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.

The University of Texas of the Permian Basin reserves the right to withdraw courses at any time, change 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.


UTPB World Wide Web Home Page can be found at <http://www.utpb.edu>
Graduate Areas of Study at The University of Texas of the Permian Basin

<table>
<thead>
<tr>
<th>Subject</th>
<th>Masters Degree</th>
<th>Supporting Courses</th>
<th>Certification* / Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>MS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>MBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Administration</td>
<td>MS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Bilingual/ESL</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Counseling</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Educational Leadership</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Early Childhood</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Professional Education</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Reading</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education/Special Education</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td>MS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kinesiology</td>
<td>MS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Professional Accountancy</td>
<td>MPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology/Applied Research</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology/Clinical</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Certification by the appropriate agency generally requires specific courses, experience and tests. Consult the major area advisor for further information.
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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, 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 3,000 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.

Role and Mission

As a component of The University of Texas System, The University of Texas of the Permian Basin provides equal opportunities in higher education for all qualified students. The University has served a multicultural, student body of non-traditional commuting and traditional residential students. Undergraduate programs at the University balance a curriculum in the liberal arts and sciences with preparation for professional specializations. Graduate programs provide appropriate professional and academic studies.

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 our diverse constituency in West Texas.

The University seeks to achieve its mission by offering to both traditional and nontraditional students an environment of support and collegiality in which to pursue their educational goals. Students at the University will be well prepared for careers or continuing education in business, education, the natural and social sciences, and the humanities and fine arts. They will be expected to develop skills in written and oral communication, and to gain the historical and cultural perspective necessary for critically evaluating and solving problems arising in all areas of the human experience. The University believes that educated persons are articulate and informed citizens who remain active learners throughout life and are able to assume positions of responsibility in their professions and communities.

The University of Texas of the Permian Basin is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Bachelor’s and Master’s degrees.

David Watts, PhD
President

As President of the University, Dr. Watts’ vision is to make The University of Texas of the Permian Basin a beacon for West Texas, attracting students and faculty to create opportunities for a lifetime. He has provided leadership for growth, program expansion, and student service enhancement resulting in several record-breaking enrollments. Scholarships have been expanded for entering freshmen and for classroom teachers to pursue graduate degrees. Committed to building and maintaining strong relationships between U.T. Permian Basin and the communities it serves, Dr. Watts actively supports economic development in West Texas. A native Texan, Dr. Watts earned a bachelor’s degree from U.T. Austin, and a master’s and Ph.D. in sociology from the State University of New York at Buffalo. A consultant to federal, state and local substance prevention and treatment programs, he has written numerous publications and grants on substance abuse. In 2001, he was named to the Community Boards of Wells Fargo Bank of Midland and Odessa.
THE UNIVERSITY OF TEXAS SYSTEM
BOARD OF REGENTS

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James Richard Huffines, Chairman
Rita Crocker Clements, Vice-Chairman
Woody L. Hunt, Vice-Chairman
Cyndi Taylor Krier, Vice-Chairman
Francie A. Frederick, Counsel and Secretary

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Woody L. Hunt ......................................................................... El Paso
Charles Miller ........................................................................ Houston

Terms Expire February 1, 2007

Rita Crocker Clements ............................................................. Dallas
Judith L. Craven, M.D. .............................................................. Houston
Cyndi Taylor Krier ................................................................. San Antonio

Terms Expire February 1, 2009

John W. Barnhill, Jr. ............................................................... Brenham
H. Scott Craven, Jr. .................................................................. Houston
James Richard Huffines ......................................................... Austin

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William R. Fannin .......................................................... Vice President for Academic Affairs
Christopher R. Forrest .................................................. Vice President for Business Affairs
Patricio T. Jaramillo .......................................................... Vice President for Student Services
J. Tillapaugh ................................................................. Assistant Vice President for Graduate Studies
.................................................................................... Dean, College of Arts & Sciences
G. Peter Ienatsch ............................................................... Dean, School of Education
Geralyn M. Franklin ............................................................ Dean, School of Business
# University Calendar

**Fall 2004**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Aug. 18-19</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 23</td>
</tr>
<tr>
<td>Last Date of Late Registration</td>
<td>Aug. 31</td>
</tr>
<tr>
<td>Last Day to Add a Course</td>
<td>Aug. 31</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sept. 6</td>
</tr>
<tr>
<td>Last Day to Drop with 100% refund</td>
<td>Sept. 8</td>
</tr>
<tr>
<td>Last Day to Drop without creating an</td>
<td>Sept. 8</td>
</tr>
<tr>
<td>Academic Record</td>
<td></td>
</tr>
<tr>
<td>Last Day to File for Graduation</td>
<td>Sept. 30</td>
</tr>
<tr>
<td>Last Day to Withdraw or Drop</td>
<td>Oct. 25</td>
</tr>
<tr>
<td>Last Day to Submit Master’s Thesis and</td>
<td>Nov. 5</td>
</tr>
<tr>
<td>Reports to Committee</td>
<td></td>
</tr>
<tr>
<td>Last Day to Add Self-Paced Courses</td>
<td>Nov. 5</td>
</tr>
<tr>
<td>Last Day to Take Oral Exam</td>
<td>Nov. 23</td>
</tr>
<tr>
<td>(Graduate Students)</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Holiday Begins at 10:00 p.m.</td>
<td>Nov. 23</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Nov. 24-26</td>
</tr>
<tr>
<td>Last Regular Class Day</td>
<td>Dec. 9</td>
</tr>
<tr>
<td>Dead Day</td>
<td>Dec. 10</td>
</tr>
<tr>
<td>Last Day to Submit Final Copies of</td>
<td>Dec. 10</td>
</tr>
<tr>
<td>Approved Thesis or Report to</td>
<td></td>
</tr>
<tr>
<td>Graduate Studies Office</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>Dec. 13-16</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Dec. 17</td>
</tr>
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<td>Commencement</td>
<td>Dec. 18</td>
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**Spring 2005**

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Registration</td>
<td>Jan. 5-6</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan. 10</td>
</tr>
<tr>
<td>Martin Luther King Day —</td>
<td>Jan. 17</td>
</tr>
<tr>
<td>Classes Dismissed</td>
<td>Jan. 19</td>
</tr>
<tr>
<td>Last Date of Late Registration</td>
<td>Jan. 19</td>
</tr>
<tr>
<td>Last Day to Add a Course</td>
<td>Jan. 19</td>
</tr>
<tr>
<td>Last Day to drop with 100% refund</td>
<td>Jan. 26</td>
</tr>
<tr>
<td>Last Day to drop without creating an</td>
<td>Jan. 26</td>
</tr>
<tr>
<td>Academic Record</td>
<td></td>
</tr>
<tr>
<td>Last Day to file for Graduation</td>
<td>Jan. 31</td>
</tr>
<tr>
<td>SPRING BREAK</td>
<td>Mar. 7-11</td>
</tr>
<tr>
<td>Last Day to Withdraw or Drop</td>
<td>Mar. 22</td>
</tr>
<tr>
<td>Last Day to Submit Master’s Thesis and</td>
<td>Mar. 25</td>
</tr>
<tr>
<td>Reports to Committee</td>
<td></td>
</tr>
<tr>
<td>Last Day to Add Self-Paced Courses</td>
<td>Apr. 8</td>
</tr>
<tr>
<td>Last Day to Take Oral Exam (Graduate Students)</td>
<td>Apr. 15</td>
</tr>
<tr>
<td>Last Regular Class Day</td>
<td>Apr. 28</td>
</tr>
<tr>
<td>Dead Day</td>
<td>Apr. 29</td>
</tr>
<tr>
<td>Last Day to Submit Final Copies of</td>
<td>Apr. 29</td>
</tr>
<tr>
<td>Approved Thesis or Report to</td>
<td></td>
</tr>
<tr>
<td>Graduate Studies Office</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 2-5</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>May 6</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 7</td>
</tr>
</tbody>
</table>
The University

Information
Resource 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 UT 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 UT Permian Basin information resources.

c. Students who have received a grade of "incomplete" in a prior semester and who require access to UT Permian Basin information resources as a legitimate requirement for completing the course will be required to pay the established computer processing fee, network fee, and any other information resource fees currently in effect prior to being provided information resource access. See pages 40-44 for details on information resource fees.

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 require 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 Center

The University Mathematics Center (UMC) is located on the fourth floor of the Mesa Building in room 450. 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 TASP preparation. Students are encouraged to schedule appointments, but walk-ins are always welcome.

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 TASP 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) Program Center

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.
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.
Small Business Development Center

The Small Business Development Center (SBDC) program was initiated at UT Permian Basin in 1986 and moved to the CEBD 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.

- **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.

- **Student Forums**
  Throughout Texas, local organizations such as Jaycee chapters, Chambers of Commerce and colleges and universities sponsor innovative forums patterned after the statewide annual forum. The student participants learn the basics of leadership, exchange ideas with local leaders and develop a project to focus on local issues to continue their training and education.

- **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. Also, participants are eligible for a scholarship.

- **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. Selected members of student forums and regional forums and others are invited to attend the weekend conference.

- **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.

- **High School Curricular Leadership:**
  The Institute has developed a high school curriculum on Leadership that will be offered throughout the State of Texas. Additionally the Institute has established the Texas Association of Leadership Educators and publishes a quarterly newsletter for its members.

- **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.
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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Dean</th>
<th>Phone</th>
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<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td></td>
<td>432-552-2220</td>
</tr>
<tr>
<td>Master of Science in Biology</td>
<td>Department of Science and Mathematics</td>
<td>432-552-2268</td>
</tr>
<tr>
<td>Master of Science in Criminal Justice Administration</td>
<td>Department of Behavioral Sciences</td>
<td>432-552-2357</td>
</tr>
<tr>
<td>Master of Arts in English</td>
<td>Department of Humanities and Fine Arts</td>
<td>432-552-2293</td>
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<tr>
<td>Master of Arts in History</td>
<td>Department of Humanities and Fine Arts</td>
<td>432-552-2312</td>
</tr>
<tr>
<td>Master of Science in Geology</td>
<td>Department of Science and Mathematics</td>
<td>432-552-2334</td>
</tr>
<tr>
<td>Master of Science in Kinesiology</td>
<td>Department of Behavioral Sciences</td>
<td>432-552-2348</td>
</tr>
<tr>
<td>Master of Arts Spanish</td>
<td>Department of Humanities and Fine Arts</td>
<td>432-552-3345</td>
</tr>
<tr>
<td>School of Business</td>
<td>Dr. Geralyn Franklin, Dean</td>
<td>432-552-2170</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>Coordinator for Graduate Business Programs</td>
<td>432-552-2202</td>
</tr>
<tr>
<td>Master of Professional Accountancy</td>
<td>Dr. Corbett Gaulden</td>
<td></td>
</tr>
<tr>
<td>School of Education</td>
<td>Dr. G. Peter Ienatsch, Dean</td>
<td>432-552-2120</td>
</tr>
<tr>
<td>Master of Arts in Education</td>
<td>Dr. Susan Lara</td>
<td>432-552-2124</td>
</tr>
<tr>
<td>with options in:</td>
<td>Dr. Al Milliren</td>
<td>432-552-2140</td>
</tr>
<tr>
<td>Bilingual/ESL</td>
<td>Dr. Rebecca Oekerman</td>
<td>432-552-2141</td>
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<tr>
<td>Counseling</td>
<td>Dr. Steve Jenkins</td>
<td>432-552-2131</td>
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<tr>
<td>Early Childhood</td>
<td>Dr. Rachel Juarez-Torres</td>
<td>432-552-2129</td>
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<tr>
<td>Educational Leadership</td>
<td>Dr. Karen Swisher</td>
<td>432-552-2147</td>
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<tr>
<td>Professional Education</td>
<td>Dr. Karen Smith</td>
<td>432-552-2130</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Special Education</td>
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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, 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.

