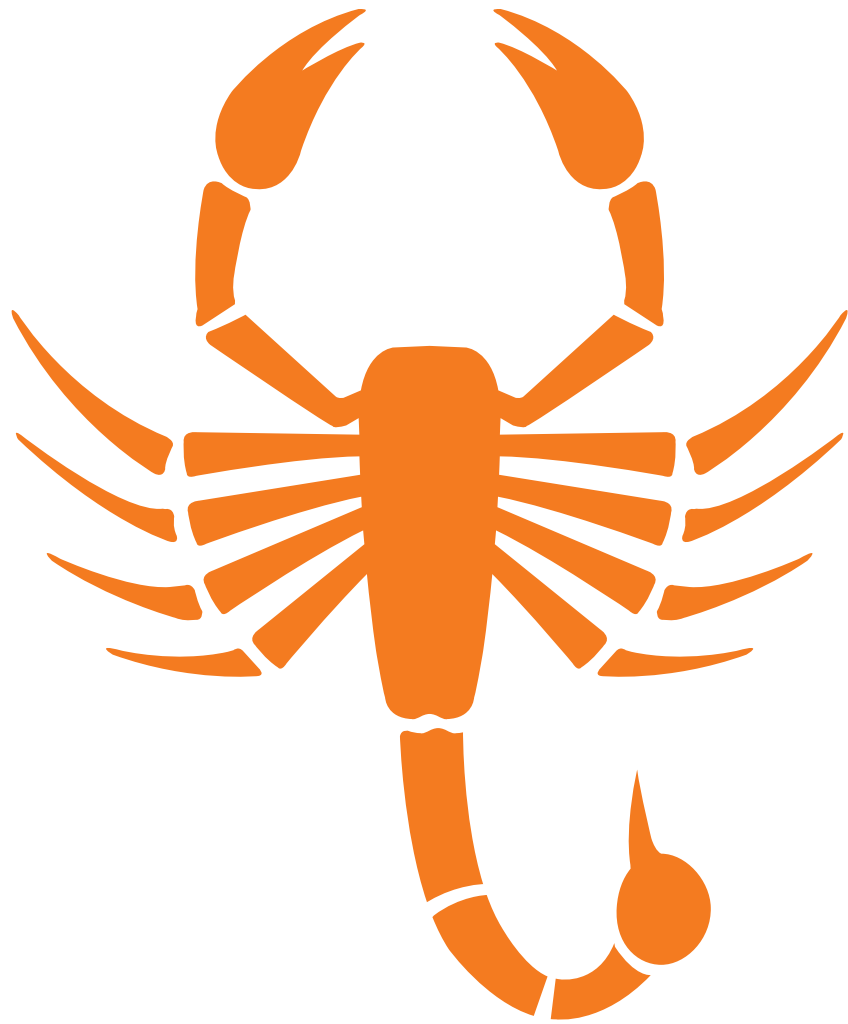


THE UNIVERSITY OF TEXAS AT BROWNSVILLE
AND TEXAS SOUTHMOST COLLEGE



GRADUATE STUDENT
HANDBOOK

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE

GRADUATE STUDENT HANDBOOK
Policies and Procedures
of the
Graduate Degree Program

Office of Graduate Studies
The University of Texas at Brownsville
and
Texas Southmost College
80 Fort Brown
Champion Hall 1st Floor
Brownsville, TX 78520

Revised May 23, 2006

Table of Contents

Introduction.....	5
Goals Of The Graduate Program	6
Graduate Office Requirements And Procedures Checklist	
Admissions Checklist.....	7
General Admissions.....	7
International Students.....	8
Readmission Of Former Students.....	8
Categories Of Admission.....	9
Program Of Study Checklist	9
Program Of Study	9
Transfer Of Credit Policy.....	9
Time Limits.....	10
Comprehensive Exam Checklist.....	10
Comprehensive Examinations.....	10
Student's Thesis Completion Checklist	11
Thesis.....	11
Graduation.....	12
Procedures Checklist For On-Campus Automated Services	
Obtaining A Utb/Tsc Graduate Student ID	12
Webmail Services.....	12
Scorpion Online Access.....	12
Registration	12
Telephone Registration	12
Scorpion Online Registration	12

Student Payment.....	13
Payment By Installment.....	13
Obtaining Grades	14
Grading System.....	14

Checklist For Registrar’s Office Procedures

Grade Changes	15
Add/Drop Classes.....	15
Course Substitutions	15
Transcript Request	15
Official Transcripts.....	15
Unofficial Transcripts.....	15

Procedures Checklist For Obtaining Financial Assistance

Financial Assistance For Graduate Students

Graduate Tuition Scholarship	16
Federal Student Aid	16

Procedures Checklist For Immediate On-Campus Services

Student Housing	17
Parking Permit.....	17
Copy/Print Card	17
Resources for Graduate Students.....	18

Introduction

This document summarizes The University of Texas at Brownsville and Texas Southmost College Graduate Studies policies and procedures, but it is not a substitute for official policies. The purpose of this handbook is to provide a guide for all graduate students regarding important procedures. It describes the minimum requirements for graduate admission, but each program may have further requirements that must be met to obtain entrance into each program and conferment of the degree. This handbook is designed to be used with the official *Graduate Catalog*. The University of Texas at Brownsville and Texas Southmost College reserves the right to change any provisions within this Graduate Handbook without notifying the individual students. Every effort will be made to keep students advised of any changes; however, it is essential that each student assume responsibility to stay informed about current requirements. Further, it is the student's responsibility to be thoroughly familiar with all regulations affecting his/her program.

