

ACADEMIC REGULATIONS

Absences

Observance of Religious Holy day

A student who misses an examination, work assignment or other required project of an observance of a religious holy day will be given the opportunity to complete the work missed with a reasonable time after the absence. It is the student's responsibility to make proper notification to all class instructors for the day of the absence. 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.

Military service

In accordance with section 51.9111 of the Texas Education Code, Students are excused from scheduled classes or other required activities if the student is called to and participate in active military service for brief period. The student will be allowed to complete an assignment or exam within reasonable time after the absence.

University Authorized absences

In accordance with authorized University activities (such as athletic events or scholastic activities that are officially sponsored University) notification by a designated individual of the activity will be made for all students participants of that activity. It is the student's responsibility to notify each instructor of his or her absence should an examination or work assignment be missed on the day of absence. An instructor is under no obligation to accommodate a student who is absent or miss work assignment without prior notification and make-up arrangements.

Academic Petition

An academic petition is used (1) to gain approval for an exception to any scholastic regulation or (2) to document an official interpretation of an academic regulation. Forms for petitions are available at department, school and college offices. Normally, the student's advisor signature and other faculty signatures as appropriate are required before the dean of the student's major field will approve or disapprove a petition. Petitions regarding teacher certification requirements require the signature of the Dean of Education in addition to the student's major dean signature. The dean(s) decision is the final step in the petition process.

Academic Appeal (Grade Appeals)

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. Refer to the Handbook of Operating Procedures, part five, section 2. A copy of the Handbook may be found in the Dunagan Library or can be accessed on the web on the U. T. Permian Basin homepage under Administration, Operating Procedures. (<http://www.utpb.edu>)

Attendance

Class Attendance is required of all students. Class attendance is required for those students taking developmental coursework (classes numbered 0398 and 0399), students enrolled in freshman level courses, student receiving veterans' education benefits, and students receiving federal Title IV financial aid. In addition, some disciplines and many instructors have class attendance requirements. Student should consult with the individual instructors concerning class attendance requirements for the course. The University may void the registration of a student who has not attended any classes or attended two or less days of classes on or before the twentieth class day. Faculty shall report to the Vice President for Student Service or other designated University Officials any student who is not attending classes as required above. The Office of Student Service shall seek to contact the student through their official campus contact information and permanent address information in the Registrar's records. If the student can not be contacted or has only attended two or less days of classes on or before the twentieth class day the University may void the student's registration. After receiving written notification from the Vice President for Student Service or other designated official to void a student's registration, the Registrar will send a registered letter notifying the student of the University's action and appeals process under the Handbook of Operation Procedures, part five, section 2.43 Nonacademic Appeal. If a registration is voided, tuition and fees will be refunded minus the matriculation fee and other non-refundable fees. Students should also be aware that the voiding of their registration may leave them with a financial liability to the University of Financial Aid Provider for financial aid paid to them for expenses other than tuition and fees. The Office of Financial Aid will send a student whose registration is voided a notification of obligations owed.

Concurrent Enrollment

Tuition credit is available if three undergraduate hours or fewer are being taken at U.T. Permian Basin while concurrently enrolled at an area community college. The student must first register at the area college and bring a receipt to U.T. Permian Basin. U.T. Permian Basin's tuition charge will be the difference between the student's total tuition at each of the institutions, but never less than the hourly rate at U.T. Permian Basin.

Concurrent Second Bachelor's Degree (150 SCH minimum)

A student desiring to complete two bachelor's degrees concurrently (showing both major degrees on the transcript and receiving two diplomas) must complete all requirements of each degree program including a minimum of 30 semester credit hours more than required in one of the degree programs. Students electing to major in two fields must meet the specified requirements for each major. No one course can be counted in the semester credit hours in more than one major. For example, the minimum is 120 semester credit hours to graduate with a bachelors degree in one field, the student will need 150 semester credit hours to graduate with two bachelors degrees (i.e., 120 semester credit hours for the first and 30 more semester credit hours for the second). One diploma is issued for each degree.

Course credit load

Each semester credit hour at U. T. Permian Basin represents a commitment on an average of three hours of "out of class" preparation and one hour of class attendance (or its equivalent) per week. For example, enrolling in a three semester credit hour class commits the student to a total of twelve hours of work per week. Students who are employed or who have family responsibilities are especially encouraged to bear this commitment in mind and to seek guidance from their academic advisors in determining a suitable academic schedule. For undergraduate students without substantial family or work responsibilities, the normal course load during the fall and spring semesters are 15 semester credit hours. Students making satisfactory academic progress may take 18 semester credit hours without permission of the Dean; more than this requires permission of the Dean. Only in rare cases will students be permitted to enroll for more than 21 semester credit hours in a Fall or Spring semester and then only with the written approval of their Dean.