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 59)

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.

Academic Fresh Start. An applicant who has earned a baccalaureate degree under the “academic fresh start” statute, Texas Education Code, 51.929 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.

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); Withdraw (W); Withdraw 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 the University.

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.

The University will issue immigration papers (1-20 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 supporting documentation 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 10,000 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 a list of these countries.
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, for master's 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. (For information on transfer of credit in graduate programs, see page 42.) 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 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 = (GPA x 200) + 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 = (GPA x 200) + 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. ES = (GPA x 200) + 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 122.) 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 at 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 following policies and procedures are under consideration for addition to Part V of the Handbook of Operating Procedures.

12. Graduate Teaching and Research Assistants

Graduate students are involved in teaching and research as an enriching experience related to their study. They are paid for their assistance and thus are part-time employees of The University, obligated to comply with all relevant policies. Their dual role as students first and employees second requires that special care be given to the management of graduate teaching or research assistant (TA/RA) positions.

12.1 Purpose

12.11 To enhance the ability of The University to attract and retain highly qualified graduate students.

12.12 To provide assistance to those disciplines that offer graduate degrees.

12.13 To provide financial support to graduate students so they can devote more time to the advancement of their program of study.

12.14 To provide supervised training experiences that allow close work with faculty, especially as related to the student’s goals in teaching and research.

12.2 Employment Policies

12.21 Departments and Schools will post available positions in advance, preferably in the preceding long semester, to make potential candidates aware of the opportunity to facilitate recruiting benefits, and to provide equitable access to the openings as they become available.

12.22 The Assistant Vice President of Graduate Studies will review all position listings and selection procedures to assure compliance with this policy.

12.23 Students employed as graduate assistants in either teaching or research must be accepted into the program in a regular or provisional status at the time the appointment is made. During the period of employment the student must be enrolled full time. Full time status is defined as enrollment in 9 hours of course work applicable to the degree plan during regular semesters, and 3 hours to 9 hours during summer. Note that during the summer, different graduate programs and different funding sources may have different requirements for full time status. UTPB’s minimum for the summer is 3 hours but the student will be obligated to meet the applicable requirements for his/her program or funding source(s).
12.24 Selection procedures will be consistent with normal recruiting policies as defined by the personnel department to comply with regulations and guidelines.

12.25 The designated supervisor will be the Department Chair, the Dean of the School, or the supervisor’s designee. Other faculty members may be involved in leadership, mentoring, and coordination of efforts, but responsibility for duties, compensation, and compliance with policy will remain with the administrator who has fiscal responsibility for the position.

12.26 Compensation will be consistent with the guidelines currently applicable through the personnel office and equitable with other similar positions in the University. Differences in compensation must be based on the job description and qualifications required.

12.3 Rights and Responsibilities

12.31 The graduate student assistant must receive a list of duties and expectations for the position. These will also be on file in the Department or School office and in the Office of Graduate Studies.

12.32 Graduate student assistants will receive orientation through the Office of Graduate Studies /Office of Human Resources each semester, which includes the new employee orientation and training regarding relevant University policies and procedures.

12.33 Duties assigned to the TA/RA will make allowance for the primary responsibility of the student and the faculty to encourage full time graduate study.

12.34 Duties assigned will have educational objectives and supervision consistent with the expected educational benefit to the student.

12.35 Duties must be reasonable based upon time estimates and the maximum half-time nature of the appointment.

12.4 Evaluation and Reappointment

12.41 The graduate student assistant is expected to be professional in execution of duties.

12.42 The graduate student assistant is entitled to receive a written review of performance each semester from the designated supervisor. The evaluation must be consistent with the duties prescribed and with the educational/training nature of the position.

12.43 Reappointment will be based on departmental or school needs, available funding, performance of duties, and progress toward the degree.
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 Activities

Activities and Organizations

The Office of Student Activities coordinates the programs and events that complement learning experiences and provide diverse opportunities for students to grow academically, professionally and personally. These services are related specifically to the varied student population at UT Permian Basin. The programs and events address themselves to a broad range of interests and personal needs of the student body. Admission to events is not based on race, income, age, sex, disability, ethnicity or social barriers.

In addition to providing services and programs, Student Activities provides students with an opportunity to learn and apply leadership skills. These skills include decision-making, conflict resolution, delegation, time-management, creativity and sensitivity training. The Office of Student Activities events are planned and organized by students for clubs and organizations and the entire student body. Graduate students are encouraged to become involved.

Student Senate. The Student Senate is recognized by the administration of the University and by the Board of Regents of the UT System as the elected representative body for students at the University. The Student Senate makes recommendations to the administration on policies that affect the student body.

Officers are elected at the end of each spring semester and senators are elected at the end of September to serve through August. Candidate registration forms are available through the Student Senate Office. Students are encouraged to seek elected offices.

Program Board. The 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.

Student Organizations. Students are encouraged to develop organizations that unite students for 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 provides a means of learning leadership skills.

The Office of Student Activities is responsible for the registration of student organizations and publishes a guide for the development of organizations.

Publications. The dissemination of news and information of student interest and the publication of literary and artistic student work is supported by The Office of Student Activities.

The Sandstorm is an annual magazine-yearbook publication. The Sandstorm 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 Sandstorm is a student publication with its editor and staff being selected from the student body. Applications for editor are received from returning students and incoming students with publication experience.

There is a student newspaper at UT Permian Basin. It publishes news and information regarding the University, its faculty and its students. It provides an opportunity for students to gain newspaper journalism experience while attending the University, and serves the University as an information service for the students.

The Gymnasium Complex. This complex is a three-story building designed for recreational use by students, faculty and staff and their families. Dependent family members of students may use the Gymnasium Complex for a nominal fee.
Housing. The University of Texas of the Permian Basin offers two 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 rate, students may select the four bedroom apartment with single occupancy bedrooms. The laundry room and clubroom are easily accessible from the apartments. The University also offers single and married students options in its modular housing units. Students may select from efficiency, one bedroom or two bedroom units. Each unit is fully furnished and has central heating and air conditioning. The University's modular housing units are arranged around a centrally located laundry facility and clubroom.

The housing area is within easy walking distance of the University Mesa Building, the Visual Arts Studio, the new library and science laboratories. All student housing rates include the cost of electricity, water, sewer, garbage collection, maintenance and police security. Students must be enrolled full time. Housing is available on a first-come, first-served basis.

Contact the Student Housing Office for information.

PASS Center

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.

Career Services. The UT Permian Basin Career Services 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. The Career Services Office is located in the PASS Office.

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.)

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.

SUCCESS Program. Through the PASS Center, the University provides academic support to students in several ways.

In the Fall and Spring semesters several courses are identified in which previous students may have had some difficulty. To support students who are taking those courses, a class tutor/mentor attends the class sessions and conducts study sessions at another scheduled time for all the students in that class. There is no additional cost for this supplementary instruction service 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. 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. In addition, review texts for teacher ExCET exams are available, as well as study guides for graduate examinations.
Study Skills Seminars. Study skills 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.

Tutoring Services. 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.

Testing. The PASS Office provides testing services for self-paced, correspondence courses and make-up exams. The office also administers the Institutional SAT and placement test in reading, math and writing.

Other Services. Car-pooling information is available, as well as typewriters, part-time and full-time job posting.

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.


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.

Note: Statements regarding academic honesty are on page 49.
Student Activities

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.

Student Insurance. Information is available from the Office of Student Activities.

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, UTPB 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 UTPB 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 UTPB departments and online on the UTPB Home page under Administration, Operating Procedures. This policy is applicable to all students of UTPB 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 UTPB Student Activities 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 cause 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 college 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 including 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.

Immunizations. Institutions of higher education may require persons applying for admission to be immunized against diphtheria, 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.

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 student conduct and discipline are included in Part One, Chapter VI 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 and Regulations, 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 an ongoing 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.

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, housing 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.

Drugs/Narcotics. Any student who is guilty of the illegal use, possession and/or sale of a drug or narcotic on the campus of UTPB or any other UT 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.

 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 fundraising performed by registered student organizations.

The term “solicitation” as used herein means the sale or offer for sale of any property or service, whether for immediate or future delivery; the distribution of material that is designed to encourage the purchase or rental of any property, product, or service; the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization; the receipt of or request for any gift or contribution; and the request that a vote be cast for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law.
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.

UTPB 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.

The University 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 University 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 University 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.

University-Related Student Travel (Texas Education Code, Section 51.949).

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 they 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. Where 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.

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 semester and for each Summer session, 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, or regular registration.

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 the registration days just 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.

Texas Higher Education Assessment (THEA)

Graduate students are exempt from THEA for registration purposes; however, those seeking education certificates will be required to submit scores.

Student Advisement

Students are encouraged to visit with faculty advisors during the Fall and Spring semesters 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 advance register for the subsequent term. The Office of Admissions, Office of the Registrar and the Office of Graduate Studies can assist students in identifying and contacting their faculty advisor.

Students may not register for conventionally taught, partially self-paced or contract study courses after the last day of late registration. Students must be enrolled at UT Permian Basin in the semester in which they graduate.

Self-paced instruction

A number of courses are offered on a self-paced instruction basis. With permission of the instructor and the Dean, students may enroll in a self-paced course any time up to three weeks prior to the last day of classes during the semester. Please refer
to the calendar in the class schedule for specific dates. (See page 43 for further
description of instructional methods.)

Registration for self-paced instruction courses alone does not involve a late
registration fee, unless it is the student’s initial registration for that semester.
Students must finish the self-paced course within the given semester or reregister
for the same course in a subsequent semester. At the end of each semester, a grade
is assigned. If work for a self-paced course has not been completed but satisfactory
progress is underway, the student usually is assigned a grade of Z. The student
must reregister for the course the next time it is offered to earn a letter grade and
credit in the course. The initial Z grade will remain on the record.

Noncredit course registration (Auditing Classes)

UT 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 permis-
sion. 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 require-
ments for graduation and who must register in the University for the purpose of
having a degree conferred, must register in absentee. This is the only purpose for
which a student may register in absentee. After registration for credit during a
semester or summer session, a student wishing to change to in absentee status must
have the request approved by the student’s academic Dean and processed through
the add/drop procedure. All fees, less the in absentee fee, the computer processing
fee and the advising fee, will be refunded if the change is made during the first 12
class days. After the 12th class day, no refunds will be made and no additional
charge will be assessed for the in absentee 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 absentee registration.

If the student requests a change from in absentee 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, UT
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.

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.ukp.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. 20202-4605.
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 54.0521, Texas Education Code, provides for an oath of residency. The student is responsible for registering under the proper residence classification and for providing documentation as required by the public institution of higher education. Acceptable documents must include at least one of the following:

- Texas high school or college transcript for the last 12 months; or
- Property tax statement or receipt with students name/address; or
- Lease agreement which includes student's name/address; or
- Employer statement of date of employment; or
- Utility bill which includes the student's name/address; or
- Canceled check/bank statement; or
- Charge account statement/receipt, including student's name and address; or
- Texas voter registration (resuming students only); or
- Permanent driver's license (at least one year old; returning students only).