Admission and Advising

The Office of Graduate Studies will provide assistance with all admission processes; however, students who are seeking admission or have been admitted to any of the Graduate Programs, and are seeking specific program information, will be referred to the specific academic advisor(s) of each School or College.

Each semester, students must consult the Academic Course Schedule for course offerings. Before a Program of Study (POS) is submitted to and approved by the Office of Graduate Studies, students must meet with the academic advisor(s) for their specific program to discuss course selections. Once a Program of Study has been approved, students should consult it for course selections. Further, students should speak with their designated advisor whenever advisement is necessary and for any assistance and preparation for the Comprehensive Exam, Thesis, or Capstone course.

Each semester, it is the students' responsibility to be aware of these important dates and deadlines. Students may either review these in the printed or online version of the Academic Course Schedule available each semester or view the Academic Calendars at <http://pubs.utb.edu/calendar/>.

- ✓ Early & Late Registration Periods
- ✓ Early, Late & Adds & Drops Payment Deadlines
- ✓ Adds & Drops Period
- ✓ Graduation Application Deadline
- ✓ Master Comprehensive Exam Application Deadline & Test Date
- ✓ Submission of Thesis Application Deadline
- ✓ Deadline to Withdraw without Recorded Grade
- ✓ Deadline to Withdraw with a "W"
- ✓ Deadline to Submit Completed Master's Thesis
- ✓ Commencement

The University of Texas at Brownsville and Texas Southmost College Graduate Student Handbook is modeled after the University of Houston College of Education Doctoral Policies, Procedures, and Program Guide, Rev. April 2006.

Goals of the Graduate Program

The university is committed to providing graduate programs that will reflect the knowledge, skills, and attitudes its graduates need to become successful leaders in their chosen areas of study. The primary goal of the graduate program is to provide opportunities for graduate study. UTB/TSC graduate programs will provide:

- opportunities for students to acquire professional knowledge beyond that offered at the undergraduate level,
- programs of intellectual and personal growth,
- opportunities that will allow students to gain needed experience in selected areas of study, and
- programs which build upon the bilingual and bicultural attributes of the location and population.

Graduate Programs

School of Business



MBA

Diplomate in Executive Management

School of Education



M.Ed – Curriculum and Instruction

M.Ed – Early Childhood Education

M.Ed – Educational Administration

M.Ed – Educational Technology

M.Ed – English as a Second Language

M.Ed – Reading Specialist

M.Ed – Special Education/Diagnostician Option

M.Ed – Bilingual Education

College of Liberal Arts



M.A. – English

M.A. – Spanish

M.A.I.S – English

M.A.I.S – Government

M.A.I.S – History

M.A.I.S – Music

M.A.I.S – Sociology

M.A.I.S – Spanish

M.P.P.M – Public Policy and Management

Diplomate- Hispanic Language & Culture

College of Science, Mathematics, and Technology



M.S. – Physics

M.S. – Biology

M.S. – Mathematics

M.S.I.S. – Biology

School of Health Sciences



M.S. – Nursing

Graduate Office Requirements and Procedures Checklist

The following overview of requirements and procedures summarizes UTB/TSC Graduate Studies Policies but is not a substitute for official policies. The overview will, however, help you know the sequence of events in various stages of the program. The checklist pertains to requirements and procedures processed directly through the Office of Graduate Studies.

Admissions

- _____ Obtain a Graduate Application Packet from the Office of Graduate Studies located in Champion Hall, 1st floor, or you may obtain a Graduate Application online at <http://blue.utb.edu/graduate/>.

- _____ Submit a copy of the receipt for payment of the application fee.

- _____ Request official transcripts of all undergraduate and graduate study to be sent to the Office of Graduate Studies.

- _____ Submit proof of baccalaureate degree from a four-year institution, which has regional accreditation.

- _____ Request official copy of the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) score report to be sent to the Testing Office.

- _____ Submit proof of residency.

- _____ Submit Statement of Goals.

- _____ Receive official notification of admission to the graduate program.

General Admissions

The university is an open-door institution and to the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas at Brownsville on the basis of race, color, age, national origin, sex, religion, disability, or veteran status. Any complaints should be directed to Office of Student Affairs or the Corporate Compliance Officer of the University. Admission to the university does not imply admission to all programs of the university. The university does limit graduate admissions to those students who have shown a history of academic competency that suggests the ability to perform graduate work and indicates that graduate study will contribute significantly to the intellectual and professional development of the student.