Maximum class load during the summer sessions is 12 semester credits.

The foregoing applies to conventionally taught courses. In courses offered on a self-paced instruction basis, additional credits may be taken, particularly when courses are involved for which a portion of the work has already been completed at the time of registration. This is subject to approval by the student's academic advisor and the Dean.

All international students must enroll as full-time students during the fall and spring semesters (12 semester credit hours minimum for undergraduates and 9 semester credit hours minimum for graduates). The student is not required to enroll in any courses during the summer terms. The international student may not drop or withdraw from courses at any time if such action would result in less than a full-time course load in the fall and spring semesters.

Double Major (120 SCH minimum)

Students electing to major in two fields must meet the specified requirements for each major and no one course can be counted in the semester credit hours in more than one major. In certain cases this may require completion of additional coursework. In addition, each college or school must certify that the student has satisfied all major, as well as college or school requirements. No minor is required when completing two majors. Only one degree will be shown on the diploma and only one diploma will be issued. Both majors will appear on the transcript. The School of Business does not award double majors. 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*. See the Registration section, page 34, for additional information concerning in absentia registration. One diploma is issued for each degree.

Drops

Dropping courses should not be confused with withdrawing from all courses. In courses taught on a conventional basis, a student may drop the course on or before the last day of the 10th week of classes. Students should consult the academic calendar for the last day to drop. All freshman and business majors must have the permission of their academic advisor to drop or add a course. Students may drop courses without permission of the instructor during the first twelve class days in the fall and spring semester (four class days in summer). Students must obtain the signature of the instructor whose course they are dropping if they drop the course on or between the 12th class day (4th day in the summer) and the last day to drop classes as given on the academic calendar for each fall and spring semester. Student may drop a class after the last date or drop only with permission of their Dean, Department Chair, and Academic Advisor. The student must submit all requests to drop a course in writing to the Registrar's office. Faculty, relatives, or friends may not drop or add courses for a student. Drops forms must be

completed at the Registrar's Office prior to the end of the last day to drop. Failure to drop a class which is not being attended will result in failing grade on the academic record. Student enrolling late in a course should not expect special make-up assistance from the instructor.

Six drop rule

Students who enrolled in a Texas public institution of higher education as first-time freshman in the Fall 2007 and thereafter are not permitted to drop more than six course during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Student that transfer from a private or out-of-state institution are not subject to this rule.

Experiential Learning

Unless they have had appropriate work experience, candidates for the bachelor's degree are encouraged to complete a planned program of experiential learning. Experiential learning, referred to in various departments as "Authentic Involvement," "Internship," or "Practicum," normally occurs during the senior year, usually in the final semester, and provides students an opportunity to apply their academic learning in a work environment under the supervision of a faculty member and the direction of a supervisor in the work situation. Experiential learning requires a preplanned and written program of the experiences for the student and a procedure for evaluating these experiences. Typically, students enroll in experiential learning for 2-3 semester credit hours, which requires 5-10 hours of work per week for one semester or the equivalent.

Forty-Five credit hour limit rule

Beginning the Fall 1999 Semester, first time freshmen, and entering freshmen thereafter, will be under the 45 Plus Hour Rule. The rule states that students who attempt more than 45 credit hours over their degree plan at Texas State funded institutions of higher education and have not yet earned a baccalaureate degree will be charged out-of-state tuition. Attempted hours include hours a student is registered for through the census class day. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Students who have transcribed course work prior to the Fall of 1999 are grandfathered from the 45 Plus Hour Rule.

Graduation with Honors

Recipients of first baccalaureate degrees who have completed a minimum of 48 semester credit hours at U. T. Permian Basin may be eligible to graduate with Latin honors. Honors will be awarded based upon the following GPA (grade point average) scale:

GPA	Latin Honor
3.50-3.79	Cum Laude
3.80-3.89	Magna Cum Laude
3.90-4.00	Summa Cum Laude

Grading Policies

Grades at U. T. Permian Basin distinguish between levels of student achievement. They represent, in abbreviated form, the instructor's judgment of the student's academic performance. In addition, they provide a basis for certifying completion of all degree requirements. They may serve as predictors of future performance in graduate and professional study.