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 a high school in this state, resided in this state for at least 3 years as of that graduation, registered 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.
Tuition, Fees and Deposits

Tuition and Fees Change!

The tuition and fees shown in this catalog are those in effect when this catalog went into print. Tuition and fees are subject to change due to action by the Texas Legislature or The University of Texas System Board of Regents. For actual tuition and fees for a particular semester consult the semester class schedule or UTTPB’s World Wide Web homepage at <http://www.utpb.edu>.

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 the University 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 full 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.

Regulations on Tuition and Fees

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 driver’s license or a birth certificate in order to receive the tuition waiver.

Exemptions From Tuition

1. The Texas Veterans Exemption (Hazlewood Act) Section 54.203 Texas Education Code, provides an exemption from tuition and some fees. A Texas veteran may qualify for this exemption provided he/she:
   a. Was a Texas resident at the time he/she entered the service and is currently considered a Texas resident for tuition assessment.
   b. Had active military duty (for purposes other than training) for more than 180 days beginning after February, 1955, or served on active duty any period of time between December 7, 1941 and January 31, 1955.
   c. Is honorably discharged from active service; and
   d. Has exhausted veterans educational benefits under federal legislation. Some types of discharges are excluded from eligibility. Application forms and instructions are available at the Office of Financial Aid.

2. Resident visually or hearing impaired students are entitled to tuition and fee exemptions as specified in Section 54.205 of the Texas Education Code provided that they present certification from the Texas Rehabilitation Commission that:
   a. They are visually or hearing impaired and are clients of the Texas Rehabilitation Commission;
   b. Have a high school diploma or its equivalent;
   c. Are certified as having good moral character;
   d. Have satisfied all other entrance requirements of the University.

3. A student is exempt from the payment of tuition and fees if he or she:
   a. Was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after:
      i. the day preceding the student’s 18th birthday;
      ii. the day of the student’s 14th birthday, if the student was also eligible for adoption on or after that day; or
iii. the day the student graduated from high school or received the equivalent of a high school diploma; and
b. Enrolls as an undergraduate student not later than three years after the date the student was discharged from the foster or other residential care.
   i. the third anniversary of the date the student was discharged from the foster or other residential care, the date the student graduated from high school, or the date the student received the equivalent of a high school diploma, whichever date is earliest; or
   ii. the student's 21st birthday

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

Upon completing a withdrawal form or a course drop 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 from which a $15 matriculation fee shall be assessed ........................................ 100%
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 from which a $15 matriculation fee shall be assessed ................................. 100%
2. During the first, second or third class day .................. 80%
3. During the fourth, fifth or sixth class day ................. 50%
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.

Students withdrawing before the first class day will receive a 100% refund minus a $15 matriculation fee.

Payment of Tuition and Fees

Students are not entitled to enter a class or laboratory until their fees and deposits have been paid. Payment may be made by personal check for the exact amount due, provided the bank transit number is encoded thereon in compliance with revised Federal Reserve Bank regulations. Checks for larger amounts, the difference to be paid in cash to the student, cannot be accepted. All checks must be drawn on U.S. banks in U.S. dollars. When a check is returned to the University, a $25 service charge is assessed. If the returned check was for tuition, the student's registration will be cancelled. In paying fees by check, students should exercise care. Fees may be paid and books purchased by credit card (VISA, MasterCard and Discover). Full payment of tuition and fees in advance of the beginning of the semester is required.

Students can also pay by using a tuition loan (emergency loan). The loan interest is 5% and is due within approximately 60 days.

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 Office of Accounting should be contacted. All fees are subject to change by the Legislature or Board of Regents without notice.
## Tuition, Fees and Deposits

### Tuition and Fees Change!

The tuition and fees shown in this catalog are those in effect when this catalog went into print. Tuition and fees are subject to change due to action by the Texas Legislature or The University of Texas System Board of Regents. For actual tuition and fees for a particular semester consult the semester class schedule or UTPerm's World Wide Web homepage at [http://www.utp perm.edu](http://www.utpperm.edu).

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### UT TeleCampus Registration and Fees

Students taking UT TeleCampus graduate courses may have additional registration steps for classes, especially those offered by a non-UTPerm component. Students should consult their advisor and the UT TeleCampus website at [http://www.telecampus.utsystem.edu](http://www.telecampus.utsystem.edu)

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### The University of Texas of the Permian Basin

#### Summary Descriptions of Required Tuition and Fees for Fall, 2004

<table>
<thead>
<tr>
<th>Name of Charge</th>
<th>Classification</th>
<th>Residency</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Resident</td>
<td></td>
<td>$86/sch</td>
<td>Texas Education Code 54.0512 and 54.0513</td>
</tr>
<tr>
<td>New Mexico Resident</td>
<td></td>
<td></td>
<td>$116/sch</td>
<td>Set by Coordinating Board per Statutory Requirement</td>
</tr>
<tr>
<td>Nonresident</td>
<td></td>
<td></td>
<td>$322/sch</td>
<td>Set by Coordinating Board per Statutory Requirement</td>
</tr>
<tr>
<td>Graduate</td>
<td>Resident</td>
<td></td>
<td>$108/sch</td>
<td>Governing board may set at twice statutory rates for undergraduate programs</td>
</tr>
<tr>
<td>New Mexico Resident</td>
<td></td>
<td></td>
<td>$330/sch</td>
<td>Set by Coordinating Board per Statutory Requirement</td>
</tr>
<tr>
<td>Nonresident</td>
<td></td>
<td></td>
<td>$330/sch</td>
<td>Set by Coordinating Board per Statutory Requirement</td>
</tr>
<tr>
<td><strong>Required Fees:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matriculation Fee</td>
<td>All students</td>
<td>All students</td>
<td>$15/sem</td>
<td>A nonrefundable fee will be withheld from tuition if a student withdraws before the first day of class</td>
</tr>
<tr>
<td>Student Services Fees</td>
<td>All students</td>
<td>All students</td>
<td>$10.50/sch</td>
<td>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 undergraduate students</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>All students</td>
<td>All students</td>
<td>$35/per Student/Per semester</td>
<td>A compulsory fee to finance, construct, operate, maintain and improve a student union facility</td>
</tr>
<tr>
<td>Library Service Fee</td>
<td>All students</td>
<td>All students</td>
<td>$3/sch</td>
<td>A compulsory fee to fund an increase in direct services to students including on-line access to academic indexes and electronic library services</td>
</tr>
<tr>
<td>Advising Fee</td>
<td>All students</td>
<td>All students</td>
<td>$10/sem</td>
<td>A compulsory fee to defray costs of student advising</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>All students</td>
<td>All students</td>
<td>$7/sch</td>
<td>A compulsory fee to support the Intercolligate athletics program</td>
</tr>
<tr>
<td>Computer Technology Fee</td>
<td>All students</td>
<td>All students</td>
<td>$5/sem</td>
<td>A fee for support of student technology needs and applications.</td>
</tr>
<tr>
<td>Medical Service Fee</td>
<td>All students</td>
<td>All students</td>
<td>$11/sem,  $5/sum</td>
<td>A compulsory fee to provide medical services for students at any Permian Medical facility</td>
</tr>
<tr>
<td><strong>Incidental Fees:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variety (see catalog)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audit Fee</td>
<td>Students desiring to audit</td>
<td>$100/class or $150/class w/lab</td>
<td>To defray costs incurred in scheduling non-credit or not scheduled classes.</td>
<td></td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>Students desiring credit by exam</td>
<td>$40/class</td>
<td>To defray cost of processing credit by examination.</td>
<td></td>
</tr>
<tr>
<td>Student ID Fee</td>
<td>All students $10/student ID</td>
<td></td>
<td></td>
<td>A fee to defray the cost for the student identification card.</td>
</tr>
<tr>
<td>Variety</td>
<td>All students</td>
<td>Variable</td>
<td></td>
<td>For specific services such as late registration, library fines, Microfilming fees, bad check charges, and application.</td>
</tr>
<tr>
<td>Laboratory Fees:</td>
<td>All students</td>
<td>Variable</td>
<td></td>
<td>Mandatory charges for certain laboratory courses; may not exceed $5/ or more than $30/ semester and must not exceed the cost of actual materials and supplies used by a student</td>
</tr>
<tr>
<td>Variety (see catalog)</td>
<td>All students</td>
<td>Variable</td>
<td></td>
<td>Mandatory charges for certain laboratory courses; may not exceed $5/ or more than $30/ semester and must not exceed the cost of actual materials and supplies used by a student</td>
</tr>
<tr>
<td>Supplemental Fees:</td>
<td>All students</td>
<td>Variable</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Variety (see catalog)</td>
<td>All students</td>
<td>Variable</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Voluntary Fees:</td>
<td>Students desiring the specific services</td>
<td>All students</td>
<td>Variable</td>
<td>May include such items as parking fees, yearbook, locker fees, intercollegiate athletics passes</td>
</tr>
</tbody>
</table>
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.

Student Services Fee. The Student Services fee is compulsory for all students. The amount charged is $10.50 per semester credit hour for 1-11 credits. Students registered for 12 credits or more are charged a maximum of $150.00. Students who register for the summer session are charged on the same basis as students registered during the regular academic year. The fee provides funding for extracurricular activities and events designed to augment student life at the University 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 Guide publishes the available programs, activities and services that the fee provides. This Guide 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.

Advising Fee. To defray costs of student advising, a charge of $10 per student per semester will be assessed. This is a nonrefundable fee.

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

Add/Drop Fee. A student adding or dropping a course or courses will be assessed a $5 per transaction 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 and lock replacement, a charge of $15 will be assessed.

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. $80 or less per semester credit hour.

Duplicate Fee Receipt. A $1 charge for additional copies of Registration receipts will be charged to defray the cost of printing duplicate copies of fee receipts except for purposes of I.D. cards and parking permit verifications.

Education Seminar Course Fee. A $25 fee will be charged to defray costs of diagnostic tests kits.

Education Field-Based Instruction Fee. A $10 per course fee will be charged to recover travel costs in certain fields-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. A $25 fee will be charged to defray costs of diagnostic tests kits.

Education Learning Theory and Assessment Course Fee. A $25 fee will be changed to defray costs of diagnostic tests kits.

Education Practicum: Reading Course Fee. A $25 fee will be charged to defray costs of diagnostic tests kits.
Tuition, Fees and Deposits

Tuition and Fees Change!

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Education Reading Diagnostic/Remediation Course Fee. A $25 fee will be charged to defray costs of diagnostic tests kits.

Education Student Teaching Course Fee. Students enrolled in Student Teaching, Education 4099 and Education 4999, 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 $15 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 Summer 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.

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 page 32.

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. For each laboratory course a fee is charged in an amount to cover, in general, the costs of laboratory materials and supplies used by a student; however, such charge per student shall be not less than $5 nor more than $30 for each laboratory course in any one semester or summer term. The course schedule will indicate the amount of the laboratory fee for each course.

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 the costs associated with keeping registration open after published times.

