosen interest area.
3. Apply theoretical concepts from the research literature to the student's chosen profession.
4. Design, implement, and complete a research or professional project.
5. Develop a manuscript describing the results of a research or professional project suitable for submission to a professional journal.

Admission Requirements

Students seeking admission to the Kinesiology graduate degree program must meet all admission requirements specified by the Office of Graduate Studies (see page 15). Typically, students desiring to pursue the Master of Science in Kinesiology would possess a bachelor's degree with a major or minor in Physical Education, Kinesiology, or a related area. Individuals who do not hold such a degree may be required to complete leveling courses prior to enrolling in certain Kinesiology graduate courses. Typically, such students are required to take an undergraduate anatomy and physiology course prior to taking the exercise science courses. Determination of these leveling requirements will be made on an individual basis by the Graduate Acceptance Committee comprised of the Kinesiology Graduate Faculty and will be specified in the student's acceptance letter.

Degree Requirements

The Master of Science in Kinesiology degree requires (a) the completion of twelve credit hours of core course requirements (four courses), (b) nine credit hours in an interest area (three courses), (c) elective hours, and (d) a final project or thesis. The total number of hours for the degree is thirty-six (36).

Core Course Requirements. All students pursuing the Master of Science in Kinesiology are required to complete the following core of 12 semester credit hours:

KINE 6310	Statistics	3
KINE 6312	Research Methods	3
KINE 6360	Advanced Exercise Physiology	3
KINE 6320	Advanced Sport Psychology	
or	or	
KINE 6323	Advanced Psychology of Exercise	3

Interest Areas. In addition, a student will select one of the following three areas of interest and take at least nine semester hours of course work from that area. Additional course work may be drawn from any area.

I. Exercise Science

KINE 6360	Advanced Exercise Physiology	3
KINE 6361	Exercise Physiology Laboratory Methods-Procedures	3
KINE 6362	Training and Conditioning Methods	3
KINE 6363	Methods and Procedures for Coronary Heart Disease Risk Detection and Reduction	3
KINE 6364	Heat Stress and Exercise	3
KINE 6370	Applied Biomechanics	3
KINE 6371	Biomechanics Lab Techniques	3

II. Psychology of Exercise and Sport

KINE 6320	Advanced Sport Psychology	3
KINE 6322	Applied Sport Psychology	3
KINE 6323	Advanced Psychology of Exercise	3
KINE 6340	Sport and Society	3

III. Teaching, Coaching, and Administration

KINE 6380	Analysis of Teaching and Coaching Behavior	3
KINE 6381	Curricular Innovations	3
KINE 6382	Administration of Physical Education and Athletics	3
KINE 6322	Applied Sport Psychology	3
KINO 6370	Applied Biomechanics	3

Elective Hours. Any of the graduate courses offered by the U.T. Permian Basin Kinesiology faculty may be used for elective hours. Students may take graduate courses offered through the U.T. TeleCampus as part of collaborative online Master's degree in Kinesiology for elective hours, also.

Although students may not include leveling course work in their graduate degree program, they may include a maximum of six semester credit hours of 4300-level courses with permission of their advisor.

Thesis and Non-Thesis Options. In addition to the various interest area choices, students may select either a thesis option or a non-thesis (project) option. Although there are differences between the two options, either option provides the student with an opportunity to work with a graduate faculty advisor to develop a proposal that describes what the student intends to do. The proposal is presented to and approved by the student's Graduate Committee, and, once completed, defended by the student in an oral presentation.

I. Thesis Option. Students who select the thesis option will complete a minimum of 30 semester credit hours of course work plus a six-semester credit hour thesis. The master's thesis consists of research in the application of principles and theories of human movement to some problem of interest. The research is usually a laboratory or field experiment requiring the testing of hypotheses and the collection and analysis of data.

II. Non-Thesis Option. Students who select the non-thesis option will complete a minimum of 33 semester credit hours of course work plus a three-semester credit hour research project. Projects can take many forms. While they may involve hypothesis testing and the collection and analysis of data, master's projects are more likely to take the form of exploratory, field studies, secondary data analysis, and survey research. Acceptable projects also include such activities as the construction of physical education curriculum, the development of online instructional materials, and the design of employee wellness programs.

Both thesis and non-thesis options require completion of the core course requirements and at least nine semester credit hours in one of the three emphasis areas.

Course Listings

The following courses are available to all Kinesiology graduate students. Some are taught on campus periodically. Those courses taught online are identified as "available online." The U.T. System Kinesiology collaborative offers additional graduate courses through the U.T. TeleCampus. These courses are available only online and are listed at the very end. All courses are available to all U.T. Permian Basin Kinesiology graduate students. For the complete schedule of courses offered during a given academic year, contact the Kinesiology Graduate Program Coordinator or visit the Kinesiology Program's HomePage at <http://www.utpb.edu/REACH/kines.htm>.

KINE 6310 Statistics (3)

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. Prerequisite: one year of college level mathematics. (Available online.)

KINE 6312 Research Methods (3)

Research techniques and inferential statistical procedures appropriate to the research process in physical education. Prerequisite: KINE 6310, MATH 6301 or equivalent. (Available online.)

KINE 6320 Advanced Sport Psychology (3)

Concepts and research methodology in social psychological study of sport and physical activity. Selected theories of sport involvement applied to sport and physical activity analysis. (Available online.)

KINE 6322 Applied Sport Psychology (3)

Mental training techniques that have been used successfully by athletes and coaches to improve sport performance are studied. The mental training techniques include imagery, arousal regulation, somatic and cognitive stress management, concentration and attention control, positive self-talk, and goal setting. Prerequisite: KINE 6320, its equivalent, or permission of the instructor. (Available online.)

KINE 6323 Advanced Psychology of Exercise (3)

Theoretical models and research related to the determinates of exercise initiation and adherence are studied. Research studies investigating the effects of exercise on mental health are also reviewed. Additional topics selected by students are covered. (Available online)

KINE 6340 Sport and Society (3)

Examines opposing points of view related to the role of sport in various American institutions (political, economic, educational, religious) and by diverse socio-cultural groups within these institutions. The impact of sport upon individuals and society will also be scrutinized (racism, sexism, elitism). (Available online.)

KINE 6356 Issues of Women and Sport (3)

Explores problems, patterns and processes associated with the sport involvement of women in American culture. Topics include the history of women's participation, social stereotypes of sportswomen, institutional influences and performance capabilities.

KINE 6360 Advanced Exercise Physiology (3)

Functioning of the human body and responses and adaptations of the different systems as a result of physical exercise. Topics include muscle physiology, the cardio respiratory system, neural control of human movement, nutrition, athletic performance, physiological applications of physical training and preventive health care. Laboratory experiences included. (Available online.)

KINE 6361 Exercise Physiology Laboratory Methods-Procedures (3)

Practical applications of the different principles that govern the responses and adaptations of the human body to physical exercise. Laboratory equipment used to collect data and analyze results. Prerequisite: KINE 6360, its equivalent, or permission of the instructor.

KINE 6362 Training and Conditioning Methods (3)

Examines the relevant systems of human physiology in the context of sport specific training and conditioning. Helps develop the students' understanding of the adaptations that the musculoskeletal and cardio respiratory systems undergo during training and conditioning for sports and exercise. Prerequisite: KINE 6360, its equivalent, or permission of the instructor. (Available online.)

KINE 6363 Methods and Procedures for Coronary Heart Disease Risk Detection and Reduction (3)

A study of the leading risk factors that contribute to the development of coronary artery heart disease. Laboratory methods and procedures used in assessing the different risk factors including 12-lead EKG and graded exercise stress testing. Implementation of programs aimed at risk reduction and prevention of heart disease.

KINE 6364 Heat Stress and Exercise (3)

Enhances the students' understanding of the physiological effects of heat stress and thermoregulatory controls/maintenance in the body. Topics include heat stress and heat illness, the history behind thermoregulatory medicine, the physiology of the renal and thermoregulation systems in the body, and treatment and prevention of heat stress during sports and work.

KINE 6370 Applied Biomechanics (3)

The course is concerned with the integration of advanced kinesiological foundations applied to exercise science. Specific topics include: physical growth and neuro-muscular control, laws of physics applied to human movement and the effects of exercise on the muscular and skeletal systems. In addition, this course will introduce students to advanced biomechanics laboratory techniques by conducting research. (Available online.)

KINE 6371 Biomechanics Lab Techniques (3)

The course is concerned with laboratory applications as they relate to exercise science. Emphasis will be placed upon laboratory experiences in biomechanics. Those experiences will involve equipment setup, data collection, data acquisition, and data analysis in the following areas: forceplate acquisition, 3-dimensional analysis, and electromyography.

KINE 6380 Analysis of Teaching and Coaching Behavior (3)

Observation, description, coding and analysis of teaching behavior in physical education and coaching. (Available online.)

KINE 6381 Curricular Innovations (3)

Examines current trends and issues in physical education curriculum development. The course content includes examples of program innovations, as well as current international, national (e.g., NASPE national standards), and local (e.g., TEKS in Texas) curriculum initiatives. Individually or as members of a small group, students will design physical education curricula to be implemented in their own schools. (Available online.)

KINE 6382 Administration of Physical Education and Athletics (3)

An examination of administrative theories and practices in physical education, intramural and athletic programs. (Available online.)

KINE 6389 Selected Topics (1-3)

Graduate courses that will be offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

KINE 6391 Contract Study (3)

For students who are pursuing independent study or research (as described in the contract study format).

KINE 6392 Practicum (3)

A field work experience designed to provide practical, real life education for students. Under the supervision of a professional, students enhance their knowledge and skills in the practice of their selected interest area.

KINE 6398 Master's Project (3)

Meets the research requirements for the non-thesis option in master's degree program.

KINE 6399 Master's Thesis (3 or 6)

Meets the research requirements for the thesis option in master's degree program.

U.T. TeleCampus Courses Available for Elective Credit. This list may not be complete as courses are being added; check <http://www.utpb.edu/REACH/kines.htm> for an up-to-date list.

KINO 6326 Motor Learning and Control (UT El Paso) (3)

Current theories and concepts involved in the processes of motor skills acquisition and performance from a behavioral perspective. Major topics include the methodology of studying motor performance, information processing, sensory and central contributions to motor control, coordination, individual differences, conditions of practice, feedback, retention and transfer and the learning process. Practical application of principles is emphasized. (Available online, only.)

KINO 6340 History and Philosophy (UT Pan American) (3)

Students will examine the historical development of kinesiology, physical education and sport from primitive to modern day times. Emphasis is placed on the role sport and physical education plays as part of the total educational system and how educational philosophy influences modern sport and physical education. Major philosophies will be investigated and applied to assist the student in developing her or his individual philosophy. (Available online, only.)

KINO 6342 Ethics in Health and Kinesiology (UT Tyler) (3)

Students will examine ethical considerations encountered in professional areas related to health, exercise and sport. The students will learn to develop and evaluate ethical viewpoints based on theory and fundamental principles. (Available online, only.)

KINO 6346 Contemporary Issues in Physical Education and Sport (UT Tyler) (3)

This course engages students in an analysis of contemporary controversial problems related to physical education and sport. Students will learn general principles and procedures related to rational development and evaluation of viewpoints, and will learn to apply these principles and procedures to specific controversies relevant to the professional interests and goals of the students in the class. (Available online, only.)

KINO 6348 US Health System (UT Tyler) (3)

In this course students will better understand the extremely complex and rapidly changing U.S. health system. Though it is important for you as a student to appreciate the value of understanding our current healthcare system, healthcare systems are not holy and I believe they should be viewed with a degree of scholarly irreverence and skepticism. Students will be expected to cultivate a habit of demanding evidence as they peer into our diversified institutions and the minds of Americans who have created such perplexing systems for doing things. (Available online, only.)

