Academic Regulations

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Current regulations are applicable to every student enrolled, regardless of one’s date of admission. Interpretations or explanations contrary to the regulations stated below are not binding upon the University.

Navigate through the different tabs to learn about:

• General Academic Information
• Curriculum and Classroom Policies
• General Requirements for Undergraduate Degrees
• Student Life Policies and Procedures

General Academic Information

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Student Responsibilities

Students are responsible for being aware of:

1. The current academic regulations and calendar of the University.
2. The general and specific degree requirements in their major fields.
3. Policies that apply to registration.
4. Their academic status, including eligibility to re-enroll. An ineligible student who enrolls will be dropped from all courses.

General academic regulations are contained in this section of the catalog. Registration policies, procedures, and schedules can be found in this section and in the on-line Class Schedule at www.utep.edu/register (http://www.utep.edu/register/). Degree requirements and those specific to a given major are located in the appropriate college and departmental sections. Additional information can be obtained from the academic deans, department chairpersons, and departmental academic advisors. Students are bound by the academic regulations in effect at the time of each registration, including those recent changes that appear in the on-line Class Schedule.

Classification of Students

Classification is based on the total number of UTEP and transfer semester hours earned:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29 hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more</td>
</tr>
</tbody>
</table>

Registration

Registration is a process every student must successfully complete each semester. Although every effort is made to advise students academically, final responsibility for registration rests with the student. Students can attend only those classes for which they are officially enrolled. A student is not enrolled in a course and will not receive a grade unless the proper tuition and fees are paid by the deadlines published in the on-line Class Schedule or unless arrangements for deferral of payment have been made with the Student Business Services Office. If after census day, a student continues to attend classes even after their class schedule was cancelled due to no payment of tuition and fees, or a student attends a course(s) that they are not officially registered in, the student must obtain approval from the instructor(s) to enroll in the course(s). After the class is closed the student must obtain approval from the instructor(s) and department chair(s) to enroll in the course(s) no later than 90 days after the end of the term for which the approval is being requested. All approvals must be forwarded to the Registration and Records Office. The student will be responsible to pay the proper tuition and fees, and any late fees associated to the late enrollment. After registration, enrollment can be verified by the Registration and Records Office.
Late Registration
Any student who, with proper permission, registers after the scheduled days for regular registration will be required to pay $20.00 for Web registration process, $30.00 for in-person late registration, and $50.00 on or after the first day of class. A new student will have the late registration fee waived as long as registration is made prior to the first day of class for the term. Late registrants are subject to the same regulations and course requirements as students who enroll on time. Each class missed because of late registration will be counted as an absence, and class or laboratory work missed will be counted as a zero (0) unless the instructor grants permission to make up the work.

Any student who has been withdrawn and has his or her schedule reinstated after census day will be assessed a $200 reinstatement fee.

Auditing Courses
Courses can be audited under the following provisions:

1. Per Senate Bill 1107, effective January 1, 2012, entering students enrolling in public, private or independent institutions of higher education are required to provide evidence of immunization against bacterial meningitis. For further information about the meningitis vaccine requirements refer to the following web site: www.utep.edu/sb1107 (http://www.utep.edu/sb1107/). Proof of the meningitis vaccine must accompany your Audit Registration form.

2. Students should complete an Audit Registration form for each course to be audited after classes begin and prior to Census Day of the long semester. This form must be signed by the instructor teaching the course and by the department chair and then taken to the Registration and Records Office to be added to the class roster. Students will then go to the Student Business Services Office for payment.

3. No grades will be assigned and no credit will be awarded for audited courses. The extent of a student's class participation is at the discretion of the instructor.

4. Credit by examination for audited courses will not be permitted unless tuition and all appropriate fees are paid before the exam is taken.

5. The following courses cannot be audited: clinical, laboratory (organized laboratory classes); studio activity (such as art, piano, woodwinds, dance classes, etc.), any physical activity class (such as PE or Dance), individual instruction, private lessons, and courses specified in the degree plan. It is the student's responsibility to verify that the course being audited is not within the excluded categories. Audit Registration fees will not be refunded for a class in an excluded category.

6. Audit-only students must purchase a parking decal in order to park on UTEP property. Other student benefits such as tickets to events, student health services, access to the Swimming and Fitness Center, and a Miner Gold Card are not available to audit-only students. Audit only students will be issued a Library Services card.

7. Audit fees:
   a. $10.00 per course for students concurrently enrolled at UTEP.
   b. $30.00 per course for students not concurrently enrolled at UTEP.
   c. No charge for students over 65 years of age.

8. Students should not register for courses they plan to audit. Course registration does not guarantee a seat as an auditor. Registering for the course will result in assessment of regular tuition and fees, in addition to the audit fees noted above.

Dropping Courses and Complete Withdrawals
Students can drop individual courses or completely withdraw from the University as described below. Refer to the on-line Academic Calendar at www.utep.edu/calendar (http://www.utep.edu/calendar/) or to the on-line Class Schedule to identify the dates during which adds, drops, withdrawals, and pass/fail registration changes may occur.

Course Drops
The policies below under “Course Drops” apply to withdrawal from individual courses but not withdrawal from the student's entire course schedule. For policies that pertain to complete withdrawal from all courses on the student schedule, please refer to the section titled “Complete Withdrawal From All Courses for the Semester” below.

Student-Initiated Drops
It is the student's responsibility to officially drop a course that she or he no longer wishes to take. Failure to do so might result in a grade of F on the student's academic record. Athletes must receive permission from the Miner Athletic Advising Center before dropping a course. International students with F or J visas must receive permission from the Office of International Programs before dropping a course.

In order to ensure that s/he is eligible for a grade of "W," the student must initiate all drops prior to the "Automatic W Deadline" published in the Academic Calendar. The Academic Calendar is available on the Registrar's website.

Exceptions to this deadline will be considered if the student has a medical condition that would justify a request after the Automatic W Deadline. In order to petition for an exception, the student must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the attending physician, clinical psychologist, or licensed clinical practitioner on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of
the medical condition. Supporting documentation must be submitted within the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative can do this for the student.

**Administrative Drops**

During registration periods for upcoming semesters, students will be dropped from registered courses for failure to meet prerequisites or corequisites after final grades have been posted for the current semester and before the beginning of late registration for next semester. A student may petition the department chair of the course in question for a prerequisite or corequisite waiver.

At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of "W" will be assigned before the course drop deadline and a grade of "F" after the course drop deadline. A grade of "F" received due to disciplinary action imposed by the University overrides a grade of "W" received through a student-initiated or faculty drop. Students will be notified of their drop through their UTEP e-mail account.

Students may also be administratively withdrawn from a course during the semester for other reasons, with the concurrence of the instructor and department chair, or dean. Approved requests will be forwarded to the Registration and Records Office for processing.

Students are responsible for checking their class schedules in Goldmine and for checking their official UTEP preferred e-mail accounts to determine if they have been dropped from a class.

**Six-Course Drop Limit**

Under section 51.907 of the *Texas Education Code*, beginning fall 2007, all first-year students enrolled for the first time at any Texas public college or university are limited to six (6) course drops during their academic career. This includes student- and faculty-initiated drops and courses dropped at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawal from all courses for the semester. Students are encouraged to discuss options with their professors and advisors and to make use of campus resources before deciding to drop a course. Once the six-drop limit has been reached, subsequent course drops will be recorded with grades of WF.

First-time, first-year students must meet with their academic advisor (or department chair of their major if they do not have an advisor) before dropping a course. The advisor will determine whether the drop will count toward the six-drop limit prior to the course drop deadline. After the course drop deadline, the faculty member will determine if the drop will count toward the six-drop limit.

There are exemptions that may allow a student to drop a course without having it counted toward the six-drop limit, but it is the student’s responsibility to demonstrate good cause. Exemptions for good cause may include and are not limited to:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course.
2. The student’s responsibility for the care of a sick, injured, or needy person if provision of that care affects the student’s ability to satisfactorily complete the course.
3. The death of a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s death is considered to be a showing of good cause*.  
4. Active duty service as a member of the Texas National Guard or armed forces of the United States of either the student or a person who is considered to be a member of the student’s family or who is otherwise considered to have a sufficiently close relationship to the student that the person’s active military service is considered to be a showing of good cause.
5. A change in the student’s work schedule that is beyond the student’s control and that affects the student’s ability to satisfactorily complete the course.
6. Other good cause as determined by the University in consultation with the advisor; or
7. Other reason as described by the student.

*The Texas Higher Education Coordinating Board has specified “family member” to include spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling. “Sufficiently close relationship” includes a relative within the third degree of consanguinity plus close friends including, but not limited to, roommates, housemates, classmates, or others identified by the student and approved by the institution. The importance of a relationship is both highly individual and highly subjective.

The Course Drop Form contains the exemption request and should be submitted to the advisor no later than the last day of class for the semester in question. Appeals to the denial of exemption requests may be made to the student’s academic dean.

A UTEP drop that counts toward the six-course drop limit is noted on the academic transcript by a grade of WC. Transfer work that counts toward the limit is noted by a grade of TWC. The statement **TEC 51.907 Undergraduate Course Drop Counter–(#)** appears at the end of the UTEP transcript. This number reflects only UTEP drops.

For further information, contact the Registration and Records Office, 123 Academic Services Building, or call 915.747.5544.
Complete Withdrawals

Complete Withdrawal From All Courses for the Semester

The policies below, under "Complete Withdrawal from All Courses for the Semester," apply to withdrawal from the student’s entire re course schedule. For policies that pertain to withdrawal from individual courses, but not from all courses on the student schedule, please refer to the section titled "Course Drops," above.