Library fees. A fee of twenty-five cents ($.25) an hour will be charged for overdue reserve books and one dollar ($1) per day on overdue materials obtained through the interlibrary loan services. For circulating books, the fine will be $.25 per day per item overdue. Fees for use of interlibrary loan services will be $1.50 for computer charge plus handling costs and $5 for rush. The charge for lost books will be $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. $10 per microform volume equivalent at plus $15 replacement fee. The replacement fee will be credited automatically when an overdue item is returned in good condition. The late fee and processing fee is nonrefundable. A fee of $7.50 per document will be charged for binding theses plus any additional costs required for special binding to a maximum of $15. Additional fees include: (1) Recalled books - $1 per day, (2) Videos, non-print media - $1 per day, (3) Library fax - $1 plus $.20 per page over three pages (Domestic), $5 plus full cost of all telecommunication and other charges (international), (4) Printer cards - cards of various denominations starting at $1 at a rate of $.05 per page, (5) Transparency - $.50 per black and white transparency, $2 per color transparency, (6) Info Express (document delivery), internal - $5 per item plus $.15 per page over 50 pages and external - $10/item plus $.25 per page over 25 pages.
Library Service fee. An assessment for a student library fee is made on the basis of $3 per semester credit hour to all enrolled students. This fee will defray costs of providing increased direct services to students including online access to academic indices 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. The assessment is $11 for a semester, and $5 for a summer session.

Orientation Fee. New students will be assessed a $10 fee to cover the costs associated with providing a new student orientation prior to regular 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 September 1 through August 31. The following fees will be charged: passenger vehicles, trucks, motorcycles, motor scooters and motorbikes: $30.00 per year; $20.00 January 1 through August 31; $10.00 June 1 through August 31. Contingent on Board of Regents’ approval, this rate may be increased. Enforcement fees are as follows: Parking Violations $10.00 for category 1000 fines, $30.00 for category 2000 fines and $40.00 for category 3000 fines, per the UTPB Traffic and Parking Regulations page 10. Failure to pay an assessed fee within 10 calendar days of receiving the citation will result in a $3.00 late charge.

The parking permit replacement fee is $5.00. Temporary (monthly) permits may be issued for $3 or any portion of a month in excess of 14 calendar days.

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.

Student Union Fee. To finance, construct, operate, maintain and improve a student union facility; a fee of up to $39 per student per semester will be charged.

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.

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. A $10/test fee will be charged to defray administrative costs in the Programs Assisting Student Studies (PASS) Office (Does not include cost of test). Cost of tests:
1. College level examination program fee - $44
2. Quick Texas Academic Skills Program (TASP) fee - non-students - $10
3. Scholastic Aptitude Test (SAT) institutional administration - $30.

Supplementary fees for selected courses. Students taking selected courses (e.g., studio art, lifetime sports, or physical education) may be required to pay supplementary fees each semester. Supplementary fees, in the case of students withdrawing or dropping a course, are refunded according to the schedule provided for refunding of registration and tuition fees. Exception: A student who officially drops a course with a supplementary fee and at the same time officially adds another such course will receive a refund of the full supplementary fee paid on the course dropped and will pay the corresponding fee required for the course added.

Special charge for late registration. 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.

Bad checks. A service charge of $25 will be assessed for each returned check.
Tuition, Fees and Deposits

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Transcript fee. There is a transcript charge of $5 for each University transcript ordered to defray costs of retrieving, duplicating and mailing transcripts.

Student identification card replacement fee. All students who need a replacement student identification card will be charged a $10 service fee 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 UT Permian Basin and return may be required upon the student's withdrawal from the University, when it has been put to fraudulent use, or at other times determined appropriate by administrative officers of the University.

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.

Sample of total tuition and fee charges for a semester
Fall, 2004

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.

<table>
<thead>
<tr>
<th>Name of Charge</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 sch</td>
<td>15 sch</td>
</tr>
<tr>
<td>Resident Tuition (1)</td>
<td>1032.00</td>
<td>1290.00</td>
</tr>
<tr>
<td>Add: Required Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services Fees</td>
<td>126.00</td>
<td>1507.50</td>
</tr>
<tr>
<td>Library Service Fee</td>
<td>36.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Advising Fee</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Computer Technology Fee</td>
<td>60.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>60.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Medical Service Fee</td>
<td>11.00</td>
<td>11.00</td>
</tr>
<tr>
<td>Athletics Fee</td>
<td>84.00</td>
<td>105.00</td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Subtotal - Required Fees (2)</td>
<td>1394.00</td>
<td>1728.50</td>
</tr>
<tr>
<td>Add: Average for college and course related laboratory, incidental and supplemental fees and/or optional student services fees (3)</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Total Charges (4) (Tuition plus subtotal-required average for college and course related fees and/or optional student services fees)</td>
<td>1409.00</td>
<td>1743.50</td>
</tr>
</tbody>
</table>

(1) Resident undergraduate tuition as established by the Texas Legislature is $44/sch; non resident undergraduate tuition is $262/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 registered. 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 UTBPB 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 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 unadministered 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 4000-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.
Graduate Academic Regulations

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.

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 the 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. These copies of the project/theses are bound and one copy is deposited in the library where it 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.

Enrollment for project or thesis is permitted only during the regular and late registration periods. Students away from campus may register by mail, providing arrangements are made with the Registrar’s Office at least 30 days prior to the registration period for the semester. Under special circumstances, registration in absentia may be permitted if approved by the committee chair and the Assistant Vice President for Graduate Studies.

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. 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.
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 three departments: Behavioral Science, Humanities and Fine Arts, and Science and Mathematics.

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

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

The Master of Science in Criminal Justice Administration is offered by Inter-Active Video through the REACH program to students on the campus of Angelo State University.

Department of Behavioral Science
Graduate Faculty

Department Chair
Robert L. Perry, Ph.D.

Steven Aicinena, Ed.D.
James Eldridge, Ed.D.
Lois S. Hale, Ph.D.
Robert E. Hollmann, JD
C. Wayne Johnston, Ph.D
Kay Ketzenberger, Ph.D.
Richard Kiebursch, Ph.D.
Gary McCullough, Ph.D.
Linda Montgomery, Ph.D.
Patricia Sherblom, Ph.D.
Spencer K. Thompson, Ph.D.
Cengiz Yakut, Ph.D.

Professor of Kinesiology
Associate Professor of Kinesiology
Professor of Kinesiology
Assistant Professor of Criminology
Associate Professor of Criminology
Associate Professor of Psychology
Associate Professor of Criminology
Assistant Professor of Psychology
Associate Professor of Psychology
Assistant Professor of Psychology
Assistant Professor of Kinesiology

Department of Humanities and Fine Arts
Graduate Faculty

Department Chair
Christopher J. Stanley, MFA

Jaime Aguila, Ph.D.
Sophia Andres-Barnett, Ph.D.
H. Warren Gardner, Ph.D.
Ana Leon, Ph.D.
Lee McGavin, Ph.D.
Pamela J. Price, MFA

Assistant Professor of History
Associate Professor of English
Associate Professor of History
Associate Professor of Spanish
Assistant Professor of Communication
Mr. & Mrs. Louis Rochester Professor of Fine Art
Assistant Professor of English
Assistant Professor of History
Associate Professor of History
Professor of Spanish
Associate Professor of English & Theatre
Assistant Professor of English
Department of Science and Mathematics
Graduate Faculty

Department Chair
Donald M. Allen, Ph.D.

Donald M. Allen, Ph.D.

Sefy-Ollah Ehdaie, Ph.D.
Natural Science
Douglas F. Hale, Ph.D.

Doug Henderson, Ph.D.
Gae Kovalick, Ph.D.
Emilio Mutis-Duplat, Ph.D.
Diane Post, Ph.D.
R. Douglas Spence, Ph.D.

Professor of Biology and Ashbel Smith
Professor
Associate Professor of Environmental &

Professor of Mathematics and Director of
REACH Program Center
Associate Professor of Biology
Assistant Professor of Biology
Professor of Geology
Associate Professor of Biology
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 as 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 currently enrolled graduate students be eligible for induction. Eligible students are inducted into Sigma Beta Delta in the spring of each academic year.

Dean Geralyn McClure Franklin, Ph.D.  
Coordinator of Graduate Business Studies  
Corbett F. Gaulden, Jr., Ph.D.  
Dean Geralyn McClure Franklin  
Professor of Management  
Coordinator of Graduate Business Studies  
Professor of Marketing

Graduate Faculty

Scott A. Carson, Ph.D.  
Stirley A. Davenport, Ph.D.  
Wilma R. Dye, Ph.D.  
William R. Fannin, Ph.D.  
Renee J. Fontenot, Ph.D.  
Corbett F. Gaulden, Jr., Ph.D.  
Paul J. Haensly, Ph.D.  
Paul E. Hodges, Ph.D.  
William T. Jackson, DBA  
A.M. Nunley, III, JD  
William H. Price, DBA  
Lloyd J. Taylor III, Ph.D.  
Cathie Hafner Tinney, Ph.D.

Assistant Professor of Economics  
Assistant Professor of Accountancy  
Assistant Professor of Accountancy  
Professor of Management  
Assistant Professor of Marketing and Management  
Professor of Marketing and Management  
Associate Professor of Finance  
Professor of Economics and Ashbel Smith Professor  
Professor of Management and Pinkie Roden  
Chair of Entrepreneurship  
Assistant Professor of Management  
Assistant Professor of Management  
Assistant Professor of Management  
Associate Professor of Marketing

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.
School of Education

The mission of the School of Education is to prepare professional educators who are proactive in facilitating the lifelong learning and development of all students. This mission will be accomplished by valuing and promoting diversity, by encouraging collaborative inquiry, research and innovation, and by influencing educational practices and policies at the local, state, and national level.

Dean
G. Peter Ienatsch, Ph.D.
Professor of Education

Assistant Dean
Rebecca Oekerman, Ed.D.
Associate Professor of Education

Graduate Faculty
Carl L. Hoffmeyer, Ed.D.
Jeannine Hurst, Ph.D.
Roy Hurst, Ph.D.
Steve Jenkins, Ph.D.
Rachel Juarez-Torres, Ph.D.
G. Peter Ienatsch, Ph.D.
Susan M. Lara, Ed.D.
Al Milliren, Ed.D.
Rebecca Oekerman, Ed.D.
Karen Smith, Ph.D.
Karen Swisher, Ph.D.

Program

The School of Education Master of Arts Degree is designed as both a professional program and as preparation for doctoral study. Thus, both research and non-research plans are available. Students planning to pursue advanced studies or having simply an interest in research should select a plan incorporating the research emphasis.

Admission

Admission requirements for School of Education programs include the GRE and a suitable undergraduate GPA.

Options within the MA in Education

Options available within the Master of Arts in Education include:

Bilingual/ESL
Counseling
Educational Leadership
Early Childhood
Professional Education
Reading
Special Education

G. Peter Ienatsch, PhD
Dean of the School of Education
Professor of Education

Since coming to UTPB in 1973 from the University of Iowa, Dr. Ienatsch has been involved in many changes in teacher education and reading instruction. As Dean, he leads the largest graduate program at the University, and is very involved with local schools. He is also involved in statewide and local educational reform efforts and contributes to many community organizations.
The School of Education also provides academic preparation for certifications and endorsements issued by the State Board for Educator Certification in the following areas:

All Level Certification
Counseling Certification
Educational Diagnostician Certification
Elementary Certification
Mid-Management Certification
Reading Specialist Certification
Secondary Certification
Superintendent Certification
Bilingual Endorsement
ESL Endorsement
Early Childhood Endorsement
Special Education Endorsement

Every effort is made to maintain reasonable consistency between degree options which the University is authorized to offer and certification/endorsement plans which are overseen by the Texas State Board for Educator Certification. However, as requirements change, it is critical that students consult their advisor and their certification officer regularly during their studies.
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 completion of 6 semester hours of graduate course work. 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 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 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 2301 & 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.

