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UTB/TSC Graduate Catalog 1996-1997

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1996-97 GRADUATE CATALOG



THE UNIVERSITY OF TEXAS AT BROWNSVILLE

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THE UNIVERSITY OF TEXAS AT BROWNSVILLE
and
TEXAS SOUTHMOST COLLEGE

1996-97
GRADUATE
CATALOG

Accreditation and Memberships

UTB holds membership in and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and masters level degrees. In addition, the University holds membership in the American Association of Colleges for Teacher Education, the American Association of Collegiate Schools of Business, the American Council on Education, the Association of American Colleges, the American Association of State Colleges and Universities, the Association of Collegiate Business Schools and Programs, the Texas Alternative Certification Association and the Association of Texas Colleges and Universities. The School of Education is also approved to offer post-baccalaureate certification programs by the Texas Education Agency.

THIS CATALOG IS A GENERAL INFORMATION PUBLICATION ONLY. IT IS NOT INTENDED TO NOR DOES IT CONTAIN ALL REGULATIONS THAT RELATE TO STUDENTS.

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Statement of Equal Opportunity

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 Texas Southmost College and The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

The University of Texas at Brownsville & Texas Southmost College

The Philosophy

The University of Texas at Brownsville and Texas Southmost College are committed to excellence. It is dedicated to stewardship, integrity, service, openness, accessibility, efficiency, and citizenship. UTB/TSC is committed to students, participatory governance, liberal education, human dignity, the convening of cultures, and respect for our environment.

The Mission

The mission of The University of Texas at Brownsville and Texas Southmost College is to combine the strengths of an upper-level university and those of a community college to eliminate traditional barriers to higher education. The community university provides quality programs and services through academic, applied technology, and continuing education programs to respond to local and regional needs.

The university advances economic development, enhances the quality of life, provides for personal enrichment, and assures access to higher education opportunities. The community university develops critical thinking, communications, and quantitative skills for lifelong learning through teaching, academic research, and public service.

The Partnership

The community university has its roots in the establishment of two of the area's higher education institutions, The University of Texas at Brownsville and Texas Southmost College.

Texas Southmost College was created by the Brownsville Independent School District in 1926. First established as The Junior College of the Lower Rio Grande Valley, its name was later changed to Brownsville Junior College in 1931. Upon the establishment of the Southmost Union Junior College District in 1949, it was renamed Texas Southmost College.

The University of Texas at Brownsville was created by the Texas Legislature in 1991. The foundation for UTB was laid in 1973 when Pan American University in Edinburg began offering off-campus courses at Texas Southmost College. In 1977, the Legislature approved the establishment of Pan American University at Brownsville as an upper-level center. In 1989, the University became a part of The University of Texas System.

The bill that created The University of Texas at Brownsville also authorized the University to enter into a partnership agreement with Texas Southmost College. The partnership was created under the provisions of Subchapter L, Section 1, Chapter 51 of the *Texas Education Code*.

Created to improve the continuity, quality and efficiency of the educational programs and services offered by the university and the community college, the partnership combines the administrative, instructional and support services of the upper-level university and the community college and eliminates artificial barriers between them. The partnership combines junior, senior, and graduate-level programs with certificate, associate and continuing education programs, thus offering a unique combination of services to the people of the Lower Rio Grande Valley and the state.

ACADEMIC CALENDAR

1996 Fall Semester

July 15-August 2	STAR Telephone Registration for Fall Semester
August 9	Deadline to Pay for STAR Telephone Registration
August 18-19	Extended Telephone Registration
August 20	Deadline to Pay for Extended Telephone Registration
August 21	Drop/Add Day (For students enrolled through Telephone Registration)
August 22	Late Registration
August 26	First Day of Classes
August 26-30	Drop/Add Week (For all registered students)
September 2	Labor Day Holiday
September 11	Twelfth Day of Classes - Official Record Day
September 11	Deadline to Withdraw without recorded Grade
October 1	Deadline for Winter Graduation Application
October 1	Master's Comprehensive Exam Application Due
October 13	Mid-Term
November 16	Master's Comprehensive Exam
November 16	Deadline for submitting completed Master's Thesis
November 28-30	Thanksgiving Holidays
December 4	Deadline to Withdraw with W
December 11	Last Day of Classes
December 12-18	Final Examinations
December 20	Commencement

1997 Spring Semester

Oct. 14-Dec. 6	Telephone Registration
December 13	Deadline to pay for Telephone Registration
January 3-5	Extended Telephone Registration
January 6	Deadline to pay for Extended Telephone Registration
January 8	Drop/Add Day
January 9	Late registration
January 13	First day of classes
January 13-17	Drop/Add Week
January 28	Twelfth day of classes - Official record date
January 28	Deadline to withdraw without recorded grade
January 30	Deadline for Pass/Fail petitions
February 1	Deadline for graduation applications – Spring
February 1	Master's Comprehensive Exam Applications Due
February 28-March 1	Charro Days holiday
March 10-15	Spring Break
March 17-May 1	Telephone Registration (Summer I)
March 28-29	Easter Recess
April 15	Deadline to Submit Completed Master's Thesis
April 22	Master's Comprehensive Exam
April 30	Deadline to withdraw with W
May 7	Last day of classes
May 8-10, 12-14	Final examinations
May 8	Deadline to pay for Telephone Registration
May 15	Grade sheets due to Deans
May 17	Commencement

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GENERAL
INFORMATION

GOALS OF THE GRADUATE PROGRAM

UTB is committed to providing graduate programs which will reflect the knowledge, skills, and attitudes its graduates must possess to be successful leaders in their chosen area of study. The general goal of the graduate program is to provide graduate opportunity. The program will provide:

- opportunity 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.

Purpose and Limitation of the Graduate Catalog

The purpose of the Graduate Catalog is to acquaint prospective students with The University of Texas at Brownsville and its graduate programs. A limitation of the printed word is that it is fixed in time while conditions and programs change. Dates, fees, regulations, faculty, course offerings and programs are subject to change when conditions warrant or state regulations mandate.

PROGRAM ORGANIZATION & ADMINISTRATION

The policies governing the graduate program are established by the Graduate Faculty and the Graduate Committee. The Graduate Committee sets standards for admission to graduate work, establishes policy and recommends students who have completed degree requirements for graduation to The University of Texas Board of Regents. The graduate program is administered by the Dean of Graduate Studies.

Faculty members are recommended for appointment to the graduate faculty by the their department chairs and approved by the Graduate Committee. Recommendations for faculty status are based on rank, degree in the field (or training and experience) and the institutional need for the faculty member to hold graduate faculty status.

The Graduate Committee

The Graduate Committee reviews and makes recommendations on university graduate academic policies related to curriculum, admissions, graduate academic standards, fellowships and assistantships, and other matters of importance to graduate education at the University.

Graduate Program Advisory Councils/Committees

Most graduate programs at UTB have an appointed council/committee of community representatives who advise the College/School administration and faculty on area graduate study needs. Community leaders, educators, and representatives from business, health and social agencies are represented on these committees.

ADMISSIONS

UTB is an open-door institution and to the extent provided by applicable law does not discriminate on the basis of race, color, age, national origin, sex, religion, disability, or veteran status in admissions, educational programs or activities. 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 both a history of academic competency that suggests the ability to perform graduate work and a demonstrated maturity indicating 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.

Admissions Application

All applicants for graduate programs, including international students, must complete an official graduate program admission application which consists of the following:

1. A completed graduate program application form and a copy of the receipt for payment of the application fee.
2. Proof of a baccalaureate degree from a four-year institution which has regional accreditation.

Questions of bachelor degree equivalency for students with degrees from foreign institutions will be handled on an individual basis. Foreign students are required to have their foreign transcripts evaluated by a recognized transcript service.

3. Official transcripts of all undergraduate and graduate study and an official copy of the Graduate Record Examination, the Miller Analogies Test or the Graduate Management Admissions Test score report as dictated in the program requirements. Applicants should request that the registrar of colleges previously attended and the Educational Testing Service send transcripts and score reports directly to the Graduate Office. Graduate Records Examination and Graduate Management Admissions Test scores more than five years old will be accepted only by permission of the Director of the Graduate Program.
4. Proof of residency.

5. Transcript of TOEFL scores for foreign students.
6. Two letters of recommendation from individuals in a position to judge the applicant's preparation for and ability to complete a graduate program. Appropriate references would be college instructors, professional colleagues and supervisors.

Categories of Admission

University graduate admission status does not automatically insure admission to a college/school graduate degree program. Each college/school may have additional admission requirements for its graduate students. Once the individual's admission application file is complete and reviewed by the Graduate Office the applicant will be notified in writing of his/her admission status.

1. Regular Graduate Student Admission – Requirements for regular admission are:
 - (a) An undergraduate GPA of 3.0 or higher on a 4.0 scale for the last 60 semester hours of undergraduate work or a 2.8 GPA on all previous college studies.
 - (b) A completed application consisting of items 1 - 6 found in the Admissions Application section above.
 - (c) Appropriate test scores.
2. Probationary Admission – An applicant who does not meet all of the admission requirements listed above but nevertheless may show promise for successful graduate study may be granted Probationary Admission upon approval of the Dean of Graduate Studies. Special course requirements or other probationary conditions may be imposed by the academic department or the Dean of Graduate Studies. Probationary conditions may require that additional undergraduate or graduate semester hours be taken, that a specific grade point average be maintained or some other condition be met by the student. If probationary conditions are not met, the student may be barred from subsequent registration in the graduate program. Normally a student must satisfy conditions of their probation within their first twelve hours of graduate study. A student in probationary status may not hold an assistantship until regular admission has been received.
3. Provisional Admission – An applicant unable to complete the admission application file but who otherwise appears to meet the admission requirements may, upon the recommendation of the Dean of Graduate Studies, be granted provisional admission. A complete and satisfactory admissions application file must be received by the Graduate Office before the end of the semester in which the student has registered in a provisional status. Students will not be permitted to enroll in graduate course work with a provisional status for more than one semester. A student in provisional status may not hold an assistantship until regular admission has been received.
4. Non-degree or Transient Student – Students who wish to enroll in courses but do not plan to pursue a program leading to a graduate degree or certificate may enroll by completing an application for admission form, providing transcripts, paying the required application fee, registering for the course and paying tuition.

These students are classified as transient or non-degree seeking and may or may not elect to receive academic credit. Students wishing to receive academic credit pay the regular course tuition fees, those who wish to audit pay the audit fee. Examinations are not required and grades are not given for courses audited and thus may not be used for graduate credit.

Transient students who register for academic credit and later decide to become candidates for degrees must meet all regular admissions criteria and petition the graduate program for admission as a degree-seeking student. Students who decide to become a degree-seeking student may apply up to 12 semester hours of graduate credit received as a transient student if grades are a “B” or above and if the courses are relevant to the degree sought. Decisions on course relevance will be made by the student’s major department.

Departmental Admission Requirements

In addition to the criteria for graduate admission each department offering a graduate degree, with the approval of the University Graduate Committee and the Graduate Office, sets additional departmental admission requirements for its graduate major. Students should check with the appropriate department for specific departmental admission criteria. The following departments have additional course requirements:

Biology – six undergraduate hours in biology at the junior or senior level

Business Administration – prerequisite course work in business areas (see specific requirements in School of Business section of the catalog).

English – six undergraduate hours in English at the junior or senior level

Government – six undergraduate hours in government at the junior or senior level

History – six undergraduate hours in history at the junior or senior level

Sociology – six undergraduate hours in sociology at the junior or senior level

Spanish – 12 undergraduate hours in Spanish at the junior or senior level, nine of which must be Hispanic Literature in addition to demonstrated mastery of the Spanish language.

Education – requires provisional certification for graduate level certification programs.

International Students

International students applying for admission to the graduate program, and who must obtain Form I-20, A-B (certificate of eligibility for non-immigrant student status) from the Enrollment Office, must submit the following prior to the I-20 being issued:

1. A completed graduate program application form.
2. An affidavit of financial support as evidence of ability to bear academic and living expenses while studying in this country.
3. A score of 550 or higher on the Test of English as a Foreign Language examination (TOEFL). All international students except those from countries where English is the primary language, must take the TOEFL. Under extraordinary circumstances

a graduate department may request a waiver of the English proficiency requirement from the graduate program office. However, approval of such waivers shall be given only if the quality of the graduate education at the university is not compromised.

4. Copy of the plan of study
5. Foreign students must submit English translations of all transcripts and letters. Transcripts must be evaluated by a recognized transcript evaluation service.

Health Insurance for International Students

All international students holding non-immigrant visas and living in the United States must maintain approved comprehensive medical insurance or coverage while enrolled. All international students from Mexico will be excluded from the required health coverage, with the exception of any student from Mexico who is on a J-1 visa and must show proof of insurance under USIA regulations. The cost of the insurance in the amount of the premium approved for the U.T. System Student Health Insurance Plan will be charged to the student. This charge may not be paid through an installment plan. Information on the student health insurance program is available through the Student Health Office.

Residency Classifications

Under the state statutes and regulations, an upper-division student or prospective student is classified as a *resident of Texas*, a *nonresident*, or a *foreign student*.

- A *resident* is an individual who is either a U.S. citizen, national or Permanent Resident Alien or an alien who has been permitted by Congress to adopt the United States as his or her domicile while in the United States' and who has otherwise met the state requirements for establishing residency for tuition purposes.
- A *non-resident* is a citizen, national or permanent resident of the U.S. or an alien who has been permitted by Congress to adopt the U.S. as his or her domicile while in this country and who has not met the State's requirement for establishing residency for tuition purposes. While these state requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require a minimum of 12 months residence in Texas prior to enrollment.
- A *foreign student* is an alien who is not a permanent resident of the U.S. or has not been permitted by Congress to adopt the U.S. as their domicile. An individual classified as a non-resident or foreign student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a non-resident or a foreign student. Information on residency, reclassification, tuition exceptions and waivers is available at the Enrollment and/or Financial Aid offices.

TUITION AND FEES INFORMATION

Financial Responsibility

State universities and community colleges cannot extend financial credit. Students are expected to meet financial obligations within the designated time allowed. Registration fees are payable at the time of registration, and students are not entitled to enter class or laboratory until all their fees have been paid. (Exceptions: see Payment by Installment below.)

Other 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 the amount owed in the allotted time can result in the withholding of registration privileges, official transcripts, grades, degrees, and other penalties and actions authorized by law.

Registration fees may be paid by personal check or money order, or by cash. Payments may be made at the Business Office, or a designated station, or by mail provided payments are received at the Business Office on or before the payment deadline. A mail “drop box” is located at the Business Office, located at Tandy Hall #107. When a check for registration fees is returned, a \$15 return check service charge is assessed, and the student is given two days from the date of notice to make full payment by cash, cashier’s check, or money order. Failure to comply will result in the penalties described above. NSF checks not paid will be submitted for collection. Students will be liable for any court cost and attorney fees.

Classification of Students

Students are classified according to the number of semester hours of college credit they have earned.

- UTB Graduate students have received their bachelor’s degrees and are working on their master’s degrees. Students enrolling in Graduate courses will follow the UTB Graduate Tuition and Fees scale. Graduate courses have a “5” or “6” as the first number (Example: ENGL 6301).

Payment by Installment

§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 seven semester credit hours, are eligible to pay by installment.

TUITION AND FEES

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 seven mandatory hours must pay the balance in full.

Incidental Charge: 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: § 54.007 of the Texas Education Code require 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 even then, but a nonreturnable 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.

TUITION AND REQUIRED FEES

Required Graduate registration fees for residents of Texas for each semester include the following:

- Tuition: Computed at the greater of \$36.00 per semester credit hour or \$120.00 per regular semester or \$60.00 per summer term
- Student Affairs Fee: \$8.25 per semester credit hour up to a maximum of \$99.00 per regular semester
- General Use Fee: \$18.00 per semester credit hour

- Records Fee: \$5.00 per student per semester
- Computer Access/Use Fee: \$5.00 per semester credit hour
- Automated Services Fee: \$10.00 per semester

For example, by reading from the Tuition and Fee Table, a Graduate student who is a resident of Texas and who enrolls for 12 semester credit hours in a Fall or Spring semester would pay \$822 of required registration fees. The table does not include required laboratory fees or individual instruction fees which are listed with the individual course descriptions. *Tuition and fees are 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.*

Other Fees and Deposits

Add/Drop Fee	\$ 5.00
Arena/Late Registration Fee	\$ 5.00
Auditing Fee	\$ 50.00

If class auditing is permitted, this non-refundable fee will be charged per class audited.

General Property Deposit	\$ 10.00
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Every student must make a General Property Deposit to help offset the cost of property loss or damage. Applications and refunds will be processed at the Business Office. Any deposit which remains unclaimed for four years from the date of last attendance will be forfeited. Money will remain on account until such time as the student graduates or officially withdraws from UTB. The General Property Deposit may not be paid in installments.

Graduate Application Fee	\$ 15.00
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This fee is assessed to defray costs incurred in processing the Graduate application.

Graduation Fee	\$ 25.00
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This non-refundable fee is charged for certificates and degrees to defray costs for processing applications for commencement, music, graduation speaker, postage, diplomas, and other expenses associated with graduation. All students participating in the commencement ceremony are required to purchase the proper graduation regalia from the Office of Enrollment. No students will be permitted to participate without the proper regalia. Students wishing to transfer their application for graduation to another period will be required to pay an additional fee of \$5.00.

Laboratory Fee (Courses listed below)	\$15.00
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- 5170 Laboratory Topics in Biology
- 5402 Marine Zoology
- 5414 Plant Taxonomy
- 6303 Advanced Ecology
- 6306 Field Botany
- 6308 Fresh Water Phycology

TUITION AND FEES

6309 Marine Phycology

6402 Marine Ecology

Late Payment Charges \$ 15.00

See Payment by Installment for more information

Reinstatement Charge \$ 25.00

See Payment by Installment for more information

Returned Check Charge \$ 15.00

This non-refundable charge will be assessed to students for each returned check. UTB may refuse to accept checks from students who have previously had a check returned for insufficient funds or other reasons. NSF checks not paid will be submitted for collection. Student will be liable for any court cost and attorney fees.

Thesis Binding Fee \$ 15.00

An original and three copies of a Master's Thesis must be bound and presented to UTB. The exact cost depends on the length of the thesis.

Thesis Microfilming Fee \$ 20.00

Each Master's Thesis is microfilmed and placed in the UTB Library. The exact cost depends on the length of the thesis.

Tuition Installment Incidental Charge \$ 7.50

See Payment by Installment for more information

Vehicle Registration and Operation Permit \$ 20.00

Students, whether full-time or part-time, who will operate a motor vehicle in the campus area must register the vehicle with the Campus Police Office. A permit, to be placed on the vehicle indicating the permit number, will be provided per semester. The fee for each summer session is \$10.00. (This fee is non-refundable.)

Tuition & Fees – Fall & Spring Semesters

Resident

Semester Credit Hrs.	Tuition	Student Serv. Fee	Computer Use Fee	Records Fee	General Use Fees	Automated Fee	Total Tuition
	\$36/hr. Min. \$120	\$8.25/hr. Max. \$99	\$5/hr.	\$5	\$18/hr.	\$10	
1	\$120.00	\$8.25	\$5.00	\$5.00	\$18.00	\$10.00	\$166.25
2	\$120.00	\$16.50	\$10.00	\$5.00	\$36.00	\$10.00	\$197.50
3	\$120.00	\$24.75	\$15.00	\$5.00	\$54.00	\$10.00	\$228.75
4	\$144.00	\$33.00	\$20.00	\$5.00	\$72.00	\$10.00	\$284.00
5	\$180.00	\$41.25	\$25.00	\$5.00	\$90.00	\$10.00	\$351.25
6	\$216.00	\$49.50	\$30.00	\$5.00	\$108.00	\$10.00	\$418.50
7	\$252.00	\$57.75	\$35.00	\$5.00	\$126.00	\$10.00	\$485.75
8	\$288.00	\$66.00	\$40.00	\$5.00	\$144.00	\$10.00	\$553.00
9	\$324.00	\$74.25	\$45.00	\$5.00	\$162.00	\$10.00	\$620.25

For each regular semester (fall or spring), a graduate student may enroll for no more than 9 semester credit hours. Enrollment in more than 9 semester hours in a regular semester requires authorization by the Dean of Graduate Studies.