KINO 6354 Early Childhood Physical Activity (UT El Paso) (3)

A study of physical activity in early childhood and its influence on child development to include types of physical activity and their relationship to emotions, health, social and physical growth and development. (Available online, only.)

KINO 6356 Issues in Adapted Physical Activity (UT Arlington/UT Pan American) (3)

This course is specifically designed to expand the roles and responsibilities of the teacher/coach in the current and the future inclusion settings. Students will analyze and evaluate issues, trends and research findings pertinent to adapted physical activity for students with disabilities. (Available online, only.)

KINO 6380 Nutrition, Health, and Disease (UT Tyler) (3)

Study of the basic nutrients, nutritional needs at various stages of life, and therapeutic diets for selected disease states. This course or an equivalent is a prerequisite for KINO 6382, sports Nutrition. (Available online, only.)

KINO 6382 Sports Nutrition (UT Tyler) (3)

Study of nutrition as it relates to optimal training and performance of sports activities. Prerequisite: KINO 6380 Nutrition, Health, and Disease or equivalent graduate or upper-division undergraduate general nutrition course. Prerequisite: KINE 6380, its equivalent, or permission of the instructor. (Available online, only.)

Master of Arts in Psychology

Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the faculty of Psychology, Department of Psychology, College of Arts and Sciences.

Objectives

The Master of Arts program in Psychology offers concentrations in both Clinical Psychology and Applied Research Psychology. The program provides students with instruction related to working in a wide range of settings, including mental health centers, juvenile detention centers, child service agencies, specialized school services, residential treatment facilities, family counseling agencies, governmental and community agencies, teaching in community colleges, or preparing for study at the doctoral level (Ph.D.).

Admission Requirements

Applicants must provide three letters of reference, must have taken the Graduate Record Examination general aptitude test (GRE) and meet minimum University requirements. Applicants are also required to submit a letter of no more than two typed pages which explains reasons for applying to a Master's degree program in Psychology. The applicant should also indicate their reasons for selecting UTPB and their preferred option of either clinical or applied research studies.

Note: Meeting the minimum requirements does not guarantee admission to the program. Admission deadlines are April 1 for summer and fall semesters, November 1 for spring semester.

Four upper level (12 hours minimum) undergraduate psychology courses are required for admission to the graduate program in psychology. These four courses must include one course in statistics (i.e., PSYC 3301) and one course in experimental psychology or research methods in psychology (i.e., PSYC 3404) and one course in biological foundations of behavior (i.e., PSYC 4304). In addition, students interested in the clinical psychology graduate program are encouraged to take PSYC 4351 Tests and Measurements, as it is required for several clinical graduate courses. Students with deficiencies in these prerequisites must take the appropriate courses and earn a minimum grade of B during the first two semesters the student is enrolled provisionally in the graduate program. Students may enroll in the necessary undergraduate courses (PSYC 3301, Statistics; and/or PSYC 3404, Experimental Psychology; and/or PSYC 4304, Physiological Psychology) and in selected graduate courses concurrently.

Options

Clinical Psychology (45 hours)

The Clinical Psychology concentration is aimed at training students in the assessment and treatment of mental disorders, through individual, family, and group therapies. The program offers instruction in child, adolescent, and adult disorders.

Applied Research (39 hours)

The Applied Research Psychology concentration focuses on advanced psychological theory (i.e., developmental, personality, social, etc.), research methods, statistics, and manuscript preparation. All students are expected to be involved in research activities throughout their graduate program. Research activities are coordinated with faculty members depending, in part, on the students' interests. During the first year, students develop, with their faculty committees, a plan of study for their graduate programs. The plan specifies students' long-range goals, the specialties they expect to pursue in psychology, the fields of psychology or related disciplines in which they will become proficient, the kinds of research skills they intend to acquire, the sequence of courses, research, and teaching experiences they hope to follow, the kinds of examinations by which they will demonstrate mastery of different kinds of material, and an approximate timetable for accomplishing these ends. The details of these plans can, of course, be changed by agreement of the student and the committee. However, the plan serves as a general framework that permits the students' graduate work to be adapted to their interests and abilities and provides a standard against

which their progress can be assessed. This plan is to be completed during the first semester after admission. It forms the basis of the Graduate Study Plan the student must submit by the end of the first year of graduate study.

Core Requirements - Clinical Psychology

- A. Required "Foundation" Courses (9 hours):
 - PSYC 6302 Research Methodology
 - PSYC 6304 Advanced Statistics I
 - PSYC 6324 Ethics and Professional Issues

- B. Concentration Courses (24 hours):
 - PSYC 6305 Behavioral and Cognitive Therapies
 - PSYC 6321 Psychopathology
 - PSYC 6322 Current Psychotherapies
 - PSYC 6350 Intellectual Assessment
 - PSYC 6351 Personality Assessment
 - PSYC 6392 Practicum (3 hours)
 - PSYC 6399 Master's Thesis (3 hours)

- C. Elective Psychology Courses (12-18 hours):
 - These courses are selected in consultation with the advisor, consistent with certification or licensure objectives.

- D. Master's Thesis:
 - Each student must complete a master's thesis which consists of research in the application of principles and theories of behavior to some problem of interest. Problems are investigated under the supervision and direction of the student's graduate committee comprised of faculty, with the student's advisor ordinarily serving as chairperson. The student will later defend the thesis before the committee.

Core Requirements - Applied Research Psychology

- A. Required "Foundation" Courses (12 hours):
 - PSYC 6302 Research Methodology
 - PSYC 6304 Advanced Statistics I
 - PSYC 6314 Advanced Statistics II
 - PSYC 6324 Ethics and Professional Issues

- B. Theory Courses (12 hours):
 - PSYC 6301 Tests and Measurements
 - PSYC 6305 Behavioral and Cognitive Therapies
 - PSYC 6322 Current Psychotherapies
 - PSYC 6330 Cross-cultural Psychology
 - PSYC 6341 Development Psychology I: Social and Personality Development
 - PSYC 6343 Family Dynamics
 - PSYC 6371 Advanced Social Psychology
 - PSYC 6375 Psychology and the Law
 - PSYC 6389 Selected Topics
 - PSYC 6395 Seminar on Selected Topics

- C. Research Courses (12 hours):
 - PSYC 6391 Contract Study/Directed Research (6 hours maximum)
 - PSYC 6392 Practicum (3 hours)
 - PSYC 6399 Master's Thesis (3 hours)

Elective Courses (9 hours):

These courses should be chosen in consultation with the advisor and consistent with the overall goals of the student.

D. Master's Thesis:

Each student must complete a master's thesis which consists of research in the application of principles and theories of behavior to some problem of interest. Problems are investigated under the supervision and direction of the student's graduate committee comprised of faculty, with the student's advisor ordinarily serving as chairperson. The student will later defend the thesis before the committee.

Professional Licensing Preparation

Successful completion of the Clinical Psychology concentration is designed to provide students with the education requirements needed to take state examinations required for the Licensed Psychological Associate (45 hours minimum, for additional information see www.tsbep.state.tx.us) or, with additional coursework, the Licensed Professional Counselor (48 hours minimum, for additional information see www.tdlh.state.tx.us). In addition to educational requirements, the Licensed Profession Counselor also requires an additional 3000 supervised hours after the MA degree. Students are advised to consult with the licensing agency and academic advisor for additional details.

Course Listings

PSYC 6301 Tests and Measurement (3)

Survey of major personality, intelligence and achievement tests with emphasis on their construction, reliability and validity. Prerequisite: Introductory Statistics

PSYC 6302 Research Methodology (3)

Foundations of research planning, methodology, analytic techniques, interpretation and reporting of psychological research. Prerequisite: Introductory Statistics.

PSYC 6304 Advanced Statistics 1 (3)

Application of statistical methods in the design and analysis of psychological research. Topics include analysis of variance models, correlation and regression, and multivariate techniques. Prerequisite: Introductory Statistics.

PSYC 6305 Behavioral and Cognitive Therapies (3)

A survey of current behavioral and cognitive therapies used to facilitate effective change in children and adults.

PSYC 6312 Group Psychotherapy (3)

A survey of theories of group therapy including the application and evaluation of basic group techniques.

PSYC 6314 Advanced Statistics II (3)

Application of statistical methods in the design and analysis of psychological research. Topics include multiple regression, factor analysis, path analysis and discriminant analysis. Prerequisites: Introductory statistics and PSYC 6304 or permission of the instructor.

PSYC 6321 Psychopathology (3)

A survey of the manifestations of abnormal behavior and psychological processes. Detailed analysis of the clinical and experimental literature concerning psychological and psychiatric disorders and their etiology.

PSYC 6322 Current Psychotherapies (3)

A critical analysis of various psychotherapeutic systems.

PSYC 6323 Individual Psychotherapy Skills (3)

Training in the skills necessary to conduct effective therapy with a wide range of clients. Included videotaped practice and evaluation. Prerequisite: Permission of the instructor.

PSYC 6324 Ethics and Professional Issues (3)

Seminar concerning the field of psychology as it relates to current ethical, social, legal and medical issues. Emphasis is placed on the role of the psychologist in psychotherapeutic relationships and in applied settings.

PSYC 6330 Cross-Cultural Psychology (3)

An overview of cross-cultural studies from developmental, social cognitive, personality, and perceptual psychology. Topics covered include child-rearing acculturation, work, communication, health, and ethnic and minority groups. The course will emphasize how nature and nurture interact to produce unique behavior for a given culture.

PSYC 6341 Developmental Psychology I: Social and Personality Development (3)

Lifespan developmental course focusing on the theories and research of intellectual, physical, social and emotional development as they relate to social and personality development.

PSYC 6342 Developmental Psychology II: Cognitive Processes (3)

Lifespan developmental course focusing on the theories and research of intellectual, physical, social and emotional development as they relate to social and personality development.

PSYC 6343 Family Dynamics (3)

A survey of the history, current trends, and theories of family structure and processes in relation to the behavior of the individual.

PSYC 6350 Intellectual Assessment (3)

An examination of the principles and methods of assessing intelligence in both children and adults. Prerequisite: Tests and Measurement and permission of instructor.

PSYC 6351 Personality Assessment (3)

An examination of the principles and methods of assessing personality. Prerequisite: Tests and Measurement and permission of instructor.

PSYC 6371 Advanced Social Psychology (3)

An examination of the historical development of theories and methods in social psychology. Designed to provide a thorough background in social psychology and to motivate students to continue exploration of theories and issues in the field.

PSYC 6375 Psychology and the Law (3)

An examination of psychological effects in the legal system. Topics include: theories of crime, police selection and training, criminal investigation, identification and evaluation of suspects, rights of victims vs. the rights of the accused, the trial process, jury selection and decision-making, and punishment. PSYC 6371 recommended.

PSYC 6378 Career Counseling and Development (3)

A survey of theory and techniques of career planning and counseling. Includes strategies for career choice, career counseling, and sources of occupational and educational information.

PSYC 6389 Selected Topics

Graduate courses which will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog.

PSYC 6391 Contract Study/Directed Research (3)

Under the direction of a faculty member, design and conduct a research project, analyze data, and submit a finding for presentation or publication. Prerequisite: admission to Psychology graduate program and permission of instructor.

PSYC 6392 Practicum (3)

Three semester hours (225 clock hours) of supervised practical experience in an appropriate clinic or research setting (depending on area of concentration). Prerequisites for applied students: PSYC 6302, 6304 and 6324. Prerequisites for clinical students: PSYC 6324, 6350 and 6351; 24 hours towards graduate degree; proof of liability insurance; and permission of instructor.

PSYC 6395 Seminar on Selected Topics (3)

Seminars on topics to be explored in depth as selected by individual professors. Course may be repeated on different topics.

PSYC 6399 Master's Thesis (3)

Research and preparation of the Master's Thesis.