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
- ACCT 6391 Contract Study in Accounting

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

* 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.tsbpaa.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 and other graduate courses offered by the School of Business.

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

Wilma Dye, PhD
Assistant Professor of Accountancy & Information Systems

Auditing and tax accounting students benefit from the combination of academic and business experience that Dr. Dye brings to the classroom. She is active in the MBA and MPA programs along with professional accounting organizations in the Permian Basin. She joined the graduate faculty at UTPB upon completion of graduate work at Texas Tech and the University of North Texas.
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**

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 Science and Mathematics, 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 graduate 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 6300 Bacteriology
Study of bacteria, with special emphasis on the genetics of pathogenic bacteria and how they cause disease. Readings from the current literature in the field will be analyzed and discussed. Prerequisites: BIOL 4340, BIOL 3300, or BIOL 6340.

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 4155 Animal Behavior Lab
BIOL 4173 Ecology 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 4391 Contract Study

* 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 of graduate coursework. 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 to give priority to degree-seeking students.
Core Requirements

CORE REQUIRED COURSES (18 hours) ***:

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

REQUIRED COURSES BEYOND CORE (21 hours):

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

<table>
<thead>
<tr>
<th>Course in MBA Core</th>
<th>Policy for Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 6301</td>
<td>6 credit hours of accounting</td>
</tr>
<tr>
<td>ECON 6301</td>
<td>6 credit hours of economics</td>
</tr>
<tr>
<td>FINA 6320</td>
<td>12 credit hours of finance</td>
</tr>
<tr>
<td>MNMT 6320</td>
<td>6 credit hours of production and</td>
</tr>
<tr>
<td></td>
<td>operations management</td>
</tr>
<tr>
<td>MNMT 6360</td>
<td>6 credit hours of management</td>
</tr>
<tr>
<td>MRKT 6310</td>
<td>12 credit hours of marketing</td>
</tr>
</tbody>
</table>

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 MNMT6366 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. Only MBA online option students will be allowed to take the MBA online capstone course MBAO 6395, Business Policy.

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/
Master of Business Administration

Cathie H. Tinney, PhD
Associate Professor of Management/Marketing

Dr. Tinney's major teaching and research interests are women's roles in business, consumer behavior, (particularly the influence of the extended family on purchase behavior), and the marketing of services by both profit and not-for-profit organizations. She teaches graduate and undergraduate classes and has also served in administrative roles at the University.

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.

<table>
<thead>
<tr>
<th>UTPB Course</th>
<th>MBA Online Equivalent</th>
<th>MBA Online Course Prequisite</th>
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<tbody>
<tr>
<td>CORE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 6301</td>
<td>MBAO 6311 Accounting Analysis</td>
<td></td>
</tr>
<tr>
<td>ECON 6301</td>
<td>MBAO 6312 Economic Analysis</td>
<td></td>
</tr>
<tr>
<td>FINA 6320</td>
<td>MBAO 6316 Financial Management</td>
<td></td>
</tr>
<tr>
<td>MNGT 6320</td>
<td>MBAO 6334 Production and Operations Management</td>
<td>MBAO 6314</td>
</tr>
<tr>
<td>MNGT 6360</td>
<td>MBAO 6313 Management</td>
<td></td>
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<tr>
<td>MRKT 6310</td>
<td>MBAO 6315 Marketing Management</td>
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</tbody>
</table>

REQUIRED COURSES BEYOND CORE

<table>
<thead>
<tr>
<th>UTPB Course</th>
<th>MBA Online Equivalent</th>
<th>MBA Online Course Prequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 6302</td>
<td>MBAO 6336 Managerial Accounting</td>
<td>MBAO 6311</td>
</tr>
<tr>
<td>ACCT 6311</td>
<td>MBAO 6332 Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>MNGT 6301</td>
<td>MBAO 6333 Legal Environment in Business</td>
<td></td>
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<tr>
<td>MNGT 6303</td>
<td>MBAO 6314 Quantitative Analysis in Business</td>
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</tr>
<tr>
<td>ECON 6302</td>
<td>MBAO 6335 Current Issues in Financial Management</td>
<td>MBAO 6316</td>
</tr>
<tr>
<td>MNGT 6361</td>
<td>MBAO 6331 Research Methods in Business</td>
<td>any 36 MBA credit hours</td>
</tr>
<tr>
<td>MNGT 6366</td>
<td>MBAO 6395 Business Policy</td>
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</tbody>
</table>

SPECIALTY COURSES (ELECTIVES)

<table>
<thead>
<tr>
<th>UTPB Course</th>
<th>MBA Online Equivalent</th>
<th>MBA Online Course Prequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNGT 6312</td>
<td>MBAO 6371 Human Resource Management</td>
<td>any 18 MBA credit hours</td>
</tr>
<tr>
<td>(elective)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any elective</td>
<td>MBAO 6372 Organizational Leadership and Change</td>
<td>any 18 MBA credit hours</td>
</tr>
<tr>
<td>Any elective</td>
<td>MBAO 6373 Global Strategic Management</td>
<td>any 18 MBA credit hours</td>
</tr>
</tbody>
</table>

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 48 semester credit hours of prescribed study, exclusive of leveling course work. Students choosing the research option must complete either 42-semester credit hours of prescribed study plus a thesis, or 45 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**

**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 MFA 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 6399 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 Finance (3)
Foundational concepts of corporate finance for capital budgeting and long-term financing. Capital budgeting concerns choosing long-term investments. Long-term financing concerns how the firm will raise funds to pay for its investments. Course examines modern valuation methods applied in these two areas and decision-making tools based on these methods. 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 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. (GEND 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 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 Behavioral Science, 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 advanced education in areas directly relating to applied justice research and administration. 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 examination as described in the general graduate requirements (see page 48). Non-thesis degree plans will include 36 hours of required and elective coursework and an oral 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 Criminological Theory, Research Methods and Statistics. Some students who lack undergraduate coursework in these areas are admitted to the program provisionally and are required to take appropriate undergraduate leveling courses. Evaluation of previous transcripts for prerequisite coursework 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, and 6362.
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).

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 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.

Admission Requirement

The Master of Arts (MA) in Education degree programs are open to all qualified graduate students including those seeking educator certification. Graduate students who are also seeking advanced educator certification should have had teaching experience prior to enrolling in graduate courses or be planning to gain such experience before completing their master's degree.

Objectives

The vision of the School of Education is to foster a community of lifelong learners sensitive to the consequences of their values, beliefs and actions.

The mission of the School of Education is to prepare professional educators who are proactive in facilitating the lifelong learning and development of all students. This mission will be accomplished by valuing and promoting diversity, by encouraging collaborative inquiry, research, and innovation, and by influencing educational practices and policies at the local, state and national levels.

The MA in Education program is designed as both a professional program and as preparation for doctoral study. Thus, both research and non-research emphases are available. Students planning to pursue advanced studies or having simply an interest in research should select a plan incorporating the research emphasis.

Options within the MA in Education

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

Core Requirements

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 from the School of Education or the program coordinator for that option. However, included in each course study are:

- at least 9 semester credit hours of School of Education Core Requirements (chosen from EDUC 6301, 6302, 6303, 6304, 6305)
- at least 18 semester credit hours in the chosen option
- 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.
Master of Arts in Education

Students whose degree plans include a culminating experience consisting of EDUC 6397, 6398, or 6399 will investigate, under the director of the 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 UTPB Permian Basin Graduate Council manual, Instructions for Preparation of Master's Thesis and Research Project Reports. Format issues not specified 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.

Educator Certification Preparation

Students seeking advanced educator certification must meet the following requirements:

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. 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
6. Earn a passing score on the appropriate Texas Examination of Educator Standards (TExES)

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

**Students should consult the UTPB Certification Officer or the coordinator for the program in which they intend to certify 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.

Students who already hold a baccalaureate degree and are preparing for educator certification, but who are 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.

Students who already hold a baccalaureate degree and are preparing for educator certification, and who are 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.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6301</td>
<td>Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6302</td>
<td>Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6303</td>
<td>Human Growth and Development or</td>
<td></td>
</tr>
<tr>
<td>EDUC 6304</td>
<td>Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6305</td>
<td>Research Design in Education and the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required 12

Bilingual Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDBI 6323</td>
<td>History &amp; Politics in Bilingual Education</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6324</td>
<td>Teaching Science, Social Studies &amp; Math in Spanish</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6325</td>
<td>Teaching Language Arts and Reading for Spanish Speakers</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6326</td>
<td>Methods of Teaching ESL</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6327</td>
<td>Issues and Advanced Problems in ESL</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6329</td>
<td>Language Development and Acquisition</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6392</td>
<td>Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Culminating Experiences (Choose one)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDBI 6395</td>
<td>Seminar</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6397</td>
<td>Research in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6398</td>
<td>Master’s Project</td>
<td>3</td>
</tr>
<tr>
<td>EDBI 6399</td>
<td>Thesis</td>
<td>3-6</td>
</tr>
</tbody>
</table>

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 prepara-
tion 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.

Degree Requirements

<table>
<thead>
<tr>
<th>School Counseling Core Requirements</th>
<th>Community Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6302 Cultural Diversity in America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6303 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6304 Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6305 Research Design in Education/Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

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 |

With experience in school counseling, parent education, and private practice, as well as
graduate level teaching before coming to UTPB, Dr. Milliren has been very active in
mentoring counseling students. He holds the designation of Diplomate in
Adlerian Psychology and is a
National Certified Counselor. He is active in numerous professional organizations
including serving on the
boards for the North American
Society of Adlerian
Psychology, the Texas School
Counselor Association, the
West Texas Individual
Psychology Association, and
the Permian Basin Counselors
Association. He is currently involved in updating
applications of Adlerian
Psychology to solution-
focused brief counseling for
both schools and agencies.
Master of Arts in Education/Early Childhood

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

<table>
<thead>
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<td>EDUC 6302</td>
<td>Cultural Diversity in America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6305</td>
<td>Research Design in Education and the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Number of Hours Required 9

Early Childhood Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEC 6310</td>
<td>Teaching Math and Science to Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDEC 6311</td>
<td>Program Development in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDEC 6312</td>
<td>Development of the Whole Child</td>
<td>3</td>
</tr>
<tr>
<td>EDEC 6314</td>
<td>Parent Involvement in the Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EDEC 6315</td>
<td>Young Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDEC 6316</td>
<td>Early Literacy</td>
<td>3</td>
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</table>

Total Number of Hours Required 18

Electives from a Related Education Field

(Bilingual Educational Leadership, Reading, Special Education)

Total Number of Hours Required 6

Culminating Experiences (Choose one)

<table>
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</tr>
<tr>
<td>EDEC 6398</td>
<td>Master’s Project</td>
<td>3</td>
</tr>
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</table>

Total Number of Hours Required 3

DEGREE REQUIREMENT 36
Master of Arts in Education/Educational Leadership

Admission Requirement

Valid Texas teacher certification, special education certificate, or vocational certificate which requires a bachelor’s degree and two years of acceptable classroom teaching experience.

Objectives

The purpose of the Master of Arts in Education with option in Educational Leadership is to prepare students for positions of leadership in education. Students become eligible for Mid-Management certification and entry level positions in school administration. Students receive training in leadership, school law, organizational theory and other pertinent areas appropriate for contemporary school administrators.