Students who withdraw from all courses for the semester must do so in person through the Registration and Records Office. Students who cannot drop in person can submit a fax with signature to 915.747.8764 or an e-mail using their UTEP e-mail account to records@utep.edu. Athletes must receive permission from the Miner Athletic Advising Center before dropping all classes. International students with F or J visas must receive permission from the Office of International Programs before dropping all classes. Students receiving financial aid or student loans must clear through the Financial Aid Office.

Students who drop all courses for the semester and re-enroll the following semester are allowed to re-enroll based on their last academic standing as described in the Standards of Academic Performance section of this catalog. Students who were enrolled in professional programs such as Social Work, Clinical Laboratory Science, Nursing, Occupational Therapy, Physical Therapy, and Speech Language Pathology should check with their major department to determine their eligibility for re-enrollment in the program.

Complete withdrawal from all courses for a semester does not count toward the six-drop limit for first-time, first-year students who enter fall 2007 or thereafter. A student who withdraws from all classes for the semester immediately loses access to services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found in the Refund of Tuition and Fees (http://catalog.utep.edu/undergrad/financial-information/) section of this catalog.

Student-initiated withdrawals that do not require a refund and that are submitted prior to the Complete Withdrawal deadline noted in the Academic Calendar may be submitted by the student to the Registrar's Office as described above. Complete withdrawal requests that require a refund or which are submitted after the Complete Withdrawal Deadline must be submitted to the University Student Withdrawal Committee. The Committee is comprised of representatives from the following five departments: the Office of the Vice President for Student Affairs, The Faculty Senate, the Registrar's Office, the Office of Student Financial Aid, and Student Business Services Office. The department head of each of the preceding offices will appoint a representative to serve on the University Student Withdrawal Committee. For certain complete withdrawal categories noted below, the student or her/his representative will be asked to present supporting documentation to the University Student Withdrawal Committee. The committee will meet as frequently as needed but no less than once each month in order to provide timely response to requests for withdrawal.

The University Student Withdrawal Committee will review documentation as noted under each category below and will have the authority to: (i) grant a complete withdrawal with refund (if the request is within 90 days of the end of the term, as detailed below); (ii) grant a complete withdrawal without refund; or (iii) deny the student's request for a complete withdrawal. If the request for a complete withdrawal is denied, the Registrar's Office will request final grades from the student's instructors. As needed, the University Student Withdrawal Committee may solicit information from the student's instructors or other faculty members in order to make a decision. The Registrar's Office is responsible for collecting and storing all documentation associated with the student's request for a withdrawal. The student may appeal the Committee's decision by petitioning the Office of the Provost.

Requests for complete withdrawals, with the required documents, related to medical reasons, medical conditions of a family member, death of a family member, active military service, and death of a student, will only be accepted if received within 90 days of the end of the term for which the withdrawal is being requested. After 90 days, a full refund of tuition and fees will not be approved.

Complete Withdrawal Due to Academic Performance

After final grades have been posted for the current semester, and before late registration begins for the next semester, students whose academic standing makes them ineligible to re-enroll will be withdrawn from all their classes for the next semester. For further details, refer to the Standards of Academic Performance section in this catalog.

Complete Withdrawal Due to Medical Reasons

A student who must withdraw completely due to medical reasons must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the attending physician, clinical psychologist, or licensed clinical practitioner on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. Supporting documentation must be submitted within the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative can do this for the student.

Complete Withdrawal Due to Medical Conditions of a Family Member

A student who must withdraw completely because of a medical condition of an immediate family member must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the family member's attending physician, clinical psychologist, or licensed clinical practitioner confirming that the student's immediate family member was under medical care, and confirm that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative may do this for the student. "Immediate family member" can be defined as a husband, wife, parent, sibling, child, legal guardian, or grandparent; other relationships can be considered on a case-by-case basis.
Complete Withdrawal Due to Death of a Family Member

A student who must withdraw because of the death of an immediate family member must submit a request with supporting documentation to the University Student Withdrawal Committee during the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. Supporting documentation may include a death certificate. “Immediate family member” is defined as a husband, wife, parent, brother, sister, son, daughter, legal guardian, or grandparent; other relationships can be considered on a case-by-case basis. Once documentation has been received, the student will be withdrawn.

Complete Withdrawal Due to Death of Student

Upon the death of a student, the student’s parent, spouse, or legal guardian must submit a request with supporting documentation to the University Student Withdrawal Committee within the semester or no later than 180 days after the end of the term so that the student can be withdrawn from all classes. Supporting documentation may include a death certificate.

Complete Withdrawal Due to Active Military Service

Students who have to withdraw because they have been called to active military service submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation most often includes a copy of the student’s military orders. Grades will be assigned as described below. Military personnel can select one of the withdrawal options below according to the Texas Education Code, Sec. 54.006:

1. Receive a refund of the tuition and fees paid for the withdrawn semester (see NOTE below);
2. If eligible, receive grades of Incomplete (I) from instructors, with the notation “Withdrawn – Military” appearing on the academic transcript (see section on Incomplete or In-progress Work in this catalog); or
3. Receive an appropriate final grade or credit if the instructor determines that a substantial amount of coursework has been satisfactorily completed and sufficient mastery of the course material has been demonstrated. With this option, the student will not be eligible for a full refund of tuition and fees.

Requests for complete withdrawals, with the required documents, related to medical reasons, medical conditions of a family member, death of a family member, active military service, and death of a student, will only be accepted if received within 90 days of the end of the term for which the withdrawal is being requested. After 90 days, a full refund of tuition and fees will not be approved.

Complete Withdrawal Due to Other Extenuating Circumstance

Students with extenuating circumstances not specifically outlined above may submit a request for a complete withdrawal and supporting documentation to the University Student Withdrawal Committee.

Grade Assignment for Drops and Withdrawals and Complete Withdrawals

Grades will be assigned as follows when a student drops a course or completely withdraws from the University:

1. If a student drops a course or all courses before the official census date of a semester, neither the course nor a grade will appear on the student’s academic record.
2. If a student withdraws from a course after the census date, but before the student initiated course drop deadline listed in the on-line Class Schedule, a grade of W will be assigned.
3. With the exception of complete withdrawals and student-initiated drops for medical purposes that are approved by the University Student Withdrawal Committee, if the student drops after the student-initiated course drop deadline, instructors will determine a grade of “W” or “F” for each course. A grade of W will be considered only under exceptional circumstances and must be approved by the instructor and department chair for the course. A student may need to petition the instructor for a grade of “W” in writing with the necessary supporting documentation.
4. In the event of a complete withdrawal due to medical reasons, medical conditions of a family member, death of a family member, death of the student, or military service, and in the case of student-initiated drops for medical purposes that are approved by the University Student Withdrawal Committee, grades of “W” will appear on the student’s academic record.

Student Educational Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and the Texas Public Information Act, Texas Government Code, § 552.001, et seq., are federal and state laws that provide students the following rights with respect to their student educational records. The University of Texas System and The University of Texas at El Paso have implemented a student records policy that adheres to these laws. For more information regarding the University’s implementation of these laws, please review the Handbook of Operating Procedures (http://admin.utep.edu/Default.aspx?tabid=30297/).

Curriculum and Classroom Policies

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Undergraduate Course Information

In accordance with Texas Education Code, Section 51.974, undergraduate course information including syllabi and faculty curriculum vitae may be obtained by visiting the Public Access to Course Information Search Page (https://www.goldmine.utep.edu/prod/owa/UTEP_UTIL.SetCatalogTerm?term_in=201510/).

Texas Common Course Numbering (TCCN) System

The University of Texas at El Paso participates in the Texas Common Course Numbering (TCCN) System, which was developed to facilitate the transfer of general academic courses among Texas colleges and universities. Common courses are freshman- and sophomore-level courses taught throughout Texas which correspond with the general description of courses or category of courses included in the Lower-Division Academic Course Guide Manual. A UTEP course determined to be equivalent to a course listed in the Guide has the common course number listed below the UTEP course title in the individual course description of this catalog and a Texas state symbol is to the left of the course prefix and number. Students interested in transferring can refer to the common course number in each college or university catalog to determine course transferability among institutions.

Course Numbering System

Each course offered by The University of Texas at El Paso is identified by a four-digit course number. The first number indicates the level: 0 = developmental, 1 = freshman, 2 = sophomore, 3 = junior, 4 = senior, and 5 or 6 = graduate. The second number indicates the semester credit hour value of the course. The last two numbers identify the course within its particular department.

- **Lower-Division Courses** are designated by a 1 or 2 as the first digit of the course number.
- **Upper-Division and Advanced Courses** are designated by a 3 or 4 as the first digit of the course number. The student should refer to the departmental and college requirements for specific conditions, if any, imposed on registration in advanced courses.
- **Graduate Courses** are designated by a 5 or 6 as the first digit of the course number.

Maximum Course Load

A student is permitted to register each term for the maximum number of semester credit hours listed below. Written permission from the academic dean must be obtained to take more than the maximum load. Students must have a grade point average above 2.0 to request permission.