Master of Public Administration

Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the faculty of Leadership Studies, Department of Social Sciences, College of Arts and Science.

Educational Objectives

The Master of Public Administration with Leadership Emphasis is designed to provide both advanced theoretical perspectives and practical training for governmental, not-for-profit, and community development leaders, with special emphasis on theories and practices of public leadership. To accomplish this goal, the degree aims at two general audiences in the Permian Basin: traditional students with bachelor's degrees looking for training to enter the public service and students already in a governmental or public organization seeking to further enhance their skills. This degree provides both audiences with leadership skills needed for community and economic development in the rural areas of West Texas, particularly those areas in the 17-county area served by the Permian Basin Regional Planning Commission.

The objectives of this program are:

- (1) To build a theoretical foundation and practical skills in leadership for public, community, and not-for-profit organizations.
- (2) To develop an awareness of ethical issues in public service.
- (3) To develop a comprehensive knowledge of the historical, social, political, and economic contexts within which public leaders work.
- (4) To develop leadership and administrative skills in public policymaking, budgeting, and personnel.

Admission Requirements

Minimum standards for acceptance into the degree of Master of Public Administration with Leadership Emphasis are established by the Graduate Council and the Office of Graduate Studies and Research of The University of Texas of the Permian Basin. In addition, the Program Coordinator and Program Committee will assess test scores and additional materials (see below) submitted in support of the student's acceptance into the program for a final admittance decision.

In addition to the general requirements of the Office of Graduate Studies and Research, applicants for this program are required to submit three letters of recommendation. These letters should be from persons who have knowledge of the applicant's academic preparation and potential in the areas of public and community service.

Degree Requirements

The Master of Public Administration degree consists of a minimum of 36 semester credit hours. This degree requires a "common core" of eight courses, including 3 semester credit hours of internship for those students without significant public service experience (at least 2 years). Students in mid-career may, upon approval from the Program Coordinator, substitute another 3-semester credit hour course.

Students may select from one of 3 specialization areas in public service: Nonprofit Administration, Community and Economic Development, or Political Leadership. Students with special interests may make other course choices with permission of the MPA Program Coordinator. A Specialization Area consists of 4 three-credit hour courses.

The Master of Public Administration is a non-thesis degree. A final Applied Research Project in Leadership is required as part of the core courses.

Required Courses:

Candidates for the Master of Public Administration degree must complete 36 credits of graduate work.

MPAL 6301, *Public Leadership and Ethics* (3 credits)

MPAL 6302, *Organizational Leadership and Administration* (3 credits)

MPAL 6305, *Public Personnel Administration*

ACCT 6301, *Accounting Analysis* (3 credits)

MPAL 6320, *Leadership and Public Policy* (3 credits)

MPAL 6390, *Applied Research Project in Leadership* (3 credits)

MPAL 6395, *Internship in Public Leadership* (3 credits)

PSYC 6302, *Research Methodology* (3 credits)

Or

EDUC 6305, *Research Design in Education and the Social Sciences* (3 credits)

Or

MATH 6301, *Statistics* (3 credits)

Specialization Areas

Students may select from one of 3 specialization areas, each of which consists of 4 courses (or a total of 12 hours):

1. Nonprofit Administration specialization:

LEAD 4351, *Leadership in the Nonprofit Sector* (3 credits)

LEAD 4370, *Conflict Resolution* (3 credits)

MPAL 6330, *Principles of Fund Raising* (3 credits)

ACCT 4304, *Not for Profit Accounting* (3 credits)

2. Community and Economic Development specialization:

LEAD 4375, *Leadership and Community Development* (3 credits)

LEAD 6370, *Conflict Mediation* (3 credits)

MPAL 6310, *Local Government Administration* (3 credits)

PLSC 4312, *Politics in the American States* (3 credits)

3. Political Leadership specialization:

MPAL 6350, *Democracy and Political Leadership* (3 credits)

COMM 6369, *Rhetorical Leadership* (3 credits)

HIST 6351, *Texas History* (3 credits)

HIST 6347, *Twentieth Century America* (3 credits)

or

HIST 6311, *Modern Mexico* (3 credits)

or

HIST 6355, *The American South* (3 credits)

Students with special interests may make other course choices with permission of the MPA Program Director.

MPA students may take MPAL 6389, *Selected Topics*, as a substitute for a course in the three Specialization Areas with the permission of the MPA Program Coordinator.

Course Listings

CORE COURSES:

MPAL 6301 Public Leadership and Ethics (3)

Theories and readings in public and nonprofit leadership and ethical issues facing public leaders.

MPAL 6302 Organizational Leadership and Administration (3)

Historical, theoretical, and practical applications of developments in public leadership, public policy, and public organizational theory.

ACCT 6301 Accounting Analysis (3)

A foundation in the fundamentals of financial and managerial accounting information designed for the planning, assessment, and control of business entities. Emphasizes the use of information for decision making.

MPAL 6305 Public Personnel Administration (3)

Theories and practices of personnel administration in the governmental agency and nonprofit organizational environment. Emphases on civil service systems and volunteer-paid employee relationships.

MPAL 6320 Leadership and Public Policy (3)

Theories and practices in public policy agenda setting and formation, working with other policy actors, implementation of public policies, and policy evaluation.

PSYC 6302 Research Methodology. (3)

Foundations of research planning, methodology, analytic techniques, interpretation and reporting of psychological research.

OR

EDUC 6305 Research Design in Education and the Social Sciences (3)

Research planning, evaluations of research, sampling, surveys, measurement, research tools, experimental and quasi-experimental designs, historical studies, data analysis and reporting research.

OR

MATH 6301 Statistics (3)

Statistical concepts emphasizing simple and multiple regression, hypothesis testing, and analysis of variance. Prerequisite: one year of college level mathematics.

MPAL 6390 Applied Research Project in Leadership (3)

Individual applied research project focusing on a public leadership and policy problem, under the guidance of a faculty member serving as director.

MPAL 6395 Internship in Public Leadership (3)

Application of theories to work experiences in public and nonprofit agencies. Prerequisites, 24 hours of MLPA core classes, plus approval of the MPLA Area Coordinator. May not be repeated for more than 6 credit hours toward the MPLA.

SPECIALIZATION AREA COURSES

MPAL 6389 Selected Topics (3) (title may vary)

The study of a selected topic in Public Administration/Leadership. May be substituted for courses in the three specialization areas, with the permission of the MPA Program Coordinator.

MPAL 6391 Contract Study (3)

Advanced independent study or research in public administration.

NONPROFIT ADMINISTRATION SPECIALIZATION

LEAD 4351 Leadership in the Nonprofit Sector (3)

Leadership and practice in the non-profit sector.

LEAD 6370 Conflict Mediation (3)

Theories and advanced practices of reasoned communication, conflict resolution, negotiation, and mediation for leaders.

MPAL 6330 Principles of Fund Raising (3)

Theories and practices of fund raising for public and nonprofit organizations, including grant-writing, fund raising campaigns, and special events.

ACCT 4304 Not for Profit Accounting (3)

Study of accounting theory and applications related to data accumulation and reporting in governmental, hospital, university and other not-for-profit organizations.

COMMUNITY AND ECONOMIC DEVELOPMENT SPECIALIZATION

LEAD 4375 Leadership and Community Development (3)

The roles and practices of public leaders in community and economic development.

LEAD 6370 Conflict Mediation (3)

Theories and advanced practices of reasoned communication, conflict resolution, negotiation, and mediation for leaders.

MPAL 6310 Local Government Administration (3 credits)

History, theories, and contemporary practices in the organization and management of local governments.

PLSC 4312 Politics in the American States (3)

An examination of the states as subsystems of the political system of the United States. Topics include federalism, socio-economic environments, political cultures, pressure groups, state political parties and decision-making agencies.

POLITICAL LEADERSHIP SPECIALIZATION

MPAL 6350 Democracy and Political Leadership (3)

Theories and practices of political leadership needed in a democracy, including establishing a shared vision in a changing society and collaborative leadership.

COMM 6369 Rhetorical Leadership (3)

The study of rhetorical strategies to leadership in various historical and communication contexts, such as the American Presidency, War and Peace, Nineteenth Century Media, Business and Industry, etc.

HIST 6347 Twentieth Century America (3)

Examination of historical literature on special topics covering major developments and problems in recent United States history.

HIST 6351 Texas History (3)

Historical issues in the political, economic, social and military development of Texas.

OR

HIST 6311 Modern Mexico (3)

Historical literature relating to major developments and problems of modern Mexico.

OR

HIST 6355 The American South (3)

Historical literature relating to major developments and problems in some aspects of the American South.

Master of Arts in Spanish

Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the Faculty of Spanish, Department of Literature and Languages, College of Arts and Sciences.

Objectives

A. Educational Objective

Through the study and analysis of past, present, and emerging Hispanic cultures--their languages, literatures, and histories--four (4) general educational objectives of the proposed MA in Spanish are:

- a. To develop advanced knowledge of Spanish linguistics;
- b. To develop advanced knowledge of Spanish and Spanish-American literatures;
- c. To develop advanced knowledge of Hispanic civilizations;
- d. To enhance skills for conducting graduate-level scholarly research and writing

Admission Requirements

Candidates who have not completed at least 18 undergraduate semester credit hours (SCH) in Spanish will be required to enroll in additional courses to complete their preparation for graduate work. The following list provides choices in content areas that may be needed: (1) SPAN 3301, *Advanced Grammar and Syntax*; (2) SPAN 3302, *Advanced Composition and Conversation*; (3) SPAN 3331, *Spanish Conversation*; (4) SPAN 4331, *Spanish Phonetics and Phonemics*; (5) SPAN 3321, *Hispanic Civilization*; and (6) SPAN 4301 *Spanish Literature I*, or SPAN 4302 *Spanish Literature II*, or SPAN 4311, *Spanish-American Literature I*, or SPAN 4351, *Mexican Literature*, or SPAN 4352, *Mexican-American Literature*.

Options

The MA in Spanish consists of a minimum 36 semester credit hour degree in which students may select either one of two options: (1) Directed Readings (and exam); or (2) Thesis. Up to 9 semester credit hours of senior level Spanish courses (4300-numbered SPAN courses, excluding HIST courses) may be included, pending consultation with the student's advisor.

Special Program Features:

The Master of Arts in Spanish at U.T. Permian Basin provides broad training to students in three areas: (1) Spanish linguistics; (2) the literatures of Spain and Spanish-America; and (3) Hispanic civilizations. It is designed generally for four potentially overlapping populations: (1) those pursuing careers in language teaching; (2) and/or those desiring preparation for doctoral-level graduate study; (3) the "life-long learners" who will find the terminal MA proposed here to be appealing and as fulfilling their wish to earn the MA in a field they will find relevant to their lives and the lives of those around them; and (4) those in businesses, industry and for-profit and non-profit organizations and agencies who find a need for advanced skills of communication across cultures and knowledge of the similarities that bind us.

Required Courses:

Candidates for the Master of Arts degree in Spanish must complete 36 credits of graduate work.