The grades approved for use at U. T. Permian Basin are as follows:

- A = Superior achievement
- B = High achievement
- C = Average achievement
- D = Minimal achievement
- F = Failure to achieve minimal standard
- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete (not available for SPI courses)
- Z = Acceptable progress (SPI only)
- PR = Work in Progress (masters thesis/project)
- W = Dropped class or withdrawal from the University
- + = High grade
- = Low grade

Only grades of A, B, C, D, U and F are included in computing grade point average (GPA): A = 4; B = 3; C = 2; D = 1; F = 0. Pluses and minuses are awarded at the instructor's discretion but are not computed in GPA. The grades of I, W, S, Z, and PR are not computed in GPA. The grade of U is calculated as an F grade. Grades of Q, QP, and QF were used to denote courses dropped, dropped/passing, and dropped/failing from 1973 through summer semester 1985. The grades of Q and QP were not computed in the GPA. The grade of QF calculated as an F grade.

Honor Roll - (Presidents and Deans)

Each semester students who have exhibited outstanding academic achievement will be honored. Students who have a semester grade point average (GPA) of 3.50 to 3.99 will be listed on the Dean's Honor Roll. Those students who have achieved a semester grade point average of 4.00 will be included on the President's Honor Roll. This honor will be publicized and noted on the student's academic transcript.

In addition to the grade point average requirement, candidates for the Dean's Honor Roll and the President's Honor Roll must meet the following criteria: (1) they must be seeking a first bachelor's degree only; and (2) they must have earned a minimum of 12 semester credit hours at U. T. Permian Basin.

The last 12 semester credit hours of work for part-time students, is the basis for calculating the GPA for the Dean's and President's honor roll. If the last cumulative 12 semester credit hours must include a previous semester, all courses from the previous semester will be used in the calculation

Incomplete "I" grade

An "I" grade or Incomplete grade 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. When reporting an "I" grade, the instructor must complete an 'Incomplete Report or contract 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); and (3) the grade that would have been earned "as is" at the time the course ended. If a grade of "I" is to be assigned to a student the incomplete contract requires both the signature of the student and the instructor. Failure to have this document completed and signed by the appropriate individuals will void the contract.

In addition, a punitive grade of "F" will be assigned per administrative function of the Registrar (1) if an incomplete contract has no "as is" grade given and contract has expired; or (2) the Official time allotted for the contract has expired.

If a student is in contract for a specific course the student can not register for the same course. If the contract has expired or the student has been assign an administrative "F" then he or she will be allowed to register for the course.

Independent Study (contract study)

Several types of independent study are available at U. T. Permian Basin. These are referred to as Contract Study Courses, which include readings, special problems, selected topics, 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.

Lifetime sports

Every student is encouraged to enroll in lifetime sports. A maximum of four credits may be applied as electives toward requirements for a bachelor's degree. Some programs have additional limitations on the use of lifetime sports credit. Please see major requirements for details.

Probation and Dismissal

Students with 12 or more semester credit hours and a cumulative grade point average (GPA) of less than 2.0 and/or the equivalent of one semester of full-time enrollment with a resulting semester GPA below 2.0 (C) will be placed on academic probation. In cases of extenuating circumstances, students may appeal their probation to the Vice President for Student Services. Students on academic probation will have two enrolled semesters or 12 semester credit hours (whichever occurs first) to raise their GPA to 2.0; a full summer semester will be treated as a regular fall/spring semester. Failure to raise the GPA to 2.0 after two semesters on academic probation will result in dismissal from the University. In cases of extenuating circumstances, students may appeal their dismissal to the Vice President for Student Services. The first academic dismissal is for one semester not including summer sessions. A second academic dismissal is for 12 months. A third academic dismissal is for 36 months. To be readmitted after a dismissal, students must address a letter to the Vice President for Student Services presenting evidence that they are likely to succeed in an academic program. Readmission must be approved by the Vice President for Student

Services. Students readmitted after dismissal will be on academic probation for the initial semester. Students admitted to the University on a conditional basis are considered to be on academic probation until they have successfully completed at least 12 credit hours with a GPA of 2.00 or better. After this, the student will be removed from probation. Students not obtaining a GPA of 2.00 or better, after 12 semester credits attempted, will be dismissed from the University under the same restriction as other academic dismissals.