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring (Wintermester)</th>
<th>Summer (Maymester)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>21</td>
<td>24 (combined terms), 21 for Spring, or 6 for Wintermester</td>
<td>15 (combined terms), 9 for Summer, or 6 for Maymester</td>
</tr>
</tbody>
</table>

Enrollment Status and Verification

<table>
<thead>
<tr>
<th></th>
<th>Hours Per Semester/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall and Spring</strong></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>12 or more</td>
</tr>
<tr>
<td>Part-time</td>
<td>Fewer than 12</td>
</tr>
</tbody>
</table>

|                |                         |
| **Maymester and Wintermester** |               |
| Full-time       | 3 or more               |
| Part-time       | Fewer than 3            |

|                |                         |
| **Summer Sessions** |                           |
| Full-time       | 6 or more, or 3 in Summer I and 3 in 8-week, or 3 in Summer II and 3 in 8-week, or 3 in Summer I and 3 in Summer II |
| 3/4 time       | 4-5                     |
| 1/2 time       | 3                      |
| Less than 1/2 time | Fewer than 3          |

Students enrolled in accelerated, online or other special programs that use “parts-of-term” are considered full-time if they are enrolled in at least 3 credit hours in any given part of term and also meet the full-term requirements noted above.

Students who are not eligible to enroll without conditions, who are on academic probation or academic suspension/dismissal, who have been readmitted or reinstated from such conditions, or who are in the START Program will have course load conditions imposed by their advisor or dean. Students should see the section of this catalog entitled Standards of Academic Performance.
For enrollment verification to financial aid, scholarships, loan agencies, insurance companies, etc., the following categories will be followed. Students are encouraged to enroll in the appropriate number of credit hours as required/specify by the agencies. Veteran students are recommended to consult with the Campus Veterans Affairs Office.

**Limits on Undergraduate Course Enrollment**

In most instances, a student may enroll in an undergraduate class a maximum of three (3) times; further enrollment requires PERMISSION OF THE ACADEMIC DEAN OF THE DEPARTMENT THAT OFFERS THE COURSE. This includes enrollments that result in a grade of W, F, D, or P. It does not apply to courses taken prior to a student’s re-enrolling under “Option 2” as described under the Reinstatement After Extended Absence or Academic Fresh Start portions of this catalog. Individual colleges might have more restrictive policies.

A student may enroll more than three times in a variable-topic, studio, performance, workshop, or other course that is identified as “may be repeated for credit.” A student may not enroll in a course in which he or she has an unresolved grade of I (Incomplete). Because all grades earned remain on the academic record and are included in the GPA calculation, and because obtaining an “A” in a course where a “C” was earned previously results in only a negligible increase in GPA, students are strongly discouraged from repeating grades higher than D/F. Exceptions will be considered by the Dean of the academic college in which the course is offered.

**Courses Taken on a Pass/Fail Basis**

Some courses are graded only on a Pass/Fail basis (grade of S or U). Check with the appropriate academic department for a listing of these courses. These courses can be used to fulfill degree requirements if so specified on the student's degree plan. In addition, an undergraduate student whose cumulative grade point average is 2.0 or higher can take courses on a Pass/Fail basis with the following conditions:

1. A maximum of four courses attempted on a Pass/Fail basis can be used to fulfill degree requirements, as free electives only.
2. Such courses cannot be reserved for graduate credit.
3. Not more than two such courses can be taken in a long semester or one in a summer session.
4. Courses taken on a Pass/Fail basis cannot be counted toward the minimum residency requirements.
5. To obtain credit for the course, the student must meet the minimum standard and do all assigned work required for the grade of A, B, C, or D.
6. No course graded Pass/Fail can be used to fulfill any degree requirement in the College of Engineering.
7. Business majors cannot take any course offered by the College of Business Administration on a Pass/Fail basis.

To enroll on a Pass/Fail basis in courses that are not normally graded Pass/Fail, a student must:

1. Obtain a Pass/Fail form and approved signature from the academic dean of his or her college.
2. Submit the approved form to the Records Office by the submission deadline listed in the online Class Schedule at www.utep.edu/register.

Election of the Pass/Fail option is irrevocable after the submission deadline. Pass/Fail courses are not included in the grade point average calculation. There is no assurance that Pass/Fail courses will be accepted as transfer credit by another institution.

**Reservation of Work by Undergraduates for Graduate Credit**

Ordinarily, undergraduates are not eligible to take graduate courses. A student who already has a baccalaureate degree is not eligible to reserve courses for graduate credit, but it is possible for seniors to register in graduate courses in their last semester under the following conditions:

1. The undergraduate must need no more than 12 semester hours (or six semester hours in summer session) of work to complete all requirements for the first baccalaureate degree and must have a grade point average of at least 3.0 in junior- and senior-level courses.
2. These 12 hours (or less) must all be completed in the same semester or summer session in which the graduate courses are taken.
3. Total registration for all work must not exceed 15 semester hours (or 9 hours in a summer session).
4. Enrollment in graduate courses must be approved prior to registration by the graduate advisor of the department, the undergraduate dean, and the Dean of the Graduate School.
5. This option is limited to one term.

With the exception of students enrolled in institutionally approved curricular programs that explicitly involve the joint granting of baccalaureate degrees and graduate degrees and fast-track programs, an undergraduate cannot count credit for graduate courses toward the baccalaureate degree. It will be reserved for credit toward a graduate degree. A form for reserving courses is available in the Graduate School. Approval to reserve work for graduate credit neither constitutes nor implies admission to any graduate program.

**Fast-Track Dual-Credit Program**

The Fast-Track Dual-Credit program enables outstanding undergraduate UTEP students to receive dual undergraduate and graduate credit for up to 15 hours of UTEP course work as determined by participating Master's and Doctoral programs. Not all graduate programs have elected to participate in the Fast Track option, so students should see their departmental graduate advisor for information about requirements and guidelines.
Application Requirements

1. This program is intended for UTEP students who are interested in transitioning from a Bachelor's degree to a graduate degree. A student who has previously earned a Bachelor's degree may not apply to this program.

2. To be considered for the Fast Track program, students need to complete a Graduate School application. Once the Graduate School clears the application based on the recommendations of the intended graduate program, students will be assigned a fast track code until the Bachelor's degree is conferred. The student will be subsequently admitted as a new student in the graduate program.

3. Students must have successfully completed at least 90 hours of undergraduate coursework toward their major with a minimum of 24 of those hours at UTEP.

4. Students must have and maintain the same GPA requirements in the major as for the university honor's certificate, which is an undergraduate GPA of GPA equal or greater than 3.30.

5. Participating graduate programs may have additional requirements including specific GRE scores and undergraduate coursework preparation.

Program Guidelines

1. Each participating graduate academic program will determine which graduate level courses will be included in the Fast Track. The Graduate School will maintain an inventory of all approved courses.

2. Students must be advised each semester at the departmental level by both the undergraduate and graduate advisors and cleared for registration in graduate courses by the Graduate School.

3. Undergraduate students must earn a B or better in the graduate course for it to count as graduate credit. If the grade is a C, it will not count toward the graduate degree but the credit hours will still count toward the undergraduate degree. The earned grade will not be calculated in the undergraduate GPA and will show on the undergraduate transcript as a transfer. These graduate course grades should not be used for determination of undergraduate honors or other academic awards at the Bachelor's level.

4. When the student graduates with the Bachelor's degree, the graduate courses will be shown in the undergraduate transcript, and if a grade of C or better is attained, count toward the undergraduate degree. The courses will also show on the graduate transcript as graduate courses, but in these cases will be calculated into the graduate GPA.

5. Tuition will be based on the level of the course, not the level of the student. Financial aid may be adjusted.

6. Exceptions to these guidelines will be handled through an appeal process established by the participating graduate program.

For a list of approved dual credit courses, please click on the following link: Fast-Track Dual-Credit Courses (http://catalog.utep.edu/grad/academic-regulations/curriculum-and-classroom-policies/fast-track-dual-credit-courses/). Note: The link to the list of fast-track dual-credit courses will take you to the Graduate Catalog. To return to the Undergraduate Catalog, you will need to select the Undergraduate Catalog from the upper-right-hand drop-down menu.

Repetition of Courses

D/F Repeat for all 1000 and 2000 level courses

If a student earns a D or F in a 1000 or 2000 level course the student may "D/F repeat" that course. Students have only one opportunity per course to improve their original grades under the D/F repeat policy. The new grade becomes the grade that counts toward the student's cumulative GPA and credit hours for graduation, even if the repeated course grade is lower than the original grade in the course. The D/F repeat policy will be enacted any time an eligible course is repeated.

When a course is D/F repeated, the following procedure occurs:

1. The original grade is disregarded for the purpose of determining the overall GPA, it is marked as excluded (E) in the semester that the student originally took the course.

2. The original grade is not deleted from the student's permanent record.

3. The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.

Other Repeated Courses

Courses repeated, but not eligible for the provisions of the D/F repeat policy follow this procedure:

1. The original grade is included in determining the overall GPA. It is excluded from earned or degree hours and is marked with an (IA).

2. The original grade is not deleted from the student's permanent record.

3. The second grade is entered on the student's transcript and is included in the semester that the course was repeated.

4. Courses repeated more than once are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.

Class Attendance

The student is expected to attend all classes and laboratory sessions and attendance is mandatory for all freshman-level courses (1XXX). It is the responsibility of the student to inform each instructor of extended absences. When, in the judgment of the instructor, a student has been absent to such
a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a grade of W before the course drop deadline and with a grade of F after the course drop deadline.

**Excused Absences for University-Recognized Activities**

Students who will be absent while representing the University in officially recognized University activities (sports, band, professional conferences, etc.) must notify the Dean of Students not less than ten (10) days prior to the absence. The Dean of Students will provide the student with a letter of excuse for the professors. It is the student’s responsibility to give the letter to the professors prior to the official recognized activity. Students following these procedures will be permitted to make up both assignments and examinations in consultation with faculty.