- SPAN 6300, *Literary Criticism and Research Methods* 3 credits
- Two Courses in Spanish Linguistics 6 credits
 - SPAN 6311, *Spanish Translation* **or**
 - SPAN 6321, *History of the Spanish Language* **or**
 - SPAN 6331, *New World, Peninsular, and Spanish Dialectology* **or**
 - SPAN 6314, *Advanced Phonetics*
- Two Courses in Spanish-American Literature 6 credits
 - SPAN 6322, *Contemporary Mexican Literature* **or**
 - SPAN 6342, *20th Century Spanish-American Prose* **or**
 - SPAN 6343, *20th Century Spanish-American Poetry* **or**
 - SPAN 6352, *Mexican-American Literature*

- Two Courses in Peninsular Literature 6 credits
 - SPAN 6333, *Spanish Romanticism and Realism* **or**
 - SPAN 6360, *Spanish Literature in the Golden Age* **or**
 - SPAN 6361, *Spanish Literature in the Middle Ages* **or**
 - SPAN 6362, *Spanish Literature 1898-1936, from Unamuno to Garcia Lorca*
 - SPAN 6353, *Novelists of Post-War Spain*

- Two Courses in History/Hispanic Civilizations 6 credits
 - HIST 6311, *Modern Mexico* **or**
 - HIST 6312, *History of the Mexican Revolution* **or**
 - HIST 6313, *Mexican Literature as Historical Text* **or**
 - HIST 6314, *Latin America* **or**
 - HIST 6351, *Texas History*

- One Additional Course in Spanish Linguistics, Spanish-American Literature or Peninsular Literature 3 credits

Note: SPAN 6389, *Special Topics*, may be used for meeting a requirement in Spanish Linguistics, Spanish-American Literature, or Peninsular Literature, depending upon the course content and with the approval of the student's advisor.

- Non-thesis or Thesis Option 6 credits
 - SPAN 6390, Directed Readings **or**
 - SPAN 6399, Master's Thesis

- The programs Non-Thesis or Thesis option as the culminating experience of the degree includes two courses that will be unique. SPAN 6390, Directed Readings and SPAN 6399, Master's Thesis will be the only courses not available to all students in the program

Course Listings

HIST 6311, Modern Mexico (3)

Historical literature relating to major developments and problems of modern Mexico.

HIST 6312, History of the Mexican Revolution (3)

A study of the causes and ramifications of the most significant events in 20th-century Mexican history.

HIST 6313, Mexican Literature as Historical Text (3)

An assessment of 20th-century Mexican literature as historical text.

HIST 6314, Latin America (3)

Historical literature relating to major developments and problems of Latin America, including modern Mexico, modern South America, and colonial Latin America.

HIST 6351, Texas History (3)

History issues in the political, economic, social and military development of Texas.

SPAN 6300, Literary Criticism and Research Methods (3)

Introduction to modern literary criticism and graduate research methods. Application of literary theory to textual analysis. Review and practice of proper citation processes.

SPAN 6311, Spanish Translation (3)

Spanish Literary translation with practical approach to improving Spanish Morpho-Syntax rules for writing into English. This course focuses on the cultural contexts of the translation process.

SPAN 6314, Advanced Phonetics (3)

The purpose of this course is to analyze the sound system and grammatical contrast between the English and Standard Spanish Language. This graduate course will include pronunciation drills, an introduction to elementary applied linguistics and an analytical approach to the general sound system. Extensive research related to oral linguistic corpus.

SPAN 6321, History of the Spanish Language (3)

This course deals with the major features of the evolution of the Spanish language. The course objective will be to seek a general understanding of Spanish linguistic changes from its origins to its contemporary repertoire. Special interest will be focused on historical phonetics, phonology, morphology, and syntax.

SPAN 6322, Contemporary Mexican Literature (3)

This course is a comprehensive study of the principal literary trends, authors, and works of contemporary Mexico and will include works by Mariano Azuela, Juan Rulfo, Carlos Fuentes, Elena Garro, Rosario Castellanos, Elena Poniatowska, and Laura Esquivel.

SPAN 6331, New World, Peninsular, and Spanish Dialectology (3)

This course deals with the semantic content of Spanish language lexicons. We will deal with the contrast between Spanish vocabulary from Spain (Peninsular) and the dialectical variation among speech communities throughout the New World. Special attention will be given to synchronic changes due to linguistic borrowing and close relationships with neighboring languages.

SPAN 6333, Spanish Romanticism and Realism (3)

Examines the principal literary movements of nineteenth-century Spain--*romanticismo* and *realismo*--as well as related lesser movements--*costumbrismo* and *naturalismo*--through study of individual works, genre, and history.

SPAN 6342, 20th Century Spanish-American Prose (3)

The development of prose fiction in Spanish America during the twentieth century, covering the major trends. The course will begin with Regionalism and cover the works of Magic Realism, the Post-Boom, and Post-Modernism.

SPAN 6343, 20th Century Spanish-American Poetry (3)

The development of poetry in Spanish America during the twentieth century, covering the major trends. The course will begin with Modernism and end with contemporary poetry.

SPAN 6352, Mexican-American Literature (3)

Mexican-American Literature focusing on native authors, to investigate the realities and experiences of the Mexican-American community. This course will cover works on narrative, drama & poetry genres, from 1848 to present. This course will be conducted in English, and it is appropriate for students in Spanish, English and ESL.

SPAN 6353, Novelists of Post-War Spain

Historical and political background, social and literary development in the Peninsula after the Spain Civil War of 1936-39, emphasizing novelists who appear from the 1940's onward: Cela, Laforet, Quiroga, Delibes, Matute, (Juan) Goytisolo, Sanchez Ferlosio, Martin Santos and others.

SPAN 6360, Spanish Literature in the Middle Ages (3)

Medieval Christian Spain, Al Andalus, and Sephardic literature and culture. Major literary works of the Spanish Middle Ages will be studied along with their historical context. Students will learn methods of textual analysis through reading of relevant literary theory and criticism.

SPAN 6361, Spanish Literature in the Golden Age (3)

Selected masterpieces of the Spanish Golden Age. Reading will include varieties of lyrics and epic poetry, dramatic genres and narrative prose, particularly through the works of Garcilaso de la Vega, San Juan de la Cruz, Fray Luis de León, Santa Teresa de Jesús, Cervantes, the *Lazarillo*, Lope de Vega, Francisco de Quevedo, Luis de Góngora, Tirso de Molina, and Calderón de la Barca.

SPAN 6364, Spanish Literature 1898-1936. (3)

From Unamuno to Garcia Lorca. An in-depth study of Spanish literature and thought from 1898 through 1936. The concept of generation in the study of literary history will be discussed. Emphasis on the innovative poetics of Roman Maria del Valle-Inclan, Juan Roman Jimenez, Antonio Machado and Federico Garcia Lorca as well as the aesthetics and philosophy of Miguel de Unamuno and Jose Ortega y Gasset.

SPAN 6389, Selected Topics (3)

Graduate courses which will be offered only once, will be offered infrequently, or are being developed before a regular listing appears in the catalog.

SPAN 6390, Directed Readings (3 or 6)

A required reading list and faculty guidance are provided for students electing the non-thesis, comprehensive examination rather than the thesis option. A maximum of six credits of SPAN 6390 may be counted toward the MA in Spanish.

SPAN 6399, Master's Thesis (3 or 6)

Students electing the thesis option will work under the supervision of a major advisor. A maximum of six credits of SPAN 6399 may be counted toward the MA in Spanish.

Special Courses

A limited number of graduate courses are available in disciplines that do not offer a master's degree. These courses provide support for other degree programs.

Chemistry

CHEM 6320 Topics In Analytical Chemistry (3)

Topics vary but may include different types of analytical instruments and techniques.

Communication

COMM 6340 Seminar in Communication Theory

Reading and examination of the literature of communication theory with emphasis placed on current trends.

COMM 6369 Rhetorical Leadership (3)

The study of rhetorical strategies to leadership in various historical and communication contexts, such as The American Presidency, War and Peace, Nineteenth Century Media, Business and Industry, etc. Course may be repeated with change in topic.

COMM 6371 Classical Rhetoric (3)

Reading and examination of Greek and Roman rhetorical texts and theories from the Homeric period through Augustine.

Geography

GEOG 6320 Geographic Information Systems (3)

Applications of GIS in the study of earth resources and the environment. Emphasis will be on acquisition, manipulation and practical use of cartographic data. (Same as GEOL 6320)

Leadership

LEAD 6370 Conflict Mediation (3)

Theories and advanced practices of reasoned communication, conflict resolution, negotiation, and mediation for leaders.

Mathematics

MATH 6301 Statistics (3)

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. Prerequisite: one year of college level mathematics.

Graduate Faculty

Steven J. Aicinena, Professor of Kinesiology.

BA, University of California at Davis; MA, Idaho State University; EdD (1988), University of Northern Colorado.

Aicinena_s@utpb.edu

Donald M. Allen, Professor of Biology and Ashbel Smith Professor.

BA, MA, PhD (1970), University of Oregon.

Allen_d@utpb.edu

Sophia Andres, Professor of English and Kathlyn Cospers Dunagan Professor in the Humanities.

BA, MA, San Jose State University, California; PhD (1985), University of Edinburgh, Scotland. Andres_s@utpb.edu

Linda L. Autry, Assistant Professor of Education.

BS, Howard Payne University; Med, Tarleton State University; PhD, (2007) Texas A&M-Corpus Christi

Autry_l@utpb.edu

Rebecca Babcock, Assistant Professor of English.

BA, MA, University of Massachusetts; PhD (2005), Indiana University of Pennsylvania.

Babcock_r@utpb.edu

Scott A. Carson, Associate Professor of Economics.

BS, MS, Brigham Young University; PhD (1998), University of Utah.

Carson_s@utpb.edu

Camille M. Cassidy, Assistant Professor of Kinesiology

BA, The University of North Carolina; MS, Pennsylvania State University; PhD, (2006) The University of Tennessee.

Cassidy_c@utpb.edu

Derek Catsam, Assistant Professor of History.

BA, Williams College; MA, University of North Carolina at Charlotte; PhD (2003), Ohio University.

Catsam_d@utpb.edu

R. Wayne Counts, Assistant Professor of Accountancy.

BBA, The University of Texas of the Permian Basin; MS, PhD (2004), Texas Tech University.

Counts_w@utpb.edu

Shirley A. Davenport, Assistant Professor of Accountancy.

BS, Southwest Texas State College; MBA, Southern Methodist University; MS, PhD (2002), Texas Tech University.

Davenport_s@utpb.edu

Wilma R. Dye, Associate Professor of Accountancy.

BBA, San Jose State University, California; MS, University of North Texas, PhD (1998), Texas Tech University.

Dye_w@utpb.edu

Seyf-Ollah Ehdaie, Associate Professor of Environmental & Natural Science.

BS, Tehran University; PhD (1978), Southampton University.

Ehdaie_s@utpb.edu

James Eldridge, Associate Professor of Kinesiology.

BA, Texas Lutheran College; MA, Southwest Texas State University; EdD (1996), University of Houston.

Eldridge_j@utpb.edu

Craig Emmert, Associate Professor of Political Science and Assistant Dean, College of Arts & Sciences.

BS, Oklahoma State University; MA, Purdue University; PhD (1989), Florida State University. Emmert_c@utpb.edu

William R. Fannin, Professor of Management/Marketing, Provost, and Vice President for Academic Affairs.

BA, MBA, The University of Texas at Austin; PhD (1980), Texas A&M University.