Repeat Policy

All courses taken at U. T. Permian Basin, whether passed or failed, remain a permanent part of the student's record. If a course is repeated, the last grade earned, not necessarily the highest grade, will be the grade used to compute the cumulative grade point average (GPA) for all purposes. Repeated courses will be counted only once for credit. Repeatable courses are different from repeating a course

Satisfactory Scholastic Progress

Students are considered to be making satisfactory scholastic progress when they are carrying an approved schedule of classes, are not on probation, are not failing a course, and have a grade point average (GPA) of at least 2.0 or C in both the current semester and in their overall average to date. Students receiving financial aid should refer to "satisfactory academic progress" in the Financial Aid section of the catalog for information specific to academic progress requirements for financial aid students page 32 .

Second Bachelor's Degree

A student already holding a bachelor's degree from U. T. Permian Basin or another accredited institution and seeking to earn a second bachelor's degree from U. T. Permian Basin must complete a minimum 30 semester credit hours from U. T. Permian Basin of which at least 6 semester credit hours must be upper level credits in the student's major field. The student must fulfill all the requirements of the major including prerequisites even if the number of semester credit hours exceeds 30. Furthermore, the student must also complete 6 semester credit hours in American government (including Texas constitution) and 6 credits in American history. These hours will be included in the 30 semester credit hours if they are earned at U. T. Permian Basin.

Government and History

Texas law requires that all students who receive a bachelor's degree from a state-supported public institution must earn 6 semester credit hours in American government, including federal and Texas constitutions, and 6 semester credit hours of American history (3 semester credit hours in the history of Texas may be substituted for 3 semester credit hours of American history).

Self-Paced Instructed Grade

A "Z" grade is defined as a grade given to specific Self-paced Instructed courses. A grade of "Z" is reported when a student has not completed all necessary requirements to complete the course. The grade of "Z" is specifically given to SPI courses type and should not be considered a normal grade to be given for any other type of course. A grade "Z" is non-punitive in considering a student's GPA and consequently will not effect the totaling of the student's GPA. A student who has received a grade of "Z" has the opportunity to re-register for the same course to complete the course the "Z" grade is permanently kept on records in compliance with both federal and state requirements for an academic student records. If the student re-takes the course there will be no grade replacement. While the Z grade carries no penalty, a high number may reflect poor schedule management. Z grades remain part of the permanent student transcript.

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.

Thirty Credit Hour Limit Rule

Beginning the Fall 2006 Semester, first time freshmen, and entering freshmen thereafter, will be under the 30 Plus Hour Rule. The rule states that students who attempt more than 30 credit hours over their degree plan at Texas State funded institutions of higher education and have not yet earned a baccalaureate degree will be charged out-of-state tuition. Attempted hours includes hours a student is registered for through the census class day. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Students who has a transcript of course work prior to the Fall of 2006 are grandfathered from the 30 Plus Hour Rule but may fall under the 45 Plus Hour Rule

Withdrawal

Withdrawing is defined as a student who requests to withdrawal from all classes currently enrolled. Students are required to complete withdrawal form from the Registrar's Office and obtain the signatures of the Accounting office, the Library, Security, and the Student Financial Aid Office. In cases of illness, students may have someone notify the Registrar who will arrange for withdrawal. In addition an administrative withdrawal can be processed in a situation in which an active duty member of the US armed forces is called to duty. The student must provide documents stating the official date to report to duty. A student who is withdrawing as result of military serviced may chase the following (1) receive a refund of tuition and fees, (2) if eligible, be assign an incomplete (I) ; or (3) at the institution's discretion, receive a final grade in course where substantial amount of coursework has been completed and mastery of the material is demonstrated. A complete withdrawal form must be submitted to the Office of the Registrar prior to the final date to withdraw. Student should consult the academic calendar for the last day to withdraw from the University. A withdrawal request after the last date to withdraw must be process via an Academic Petition Form and be approved by the academic advisor of the student and the chair of the department. Failure to withdraw from the University will result in a failing grade on the academic record for all classes which the student never attended or stopped attending. A withdrawal request becomes effective the date the complete and signed form is received from the student by the Registrar's office. Students should consult the Refund of Tuition and Fess Policy in the Regulations on Tuition and Fees section of this catalog to determine if they are entitled to a refund upon dropping a class or withdrawing from the University see page 48.

Writing and conversation

Every student pursuing a bachelor's degree should be able to write the English language and to hold a conversation with another person in English.