Students who register for graduate courses inadvertently through administrative error, or who have not received official notification of admission to the graduate program, will be administratively withdrawn from graduate courses and have their tuition refunded.

To apply for Graduate Admission, you will need to show evidence of academic achievement and potential to pursue advanced study and research as evidenced by:

1. **Bachelor's Degree:** Documentation proving completion of a four-year baccalaureate degree plus transcripts from all regionally accredited colleges or universities attended.
2. **GPA of 3.0:** An overall undergraduate grade-point average (GPA) of 3.0 or better and a 3.0 GPA in any graduate work already completed.
3. **Official GRE or GMAT Score:** *Satisfactory scores* on the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) for Business majors. Examination score requirements vary by graduate degree program; see the specific admission requirements for the degree program for which you are applying. Scores more than five years old at the time of application will not be considered. If the GRE or GMAT is not taken prior to admission, it must be taken in the first semester of graduate study; you will not be permitted to register for the subsequent semester until satisfactory scores are received.

4. **Application Essay/Statement of Goals:** A satisfactory application essay stating your educational objectives and identifying positive indicators for admission (approximately 500 words).
5. **Departmental Admission Requirements:** There may be specific admission requirements established by the academic department for the master's degree program which need to be fulfilled. These may include letters of recommendation, interviews, personal background information, examination score, grade-point average, and undergraduate coursework in the discipline. *Note that admission to the University does not mean that one is admitted to any master's degree program. Approval of the graduate advisors for the degree program is required for admission to a master's degree program.*

International Students

Students from other countries are valued members of our university community. They bring knowledge and experience from other cultures that greatly enrich graduate studies at UTB/TSC. In many cases, moving to another country to attend graduate school is very expensive and requires great personal and family commitment. It is important that international students enter graduate studies at UTB/TSC with a clear understanding of their obligations and responsibilities and of the university's commitment to them.

International Students applying for admission to the graduate program must comply with the following:

1. Apply for graduate admission.
2. Pay \$30 application fee.
3. Submit Application Essay/Statement of Goals.
4. Submit official transcripts on all undergraduate and graduate college work previously completed whether taken in a foreign country or in the United States. Foreign transcripts may be officially translated when necessary. Information on these services is available at the Office of Graduate Studies. International students from Mexico who have applied for the Título will be allowed to enroll for a 12-month period until the document is completely processed. Proof that the paperwork has been submitted for the Título must be provided to the Office of Graduate Studies.
5. Send official scores on the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) directly from Educational Testing Service to the Testing Office. GRE and GMAT scores more than five years old will be accepted only by permission of the Dean of Graduate Studies.
6. All international applicants must submit an official score for the Test of English as a Foreign Language (TOEFL) to be eligible for admission. The test score will not be accepted if it is more than two years old, less than 550 on the written version of the exam, or less than 213 on the computerized version. A waiver of the TOEFL requirement may be granted at the discretion of the Dean of Graduate Studies if the applicant is from a country in which English is the primary language, or is a U.S. Citizen or permanent resident, or holds an undergraduate, masters, or doctoral degree from a U.S. college or university. All International students for whom English is not the mother tongue must take the Test of English as a Foreign Language (TOEFL)
7. Students (except those from Mexico) who enter the country under the provisions of an I-20 must qualify for unconditional admission status to the University. Individuals who are required to obtain the legal status of international student must request the form I-20 A-B from the Admissions Office (only after being admitted unconditionally). To obtain the I-20 form, you must submit the following:
 - a. a tentative Program of Study from the academic department
 - b. an affidavit of financial support
 - c. proof of economic solvency (i.e. bank statement or bank letter)
8. Obtain F-1 visa at the nearest U.S. Embassy or Consulate with an I-20 form and valid passport.
9. Present immigration documents to the Admissions Office, Tandy Hall 115, prior to registration.

Readmission of Former Students

Former graduate students of UTB/TSC are required to reapply for graduate admission if they were not enrolled during the previous academic year.

Former students must submit transcripts from all colleges attended since their last enrollment at this institution. Students who have earned less than a 3.0 average (3.0=B on a 4.0 scale) over all work completed since attending UTB/TSC or who left their last institution on probation may be readmitted on probation.

Categories of Graduate Admission

Admission with Conditions

An applicant who does not meet the grade point average, GRE/GMAT score, and other criteria stipulated for regular admission may be admitted with conditions. Students receiving conditional admission may have one or more conditions specified by the academic department. The graduate advisor may require you to remedy deficiencies in undergraduate preparation by taking specified additional courses. Students must *maintain a 3.0 GPA or better* while on conditional status and, normally, must satisfy conditions within the first twelve hours of graduate study.

In addition to the criteria stipulated, UTB/TSC takes into consideration for admission counterbalancing factors such as the applicant's demonstrated commitment to his or her chosen field of study, socioeconomic background, multilingual proficiency, geographic region of residence, first generation of family to graduate from an undergraduate program, and involvement and level of responsibility in other matters including extracurricular activities, employment, community service, or family responsibility of raising children.