Fannin_w@utpb.edu

Tracie M. Gibson, Assistant Professor of Biology.
BA, Cornell College; MS, PhD (2000) Purdue University.
Gibson_t@utpb.edu

Paul J. Haensly, Associate Professor of Finance.
BS, Texas A&M University; MA, The University of Texas at Austin; PhD (1994), University of North Texas. Haensly_p@utpb.edu

Douglas F. Hale, Professor of Mathematics and Computer Science.
BS, MS, PhD (1969), Ohio State University.
Hale_d@utpb.edu

Lois S. Hale, Professor of Kinesiology and Dean, College of Arts and Sciences.
BS, University of Maine; MEd, PhD (1974), Temple University.
Hale_l@utpb.edu

Gregory Harter, Assistant Professor of Psychology.
BA, David Lipscomb University; MS, Abilene Christian University; PhD (1988) University of Memphis.
Harter_g@utpb.edu

Douglas P. Henderson, Associate Professor of Biology.
BA, Fairmont State College, W. Virginia; PhD (1993), The University of Texas at Austin. Henderson_d@utpb.edu

Diana Hinton, Professor of History and J. Conrad Dunagan Chair in Regional and Business History.
BA, Swarthmore College; MA, PhD (1969), Yale University.
Hinton_d@utpb.edu

Paul E. Hodges, Professor of Economics and Ashbel Smith Professor.
BA, MA, New Mexico State University; PhD (1974), Stanford University.
Hodges_p@utpb.edu

Jeannine Hurst, Assistant Professor of Education.
BA, MA, The University of Texas of the Permian Basin; EdD (2003), Texas Tech University. Hurst_j@utpb.edu

Roy Hurst, Associate Professor of Science Education.
BA, Whitman College; MS, Eastern Oregon State College; PhD (1994), University of Southern Mississippi. Hurst_r@utpb.edu

Rachel Juarez-Torrez, Assistant Professor of Education.
BA, MA, EdD (2002), Texas Tech University.
Torrez_r@utpb.edu

Kay E. Ketzenberger, Associate Professor of Psychology.
BA, University of Baltimore; MS, The University of Texas at Austin; PhD (1995), Michigan State University.
Ketzenberger_k@utpb.edu

Richard G. Kiebusch, Associate Professor of Criminology.
BA, MA, PhD (1973), University of Notre Dame.
Kiebusch_r@utpb.edu

Julie Korir Bore, Assistant Professor of Education
BEd, Kenyatta University; MEd Texas Women's University; MEd, PhD (2005) University of North Texas
Korir_j@utpb.edu

Gae E. Kovalick, Associate Professor of Biology.
BA, Wittenberg University; PhD (1984), University of North Carolina, Chapel Hill.
Kovalick_g@utpb.edu

Jason Lagapa, Assistant Professor of English.
BA, Bennington College; MA, PhD (2003), University of Arizona.
Lagapa_j@utpb.edu

Susan M. Lara, Professor of Education and Vice President for Student Services.
BS, Abilene Christian University; MEd, EdD (1990), Texas Tech University.
Lara_s@utpb.edu

Haesun K. Lee, Associate Professor of Computer Science.

BA, EWHA Women University; MS, PhD (1997), Illinois Institute of Technology
Lee_h@utpb.edu

Ilhyun Lee, Associate Professor of Computer Science.

BA, University of Minnesota; MS, PhD (1991), Illinois Institute of Technology
Lee_i@utpb.edu

Ana E. Leon, Professor of Spanish.

BA, MA, University of Michigan; PhD (1994) The University of Texas at Austin.
Leon_a@utpb.edu

Gary McCullough, Assistant Professor of Psychology.

BA, Vanguard University; MA, PhD (1991), University of Kansas.
Mccullough_g@utpb.edu

Ana Martinez, Assistant Professor of History.

BA, Texas A&M University; MA, St. Mary's University; PhD (2003), Texas Tech University.
Martinez_a@utpb.edu

G. Ed Mills, Professor of Education and Dean, School of Education.

BA, University of Missouri-Kansas City; MS, Central Missouri State University; EdD (1984), University of Missouri-Columbia.
Mills_e@utpb.edu

Linda Montgomery, Associate Professor of Psychology.

BS, Texas A&M University; MS, PhD (1990), Memphis State University.
Montgomery_l@utpb.edu

Emilio Mutis-Duplat, Professor of Geology.

BS, Universidad Nacional de Colombia en Bogota; MS, Texas A&M University; PhD (1972), The University of Texas at Austin.
Mutis_e@utpb.edu

James N. Olson, Professor of Psychology

BA, University of California-Santa Barbara; MA, PhD (1974), University of California-Los Angeles. Olson_j@utpb.edu

Cherry Owen, Assistant Professor of Computer Science.

BS, MS, McNeese State University; PhD (2002), Texas Tech University
Owen_c@utpb.edu

Prakash Pai, Assistant Professor of Finance.

BC, MC, Bangalore University; MBA, MS, PhD (2004), Kent State University.
Pai_p@utpb.edu

Tom Parks, Professor of Education

BA, MA, Louisiana University at Monroe; EdS, PhD (1976), Vanderbilt University.
Parks_t@utpb.edu

Ana Perez-Gabriel, Assistant Professor of Education.

Law, National Autonomous University of Mexico; Law, Southern Methodist University; MS, The University of Texas at Austin; MS, Texas A&M International University; PhD (2002), Texas A&M University. Gabriel_a@utpb.edu

Robert L. Perry, Associate Professor of Political Science.

BA, PhD (1995), Texas A&M University.
Perry_r@utpb.edu

Diane M. Post, Associate Professor of Biology.

BS, PhD (1991), Kansas State University.
Post_d@utpb.edu

Pamela C. Price, Professor of Art and Mr. and Mrs. Louis Rochester Professor in Fine Arts. BA, Georgia State University; MFA (1970), University of Georgia.

Price_p@utpb.edu

William H. Price, Associate Professor of Management.

BBA, Eastern New Mexico State University; MS, Gonzaga University; DBA (2001), Nova Southeastern University. Price_w@utpb.edu

Todd Richardson, Assistant Professor of English.

BA, College of Wooster; MA, University of Delaware; PhD (2002), University of South Carolina. Richardson_t@utpb.edu

J. Michael Robinson, Professor of Chemistry and Ellen and Bill Noël Distinguished Professor for Energy Research.

BS, MS, Louisiana Technological University; PhD (1973), Louisiana State University.

Robinson_m@utpb.edu

Patricia Sherblom, Associate Professor of Kinesiology.

BA, United States International University; MS, University of Massachusetts, Amherst; PhD (1995), University of New Mexico, Albuquerque.

Sherblom_p@utpb.edu

Karen Smith, Associate Professor of Education

BA, Texas Christian University; MEd, PhD (1998), University of North Texas.

Smith_k@utpb.edu

R. Douglas Spence, Associate Professor of Biology.

BS, Houston Baptist University; MS, PhD (1986), Texas A&M University.

Spence_d@utpb.edu

Roland Spickermann, Associate Professor of History.

BA, University of California at Berkeley; MA, PhD (1994), University of Michigan.

Spickermann_r@utpb.edu

Lloyd J. Taylor III, Associate Professor of Management.

BS, Texas Tech University; MBA, Midwestern State University; PhD (1994), Texas Tech University. Taylor_l@utpb.edu

Spencer K. Thompson, Associate Professor of Psychology and Education.

BA, Brigham Young University; MA, PhD (1973), University of California-Los Angeles. Thompson_s@utpb.edu

J. Tillapaugh, Professor of History and Assistant Vice President, Graduate Studies and Sponsored Research.

BS, MA, University of Oregon; PhD (1973), Northwestern University.

Tillapaugh_j@utpb.edu

Leslie Toombs, Professor of Management and Pinkie Roden Chair of Entrepreneurship.

BS, Henderson State University; MBA, PhD (1989), Louisiana Tech University.

Toombs_l@utpb.edu

Rhina Toruno-Haensly, Professor of Spanish.

BA, National University of El Salvador; MA, PhD (1978), Catholic University of Louvain; PhD (1994), Indiana University.

Toruno_r@utpb.edu

Carol Ann Traut, Professor of Public Leadership.

BA, Wayne State College; MLS, Drexel University; MA, Kansas State University; PhD (1988), Florida State University.

Traut_c@utpb.edu

Sarah Shawn Watson, Associate Professor of English.

BA, University of Massachusetts-Boston; MA, Ohio University; PhD (1983), Cornell University. Watson_s@utpb.edu

W. David Watts, Professor of Sociology and President.

BA, The University of Texas at Austin; MA and PhD (1976) State University of New York at Buffalo. Watts_d@utpb.edu

Mark Wildermuth, Professor of English.

BA, MA, George Mason University; PhD (1991), University of Wisconsin-Madison. Wildermuth_m@utpb.edu

Elaine L. Wilmore, Assistant Professor of Education.

BS, MEd Lamar University; PhD (1988) Texas A&M University

Wilmore_e@utpb.edu

Robert M. Worley, Assistant Professor of Criminology
BA The University of Texas at Austin; MA, PhD, (2006) Sam Houston State University.
Worley_r@utpb.edu

Thomas Dynneson, Professor of Education, Emeritus, 1973-1995.

Edwin Kurtz, Professor of Life Science, Emeritus, 1972-1989.

Stanley Marcus, Professor of Art, Emeritus, 1973-1992.

James A. Nickel, Professor of Mathematics and Computer Science, Emeritus, 1972-1993.

Robert Colbert Rhodes, Professor of Sociology, Emeritus, 1975-2002.

Frank N. Samponaro, Professor of History, Emeritus, 1974-1999.

Appendix A

General Financial Aid Information

The Application Process

The University of Texas of the Permian Basin encourages students who wish to attend college and who do not have the financial resources available to pay the cost of higher education to seek assistance through The University of Texas of the Permian Basin, Office of Financial Aid. The Office of Financial Aid operates to assist students seeking a degree or certification from UT Permian Basin in obtaining the necessary resources from federal, state, and private sources.

To obtain financial assistance, the University requires all financial aid applicants, both graduate and undergraduate, to complete the current year application packet. This packet consists of two basic forms: the Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA). The UT Permian Basin application is required for all aid programs administered through The University regardless of eligibility criteria. The FAFSA is required for all need-based aid programs, including Federal Title IV grants and loans, Federal Work-Study, and state grants, loans and work-study. Some local scholarship funds also rely on data provided through the FAFSA. The Office of Financial Aid strongly encourages all students to complete both the Federal and the UTPB application forms to be considered for all possible aid. Federal requirements also stipulate that a person applying for financial assistance funded by state revenue must register with the Selective Service Office or file a statement that he is exempt from the registration requirement in accordance with the provisions of Section 51.9095, Texas Education Code.

Because availability of funds in most programs is limited, applications should be completed as early as possible each year beginning in February. Applications completed prior to April 15 will be given priority consideration for available aid. After April 15, applications will be considered for remaining available aid on a first-come, first-served basis. Applications are not considered complete until all required forms are properly filled out and are in the Office of Financial Aid. In some cases, students may be required to submit supporting documentation to verify aid eligibility. When students are selected for verification, their applications will not be considered complete until the required supporting documentation is in the Office of Financial Aid and all data is correct.

GRADUATE STUDENT SCHOLARSHIP GUIDELINES

February 18, 2004

REQUIREMENTS

Application and transcripts to Admission Office

GRE/GMAT to Graduate Studies

Request for financial aid to Graduate Studies (new students)

Entrance Score for Regular Admission determined by Graduate Studies:

Last 60 hours undergrad GPA x 200 + total of GRE = 1600 or higher + 4.0 min

Example: $3.0 \times 200 = (500, 500) = 1600 + 4.0$ minimum

Graduate Program Admission: MA/MS/MBA/MPA degrees, Education Certification, Certification Programs

Not eligible: provisional or conditional admissions; other scholarship programs

such as ECISD Teacher

Master's Incentive (3 hours per semester)

Deadlines: April 15 (Summer), July 15 (Fall), November 15 (Spring)

Timely proof of new degree to Graduate Studies

Graduate Studies Certification of Regular Status Admission to Program to

Financial Aid Office by May 1, August 1, and December 1

Report to Graduate Council, including approval of ranking of candidates if more

qualified applications received than scholarship resources

AMOUNTS

Full-time regular status 9 SCH = \$500 per semester + 200 book allowance

Part-time regular status 6 SCH = \$250 per semester + 100 book allowance

Part-time regular status 3 SCH = \$125 per semester

On-campus housing allowance considered for Full-time regular status = ?

GRADUATE TEACHING AND/OR RESEARCH ASSISTANT SCHOLARSHIPS

For assistants holding positions with monthly stipends approximately \$1,000
Full-time regular status 9 SCH = \$500 per semester + 100 book allowance

NOTE: Application for financial assistance is not an application for admission. Also, awarding of financial aid does not guarantee acceptance to the University.