**Absence for Religious Holy Days**

Religious holy day means a day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Section 51.911 of the Texas Education Code and 19 Texas Administrative Code 4.4 related to absences by students for observance of religious holy days states that the institution shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection cannot be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. The student must provide written notice to the instructor of each course that he or she will be absent for a religious holy day not less than 10 days prior to the absence. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor can request a ruling from the Provost or the Provost's designee. The student and the instructor shall abide by the decision of the Provost or designee.

**Military Leave**

Section 51.9111, Texas Education Code, and 19 Texas Administrative Code 4.9 provides that students be excused from scheduled classes or other required activities if the student is called to and participates in active military service for a reasonably brief period and that the student shall be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than 25% of the total number of class meetings or the contact-hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service.

Students called to active military service must provide a copy of their military orders to the instructor of each course. Further information is available under Complete Withdrawal Due to Active Military Service (p. 1)

**Absence From Examinations**

A student absent from a test during the semester is graded zero (0) unless another policy is set by the instructor.

**Dead Day**

This specific day will be scheduled one day after the last day of classes during the fall and spring semesters. The following policy will be observed:

1. No classes will be held on this day, except classes which meet once a week on that day.
2. Make-up exams should be left to the discretion of each individual instructor.
3. All student work (e.g., research papers, lab reports, term paper, etc.) should be due prior to this day.
4. If a comprehensive final is given, no new material, quizzes, or exams should be given two calendar days prior to Dead Day, and attention should be given to review of semester material. Implementation of this recommendation is to be left to the discretion of the individual instructor.

**Final Examinations**

Exemption from final examinations cannot be given. Final examinations are scheduled to be two hours, forty-five (45) minutes in length and take place during the final examination period. It is the policy of the University not to administer a second final examination in a course. It is also University policy that students shall not have more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on a single day, the faculty member upon the request of the student shall reschedule the second of that student’s three examinations.

**Academic Integrity**

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of academic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes, and is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed
regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of Student Life and on the homepage of the Office of Student Life at www.utep.edu/dos (http://www.utep.edu/dos/), can result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others.

Grades and Grade Point Averages

Courses in which the above grades were earned are included in the grade point average (GPA), which is calculated as follows: (1) determine grade points by multiplying the number of semester hours each course is worth by the grade point value of the grade received; (2) divide the total number of grade points earned by the total number of semester hours attempted in which the above grades were earned. (Total Grade Points/Total Attempted Hours = GPA)

The following grades are not included in grade point average calculations:

Midterm Grades for Freshmen

At mid-semester, all students with fewer than 30 cumulative semester hours, and all other undergraduate students with a grade of D or F regardless of cumulative hours, will receive midterm grades. The midterm grade report is designed to give beginning students an early indication of their academic progress. Midterm grades are not recorded on the student's academic record, computed in the cumulative grade point average, or calculated in the academic standing.

Incomplete or In-Progress Work

Assignment of the grade I is made only in exceptional circumstances and requires the instructor to file with the academic dean a contract signed by the student and instructor outlining the work to be completed and the time span (not to exceed one calendar year) allowable for completion. In no case may repetition of the course be assigned as work to be completed. If the work has not been completed by the end of the specified time, the grade I will be changed to an F. A student may not enroll in a course in which he or she has an unresolved grade of I. The grade P (in progress) is limited to specific courses in which re-enrollment is required. They include all thesis courses (5398-5399, 6320-6321) and graduate internships. A student may not graduate with an incomplete or in progress work on his or her record. If a student wishes to graduate and if the course is not needed for a degree requirement, the incomplete will convert to an F, regardless of whether a year has elapsed from the date the incomplete was assigned. In the case of in-progress work, if the course is not needed for a degree requirement, the grade P must be changed to W. The instructor must submit a Change of Grade form to the Department Chair and College Dean. The college will file the form with the Registration and Records Office.

Grade Changes

Students must submit to the faculty of record a written request for a grade change as soon as possible after the receipt of the grade but not later than one year after the semester in which the course in question was taken. A graduating student must request a grade change within three months after the last day of final examination of the last semester enrolled. After this time, all grades become part of the student's official academic history and cannot be altered unless approved by the academic dean.

A grade change must be approved by the faculty of record, the department chair, and the college dean. Additional approval is required from the Graduate School for thesis/dissertation and project courses (5396-5397, 5398-5399, 6320-6321, and 6398-6399). Students will receive notification of approved changes. Exceptions to the grade change policy will be at the discretion of the faculty member, department chair, and final approval from the academic dean.

Grades can be changed as a result of (1) grade changes initiated by the instructor and approved by the appropriate department chair and the college dean; (2) grade change initiated by the department chair for cases in which the instructor is no longer affiliated with the University and cannot be contacted and there exists clear and convincing evidence for a grade change; (3) grade change because of disciplinary action imposed by the Office of Student Life or Hearing Office for violation of University rules; or (4) action taken by the Student Welfare and Grievance Committee in grade-appeal procedures.

Grades determined as a result of actions taken in items (3) or (4) above are final and not subject to change. No other grade change shall occur without the consent of the instructor. The Registrar will notify the student and the instructor of any change in grade.

College/Major Academic Standing

Selected colleges or majors can also require students to maintain a 2.0 GPA for courses taken within the college or within the major. A student whose college or major GPA falls below a 2.0 after completing a specified minimum number of hours of the designated course work in the college/major will be placed on probation within the college/major. This minimum shall be nine (9) hours unless specified differently in the degree requirements for the college/major.

If the student's college/major GPA remains below a 2.0 after completing nine additional hours of course work in the college/major (or the designated college/major probationary period: students should refer to the individual degree requirements to determine the applicable probationary period), the student will be placed on suspension from the college/major for a minimum of one semester. A student who is on suspension from a college/major can continue to enroll in the University if the student changes majors and meets the GPA requirements of the new college/major. A change to a new major in the same college will require permission from the dean. A student who wishes to re-enroll in the same major after a suspension must submit to the student's academic dean a Petition for Reinstatement to the College/Major. If the petition is approved, the student will be permitted to re-enroll under
academic probation, plus any special conditions which might be imposed by the academic dean. It is recommended that students who are suspended from the college/major receive career counseling through the University Counseling Center.

Students who have been suspended for a period of one semester and have been allowed to re-enroll in that college/major must attain a GPA of 2.0 in the college/major after the completion of nine additional hours of course work in the college/major (or the designated college/major probationary period: students should refer to the individual degree requirements to determine the applicable probationary period); failure to do so will result in suspension from the college/major for a minimum of one year. A student who is allowed to re-enroll after this suspension and does not achieve a 2.0 GPA in the college/major (or the designated college/major probationary period: students should refer to the individual degree requirements to determine the applicable probationary period) will be dismissed from the college/major. A change of major will be required if the student wishes to continue to enroll in the University.

Any appeal from the regulations governing academic performance shall be directed to the dean of the college in which the student is a major. The dean is empowered to grant relief in unusual cases if the circumstances warrant such action. This is in addition to the policies concerning academic standing within the University. Any penalties concerning eligibility to re-enroll arising from the University’s academic standing policy shall take precedence over any provisions within this policy.

Standards of Academic Performance

Undergraduate students are expected to maintain a cumulative grade point average (GPA) of at least 2.0 (C average) for all work attempted at UTEP, and a GPA of at least 2.0 for all course work required in the major field of study. These are University-wide minimum requirements for the conferral of any bachelor’s degree; higher minimum standards of performance are required in some programs.

When final grades of each term are posted to the student’s academic record, both term GPA (for the semester or session just ended) and cumulative GPA (for all work attempted at UTEP) are included. In addition, designations appropriate to the student’s past academic performance and eligibility to re-enroll at the University are included. These designations are as follows:

Eligible to Re-enroll
A student whose cumulative GPA is 2.0 or higher is eligible to re-enroll.

Academic Probation
A student whose cumulative GPA falls below 2.0 will be placed on academic probation. A student on academic probation must have permission to re-enroll. Students in an entering student program should seek this permission from their entering student advisor. Other students should seek this permission from their academic dean. A student will remain on academic probation as long as the term GPA is at least 2.0 and the cumulative GPA is below 2.0.

Academic Suspension
Academic Suspension for One Semester
A student on academic probation whose term GPA is below 2.0 will be placed on academic suspension for one semester. A student thus suspended cannot re-enroll at the University until one long semester or a full summer session has elapsed.

Academic Suspension for One Year
A student on academic probation who has already been placed on academic suspension for one semester, and whose term GPA is less than 2.0, will be placed on academic suspension for one year. A student thus suspended cannot re-enroll at the University until one full calendar year has elapsed.

Academic Suspension for Two Years
A student who has been placed on academic suspension for one year and whose semester and cumulative GPA is below 2.0 will be placed on academic suspension for two years. A student thus suspended MAY NOT re-enroll at the University until two full calendar years have elapsed.

Re-enrollment Following Academic Suspension
A student wishing to re-enroll after his/her academic suspension period is over must submit a Petition for Reinstatement with the academic dean of the previous major or, if the student is selecting a new major, with the dean of the intended new major. If reinstated, the student will be permitted to re-enroll under academic probation, plus any special conditions of the Petition for Reinstatement.