Non-Degree

Non-degree or transient status may be granted to applicants who want to take a maximum of 12 semester credit hours of graduate courses. A non-degree student who later decides to become a candidate for a degree must meet all graduate admissions criteria. Only relevant courses with grades of 'B' or better will be considered for application to the program of study for any graduate degree.

Program of Study

- _____ Obtain a copy of the Program of Study directly from the Office of Graduate Studies or download a copy at <http://blue.utb.edu/graduate>.
- _____ Make an appointment with the faculty advisor to assist in developing the official, **typed** Program of Study.
- _____ Obtain approval from Faculty Advisor and Department Chair who will forward it to the Office of Graduate Studies for final approval from the Dean of Graduate Studies.
- _____ Once approved by the Dean of Graduate Studies, a copy of the Program of Study will be mailed to you and your graduate faculty advisor.

Program of Study

Graduate degrees are awarded on the basis of scholarship, reasoning and investigative abilities, and evidence of proficiency in the student's area of emphasis. Upon admission to the graduate program, the appropriate Departmental Chair will assign a Faculty Advisor to assist in developing the formal, typed Program of Study designed to meet proficiency levels, certification, and professional needs of the student.

A Program of Study must be approved by the Faculty Advisor, Graduate Coordinator or Program Director the Chairperson of the major department, and the Dean of Graduate Studies. After signatures are secured, the Office of Graduate Studies will distribute copies to the student, the Faculty Advisor, and the Chairperson of the major department. The Office of Graduate Studies will retain the original Program of Study in the student's file.

The Program of Study should be developed in consultation with the Faculty Advisor during the first semester of graduate work and must contain the following elements:

1. A brief narrative statement giving the overall objectives of the program and special certification desired.
2. Methods for achieving these objectives, i.e., courses listed in the degree plan, experiences, thesis and tentative research problems.
3. The proposed method and anticipated date of the final evaluation.

The design of each individual program is very important. Those individuals holding a graduate degree are seen by society as having an advanced state of general knowledge, as well as specific knowledge in their fields of study. Thus, it is incumbent upon the institution, the graduate faculty, and the students to ensure that those upon whom the degree is conferred are knowledgeable in their fields.

Although the minimum number of hours required for degrees is determined in accordance with the program as listed in the catalog, this should not be construed to indicate a maximum number of hours for any particular student. Each individual Program of Study may vary as to the total number of hours necessary to receive the degree. The official Program of Study may be revised upon written request of the Faculty Advisor to the Dean of Graduate Studies.

Transfer of Credit Policy

Subject to the approval of the major department, a maximum of 12 graduate semester hours taken at an accredited university may be transferred for degree credit. Transferred credit will not be counted in computing the grade point average on courses completed in the

graduate program. Credit may not be transferred for:

- Courses that would not receive graduate credit at UTB/TSC
- Courses with a grade lower than a “B”
- Correspondence and extension courses
- Credit for life experience or prior learning
- Courses that are more than seven years old; courses less than seven years old may not be accepted if in the professional judgment of departmental faculty the content is outdated or obsolete.

Transfer credit used to fulfill program requirements will be approved by the Faculty Advisor, Chairperson of the Department, and the Office of Graduate Studies when the official Program of Study is approved for the student. The Faculty Advisor has the initial responsibility to insure that the proposed transfer work is relevant and appropriate to the degree sought. The Office of Graduate Studies will validate the student’s transcript when necessary. Additionally for the School of Education, transfer credit for certification purposes must also be approved by the Graduate Advisor, Coordinator of Teacher Education, and the School of Education Dean (see “School of Education” for further information). For confirmation on how a course will be transcribed, consult with your faculty advisor.

Time Limits

A student will be governed by the Graduate Catalog in effect at the time of official notification of admission to graduate studies or may choose to graduate following the requirements of the most current catalog. Should a graduate student fail to enroll for a full calendar year, the catalog requirements in effect at the time of readmission will apply. State of Texas regulations with regards to certification programs taken as part of a graduate program do not supersede university graduate degree program requirements.

Students must complete all graduate work for a degree within seven years of the time of their first graduate course registration. Graduate courses more than seven years old will not be accepted for credit toward a degree program. Students who have compelling reasons for interruption of their graduate programs may petition the Dean of Graduate Studies for an extension of the time limit.

Comprehensive Exam

_____ Obtain a Comprehensive Exam Application from the Office of Graduate Studies or download a copy at <http://blue.utb.edu/graduate/>.

_____ Submit a completed Comprehensive Exam Application, including Advisor signature, to the Office of Graduate Studies by the following deadlines: December Graduation - April 1st • May Graduation - October 1st • August Graduation - February 1st.

There is a \$50 Comprehensive Exam Application Fee. (*Note: The Comprehensive Exam is not required for MBA, MPPM, and/or MSN students.*)

_____ Make appointment to meet with Graduate Faculty Advisor and Committee members to prepare for the Comprehensive Exam.