The Awarding Process

The Office of Financial Aid notifies students of what aid is being made available and how it will be disbursed by means of an award letter.

The award letter will list one or more programs of assistance in which funds are available to the student. Availability does not guarantee actual release of money. The student must complete any additional program applications (i.e., a student loan application), and meet enrollment and academic progress requirements before any checks can be released.

The award(s) listed on the award letter are referred to as an award "package." The number of awards in the package and the amount of each award are determined by the availability of funds at the time the student completes the application for aid and, for need-based aid, the results of the federal need analysis of the FAFSA application. Any student receiving non-need-based aid should notify the Office of Financial Aid as soon as possible so that the award can be included in the student's package. Failure to notify the office of all sources of assistance could result in an overaward and require the repayment of money already received. Repayment demands can create a severe financial hardship so it is advisable that the student report accurately all sources of assistance.

The University participates in a number of assistance programs to provide an optimum availability of help for students. These programs can be divided into four basic types of financial aid: grants, scholarships, loans, and employment. Grants and scholarships are gift awards that do not have to be repaid. Loans are monies that have to be repaid with interest, usually after completion of the program. Employment is part-time work, usually on campus, that is scheduled around the student's class schedule. Earnings from employment do not have to be repaid.

Listed below are brief descriptions of some of the programs in which the University participates. Funding of the different programs varies from year to year as do eligibility criteria and even the name of programs. Federal and state programs are subject to frequent regulatory changes which supersede the information in this bulletin. For further information about these programs and other available assistance, contact the Office of Financial Aid.

Scholarships are gift aid that does not have to be repaid. The basic criterion for scholarship eligibility is academic success, although some scholarships also consider financial need or other qualities. Scholarships are often provided through the generosity of persons who have chosen to aid students through the establishment of an endowed scholarship or annual scholarship and eligibility for scholarship awards may be based on criteria outlined by the donor at the time the gift was made.

Grants are publicly funded programs that provide gift aid which does not have to be repaid. Grants are usually awarded on the basis of information received by UTPB when the student completes the Federal Free Application for Federal Student Aid (FAFSA).

The **Federal Pell Grant Program** is the largest of the gift aid programs under the Federal Title IV codes. It provides the foundation for all need-based assistance. Financial need is the single criterion used to determine the amount of the award, but students must also meet certain other stipulations to receive a Pell Grant. Pell grants are available only to undergraduates working on their first baccalaureate degree. To determine eligibility for the Pell grant, the student must first complete the Free Application for Federal Student Aid (FAFSA) and have the information sent to the Office of Financial Aid.

The **Federal Supplemental Educational Opportunity Grant Program (FSEOG)** is designated to assist students with exceptional financial need. First preference for these awards is mandated by Federal regulation to go to Pell grant recipients. The FSEOG is available only to undergraduates.

The **Texas Public Educational Grant Program (TPEG)** is a state administered program for students. Eligibility is determined using information from the FAFSA need analysis. Priority consideration is given to full-time undergraduate students, but graduate students are eligible also.

The **Texas Public Education State Student Incentive Grant Program (TPE-SSIG)** is a cooperative federal/state program. This grant is awarded to current TPEG recipients and is designed to assist students with exceptional need. Recipients must be eligible for Federal Title IV assistance and otherwise eligible to pay Texas resident tuition.

Student loans are available through a number of federal and state programs. Loans differ in interest rates, terms of repayment, and provisions for in-school deferments. Student loans are not gift aid and must be repaid.

The Family Federal Educational Loan Program (FFELP) is the largest loan program administered by the Federal government. This program consists of several types of student and parent loans including the **Federal Stafford Loan, Unsubsidized Stafford Loan, and the Parent Loan for Undergraduate Students (PLUS)**. The Federal Stafford Loan Program (subsidized) provides guaranteed student loans to students at a low variable interest rate. The Federal government pays the interest on these loans while the borrower is enrolled in school. Eligibility for a subsidized Federal Stafford Loan is determined through the FAFSA need analysis. All other FFELP loans are unsubsidized. This means that the borrower begins paying interest on the loan at the time the loan is made. In most cases, the principal can be deferred during enrollment periods. Unsubsidized loans can be used to meet the Expected Family Contribution (EFC) calculated in the FAFSA need analysis. The EFC is that portion of the student's family income which should be available to help pay a portion of the student's educational costs.

Short-term Institutional Loans are also available for students attending the University. These loans are for tuition and fees only and are repayable in installments within ninety days. Applications are available from the Office of Accounting.

The University provides a limited number of jobs on campus to currently enrolled students. Eligibility for federal or state programs is determined by the FAFSA need analysis. Earnings are to be used to help pay for the student's education expenses (tuition, fees, books, and living expenses).

The **Federal Work-Study Program** provides on-campus employment opportunities for students to work as professional assistants, in the library, in student services, and in many other locations throughout the University. Because it is a need-based program eligibility is determined from the FAFSA application. The number of hours per week is determined by the student's award amount, but students may not work over 19 hours per week. Pay is based on a sliding scale, but no one receives less than minimum wage. Both graduates and undergraduates may receive Federal Work-Study awards.

Regular Student Employment is sometimes available through individual departments. These part-time jobs are not related to the need-based awards, and the employing department has considerable latitude in meeting personnel needs. Application is made at the department level. Students may not work over 19 hours per week.

Although state and national policy has established many objectives for student financial aid programs, one clear purpose is to fund only students who meet certain academic standards. Institutions are therefore required by law to formulate standards to gauge the progress of students receiving federal and state financial aid by applying both qualitative and quantitative measurements to academic work. A maximum time limit for the completion of a degree and a minimum grade point average (GPA) are used by the University to measure satisfactory academic progress. Most private and institutional scholarships have specific academic and enrollment standards required for renewal or continuance of the award, if renewal is allowed.

The qualitative standard of satisfactory academic progress is measured by the cumulative grade point average (CGPA) of courses taken at UT Permian Basin. Each financial aid recipient's academic record is reviewed at the end of each enrollment period in which financial aid was received to measure the student's qualitative academic progress.

Undergraduate students are expected to maintain a minimum CGPA of 2.00 each semester they are enrolled. Students falling below this minimum CGPA are subject to academic probation or dismissal as described in the "Grading Policies" section of this catalog. Failure to meet the minimum standards described above or in the "Grading Policies" section of this catalog will result in sanctions ranging from losing eligibility for scholarships to termination of all financial aid eligibility. Administration of this policy will be as follows:

1. A student failing to meet the minimum standards for the first time will be eligible to receive financial aid for the following semester on probation provided the student can be expected to improve his or her academic performance to the minimum standards required during the probationary semester of attendance.
2. A student failing to meet the minimum standards for the first time who cannot be expected to improve his or her academic performance to the minimum standards during a probationary semester will be suspended from receiving any further financial aid.
3. A student placed on financial aid probation must attain minimum academic standards within twelve (12) hours or two semesters, whichever comes first. Failure to remove the deficiencies within that time frame will result in suspension for financial aid eligibility.
4. Attendance during summer session(s) will be evaluated in the same manner as attendance during a regular semester except where enrollment for the entire summer is less than six hours.

The University has established a quantitative measurement of academic progress toward completion of a student's degree or certification program. Federal Title IV regulations state that student eligibility cannot extend past 150% of the stated length of a student's program of study. A first baccalaureate program at UT Permian Basin requires a minimum 120 semester credit hours for

graduation. Therefore, a student who is working on a first bachelor's degree must complete the program within 180 attempted semester credit hours (120 hrs. x 1.50). Programs of different lengths would be similarly calculated. A student's entire enrollment history is considered when evaluating academic progress within the established time frame, whether or not aid has been received previously. At the end of the semester in which the maximum number of allowed hours has been attempted the student loses eligibility for financial aid to complete that program.

In addition to the overall time frame, a financial aid recipient must also be making progress toward completing the program by completing the number of **funded hours** attempted each year. Funded hours are those semester credit hours which are counted in determining a student's enrollment status for payment of financial aid. Courses in which a "W", "WF", "WF", "D", "F", "U" or "Z" has been recorded may be repeated once and be included as funded hours for financial aid (i.e., in the 12+ hours for full-time enrollment). Repeated courses in which a grade of "C" or higher, "S" or "I" has been recorded will not be included as funded hours for financial aid. "Encore" or audited courses cannot be funded with financial aid or counted in the progress requirements.

Federal Title IV regulations specify that developmental courses may be included as funded hours for financial aid. These courses are numbered 0399 in the catalog (i.e., ENGL 0399, Fundamentals of Composition). The regulations also stipulate that a student may receive funding for not more than one year or thirty (30) hours of developmental courses. Therefore, each course numbered 0399 may be repeated once and still receive financial aid funding provided all other progress requirements have been met.

A quantitative measurement of academic progress will be made annually for all financial aid recipients. At the end of the spring semester a student must have successfully completed a minimum of seventy-five percent (75%) of all course enrollments attempted at UT Permian Basin. Any student who falls below the minimum completion rate of 75% will be placed on Financial Aid Suspension until the ratio of completed to attempted hours is again above 75%. Courses with a recorded grade of "F", "U", "W", "Z" or "PR" are not considered successfully completed. Students are permitted to use summer enrollments to make up credit hour deficiencies. Only enrollments attempted and successfully completed at UT Permian Basin will be considered in academic progress. Courses repeated or transferred from other institutions are not considered in measuring academic progress except for monitoring the overall time frame for completion of a student's program of study.

Students who have lost eligibility to receive financial aid as a result of Financial Aid Suspension must complete the equivalent of one semester of full-time enrollment (12 hours) using their own resources without benefit of financial aid and attain the minimum standards of satisfactory academic progress before becoming eligible to reapply for aid.

The University recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to probation or suspension of financial aid eligibility may appeal to the Director of Financial Aid for a review of the decision. The appeal must be submitted in writing and include in the request an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not achieved. The student has the right to further appeal the decision of the Director of Financial Aid to a Financial Aid Review Board. The review board shall have the authority to uphold or overturn the suspension. The review board shall also have the authority to place conditions upon the receipt of any financial aid for those cases where aid is reinstated. The student will be notified by the Director of Financial Aid in writing of the review board's decision.

As an institution participating in programs under Title IV of the **Higher Education Act of 1965** as amended (hereinafter referred to as the "Act"), The University of Texas of the Permian Basin is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, a loan, or work assistance under Title IV of the Act or whose parents have received a loan on their behalf under 20 U.S.C. Section 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is sixty percent of the period of enrollment for which the charges were assessed. A student who withdraws prior to that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in Section 54.006, Texas Education Code, or a pro rata refund calculated pursuant to Section 484B of the Act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed the lesser of five percent, or one hundred dollars. If the student charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.

Off-campus employment. The PASS Office continually posts employment opportunities off campus. This office provides this as a service to both the student and the employer.

Veterans Education Benefits. The University participates in all aspects of the Veterans Administration programs available to returning veterans enrolling as students. A veterans advisor under the auspices of the Veterans Administration Program is available for individual consultation and assistance on the UT Permian Basin campus. The advisor is located in the Registrar's Office.

Hazlewood Act for Texas Veterans. The Texas State Legislature established a tuition and fees waiver program to assist Texas veterans who have exhausted their eligibility for educational benefits under the G.I. Bill and are not eligible for Federal Title IV grants-in aid. Veterans who qualify will receive a waiver of all tuition charges and specified fees. Contact the Office of Financial Aid for further information about the Hazlewood Act and other eligibility criteria.