Any appeal from the regulations governing academic performance shall be directed to the dean of the college in which the student is a major. The dean is empowered to grant relief in unusual cases if the circumstances warrant such action. Any student who attempts to circumvent the academic performance regulations is subject to disciplinary action.

Reinstatement of Students After Extended Absence
At the time of reinstatement to the University after an absence of at least two academic years, a student has the option of:
1. Continuing with the academic record and GPA as they stand, and completing all remaining requirements for graduation; or
2. Beginning anew, with no courses attempted earlier at UTEP counted toward the degree, nor counted in the cumulative GPA calculations. This option can be elected only once. Students who have earned a degree, in which the courses from UTEP were accepted as part of the degree, are ineligible to qualify for this option.

If Option 1 is chosen, the GPA will be computed according to rules in force at the time of re-entry. If Option 2 is chosen, notation will be made in the student's record indicating that portion of the record which is to be involved in computing requirements for graduation. There is no assurance that courses attempted prior to this option will be accepted as transfer credit by another institution. In either case, all courses taken and grades earned will remain on the official academic record. Pursuit of the degree under either option does not exempt the student from the provisions of the “seven-year rule” (Students should refer to this catalog's Requirements section).

If the student was not eligible to re-enroll at the end of the last period of enrollment at the University, submission of a Petition for Reinstatement with the academic dean of either the previous or intended major is required at the time of reinstatement. The petition will specify which of the two aforementioned options has been chosen.

Textbooks
Textbooks may be purchased through university-affiliated bookstores. However, a student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may be available from an independent retailer, including an online retailer, per Texas Education Code, sec. 51.9705.

General Requirements for Undergraduate Degrees

General academic regulations can be changed at any time. All students, regardless of when originally enrolled, are required to abide by current academic regulations.

Residence
Work counting toward the degree must be completed in residence at the University as follows:

1. A total of at least 25% of the semester hours (a minimum of 30 semester hours)
2. Twelve (12) of the last 30 semester hours with the following exceptions:
   • Military students, their spouses, and their dependents who are deployed or relocated before finishing their degrees will be exempt from this requirement.
   • Transfer credit from other University of Texas System institutions, with the approval of the appropriate dean, will be accepted.
3. Twelve (12) semester hours of advanced courses in the major subject must have been completed not more than three years prior to the date of graduation.

Catalog Graduation Requirements
To graduate, a student must fulfill the specific course and degree requirements of the catalog in effect at the time of his or her admission, or of any subsequent catalog in effect during his or her enrollment with the approval of the academic dean, provided that the required courses are still being offered. A student must complete all requirements within seven (7) years or be subject to the degree requirements of a subsequent catalog. The seven-year period begins with the year the catalog was issued, regardless of the student's first semester of enrollment. Students entering the University for the first time during a summer session are subject to the requirements of the catalog for the next fall term, or of a later catalog.

A student transferring from a Texas two-year institution can select a catalog that was in effect prior to the first semester of enrollment at UTEP, as long as the student was following UTEP's degree plan while enrolled at the community college.

Degree Plan
Students are advised to obtain and follow their major's degree plan when they first enroll at the University. Students are required to select a major and file a degree plan with the academic dean of that major by the time they complete 30 semester hours.

Change of Major
A student who wishes to change majors must obtain permission of the dean of the college of the new major.

Concentrations and Minors
Students interested in pursuing a concentration or minor in an area of study should refer to the college curriculum in the catalog or consult with their major advisor for further details.
Completion of Freshman-Level Courses

All freshman-level courses that are required by specific course number must be completed before the student has completed 90 hours toward the degree. No credit for these freshman-level courses will be granted toward fulfilling the minimum credit-hour requirements for the degree, even though the courses must be completed.

One-Hour Courses

No more than six (6) one-hour courses can be counted toward completion of the minimum total hours required for a degree (unless degree requirements specify otherwise), except with specific approval of the academic dean.

Major Examinations

At the discretion of the department concerned, a comprehensive examination can be required in the major subject under the following conditions:

1. Four hours written, or three hours written and one hour oral.
2. The department fixes the time and place, and supervises the examination.
3. In case of failure, the student can take another examination on a date determined by the department.

Grade Point Average Required for Graduation

A minimum grade point average of 2.0 must be achieved in all course work at The University of Texas at El Paso and in all transfer work counted toward the degree. The UTEP cumulative grade point average consists of all grades earned at this institution regardless of their applicability toward a degree. Transfer credits can be counted toward meeting degree requirements, but transfer grades and grade points do not enter into UTEP grade point average calculations. A minimum grade point average of 2.0 is required in the major. This is intended as a University-wide minimum and does not prevent a college from requiring a higher GPA in specific majors or programs, provided appropriate approvals have been obtained.

Graduation

An undergraduate student must complete an application for graduation with her/his academic dean. It should be initiated during the next-to-last semester or session and completed no later than the deadline published in the on-line Class Schedule at www.utep.edu/register (http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar/).

Graduate students must begin the application process with their advisors. Graduate degree candidates must submit an Application for Graduate Degree and final degree plan during the semester they expect to graduate and by the deadline stated in the on-line Class Schedule at www.utep.edu/register (http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar/). The forms must be completed by the student and approved by the graduate advisor and college dean. The student must submit the forms to the Graduate School before the published deadline to allow a complete review of the academic record. The diploma fee and if applicable, the thesis/dissertation University Microfilms on-line traditional publishing fee are billed to the student’s Goldmine account upon approval of the Application for Graduate Degree. The Application for Graduate Degree is only valid for one semester.

The University of Texas at El Paso has six conferral dates as listed below:

• February 28, for all students who complete degree requirements after December Commencement and prior to February 28.
• May, as published in the Schedule of Classes at www.utep.edu/register, (http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar/) for all students who complete degree requirements after February 28 and prior to the May Commencement date.
• June 30, for all students who complete degree requirements after May Commencement and prior to June 30.
• August 15, for all students who complete degree requirements after June 30 and prior to August 15.
• October 31, for all students who complete degree requirements after August 15 and prior to October 31.
• December, as published in the Schedule of Classes at http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar/), for all students who complete degree requirements after October 31 and prior to the December Commencement date.

Students who wish to graduate must complete the application process and pay the fee described below:

• Undergraduates - To be considered candidates for graduation, students must submit the completed and signed graduation application with payment to the Student Business Services Office for processing by the Registration and Records Office.
• Master’s and doctoral students – To be considered for graduation, students must submit the completed and signed graduation application for processing to the Graduate School and all applicable fees will be assessed by the Graduate School.

Graduation Application Fees:

• $35 if paid by the scheduled deadline.
• $15 Graduation Application Late Fee
Graduation application fee is not refundable. A student who defers graduation to the following term must reapply for graduation. However, the student will not be required to repay the graduation application fee.

Commencement

Formal commencement ceremonies are held in May for all candidates who complete degree requirements during the spring semester and in December for fall candidates. There is no summer commencement, nor are there commencement ceremonies for students whose degrees are conferred in February, June, or October.

- Students whose degrees are conferred in February are invited to participate in the May commencement ceremony.
- Students whose degrees are conferred in June or August (summer candidates) are invited to participate in the May commencement ceremony if no more than six (6) hours are needed to complete the degree prior to August 15. Summer candidates’ names will not appear in the May program. Summer candidates who do not participate in May commencement can participate in December commencement. Summer candidates’ names will appear only in the December program.
- Students whose degrees are conferred in October are invited to participate in the December commencement ceremony.

If a Nondisclosure of Directory Information (confidential) request on file, the University will not release the candidate’s name for any commencement publications that are made available to the public. The candidate can request the removal of the nondisclosure request in Goldmine by clicking Answer a Survey or Complete a Form listed under the Personal Information tab. Select the survey entitled Student Request to Revoke Nondisclosure of Directory Information. The candidate can also email their request using their UTEP email account to records@utep.edu.

Degrees are conferred approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August). The degree will be posted to the transcript with the commencement date for each long semester and the last day of finals for the long summer session.

Undergraduate students needing proof of graduation prior to receipt of a degree or posting on a transcript should contact their academic college advisor for a letter of completion. Graduate students should contact the Graduate School.

Diploma

The name appears on the diploma as it appears on the official university record. Only legal names can appear on the diploma. The rationale is that the diploma is a legal document, and it represents the degree earned. If a graduate displayed her/his diploma, and someone called our office to verify the degree and its authenticity, we would be unable to locate the graduate’s record if the name appears differently on the diploma from the academic record. The degree title will appear in the center of the diploma below the student’s name. The student’s major(s) will appear on the diploma only if it is not included in the official degree title. Institutional academic honors awarded will appear below the major(s).

Certificates, concentrations, endorsements, minors, honors earned in the department or the University Honors Program will only appear on the student’s academic transcript and not on the diploma.

Approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August), the university awards a diploma to each student upon whom a degree is conferred provided a graduation application has been filed. Diplomas are mailed to the address provided by the student. A complimentary transcript showing the degree earned will be mailed separately. However, for mailing service outside the United States there is a service fee. Fees are listed on the Diplomas Mailing Request and are subject to change. The application is located in the Student Forms block at: http://utep.edu/register (http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar/)

A graduating student who has an outstanding financial obligation with the university will not receive a diploma or transcript until such obligation is satisfied in full. To clear the financial debt, contact the Student Business Services Office at (915) 747-5105.

A graduating student who received a student loan or TEACH grant must complete the Stafford Exit Counseling session. Click Complete Online Student Loan Counseling located at: http://mappingyourfuture.org (http://mappingyourfuture.org/). A diploma or transcript will not be released until the Exit Counseling session is completed.