_____ Graduate Office will complete degree audit and inform student of clearance for Comprehensive Exam.

_____ If you plan to use a computer to complete the exam, you must reserve a computer at least one week prior to Comprehensive Exam date.

_____ The Office of Graduate Studies will mail official Comprehensive Examination results to you two weeks after exam.

Comprehensive Examinations

Some programs require a comprehensive examination. The purpose of the comprehensive exam is to evaluate the student’s mastery of the field(s) of study. The method and procedure for examination must be specified on the student’s program of study. The comprehensive exam may not be scheduled prior to the student’s final semester of coursework. The application for the comprehensive exam must be submitted by the student through the Registrar’s Office by the published due date.

The academic department prepares and grades the comprehensive exam. The Office of Graduate Studies notifies students, administers the exam, forwards the completed exams to the academic department for evaluation and grading, and informs exam takers of the results.

The result of the comprehensive examination will be one of the following:

PASS with a recommendation that the candidate be cleared to receive the degree.

FAIL stipulating the conditions that must be met before the candidate is eligible to take the exam the second time. The comprehensive exam may not be taken more than two times. A review period of not less than 90 days nor more than one year after the student is notified of the results of the first examination is required before a second exam may be completed. The Faculty Advisor or Department Chair may impose conditions for a second exam.

FAIL with a recommendation that the candidate be dismissed from the program

Student's Thesis Completion Checklist

- _____ Register for six required hours of thesis credit. Registration must be continuous until the thesis is completed.
- _____ Apply for Thesis at the Office of Graduate Studies.
- _____ Obtain a Thesis Guide and Checklist from the Office of Graduate Studies or its website at <http://blue.utb.edu/graduate/>.
- _____ Submit the Thesis Proposal Approval form and Prospectus signed and dated by the Thesis Committee
- _____ If applicable, obtain approval from the Human Subjects Research Review Committee (HSRRC) and/or Institutional Animal Care and Use Committee (IACUC).
- _____ In cooperation with the Thesis Committee Chair and the Office of Graduate Studies, set a date and time for the Thesis Defense.
- _____ Submit two copies of the final draft of the thesis at least one week prior to the Thesis Defense to the Office of Graduate Studies.
- _____ Thesis Defense (At least two weeks prior to the deadline to submit completed thesis).
- _____ Following published time lines, the successful candidate provides five copies of the thesis for binding on the type of paper specified by the Graduate Office.
- _____ Student pays the required binding fee to the library.

Thesis

Some UTB/TSC master's degree programs allow for a thesis as part of the program of study. In consultation with the Faculty Advisor, students should carefully consider their career goals in deciding between a Thesis and a Non-Thesis degree. Some academic institutions regard a Non-Thesis master's degree as a terminal degree program. Students who intend to pursue the doctoral degree should seriously consider undertaking a thesis.

Students in programs that require a thesis must complete the six required hours of thesis credit. Thesis courses may be repeated and are counted in determining course load limits for a semester or Summer session, although credit for these courses is given only once. Students who register for the thesis course must continue to register each succeeding semester or summer session until the thesis is completed.

The student shall choose, in consultation with their faculty advisor, a thesis committee consisting of three graduate faculty members including the student's faculty advisor (who chairs the committee). The committee will be approved by the student's advisor, the Graduate Coordinator or Program Director, the Department Chair, and the Graduate Dean. The thesis topic and written prospectus must be approved in writing by the Faculty Advisor, the thesis committee, and the Dean of Graduate Studies prior to the student's undertaking the research problem. All research involving human subjects must also be approved by the Human Subjects Research Review Committee (HSRRC) prior to collection of any data. Similarly, all research involving live vertebrate animals must also be approved by the Institutional Animal Care and Use Committee (IACUC) prior to collection of any data. Instructions for the preparation of the thesis and information on the HSRRC and the IACUC can be obtained from the academic department or Office of Graduate Studies.

The thesis committee will judge the research competence of the student during the thesis defense meeting. A graduate faculty member from outside of the School/College, appointed by the Dean of Graduate Studies, shall represent the Office of Graduate Studies on the thesis committee during the defense meeting. The Graduate Program representative will be provided a copy of the thesis one week prior to the defense. Thesis defense meetings are announced in advance and open to the university community. Students are responsible for adhering to all due dates regarding the thesis defense, submission of copies of the thesis to the Office of Graduate Studies, and binding (see university class schedule for dates, fees and deposits). The student must complete all course work for the degree within seven years of the time of the first graduate course registration. Courses older than seven years will not apply towards the degree. Students who have compelling reasons for interruption of their graduate degree may petition the Office of Graduate Studies for an extension of time.