Texas Rehabilitation Assistance for Students. The Texas Rehabilitation Commission (TRC) offers assistance for tuition and nonrefundable fees to students having certain disabling conditions provided their vocational objectives have been approved by a TRC counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, and heart conditions. Other services are also available to assist handicapped students in becoming employable. Application for such service should be made to: **Texas Rehabilitation Commission; 419 W. 4th Street, Suite 701; Odessa, Texas 79761**

Index

Academic Appeals.....	52
Academic Dismissal.....	52-53
Academic Regulations.....	48-56
Acceptance.....	20-21
Accounting (MPA).....	61-65
Adding Classes.....	53-54
Additional Course Credit.....	49
Administrative Officers.....	8
Admissions.....	16-18
Admissions, International Students.....	18-19
Admissions, Transfer Students.....	19, 31
AIDS, HIV, and Hepatitis B Infection Policy.....	27
Alcoholic/Intoxicating Beverages Policies.....	29
Americans with Disabilities Assistance.....	26
Appeal Procedures.....	52
Arts & Sciences, College of.....	56
Attendance.....	50-51
Auditing Courses.....	32
Bilingual Education Certification.....	59-60
Biology.....	66-67
Business Administration, Master of.....	70-77
Business, School of.....	58
Calendar.....	9
Campus Map.....	152
Center for Energy and Economic Diversification (CEED).....	12
Chemistry.....	136
Continuous Registration.....	55
Contract Study.....	50
Correspondence Credit.....	49
Counseling Services.....	12, 26
Course Load.....	50
Criminal Justice Administration, M.S.....	80-82
Department of Biology, Physical Sciences, and Math and Computer Sciences.....	57
Department of Literature & Languages, Visual & Performing Arts, and History.....	57
Department of Social Sciences, Psychology, and Kinesiology.....	56
Disciplinary Procedures.....	27-28
Dismissal.....	53
Drops, Adds, and Withdrawal.....	53-54
Drugs/Narcotics Policies.....	28
Early Childhood, M.A. in Education.....	89
Economics.....	71-72
Education, Program Requirements.....	59-60
Education, School of.....	59
Education, M.A. in.....	83
Education, M. A. in:.....	83-85
Bilingual/ESL.....	86-87
Counseling.....	88
Early Childhood.....	89
Educational Leadership.....	90-91
Professional Education.....	92-93
Reading.....	94-95
Special Education.....	96-97
Education, Diagnostician Certification.....	59-60
Education, Mid-Management Certification.....	59-60
Elementary Teacher Certification.....	59-60
English.....	106-109
English as a Second Language, Endorsement.....	59-60
Equal Opportunity Statement.....	1

Faculty.....	137-141
Fellowships, Graduate.....	22
Finance.....	72
Financial Aid.....	142-147
Geography.....	136
Geology.....	110-111
Grading Policies.....	51-52
Graduate Academic Regulations.....	48
Graduate Admissions.....	16-19
Graduate Assistantships.....	23
Graduate Management Admissions Test (GMAT).....	17
Graduate Programs, List of.....	2-3, 15-16
Graduate Record Exam (GRE).....	17
Graduate Student Services.....	23
Graduate Student Status Categories.....	20-21
Grants.....	144
Grievance Procedures (See Academic Appeals).....	52
Gymnasium.....	26
Hazing.....	28-29
Hazlewood Act for Texas Veterans.....	147
History.....	112-115
Housing.....	25
Immunizations.....	29
<i>In Absentia</i> Registration.....	55
Independent Study.....	50
Information Resources Access Policy.....	10
Information Resources Division.....	10
Insurance.....	30
International Student Admission.....	18-19
J. Conrad Dunagan Library.....	10
John Ben Shepperd Public Leadership Institute.....	13-14
Kinesiology.....	116-121
Management.....	65-68
Marketing.....	73
Master's Thesis/Research Project Report.....	55
Mathematics, Graduate Courses.....	136
Mesa Journal.....	24
Non-Degree Student (Transient Students).....	21
Oral Examination.....	54-55
Organizations.....	25
PASS Office.....	26-27
Pell Grant.....	144
Petroleum Industry Alliance.....	12
Prior Graduate Courses.....	48
Professional Accountancy, MPA.....	61-65
Program Board.....	25
Programs Assisting Students Study (PASS).....	26
Psychology.....	122-126
Re-instatement After Financial Aid Suspension.....	147
REACH.....	11
Reading, M.A. in Education.....	94-95
Readmission, Graduate.....	52-53
Refund of Tuition and Fees.....	40
Regents.....	7-8
Regional Electronic Academic Communications Highway (REACH).....	11
Registration.....	31-34
Religious Holidays.....	50-51
Repeat Policy.....	52
Residency for Tuition.....	35-40
Sandstorm.....	24
Satisfactory Academic Progress.....	22
Scholarships.....	144
Scholastic Progress.....	51-52

Secondary Certification.....	59-60
Secondary Education, Certification.....	59-60
Self-Paced Instruction.....	49
Small Business Development Center.....	12
Solicitation.....	30
Spanish.....	132-135
Special Education, Endorsement.....	59-60
Special Education, M.A. in Education.....	96-97
Special Status.....	21
Stafford Loan.....	145
Student Conduct Regulations.....	27-31
Student Disciplinary Procedures.....	27-28
Student Housing.....	25
Student Organization.....	24-25
Student Right-to-Know & Campus Security Act.....	29-30
Student Senate.....	24
Student Loan programs.....	146
SUCCESS Program.....	26
Table of Contents.....	4-5
Teacher Certification.....	59, 99
Teacher Certification, Approved Specializations.....	59-60
Teacher Certification/Endorsement.....	59-60
TeleCampus.....	11, 69-71, 120-121
Test of English as a Foreign Language (TOEFL).....	16
Texas Higher Education Assessment (THEA).....	98
Texas Public Education Grant Program.....	145
Texas Public State Student Incentive Program.....	145
Texas Rehabilitation Assistance for Students.....	148
Texas Residency.....	35
Time Limits.....	54
Transfer Admissions for International Students.....	19
Transfer of Credit.....	48
Tuition and Fee, Regulations.....	36-39
Tuition and Fees, List of.....	41-46
Tuition and Fees, Sample of Total Tuition and Fees.....	47
Tuition and Fees, Refunds.....	40
University's Role & Mission.....	6-7
University, The.....	6
Veterans Educational Benefits.....	149
Withdrawing from The University.....	53-54

Key Phone Numbers:

Accounting	432-552-2706
Admissions	432-552-2605
Bookstore	432-552-2721
Educational Certification	432-552-2121
Financial Aid	432-552-2620
Foreign Student Advisor	432-552-2605
Graduate Studies	432-552-2530
Gymnasium	432-552-2336
Housing	432-552-2743
Library	432-552-2370
P.A.S.S.	432-552-2630
Police Administration	432-552-2780
Public Affairs & Information	432-552-2805
Registrar	432-552-2635
Section 504/A.D.A. Compliance Officer	432-552-2630
Snack Bar	432-552-2737
Student Programs	432-552-2650
Veteran's Representative	432-552-2641
College of Arts & Sciences	432-552-2220
Department of Behavioral Science	432-552-2325
Department of Humanities & Fine Arts	432-552-2280
Department of Science & Mathematics	432-552-2230
School of Business	432-552-2170
School of Education	432-552-2120
UTPB Home Page	http://www.utpb.edu
Graduate Studies Home Page	http://www.utpb.edu/gradstudies
Graduate Studies E-Mail	GRADSTUDIES@UTPB.EDU

Mailing Address:

(Name of Person or Office)
The University of Texas of the Permian Basin
4901 E. University Blvd.
Odessa, Texas 79762-0001

1. NAME _____ **SOCIAL SECURITY NO** _____ - _____ - _____
 (FULL LEGAL NAME) Last Name First Middle (OPTIONAL)
E-MAIL ADDRESS _____

Other name(s) that might appear on transcript(s) _____

2. Current Address
 Street or P.O.Box No. City County State Zip
 Give your **permanent** address: _____
 Street or P.O.Box No. City County State Zip Code

How long have you lived at your current address? ____ years ____ months List previous addresses for the last 24 months:

 Street or P.O.Box No. City County State Zip Code From (date) to (date)

 Street or P.O.Box No. City County State Zip Code From (date) to (date)

3. Home Phone (____) _____ **4. Business Phone** (____) _____ Ext. No _____
5. Employer _____ **Address** _____
6. Emergency Contact: Name _____ Relationship _____ Phone No. () _____

7. Enrollment Status: Expected Date of Enrollment 1 Fall ____ 2 Spring ____ 3 SSI ____ 4 SSII ____
 New Student Former Student Date of Last Enrollment _____ Currently Enrolled
 Applied Previously, Never Registered Enroll concurrently for BBA and MPA

8. As a Graduate Student, I intend to work toward a Master's Degree in (Check one choice only):

<p>MASTER OF ARTS</p> <input type="checkbox"/> English <input type="checkbox"/> History <input type="checkbox"/> Psychology <input type="checkbox"/> Clinical <input type="checkbox"/> Applied <input type="checkbox"/> Spanish	<p>MASTER OF ARTS IN EDUCATION Option (Check one choice only): <input type="checkbox"/> Bilingual/ESL <input type="checkbox"/> Professional Education <input type="checkbox"/> Counseling <input type="checkbox"/> Reading <input type="checkbox"/> Early Childhood <input type="checkbox"/> Special Education <input type="checkbox"/> Educational Leadership</p>	<p>MASTER OF SCIENCE</p> <input type="checkbox"/> Biology <input type="checkbox"/> Computer Science <input type="checkbox"/> Criminal Justice Administration <input type="checkbox"/> Geology <input type="checkbox"/> Kinesiology <input type="checkbox"/> Kinesiology On-Line
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BUSINESS ADMINISTRATION **BUSINESS ADMINISTRATION ON-LINE** **PROFESSIONAL ACCOUNTANCY** **PUBLIC ADMINISTRATION**
 I am not seeking a specific degree or certification, but intend to study in the following area _____
 I intend to work toward a professional certification (Check one of the following):

EDUCATION CERTIFICATIONS: Grades EC-4 Grades 4-8 Secondary All Level Counseling Educational Diagnostician
 Superintendent Reading Specialist Reading Recovery Principal

SUPPLEMENTS: Special Education Bilingual ESL Gifted & Talented
CAREER CERTIFICATION: Certified Public Accountant Exam Certified Management Accountant Professional Counselor License

The following information is requested in order that U.T. Permian Basin may demonstrate its compliance with Title VI of the 1964 Civil Rights Act. This is based on Federal Affirmative Action reporting requirements and will neither enhance nor impede your receipt of favorable admission consideration.

9. Date of Birth _____ **Age** _____ **10. Place of Birth** _____
11. Resident Alien No _____ **Date Obtained** _____ **Place Obtained** _____
12. Ethnic Origin: 1 White Non-Hispanic 2 Black Non-Hispanic 3 Hispanic 4 Asian or Pacific Islander 5 American Indian or Alaskan Native
13. Sex Male Female **14.** Single Married **15. U.S. Citizen?** Yes No
16. Date TASP (THEA) test taken _____ **Scores:** Writing _____ Reading _____ Math _____
NOTE: This is NOT an admission requirement but teacher certification candidates are required to pass all three sections of TSI exam for certification purposes

NOTE: Requesting transcripts is the responsibility of each student. Degree and teacher certification seeking students must submit transcripts from ALL colleges attended. Non-degree students should submit a transcript from where the highest degree was earned.

RESIDENCY FORM SHOULD BE COMPLETED AND SUBMITTED WITH THIS APPLICATION

17. List ALL colleges/universities previously attended regardless of type or length of enrollment.

COLLEGE/UNIVERSITY & LOCATION	CURRENTLY ATTENDING	DATES ATTENDED	*PROBATION SUSPENSION HOLD	DEGREE(S) OR HOURS	DATE DEGREE RECEIVED/ EXPECTED

* If on probation, suspension or hold, please explain: _____

18. GRADUATE LEVEL ADMISSION EXAMINATIONS: Required for all students applying to a Masters Degree Program. Official copies must be filed with the University. Students pursuing the MBA must take the GMAT. All other graduate students are required to take the GRE. This requirement is waived if you have a prior Master's Degree.