TUITION AND FEES

10	\$360.00	\$82.50	\$50.00	\$5.00	\$180.00	\$10.00	\$687.50
11	\$396.00	\$90.75	\$55.00	\$5.00	\$198.00	\$10.00	\$754.75
12	\$432.00	\$99.00	\$60.00	\$5.00	\$216.00	\$10.00	\$822.00
	For each additional hour add						\$59.00

Non-Resident

Semester Credit Hrs.	Tuition	Student Serv. Fee	Computer Use Fee	Records Fee	General Use Fee	Automated Fee	Total Fees
	\$258/hr. Min. \$258	\$8.25/hr. Max. \$99	\$5/hr.	\$5	\$18/hr.	\$10	
1	\$258.00	\$8.25	\$5.00	\$5.00	\$18.00	\$10.00	\$304.25
2	\$516.00	\$16.50	\$10.00	\$5.00	\$36.00	\$10.00	\$593.50
3	\$774.00	\$24.75	\$15.00	\$5.00	\$54.00	\$10.00	\$882.75
4	\$1,032.00	\$33.00	\$20.00	\$5.00	\$72.00	\$10.00	\$1,172.00
5	\$1,290.00	\$41.25	\$25.00	\$5.00	\$90.00	\$10.00	\$1,461.25
6	\$1,548.00	\$49.50	\$30.00	\$5.00	\$108.00	\$10.00	\$1,750.50
7	\$1,806.00	\$57.75	\$35.00	\$5.00	\$126.00	\$10.00	\$2,039.75
8	\$2,064.00	\$66.00	\$40.00	\$5.00	\$144.00	\$10.00	\$2,329.00
9	\$2,322.00	\$74.25	\$45.00	\$5.00	\$162.00	\$10.00	\$2,618.25

For each regular semester (fall or spring), a graduate student may enroll for no more than 9 semester credit hours. Enrollment in more than 9 semester hours in a regular semester requires authorization by the Dean of Graduate Studies.

10	\$2,580.00	\$82.50	\$50.00	\$5.00	\$180.00	\$10.00	\$2,907.50
11	\$2,838.00	\$90.75	\$55.00	\$5.00	\$198.00	\$10.00	\$3,196.75
12	\$3,096.00	\$99.00	\$60.00	\$5.00	\$216.00	\$10.00	\$3,486.00
	For each additional hour add						\$281.00

Tuition & Fees – Each Summer Session

Resident

Semester Credit Hrs.	Tuition	Student Serv. Fee	Computer Use Fee	Records Fee	General Use Fee	Automated Fee	Total Fee
	\$36/hr. Min. \$60	\$8.25/hr. Max. \$99	\$5/hr.	\$5	\$18/hr.	\$10	
1	\$60.00	\$8.25	\$5.00	\$5.00	\$18.00	\$10.00	\$106.25
2	\$72.00	\$16.50	\$10.00	\$5.00	\$36.00	\$10.00	\$149.50
3	\$108.00	\$24.75	\$15.00	\$5.00	\$54.00	\$10.00	\$216.75
4	\$144.00	\$33.00	\$20.00	\$5.00	\$72.00	\$10.00	\$284.00
5	\$180.00	\$41.25	\$25.00	\$5.00	\$90.00	\$10.00	\$351.25
6	\$216.00	\$49.50	\$30.00	\$5.00	\$108.00	\$10.00	\$418.50

For each summer term, a graduate student may enroll for no more than 6 semester credit hours. Enrollment in more than 6 semester hours in a single summer session requires authorization by the Dean of Graduate Studies.

7	\$252.00	\$57.75	\$35.00	\$5.00	\$126.00	\$10.00	\$485.75
8	\$288.00	\$66.00	\$40.00	\$5.00	\$144.00	\$10.00	\$553.00
9	\$324.00	\$74.25	\$45.00	\$5.00	\$162.00	\$10.00	\$620.25
10	\$360.00	\$82.50	\$50.00	\$5.00	\$180.00	\$10.00	\$687.50
11	\$396.00	\$90.75	\$55.00	\$5.00	\$198.00	\$10.00	\$754.75
12	\$432.00	\$99.00	\$60.00	\$5.00	\$216.00	\$10.00	\$822.00
	For each additional hour add						\$59.00

TUITION AND FEES

Non-Resident

Semester Credit Hrs.	Tuition	Student Serv. Fee	Computer Use Fee	Records Fee	General Use Fee	Automated Fee	Total Fee
	\$258/hr. Min. \$258	\$8.25/hr. Max. \$99	\$5/hr.	\$5	\$18/hr.	\$10	
1	\$258.00	\$8.25	\$5.00	\$5.00	\$18.00	\$10.00	\$304.25
2	\$516.00	\$16.50	\$10.00	\$5.00	\$36.00	\$10.00	\$593.50
3	\$774.00	\$24.75	\$15.00	\$5.00	\$54.00	\$10.00	\$882.75
4	\$1,032.00	\$33.00	\$20.00	\$5.00	\$72.00	\$10.00	\$1,172.00
5	\$1,290.00	\$41.25	\$25.00	\$5.00	\$90.00	\$10.00	\$1,461.25
6	\$1,548.00	\$49.50	\$30.00	\$5.00	\$108.00	\$10.00	\$1,750.50
<i>For each summer term, a graduate student may enroll for no more 6 semester credit hours. Enrollment in more than 6 semester hours in a single summer session requires authorization by the Dean of Graduate Studies.</i>							
7	\$1,806.00	\$57.75	\$35.00	\$5.00	\$126.00	\$10.00	\$2,039.75
8	\$2,064.00	\$66.00	\$40.00	\$5.00	\$144.00	\$10.00	\$2,329.00
9	\$2,322.00	\$74.25	\$45.00	\$5.00	\$162.00	\$10.00	\$2,618.25
10	\$2,580.00	\$82.50	\$50.00	\$5.00	\$180.00	\$10.00	\$2,907.50
11	\$2,838.00	\$90.75	\$55.00	\$5.00	\$198.00	\$10.00	\$3,196.75
12	\$3,096.00	\$99.00	\$60.00	\$5.00	\$216.00	\$10.00	\$3,486.00
	For each additional hour add						\$281.00

Refund Policy

Semester-Length Courses

Students who are enrolled and who officially withdraw or are disenrolled shall have their tuition and specified mandatory fees refunded according to the following schedule:

Long Semester

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	None

Summer Session

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	None

Students who reduce their semester credit hour loads by officially dropping a course or courses and remain enrolled at the institution will have tuition and specified mandatory fees refunded according to the following schedule:

Long Semester

During the first 12 class days	100%
After the 12th class day	None

Summer Session

During the first four class days	100%
After the fourth class day	None

Title IV Program Refunds

As an institution participating in programs under Title IV of the *Higher Education Act of 1965* as amended (“Act”), UTB and TSC are required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, a loan, or work assistance under Title IV of the Act or whose parents have received a loan on their behalf under 20 U.S.C. §1087-2.

A refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended.

No refund is required if the student withdraws after a point in time that is 60 percent of the period of enrollment for which the charges were assessed. A student who withdraws prior to that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in the *Texas Education Code*, §54.006, or a pro rata refund calculated pursuant to §484B of the Act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed the lesser of five percent of the tuition, fees, room and board, and other charges that were addressed for the enrollment period, or one hundred dollars. If the student charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.

Students who receive funds through the Title IV program (Pell Grants, Supplemental Educational Opportunity Grants, National Direct Student Loans) or State grants and scholarships or institutional grants and scholarships will not receive a refund until the aforementioned programs, or any combination thereof, have been totally reimbursed.

Reimbursement Priority

Refunds are required to be credited to the following financial aid programs in this order:

1. Outstanding balances on Part B, D, and E loans;
2. Awards for Pell, SEOG, and the CWS programs;
3. Title IV student assistance programs;
4. Financial aid programs;
5. The student.

Residency Waiver for Mexican Residents

State law allows students who are citizens of Mexico and who can document financial need to pay the same tuition as residents of the State of Texas when enrolling. To be eligible for this waiver, such students must complete all University matriculation requirements, document financial need and be accepted for admissions into the graduate program. Such students continue to be classified as a nonresident or foreign students.

Tuition Exemptions

The Texas Legislature has also provided a tuition exemption for students who are in foster or residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day before their 18th birthday and who enroll as an undergraduate student no later than the third anniversary of their discharge from the care.

Other tuition exemptions are provided for blind and deaf students under the *Texas Education Code*, § 54.205; and Children of Disabled Firemen and Peace Officers Act, *Texas Education Code*, § 54.204.

STUDENT SERVICES

The Vice President of Student Affairs is responsible for the coordination and supervision of issues involving student life, development, programs, and activities on the UTB/TSC campus. The Office of Student Affairs provides a *Student Guide* which contains information for students.

Career Services and Placement

The Career Services and Placement Office provides students assistance in choosing a major, planning a career, and helping them meet their college expenses and/or gain work experience in their chosen field. Students are assisted with career decision-making and planning, career resource utilization and exploration, as well as evaluation of interests and preferences in occupations. For more information, call (210) 544-8866.

Counseling and Guidance Center

The Counseling Center provides a variety of services to all students pursuing academic or vocational/technical programs of study. The Center offers both group and individualized programs to help students deal with academic, career, and personal concerns. The Center also assists and advises students regarding degree plans, programs, and requirements. For information, contact the Counseling and Guidance Center at 544-8292.

Financial Aid

The Financial Aid program provides financial assistance to eligible students who, without such aid, would be unable to attend college. Financial aid for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. For complete information or applications, contact the Office of Student Financial Aid located in Tandy Hall, or call 544-8277.

Identification Cards

Student ID cards for semester credit-hour students are issued by the Library. The card remains property of UTB/TSC and must be surrendered to any administrative official or security officer of UTB/TSC on demand. The card must be presented for:

- admissions to any school or faculty sponsored activity, including athletic events,
- disbursement of Financial Aid checks,
- receipt of transcripts at the Enrollment Office, or
- use of computer services and the library.

Loss or mutilation must be reported to the Library. A charge of \$2.00 will be made for replacement. Card photographs are taken at the Library. A current tuition receipt must be presented before a photo will be taken or an I.D. validated.

Library

The Arnulfo L. Oliveira Memorial Library provides information and access to materials needed to fulfill the teaching, scholarship, and service goals of the University. The library houses more than 124,000 book volumes and has numerous newspaper and substantial periodical titles on microfiche and microfilm. The library has a Circulation Department, Reference Department, Technical Service Department, a Learning Resources Center for Education students, study areas and carrels, and copying machines to accommodate graduate students. The library is open seven days a week.

The library offers computerized literature searching to graduate students through the Dialog Information Retrieval System which comprises more than 600 data bases in most subject fields. The computerized databases ERIC and InfoTrac are among other resources provided by the library. Through a cooperative computer arrangement, UTB students and faculty have access to libraries at other institutions including The University of Texas at Austin and other libraries in the University of Texas System.

Veterans Benefits

UTB/TSC is approved by the Texas Education Agency for VA educational benefits for veterans and their children and spouses. Eligible students may receive assistance from the Financial Aid Office in applying for benefits.

Special Services

Disability Services

Students with disabilities may request assistance through Disability Services, an office of the Counseling and Guidance Center.

Some of the services available include notetaking, taped textbooks, registration assistance, diagnostic testing, special test conditions and sign language interpreting. An Adaptive Technology and Testing Service is available for student use. All services are elective and must be requested by the students.

To request services, students must register with the Counselor/Coordinator of Disability Services. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required. (Individual documentation requirements vary depending on the disability.) Students bear the responsibility of making their abilities and limitations known to the Coordinator. Together, the student and the Coordinator will decide on the appropriate academic adjustments and decide on a course of action for informing instructors, if necessary.

Students who need help with registration (telephone or arena) or with adds/drops should contact the Coordinator for assistance. Permits for parking in spaces designated for the handicapped may be obtained during registration or at the Campus Police Department. Proof of disability is required.

TDD users who wish to contact the University by phone may call through Relay Texas at 1-800-735-2989. Relay Texas, administered by the Public Utility Commission of Texas, provides interpreting service between people who can hear and those who are deaf, hard of hearing, deaf-blind, and speech disabled. This catalog is available in alternate formats upon request.

Student Center Services

The Camille Lightner Student Center and Campus Dining Services are open for student use from 7:30 a.m. to 8:30 p.m. Monday through Thursday and from 7:30 a.m. to 1:30 p.m. on Friday during the Fall and Spring semesters.

The TV Room is open to students during the Fall and Spring semesters during regular office hours. Stations available include ABC, CBS, NBC, PBS, XHAB, and channels on the Expanded Basic Cable.

Student Health Services

Student Health Services provides a number of services free of charge including basic first aid, immunizations, medical referrals and various health screening procedures. Basic laboratory testing is also available. Fees for services are significantly lower than the fees charged in the medical community.

Health-related educational programs are offered to organizations and groups. The Health Service also assists with filling out and filing insurance claim forms and functions as a liaison between the student and insurance companies.

Student Health Services is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. to 1:30 p.m. on Friday. For after-hour emergencies, calls should go directly to the Campus Police.

Early Childhood Center

The Raul J. Guerra Early Childhood Center offers state-certified, full-day early child care services and summer programs for school aged children at a minimal cost. Enrollment is based on a first registered basis with a waiting list for all age groups. The Center is open from 7:30 a.m. to 6:00 p.m. Monday through Friday. The Center is closed during scheduled contract holidays. Additional information can be obtained by contacting the Center Director.

Special Programs and Facilities

Academic Computer Laboratory

The University Open Computer Laboratory is available for graduate student use seven days a week. The facility is located on the second floor of the library. The Laboratory houses more than 100 IBM-compatibles and Macintosh microcomputers which have a variety of word processor and electronic spreadsheet programs available for student use. Free seminars are offered each semester for faculty, staff and students on the use of software packages.

KMBH Radio Station

KMBH Radio broadcasts at 88.9 FM. The station is one of more than 400 member stations of the National Public Radio (NPR) network. KMBH'S mission is to provide high quality cultural and informational broadcast services to the Lower Rio Grande Valley as part of the University mission of community service.

Patron of the Arts

Patron of the Arts features live musical concerts, art and sculpture exhibitions, and literary events. Internationally renowned performers and artists as well as talented area performers and artists are featured. Faculty and students also perform. An annual family membership is also available. For more information, contact the Fine Arts Department at 544-8247.

Rancho Del Cielo Biological Station

Operating under a permit issued by the Ministry of Foreign Relations of Mexico, Rancho del Cielo Biological Station is located in a tropical cloud forest about 70 miles southwest of Ciudad Victoria in Tamaulipas, Mexico. Situated in the Sierra Madre at an elevation of 3,750 feet, this area has for decades attracted scientists from all over the world.

They have often described this area as “unique,” a strong and accurate word. Rancho del Cielo is an enclave at the crossroads of many North and South American plant and animal species. The tropical and temperate mixture found there is believed to be a “relic” forest similar to those once covering North America 30-50 million years ago. It is an area of great diversity. Eight out of the 12 ecological zones of Mexico are represented within a radius of 12 kilometers.

OFFICIAL POLICY STATEMENTS

AIDS, HIV and Hepatitis B Infection

UTB and TSC recognize 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. In furtherance to its commitment, UTB and TSC have adopted a policy and procedural steps to protect both the rights and well-being of those students, employees and patients who may be infected with HIV or HBV as well as to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend all classes without restriction, as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of UTB and TSC faculty, staff, and students is confidential.

A complete copy of the “AIDS, HIV and Hepatitis B Infection” policy can be found in the institutional *Handbook of Operating Procedures* available in the Dean's office of each school, college and division, the library and most UTB/TSC departments. This policy is applicable to all students of UTB and TSC as they pursue their academic and clinical endeavors. Several brochures are available to all students on request by calling Student Health Services at 544-8951.

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 respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws the University has adopted the following policy. Individuals are informed of their rights under these laws through this policy which is included in the *University Handbook of Operating Procedures* and *Catalog*. The catalog will be made available for inspection through the Vice President of Student Affairs office and HOOPs are available in the Library and most administrative offices.

UTB/TSC will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, excepts as follows:

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

The University will release information in student education records to appropriate University officials as indicated in (1) above when such records are needed by administrators, faculty or staff in furtherance of the educational or business purposes of the student or University.

A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Enrollment

Office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five years. Respective records no longer subject to audit nor presently under request for access may be purged according to regular schedules.

Directory Information

At its discretion, UTB/TSC may release directory information which shall include:

1. name, address, telephone number
2. date and place of birth
3. major field of study
4. participation in officially recognized activities and sports
5. dates of attendance
6. most recent previous educational institutions attended
7. classification
8. degrees and awards received
9. date of graduation
10. physical factors (height and weight) of athletes

Students may withhold directory information by notifying the Office of Enrollment in writing each semester during the first 12 days of class of a fall or spring semester, the first four class days of a summer semester, or the first three days of any quarter. Request for nondisclosure will be honored by the institution for only the current enrollment period; therefore, a request to withhold directory information must be filed each semester or term in the Office of Enrollment.

Access to Files

Upon written request, UTB/TSC shall provide a student with access to his/her educational records. The Vice President for Business Affairs at Tandy Hall has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions files, academic files, and financial files. Students wishing to review their education records must make written requests to the Vice President for Business Affairs listing the item or items of interest. Education records covered by the Act will be made available within 45 days of the request.

A list of education records and those officials responsible for the records shall be maintained at the Enrollment Office. They include:

Academic Records

- Enrollment Office (Admissions/Registrar): Director of Enrollment
- Department and Faculty Offices

Student Service Records

- Counseling Office: Director of Counseling
- Student Activities Office: Director of Student Activities

- Student Affairs: Vice President for Student Affairs
- Testing: Director of Testing

Financial Records

- Business Office: Vice President of Business Affairs
- Financial Aid Office: Director of Financial Aid

Educational records do not include:

1. financial records of the student's parent or guardian;
2. confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
3. records of instructional, administrative and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for maker;
4. records of law enforcement units;
5. employment records related exclusively to an individual's employment capacity;
6. medical and psychological records;
7. thesis or research papers; or
8. records that only contain information about an individual after the individual is no longer a student at the institution.

Challenge to Record

Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the V.P. for Student Affairs. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the V.P. for Student Affairs of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer that will adjudicate such challenges will be appointed by the V.P. for Student Affairs in nonacademic matters and by the V.P. for Academic Affairs in academic matters.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is

POLICY STATEMENTS

unsatisfactory to the student, the student may place with the education records statements commenting to the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both.

The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the act may request in writing, assistance from the President of the institution.

Change of Address and Change of Name

Students are responsible for providing accurate and current mailing address information and legal name changes to the Graduate Office and the Enrollment Office.

Complaints

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Copies

Students may have copies of their educational records and this policy. These copies will be made at the student's expense at rates authorized in the *Texas Open Records Act* except that official transcripts will be \$1.00. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at UTB/TSC.

Hazing Policy

Hazing in state educational institutions is prohibited by both state law (§51.936 and 37.151 et seq, *Texas Education Code*) and by the Regent's Rules and Regulations (Part One, Chapter VI, Section 3.28). 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.

Individuals

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President for Student Affairs or other appropriate official of the institution.

Organizations

An organization commits an offense if the organization condones or encourages hazing or if an officer of any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Definition

The term “hazing” is broadly defined by statute to mean 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 of safety or a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- e. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

Immunity

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 Vice President for Student Affairs or other appropriate official of the institution and immunizes that person for 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 of 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.

Immunization Requirements

The following immunizations are required for all students enrolled in health related courses which will involve direct patient contact or who come in contact with human biological fluids or tissue. Students for whom these immunizations are not required by the institution are strongly urged to obtain these immunizations for their own protection.

- 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.

Certain exemptions are allowed from immunization requirement; students should contact the Office of the Vice President for Student Affairs for information. Inquiries concerning supplemental immunization requirements should be directed to Student Health Services.

Illicit Drug Use and Alcohol Abuse Program and Policy

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Part One, Chapter VI, §3.21 of the *Regents' Rules and Regulations* provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of drugs and alcohol.