Core Requirements

<table>
<thead>
<tr>
<th>School of Education Core Requirements</th>
<th>EDU 6301</th>
<th>Philosophy of Education</th>
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<tbody>
<tr>
<td></td>
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<td>Advanced Educational Psychology</td>
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<tr>
<td></td>
<td>EDU 6305</td>
<td>Research Design in Education and the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required 12

Culminating Experiences

| EDLD 6395 | Seminar or | 3 |
| EDLD 6397 | Research in Education or | 3 |
| EDLD 6398 | Master’s Study or | 3 |
| EDUC 6399 | Thesis | 2-6 |

Total required 3-6

Leadership Option Requirements

- 15 hours of Common Core graduate credit in courses open only to graduate students designed to develop general administrative competencies and understanding in administrative theory and practice, curriculum theory, instructional supervision, school law, business management, and the administration of special and compensatory education.

- 6 hours of graduate credits in areas of competency designed either for the position of principal of central administrator.

Total 36 hours
Program Recommendations

All students should include EDUC 6305 Research Design in Education and the Social Sciences within their first 12 hours of course work. The student should consult the program coordinator to verify current requirements for the desired certification. These requirements are established by the Texas State Board of Educator Certification and may change more frequently than published degree requirements.

Professional Certification Preparation for Principal

- 9 hours of graduate credit beyond the MA in areas of competency designed either for the position of principal or central administrator.
- 3 hours of graduate credit in an approved administrative internship.
- Passing grade on Principal exam.

Professional Certification Preparation for Superintendents

- 12 hours of graduate credit beyond the Principal certificate in areas of competency designed for the position of superintendent.
- 4 hours of graduate credit in an approved administrative internship.
- Passing grade on Superintendent exam.
# Master of Arts in Education/Professional Education

## Objectives

The Master of Arts in Education option in Professional Education prepares students for roles as classroom teachers, content area specialists or curriculum specialists. Emphasis on a content area, such as History, English, Science or Math can be planned into the degree program.

## Program Requirements

### School of Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6301</td>
<td>Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6302</td>
<td>Cultural Diversity in America</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6303</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6305</td>
<td>Research Design in Education and the Social Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required: 12

### Professional

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6330</td>
<td>Theory of Curriculum and Instruction</td>
<td>2</td>
</tr>
</tbody>
</table>

Total required: 6

### Emphasis on Content Area

Total required: 6-9

### Methods (select from the following)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDRD 6319</td>
<td>Materials, Methods, and Media in Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6321</td>
<td>Analysis and Selection of Literature</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6335</td>
<td>Innovations in Teaching</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6336</td>
<td>Science and Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6337</td>
<td>Current Issues in Teaching</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required: 6-9

### Culminating Experiences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6395</td>
<td>Seminar or</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6397</td>
<td>Research in Education or</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6398</td>
<td>Master’s Study or</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6399</td>
<td>Thesis</td>
<td>3-6</td>
</tr>
</tbody>
</table>

Total required: 3-6

Degree Requirements: 36 hours
Program Recommendations

All students should include EDUC 6305 Research Design in Education and the Social Sciences within their first 12 hours of course work. The student should consult the program coordinator to verify current requirements for the desired certification.

Professional Certification

Requirements for certification are established by the State Board for Educator Certification and thus may change. Students should verify current requirements with the Certification officer in the School of Education.
# Master of Arts in Education/Reading

## Objectives

The Master of Arts in Education provides for two options in Reading. Option one is designed to prepare reading specialists for teaching, diagnosis and coordination in elementary or secondary schools or junior colleges. This program is designed to fulfill the academic requirements leading to certification as a reading specialist. Option two is designed to prepare Master Reading Teachers (MRT). This option includes the preparation necessary for a reading specialist plus prepares the MRT for leading staff development. The MRT option requires a thesis and continuing contact with the University upon completion.

## Program Requirements

### School of Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6301</td>
<td>Philosophy of Education+</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6302</td>
<td>Cultural Diversity in America+</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6303</td>
<td>Human Growth and Development*</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6305</td>
<td>Research Design in Education and the Social Sciences*</td>
<td>3</td>
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</table>

**Total required** 6-12

### Reading Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDRD 6317</td>
<td>Materials, Methods, and Media in Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6318</td>
<td>Analysis and Selection of Literature *</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6319</td>
<td>Content Area Literacy *</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6320</td>
<td>Vocabulary and Spelling *</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6321</td>
<td>Reading Diagnosis *</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6322</td>
<td>Problems in Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6323</td>
<td>Advanced Problems in Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6333</td>
<td>Clinical and Remedial Reading</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6392</td>
<td>Practicum: Reading</td>
<td>3</td>
</tr>
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</table>

**Total required** 15-21

### Professional Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EDUC 6330</td>
<td>Theories of Curriculum and Instruction+</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6304</td>
<td>Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4311</td>
<td>Cognitive Psychology or</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 6372</td>
<td>Rhetoric and Composition or</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6329</td>
<td>Language Development and Acquisition*</td>
<td>3</td>
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</table>

**Total required** 6-9

### Culminating Requirement*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDRD 6397</td>
<td>Research in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6398</td>
<td>Master’s Study</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6399</td>
<td>Thesis</td>
<td>3-6</td>
</tr>
</tbody>
</table>

**Total required** 3-6

**Total hours required for a Master’s Degree** 36

*Required
+ See advisor, substitution may be needed if simultaneous ESL endorsement is sought

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**Karen Swisher, PhD**  
**Graduate Program Head for Reading**  
**Assistant Professor of Reading Education**

Dr. Swisher earned BA, MA, and PhD degrees at Ohio State University, where she played varsity basketball. She later coached girls' basketball. She taught overseas, in community college, and in public schools, including in Midland, before coming to UTPB. Her areas of research interest are spelling and vocabulary, critical literacy, reading comprehension, and working with the challenged reader.
Professional Certification Preparation

A graduate student seeking certification as a Reading Specialist should have had three years satisfactory teaching experience. Certification also requires 24 specified hours.

Certification as a Master Reading Teacher requires a thesis and 30 specified hours. Check with your advisor before registering for any coursework to avoid taking more than 36 hours for MRT certification.

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. The student should consult the program coordinator to verify current requirements for the desired certification. These requirements are established by the Texas State Board for Educator Certification and may change more frequently than published degree requirements.
Master of Arts in Education/Special Education

Objectives

The Master of Arts in Education option in Special Education is designed to prepare the student for teaching, for supervisory roles in schools or in identifying students who need special education services. Students may select one of two tracts: (1) Generic Special Education, or (2) Professional Educational Diagnostician. All students pursuing Texas certification in the Generic Special Education option must take the School of Education core requirements and the Special Education core requirements as well as the Tract 1 courses. Students seeking Texas certification as a Professional Educational Diagnostician must take the School of Education core requirements and the Special Education core requirements as well as the Tract 2 courses.

Program Requirements

School of Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6302</td>
<td>Cultural Diversity in America</td>
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</tr>
<tr>
<td>EDUC 6303</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 6305</td>
<td>Research Design in Education and the Social Sciences</td>
<td>3</td>
</tr>
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Special Education Core Requirements

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<th>Title</th>
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<tbody>
<tr>
<td>EDS 6340</td>
<td>Current Trends in Programs And Services</td>
<td>3</td>
</tr>
<tr>
<td>EDS 6341</td>
<td>Behavior Management and Social Skills</td>
<td>3</td>
</tr>
<tr>
<td>EDS 6343</td>
<td>Programs and Practices for Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDS 6344</td>
<td>Methods for Teaching Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDS 6345</td>
<td>Transition Programming for Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EDS 6346</td>
<td>Foundations and Legal Aspects of Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EDCO 6379</td>
<td>Appraisal Techniques</td>
<td>2</td>
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Tract 1 Requirements

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<tr>
<td>EDS 6392</td>
<td>Practicum</td>
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Culminating Experiences

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDS 6397</td>
<td>Research in Education or</td>
<td>3</td>
</tr>
<tr>
<td>EDS 6398</td>
<td>Master’s Study or</td>
<td>-</td>
</tr>
<tr>
<td>EDS 6399</td>
<td>Thesis</td>
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<tr>
<td></td>
<td><strong>Total required</strong></td>
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</table>
### Degree Requirements for Special Education with certification in Generic Special Education

36 hrs.

#### Tract 2 Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 6304</td>
<td>Advanced Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDRD 6318</td>
<td>Reading Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>EDSP 6386</td>
<td>Learning Theory and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDSP 6395</td>
<td>Seminar: Cognitive Assessment or</td>
<td>3</td>
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</tbody>
</table>

Total Required: 12

#### Culminating Experiences (To be taken during the last 12 hours.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP 6392</td>
<td>Practicum or Practicum or Internship</td>
<td>3</td>
</tr>
<tr>
<td>EDP 6393</td>
<td>Practicum or Practicum or Internship</td>
<td>3</td>
</tr>
<tr>
<td>EDP 6395</td>
<td>Seminar: Professional Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required: 6

Degree requirements for Special Education with Diagnostician Certification requirements 48 hrs.

*Practicum must be in the area specified by the advisor*
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. All sections of the THEA exam must be passed.

Options

See School of Education Section, page 57.

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)

EDBI 6326 Methods of Teaching ESL (3)
An introduction to the theoretical and practical aspects of teaching English as a Second Language.

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.

EDBI 6397 Research in Education (3)
A directed 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 superintendent (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 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 Foundations of Public School Administration (3)
Theory of administration. Study of setting, function and process of administration.

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 Supervision for Instructional Leadership (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 (TPAS) 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 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 6317 Materials, Methods and Media in Reading (3)
Programs and other reading materials. Comparison of methods used in the teaching of reading. Prerequisite: One undergraduate reading course or permission of instructor. Fall

EDRD 6318 Analysis and Selection of Literature (3)
Emphasizes literature-based reading instruction focusing on the selection of literature which enhances interdisciplinary instruction. Spring

EDRD 6319 Content Area Literacy (3)
The purpose of this course is to give participants the opportunity to identify and discuss important problems, trends, and issues related to content area literacy. Class members will explore various topics and practices of content area literacy, pedagogy, and become familiar with the resources available about content area literacy and education. Students will also explore the connection between learning and teaching content area literacy. Fall

EDRD 6320 Vocabulary and Spelling (3)
The purpose of this course is for graduate students to assess their knowledge base in both vocabulary and spelling, then continue to expand their word knowledge both conceptually and orthographically to demonstrate life-long learning. Reading research, surfing the Internet, collecting and analyzing data are beginning points for concept development as a learner and as an educator assisting others in their knowledge at the word level. Spring

EDRD 6321 Reading Diagnosis (3)
Strategies to diagnose, evaluate and remediate students with reading difficulties. Fall

EDRD 6322 Problems in Literacy (3)
In-depth analysis and synthesis of contemporary research in problems, trends, and issues in literacy education including representation in literature and the need for extended written responses to demonstrate understanding. Spring

EDRD 6323 Advanced Problems in Reading (3)
Psychological, cognitive and methodological issues in reading. Prerequisite: EDRD 6317 and EDRD 6318, and EDUC 6319 or permission of instructor. Fall

EDRD 6333 Clinical & Remedial Reading (3)
This is the second course in a continuum of courses on assessment and intervention for school age children (EC-12) having difficulties in the areas of literacy. Individual tutoring of a school age student will be directed by the instructor. Prerequisite: EDRD 6321 or permission of the instructor. Spring

EDRD 6392 Practicum: Reading (3)
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 6318, EDRD 6319 and EDRD 6320.