Have you taken a graduate level admission exam? YES NO Which one? GRE GMAT DATE _____

When do you plan to take this exam? DATE _____

NOTE: Requesting scores is the responsibility of the student. They cannot be released to the university without student request.

I certify that I am in good standing at the institutions previously attended or now qualify for readmission. The information I have given is correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules and regulations of U.T. Permian Basin.

DATE SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY

NAME _____ PROGRAM: _____

DEGREES	MAJOR	DATE	INSTITUTION

GRADE POINT AVERAGE: Overall _____ Post-Baccalaureate _____
Undergraduate/lower _____ Graduate _____
Undergraduate/Last 60 _____

GRADUATE RECORD EXAMINATION:

DATE	VERBAL	QUANTITATIVE	ANALYTICAL	TOTAL

GRADUATE MANAGEMENT ADMISSION TEST:

DATE	VERBAL/%BELOW	QUANTITATIVE/%BELOW	TOTAL/%BELOW	GPA X 200 + TOTAL

This student qualifies for acceptance into the _____

Master's degree program with Regular (1600-4.0 writing/3.0; 1120/3.0) Provisional (1300-3.0 writing/2.5; 1000/2.5) Conditional Deny status.
GRE GMAT GRE GMAT

Faculty Decision:

Accept Regular Provisional Conditional Do not accept

Indicate prerequisites or areas of deficiency for this student: _____

PROGRAM HEAD DATE ASSISTANT VICE PRESIDENT FOR GRADUATE STUDIES DATE

DATE:	LETTER #	TERM	RESIDENT	NON-RESIDENT

Core Residency Questions

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

PART A. Student Basic Information. All Students must complete this section.

Name: _____ Date of Birth: _____ Student ID Number: _____

PART B. Previous Enrollment. For all students.

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?
 Yes ___ No ___ If you answered "no", please continue to **Part C**. If you answered "yes", complete questions 2-5:
2. What Texas public institution did you last attend? (Give full name, not just initials.)

3. In which terms were you last enrolled? (check all that apply) _____ fall, 200____ _____ spring, 200____
4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state)?
 ___ resident (in-state) ___ nonresident (out-of-state) ___ unknown
5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?
 ___ resident ___ nonresident with a waiver ___ unknown

IMPORTANT: If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, skip to Part I, sign and date this form and submit it to your institution. If you were not enrolled, or if you were enrolled but classified as a nonresident, proceed to Part C.

PART C. Residency Claim.

Are you a resident of Texas? Yes ___ No ___ If you answered yes, continue to **Part D**.
 If you answered no, complete the following question and continue to **Part I**.
 Of what state or country are you a resident? _____ If you are uncertain, continue to **Part D**.

PART D. Acquisition of High School Diploma or GED.

	Yes	No
1. a. Did you graduate from high school or complete a GED in TX?		
1. b. If you graduated from high school, what was the name and city of the school?		
2. Did you live in TX the 36 months leading up to high school graduation or completion of the GED?		
3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?		
4. Are you a U.S. Citizen or Permanent Resident?		

Instructions to Part D.:

- ◆ If you answered "no" to question 1a or 2 or 3, continue to **Part E**.
- ◆ If you answered "yes" to all four questions, skip to **Part I**.
- ◆ If you answered "yes" to questions 1, 2 and 3, but "no" to question 4, complete a copy of the **Affidavit** in Chart III, provided as an Attachment to this form, skip to **Part I** of this form, and submit both this form and the affidavit to your institution.

PART E. Basis of Claim to Residency. TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER "YES" TO QUESTIONS 1a, 2, AND 3 OF PART D.

1. Do you file your own federal income tax as an independent tax payer? Yes ___ No ___
2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? Yes ___ No ___ (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

3. If you answered "No" to both questions above, who provides the majority of your support?
 Self _____ parent or guardian _____ other: (list) _____

Instructions to Part E.

- ◆ If you answered "yes" to question 1, continue to **Part F**.
- ◆ If you answered "yes" to question 2, skip to **Part G**.
- ◆ If you answered "no" to 1 and 2 and "self" to question 3, continue to **Part F**.
- ◆ If you answered "no" to 1 and 2 and "parent or guardian" to question 3, skip to **Part G**.
- ◆ If you answered "no" to 1 and 2 and "other" to question 3, skip to **Part H** and provide an explanation, and complete Part I.

PART F. Questions for students who answered "Yes" to Question 1 or "Self" to Question 3 of PART E.

	Yes	No	Years	Mo.	Visa/Status
1. Are you a U.S. Citizen?					
2. Are you a Permanent Resident of the U.S.?					
3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected).					
4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in Part H.	Yes	No			
6. a. If you currently live in Texas, how long have you been living here? b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.			Months	Years	
	Go to College []		Establish/maintain a home []		Work Assignment []
7. If you are a member of the U.S. military, is Texas your Home of Record? What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?	Yes	No			
	State				
				Yes	No
8. Do any of the following apply to you? (Check all that apply)					
a. Hold the title to real property (home, land) in Texas? If yes, date acquired: _____					
b. Own a business in Texas? If yes, date acquired: _____					
c. Hold a state or local license to conduct a business or practice a profession in TX? If yes, date acquired: _____					
9. For the past 12 months, have you: (Check all that apply)					
a. been gainfully employed in TX?					
b. received services from a social service agency that provides services to homeless persons?					
10.					
a. Are you married to a person who could answer "yes" to any part of question 8 or 9?					
b. If yes, indicate which question could be answered yes by your spouse:	Question:				
c. How long have you been married to the Texas resident?	Months	Years			

PART G. Questions for students who answered “Parent” or “Legal Guardian” to Question 3 of PART E.

	Yes	No	Years	Mo.	Visa/Status
1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?					
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?					
3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from the USCIS showing his or her I-485 has been reviewed and has not been rejected)					
4. Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Does this parent or legal guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his/her employer or other temporary purpose, please explain in Part H.					
6. a. If he or she is currently living in Texas, how long has he or she been living here? b. What is your parent’s or legal guardian’s main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.			Months	Years	
		Go to College []	Establish/maintain a home []	Work Assignment []	
7. If he or she is a member of the U.S. military, is Texas his or her Home of Record? What state is listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement?					
		State			

	Yes	No
8. Do any of the following apply to your parent or guardian? (Check all that apply)		
a. Hold the title to real property (home, land) in Texas? If yes, date acquired: _____		
b. Own a business in Texas? If yes, date acquired: _____		
c. Hold a state or local license to conduct a business or practice a profession in TX? If yes, date acquired: _____		
9. For the past 12 months, has your parent or guardian: (Check all that apply)		
a. been gainfully employed in TX?		
b. received services from a social service agency that provides services to homeless persons?		
10.		
a. Is your parent or legal guardian married to a person who could answer “yes” to any part of question 8 or 9?		
b. If yes, indicate which question could be answered yes by your parent or guardian’s spouse:	Question:	
c. How long has your parent or guardian been married to the Texas resident?	Months	Years

Part H. General Comments. Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

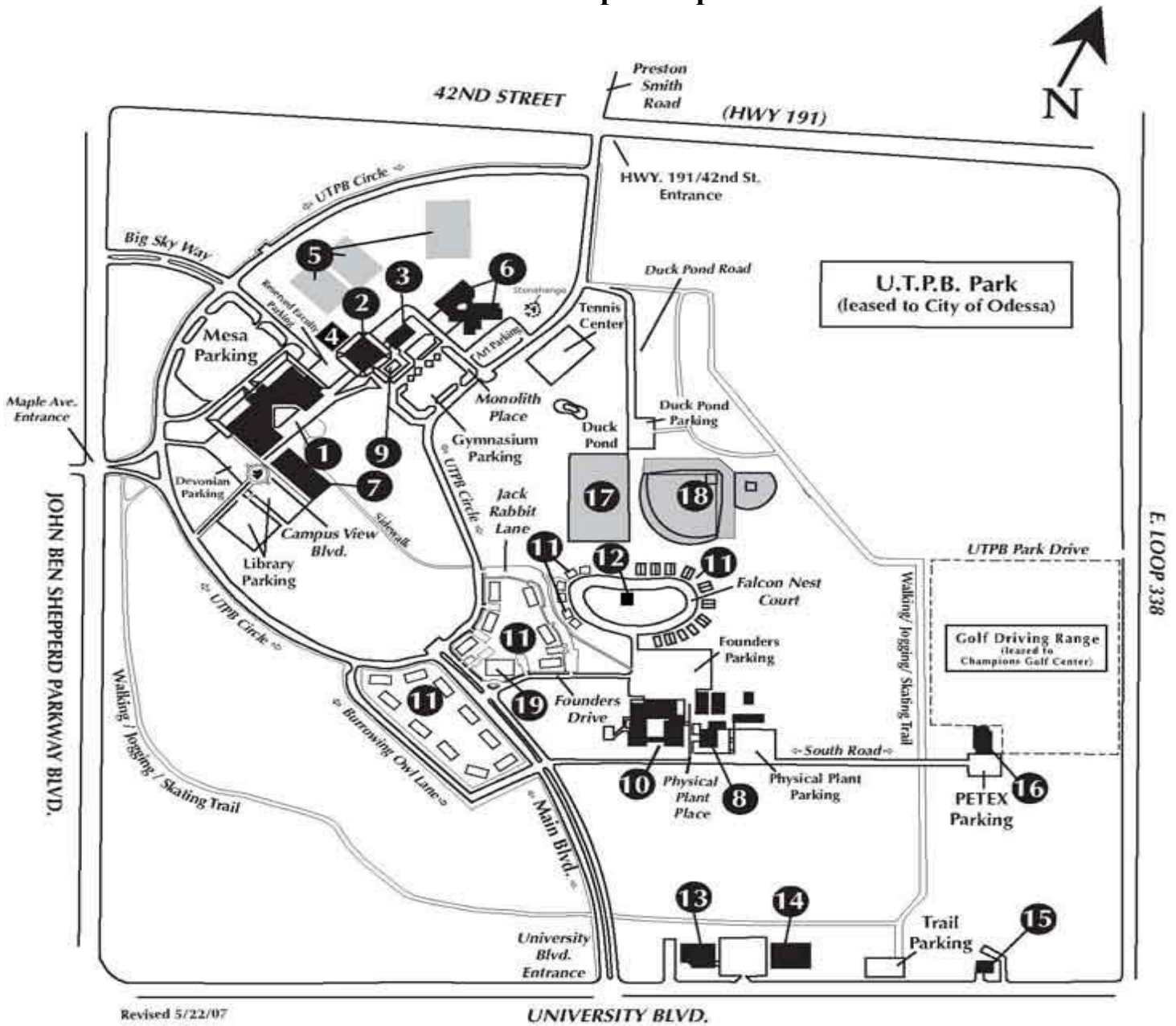
PART I. Certification of Residency. All students must complete this section.

I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/ university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

Signature: _____

Date: _____

UTPB Campus Map



Revised 5/22/07

- | | | |
|--|---|---|
| 1. Mesa Building | 9. Pool | 15. Fire Station
(City of Odessa) |
| 2. Gymnasium Complex | 10. Founders Building | 16. PETEX |
| 3. Thermal Energy Plant | 11. Student Housing | 17. Soccer Game Field |
| 4. Gym Annex Building | 12. Music Building | 18. Ted & Jan Roden Field |
| 5. Intramural/Athletic Fields | 13. Ellen Noël Art Museum | 19. Parker Ranch House -
Student Housing
Administration |
| 6. Visual Arts Studios | 14. Presidential Museum &
Leadership Library | |
| 7. Library/Lecture Center | | |
| 8. Industrial/Petroleum
Technology Building | | |