UTB and TSC will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of

rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Information is distributed to each student annually concerning standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol, health risks associated with their use and abuse, institutional penalties, state and federal criminal penalties, and counseling and rehabilitation programs available in the area. Additional information is also available in the Student Health Services Office.

Sexual Harassment Policy

UTB/TSC is committed to provide a professional working and learning environment free from sexual harassment. Sexual harassment has been declared a form of sex discrimination under Title VII of the Civil Rights Act of 1964, and Title IX of the Civil Rights Act of 1972 and the Texas Commission on Human Rights Act. UTB/TSC maintains a strict policy prohibiting unlawful harassment of any kind including sexual harassment. Any person who engages in such conduct will be subject to disciplinary action, including termination.

Sexual Harassment

The unwelcome sexual advances, requests for sexual favors, verbal and written comments, or physical conduct of a sexual nature that may constitute sexual harassment when such conduct:

- is made, either explicitly or implicitly, a term or condition of instruction, employment, participation in a university activity; or
- is used to be a basis for evaluation in making academic or personnel decisions affecting an individual; or
- creates an intimidating, hostile, or offensive university environment.

In addition to the above definition, sexual harassment may include and is not limited to the following:

- Unwelcome sexual flirtations, advances or propositions.
- Verbal remarks of a sexual nature (whether directed to an individual or a group, including sexually explicit or offensive jokes.
- Graphic or degrading verbal or written comments of a sexual nature about an individual or the individual's appearance.
- Suggestive or unwelcome physical contact.
- Physical assault.

Sexual harassment is not limited by gender of either party, nor by superior-subordinate relationships. This policy is applicable to all employees, faculty and students of UTB/TSC.

All sexual harassment complaints are filed with the Office of the Assistant to the Vice President for Business Affairs, who is also the Equal Employment Opportunity officer on campus, located at Tandy Hall, Room 109. The office will forward such complaint if it is of an informal nature to the appropriate person. Procedures for filing

complaints are found in the *Handbook of Operating Procedures*, §3.3, page 2 of 6.

Consensual Relationships

Consensual relationships that result in Sexual Harassment is found in the HOOP, §3.5, page 1 of 2, which prohibits such relationships between faculty or staff members in positions of authority with their subordinates or their students.

Reporting inappropriate consensual relationships that contain elements of sexual harassment are reported to the EEO Officer. Consensual relationships not resulting in sexual harassment involving students are reported to the Vice President of Student Affairs.

Sexual Offense

Sexual offense is found in the HOOP, §3.6, page 1 of 5, and may be found at the Library. This section applies to complaints of sexual assault by any member of the UTB/TSC community against any other member, including students, staff members, and faculty. Complaints involving sexual assault that are not of a sexual harassment nature are reported to Campus Police, the Brownsville Police Department, or the Office of the Vice President for Student Affairs. Services such as pre-complaint counseling are available for students in the Counseling and Guidance Center.

Review

This policy shall be reviewed annually by the Vice President for Business Affairs/EEO/AA.

Religious Holy Days

The institution will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that date that the student will be absent for a religious holy day. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under § 11.20, Tax Code.

The student's notification must be in writing and must be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

Solicitation Policy

Part One, Chapter VI, §6.6 of the *Regents' Rules and Regulations* states that no solicitation shall be conducted on the grounds, sidewalks, or streets of the UTB/TSC campus, except by the agents, servants, or employees of this institution acting in the course and scope of their employment, or by the Student Government Association, or by a registered student, faculty, or staff organization of UTB/TSC. Such solicitation must adhere to the following rules:

- Academic or institutional programs being carried on in the buildings shall not be disturbed or interfered with.
- The free and unimpeded flow of pedestrian or vehicular traffic on sidewalks and streets and at places of ingress and egress to and from campus buildings shall not be interrupted.
- The person(s) being solicited shall not be harassed, embarrassed or intimidated.

Non-University groups, individuals or associations are not permitted to solicit, distribute, or circulate any petition, handbill, or other literature in University buildings or on the grounds.

Newspaper vending is permitted only in the areas designated in advance by the President or his delegate. Any request for other newspapers or additional distribution areas should be directed in writing to the Vice President for Business Affairs.

Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations). Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will under no circumstances be granted permission to do so.

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs.

Student Right-to-Know Act and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. Sections 1092 (a), (e) and (f), as amended, UTB 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 results of campus student disciplinary proceedings concerning the alleged perpetrators.

UTB will make timely reports to the campus community on crimes considered to be a threat to students and employees and those reported to campus police or local police agencies. Every September, UTB will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Secretary of Education upon request. This report will reference crimes which occur on property owned or controlled by UTB and may be supplemented by listing crimes which occur off of campus in buildings or on property owned or controlled by student organizations that are registered by the institution when such statistics are available from local police departments.

ACADEMIC INFORMATION

UTB will annually calculate and disclose institutional completion or graduation rates for undergraduate students to all prospective and current students.

UTB will also publish the annual security report which includes its policy regarding sex-related offenses, sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student affairs for victims.

Prior to the offer of athletically-related student aid to a potential student athlete, UTB will provide certain information on graduation rates specified by the Act to the prospective student and to the student's parents, guidance counselor, and coach.

ACADEMIC INFORMATION

Graduate and prospective graduate students are expected to make themselves thoroughly familiar with the university graduate program regulations, their departmental requirements and the requirements for degrees. The ultimate responsibility for successful completion of an advanced degree or other program falls upon the student. The graduate student is solely responsible for knowing the academic requirements for graduate studies and should immediately seek answers to any questions regarding policy and procedures. The Office of Graduate Studies, moreover, disclaims responsibility for problems stemming from the student's failure to follow its regulations. No waiver nor exception to policy will be extended to a student who pleads ignorance of catalog statements. All students are responsible for providing accurate and current name, mailing address and phone information.

Admission to Degree Candidacy

Admission to a graduate program does not designate a student as a candidate for the graduate degree. Candidacy may be achieved only when students have completed a planned program of study, have met academic standards of the graduate program and the major department and have satisfied financial obligations to the university. Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as a candidate for a degree, a student must file the appropriate application with the Graduate Office and the Enrollment office. Deadlines for submitting applications are published each semester in class schedule materials.

Catalog Applicability and Time Limits

A student will be governed by the university catalog in effect at the time of official notification of regular graduate student admission or may choose to graduate following the requirements of the most current catalog. Should a graduate student not enroll during a calendar year the catalog requirements in effect at the time of readmission may 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 their degree within seven years of the time of their first graduate course registration. Students who have compelling reasons for interruption of their graduate program may petition the Graduate Office for an extension of the time limit.

Course Numbers

Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit gives the credit hours. The last two digits are departmental designations. Courses at the 5000 and 6000 level are graduate courses. Courses that are at the 6000 level are limited to graduate students only. Courses at the 7000 level are for thesis and professional areas and are also limited to graduate students.

Discrimination Complaints

Complaints regarding discrimination should be initiated in accordance with the applicable policy. For example, the sexual harassment policy, race discrimination policy, and disability policy. Questions regarding applicable policies should be addressed to the Vice President for Student Affairs.

Final Evaluations

Upon the recommendation of the faculty advisor and during the final semester of course work, students may request their final comprehensive evaluation. The final evaluation is given to judge mastery in the major and minor fields of study. All students writing a thesis must successfully defend their research in an oral defense. This oral defense in some programs may serve as the final comprehensive evaluation for students completing the thesis option. Some programs may require a written comprehensive examination for all students. In other instances the graduate thesis committee may require a thesis defense and a written comprehensive final examination.

Students in consultation with their faculty advisor must specify on their program of study the final evaluation procedure. The faculty advisory and thesis committee members, if a thesis is written, must approve the method of final evaluation.

Departments with graduate programs prepare and forward to the Graduate Office the written comprehensive examination for its graduate students each semester. The Graduate Office schedules and administers the written comprehensive examination and forwards the completed examination to the department for evaluation and grading. The office also schedules and makes arrangements for thesis defense meetings. The graduate student is responsible for requesting permission to take the comprehensive examination and/or thesis defense no later than the deadline date for graduation

application of the semester in which they wish to take the examinations. The written request must have prior approval of the faculty advisor and be submitted to the graduate office on the appropriate form.

The final evaluation can result in:

- a passing grade with a recommendation that the candidate be certified to receive the degree;
- failure on part of the examination with the requirement that conditions be met which may include further work on the thesis, additional study, or course work and the final be retaken; or
- failure and a recommendation that the candidate be dismissed from the program.

A review period of not less than 90 days nor more than one year is required for those candidates who fail the final evaluation. The written comprehensive examinations may not be taken more than twice for the master's degree. Additional courses or thesis work may be required of a failing student as specified by the student's advisor, graduate research committee or the Chair of the major department.

Fresh Start

An undergraduate applicant for admission who is a Texas resident may seek to enter this institution pursuant to the “academic fresh start” statute, Texas Education Code, §51.929. If the applicant informs the admissions office in writing of the election, the institution, for admissions purposes, will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment.

A graduate applicant who has earned a baccalaureate degree under the “academic fresh start” statute, Texas Education Code, §51.929, will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein.

Grade Changes

If an error in computation, evaluation or recording warrants a grade change, the instructor may process a grade change form through the department chair. If the grade change is made after graduation, for a course taken prior to graduation, the change request form must have written justification by the instructor, and be recommended by the department chair and the school or college Dean. Students who receive a grade of Incomplete (I) and complete all course requirements, are responsible for initiation of the paperwork and securing of signatures required to change the grade.

Grievances – Grade Appeals

Course grade grievances must be initiated by contacting the instructor or individual with whom the grievance arose within 30 days. An effort to resolve the matter informally should be made. If the student is not satisfied with the decision, the student may appeal in writing within 21 days to the Chair of the department from which the grade was issued. Disputes not satisfactorily resolved within 21 days may be appealed in writing to the School or College Dean who will render the final decision.

Grievances – Other than Grade Appeals

In attempting to resolve any student grievance, it is the obligation of the student first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the Department Chair or Office Director, the Dean if appropriate, then to the Vice President for Student Affairs, Vice President for Business Affairs, or Vice President for Academic Affairs. If the matter remains unresolved at this level, the student may make a final appeal to the President. Appeals must be submitted in writing.

Grades

Final grades are available to students within 24 hours after all final exam grades have been submitted to the respective Dean's offices after the end of each semester.

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 Points	Grade Definition per hour
A Superior	4.00
B Good, acceptable performance	3.00
C Below average achievement, passing	2.00
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 Graduate Office 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 number of letter-graded graduate hours attempted (not the number of graduate hours passed) at UTB.

Graduate Credit for Seniors

A student who has not yet completed all requirements for the bachelor's degree may be eligible for graduate study as a senior. Such students must complete their undergraduate work and be eligible to obtain the bachelors degree during the first semester of graduate work. The student must have an overall GPA of at least 3.0 and must be within nine semester hours of completing the total number of hours required for the bachelor's degree. The combined load of the graduate and the undergraduate courses for a full-time student must not exceed 12 semester hours. To take graduate courses under this provision, students must complete the graduate application process and secure the written permission of the chair of the department in which credit is sought as well as the graduate office. Seniors at other universities who have nine or fewer credits to complete for the bachelor's degree may also qualify. They must supply transcripts, complete the application process and provide a letter from their home institution indicating they are within 9 hours of graduation.

Graduate Requirements

Students must complete all University and program requirements to receive a graduate degree. Grades in courses offered for the Master's degree must average B (3.00) overall as well as in both the major and minor field, if there is one.

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, written Program of Study (POS) designed to meet proficiency levels, certification, and professional needs of the student.

Programs of study must be approved by the faculty advisor and members of the graduate committee (when a committee is required), the Chairperson of the major department, and the Graduate Office. After signatures are secured, copies must be filed by the student with the faculty advisor, the Chair and the Graduate Office.

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 other 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 field 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 field.

Although the minimum number of hours required for degrees are 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 POS may vary as to the total number of hours necessary to receive the degree. The official POS may be changed with the written approval of the graduate advisor and the Chair of the major department. A copy of the revised POS must be filed in the Graduate Office by the student after securing written approval of the advisor and Chair.

Repetition of Courses

A graduate student may repeat any course. All grades earned (including those for repeated courses) will be used to compute the grade-point average. All attempts become a part of the permanent academic record.

Residence Requirement

A residence of one academic year or the equivalent in summer sessions is required. In graduate programs that require a thesis, at least 18 semester hours of course credit plus six semester hours of thesis credit shall be earned in residence at UTB. For programs that require 36 semester hours of credit but do not require a thesis, at least 24 semester hours must be earned in residence at UTB. In all cases the last 12 hours earned for the degree must be earned as resident UTB credit. Students seeking certification with the Master of Education degree should consult the School of Education section of the catalog.

Scholastic Probation and Suspension

In order for a degree seeking graduate student to remain in good academic standing, the student must maintain a grade point average of 3.0 (B). A student whose overall GPA falls below a 3.0 in a given semester or who receives a grade of F during any one semester or summer session, is automatically placed on academic probation the following semester. Probation constitutes a warning of insufficient level of progress. During the following semester or summer session, their overall GPA must return to 3.0 or above or they will be suspended for a minimum of one semester. Students may be re-admitted only after presenting a written petition to the Graduate Office and to the chair of the major department. Written approval to register for graduate course work must come from both the appropriate department chair and the Graduate Office.

Second Master's Degree

A maximum of nine semester hours taken for one master's degree may be counted toward a second master's degree with the approval of the department in which the second master's degree is sought.

Semester Hour

University credit is measured in semester hours. Ordinarily, a class that meets one 50-minute period per week for a semester will carry a credit of one semester hour. Since the majority of classes normally meet three periods, each week, these classes carry three semester hours of credit. Two or three laboratory clock hours per week are usually required for one semester hour of laboratory credit.

Sessions

The Academic Year: The University operates on the semester plan. During the fall and spring semesters, most day classes meet three times per week (M/W/F) for 50 minutes at each meeting, or twice a week (T/T) for 75 minutes. Some classes are scheduled in the evening and meet on Monday (M), Tuesday (T), Wednesday (W), Thursday (Th), Friday (F), or Saturday (S) for 50 to 150 minutes at each meeting, depending on course credit. Subjects requiring laboratory work meet two evenings each week. Weekend classes may also be offered.

The Summer Session: The summer session is divided into two terms, Summer I and Summer II. Most day classes of three semester hour credit meet one hour and 40 minutes, five days a week, for five and one-half weeks. During the summer sessions, most night classes of three semester hour credit meet for four hours, two times each week for five and one-half weeks.

Student Discipline

By enrolling in the university, students neither lose the right nor escape responsibilities of citizenship. All students are expected to comply with state and federal law, the Rules and Regulations of the Board of Regents of The University of Texas System, The University of Texas at Brownsville regulations, and instructions issued by university administrative officials in the course of their duties.

When students violate the prescribed codes of behavior, disciplinary action may be initiated through the Office of the Vice President for Student Affairs.

Information about the rules of conduct, due process procedures and disciplinary penalties is published in the Rules and Regulations of the Board of Regents of The University of Texas System, Part One, Chapter VI, Section 3. Copies of these documents are available in the Office of the Vice President for Student Affairs. Information on conduct and due process is published in the Student Guide which is available in the Enrollment Office.

Student Load

The nature of graduate study is such that the semester credit hour load is lower than a normal undergraduate load. Students employed full-time or with other ongoing time demands should consult with their faculty advisors or the graduate office to realistically

assess their proposed course load.

Nine semester hours constitute full-time graduate enrollment during each regular (Fall and Spring) semester. Six semester hours constitute full-time during each summer session. The maximum graduate student load for the summer is 12 semester hours including any mini-term enrollment. Registration will not be allowed for students attempting to register for hours in excess of these limits. Mini-term courses offered in May are counted as part of the first summer session load. Any request for exception to the load policy must be submitted to and approved by the Dean of Graduate Studies. A written request including a rationale for the exception must be in the Graduate Studies Office two weeks prior to late registration day.

Student Work and Class Attendance

Graduate students are expected to attend classes regularly and meet all requirements of the course in order to receive a grade. The typical out-of-class work requirement for the masters level is three hours of out-of-class work per week for each semester hour of credit. The responsibility for meeting the requirements for a course, degree and/or certification rests with the student. Final examinations are scheduled during the examination period at the end of the semester and are not given in advance.

Papers submitted to meet graduate course requirements are expected to be the student's own work. Information and opinions drawn from whatever source are to be cited specifically as to their respective sources, and students should use the approved form of citation. A student who engages in scholastic dishonesty will be subject to disciplinary action. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributed in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Examples of scholastic dishonesty include: using the services of a term paper company; submitting work that is not the student's work; and failing to provide clear citation to original sources. A student may not submit the same paper in substance in two or more graduate classes without prior written permission of the instructors involved.

Thesis/Nonthesis Option for Master's Degrees

Most master's degree programs allow for a thesis or non-thesis option. In consultation with the faculty advisor, students should carefully consider career goals in deciding between a thesis and non-thesis degree. Students should be aware that some academic institutions regard a nonthesis master's degree as a terminal degree program. Students who intend to pursue the doctoral degree should seriously consider doing a thesis.

Students in thesis programs must complete the six required hours of thesis credit. Registration for thesis courses may be repeated and is counted in determining load

limits for a semester or summer session although credit is given only once. Once students register for the thesis course, they must continue to register each succeeding semester or summer session until the thesis is completed.

A thesis committee of three or more graduate faculty members to assist in the research shall be appointed by the Chair of the major department after consultation with the candidate. The faculty advisor shall be a member and chair of the committee. The thesis topic and written prospectus must be approved in writing by the faculty advisor, the thesis committee and the Graduate Office prior to the student undertaking the research problem. All research must also be approved by the Human Subjects Research Review Committee prior to collection of any data. Instructions for the preparation of the thesis and information on the Human Subjects Research Review Committee can be obtained from the department or Graduate Office.

The thesis research committee will judge the research competence of the student during the thesis defense meeting. A graduate faculty member appointed by the Graduate Office from outside of the School/College shall represent the graduate program on the committee during the defense meeting. The Graduate Program representative should 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 all deadline dates with regards to thesis defense and submission of thesis copies to the Graduate Office for binding and microfilming (see university class schedule for dates, fees and deposits).

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:

1. Courses which would not receive graduate credit at UTB.
2. Courses with a grade lower than a B.
3. Correspondence and extension courses.
4. Credit for life experience or prior learning.
5. Courses which are older than seven years old. Courses less than seven years may not be accepted if in the professional judgement of departmental faculty the content is seen as outdated and obsolete.

Transfer credit used to fulfill program requirements will be approved by the Faculty Advisor, Chairperson of the Department and the Graduate Office 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 Graduate Office will validate the student's transcript when necessary.

Withdrawing From Classes

After the official census date, students may withdraw from classes and receive a “W” on their permanent records. The last date to withdraw is specified in the class schedule material published each semester and summer session.

DEGREES AND MAJORS

The University administration and faculty are committed to graduate programs for the educational, personal, economic and cultural development of the citizens of the region. The specific degrees listed below have been approved by The University of Texas System and the Texas Higher Education Coordinating Board. The University pledges to provide graduate offerings consistent with area needs and resources.

Master of Business Administration – M.B.A.

Business Administration

Master of Education – M.Ed.

Counseling and Guidance

Curriculum and Instruction

Early Childhood Education

Educational Administration

Educational Technology

Elementary Education/Bilingual Endorsement Option

English as a Second Language

Reading

Special Education

Supervision

Master of Arts in Interdisciplinary Studies – M.A.I.S. Concentrations in:

English

Government

History

Sociology

Spanish

Master of Science in Interdisciplinary Studies – M.S.I.S. Concentration in:

Biology

Master of Arts – M.A.

English

Spanish

GRADUATE PROGRAMS

COLLEGE OF LIBERAL ARTS



The College of Liberal Arts offers programs of study leading to the Master of Arts degree in the fields of English and Spanish and the Master of Arts in Interdisciplinary Studies degree with graduate concentrations in History, English, Government, Sociology and Spanish. In addition, graduate study is available in Psychology and Interpreting.