EDSP 6340 Current Trends in Programs and Services (3)
This course will introduce and examine special education programming trends including the education of exceptional learners in resource and inclusive settings. Collaborative, consulting and co-teaching models will be included.

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.
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 in different 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: EDCO 6379 and permission of the instructor.

EDSP 6392 Practicum: Diagnosticon (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 fulfill initial certification requirements, TExES pre-tests may be required.

EDUC 6304 Advanced 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. 5

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 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 Handicaps (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 Humanities and Fine Arts, 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.

Options

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.

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 4300 or 6300 level, with no more than nine at the 4300 level. A maximum of six 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. 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-canonical 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-canonical figures.

ENGL 6304 American Literature, 1900-1945 (3)
Development of fiction and poetry primarily between WWI and WWII, with emphasis on the Modernist Movement.
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 6321 British Literature to 1660 (3)
Chaucer, English Renaissance humanists, the Elizabethan Lyric, Spencer, 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.

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 6359 Special Studies in Literature (3)
Selected works of several authors organized according to historical era, genre or theme. Content varies.

ENGL 6369 Studies in a Major Author (3)
Works of a major American or British author.

ENGL 6372 Rhetoric and Composition (3)
The history and practice of rhetoric; current theories of writing from the perspectives of cognitive psychology, linguistics, sociology, and others. Involves research and practical application of theories of composition and rhetoric. This course is required for 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 Research (3 or 6)
Students electing the thesis option will work under the supervision of a major advisor. A maximum of six credits of ENGL 6399 may be counted toward the MA.
**Undergraduate Courses That Could be Included in a Graduate Course of Study**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 4301</td>
<td>19th Century American Poetry</td>
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<tr>
<td>ENGL 4302</td>
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<tr>
<td>ENGL 4305</td>
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<td>ENGL 4311</td>
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<td>ENGL 4312</td>
<td>20th Century American Fiction</td>
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<tr>
<td>ENGL 4321</td>
<td>Topics in British Poetry</td>
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<td>ENGL 4325</td>
<td>Topics in British Drama</td>
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<td>ENGL 4332</td>
<td>19th Century British Novel</td>
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<td>ENGL 4333</td>
<td>20th Century British Novel</td>
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<tr>
<td>ENGL 4340</td>
<td>Advanced Professional Writing</td>
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<td>ENGL 4352</td>
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<td>ENGL 4359</td>
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<td>ENGL 4369</td>
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<td>ENGL 4371</td>
<td>Rhetoric &amp; Composition</td>
</tr>
<tr>
<td>ENGL 4389</td>
<td>Selected Topics</td>
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</tbody>
</table>

*With approval. See course descriptions in Undergraduate Catalog.*
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 Science and Mathematics, 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 Advanced Stratigraphy (3)
Concepts and principles of naming and correlating stratigraphic units with emphasis on major elements of local, regional, and North-American stratigraphy.

GEOL 6311 Carbonate Depositional Systems (3)
Study of the origin, textures, distribution patterns, and alteration of recent and ancient carbonate sediments. Emphasis on the chemistry of formation and diagenesis of carbonates.

GEOL 6314 Clastic Depositional Systems (3)
Study of depositional processes, physiographic and environmental characteristics, and facies types and relationships of fluviatile, deltaic, barrier-barstrand-plain, lagoon-bay-estuary, shelf-abyssal, eolian, lacustrine, and alluvial-fan depositional systems, and their application to the analysis of past stratigraphic systems.

GEOL 6334 Sedimentary Petrology and Petrography (3)
Description, classification, and genesis of sedimentary rocks.

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 Humanities and Fine Arts, 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.

Students who elect to write a thesis 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 non-thesis option in Latin American history will complete:

1. At least 12 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 nine credits in history or related fields; Spanish is recommended.
Students who elect the non-thesis option in World history will complete:

1. At least 12 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 nine 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 6310 Philosophy of History (3)**
This course reviews the major philosophical perspectives concerning the nature of history advanced since Herodotus and the ancient Greeks, the Christian historical vision, views of renaissance historians and 19th and 20th century historiography.

**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 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 6326 Modern Europe**
Europe from the French Revolution to the present. Topic will vary by semester, but may include World War I, Nationalism, or Comparative Revolutions.

**HIST 6330 Modern Germany**
Germany from the French Revolution to the present. With emphasis on social, political and economic aspects. Topics will vary.
HIST 6335 20th Century world
Global history from World War I to the Collapse of the Soviet Union (1914-1991). Emphasis on the collapse and reconstruction of global economic and political systems, on the century’s great revolutions, and the evolution of a “Third World”.

HIST 6336 Industrial Revolutions
Comparison of the industrial revolutions in North America, Western Europe, Russia/USSR and Japan, with emphasis of the social and political pre-requisites and by-products of economic change.

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 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.

HIST 6354 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 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 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 Behavioral Science, 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 occupations 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 6301 Research Methods 3
- KINE 6360 Advanced Exercise Physiology 3
- KINE 6320 Advanced Sport Psychology 3
  or
- KINE 6323 Advanced Psychology of Exercise 3
- MATH 6301 Statistics 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
- KINO 6316 Applied Biomechanics (online only, from U.T. El Paso) 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 6316 Applied Biomechanics (online only, from U.T. El Paso) 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.
Master of Science in Kinesiology

Steve Aicinena, EdD
Athletic Director and Professor of Kinesiology

A member of the Kinesiology Faculty since 1988, Dr. Aicinena serves UTPB in a variety of roles. He has coached the volleyball team and has served as Athletic Director since 1994. He was named Red River Athletic Conference Coach of the Year in 1999 and 2000. During his career at UTPB he has published various academic papers, written a book, served on several youth sport programs’ board of directors, coached youth sport teams, served on the TAHPERD Board of Directors and served as the President of the Ector County Heart Association chapter. Dr. Aicinena also is a member of the Kinesiology Online Masters Degree Facility. Currently he is teaching courses in Sociology of Sport Administration.

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.

MATH 6301 Statistics (3)
Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. Prerequisite: one year of college level mathematics.

KINE 6301 Research Methods (3)
Research techniques and inferential statistical procedures appropriate to the research process in physical education. Prerequisite: 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 sociocultural groups within these institutions. The impact of sport upon individuals and society will also be scrutinized (racism, sexism, elitism). (Available online.)

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 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 6316 Applied Biomechanics (UT El Paso) (3)
Students will investigate the application of biomechanical principles to human motor skill performance in sport and exercise settings. Emphasis will be placed on the teaching and learning of motor skills, characteristics of skilled performance, and safety-related considerations. (Available online, only.)

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 Behavioral Science, 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 offers students the opportunity to prepare themselves to work in mental health centers, juvenile detention centers, child service agencies, specialized school services, residential treatment facilities, family counseling agencies, governmental and community agencies, teach in community colleges, or prepare themselves 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 semester, July 1 for fall semester and 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). 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. No undergraduate credits will be counted toward the minimum 45 graduate hours needed for the degree.

Options

Clinical Psychology

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

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

Spencer K. Thompson, PhD
Associate Professor of Psychology

Dr. Thompson came to UTPB from the doctoral program at UCLA and serves as coordinator of the psychology faculty. He teaches in the areas of developmental psychology, socialization processes, family dynamics and research methods. His research is in general role development, moral development, adolescent to adulthood transitions and family socialization effects. He is very active in professional organizations and graduate training.
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.

**Core Requirements - Clinical Psychology**

A. Required “Foundation” Courses (9 hours):
   - PSYC 6302 Research Methodology
   - PSYC 6304 Advanced Statistics
   - PSYC 6324 Ethics and Professional Issues

B. Concentration Courses (24 hours):
   - PSYC 6305 Behavior Therapy
   - PSYC 6321 Psychopathology
   - PSYC 6322 Current Psychotherapies
   - PSYC 6350 Intellectual Assessment
   - PSYC 6351 Personality Assessment
   - PSYC 6692 Practicum (6 hours)
   - PSYC 6699 Master’s Thesis

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 6301 Tests and Measurements
   - PSYC 6302 Research Methodology
   - PSYC 6304 Advanced Statistics
   - PSYC 6324 Ethics and Professional Issues

B. Theory Courses (12 hours):
   - PSYC 6305 Behavior Therapy
   - PSYC 6321 Psychopathology
   - PSYC 6322 Current Psychotherapies
   - PSYC 6330 Cross-cultural Psychology
   - PSYC 6341 Developmental Psychology I:
     Social and Personality Development
   - PSYC 6342 Developmental Psychology II:
     Cognitive Processes
   - PSYC 6343 Family Dynamics
   - PSYC 6371 Advanced Social Psychology
   - PSYC 6389 Selected Topics
   - PSYC 6395 Seminar on Selected Topics

C. Research Courses (12 hours):
   - PSYC 6391 Contract Study/Directed Research (0-3 hours)
   - PSYC 6692 Practicum (6-9 hours)
   - PSYC 6699 Master’s Thesis (3 hours)

D. Elective Courses (9 hours):
   These courses should be chosen in consultation with the advisor and consistent with the overall goals of the student.
E. 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 Certification Preparation

Successful completion of the Clinical Psychology concentration is designed to
provide students with the opportunity to become eligible to take the state examina-
tions for certification as a Licensed Psychological Associate (45 hours) or, with
additional coursework, the Licensed Professional Counselor (48 hours). The
Licensed Professional Counselor certification currently requires at least an
additional 3000 supervised hours after the MA degree.

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, interpreta-
tion and reporting of psychological research. Prerequisite: Introductory Statistics.

PSYC 6304 Advanced Statistics (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 Behavior Therapy (3)
A survey of learning principles and methods in the modification of human
problem behaviors.

PSYC 6312 Group Psychotherapy (3)
A survey of theories of group therapy including the application and evaluation of
basic group techniques.

PSYC 6321 Psychopathology (3)
A survey of the manifestations of abnormal behavior and psychological processes.
Detailed analysis of the clinical and experimental literature concerning psychologi-

cal and psychiatric disorders and their etiology.

PSYC 6322 Current Psychotherapies (3)
A critical analysis of various psychotherapeutic systems.

PSYC 6323 Individual Psychotherapy Skills (3)
A survey of the major theories and methods of psychotherapy including experi-
ence in the application and evaluation of basic techniques. Prerequisite: permis-
sion 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.

Master of Arts in Psychology

Gary W. McCullough,
PhD
Graduate Program
Head for Applied
Research Psychology
Assistant Professor
of Psychology

Dr. McCullough returned to
UTPB in 2001 after spending five
years testing psychological
theory in court cases as a trial
consultant. He has previously
been on faculty from 1991 to
1995. Dr. McCullough’s theorietical interest in social
decision making is ideally suited
to application in juror decision
making. As the Program Head of
the Applied Research
centration, he aims to
increase the number of UTPB
students accepted to Ph.D.
programs by enhancing their
research skills. Dr. McCullough
teaches Psychology and the Law,
Advanced Social Psychology,
Advanced Statistics, Cross
Cultural Psychology and directs
student research activities within
the Applied Research

centration. He earned his
B.A. in Psychology from
Vanguard University of
Southern California in 1978, a
M.A. in 1987 and Ph.D. in 1991
in Psychology from the
University of Kansas.
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 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 of publication. Prerequisite: admission to Psychology graduate program and permission of instructor.