Replacement Diploma

If an original diploma is lost, stolen, destroyed, or change of name, the diploma can be replaced for a fee. To order a replacement diploma, you need to file a Diploma Replacement Request. The application is located in the Student Forms block at: http://utep.edu/register (http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar/)

Anyone ordering a replacement diploma also needs to provide a clear copy of proof of identity containing a photo. Examples include a passport or current driver’s license.

The replacement diploma fee is $30.00 each.

For mailing service through express mail or outside the United States there is a service fee. Fees are listed on the Diplomas Replacement Request and subject to change.

It should be noted that a replacement diploma will reflect current diploma format and therefore may not be identical in all respects to the original. The word “This is a Replacement” will appear on the lower center of the diploma.

The completed Diploma Replacement Request, fee, and copy of proof of identity may be mailed to:
The University of Texas at El Paso
Registration and Records Office
500 W. University Ave.
El Paso, Texas 79968
The request may also be sent by email attachment to graduation@utep.edu, or faxed to (915) 747-8764.

Unclaimed Diplomas
Unclaimed diplomas will be kept for five years from the date of award. They will then be destroyed. Graduates who request an unclaimed diploma after it has been destroyed will have to pay the replacement fee in effect at the time of their request. It should be noted that a replacement diploma may not be identical in all respects to the original

Second Bachelor’s Degree
Applicants for a second bachelor’s degree, whose first bachelor’s degree is from The University of Texas at El Paso (UTEP), must complete at least 24 semester hours at UTEP in addition to the hours required and completed for their first baccalaureate degree. These additional hours must include at least six (6) advanced hours in the major subject of the second degree. A student working toward a second bachelor’s degree will register as an undergraduate senior.

A student who earned their first bachelor’s degree at another institution must complete at least 30 hours at UTEP in addition to the hours required and completed for their first bachelor’s degree, including completion of the legislative requirements of six (6) hours of American History and six (6) hours of Political Science covering the Constitutions of the United States and Texas.

Double Major
A student who fulfills the specified requirements for two different majors under a single degree from the same college, simultaneously, completes a double major. Students may double major in the same department with the approval of the academic dean. For example, a student may simultaneously complete a Bachelor of Arts in History and a Bachelor of Arts in Political Science - both B.A. degrees from different departments in the College of Liberal Arts - and earn a double major.

The student must complete a minimum additional 24 credit hours beyond the degree plan with the greater required credit hours and also complete all degree requirements for both degrees. A minimum of 144 total semester credit hours is required for completion of a double major.

The graduation term must be the same for both majors. When applying for graduation, a student should note on the application that he/she will be completing an additional major. One diploma is issued and both majors are recorded on a student's transcript and diploma.

Dual Degree
A student who fulfills the specified requirements for two different majors from different degrees simultaneously, or who fulfills the specified requirements for two degrees in different colleges simultaneously, will earn dual degrees. For example, a student may simultaneously complete a Bachelor of Science in Psychology and a Bachelor of Arts in Sociology, both in the College of Liberal Arts, and earn dual degrees. A student may also simultaneously complete a Bachelor of Science in Psychology from the College of Liberal Arts and a Bachelor of Science in Chemistry from the College of Science, and earn dual degrees.

The student must complete a minimum additional 24 credit hours beyond the degree plan with the greater required credit hours and also complete all degree requirements for both degrees. No one course can be counted in the semester credit hours in more than one major. In the event that a single course is listed in the degree requirements for both degrees, a student may receive approval from his/her academic advisor to complete another course to fulfill the semester credit hour requirement of the second degree. A minimum of 144 total semester credit hours is required for completion of dual degrees.

The graduation term must be the same for both degrees. Upon graduation, the student must complete two graduation applications (one application for each degree). Upon graduation a student can attend multiple commencement ceremonies if the majors span across different colleges.

Posthumous Degree
A posthumous degree can be awarded only if the student was enrolled in courses that would have allowed the student to complete all work for the degree, and if the student had the appropriate grade point average in the required areas. For further information, individuals should contact the appropriate dean’s office.

Institutional Academic Honors
Departmental Honors Program
A student who wishes to earn departmental Honors must complete a senior thesis, senior project, or other special requirement, depending on the department. A departmental faculty member directs the project or thesis. The director, along with a departmental honors committee, judge the student’s work, and outside referees may be consulted if deemed appropriate. Students may include departmental honors credits with University honors credits, upon consultation with the University Honors Program Director, in order to earn Honors at both levels. The following offer Departmental Honors: Biological Sciences, Chemistry, Geological Sciences, History, Physics, Political Science, and Psychology.
**Academic Regulations**

**Dean’s List**

At the end of each fall and spring semester, the Registration and Records Office prepares a Dean's List for each undergraduate college of all full-time undergraduate students who have completed at least 12 collegiate hours and have earned a minimum semester grade point average of 3.5. This honor is noted on the student's academic record.

**Academic Honors**

The University of Texas at El Paso offers three opportunities for students to achieve special recognition for academic performance at graduation. Graduation with any of these honors adds a special distinction to academic records and diplomas and may enhance the prospects for graduating seniors to enter graduate and professional schools or the job market. To be eligible for the following recognitions and/or programs, candidates must be among the most able and intellectually curious of students and must meet minimum GPA requirements.

Upon graduation, honors in the following categories will be awarded for each baccalaureate degree conferred upon students who have completed at least sixty (60) of the total required credit hours for their degrees at The University of Texas at El Paso:

1. Summa Cum Laude (Highest Honors) will be awarded to students who attain a minimum UTEP grade point average of 3.90.
2. Magna Cum Laude (High Honors) will be awarded to students who attain a minimum UTEP grade point average of 3.80, but who do not qualify for Highest Honors.
3. Cum Laude (Honors) will be awarded to students who attain a minimum UTEP grade point average of 3.50, but who do not qualify for High or Highest Honors.

Those students who are graduating from UTEP but who have not completed at least sixty (60) of the total required credit hours for their degrees will be considered for award of honors under the following conditions:

1. Their academic performance at UTEP reflects a level of academic achievement meeting the standards above; and
2. Their level of academic achievement at prior institutions is congruent with their performance at UTEP.

In such instances, the Registrar's Office will identify eligible students and review their academic records from their prior institutions. If a student's aggregate GPA from all institutions attended is commensurate with the standards stated above, the student will be eligible for honors appropriate to that aggregate GPA. In no case, however, will the student be eligible for honors beyond the level achieved in the GPA earned at UTEP.

Requirements for honors for a second degree include the above requirements with the additional stipulation that the student completes thirty (30) hours beyond the original baccalaureate requirements.

Honors cords worn at commencement recognize the following academic achievements:

**University Academic Honors:**

<table>
<thead>
<tr>
<th>Highest Honors</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Honors</td>
<td>White</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Honors</th>
<th>College Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business Administration</td>
<td>Olive Drab</td>
</tr>
<tr>
<td>College of Education</td>
<td>Lt. Blue</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Orange</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>Royal Blue</td>
</tr>
<tr>
<td>College of Health Science</td>
<td>Salmon</td>
</tr>
<tr>
<td>College of Science</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Apricot</td>
</tr>
<tr>
<td>University College</td>
<td>Wine</td>
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</tbody>
</table>

For information about the University Honors Program, please see the Undergraduate Studies section of this catalog.

**Student Life Policies and Procedures**

Detailed policies and procedures affecting student life are printed in the Handbook of Operating Procedures (HOOP) (https://www.utep.edu/vpba/hoop/) student section. The handbook supplements the rules and regulations of the Board of Regents and covers student conduct and discipline, use of University facilities, student organizations, educational records, and student publications. The Rules and Regulations of the Board of Regents of The University of Texas System are at http://www.utsystem.edu/bor/rules.htm. The administration of student discipline (academic dishonesty and general misconduct is the responsibility of the Associate Dean of Students who is located in the Office of Student Conduct and Conflict Resolution.
**Student Conduct**

While enrolled at the University, a student neither loses the rights nor escapes the responsibilities of citizenship. Any student who engages in conduct that is prohibited by the Board of Regents’ *Rules and Regulations* or University rules or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct. All students are expected and required to obey the law, to show respect for properly constituted authority, and to observe correct standards of conduct.

The University of Texas at El Paso administers student discipline according to established procedures of due process. Procedures are defined and described in the *Rules and Regulations* of the Board of Regents, Rule 50101, and in the *Handbook of Operating Procedures (HOP)*.

Students should check with appropriate departments whose policy or regulation is of concern. If necessary, students need to refer to the rules in the Regents’ *Rules and Regulations* (http://www.utsystem.edu/bor/rules (http://www.utsystem.edu/bor/rules/)) and the *HOP*. The Office of Student Life can assist on this matter. This set of rules is available at https://www.ute.edu/vpba/hoop/. (http://hoop.ute.edu/)

**Other Prohibited Conduct**

Computer usage violations, use of alcoholic beverages, dishonesty, gambling, defacing of property, endangering the health or safety of others, use of obscene and threatening language, altering of records, possession or use of firearms, failure to respond promptly to official notices and other incidents will subject the student to disciplinary action.