Graduation

- _____ Obtain a Graduation Application at the Office of Graduate Studies or download a copy at <http://blue.utb.edu/graduate/>.
- _____ Submit a completed Graduation Application to the Office of Graduate Studies, along with the \$25 fee. (*Note: Application must be submitted* by the following deadlines: December Graduation - April 1st • May Graduation - October 1st • August Graduation - February 1st.)
- _____ A letter from the Registrar's Office will be mailed to the student regarding their Commencement participation.
- _____ All Commencement participants are required to purchase the proper regalia from the Bookstore. For more information, contact the Bookstore at (956) 544-8249.

Procedures Checklist For On-Campus Automated Services

Obtaining A UTB/TSC Graduate Student ID

- _____ Visit the Arnulfo L. Oliveira Memorial Library.
- _____ Present the Statement of Charges for the current semester at the circulation desk.
- _____ A \$10.00 fee applies to replace lost or damaged IDs. There is no charge to obtain an ID the first time.

Webmail Services

- _____ Complete an online Student ePass (e-mail) Request Form at <http://ir.utb.edu/Agree.asp>.
- _____ Notification of account creation received 24-48 hours after submission of request form.

Scorpion Online Access

- _____ Access The University of Texas at Brownsville and Texas Southmost College webpage at www.utb.edu.
- _____ Select Scorpion Online, located at the bottom of the screen.
- _____ Select "Students."
- _____ Select "Sign up for Scorpion Online."
- _____ Submit an application for access to Scorpion Online electronically or fax to the Office of Admissions at (956) 882-7810.
- _____ Notification of access approval request received by mail 3-4 days after submission.

Registration

There are two ways a student can register:

Telephone Registration

- _____ Dial 882-5800 or 1-888-882-4026 and listen for instructions.
- _____ Enter the assigned seven-digit school identification number.
- _____ Enter the four-digit Personal Identification Number (PIN)
- _____ Select courses and complete telephone registration.

Scorpion Online Registration

- _____ Access The University of Texas at Brownsville and Texas Southmost College webpage at www.utb.edu.
- _____ Select Scorpion Online, located at the bottom of the screen.

- _____ Select "Students" to begin registration.
- _____ Select "Login" at the top left corner.
- _____ Type your User name. Your User Name consists of the first capital letter of your first name, the first capital letter of your last name, and your seven-digit school identification number.
- _____ Type your four-digit Personal Identification Number (PIN). If you do not know your PIN or your school identification number, contact the Office of Graduate Studies at (956) 882-6552.
- _____ Click on "Submit."
- _____ Select the term for which you are registering, followed by the subject and submit.
- _____ Select the course for which you want to register and submit. You will be prompted to register for another course if desired.
- _____ You will receive a Selection Confirmation. Click "Submit," which confirms registration for this course.
- _____ To receive an account summary, add or drop a course, review your class schedule or deadlines, click on the appropriate button at the bottom of the page.

Student Payment

All charges are due within 10 days after a bill is rendered, or according to the special payment instructions that may be printed on the bill. Failure to pay any amount owed within the allotted time can result in the withholding of registration privileges, official transcripts, grades, degrees, and other penalties and actions allowed by law.

Students are expected to pay for tuition and fees within the specified payment period. Students are not entitled to enter classrooms or laboratories until payment for tuition and fees has been made or a payment option selected by the student. All tuition and fees must be paid at the Business Office before the payment deadline date.

Types of payments accepted at the Business Office:

- Cash, Personal Checks made payable to: The University of Texas at Brownsville or UTB (include ID#), Money Order (include ID#), Credit Card Checks (include ID#)
- VISA and Master Card.

For your convenience, a check payment drop box is located next to the Business Office, Tandy Hall 107. All payments must be received before deadline, and payment must be the full amount of tuition and fees. The Student identification number should be included on checks. Check payments may be mailed and must be postmarked on or before payment deadline. Mail checks to:

The University of Texas at Brownsville and Texas Southmost College
Business Office
P.O. Box 3640
Brownsville, TX 78520-3640

When a check is returned by the bank for whatever reason, a \$25.00 nonrefundable returned checks service charge is assessed. The student is given ten days from the date of notice to make full payment by cash, money order, or cashier's check. Once the student has had returned checks, UTB/TSC reserves the right not to accept personal checks from the student. Returned checks not paid will be submitted for collections. Students will be liable for any court costs and attorney fees.

For your convenience, VISA and Master Card payment information may be faxed to the Business Office at (956) 983-7981 and must be received before the payment deadline. It is the student's or cardholder's responsibility to verify that sufficient balance is available in the account to process payment. The following is the information required in order to process payment. Forms are available at the Business Office for this information.

- Student's name, student's ID#, type of credit card, credit card number, expiration date; Printed name of credit card holder, and signature of credit card holder.

Payment by Installment

Article 54.007 of the Texas Education Code provides for payment by installment of tuition and mandatory fees in the Fall and Spring semesters.

Mandatory fees are those fees required of all students enrolled (i.e., Tuition, Student Service Fee, General Use Fee, Instruction Fee and Laboratory Fee).

Eligibility: Students who do not receive any form of financial aid, including scholarships, and are registered for a minimum of six semester credit hours, are eligible to pay by installment.

Options: Eligible students may elect one of two payment options during Fall and Spring registration.