PSYC 6692 Practicum (3-6)
Three semester hours (225 clock hours) of supervised practical experience in an appropriate clinical or research setting (depending on area of concentration). Prerequisites for applied students: PSYC 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 6699 Master’s Thesis (3 or 6)
Research and preparation of the Master’s Thesis.
Master of Arts in Spanish

Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the Faculty of Spanish within the 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 43XX, pending approval of the student’s advisor or
  - SPAN 6321, History of the Spanish Language or
  - SPAN 6331, New World, Peninsular, and Spanish Dialectology
- Two Courses in Spanish-American Literature 6 credits
  - SPAN 43XX, pending approval of the student’s advisor or
  - SPAN 6322, Contemporary Mexican Literature or
  - SPAN 6342, 20th Century Spanish-American Prose
- Two Courses in Peninsular Literature 6 credits
  - SPAN 43XX, pending approval of the student’s advisor or
  - SPAN 6333, Spanish Romanticism and Realism or
  - SPAN 6353, Novelists of Post-War Spain
- Two Courses in 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
- 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.

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 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 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* (3)
Historical and political background, social and literary development in the
Peninsula after the Spanish Civil War of 1936-39, emphasizing novelists who
appear from the 1940’s onward: Cela, Lafont, Quiroga, Delibes, Matute, (Juan)
Goytisolo, Sánchez Ferlosio, Martín Santos, and others.

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

Jaime Aguilu, Assistant Professor of History.
BA, MA, University of California at Davis; PhD (2000), Arizona State University.

Steven J. Aicinena, Professor of Kinesiology.
BA, University of California at Davis; MA, Idaho State University; EdD (1988),
University of Northern Colorado.

Donald M. Allen, Professor of Biology and Ashbel Smith Professor.
BA, MA, PhD (1970), University of Oregon.

Sophia Andres-Barnett, Associate Professor of English.
BA, MA, San Jose State University in California; PhD (1985), University of
Edinburgh, Scotland.

Scott A. Carson, Assistant Professor of Economics.
BS, MS, Brigham Young University; PhD (1998) University of Utah.

Shirley A. Davenport, Assistant Professor of Accountancy.
BS, Southwest Texas State College, MBA, Southern Methodist University, MS,
Texas Tech University; PhD, Texas Tech University.

Wilma R. Dye, Assistant Professor of Accounting.
BBA, San Jose State University, Calif.; MS (1982), University of North Texas, PhD
(1998), Texas Tech University.

Seyf-Ollah Ehdaei, Associate Professor of Environmental & Natural Science.
BS, Tehran University; PhD (1978), Southampton University.

James Eldridge, Associate Professor of Kinesiology.
BA, Texas Lutheran College; MA, Southwest Texas State University; EdD (1996),
University of Houston.

William R. Fannin, Professor of Management/Marketing and Vice President for
Academic Affairs.
BA, MBA, The University of Texas at Austin; PhD (1980), Texas A & M University.

Renee J. Fontenot, Assistant Professor of Marketing.
BS, University of Montana; MBA, Gonzaga University; PhD (2001), New Mexico
State University.

Geralyn M. Franklin, Professor of Management and Dean of the School of
Business.
BBA, MBA, Stephen F. Austin State University; PhD (1989) University of North
Texas.

H. Warren Gardner, Associate Professor of History.
BA, Sterling College; MA, Emporia State University; PhD (1969), University of
Kansas.

Corbett Gaulden, Professor of Marketing.
BS, Southeastern Louisiana University; MBA, Northeast Louisiana University;
PhD (1980), Louisiana State University.

Paul J. Haensly, Associate Professor of Finance.
BS, Texas A & M; MA, University of Texas at Austin; PhD (1994), University of
North Texas.

Douglas F. Hale, Professor of Mathematics and Computer Science and Director of
REACH.
BS, MS, PhD (1969), Ohio State University.

Lois S. Hale, Professor of Kinesiology.
BS, University of Maine; MEd, PhD (1974), Temple University.

Douglas P. Henderson, Associate Professor of Biology.
BA, Fairmont State College, W. Virginia; PhD (1993), The University of Texas at
Austin.

Paul E. Hodges, Professor of Economics and Ashbel Smith Professor.
BA, MA, New Mexico State University; PhD (1974), Stanford University.
Carl L. Hoffmeyer, Assistant Professor of Education.
BA, MEd, Florida Atlantic University; EdD (1998), Baylor University.

Robert E. Hollmann, Assistant Professor of Criminology.
BA, MA, Texas Tech University; EdD (1976), Texas Tech University; JD (1983), Texas Tech University.

Roy Hurst, Associate Professor of Science Education.
BA, Whitman College, MS, Eastern Oregon State College; PhD (1994), University of Southern Mississippi.

G. Peter Ienatsch, Professor of Education and Dean of the School of Education.
BS, University of Wisconsin-Platteville; MS, Northern Illinois University; PhD (1973), University of Iowa.

William T. Jackson, Professor of Management and Pinkie Roden Chair of Entrepreneurship.
BS, University of Alabama; MS, Troy State University; DBA (1991), Memphis State University.

Patricio T. Jaramillo, Professor of Education, Vice President for Student Services.
BS, University of Albuquerque; MEd, Texas Tech University; PhD (1975), Arizona State University.

Steve Jenkins, Assistant Professor in Educational Leadership.
BS, Southern Illinois University; EdD (2002), Baylor University.

Carl Wayne Johnston, Associate Professor of Criminology.
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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 x 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 = 7

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 establish-
ment of an endowed scholarship or annual scholarship and eligibility for scholar-
ship 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”, “WP”, “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
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Key Phone Numbers:

Accounting ........................................... 432-552-2706
Admissions ........................................... 432-552-2605
Bookstore ........................................... 432-552-0220
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 ............................................ 432-552-2675
Section 504/A.D.A. Compliance Officer .... 432-552-2630
Snack Bar ........................................... 432-550-6988
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
GRADUATE/POST-BACCALAUREATE APPLICATION

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
4901 E. University Odessa, TX 79762-0001 432-552-2530

PLEASE PRINT

1. NAME
(FULL LEGAL NAME) Last Name First Middle SOCIAL SECURITY NO
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 Code

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)

3. Home Phone (___) 4. Business Phone (___) Ext. No

5. Employer

6. Emergency Contact: Name

Relationship

Address 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
☐ Enroll concurrently for BBA and MPA ☐ Applied Previously, Never Registered

8. As a Graduate Student:
☐ I intend to work toward a Master's Degree in (Check one choice only):

MASTER OF ARTS
☐ English ☐ History
☐ Psychology ☐ Clinical ☐ Applied
☐ Spanish

MASTER OF ARTS IN EDUCATION
Option (Check one choice only):
☐ Bilingual/ESL ☐ Professional Education
☐ Counseling ☐ Reading
☐ Early Childhood ☐ Special Education
☐ Educational Leadership

MASTER OF SCIENCE
☐ Biology ☐ Criminal Justice Administration
☐ Geology ☐ Kinesiology
☐ Kinesiology On-Line

☐ MASTER OF BUSINESS ADMINISTRATION ☐ MASTER OF BUSINESS ADMINISTRATION ON-LINE
☐ MASTER OF PROFESSIONAL ACCOUNTANCY

☐ 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:
☐ Elementary ☐ Secondary ☐ All Level
☐ Superintendent ☐ Reading Specialist ☐ Counseling
☐ Mid-Management ☐ Educational Diagnostician

EDUCATION ENDOREMENTS:
☐ Special Education ☐ Early Childhood ☐ Bilingual ☐ ESL

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: ☐ White Non-Hispanic ☐ Black Non-Hispanic ☐ Hispanic ☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native


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.

The University of Texas of the Permian Basin is an Equal Opportunity/Affirmative Action University
Admissions Grad PB Appl Revised 06/04
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.

<table>
<thead>
<tr>
<th>COLLEGE/UNIVERSITY &amp; LOCATION</th>
<th>CURRENTLY ATTENDING</th>
<th>DATES ATTENDED</th>
<th>*PROBATION SUSPENSION HOLD</th>
<th>DEGREE(S) OR HOURS</th>
<th>DATE DEGREE RECEIVED/EXPECTED</th>
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* 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: ____________________________

<table>
<thead>
<tr>
<th>DEGREES</th>
<th>MAJOR</th>
<th>DATE</th>
<th>INSTITUTION</th>
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GRADE POINT AVERAGE: Overall ___________________________ Post-Baccalaureate

Undergraduate/Lower ___________________________ Graduate ________________

Undergraduate/Last 60 ___________________________ Graduate ________________

GRADUATE RECORD EXAMINATION:

<table>
<thead>
<tr>
<th>DATE</th>
<th>VERBAL</th>
<th>QUANTITATIVE</th>
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GRADUATE MANAGEMENT ADMISSION TEST:

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<tr>
<th>DATE</th>
<th>VERBAL</th>
<th>QUANTITATIVE</th>
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</table>

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.

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: ____________
Residency Core Questions
Required of New Students

Texas Higher Education coordinating Board rule 21.38 requires each student to provide
substantiating documentation to affirm residence for tuition purposes. It also requires that they
sign an Oath of Residency. Continuing students previously documented to be eligible for
resident classification need not recertify their eligibility by completing this form. However, all
new students or students returning to school after being out at least 12 months are required to
answer the questions below.

PARTS A AND B ARE REQUIRED OF ALL STUDENTS COMPLETING THIS FORM.

Part A. Student Background

Name: ___________________________ Social Security: _____-____-_____
Date of Birth: ___________________________
Local Address: ______________________________________________________
Permanent Address: _____________________________________________________

Education Background:
High school last attended: ____________________________
School City/State
If you did not graduate, do you have a GED? □ Yes □ No
Colleges/Universities attended:
Institution (City/State) Dates Attended Degree Received?
_____________________________________ _______to______
_____________________________________ _______to______
_____________________________________ _______to______

Part B. Oath of Residency

I understand that information submitted herein will be relied upon by university officials
to determine my status for admission and residency eligibility. I authorize the 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 submission of
false information is grounds for rejection of my application, withdrawal of any offer of
acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature: ___________________________________ Date: __________
Part C. Residency Issues

1(a) Are you a U.S. citizen? □ Yes □ No

(b) If not a citizen, do you hold Permanent Residence status for the U.S.? □ Yes □ No
If yes, date permanent resident card issued: ________ No. ________

2. Are you a resident of Texas? □ Yes □ No
If no, of what state are you a resident? __________________________
If no, complete PART A and PART B but do not answer the rest of PART C of this form.
If you answered yes, continue with the questions of PART C.

3. Upon whom are you basing your claim of residence status? □ Self □ Parent □ Legal Guardian*
   *If Legal Guardian, guardianship papers must be provided.

4. If your claim of residence status is based upon self, answer the following questions:
   a: How long have you resided in Texas? ________ ________
      years months
   b: Previous state or country of residence:
   c: If you came here within the past 5 years, why did you move to Texas?
      □ Education □ Employment Other: __________________________

5. If your claim for residence status is based upon parent or legal guardian, please answer the following questions:
   a: Name of person upon whom claim is based: __________________________
   b: Relationship to self: □ parent □ legal guardian
   c: How long has this person resided in Texas? ________ ________
      years months
   d: Previous state or country of residence: __________________________
   e: If this person came here within the past 5 years, why did this person move to Texas?
      □ Education □ Employment Other: __________________________
   f: Is this person a U.S. citizen? □ Yes □ No
   g: Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? □ Yes □ No
   h: Will this person claim you for the current tax year? □ Yes □ No