Sanctions, which can be imposed in conjunction with the approved disciplinary procedures, include but are not limited to a written warning, disciplinary probation, withholding of grades, withholding of official transcript or degree, restitution, failing grade, denial of degree, suspension and expulsion, revocation of degree and withdrawal of diploma, or other sanction as deemed appropriate under the circumstances. In addition, certain privileges can be withdrawn consistent with the severity of the offense and the rehabilitation of the student. These penalties can be imposed singularly or in any combination upon individuals, groups, or organizations.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. The University’s policy on Peer-to-Peer Sharing can be found at http://admin.ute.edu/Default.aspx?tabid=63689 (http://admin.ute.edu/Default.aspx?tabid=63689). Penalties for copyrighted violations may be found at: http://www.copyright.gov/title17/92chap5.html. Additionally, students may be subjected to disciplinary action as described in this section.

A person commits an offense under Section 42.06, Texas Penal Code, if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. The offense under Section 42.06, Texas Penal Code, of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed $10,000.

**Gang-Free Zone**

A gang free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas Law. There are many such locations designated in Texas including the property belonging to institutions of higher education. Premises owned, rented or leased by The University of Texas at El Paso and areas within 1,000 feet of the premises are designated as “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone.

**Illegal Substances Policy**

The use, possession, or sale of any illegal drugs or narcotics, including any amount of marijuana on the campus of the University, is a violation of Regents’ *Rules and Regulations* and of University policies governing student conduct, as well as a violation of state law. Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic is subject to discipline. If a student is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum sanction assessed shall be suspension from the University for a specified period of time and/or suspension of rights and privileges.

**Disruptive Acts Policy**

Any student who, acting singly or in concert with others, obstructs, disrupts, or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on campus or on property or in a building or facility owned or controlled by the U.T. System or institution is subject to discipline. Obstruction or disruption includes but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, university computers, computer programs, computer records or computer networks accessible through the university’s computer resources.
Hazing Policy

Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (Texas Education Code Sections 51.936 and Sections 37.151-37.157). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. 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 or harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
4. 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;
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Activities which under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of rules include but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- total or partial nudity at any time;
- the eating or ingesting of unwanted substance;
- the wearing or carrying of any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil; syrup, flour, or any other harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing;
- assigning pranks such as stealing, painting objects, harassing other organizations;
- intentionally messing up the house or room for clean up;
- demeaning names;
- yelling and screaming; and
- requiring boxing matches or fights for entertainment.

The University regards any form of hazing as a major violation, and any individual and/or registered student organization participating in such activities will be held responsible for those actions. According to the law, a person can commit a hazing offense both by engaging in a hazing activity and by soliciting, directing, encouraging, aiding, or attempting to aid another engaging in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the Dean of Students or other appropriate university officials first-hand 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.

An organization can commit a hazing offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Office of Student Life or other appropriate university officials, and it immunizes a person from participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine up to $1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from $500 to $10,000 and/or confinement for up to two years.

**Solicitation**

In general, solicitation is prohibited in any building, structure, or facility of the UTEP campus. Certain university activities are permitted as defined in the *Handbook of Operating Procedures*. This handbook is available electronically at: [http://admin.utep.edu/hoop](http://admin.utep.edu/hoop).

**Student Travel Policy**

**Purpose**

The University of Texas at El Paso promotes safe travel by students who participate in certain university-organized and sponsored activities or events.

**Policy and Procedure**

1. This policy is applicable to student travel undertaken by one or more currently enrolled students to reach an activity or event that meets all of the following criteria:
   a. An activity or event organized and sponsored by the University. This definition applies if the activity or event has been planned and funded by the University and approved in writing by the designated administrator. The types of activities and events covered by this policy include course related field trips, recreational sports club trips, departmental-sponsored trips, the activities of sponsored student organizations, and meetings of academic organizations at which a student is officially representing the University; and
   b. The activity or event is located more than 25 miles from the University; and
      i. Travel to the activity or event is funded and undertaken using a vehicle owned or leased by the University; or
      ii. Attendance at the activity or event is required by a registered student organization and approved in accordance with this policy.

2. Registered student organizations that require their members to travel 25 miles or more from the University to attend an activity or event covered by this policy must obtain from the designated University administrator prior written approval for the proposed travel.

3. The following provisions will apply to all travel covered by this policy.
   a. All Motor Vehicle Travel.
      
      **Seat Belts:**
      Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.
      
      **Alcohol and Illegal Substances Prohibited:**
      Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substances.
      
      **Passenger Capacity:**
      The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations, whichever is lower. Where applicable, all travel participants are required to comply with The University of Texas System Business Procedure Memorandum 16-05-02, including and not limited to, provisions concerning vehicle passenger capacity.
      
      **License and Training:**
      Each operator of a motor vehicle shall have a valid operator's license and be trained as required by law to drive the vehicle that will be used.
      
      **Proof of Insurance, Inspection, and Safety Devices:**
      Each motor vehicle must have a current proof of liability insurance card and State of Texas inspection certification; be equipped with all safety devices or equipment required by federal or State law or regulation; and comply with all other applicable requirements of federal or state law or regulations.
      
      **Legal Operation of Vehicle and Driving Schedule:**
      Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by federal or state law or regulations or guidelines promulgated by the university, whichever is lower, without scheduled rest stops or overnight stops.
   b. Travel Using a Vehicle Owned or Leased by the University.
      
      **Service and Maintenance:**
      In addition to those provisions in Item 3.a., each vehicle owned or leased by the University must be subject to scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of The University of Texas System Business Procedure Memorandum 16-05-02.
      
      **Operators of Vehicles:**
      All operators of vehicles owned or leased by the University shall be employees of the University and shall have a valid operator's license for the operation of the particular vehicle. In addition, operators shall have a current Motor Vehicle Record on file with the designated office of the University.
c. Travel Using Rented Vehicles.
   In addition to those provisions specified in Item 3.a., the rental, use, and operation of all rented vehicles shall comply, where applicable, with the State contracts for rental cars and all applicable requirements of The University of Texas System Business Procedure Memorandum 16-05-02.

d. Travel by Common Carrier.
   When a common carrier (bus, airline, etc.) is used for student travel covered by this policy, all reasonable steps will be taken to assure that the travel is undertaken in conformance with this policy and all applicable federal, state, local, and university regulations.

4. Students are responsible for abiding by the rules and regulations contained in the UTEP Handbook of Operating Procedures while they are traveling. The sponsoring department can promulgate additional rules concerning expectations of students while on the trip.

5. As part of the approval process, all participants must sign an appropriate Release and Indemnification Agreement. All persons driving personal vehicles for travel covered by this policy must agree to comply with the requirements of 3.a. and produce some evidence of a valid operator’s license for the vehicle to be used, current proof of liability insurance and Texas State Inspection Certificate.

Compulsory Inspection of Vehicle

The following notice is provided in accordance with Section 51.207 of the Texas Education Code: It is mandatory for all students enrolled in public institutions of higher education in the State of Texas to be in compliance with Vehicle Emissions Testing Laws before privileges can be granted to park or drive on institutional property a motor vehicle that is not registered in this state.

Immunization Requirement

The health and safety of students is paramount to the University. Although certain immunizations are required only of students enrolled in specific health-related courses and programs, all students are strongly encouraged to obtain them for their own protection. Students may obtain information regarding the consequences of outdated immunizations for certain diseases, the age groups most vulnerable to these vaccine-preventable diseases, and local providers of immunization services from the Student Health Center located on campus. Immunizations are also available at the Student Health Center. To obtain information call 915.747.5624.

In accordance with state law, the following immunizations are required for all students enrolled in health-related courses which will involve direct patient contact in medical or dental care facilities or who come in contact with human biological fluids or tissue. Students enrolled at UTEP are charged a reasonable fee for all immunizations.

- Measles: proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity.
- Mumps: proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity.
- Rubella: proof of one dose administered on or after the first birthday or proof of immunity.
- Tetanus/Diphtheria: proof of one “booster” dose of tetanus/diphtheria (within 10 years).
- Hepatitis B virus (HBV): proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine. Students will be required to present a letter or other suitable written certification.

Note: Some colleges or academic departments can require additional immunizations. Certain exemptions are allowed from the immunization requirements. For further information, students should contact the Student Health Center or the academic department responsible for the courses or programs requiring immunizations.

A form on which the required immunizations can be documented is available from the Admissions Office or the Student Health Center. Since most secondary schools are required by law to maintain similar records, a copy of the high school immunization record can be submitted.

The Student Health Center is responsible for maintaining a record of those students who comply with these requirements and can recommend the placement of an administrative hold on records of students who have not met these requirements. The Student Health Center provides the required immunizations for all academic programs; however, no X-ray screening is available. The HB vaccine is also available for a nominal charge for students enrolled in medical-related programs.

AIDS, HIV, and Hepatitis B Infection Policy

The University of Texas at El Paso recognizes Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), and Hepatitis B Virus (HBV) as serious public health threats and is committed to encouraging an informed and educated response to issues and questions concerning AIDS, HIV, and HBV. To demonstrate its commitment, UTEP has adopted a policy and procedural steps to protect both the rights and well being of those students, employees, and patients who might 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 can 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 UTEP, faculty, staff, and students is confidential.

A complete copy of the AIDS, HIV and Hepatitis B Infection Policy, as well as an educational pamphlet on HIV infection developed by the Texas Department of Health, can be found in the institutional Handbook of Operating Procedures (HOP) available in the Office of Student Life, the Library, and the Student Health Center. This policy is applicable to all students of UTEP as they pursue their academic (and clinical) endeavors. An educational
pamphlet on HIV infection developed by the U.S. Department of Health and Human Services and the Public Health Service is available to all students in the Student Health Center.