- Full payment of all tuition and mandatory fees in advance of the beginning of the semester (at registration); or
- One-half payment of tuition and mandatory fees at registration and one quarter payment prior to the start of the sixth class week, and the final quarter payment prior to the eleventh class week.

Once selected, an option may not be changed. However, advance payments will be accepted. Students dropping below the six mandatory hours must pay the balance in full.

Installment Payment Fee: A nonrefundable incidental charge of \$7.50 per installment will be collected at registration in a lump sum. Payment of the entire unpaid balance will preclude any further incidental charges.

Collection after Registration: Article 54.007 of the Texas Education Code requires collection of the second and any subsequent installment before the class weeks indicated above.

Late Payment: Late installments will be accepted during the first three class days of the class week indicated above, but a nonrefundable late payment charge of \$5.00 will be assessed in addition to the installment amount.

Reinstatement: Late installments will be accepted after the first three class days of the class week intended above, but a non-returnable reinstatement charge of \$25.00 will be assessed in addition to the installment amount.

Failure to Pay Installment Tuition: Students who fail to fully pay tuition and fees, including late fees assessed, when the payments are due, are subject to one or more of the following actions at the university's option:

- Bar against readmission at the institution;
- Withholding of grades, degrees and official transcripts; and
- All penalties and actions authorized by law.

Note: Payment by Installment Policy is subject to change without notice or obligation in keeping with the policies and actions of the Board of Regents and in conforming with the laws of the State of Texas

Obtaining Grades

_____ Final grades may be obtained by calling (956) 982-5800 or 1-888-882-4026.

_____ Enter your seven-digit school identification number.

_____ Enter your four-digit Personal Identification Number (PIN).

_____ Select the term for which you would like grades listed.

Grading System

A student receives a grade for each registered course. Grades are indicated by letters and assigned quality points as shown below. Credit toward a degree program will be granted only for courses in which a grade of "C" or better is earned.

Grade Definition Grade Points

A Excellent 4.00

B Good 3.00

C Average 2.00

D Below Average 1.00

(Course must be repeated. Course will not count towards degree program.)

F Failure 0.00

I Incomplete - work must be finished the next semester; otherwise, the grade automatically becomes an F unless an extension of time is requested in writing to the Office of Graduate Studies by the instructor.

AU Audit - no academic credit awarded, and no transcript notation.

W Withdrawal - not used in calculation of GPA.

P Pass - carries credit but no grade points. Not used in computing GPA.*

U Unsatisfactory - appears on transcript, no grade points. Not used in GPA.*

*Only used with courses specified as Pass/Unsatisfactory in course description.

The student's grade point average (GPA) is determined by dividing the total number of grade points earned by the total letter-graded graduate hours attempted (not the number of graduate hours passed) at UTB/TSC.

Checklist For Registrar's Office Procedures

The following checklist pertains to requirements and procedures processed directly through the Registrar's Office.

Grade Change

- _____ Contact the Instructor of Record (IOR).
- _____ Instructor of Record (IOR) initiates a grade change form through the Department Chair, School or College Dean, and Dean of Graduate Studies.
- _____ Instructor of Record (IOR) submits a grade change form to the Dean's Office for approval.
- _____ The form, with proper signatures, will be forwarded to the Registrar's Office to be processed.
- _____ Transcript reflects grade change.

For information on the grading system, please see under GRADE CHANGES Graduate Policies and Procedures, p. 28.

Add/Drop Classes

Before Official Record Date

- _____ Call (956) 882-5800 or 1-888-882-4026; log onto Scorpion Online at www.utb.edu; or call the Office of Graduate Studies.
- _____ Pick up a new Statement of Charges at the Business Office, located in Tandy Hall.

After Official Record Date

- _____ Visit the Office of the Registrar, located in Tandy 105.
- _____ Obtain and Complete an ADD/DROP Form.
- _____ Review "Dropping a Course" at <http://blue.utb.edu/registrar/Dropping.htm> for refund policies and procedures.
- _____ Pick up a new Statement of Charges at the Business Office, located in Tandy Hall.

Course Substitution

- _____ Pick up a course substitution form at the Registrar's Office, located in Tandy 105
- _____ Complete form, listing course taken and not taken.
- _____ Submit form for signature from the Academic Advisor, Chair, and Dean of the graduate program you are pursuing.
- _____ Return Course Substitution Form to the Graduate's Office.

Transcript Request

Official Transcripts

- _____ Official transcripts may be requested at the Registrar's Office, located in Tandy 105. *(Note: A picture ID will be required at the time of the request.)*
- _____ There is a \$5.00 transcript fee.