Admission

In addition to the general admission requirements of the UTB graduate program, each of the graduate degrees has additional admission requirements. The English, Government, Sociology and History concentration areas for the M.A.I.S. degree require six semester hours of upper level undergraduate credit in the field. The Spanish concentration area requires at least 12 advanced undergraduate hours in Spanish, nine of which must be literature. All concentration areas in Interdisciplinary Studies have a research component and require skills and/or course work in research methods.

The Master of Arts degree in Spanish requires that the student must have completed twelve semester credit hours of advanced undergraduate Spanish, of which nine must be in literature. The Master of Arts degree in English requires students to have completed at least six semester hours of advanced undergraduate study in English. Students without this background must take these hours during the first year of graduate study.

Master of Arts in Interdisciplinary Studies (M.A.I.S.)

The M.A.I.S degree requires a total of 36 semester hours of graduate credit. An area of concentration must have at least 12 and no more than 18 semester hours in the subject area. At least six hours in the area of concentration must be in upper-level (6000) graduate work. In addition, 18-24 hours must be taken in two or more supporting fields outside the area of concentration.

Areas of concentration:	Credit Hours
English, Government, History, Sociology or Spanish	12 - 18
Two or more supporting fields	18 - 24
Total graduate hours for degree	36

Each student in the M.A.I.S. degree program will be assigned a faculty advisor and two additional faculty committee members who teach in Interdisciplinary Studies. Together the student and the committee will choose courses in the concentration area and will select two or more supporting fields. Efforts are made to relate the material

studied in one discipline to that studied in another and to encourage students to select courses in mutually supporting fields. A formal Program of Study as described elsewhere in this catalog will be prepared and submitted for approval.

Supporting Fields

Biology, Business Administration*, Education*, Psychology

All areas of concentration may also be support fields for each other.

* *No more than 12 semester hours may be taken from the professionals schools.*

Master of Arts (M.A.)-English Major

36 hour Thesis/Non Thesis Program

The Master of Arts degree in English, offered by the College of Liberal Arts through the Department of English and Speech, guides students in the study of language, composition, and literature. Educational objectives include refining research, bibliographic, and composition skills; studying the nature and uses of language; acquiring theoretical perspectives on the writing process; studying selected authors in depth; and examining literary periods, styles, or movements in detail. A master's degree in English prepares students for more advanced study in English, for teaching English at the secondary or college level, and for many professions that require proficiency in written communication. This degree gives students the option of a thesis or non-thesis program.

Degree Requirements

The Master of Arts degree without a thesis consists of 36 hours and may include a minor of 9 hours in a related field. The Master of Arts degree with thesis consists of 30 hours of course work with six additional hours awarded for the thesis. With proper planning and with the approval of their graduate committees, students may take six of the 30 required hours in a field that is outside of English but that is directly relevant to the students' course of study. The courses in English for both plans must satisfy the following distribution requirements:

- at least two courses must be in English literature, one of which must be in a pre-18th century writer or period, and
- at least two courses must be in American literature, one of which must be in a pre-20th century writer or period.

English 6300, Introduction to Graduate Studies, is also required and must be completed during the first year of graduate studies. In accordance with University policy graduate credit from another university will be accepted from transfer students.

Comprehensive Written Exam

Each candidate for the nonthesis Master of Arts degree in English must pass a comprehensive written examination prepared by the English graduate faculty and administered by the Graduate Office.

Thesis

As part of their graduate program in English, students may choose the option of writing a thesis, for which they will receive six hours of graduate credit. Those who take this option must select a thesis committee, composed of a committee chairperson and two other members of the graduate English faculty, to approve the topic and to assist in the preparation of the thesis. (See thesis-nonthesis option under Academic Information.) Students must pass an oral defense of the completed thesis.

Master of Arts (M.A.)-Spanish Major

36 hour Thesis/Nonthesis Program

The Master of Arts Degree in Spanish is offered by the College of Liberal Arts, and gives students the option of a thesis or nonthesis program. The educational objectives of the program are to refine writing skills, develop research and bibliographic skills, study the nature and uses of language, study selected Spanish literature in depth and examine literary periods, styles, or movements in detail.

Degree Requirements

The Master of Arts degree with thesis option consists of 30 hours of course work, all in Spanish, with six additional hours awarded for the thesis for a total of 36 semester hours. The Master of Arts degree in Spanish without a thesis option consists of 36 hours of course work and may include a minor of 6-12 hours in a related field. At least 24 hours must be in Spanish. The courses in Spanish for both plans must be chosen from the curriculum listed below and must include one of the following sequences:

- the literature of Spain, SPAN 6341, 6370, and 6371 (with 19th and 20th century topic), or
- Latin American literature, SPAN 6373, 6374, and 6375.

Spanish 6300: Theory of Literary Analysis, Bibliographic Search Techniques, and Literary Writing Methods is also required and must be completed during the first year of graduate studies.

Comprehensive Written Examination

Each candidate for the Master of Arts degree is required to pass a comprehensive written examination prepared by the Spanish graduate faculty and administered by the Graduate Office.

Thesis

Students who choose the thesis option will write a thesis for six hours of graduate credit. They will choose a thesis committee composed of a committee chairperson and two other members of the Spanish graduate faculty who will approve the thesis topic and assist them in preparing their thesis. A written thesis prospectus must be formally approved by the thesis committee before the writing of the thesis begins. Thesis track students must pass a separate oral defense of the completed thesis.

INTERPRETER CERTIFICATE

A departmental Interpreter's Certificate is offered with completion of the following courses:

INTG	6376	Consecutive Interpreting
INTG	6377	Simultaneous Interpreting
INTG	6378	Court Interpreting
INTG	6379	Interpreting Practicum

Graduate Courses in Liberal Arts

ENGLISH (ENGL)

ENGL 6300 Introduction to Graduate Studies

Principles and procedures in scholarly research. Introduction to the problems, techniques, and tools of graduate-level study and research in English. *Lec 3, Cr 3*

ENGL 6301 Shakespeare

A study of the comedies, histories, tragedies, and romances of Shakespeare, emphasizing wide reading of the playwright. *Lec 3, Cr 3*

ENGL 6303 The Bible as Literature

A study of the Bible as literature, emphasizing the genres and literary techniques employed by the writers. The course treats the Bible as a major source for English and American literature. *Lec 3, Cr 3*

ENGL 6305 The Romantic Period

A study of early 19th-century English romantic writers with emphasis on the poets Wordsworth, Coleridge, Shelley, Keats, and Byron. *Lec 3, Cr 3*

ENGL 6308 History of the English Language

A history of the English language from the Anglo-Saxon period to the present. *Lec 3, Cr 3*

ENGL 6310 20th-Century English and American Poetry

A study of major English and American poets of the 20th-century. *Lec 3, Cr 3*

ENGL 6312 Milton

A study of the major poems and selected prose of John Milton. *Lec 3, Cr 3*

ENGL 6321 Composition Theory

Theories of regulative grammar and rhetoric as applied to the writing process. *Lec 3, Cr 3*

ENGL 6341 Literary Criticism

Selected works in literary criticism. Important modern and traditional critical positions and their application to literature. *Lec 3, Cr 3*

ENGL 6354 Linguistics and Reading

A study of current models of reading with an introduction to linguistics and examination of linguistic contributions to the understanding of the reading process. Includes issues of literacy and acquisition of reading. *Lec 3, Cr 3*

COLLEGE OF LIBERAL ARTS

ENGL 6355 Second Language Acquisition

Examination of studies and models of the acquisition of a second language. Includes linguistic, sociolinguistic, and cultural aspects. *Lec 3, Cr 3*

ENGL 6362 The Victorian Period

A study of the late 19th-century literature in England. *Lec 3, Cr 3*

ENGL 6363 20th-Century English Novel

A study of the major novelists of England in the 20th-century. *Lec 3, Cr 3*

ENGL 6364 Restoration and 18th-Century Drama

Selected dramatists and their works, themes, and literary developments of the 17th and 18th centuries. *Lec 3, Cr 3*

ENGL 6371 20th-Century American Novel

A study of the major novelists in the United States in the 20th century. *Lec 3, Cr 3*

ENGL 6372 Hawthorne and Melville

A study of the major novels and short stories of Nathaniel Hawthorne and Herman Melville. *Lec 3, Cr 3*

ENGL 6391 The Short Story

A study of the origin, development, theory, and craft of the short story. *Lec 3, Cr 3*

ENGL 7300 Thesis

Pass/Fail Grade. *Prerequisite: Approval of graduate advisor*

ENGL 7301 Thesis

Pass/Fail Grade. *Prerequisite: Approval of graduate advisor*

GOVERNMENT (GOVT)

GOVT 6310 Seminar and Problems in Political Science

A survey and critique of the bibliography and problems in various fields of political science. *Lec 3, Cr 3*

GOVT 6360 American Executive Process and Policy Outputs

Advanced study of the development of the power and influence of the president and other American executives; procedures and policies of the executive process; executive policy outputs; the relation of the executive to the other elements of the political system. *Lec 3, Cr 3*

GOVT 6367 American Judicial Process

Advanced study of the structure, functions and procedures of the national, state and local judicial systems, the interrelationship between the American judiciary and other components of the political system; the impact of judicial decision-making on public policy. *Lec 3, Cr 3*

GOVT 6376 United States-Mexico, Central America & Caribbean Relations

Study of the formulation, conduct and consequences of U.S. foreign policy in Mexico, Central America and the Caribbean. The roles of the President, Congress, interest groups, the military and intelligence agencies, and public opinion will be examined. Specific cases of major foreign policy decisions will be examined. *Lec 3, Cr 3*

GOVT 6386 Politics of South America

A survey of governmental structures and politics in So. America. Examines the political processes and their relationship to existing social and economic structures of South America. *Lec 3, Cr 3*

GOVT 6388 Major Political Ideologies

Advanced study of critical political philosophers who have influenced the political experience. *Lec 3, Cr 3*

HISTORY (HIST)

HIST 6301 Seminar and Problems Study in Eras in American History to 1860

A survey and critique of the bibliography and problems of various eras in American history before the Civil War. May be repeated for credit when topic varies. *Lec 3, Cr 3*

HIST 6303 Seminar and Problems Study in Eras in American History since 1860

A survey and critique of the bibliography and problems of various eras in American history since 1860. May be repeated for credit when topic varies. *Lec 3, Cr 3*

HIST 6314 Brownsville and Matamoros History

A study of the role of Brownsville and Matamoros within border. Mexican, and American history, with an emphasis on primary research. *Lec 3, Cr 3*

HIST 6315 Studies in Bible History

An examination of the Bible as a work of ancient history, applying critical historical methodology. May be repeated for credit when topic varies. *Lec 3, Cr 3*

HIST 6316 Studies in Mexican and American Heritages

An intensive investigation of selected historical problems in the Mexican-American and Anglo-American cultural heritages and the fusion and clash of these cultures. May be repeated for credit when topic varies. *Lec 3, Cr 3*

HIST 6381 History of Castile to 1500

A study of the theories regarding the formation of Castilian society. *Lec 3, Cr 3*

HIST 6385 The Middle Ages

Studies in the cultural, political, economic, military, religious and social history of the medieval period. *Lec 3, Cr 3*

INTERPRETING (INTG)

INTG 6376 Consecutive Interpreting

Intensive practice in consecutive interpreting with close reference to actual usages among professional interpreters in the United States.

Prerequisites: INTG 4366 and INTG 4367 Lec 3, Cr 3

INTG 6377 Simultaneous Interpreting

Intensive practice in simultaneous interpreting with close reference to actual usages among professional interpreters in the United States.

Prerequisites: INTG 4366 and INTG 4367 Lec 3, Cr 3

INTG 6378 Court Interpreting

Intensive study and practice of sight translation, consecutive and simultaneous interpreting with reference to judiciary application.

Prerequisites: INTG 4366 and INTG 4367 Lec 3, Cr 3

INTG 6379 Interpreting Practicum

Intensive study and practice of sight translation, consecutive and simultaneous interpreting with close reference to terminology, documentation, ethics, and other professional issues.

May be taken together with INTG 6378.

Prerequisites: INTG 4366 and INTG 4367

Lec 3, Cr 3

PSYCHOLOGY (PSYC)

PSYC 5313 Abnormal Psychology

Analysis, etiology, and incidence of neurosis and psychosis; mental hygiene problems, and adjustive behavior. A research project and supporting specialized readings will be emphasized. Students may not receive credit for both PSYC 4313 and PSYC 5313.

Prerequisite: 6 semester hours of psychology.

Lec 3, Cr 3

PSYC 5318 Learning Theories

A review of the major theories of learning based on animal and human research. Students may not receive credit for both PSYC 4318 and PSYC 5318.

Prerequisite: 6 hours of psychology or consent of the instructor.

Lec 3, Cr 3

PSYC 5321 Contemporary Topics in Psychology

A survey and review of recent developments in psychological research and practice. Topics may vary.

Lec 3, Cr 3

PSYC 5333 Theories of Personality

A study of the development, structure, and assessment of personality with a consideration of the major theoretical attempts to account for the psychological nature and the behavior of man. A research project and supporting specialized readings will be emphasized. Students may not receive credit for both PSYC 4333 and PSYC 5333.

Prerequisite: 6 semester hours of psychology.

Lec 3, Cr 3

SOCIOLOGY (SOCI)

SOCI 5360 Sociology of Education

An analysis of the relationship of the educational institution to society and the patterns of order, change and conflict that emerge. Current issues, such as bureaucratization of schools and problems of minorities in the schools are examined with regard to related sociological principles and theory. An applied project and report will be required.

Prerequisite: Nine hours of SOCI, PSYC and/or ANTH or consent of the instructor.

Lec 3, Cr 3

SOCI 6313 American Minorities

A study of the principal minority groups in American society and their sociological significance; problems of intergroup relations, social movements, and related social changes occurring on the contemporary American scene. A research project and supporting specialized readings will be emphasized.

Prerequisite: Nine semester hours of sociology

Lec 3, Cr 3

SOCI 6323 The Mexican-American Presence

Mexican-American and Anglo contacts and relations in the United States from Colonial times to the present, with special emphasis on the Southwestern US. Social, economic and cultural

differences are emphasized. Special attention is given to changes occurring among Mexican-Americans in the last few years and how this is affecting Mexican-American-Anglo relationships. Students will have to do a research project using primary resources as part of the course requirements. *Lec 3, Cr 3*

SOCI 6324 Problems of U.S. Health Care Systems

A seminar course that allows student investigation into the nature and functioning of the health care institutions of modern industrial societies, with special emphasis on current problems in providing health care to the complex social populations of the U.S., especially to the poor and to racial and ethnic minorities. *Lec 3, Cr 3*

SOCI 6333 Pro-Seminar on Sociological Theory

An intensive analysis of the current state of sociological theory with consideration of the historical influences on contemporary thought. Major theoretical issues in the discipline and within the social/behavioral science are considered. The relationships between theory and research are emphasized. (Required of MAIS students with concentration in sociology.) *Lec 3, Cr 3*

SOCI 6373 Problems of Aging in U.S. and World Societies

A seminar analysis of the demographic, economic, social, political, and health care problems created by the “aging” of the population of industrial societies. Special attention is paid to the problems of the elderly poverty and minority populations of the Rio Grande Valley. *Lec 3, Cr 3*

SPANISH/HISPANIC STUDIES (SPAN)

SPAN 6300 Theory of Literary Analysis, Bibliographic Search Techniques, & Literary Writing Methods

Basic orientation in the theory and practice of literary analysis with references to Hispanic tradition. Research and bibliographic methods, as well as the organization, drafting, and editing of critical literary articles. Taught in Spanish. All readings, papers, and examinations in Spanish. *Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.* *Lec 3, Cr 3*

SPAN 6313 History of the Spanish Language

A detailed study of the growth of the Spanish language from beginning to present. Taught in Spanish. All readings, papers, and examinations in Spanish. *Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.* *Lec 3, Cr 3*

SPAN 6339 Special Studies in Spanish American Literature

Special topics from the field of Spanish American literature. Course may be taken three times as the topic varies. Taught in Spanish. All readings, papers, and examinations in Spanish. *Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.* *Lec 3, Cr 3*

SPAN 6341 Special Studies in Spanish Literature

Special topics from the field of Spanish literature. This course may be taken three times as the topic varies. Taught in Spanish. All readings, papers, and examinations in Spanish. *Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.* *Lec 3, Cr 3*

SPAN 6370 The Literature of Medieval Spain

Critical study of the major works of Spanish literature from its origins down to the end of the 15th century. Taught in Spanish. All readings, papers, and examinations in Spanish.

Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.

Lec 3, Cr 3

SPAN 6371 The Literature of the Golden Age of Spain

Critical study of major works of the Spanish Renaissance and Baroque Periods. Taught in Spanish. All readings, papers, and examinations in Spanish.

Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.

Lec 3, Cr 3

SPAN 6372 The Literature of 19th and 20th Century of Spain

Critical study of major works of contemporary Spanish authors from the birth of Romanticism to the contemporary era. Taught in Spanish. All readings, papers, and examinations in Spanish.

Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.

Lec 3, Cr 3

SPAN 6373 The Latin American Novel

Critical study of Latin American narrative from its birth in Neoclassicism down to the contemporary novel of the “boom.” Taught in Spanish. All readings, papers, and examinations in Spanish.

Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.

Lec 3, Cr 3

SPAN 6374 Latin American Poetry

Critical study of major poetic works from the colonial period to the present day. Taught in Spanish. All readings, papers, and examinations in Spanish.

Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.

Lec 3, Cr 3

SPAN 6375 The Latin American Essay

Critical study of the Latin American essay from the colonial chronicle to contemporary intellectual prose. Taught in Spanish. All readings, papers, and examinations in Spanish.

Prerequisite: Graduate standing and 12 hours of advanced Spanish, nine of which must be literature.

Lec 3, Cr 3

SPAN 6380 Special Topics in Spanish Linguistics

Special topics in Spanish linguistics, including comparative linguistics, socio-linguistics, and the study of regional language. May involve field work. Taught in Spanish: all classes, papers, and examinations in Spanish. May be repeated once as topics vary.

Lec 3, Cr 3

SPAN 7300 Thesis

Pass/Fail Grade.

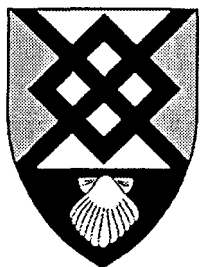
Prerequisite: Approval of graduate advisor.

SPAN 7301 Thesis

Pass/Fail Grade.

Prerequisite: Approval of graduate advisor.

COLLEGE OF SCIENCE, MATHEMATICS & TECHNOLOGY



The College of Science, Mathematics and Technology offers the Master of Science in Interdisciplinary Studies (M.S.I.S.) degree with a concentration in Biology. The M.S.I.S. degree provides students the opportunity to earn a master's degree with a concentration in biological science in combination with two supporting fields. This program, responding to community needs, is designed for students who wish to continue learning in interrelated areas beyond the bachelor's degree rather than specialization in a particular discipline.

Master of Science in Interdisciplinary Studies (M.S.I.S.)

The M.S.I.S. degree requires a total of 36 semester hours of graduate credit. An area of concentration must have at least 12 and no more than 18 semester hours in the subject area. At least six hours in the area of concentration must be in upper level (6000) graduate work. In addition, 18-24 hours must be taken in two or more supporting fields outside the area of concentration.

Area of concentration:	Credit Hours
Biology	12-18
(Must include BIOL 6101 and BIOL 6365)	
Two or more supporting fields	18-24
Total graduate hours for degree	36

Each student in the M.S.I.S. degree program will be assigned a Faculty Advisor and two additional faculty committee members who teach in Interdisciplinary Studies. The choice of courses in the concentration area and the selection of supporting fields will be determined through consultation between the student, the Faculty Advisor and the committee members. Efforts are made to relate the material studied in one discipline to that studied in another and to encourage students to select courses in mutually supporting fields. A formal Program of Study as described elsewhere in this catalog will be prepared and submitted for approval.

Supporting Fields

Business Administration*, Education*, English, Government, History, Psychology, Sociology, and Spanish

* No more than 12 semester hours may be taken from the professionals schools.

Graduate Courses in Biology

BIOLOGY (BIOL)

BIOL 5170 Laboratory Topics in Biology

Specialized laboratory content and/or field experiences not available in other courses. May be repeated for credit as laboratory content and/or field experiences change, but no more than two hours may apply toward the graduate degree.