**Bacterial Meningitis**

**About SB 1107**

Effective January 1, 2014, a Bacterial Meningitis Vaccination is required for all entering students under age 22. The term entering student includes new students to UTEP, transfer students from other colleges or universities, and returning UTEP students that have taken the most recent long semester off from college.

All first-time students, transfer students, and students who have taken a leave of absence from school in either a fall or spring semester must have received this vaccination during the five-year period immediately preceding the start of classes and at least 10 days prior to the first day of the semester enrolled.

The following evidence must be provided to either the Graduate School (by a new graduate student), the Office of Undergraduate Admissions (by a new undergraduate student), or the Registrar’s Office (by a continuing student who has stopped out):

1. Certification from a physician, clinic or previous school demonstrating that the student has been vaccinated during the five-year period immediately preceding and at least 10 days prior to the first day of class. Or,
2. A letter from a licensed medical physician certifying that in the opinion of the physician the required meningococcal vaccination would be injurious to the health and well-being of the student. Or,
3. An official exemption affidavit issued by the Texas Department of State Health Services approving exception for reasons of conscience. The exemption affidavit may be requested via the Texas Department of State Health Services (https://dshs.texas.gov/).

In order to avoid course enrollment delays, entering students are strongly encouraged to receive the appropriate vaccinations early.

Students and/or family members with questions concerning the State of Texas law (SB 1107) may visit the Texas Legislature Online website (http://www.capitol.state.tx.us/BillLookup/History.aspx?LegSess=82R&Bill=SB1107) or visit www.utep.edu/sb1107/ for more information regarding the State of Texas requirements.

**What is Bacterial Meningitis?**

Bacterial meningitis is a serious, potentially deadly disease that can progress rapidly. Students are urged to take utmost caution. This is an inflammation of the membranes that surround the brain and spinal cord. The bacterium that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to five to 15 deaths among college students every year. There is a treatment, but those who survive might develop severe health problems or disabilities.

**What are the symptoms?**

- High fever
- Rash or purple patches on skin
- Sensitivity to light
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There might be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear, seek immediate medical attention.

**How is Bacterial Meningitis diagnosed?**

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.
How is the disease transmitted?

• The disease 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.

How does one increase the risk of getting bacterial meningitis?

• Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
• Living in close conditions (such as sharing a room or suite in a dorm or group home).

What are the possible consequences of the disease?

• Death (in 8 to 24 hours from perfectly well to dead)
• Permanent brain damage
• Kidney failure
• Learning disability
• Hearing loss or blindness
• Limb damage (fingers, toes, arms, legs) requiring amputation
• Gangrene
• Coma
• Convulsions

Can the disease be treated?

• Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
• Vaccinations are available and should be considered for:
  • Those living in close quarters
  • College students 25 years old or younger
• Vaccinations are effective against four of the five most common bacterial types that cause 70% of the disease in the U.S. but do not protect against all types of meningitis.
• Vaccinations take seven to 10 days to become effective, with protections lasting a minimum of eight years.
• The cost of the vaccine varies; health care providers have more information.
• Vaccination is very safe. The most common side effects are redness and minor pain at the injection site for up to two days.
• Vaccination is available at the UTEP Student Health Center, on a walk-in basis.
• Contact the City County Health Department, Immunization Outreach at 915.591.2050
• Contact the Pro Action-Tillman Health Center at 915.533.3414

How can I find out more information?

• Contact your own health care provider.
• Contact your Student Health Center at 915.747.5624.
• Contact your local or regional Texas Department of Health Office at 915.834.7853.

Requirement to obtain information on Bacterial Meningitis

• All incoming undergraduate and graduate students are required to obtain information about bacterial meningitis and sign an acknowledgment form with the Records Office, located in the Academic Services Building.

In addition, The University of Texas at El Paso complies with Texas Education Code, sec. 51.9192, "the Jamie Schanbaum Act," which requires first time students and transfer students at a Texas institution of higher education (undergraduate and graduate) residing in on-campus housing to show evidence of immunization for bacterial meningitis. The student must have received the vaccination at least 10 days prior to the student taking up residence in on-campus housing. Detailed information pertaining to the requirements of Texas Education Code 51.9191 can be obtained by calling the Student Health Center at (915) 747-5624.

Student Right-to-Know and Campus Security Act

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, The University of Texas at El Paso 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 student disciplinary proceedings concerning the alleged perpetrators.

UTEP makes timely reports to the campus community on crimes considered to be a threat to students and employees, and crimes are reported to campus police or local police agencies.
Every October, UTEP 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 the campus property owned or controlled by UTEP or unobstructed public areas immediately adjacent to or running through the campus. Statistics for off-campus buildings or property owned by the University are also reported when such statistics are available from local police departments.

In addition, UTEP 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, missing student statistics, counseling and student services for victims, and fire statistics. For crime and fire statistics, please visit http://admin.utep.edu/Default.aspx?tabid=37475 (http://admin.utep.edu/Default.aspx?tabid=37475) and select the current crime or fire log.

UTEP 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 or 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.) Prior to the offer of athletically-related student aid to a potential student athlete, UTEP provides certain information on graduation rates specified by the Act to the prospective student and to the student’s parents, guidance counselor, and coach.


Student Complaint Procedures

Equal Educational Opportunity Complaints

To the extent provided by applicable law, no person shall be excluded from participation in, denied benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas at El Paso on the basis of race, color, national origin, religion, sex, age, genetic information, veteran status, disability, sexual orientation, or gender identity.

Complaints regarding discrimination should be reported to the University’s Equal Opportunity Office. The University’s full policies, including complaint resolution procedures, on equal opportunity, sexual harassment and misconduct and accommodations for individuals with disabilities are available in the Handbook of Operating Procedures and on the website of UTEP’s Equal Opportunity Office. Inquiries regarding applicable policies should be addressed to the University’s Equal Opportunity Office, Kelly Hall, 3rd Floor, at (915) 747-5662 or eoaa@utep.edu.

Grade Review

Any student may request a faculty member to review and re-evaluate a grade previously given to the student by that faculty member. Students may also seek assistance or intervention from the Department Chair or other appropriate academic administrator in obtaining a grade review by a faculty member. The formal grade appeal process is to be available in cases where a student wishes to appeal the final grade assigned by a faculty member when the student contends that the final grade assigned was the product of malicious, biased, arbitrary, or negligent determination or impermissible discrimination.

No challenge to grading standards shall be pursued on any grounds other than these. This process may not be used to adjudicate cases of suspected student misconduct, plagiarism, or collusion. Formal grade appeals must be officially filed with the Student Grievance Committee of the Faculty Senate no later than one (1) year after the official grade has been released to the student, or in the case of a student who has graduated, no later than three (3) months after the degree has been conferred. The decision of the Student Grievance Committee is final.

Any student who wishes to appeal a grade should talk first with the faculty member who assigned the grade. If agreement cannot be reached, the student may consult with and/or file a grievance with the Chair of the Student Grievance Committee of the Faculty Senate. Students should contact the Office of Student Life for specific information or download a copy of the grievance form and instructions on the Office of Student Life Web page at https://www.utep.edu/student-affairs/dean-of-students-office/academic-support/grade-grievance.html under the heading “Grade Grievance.”

Other Academic Complaints

Other academic student concerns that do not involve discrimination, including problems with instructor behavior or student dismissal from a program, should first be addressed with the faculty or staff member with whom they arise. If no satisfactory resolution can be achieved at that level, a written complaint should be submitted to the individual’s supervisor, usually the Chair of the Department. If successful resolution is not achieved, the complaint may be appealed in writing to the Academic Dean. If the complaint is not satisfactorily resolved at the level of the Dean, a written appeal may be submitted to the Office of the Provost. The decision of the Provost is final. Each appeal should be submitted no later than ten (10) working days after the last questioned decision or interpretation.

Non-Academic Complaints

Non-academic student complaints related to matters other than discrimination, such as the application or interpretation of student policies, should first be addressed by the student with the individual involved in the interpretation or decision. If the matter is not resolved, a written complaint should be submitted to that individual’s immediate supervisor. The resolution of the complaint may be appealed through the normal lines of authority and
communication up to the Vice President who oversees the department in which the complaint originated. The decision of the Vice President is final. Each appeal should be submitted no later than ten (10) working days after the last questioned decision or interpretation.

In addition to UTEP’s policy, you are also protected by Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

**Title IX Compliance**

Title IX of the Education Amendments of 1972 (Title IX), prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Pursuant to our obligations to comply with Title IX of the Education Amendments of 1972, UTEP does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both employment in and admission to such programs and activities.

Inquiries regarding Title IX should be referred to the University’s designated Title IX Coordinator(s):

- **Sandy Vasquez, Title IX Coordinator**
  Assistant Vice President for Equal Opportunity and Compliance Services
  Ethics Officer
  Kelly Hall, Room 302
  915-747-5662
  svasquez@utep.edu

- **Charlie Gibbens**
  Assistant Vice President for Student Support
  Union West 102
  915-747-5648
  c (rholmes@utep.edu) cigibbens@utep.edu (http://catalog.utep.edu/undergrad/academic-regulations/student-life-policies-and-procedures/ cegibbens@utep.edu)

- **Catie McCorry-Andalis, Deputy Title IX Coordinator**
  Associate Vice President and Dean of Students
  Office of Student Life
  Union West 102
  915-747-5648
  cmcandalis@utep.edu

The full text of the University’s current policies on Equal Opportunity/Non-Discrimination, Sexual Misconduct and Harassment and Accommodation for Individuals with Disabilities is available at the Equal Opportunity website.