Unofficial Transcripts

- _____ Unofficial transcripts may be requested at the Registrar's Office, located in Tandy 105. *(Note: A picture ID will be required at the time of the request.)*
- _____ A copy of the unofficial transcript will be provided to the student. *(Note: Unofficial transcripts do not include logo, signature, or college seals.)*

Procedures Checklist For Obtaining Financial Assistance

Financial Assistance for Graduate Students

Graduate tuition incentive scholarships are awarded competitively based upon available funding and grade point average. Graduate students may be eligible to receive up to a total of 18 credit hours of scholarship support toward a Master's Degree through this program, as long as funds are available. Continuing student's awards will be limited to three credit hours per semester. New students (first semester), who have Unconditional admission status, may be eligible for up to six credit hours in their first semester. **Because of the limited availability of Graduate Tuition Incentive Scholarships, students who require financial assistance are urged to contact the Financial Aid Office for further assistance.**

Graduate Tuition Scholarship

- _____ Obtain Graduate Tuition Scholarship from the Office of Graduate Studies, located in Champion Hall, 1st floor.
- _____ Submit Graduate Tuition Scholarship to the Office of Graduate Studies.
- _____ Register for course(s) by scholarship deadline.
- _____ Receive official notification of award from the Office of Graduate Studies.
- _____ The Graduate Tuition Scholarship is awarded 10 days prior to the 1st day of class in each semester.
- _____ Log on to Scorpion Online to verify that the scholarship has been posted to your student account.

Federal Student Aid

- _____ Complete a Free Application for Federal Student Aid (FAFSA) by April 1st to determine eligibility.
- _____ The UTB/TSC Financial Aid Office will notify student of eligibility and awards.
- _____ Mexican Citizens **ONLY** may submit application for subsidy to the Financial Aid Office located in Tandy 206.
- _____ For further information on financial aid availability, visit The Financial Aid website at <http://blue.utb.edu/fa/>.

Checklist For Immediate On Campus-Services

Student Housing

- _____ Obtain a housing application from the The Village at Fort Brown Student Housing webpage at <http://www.sa.utb.edu/housing>.
- _____ Submit completed application, along with a \$20.00 application processing fee and a \$200.00 deposit to the Department of Residence Life and Housing, 1915 East Elizabeth, Brownsville Texas 78520.
- _____ Receive official notification of room assignment from the Department of Residence Life and Housing upon receipt of application.
- _____ Attend obligatory student housing orientation the first Tuesday after the scheduled moving date, usually during the first week of class.

Parking Permit

- _____ At the beginning of each semester, visit the Business Office in Tandy Hall to purchase a Parking Permit. Permits are \$20.00 a semester and \$10.00 during the Summer Sessions.
- _____ Present Statement of Charges to Campus Police at the Cavalry Hall to pick up Parking Permit. Students also have the option of purchasing the Parking Permit directly at Campus Police.

Print/Copy Card

- _____ Visit the Reference and Information Center (RIC) in the first floor of the Library or SET-B computer lab to purchase a print/copy card. The cost of the card is \$1.00, and you must add additional funds for copies. The card may be used in the following: SET-B Computer Lab, Reference Lab, Open Computer Lab, Learning Assistance Center Lab, Library Copy Room and Serials Department (Microfilm/Microfiche). Print copies are \$0.05, photocopies are \$0.10, and microfiche/microfilm copies are \$0.25.

Resources for Graduate Students

How to Be a Good Graduate Student (<http://www.cs.indiana.edu/how.2b/how.2b.html>)

This paper attempts to raise some issues that are important for graduate students to be successful and to get as much out of the process as possible, and for advisors who wish to help their students be successful.

How to Succeed in Graduate School (<http://info.acm.org/crossroads/xrds1-3/advice2.html>)

This article discusses actions graduate students can take to become part of the research community provides some advice for advisors, addresses some issues unique to female graduate students, and gives some advice on how to balance work and play while in graduate school.

National Association of Graduate-Professional Students (<http://www.nagps.org/>)

The National Association of Graduate-Professional Students (NAGPS) is a non-profit organization dedicated to improving the quality of graduate and professional student life in the United States of America.

Institutional Research (<http://www.airweb.org/links/>)

The Association for Institutional Research (AIR) is dedicated to professional growth of all who participate in decision making related to higher education via management research, policy analysis and planning. AIR members work in many different postsecondary areas--finance, academic affairs, instruction, student services and institutional development--and in offices at the international, state, system or campus levels.

Association for Support of Graduate Students (<http://www.asgs.org/>)

ASGS is a service organization of graduate students, graduate-student organizations (GSOs), and graduate-degree-granting institutions. ASGS services and products assist students to complete their theses and obtain their degrees, produce the highest quality of theses, and improve their lives during the thesis process.

H-Grad (<http://www.h-net.msu.edu/~grad/>)

H-Grad is part of the Humanities OnLine initiative (H-Net) and is designed to provide graduate students with a safe, graduate student only forum for discussing a wide variety of issues related to graduate school in our chosen humanities-based professions.

Advice for Graduate Students (Videos). (http://www.gradsch.uga.edu/For_Students/video.html)

Maureen Grasso, the Grad Dean at the University of Georgia, has made an excellent contribution to the professional development of graduate students. She and her staff have put together a series of wonderful video seminars for graduate students using faculty, students and other professionals.