Prerequisite: Graduate standing or consent of instructor

Lec 0, Lab 3, Cr 1

BIOL 5370 Topics in Biology

Specialized lecture content topics not available in other courses. May be repeated for credit as topics change but no more than six hours may apply toward the graduate degree.

Prerequisite: Graduate standing or consent of instructor

Lec 3, Cr 3

BIOL 5402 Marine Zoology

A study of the common marine animals, especially invertebrates in coastal waters. Particular attention is given to structural and physiological relationships. Cannot be taken for credit by students with credit for BIOL 4402. Graduate students must complete an independent project.

Prerequisite: Graduate standing

Lec 3, Lab 3, Cr 4

BIOL 5404 Ichthyology

Classification, evolution, ecology, and biology of fishes. The lab emphasizes field surveys, taxonomy, and the identification of marine and freshwater fishes. Graduate students are required to complete an independent project. Credit will not be given for both BIOL 4404 and 5404.

Prerequisite: Permission of student's committee.

Lec 3, Lab 3, Cr 4

BIOL 5414 Plant Taxonomy

Principles of plant classification, identification of vascular plants, with emphasis on native flowering plants. Credit will not be given for both BIOL 4414 and BIOL 5414.

Prerequisite: Graduate standing

Lec 3, Lab 3, Cr 4

BIOL 6101 Biology Graduate Seminar

All degree seeking graduate students are required to enroll for credit in Biology Graduate Seminar for three separate semesters. All biology graduate students are strongly encouraged to attend this seminar each semester they are enrolled in graduate school. Each student when enrolled for credit will, with the approval of the seminar director, select some particular aspect of current biological research and present a scholarly review of it before seminar participants, other graduate students and the biology faculty. May be repeated for credit.

Prerequisite: Permission of student's committee.

Lec 1, Cr 1

BIOL 6303 Advanced Ecology

Use of modern techniques to analyze interrelationships between plants, animals and the environment. Terrestrial and fresh water environments will be considered.

Prerequisite: Consent of instructor.

Lec 3, Lab 3, Cr 3

BIOL 6306 Field Botany

A study of the adaptations and economic importance of the native flora. Stresses methods of collection, preservation and classification.

Prerequisite: Consent of instructor.

Lec 3, Lab 3, Cr 3

BIOL 6312 Advanced Cellular and Molecular Biology

An in-depth study of physical and molecular activity at the cellular level. Topics to be emphasized include: nucleic acids structure and their organization, gene expression and its regulation, protein structure and recombinant DNA techniques.

Prerequisite: Graduate standing and one course in Biochemistry & Cell Biology

Lec 3, Lab 0, Cr 3

BIOL 6365 Graduate Biological Research Problems

The student, in conference with a member of the graduate faculty, will define an independent research problem in botany, microbiology or zoology. The student's committee or the department chair, will approve the problem prior to enrollment. If undertaken in summer, the student should enroll in no other course that summer term. The student's report will be written in an approved thesis style. A maximum of three credit hours in graduate biological research problems will count towards a M.S.I.S. with a biology concentration.

Prerequisite: Graduate standing

Lec 3, Cr 3

BIOL 6402 Marine Ecology

Populations, communities, and ecosystems in the marine environment. Recent literature will be emphasized. The lab will include field work, and students will complete independent projects.

Prerequisite: Graduate standing, a course in ecology, and consent of instructor.

Lec 3, Lab 3, Cr 4

BIOL 6405 Insect Ecology

A course dealing with the general concepts in ecology as related to insects. Emphasis is on understanding insects in nature and concepts of ecology can be used to study these animals. Evolution, interactions between plants and insects, and population dynamics are important parts of the course. The laboratory emphasizes field work and individual investigations

Prerequisite: Graduate standing

Lec 3, Lab 3, Cr 4

BIOL 6410 Phycology

A survey of structure, reproduction, and classification of algae. Emphasis will include coverage of local freshwater and marine forms.

Prerequisite: Graduate standing

Lec 3, Lab 3, Cr 4

SCHOOL OF BUSINESS



The M.B.A. degree is designed for students who want to pursue advanced studies to improve their business and administrative knowledge and skills. The graduate program offers learning opportunities which contribute to the development of competent and responsible professionals for business and not-for-profit administration. The M.B.A. program provides the student with the tools and knowledge needed for success in the rapidly changing world of business.

Master of Business Administration (M.B.A.)

The competencies expected of an M.B.A. candidate are understanding and applying organizational, managerial, and analytical skills. Each candidate will be knowledgeable of current business literature. The University of Texas at Brownsville M.B.A. is unique in its inclusion of a binational, bicultural focus. This includes comparative business law (U.S.-Mexico), a choice of electives designed to enhance understanding and appreciation of the interactions between the United States and Mexico, and experiences to develop the language skills needed in the bilingual business environment of the border. Border business issues are featured in nearly every course. While not dominating the program, they receive appropriate coverage, given the proximity of the institution to Mexico.

Admission

A student must meet all requirements for regular admission to the graduate program to be admitted to the M.B.A. program. These include undergraduate cumulative GPA of 2.8 on a 4.0 scale, or 3.0 for the last 60 hours of undergraduate work. Requirements for admission also include a minimum Graduate Management Admissions Test (GMAT) score of 400 on a test taken no more than five years prior to the time of application.

Probationary admission may be granted for students who do not meet regular admission requirements, but show promise for successful graduate study. Conditions (e.g., additional course work) may be placed on students receiving probationary admission, and subsequent registration will be barred if such conditions are not met. Normally a student must satisfy conditions within their first 12 hours of graduate study.

Provisional admission may be given to student applicants who are unable to complete their admission file, but who otherwise meet admission requirements. Provisional status allows the student to enroll for one semester, upon the recommendation of the Dean of the School of Business. During that semester, all application materials must be received in order to further enroll.

Students who already have a Master's degree and are interested in taking additional graduate courses for professional improvement, but not in pursuing the M.B.A. degree, may enroll in graduate level business courses and are considered Non-degree-seeking students.

Degree and Graduation Requirements

Students will be assigned an M.B.A. Advisor to assist the student in preparing a Graduate Program of Study before or during their first semester in the program. This Program of Study will include the following four substantive areas required for degree completion:

1. Student plans for enhanced Personal Biliteracy (Spanish/English) abilities. The mission of The University of Texas at Brownsville is expressly binational and bicultural. Students enrolled in the M.B.A. should plan to begin or enhance their own bilingual abilities throughout their time in the program.
2. Specific information regarding where and how prerequisite competencies in computer literacy, college-level algebra, and statistics, have been obtained. These competencies should be obtained prior to enrollment in the program. Students lacking a competency may be allowed to enroll in the M.B.A. with concurrent enrollment in course work covering that competency area.
3. M.B.A. Foundations courses (18 semester hours) are designed to give students basic knowledge and tools in the six major areas of business administration, in preparation for advanced study. Students who have completed an undergraduate degree with a business administration major or minor may waive certain Foundations courses through successful completion of recent, substantially similar course work prior to their admission to the M.B.A..
4. M.B.A. Breadth courses (30 semester hours) courses offer students advanced and integrated knowledge and tools for successful business analysis and implementation. Specific areas of study include business research methods, Mexican and U.S. business law, strategic utilization of information technology, and administrative policy, along with other required and elective courses. All students must complete the Breadth portion of the M.B.A. requirements. If a substantially similar course has been completed prior to enrollment in the M.B.A., the student may be allowed to substitute that course with an additional graduate business elective.

The M.B.A. Advisor will make initial determination on course waivers and substitutions.

Students must maintain a cumulative GPA of 3.0 or above to remain in good standing in the M.B.A. Program. Students falling below this minimum will be placed on academic probation and must raise their cumulative GPA to at least 3.0 within one semester. Failure to do so will result in academic suspension, rendering the student ineligible for further M.B.A. enrollment or completion of the degree. A minimum cumulative GPA of 3.0 is required for graduation.

Former students who have been suspended may apply for readmission into the M.B.A. Program by following the procedures outlined in the Scholastic Probation and Suspension section of the Graduate Catalog. Such applications will be considered on a case-by-case basis, and readmission will be granted at the discretion of the M.B.A. Advisor and the Dean of the School of Business.

M.B.A. Prerequisite Competencies

Prerequisite competencies for those individuals seeking the M.B.A. degree include:

1. Basic Computer Literacy
2. College Algebra
3. Statistics

Knowledge in these areas can be demonstrated by

- Successful, recent, and appropriate course work at accredited academic institutions, or
- Recent relevant work experience, or
- by CLEP exam, or equivalent.

The M.B.A. advisor will make waiver determinations under the direction of the Dean of the School of Business.

The UTB School of Business has pre-approved the following courses for students who have not yet obtained knowledge of these prerequisite areas:

- COSC 1305 Computer Literacy
- MATH 1314 College Algebra
- BUSI 3341 Elementary Business and Economic Statistics

M.B.A. Foundations

M.B.A. Foundation knowledge includes 18 semester hours of course work. Any or all of these courses and credit hours may be waived if equivalent knowledge has been mastered in recent, substantially similar, course work at an accredited institution, with a grade of “B” or better.

Course	Title	Credit Hours
ACCT 6301	Accounting for Managers	3
ECON 6301	Business Economics	3
FINA 6301	Financial Management	3
MANA 6301	Management Theory and Organizational Behavior	3
MANA 6360	Operations Management	3
MARK 6301	Marketing Management	3

Questions and applicability of course work and waivers from other institutions will be evaluated by the M.B.A. Advisor under the direction of the Dean of the School of Business.

M.B.A. Breadth, Issues and Capstone Courses

Breadth Courses

BUSI	6301	Comparative Business Law	3
BUSI	6310	Business Research	3
BUSI	6380	International Business	3
MANA	6350	Information Technology for Managers	3
		Business Elective*	3
		Business Elective*	3
		Bi-National Graduate Elective**	3

* Students will select six semester hours of graduate electives from the School of Business.

** Pre-Approved Bi-National Graduate Electives include:

GOVT	6376	United States-Mexico, Central America and Caribbean Relations	
HIST	6314	Brownsville and Matamoros History	
HIST	6316	Studies in Mexican & American Heritages, and	
SOCI	6323	The Mexican-American Presence. Other electives which provide a similar binational focus may be approved by the M.B.A. Advisor.	

Issues Courses^o

BUSI	6101	Environments of Business	1
BUSI	6105	Current Issues in Business	1
BUSI	6105	Current Issues in Business	1

^o Students may petition to substitute Issues (BUSI 6100) courses with recent, substantial (at least 15 instructor contact hours) business skills training/non-academic instruction, as approved by the M.B.A. Advisor. However, students must still have a minimum of 30 academic hours in the program in order to receive the M.B.A. degree.

Capstone Courses

BUSI	6390	Administrative Policy and Strategy	3
BUSI	6399	Management Practicum	3
Total M.B.A. Credit Hours			30-48

M.B.A. Elective Courses

ACCT	6321	Advanced Cost and Managerial Accounting	3
ACCT	6323	Accounting Seminar	3
ACCT	6330	Seminar in Auditing	3
ECON	6351	Economics Seminar	3
FINA	6341	Finance Seminar	3
BUSI	6317	Administrative Communication	3
MANA	6331	Human Resources Administration & Industrial Relations	3
MANA	6332	Management Seminar	3
MARK	6371	Marketing Seminar	3
MARK	6372	Marketing Strategy	3

Graduate Courses in Business

ACCOUNTING (ACCT)

ACCT 6301 Accounting for Managers

An intensive examination of financial and managerial accounting theory and procedures and their application in the generation of data for integrated financial and managerial accounting information systems. Includes an overview of the accounting cycle, analysis of financial statements, income determination and inventory valuation, cost allocation, and interpretations of financial information for managerial decision making.

Lec 3, Cr 3

ACCT 6321 Advanced Cost and Managerial Accounting

Advanced cost and managerial accounting concepts. Effects on internal reporting. Topics include evolution and development of cost accounting, cost allocations, and other topics of current interest.

Prerequisite: ACCT 3324, ACCT 6301, or consent of instructor.

Lec 3, Cr 3

ACCT 6323 Accounting Seminar

A study of current and special topics concerning accounting. Emphasis on literature from professional public accounting societies and governmental agencies.

Prerequisite: ACCT 6301 or consent of instructor.

Lec 3, Cr 3

ACCT 6330 Seminar in Auditing

Examination of auditing philosophy and contemporary issues. Study of auditing research including the behavioral aspects of auditing.

Prerequisite: ACCT 4324, ACCT 6301, or consent of instructor.

Lec 3, Cr 3

BUSINESS (BUSI)

BUSI 6101 Environments of Business

A broad exposure to the many environments and factors in the field of business administration. Introduction to a variety of managerial issues such as: shareholder equity, globalization, information explosion, quality systems, the case method, business media, ethics, and business research sources. Designed to be taken during or before the M.B.A. student's first semester.

Lec 1, Cr 1

BUSI 6105 Current Issues in Business

Current issues in business, topics varied. Exploration of specific topics related to the business disciplines. Examples include: Leadership, Ethics, Effective Communication, Quality Systems, Negotiation/Arbitration, etc.. Course may be repeated up to two times for credit, as topics vary.

Lec 1, Cr 1

BUSI 6300 Business Law

An intensive study of the legal environment of business. The course begins with an overview of the court system, constitutional law and torts. It progresses into areas of law directly applicable to the business environment. Business topics will include contracts, sales, commercial paper, secured transactions, agency, partnership, corporations, property, bankruptcy, and international law.

Lec 3, Cr 3

BUSI 6301 Comparative Business Law

Various areas of business law in the U.S. and Mexico will be compared. Issues include: contracting for international sale of goods, forms of business organizations, maquiladora laws, foreign trade zones, and NAFTA. *Lec 3, Cr 3*

BUSI 6302 Business Law for Educators

Business and education law, to include discussion of contracts, administrative law, agency, Americans with Disabilities Act, EEOC, environmental law, Open Meeting Act, Open Records Act, vouchers, and other current topics. *Lec 3, Cr 3*

BUSI 6310 Business Research

Business research techniques & methodologies. Topics include identifying valid research activities, review of literature, data sources & collection, research design & methodology, computer statistical analysis, and written/oral communication of the research paper.

Prerequisites: FINA 6301, MANA 6301, MARK 6301.

Lec 3, Cr 3

BUSI 6317 Administrative Communication

Interdisciplinary study of the communication processes in business. Includes systems and technologies and the organizational and psychological processes for formulating, conducting and reporting a significant research project in communications. *Lec 3, Cr 3*

BUSI 6380 International Business

Readings and cases in international business. Emphasizes the impact of comparative differences in the domestic and international business environments and operations, including the impact of historical, economic, cultural, and political foundations on operations. Special international business topics of unique contemporary importance are also studied.

Prerequisite: Completion of M.B.A. Foundations requirements, or consent of instructor.

Lec 3, Cr 3

BUSI 6390 Administrative Policy and Strategy

A study of management problems under dynamic conditions. Comprehensive, integrative cases will be studied and analyzed.

Prerequisite: Completion of M.B.A. Foundations requirements plus at least 15 hours of M.B.A. Breadth requirements, or consent of instructor or M.B.A. Advisor.

Lec 3, Cr 3

BUSI 6399 Management Practicum

A directed, applied consulting project for small business or not-for-profit organizations. Instruction includes consulting methods, presentation and written skills, contact with clients, etc. Students will work in small teams to define and solve problems of these organizations.

Prerequisite: Completion of M.B.A. Foundations requirements plus at least 15 hours of M.B.A. Breadth requirements, or permission of instructor or M.B.A. Advisor.

Lec 3, Cr 3

BUSI 7300 Thesis

Pass/Fail Grade.

Prerequisite: Approval of graduate advisor.

BUSI 7301 Thesis

Pass/Fail Grade.

Prerequisite: Approval of graduate advisor.

ECONOMICS (ECON)

ECON 6301 Business Economics

The relationship among basic economic concepts and methods. The competitive market system, problems in resource allocation and economic efficiency, government regulations and the public sector, money and banking, unemployment and inflation in economic policy making.

Lec 3, Cr 3

ECON 6351 Economics Seminar

Readings and discussion of selected topics in economics.

Prerequisites: M.B.A. Foundations requirements or permission of instructor.

Lec 3, Cr 3

FINANCE (FINA)

FINA 6301 Financial Management

The financial function of the firm and the specific responsibilities of the firm's financial manager. Emphasis is on financial decisions using managerial information systems as an integrating force to deliver planned results. This includes, but is not limited to, decisions affecting the internal management of the firm and the acquisition of new assets.

Prerequisites: ACCT 6301 and ECON 6301 are strongly suggested.

Lec 3, Cr 3

FINA 6341 Finance Seminar

Readings, reports and discussion of selected topics in finance.

Prerequisite: M.B.A. Foundations requirements or permission of instructor.

Lec 3, Cr 3

MANAGEMENT (MANA)

MANA 6301 Management Theory and Organizational Behavior

Analysis of formal organizational theory and the interrelationship of individuals in organizations. Study is made of the organization as a system of authority, status, leadership, direction, communication and influence.

Lec 3, Cr 3

MANA 6331 Human Resources Administration and Industrial Relations

An analysis of the functions of human resources administration and the relationship between the personnel-industrial relations system and the total organization system. Contemporary industrial relations, philosophies and practices.

Prerequisite: MANA 6301.

Lec 3, Cr 3

MANA 6332 Management Seminar

The development of management thought and practice with emphasis on current trends and problems in management.

Prerequisite: MANA 6301, 12 semester hours of graduate business credit, or permission of instructor.

Lec 3, Cr 3

MANA 6350 Information Technology for Managers

Alternative approaches to managing the resources (computers, networks, software, data, people) that organizations utilize in applying information technology. The role of the user/manager in identifying opportunities, obtaining computer applications, and creatively using information technology to improve personal and organizational performance.

Prerequisite: 9 hours of M.B.A. Foundations requirements or permission of instructor.

Lec 3, Cr 3

MANA 6360 Operations Management

Focus on the role of the production function in the business system and study of production system operations. Emphasis is placed on production system design, integration of system inputs, outputs, and transformations, and computer applications to decision processes utilized in managing operations and achieving optimal production.

Prerequisite: MANA 6301 strongly suggested.

Lec 3, Cr 3

MARKETING (MARK)

MARK 6301 Marketing Policy and Management

Managing the creation, pricing, and promotion, and distribution of goods and services, including special attention to the consumer's needs while maintaining profitability. Theory and case-style application. Issues include: target markets, product positioning, environmental effects on the firm's marketing decision making.

Lec 3, Cr 3

MARK 6371 Marketing Seminar

A study of historical and current thought in marketing theory and practice.

Prerequisite: M.B.A. Foundations requirements or permission of instructor.

Lec 3, Cr 3

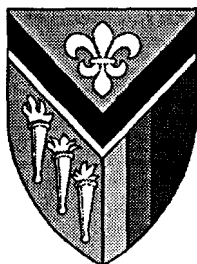
MARK 6372 Marketing Strategy

A study of current promotion management techniques for consumer products. The course offers an opportunity to develop skills in utilizing consumer research, sales analysis, and mass media data for promotion planning, creation, execution, and evaluation.

Prerequisite: M.B.A. Foundations requirements or permission of instructor.

Lec 3, Cr 3

SCHOOL OF EDUCATION



The graduate programs in the School of Education have as their purpose the promotion of continuing professional development of students who have made a commitment to teaching, counseling or administration. Graduate offerings also include courses which help students meet state requirements for certification as school principals, middle management administrators, supervisory personnel, counselors, bilingual/bicultural education teachers, special education and ESL teachers, and reading specialists. The School of Education also has a

program for the Superintendent Certificate.

While the programs in education are intended primarily for personnel in public schools, the knowledge and skills inherent in the courses are applicable to other agencies (social, community, nursing, city, state, federal, etc.). Students not seeking certification do not have to follow the curriculum requirements of those seeking educational certification but will plan a program with their advisor, within the parameters of the approved degree programs, which will be beneficial to them in their specific field of interest. Students who plan to use their degree course work towards meeting certification requirements should be aware that they may complete an M.Ed. degree at UTB without meeting all the specific state certifications requirements in the degree area.

Master of Education (M.Ed.)

The Master of Education degree provides for majors in Counseling and Guidance; Curriculum and Instruction; Early Childhood; Educational Technology; Elementary Education; Elementary Education with a Bilingual/Bicultural Education concentration; English as a Second Language; Reading; Special Education, Supervision, and Educational Administration.

Admission

In addition to the general graduate admission requirements, applicants for admission who seek certification must have a provisional teaching certificate. Students not seeking certification do not need to meet this requirement.

Transfer Credit

Credit not exceeding 12 semester hours obtained in an accredited institution may be transferred and applied towards the Master of Education degree, provided the work was at a graduate level and meet program and other transfer requirements. Transfer credit for certification purposes must be approved by the Graduate Advisor, and the Certification Office.

Residence Requirements

A residence of one academic year or the equivalent in summer sessions is required. In graduate programs that require a thesis, at least 24 semester hours of credit required for the masters degree shall be earned in residence. For programs that require 36 semester hours of credit but do not require a thesis, at least 27 semester hours must be earned in residence. Students pursuing certification program should consult with their faculty advisor.

Degree Requirements

In addition to general graduate program degree requirements and policy the following requirements apply to all education majors:

1. Satisfactory completion of an oral interview conducted by the advisor and one additional faculty member is required in the Guidance & Counseling and Educational Administration programs.
2. A minimum of 36 semester hours of graduate work.
3. Satisfactory completion of a written comprehensive final examination and/or successful defense of the thesis for those students choosing the thesis option.

Students must keep in mind that masters degree requirements may not always lead to Texas certification or endorsement in a major area. Certification and/or endorsement in an area may require additional course work, professionally approved experience or other requirements. Students seeking a certification or endorsement should see the certification officer in the School of Education.

Final Examination

During the final semester of course work, and upon the recommendation of the Faculty Advisor, the student may request his/her final comprehensive examination. The purpose of the final examination is to evaluate: the knowledge of the major ideas, themes and literature that are a part of the major program of study; the ability to synthesize knowledge and to apply it in analyzing and solving related problems; and the ability to communicate effectively in writing at a professional level. The form of the examination will have been specified in the Program of Study and may include one or both of the following:

1. Written examination prepared by the graduate faculty under the guidance of the Faculty Advisor and scheduled by the Graduate Office. The examination shall be evaluated by the Faculty Advisor and two graduate faculty members.
2. Thesis defense and appraisal of research competence by the student's graduate research committee and chaired by the Faculty Advisor. See thesis/nonthesis section.

Master of Education Degree Curriculum Outline

Students seeking the Master of Education degree may major in Counseling and Guidance, Curriculum and Instruction, Early Childhood Education, Educational Administration, Educational Technology, Elementary Professional, Provisional Bilingual, English as a Second Language, Reading, Special Education, and Supervision. Each student must prepare with his/her Faculty Advisor an individual thesis or non/thesis degree Program of Study based upon the student's individual characteristics, background experience and projected future career needs. Students should review the program of study section of the graduate catalog.

M.ED.-ELEMENTARY EDUCATION

36-Hour Nonthesis Program

Professional Elementary and Provisional Bilingual Certification

The role of the Elementary Bilingual/Bicultural Education Specialist is that of a leader and master teacher in the field. Knowledge, skills, and attitudes which are characterized by language, culture and instructional dimensions are required. The Elementary Education M.Ed. degree provides an opportunity to develop these skills and characteristics.

Students who have a Provisional Elementary Certificate may earn Provisional Bilingual Education certification upon completion of this program and the TOPT.

Degree Requirement:

- EDCI 6300 Introduction to Research
- EDCI 6312 Educational Measurement

Professional Development: 12 hours

- READ 6309 Topics in Reading
- EDCI 6335 Teaching Elementary School Subjects in Bilingual Schools
- EDCI 6319 Practicum in Bilingual Education
- EDCI 6324 Second Language Teaching: Theory & Methodology

Specialization Area: 12 hours

Language Component: 6 hours

- SPAN 6341 Special Studies in Spanish Literature is required and
- ENGL 6354 Linguistics and Reading or
- ENGL 6355 Second Language Acquisition

Socio-Historical Component: 6 hours

- SOCI 6313 American Minorities or
- SOCI 6323 The Mexican-American People and
- HIST 6314 Brownsville and Matamoros History or
- HIST 6316 Studies in Mexican and American Heritages

Resource Area: 6 hours

EPSY	6302	Advanced Educational Psychology is required and
EDCI	6388	Socio-Cultural Foundations of Education or
EDCI	6322	The Bilingual Child

M.Ed.-Elementary Education***36-Hour Thesis/Nonthesis Program*****Non-Certification Option**

The Master of Education degree with a major in Elementary Education is designed for those individuals who wish to develop:

- the ability to integrate knowledge of human development with subject content;
- creative skills in new and modern pedagogy to provide an environment conducive to learning and positive self-concept in children; and
- an appreciation for the role of research and scholarly activities in professional growth.

Degree Requirement:

EDCI	6300	Introduction to Research
EDCI	6312	Educational Measurement

Professional Development: 9 hours

EDEC	5391	Constructing Curriculum for Early Childhood Centers
EDEC	5393	Advanced Study of Cultural Diversity in Early Childhood Centers
EDCI	6301	Instructional Technology in Teaching
EPSY	6302	Advanced Educational Psychology
EPSY	6311	Advanced Child Psychology
EDCI	6316	Development & Assessment of Psycholinguistic Processes
EDCI	6322	The Bilingual Child
EDCI	6330	The Curriculum in the Elementary School
EPSY	6360	Introduction to Guidance and Counseling
EDCI	6367	Statistical Methods
EDSU	6370	Supervision of Instruction

Content Courses: 12 hours

READ	6308	Foundations of Reading Instruction
READ	6309	Topics in Reading
READ	6310	Child and Adolescent Literature
READ	6323	Problems in the Teaching of Reading
READ	6325	Practicum in Reading Instruction
READ	6329	Diagnostic Teaching of Reading
EDCI	6330	The Curriculum in the Elementary School

Resource Area: 9 hours

Nine hours from any of the graduate level courses outside the major or minor fields

may be taken as resource area courses. Students who desire to complete the thesis will substitute EDCI 7300 and EDCI 7301 for 6 semester hours in the Resource Area for the non-certification option or six semester hours from Professional Development in the certification option.

M.Ed.-Elementary Education

36-Hour Thesis/Nonthesis Program

Professional Elementary Certification

Students who are teacher certified and wish to receive Texas Professional Elementary Certification along with their M.Ed. degree in Elementary Education must pursue the following program:

Degree Requirement:

EDCI 6300 Introduction to Research
EDCI 6312 Educational Measurement

Minor Courses: 12 hours

Twelve semester hours of graduate level course work in one of the following content areas or a combination of two content area fields divided 9-3 or 6-6: Biology, English, Government, Kinesiology, History, or Spanish.

Professional Development: 6-12 hours

Six to 12 semester hours selected from the two courses below and the Professional Development courses for the M.Ed. in Elementary Education given above:

READ 6308 Foundations of Reading Instruction
EDAD 6397 Analysis of Teaching Behavior

Resource Area: 6-9 hours

Six hours from any of the graduate level courses outside the major or minor fields may be taken as resource area courses. The following courses are recommended:

READ 6323 Problems in the Teaching of Reading
READ 6325 Practicum in Reading Instruction
READ 6329 Diagnostic Teaching of Reading

Students who desire to complete the thesis will substitute EDCI 7300 and EDCI 7301 for six semester hours in the Resource Area for the non-certification option or six semester hours from Professional Development in the certification option.

M.ED.-GUIDANCE & COUNSELING

39-Hour Thesis/Nonthesis Program

Professional Counselor Certification – Elementary or Secondary

The school counselor is an integral part of the supportive services in public school education who helps to facilitate the growth and learning of students individually, in groups and in class setting and provides consultation services with teachers and parents. Students must take EDCI 6300, EPSY 6302, EPSY 6360, EPSY 6362 and EPSY 6363

within the first 18 semester hours of the program and prior to the oral interview.

Degree Requirement: 6 hours

EDCI 6300 Introduction to Research

EDCI 6312 Educational Measurement

The Guidance Program: 3 hours

EPSY 6360 Introduction to Guidance and Counseling

The Pupil Served: 6 hours

EPSY 6302 Advanced Educational Psychology

EDCI 6322 The Bilingual Child (Elementary) or

EDCI 6353 Teaching the Disadvantaged Secondary Learner (Secondary)

Resource Area: 24 hours, the following 18 hours are required

EPSY 6314 Psycho-Educational Assessment I

EPSY 6345 Educational and Occupational Information

EPSY 6362 Theories and Techniques in Counseling

EPSY 6363 Personal Growth

EPSY 6365 Counseling Practicum I

EPSY 6368 Group Counseling

Six hours to be selected in consultation with the Faculty Advisor. Students who choose to complete the thesis will take EDCI 7300 and 7301. Students who wish to seek licensure in counseling should contact their advisor prior to beginning this program.

M.Ed.-Curriculum & Instruction

36 hour Thesis/Nonthesis Program

The major in Curriculum and Instruction is designed to prepare master teachers and graduates with instructional leadership skills. It has three major objectives:

- to provide knowledge, skills, attitudes, and applicable research skills in curriculum (what to teach) and instruction (how to teach);
- to develop master teachers competent to serve as teacher educators, mentors, clinical teaching faculty, and peer coaches;
- to provide experience in educational research related to effective educational practice in field-settings.

The proposed major in Curriculum and Instruction is designed to serve the many educators who desire a program with an emphasis on instructional leadership and effective teaching. This new major is responsive to the needs of the South Texas educational community and to state and national priorities for restructuring and delivering teacher education programs in field-based settings.

Required Courses: 15 hours

EDCI 6300 Introduction to Research

EDCI 6334 Curriculum Development

EDTC 6320 Instructional Technology

Elementary Level

EDCI	6330	Curriculum in the Elementary School
EDCI	6322	The Bilingual Child

Secondary Level

EDCI	6331	Curriculum in the Secondary School
EDCI	6353	Teaching the Culturally Different Secondary Learner

Electives: 12 hours

EDCI	6302	Field Research Methodology
EDCI	6303	Peer Coaching
EDCI	6304	Learning and Cognition
EDCI	6336	Problems in Education
EDCI	6312	Educational Measurement

Specialization: 9 hours

Courses to be selected from another area in education or an academic discipline with approval of Graduate Advisor. With careful selection of specialization courses, students can meet course requirements for a temporary certificate in administration or a permit in supervision. Students choosing the thesis option will take EDCI 7300 and 7301 in lieu of six hours of electives.

M.Ed.-Early Childhood Education

36 Hour Thesis/Nonthesis Program

The major in Early Childhood Education is aimed at accomplishing two major goals:

- to develop knowledge and skills in curriculum (what to teach) and instruction (how to teach) in early childhood education; and
- to provide experience in educational research related to the education of the young child.

Required Courses: 30 hours

EDCI	6300	Introduction to Research
EPSY	6304	Human Growth and Development
EDEC	6301	Major Theories in Early Childhood Education
EDEC	6302	Instructional Planning & Curriculum Development for the Early Childhood Classroom
EDEC	6303	First & Second Language Acquisition
EDEC	6304	Children's Literature
EDEC	6307	Emergent Literacy in Early Childhood Education
EDEC	6308	Graduate Internship in Early Childhood Education
EDEC	6310	Problems in Early Childhood Education
EDCI	6388	Socio Cultural Foundations of Education

Electives: 6 hours

Six hours of courses in bilingual education or six hours of thesis. An elementary certified teacher can add an early childhood endorsement by completing 15 hours of specific courses within this program and one year of teaching in an early childhood classroom. Contact Graduate Advisor for information.

M.Ed.-Educational Technology

36-Hour Thesis/Nonthesis Program

The major in Educational Technology is designed to prepare teachers and other educators to:

- use instructional technology (computers, telecommunications and related technology) as resources for and deliverers of instruction,
- serve as facilitators or directors of instructional technology in educational settings, and/or
- be developers of instructional programs and materials for the new technologies.

The program will focus on the theory, research and applications related to the field of educational technology.

Required Courses: 27 hours

EDCI	6300	Introduction to Research
EDCI	6304	Learning and Cognition
EDTC	6320	Instructional Technology
EDTC	6321	Instructional Design
EDTC	6323	MultiMedia/Hypermedia
EDTC	6325	Educational Telecommunications
EDTC	6326	Interactive Video
EDTC	6329	Selected Topics in Educational Technology
EDTC	6332	Internship in Educational Technology

Resource Area: 9 hours

Required:

EDCI	6312	Educational Measurement or
EDCI	6367	Statistical Methods

Elementary:

EDCI	6330	Curriculum in the Elementary School
EDCI	6322	The Bilingual Child

Secondary:

EDCI	6331	Curriculum in the Secondary School
EDCI	6353	Teaching the Culturally Different Secondary Learner

Students selecting the thesis option will take EDCI 7300 and 7301 in lieu of six hours in the resource area.

M.Ed.-English as a Second Language

36 Hour Thesis/Non Thesis Program

The major in English as a Second Language (ESL) will prepare students in the advanced study of theory and research in the teaching of ESL and in the application of that theory and research to improve policy and practice in the ESL field.

Required Courses: 27 hours

EDCI	6300	Introduction to Research
EDCI	6324	Second Language Teaching: Theory and Methodology
ENGL	6355	Second Language Acquisition
EDCI	6388	Socio-Cultural Foundations of Education
EDCI	6327	ESL Techniques in the Content Area
EDCI	6325	ESL for International and Intercultural Settings
EDCI	6326	Current Practices in Adult ESL Settings
EDCI	6328	Problems in Teaching English as a Second Language
EDCI	6320	Practicum in Teaching English as a Second Language

Electives: 9 hours

Nine hours of course work in education, business, or the liberal arts. A certified teacher can add an ESL or bilingual endorsement by completing 12 hours of specific courses and one year of teaching in an ESL or bilingual classroom, and appropriate tests. Contact the Graduate Advisor for information. For students in the thesis option, EDCI 7300 and 7301 will be taken in lieu of six hours of electives.

M.Ed.-Reading Specialist

36 Hour Program

All-Level Professional Reading Specialist Certification

This major is designed to provide knowledge and skills in reading instruction. Course work is required in developmental, corrective, and remedial reading instruction; linguistics; language arts; children's/adolescents' literature; research; and testing and measurement. A comprehensive final examination is required. For student holding the Elementary or Secondary Provisional Certification:

Degree Requirement: 6 hours

EDCI	6300	Introduction to Research
READ	5313	Reading Tests

Reading Area: 18 hours

READ	6308	Foundations of Reading Instruction
READ	6309	Topics in Reading
READ	6310	Child and Adolescent Literature
READ	6323	Problems in the Teaching of Reading
READ	6325	Practicum in Reading Instruction
READ	6329	Diagnostic Teaching of Reading

Resource Area: 6 hours

SOCI	6313	American Minorities
ENGL	6354	Linguistics and Reading

Professional Development: 6 hours (All students)

For students holding an Elementary Provisional Certificate

EDCI	6331	Curriculum in the Secondary School, and
EPSY	6341	Advanced Adolescent Psychology, or
READ	5351	Teaching Reading to the Secondary Student*

(Students who took READ 4351 at the undergraduate level, will take the remaining 6 hours from the Provisional Development area.)

For students holding a Secondary Provisional Certificate

EDCI	6330	Curriculum in the Elementary School, and
EPSY	6311	Advanced Child Psychology, or
READ	5323	Teaching Reading to the Elementary Student**

(Students who took READ 3323 at the undergraduate level, will take the remaining 6 hours from the Provisional Development area.)

M.Ed.-Special Education

36-Hour Thesis/ Non Thesis Program

The major in special education offers a balanced curriculum in the advanced study of the special education field with focus on the bilingual child. Candidates will develop knowledge and skills in the theory, research and practice of special education so as to become master special education teachers or serve as consultants, trainers, facilitators or curriculum directors for other teachers, support personnel or parents. Specifically, students will develop knowledge and skills in the following program elements:

- normal and abnormal child development,
- nonbiased testing and evaluation techniques and strategies,
- remediation and intervention techniques,
- historical and philosophical foundations of special education,
- perspectives of leaders in the field,
- major issues and trends in the field,
- curriculum, instruction and classroom management in special education,
- legal aspects of special education, and
- the application of instructional technology in special education.

Required Courses: 24 hours

EDCI	6300	Introduction to Research
SPED	6301	Psychology of the Exceptional Child
SPED	6303	The Bilingual Child with Special Education Needs
SPED	6309	Diagnosing Academic Problems
EPSY	6314	Psycho-educational Assessment

SCHOOL OF EDUCATION

SPED	6302	Educating Children with Learning and Behavior Problems
SPED	6307	Educating Children with Mental Retardation
SPED	6306	Selected Topics in Special Education

Electives: 12 hours

Option I: 12 hours of electives from Educational Administration, Supervision, Counseling or Elementary Education. By selecting appropriate courses, students can meet course requirements for temporary certificates or permits in the areas of Educational Administration, Supervision, Counseling, or an endorsement in Bilingual Education or English as a Second Language. Consultation with a Graduate Advisor is needed for selection of courses.

Option II: To meet course requirements for certification as an Educational Diagnostician, the following courses (15 hours) must be taken as electives: EPSY 6304-Human Growth & Development, EDCI 6312-Educational Measurement, READ 6329-Diagnostic Teaching of Reading, and SPED 6600-Practicum in Diagnostic & Intervention procedures.

Option III: Six hours of thesis, EDCI 7300 and 7301, may be taken in lieu of six hours of electives. Students selecting the thesis option receive six hours of graduate credit for writing the thesis and must successfully defend their thesis committee.

M.Ed.-Supervision

39-Hour Thesis/Nonthesis Program

Professional Certification in Supervision

The instructional supervisor is part of the leadership team which manages the system of public education. The masters degree program in supervision emphasizes the training of supervisors in curriculum improvement, leadership, instructional practices improvement, the selection and utilization of media and materials, and in planning and directing personnel development activities.

Degree Requirement: 6 hours

EDCI	6300	Introduction to Research
EDCI	6367	Statistical Methods

Curriculum and Staff Development: 9 hours

EDCI	6330	The Curriculum in the Elementary School, or
EDCI	6331	The Curriculum in the Secondary School
EDCI	6334	Curriculum Development-Problems & Processes
EDAD	6397	Analysis of Teaching Behavior

Theory & Practice of Instructional Leadership: 9 hours

EDSU	6370	Supervision of Instruction
EDSU	6371	Practicum in Supervision
EDSU	6379	Problems in Educational Supervision

Learning Theory and Instructional Technology: 6 hours

EDCI	6301	Instructional Media in Teaching
EPSY	6302	Advanced Educational Psychology, or
PSYC	5318	Learning Theories

Resource Area: 9 hours

EDCI	6322	The Bilingual Child
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The student, with approval of the faculty advisor, will select six graduate hours from: Elementary Ed., Secondary Ed., Bilingual/Bicultural Ed., Reading, Early Childhood Ed., Special Ed., disciplines outside of Education, or professional development courses.

Students who choose to complete the thesis will substitute EDCI 7300 and EDCI 7301 for six semester hours in the Resource Area.

M.Ed.-Educational Administration***36-Hour Program***

The educational administrator's program is designed to produce change-oriented administrators who can provide administrative leadership and are competent in site-based school management, organization, school law, finance, and contemporary personnel practices. Upon completion of the degree and an additional 15 semester hours the student may earn the Middle Management Certificate.

Degree Requirement: 6 hours

EDCI	6300	Introduction to Research
EDCI	6367	Statistical Methods

Preparation in Administration: 9 hours

EDAD	6337	Administration of Special Instructional Programs
EDAD	6338	The Principalship
EDAD	6397	Analysis of Teaching Behavior

Common Core: 12 hours

EDCI	6330	The Curriculum in the Elementary School, or
EDCI	6331	The Curriculum in the Secondary School
EDAD	6384	Introduction to Educational Administration
EDSU	6370	Supervision of Instruction

and 3 hours selected from

*EDAD	6385	School Law
EDAD	6389	Administration of School Business Services
EDAD	6334	Curriculum Development

Resource Area: 9 hours

3 hours selected from

SOCI	6313	American Minorities
EDCI	6388	Socio-Cultural Foundations of Education

Six hours of graduate course work selected in consultation with the faculty advisor

from: Sociology, Psychology, Business Administration, and Economics to help provide content knowledge and insight into the role of the school administrator.

**Required for temporary certification.*

Professional Middle Management Certification Program

After obtaining the M.Ed. degree in Educational Administration, the student wishing to obtain a Professional Mid-Management Administrators Certificate must complete:

All courses in the common core for the M.Ed. degree and EDAD 6398 Internship in Middle Management during the last 15 hours in addition to the following:

Six hours from:

EDAD 6381	Problems in Organization & Administration of Public Schools
EDAD 6386	Administration of Pupil Personnel Services
EDAD 6393	Administration of School Staff Personnel
EDAD 6394	Psychology of Decision-Making
EDCI 6336	Problems in Education (topic must be approved by the faculty advisor prior to enrolling)

Additional requirements for a school administrator certificate are a provisional teacher certificate and two years minimum creditable classroom teaching experience.

Temporary Administrator's Certificate

Current Texas certification regulations permit issuance of a temporary certificate to persons being employed as administrators prior to their completing the requirements for full certification. This temporary certificate shall be valid for five years and cannot be renewed. UTB will recommend applicants for the Temporary Administrator's Certificate if they meet the following criteria:

1. Assistant Principal
 - a. a bachelor's degree
 - b. a Provisional Teacher's Certificate
 - c. two years of creditable classroom teaching experience
 - d. admission into the Graduate Program
 - e. 12 graduate hours of the core required for the Temporary Certificate
 - f. approval by the Department for the Administrator's Program
 - g. a completed application for the Temporary Assistant Principal's Certificate
 - h. a money order or cashier's check for the appropriate fee payable to the Texas Education Agency
2. Principal-all requirements for Assistant Principal Temporary Certificate + Master's degree.

Additional information is available at the certification office in the School of Education.

Professional Superintendent Certificate Program

The superintendency program is designed to prepare individuals with needed skills and abilities to effectively focus on creating schools for a rapidly changing modern

multicultural society. The program has been planned for individuals who have demonstrated administrative skills, who exhibit leadership potential, and desire to work in central office administrative positions.

Admission Requirements

Admission to the Professional Superintendent Program will be determined by the Department Admissions Committee for the Superintendent Certificate based on the following:

- Submission of admittance form
- Master’s Degree
- Professional Mid-Management Certificate
- Minimum GPA of 3.6 based on all graduate courses
- Submission of recent GRE scores. Scores over five years old will not be accepted.
- Portfolio of professional experience (to be developed in consultation with Faculty Advisor)
- Three letters of reference from persons who have supervised applicant or have recent knowledge of applicant’s professional performance
- Letter of recommendation from Superintendent, Deputy Superintendent or equivalent of applicant’s employing, or last employing, school district
- Approval by the Department Admissions Committee for the Superintendent Certificate following the oral interview.

Temporary Superintendent Certificate

Current Texas certification regulations permit issuance of a Temporary Superintendent Certificate, valid for five years, nonrenewable. To be recommended for the Temporary Superintendent Certificate, a student must meet the following criteria:

- Hold a Professional Mid-Management Certificate
- Have admission to the Superintendent Certificate Program

Professional Superintendent Certificate

In addition to the above requirements for the temporary certificate, to be eligible for recommendation for the Professional Superintendent Certificate a student must complete the courses (15 hours) as outlined below, pass the ExCET for the Superintendent Certificate (64), complete the application for certification form and furnish a money order or cashier’s check for the required fee.

Required courses: 12 hours

EDAD 7338	The Superintendency
EDAD 7389	Texas Public School Finance
EDAD 7393	Administration of Programs for Special Populations
EDAD 7398	Internship for the Superintendent

Elective: 3 hours

EDAD 7384	Educational Social Political Problems for the Superintendency
EDAD 7390	The Administration of School Finances

Graduate Courses in Education

EDUCATIONAL ADMINISTRATION (EDAD)

EDAD 6337 Administration of Special Instructional Programs

Emphasis is placed on the administration of special elementary and secondary school programs including career, vocational, special, compensatory, bilingual, and gifted and talented education.

Lec 3, Cr 3

EDAD 6338 The Principalship

A study of the unique functions of a principal in administering elementary, middle, junior and secondary schools. Special emphasis is on the principal's leadership in management and instruction.

Lec 3, Cr 3

EDAD 6381 Problems in Organization and Administration of Public Schools

Research, readings and study of the organization and administration of elementary and secondary schools; analysis of the role of middle management personnel in improving instruction; an analysis of administrative functions and leadership styles are emphasized.

Lec 3, Cr 3

EDAD 6384 Introduction to Educational Administration

An overview of public school administration introducing such topics as processes of organization and administration; instructional and staff; personnel; finance; leadership roles, curriculum, physical plant operation, maintenance, and legal aspects.

Lec 3, Cr 3

EDAD 6385 Public School Law

Constitutional provisions, statutory laws, court decisions, torts and regulations governing public schools with special reference to their influence upon the administration and function of public schools.

Lec 3, Cr 3

EDAD 6386 Administration of Pupil Personnel Services

A problems approach to understanding, developing and managing special pupil services of concern to teachers, counselors, supervisors and administrators.

Lec 3, Cr 3

EDAD 6389 Administration and Organization of School Business Services

Principles and procedures of developing and managing a sound financial plan for local school districts with emphasis on Texas Educational Agency financial and accounting procedures. Emphasis on school law, taxation, property management and maintenance, school transportation and managing business personnel.

Lec 3, Cr 3

EDAD 6393 Administration of School Staff Personnel

Analysis of personnel organization, administration and function in school systems; relationships of various school positions; a study of ethics, welfare, security and professional improvement.

Lec 3, Cr 3

EDAD 6394 Psychology of Decision Making

Analysis of skills and techniques needed by school administrators; emphasis on synergistic leadership, teacher-administrator relations, group processes and group dynamics, and assessing administrative performance.

Lec 3, Cr 3

EDAD 6397 Analysis of Teaching Behavior

Methods of gathering, analyzing and interpreting data in leadership conferences with student teachers, interns and teachers; applying technology in evaluating skills to show effective behavior.

Required of all principals. Emphasis is placed on the Texas Teacher Appraisal System (TTAS). A pass/fail grade will be assigned.

Prerequisite: EDSU 6370.

Lec 3, Cr 3

EDAD 6398 Internship in Middle Management

A field-based course in which students practice skills and theories acquired as they assume responsibilities associated with each of the middle management positions in local school districts.

A pass/fail grade will be assigned.

Prerequisite: Approval of Department

Lec 3, Cr 3

EDAD 7338 The Superintendency

Using field-based applications, as appropriate, to study the unique roles, duties, and responsibilities of the superintendency, successful students will exhibit competence in such areas as strategic planning, collaborative decision making, public information, student activities, community involvement, personnel management, instructional leadership, financial management, board relations, school governance, and other areas of importance to the superintendency. This will be the first course taken for the Superintendent's Endorsement.

Prerequisite: Approval of Department

Lec 3, Cr 3

EDAD 7384 Educational Social Political Problems and the Superintendency

This course deals with the interrelationships of the local district with other political subdivisions in the community and a study of the impact of power structures upon the district. Professional and non-professional organizations, power structures, diverse cultural and ethnic groups, demographic trends, sociological issues, and community expectations are studied to determine their influences upon educational decisions.

Prerequisite: Approval of Department

Lec 3, Cr 3

EDAD 7389 Texas Public School Finance

Participants will engage in advanced studies on the impact of school districts in equity issues, taxation, statutory mandates, district budget preparation and approval, fiscal management, and business operations of school systems.

Prerequisite: Approval of Department

Lec 3, Cr 3

EDAD 7390 The Administration of School Facilities

Candidates will study the roles of the superintendent and board of trustees in developing and implementing finance programs for capital outlay. Topics include the following: communications, planning new building programs, conducting needs assessments, developing educational specifications, selecting and working with architects, maintaining school facilities, and arranging for supervision of construction and installations.

Prerequisite: Approval of Department

Lec 3, Cr 3

EDAD 7393 Administration of Programs for Special Populations

This course deals with competencies required to administer, from a district-wide perspective, programs for special populations, such as special education, at-risk, limited English proficiency, gifted and talented, and vocational education. The requirements of state and federal legislation, such as ADA and Section 504, will be reviewed. Cooperation with community agencies, selection and assignment of personnel, allocation of resources, pupil personnel management and other instructional programs will be emphasized.

Prerequisite: Approval of Department

Lec 3, Cr 3

EDAD 7398 Internship for the Superintendent

This course is designed to provide future superintendents with competence in such areas as instructional leadership, resource management, human resource development, systematic evaluation through on-the-job experiences under the guidance of an experienced practicing superintendent, assistant superintendent or other central office administrator and under the supervision of a faculty member of the School of Education, Educational Administration program.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

CURRICULUM AND INSTRUCTION (EDCI)

EDCI 5342 Tests and Measurement for the Secondary Classroom Teacher

This course emphasizes the role of the teacher in selecting and administering standardized achievement and diagnostic tests, and in the interpreting and using test results to direct learning in the classroom.

Lec 3, Cr 3

EDCI 6300 Introduction to Research

Introduction to research techniques, identification of problems, research designs and data gathering procedures. The planning and design of research proposals and projects are emphasized. The course must be completed or in progress before applying for the oral interview.

Lec 3, Cr 3

EDCI 6301 Instructional Technology in Teaching

An advanced course designed to provide students the opportunity to acquire skills, insight and practice in selecting, using, producing and managing teaching tools. The course is helpful to teachers and other who want to direct instructional media centers in public schools.

Lec 3, Cr 3

EDCI 6302 Field-Research Methodology

This course is an introduction to field-based research methodologies with an emphasis on the teacher as a researcher and on reflective teaching and teaching as decision-making. This is a field-based course.

Lec 3, Cr 3

EDCI 6303 Peer Coaching

This course recognizes the role of peers as a component of planning, discussion, classroom observation, support, and sharing of ideas and materials focused on improvement of instruction and the attainment of school improvement goals. This is a field based course.

Lec 3, Cr 3

EDCI 6304 Learning and Cognition

This critical course focuses on topics, theories, and models of cognitive research and their implications for instructional practice and curriculum restructuring and design. This is a field-based course.

Lec 3, Cr 3

EDCI 6312 Educational Measurement

The content of this course includes scaling, variance, item analysis, reliability and true score theories, and validity. These topics will be related to constructing and interpreting norm and criterion referenced measures, teacher made tests, and systematic observational scales.

Lec 3, Cr 3

EDCI 6320 Practicum in Teaching English as a Second Language

This course provides field-based supervised practical experiences in an ESL classroom or other instructional settings. The course will be assigned a grade of pass or fail.

Prerequisite: EDCI 6328

Lec 3, Cr 3

EDCI 6322 The Bilingual Child

This course studies the problems and strengths of bilingual children, with emphasis on the educational programs of multi-cultural, multi-ethnic elementary schools. *Lec 3, Cr 3*

EDCI 6324 Second Language Teaching: Theory and Methodology

A study of the acquisition of languages by bilingual children, focusing on the role of the child, the community and the school through various stages of language development, and the relationship of linguistic, cultural and conceptual processes within a bilingual/bicultural environment. Evaluating methods and materials for language teaching as these relate to social context and the principles of communication is stressed. *Lec 3, Cr 3*

EDCI 6325 ESL for International and Intercultural Settings

This course will emphasize comparative international and intercultural teaching practices, stressing second language instruction in an international setting. *Lec 3, Cr 3*

EDCI 6326 Current Practices in Adult ESL Settings

This course will provide students with practices for assessment, instructional planning, curriculum development, and evaluation in an adult ESL setting. *Lec 3, Cr 3*

EDCI 6327 ESL Techniques in the Content Areas

This course will emphasize specific techniques of teaching content areas (Science, Mathematics, and Social Studies) to non-English speaking students using ESL techniques. *Lec 3, Cr 3*

EDCI 6328 Problems in Teaching English as a Second Language

Investigation and analysis of current problems, trends, research practices or policies related to ESL teaching and learning in bilingual settings.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

EDCI 6330 The Curriculum in the Elementary School

This course focuses on the theory and factors that shape the elementary school curriculum. The course will also examine the organization and content of curriculum subjects and the trends, issues and new development in the field. *Lec 3, Cr 3*

EDCI 6331 The Curriculum in the Secondary School

This course examines the theory and the background of the curriculum in the senior high and middle schools in the U.S. It includes an examination of curriculum in the disciplines and curriculum organization and an analysis of trends, issues, and innovations in the field. *Lec 3, Cr 3*

EDCI 6334 Curriculum Development - Problems and Processes

This course examines approaches in developing, implementing, and evaluating elementary and secondary school curricula. Principles and practices in the use and production of curriculum frameworks, guides, textbooks and other curriculum materials will be included.

Prerequisite: EDCI 6330, 6331 or equivalent.

Lec 3, Cr 3

EDCI 6336 Problems in Education (Topic Course)

This course's major emphasis is on current innovations in education. Students will conduct research related to selected problems. This research may include conducting action research, working with educational determinants, new education programs, and/or working with classroom teachers and other people in the community to improve the education program. Credit may be applied toward the graduate programs in education when the student chooses an appropriate problem. Course may be repeated once for credit.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

EDCI 6342 Topics in Science Education

Special topics in science education related to science pedagogy, inquiry models of science instruction, integration of content areas, coordinated-thematic science teaching, authentic assessment methods in science education, fostering science process skills and critical thinking skills, and laboratory methods. May require field. May be repeated for credit when the topics vary. *Lec 3, Cr 3*

EDCI 6344 Current Issues and Research in Science Education

This course will include selected studies of current issues and problems related to science instruction and curriculum development. Topics include multicultural science education, inclusive science education, gender and ethnic issues regarding science, the analysis of learning in the science classroom, using Internet and Tenet to teach science, and a review of recent research in science education and science education reform efforts. *Lec 3, Cr 3*

EDCI 6346 Environmental Education Methods

This course is an interdisciplinary course for integrating environmental education throughout the K-12 curriculum. It includes content and strategies for developing and implementing environmental education lessons and programs. Methods for teaching K-12 students about the environment using effective educational methodology are emphasized. *Lec 3, Cr 3*

EDCI 6348 Science Education Foundation

Supervised project in science education that will include design of an original project and the writing of a formal report in an acceptable publication format. This course will usually be taken during the last semester of study and will be taken only by non-thesis students. *Lec 3, Cr 3*

EDCI 6353 Teaching the Culturally Different Secondary Learner

The course examines alternative approaches used in teaching culturally different secondary school students. Educational programs, approaches and techniques that are successful with Mexican-American student populations will be emphasized. *Lec 3, Cr 3*

EDCI 6367 Statistical Methods

The content of this course will include central tendency; variance; normal, T, chi square, and F distributions; bivariate correlation and regression analysis, T test between means, goodness of fit and test of independence chi square; one-way and factorial ANOVA. Emphasis is on hypothesis testing; Type I and II errors; and understanding statistical significance. *Lec 3, Cr 3*

EDCI 6388 Socio-Cultural Foundations of Education

Identifying and analyzing of cultural forces which shape the direction of American education with emphasis on the purposes of education in their social and cultural contexts. The multicultural factors in society which affect public schools and influence learning and acquiring skills important to survival and self-fulfillment will be emphasized. Particular emphasis will be placed upon understanding the culture of Mexican-American children. *Lec 3, Cr 3*

EDCI 7300 Thesis

Pass/Fail Grade.

Prerequisite: Approval of graduate advisor

Lec 3, Cr 3

EDCI 7301 Thesis

Pass/Fail Grade.

Prerequisite: Approval of graduate advisor

Lec 3, Cr 3

EARLY CHILDHOOD EDUCATION (EDEC)**EDEC 6301 Major Theories in Early Childhood Education**

The course traces the historical, philosophical and sociological basis for the development of early childhood education and establishes a foundation for a discussion of contemporary issues in early childhood education. The contributions of past theorists in early childhood and current researchers will be explored. *Lec 3, Cr 3*

EDEC 6302 Instructional Planning and Curriculum Development for the Early Childhood Classroom

This course presents the major principles of curriculum planning and organization, including the development of a scope and sequence and the identification of appropriate learning materials and resources. Special emphasis will be given to research on developmentally appropriate early childhood education environments. A major portion of this course will include field-based experiences. *Lec 3, Cr 3*

EDEC 6303 First and Second Language Acquisition

The focus of this course will be on early childhood bilingualism. The theoretical principles of native and second language acquisition will be explored. Students will have an opportunity to develop models of linguistically appropriate early childhood learning environments (pre-kindergarten through the primary grades) based on students' level of proficiency in both the native and second language. Strategies for native language development and for the teaching of the second language will also be explored. *Lec 3, Cr 3*

EDEC 6304 Children's Literature

This course will provide the learner with the knowledge and skill needed to analyze various literary genres. Special emphasis will be given to create an appreciation for the contributions of other cultures through an understanding of literary works for children. Students will identify appropriate criteria to select and recommend multicultural children's literature. *Lec 3, Cr 3*

EDEC 6307 Emergent Literacy in Early Childhood Education

This course will emphasize an integrated "whole language" approach to pre-literacy and literacy development for pre-primary aged children. Students will learn how to guide and interrelate the acquisition of the language arts skills—listening, speaking, reading and writing—by organizing rich language environments for ESL students. Related research will be reviewed. *Lec 3, Cr 3*

EDEC 6308 Graduate Internship in Early Childhood Education

This on-site internship will enable the student to focus on the holistic development of the young child by arranging and organizing a developmentally appropriate learning environment. It will also involve the study of theory and current research to implement practice in early childhood education. The course will be assigned a grade of pass or fail.

Prerequisite: EDEC 6301, 6302, 6303 & 6304

Lec 3, Cr 3

EDEC 6310 Problems in Early Childhood Education

Topics will include analysis of theory, research, policy and practice of topics such as the following: Topic 1—Children's Play and Play Environment; Topic 2—Peer Relationships: Personality and Social Development; Topic 3—Parent and Community Involvement for the Early Childhood Classroom; and Topic 4—Early Childhood Education for the Exceptional Child. May be repeated for credit when topic varies.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

EDUCATIONAL PSYCHOLOGY/COUNSELING (EPSY)

EPSY 6100-6105 Seminar in Counseling and Guidance

Through a series of six steps, develops skills related to helping professions. Primarily for in-service training with counselors and teachers.

Prerequisite: Permission of Instructor.

Lec 1, Cr 1

EPSY 6302 Advanced Educational Psychology

A research approach to teaching and learning. Human learning, conditions for effective learning, interference with learning and behavioral objectives will be emphasized.

Prerequisite: EDCI 4302, 4303 or equivalent.

Lec 3, Cr 3

EPSY 6304 Human Growth and Development

Advanced study in the application of life-span developmental theories to human behavior, learning and personality. Includes understanding the nature and needs of people at all developmental levels from prenatal through old age.

Lec 3, Cr 3

EPSY 6311 Advanced Child Psychology

This is an advanced study of children from conception to puberty, or from the pre-school through the elementary level, with emphasis on the roles played by maturation and learning. The course includes a study of recent research dealing with theories of cognitive unfolding and personality integration.

Prerequisite: EDCI 4302 or 4303

Lec 3, Cr 3

EPSY 6314 Psycho-Educational Assessment I

The content of this course will include administering, scoring, and interpreting of Raven's Progressive Matrices (in pantomime), Wechsler scales (WAIS-R, WISC-R, WPPSI), sociocultural, and adaptive behavior scales. Models of unbiased assessment of children whose sociocultural and linguistic backgrounds differ from American core culture will be covered.

Prerequisite: EDCI 5342 or EDCI 6312.

Lec 3, Cr 3

EPSY 6341 Advanced Adolescent Psychology

The history and systems of adolescent psychology. Modern theories & current research in learning and pupil motivation, especially in relation to various aspects of the educational process.

Lec 3, Cr 3

EPSY 6345 Educational and Occupational Information

A survey and analysis of the processes of assisting people to choose, prepare for, enter, and progress in an occupation. The course trains leaders who can help people make decisions and choices in planning a future and building a career.

Lec 3, Cr 3

EPSY 6360 Introduction to Guidance and Counseling

Philosophy, principles, and current practices of pupil guidance. Pupils' social, emotional, intellectual and attitudinal dimensions are explored. Group guidance and individual counseling techniques that apply in public schools are studied through lectures, discussions and class participation.

Lec 3, Cr 3

EPSY 6362 Theories and Techniques in Counseling

A survey of psychotherapy, comparing the contributions of psychoanalysis, non-directive therapy and behavior therapy. Specialized approaches such as group therapy, play therapy and family therapy will be studied. Local facilities using a variety of therapeutic techniques will be visited.

Prerequisite: EPSY 6360 and instructor's consent.

Lec 3, Cr 3

EPSY 6363 Personal Growth

Discussions and practical application of group dynamics within a framework of group therapy.

Prerequisite: Consent of instructor.

Lec 3, Cr 3

EPSY 6364 Multicultural Counseling

This course will provide an understanding of the characteristics and needs of culturally diverse clients. The course will include issues related to ethnic groups, gender, family systems, differing lifestyles, and the impact of social, political, and economic factors on specific populations. Techniques for counseling culturally diverse populations will also be covered.

Prerequisite: EPSY 6360 or consent of instructor.

Lec 3, Cr 3

EPSY 6365 Counseling Practicum I

A study of selected counseling theories and supervised experience in individual counseling. Cases assigned off campus in schools and community agencies. This course must be taken within last nine hours of program.

Prerequisites: EPSY 6360, 6362, 6363

Lec 3, Cr 3

EPSY 6366 Counseling Practicum II

Trends, issues, and ethical considerations affecting the counseling profession. Supervised experiences in individual and group counseling requiring advanced technical skills. May include supervised experiences in professional employment settings.

Prerequisites: EPSY 6365 or instructor's consent. May be repeated twice for credit.

Lec 3, Cr 3

EPSY 6368 Group Counseling

This course develops an understanding of group processes, theories and techniques. Demonstrated competence in this knowledge and in applying group procedures will be required.

Prerequisites: EPSY 6360, 6362, and 6363.

Lec 3, Cr 3

EDUCATIONAL SUPERVISION (EDSU)**EDSU 6370 Supervision of Instruction**

Fundamental problems of supervising instruction in small and moderate size public schools; the nature and organization of supervision, supervisory plans and principles; effect of recent educational practices on supervision; duties, relationships and training of supervisory officials; standards for judging teachers; methods of improving instruction; case studies in supervision; the use of conferences, teacher's meetings, demonstration teaching, visitation and research studies as supervisory tools. Includes credit for TEA required Instructional Leadership Training.

Lec 3, Cr 3

EDSU 6371 Practicum in Supervision

Experience in supervisory methods and practices for elementary school and secondary school supervisors. Teacher rating scales, in-service programs and staff development processes will be analyzed and put into effect by each participant. A strong focus upon clinical supervision. A grade of pass/fail will be assigned.

Prerequisite: Approval of graduate advisor required for enrollment.

Lec 3, Cr 3

EDSU 6379 Problems in Educational Supervision

Participants will define and resolve a supervisory problem in their specific area of interest. Participant will be directed in their study by a graduate faculty member. A formal research paper dealing with a specific supervisory problem will be required.

Prerequisite: Approval of graduate advisor required for enrollment.

Lec 3, Cr 3

EDUCATIONAL TECHNOLOGY (EDTC)

EDTC 6320 Instructional Technology

This course requires an examination of instructional applications of microcomputers and telecommunications in classroom settings. Emphasis will be given to the design and development of student learning activities that integrate technology across the curriculum to improve student learning. This is a field-based course. *Lec 3, Cr 3*

EDTC 6321 Instructional Design

The design of instructional and management systems is examined through field experience and research reports. Focus is on the components, design, and utilization of local/area distributed networks in the school setting. *Lec 3, Cr 3*

EDTC 6323 Multimedia/Hypermedia

This course includes the study of the use of hypermedia, hypertext, and multimedia use in education. Basic study of topics on hardware and software capabilities, selection and implementation. It also includes customizing and creating information, integrating text, graphics, video, music, voice, and animation. *Lec 3, Cr 3*

EDTC 6325 Educational Telecommunications

This course addresses the development of educational telecommunications systems, teleconferencing, digitized video, and compressed video; available computer networks (local, state, national, and international) and their role in the instructional process are emphasized. *Lec 3, Cr 3*

EDTC 6326 Interactive Video

This course includes the study of research and application of interactive videotape and videodisc technologies in the design and production of interactive learning systems. *Lec 3, Cr 3*

EDTC 6329 Selected Topics in Educational Technology

This course addresses the study of significant topics related to utilization of technology in educational settings. With approval by advisor, course may be repeated when topic varies.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

EDTC 6332 Internship in Educational Technology

Supervised observation and practice in the applications of technology to a specified educational setting are emphasized. This is a field-based educational technology course offering. Prerequisites: Must be within six hours of completion of program. This course will be assigned a grade of pass or fail.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

KINESIOLOGY (KINE)

KINE 5313 Workshop in Kinesiology

This course is designed to provide in-depth experience for the prospective teacher, coach and recreation leader in the development of both current theories and practices in presenting selected areas of kinesiology such as aquatics, dance, gymnastic and/or sports. The course may be repeated for credit, up to nine semester hours, when the topic is different.

Prerequisite: 12 semester hrs of physical education or approval of instructor.

Lec 3, Cr 3

KINE 5355 Supervision and Administration of the Kinesiology Program

A study of the principles and policies of supervising and administering the kinesiology program in the public schools. *Lec 3, Cr 3*

KINE 6301 History and Philosophy of Kinesiology

Historical development of kinesiology from primitive to modern times. Philosophy of modern kinesiology with application to present day kinesiology programs. *Lec 3, Cr 3*

KINE 6302 Methods of Research in Kinesiology

Introduction to methods and materials to research in the field. Approved methods of writing term papers and research papers. *Lec 3, Cr 3*

KINE 6303 Applied Tests and Measurement in Kinesiology

A critical consideration of the importance and limitations of measurements in kinesiology. Emphasis placed on those measurements that are most needed today. The statistical treatment and interpretation of research data. *Lec 3, Cr 3*

KINE 6304 Scientific Foundations of Kinesiology

Background of kinesiology from biological, anatomical, and physiological aspects. *Lec 3, Cr 3*

KINE 6305 Curriculum Construction in Kinesiology

A critical study of principles, problems and procedures in the construction of a kinesiology program. Attention will be given to the application of these principles in the construction of a course of study for a specific situation. *Lec 3, Cr 3*

READING (READ)**READ 5313 Reading Tests**

A major function of this course is to help students develop competencies in the selection, administration, scoring and interpretation of standardized tests, with particular emphasis upon their application to reading instruction. Special emphasis will also be given to the development and use of informal evaluative instruments to meet particular reading needs of students. *Lec 3, Cr 3*

READ 5323 Teaching Reading to the Elementary Student

This course focuses on the nature of the reading process beginning reading, and appropriate strategies for the acquisition of basic reading skills for the elementary student. Different approaches to the teaching of reading will be emphasized. *Lec 3, Cr 3*

READ 5351 Teaching Reading to the Secondary Student

The relation of reading ability to academic achievement, procedures for teaching reading skills needed in content area reading, and reading difficulties encountered by secondary students are included in this course. Students will have the opportunity to use diagnostic tools and techniques to determine reading needs of secondary students and will develop reading-learning activities to meet those needs. Credit will not be given if READ 4351 has been taken. *Lec 3, Cr 3*

READ 6308 Foundations of Reading Instruction

This course places major emphasis on the nature of the reading process and the essential components of a systematic, sequential program for developmental reading instruction, various approaches for teaching reading will be scrutinized and analyzed.

Prerequisite: READ 3323 or departmental approval.

Lec 3, Cr 3

READ 6309 Topics in Reading

This course is concerned primarily with innovations and current issues in reading instruction. Trainees will select topics of particular interest and concern to them for intensive study. Experiences of the trainee may include action research, working with classroom teachers and other adults in the school community to enhance the reading program. May be repeated once, when emphasis is on study in resource areas or professional areas related to the field of reading.

Lec 3, Cr 3

READ 6310 Child and Adolescent Literature

This course is designed to help the trainee gain competence in selecting and recommending literature for children and adolescents and providing leadership and guidance to help students develop maturity in reading. The trainees will be provided with experiences which will enable them to locate and select appropriate literature for students and to apply appropriate strategies for stimulating voluntary participation and continuous growth in independent reading.

Lec 3, Cr 3

READ 6323 Problems in the Teaching of Reading

This course is concerned with problems encountered in the teaching of reading as it relates to the reader, the reading context, and reading material in the literacy environment.

Prerequisite: READ 6308

Lec 3, Cr 3

READ 6325 Practicum in Reading Instruction

Supervised experience in working with individual children who are having reading difficulties.

Prerequisite: Departmental Approval Required.

Lec 3, Cr 3

READ 6329 Diagnostic Teaching of Reading

This course is designed to help students gain competency in diagnosing reading behavior and in prescribing appropriate diagnostic materials and techniques. Students will also receive guidance on making recommendations for reading instruction on the basis of such diagnosis.

Prerequisite: READ 6323

Lec 3, Cr 3

SPECIAL EDUCATION (SPED)

SPED 6301 Psychology of the Exceptional Child

This course will discuss methods for understanding children with exceptional differences. The course will survey the teaching/learning process of special populations. Characteristics of various exceptionalities with strategies which enhance student learning are an integral part of the course.

Lec 3, Cr 3

SPED 6302 Educating Children with Learning and Behavior Problems

This course will include etiology, characteristics and conditions of children with learning and behavior problems. Methodology and instructional techniques will be studied and applied to individual and classroom settings.

Lec 3, Cr 3

SPED 6303 The Bilingual Child with Special Education Needs

This course will examine the needs of the bilingual, special education child. The course will provide an understanding of the problems and strengths of a bilingual child with special needs and explore effective strategies for instruction.

Lec 3, Cr 3

SPED 6306 Selected Topics in Special Education

This course is designed to explore trends, issues, best practices and current literature in the areas of special education. Topics will vary. Course may be repeated once for credit when the topic varies.

Prerequisite: Approval of Graduate Advisor

Lec 3, Cr 3

SPED 6307 Educating Children with Mental Retardation

This course is designed to examine the problems of mental retardation and the theory and techniques for interventions. Emphasis will be placed on psychological aspects of persons with mental retardation and community work programs which can assist them in becoming active members of society.

Lec 3, Cr 3

SPED 6309 Diagnosing Academic Problems

This course will include instruction for administering and interpreting norm referenced, criterion referenced, and curriculum based individual tests of academic achievement. Models of unbiased assessment of children from diverse cultures, socioeconomic, and linguistic backgrounds will be examined.

Lec 3, Cr 3

SPED 6600 Practicum in Diagnostic and Intervention Procedures

This course will provide field experience in implementing psychoeducational individualized assessment. In addition to administering standardized measures, participants will be instructed on procedures relating to informal assessment, student observation, collecting/recording data, and interviewing parents, teachers and students. Participants will be trained to recommend and activate instructional and behavioral interventions. Consultations/collaboration methods and curricular modifications procedures to assist students with disabilities will be reviewed. Participants will be taught to analyze data and document results and recommendation in a written report.

Lec 6, Cr 6

COOPERATIVE DEGREE PROGRAMS

UTB offers a number of cooperative graduate degree programs with other universities. Specific information on these programs may be obtained from the School, College or Department involved or from the Graduate Office.

Doctor of Education (Ed.D.)

The University of Houston, in cooperation with UTB, offers opportunities for two doctoral programs in education – Curriculum and Instruction, and Educational Leadership. The 66-semester hour programs include courses from both universities and are structured to serve students residing in the Lower Rio Grande Valley. As the programs are hosted by the University of Houston, all policies and requirements of the University of Houston College of Education apply. To apply for admission students must have a master's or appropriate professional degree.

To be admitted to doctoral studies, applicants must meet all UTB as well as UofH admission requirements. Generally, these requirements are:

- GRE scores (verbal, quantitative, and analytical) at the 50th percentage e.g., above 500 on each scale
- GPA above 3.25 on the last 60-semester hours of course work
- High level skill in written and oral English language
- Educational leadership experience
- Success potential as viewed by three references

Course work will be taken in both Brownsville and Houston. Students must be able to travel to Houston for weekend and/or summer course work, library study, and dissertation work. In addition, students must be computer literate and possess a computer and modem for telecommunication with UH faculty.

Application forms and details are available from the UTB Office of Graduate Studies. All inquires regarding doctoral studies should be made to that office (210) 548-6585.

Master of Science in Library Science (M.S.L.S.)

UTB, in cooperation with Sam Houston State University, offers work which may be used in partial fulfillment of the requirements for Master of Science in Library Science degree. The M.S.L.S. degree requires 36 hours, 15 hours are core courses, usually with all courses in library science, and the successful completion of a written comprehensive examination. The comprehensive exam is taken during the last semester of course work.

The criteria for Regular Admission into this program includes:

1. An earned minimum grade point average of 2.5 (4.0 scale) on all previous college studies or 2.8 on the last sixty semester hours of course work applicable to the baccalaureate degree.
2. An earned composite score of 800 or more on the aptitude section of the Graduate Record Examination. Only verbal and quantitative portions are used in calculating scores.

Master of Science in Nursing (M.S.N.)

UTB, in cooperation with The University of Texas Health Science Center at San Antonio School of Nursing, offers work which may be used in partial fulfillment of the requirements of the Master of Science in Nursing degree. The program is designed for career oriented individuals seeking advanced education in nursing. It encourages highly qualified registered nurses with associate degrees to seek early admission to a masters program in Nursing. The program allows students to complete the Bachelor of Science degree in Nursing leading to the Master of Science in Nursing. The M.S.N. degree requires a minimum of 36 hours of masters level work.

Admissions criteria for M.S.N. program are:

1. An Associate Degree in Nursing or a Diploma in Nursing with a minimum of 30 semester hours of nursing.
2. Passing scores on the RN licensure exam.
3. Fifty semester hours of general education in the natural and physical sciences, behavioral sciences, and humanities.
4. Twenty-two semester hours of upper division course work in nursing.
5. A minimum undergraduate grade point average of B (3.0 on a 4.0 scale).
6. A minimum score of 1,000 on the Graduate Records Examination (GRE) verbal and quantitative sections or a minimum score of 50 on the Miller Analogies Test (MAT). Scores can be no older than five years.
7. Satisfactory academic and professional references.
8. Approval for early admission to the M.S.N. program by the Committee on Graduate Studies of the nursing program.

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INTERIM GRADUATE FACULTY

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Assessment & Evaluation	L 234	548-6595	6595
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Athletics	Gym	544-8293	1099
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Biological Sciences	E 202	544-8289	8289
Business Administration	S 273	982-0230	230
Business Office	T107	544-8202	8202
Computer Sciences/Computer Information Systems	T 276	544-8949	8949
Counseling & Guidance	T 205	544-8292	8292
Continuing Education	N112	544-8286	8286
Criminal Justice	S 319	544-8931	8931
Dean – College of Liberal Arts	S 246	544-8252	8252
Dean – College of Science, Math & Technology	S 246	548-6518	6518
Dean – School of Business	S 251	982-0161	161
Dean – School of Education	Ed 11	982-0262	262
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Dean – Occupational/Technical Program Development	Library 201	544-8256	8256
Education	Education	982-0250	250
English & Speech	S 204	544-8239	8239
Enrollment/Admissions/Registrar	T 105	544-8254	8254
Financial Aid	T 206	544-8277	8277
Fine Arts	Music	544-8247	8247
First Aid/Health Services	Cavalry Hall	544-8951	8951
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Institutional Research & Planning	T 282	982-0131	131
Interactive Television	T 211	982-0188	188
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Publications	Gorgas Hall	544-8224	8224
Rancho Del Cielo	Alonso Building	TBA	
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Security	Cavalry Hall	544-8233	8233
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Student Activities	Student Center	544-8264	8264
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Student Teaching	Ed. Bldg.	982-0261	261
Talent Search Program	T 262	544-8243	8243
Teacher Certification	Ed. Bldg.	982-0201	201
Testing	T 215	544-8875	8875
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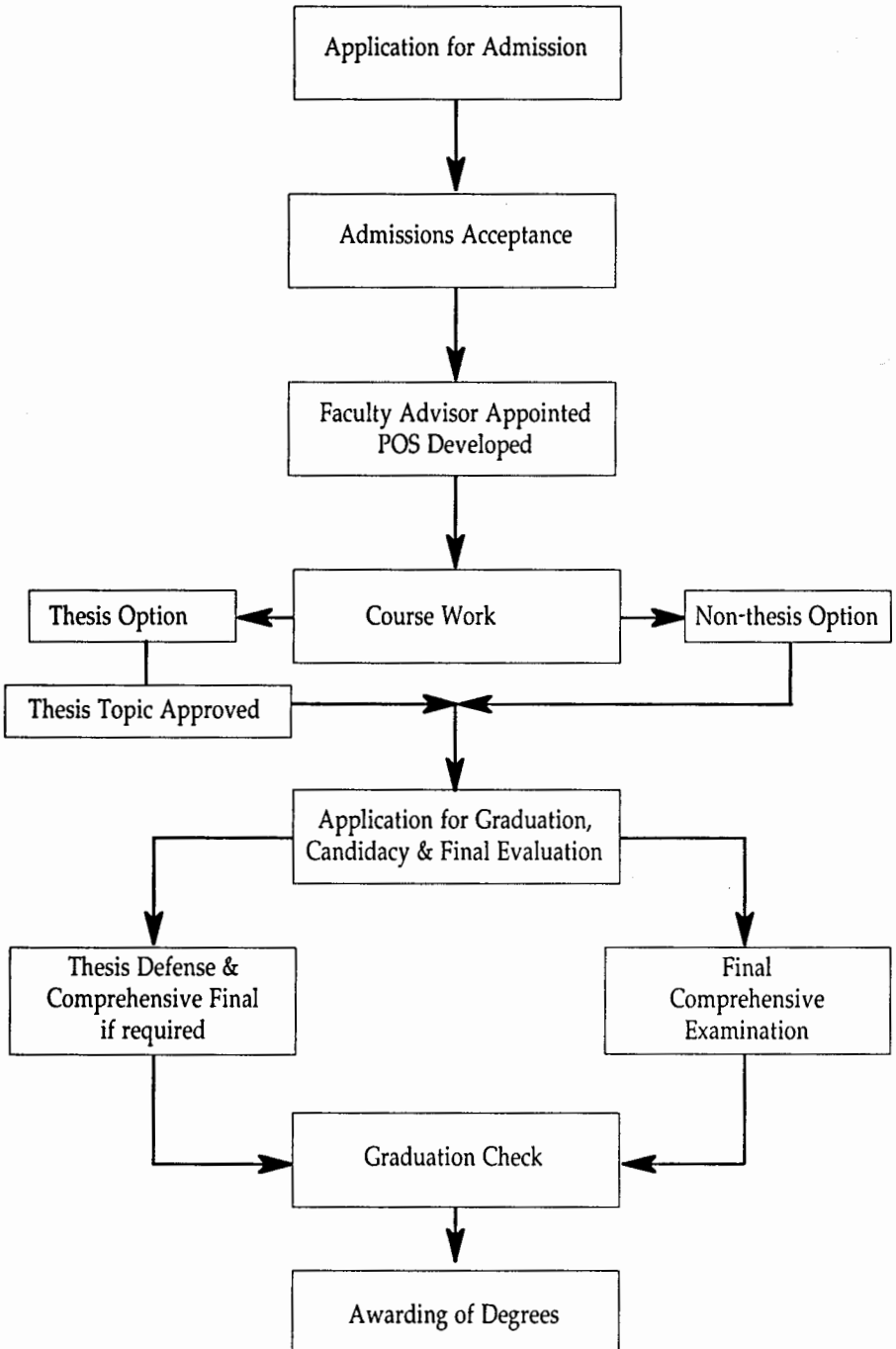
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