

# ACADEMIC INFORMATION

# GENERAL EDUCATION CORE CURRICULUM

(48 semester credit hours)

General education core curriculum requirements apply to all Associate in Arts, Associate in Applied Science and baccalaureate degrees.

## Communication • 9 hours

- 6 hours of Composition:  
ENGL 1301 (minimum grade C) and  
ENGL 1302 or ENGL 2311 (minimum grade C)
- 3 hours of Speech: SPCH 1315

## Mathematics • 3 hours

- Select from MATH 1314, MATH 1324, MATH 1332, or a higher-level math course (minimum grade C)

## Natural Sciences • 8 hours

- 8 hours of Natural and/or Physical Sciences

## Humanities/Visual and Performing Arts • 6 hours

- 3 hours of Literature
- 3 hours of Music Appreciation/Music Literature or Art Appreciation/Art History

## Social and Behavioral Sciences • 15 hours

- 6 hours of U.S. History: HIST 1301 and HIST 1302
- 6 hours of Political Science: GOVT 2301 and GOVT 2302
- 3 hours of Behavioral Science:  
Anthropology: ANTH 2351  
Business: BUSI 1301  
Economics: ECON 2301  
Geography: GEOG 1303  
Psychology: PSYC 2301  
Sociology: SOCI 1301 or SOCI 2319

## Modern Language • 6 hours

- 6 hours of the same modern language other than English at the 1000-level or higher

## Kinesiology • 1 hour

- 1 hour of any health/wellness or activity course

# CERTIFICATES

Students must obtain a certificate according to the requirements for graduation described in the catalog of the year in which they declared at UTB/TSC, or some later catalog. However, students must graduate within six years from the academic year of entrance or they must be placed under provision of a later catalog. Students may choose to graduate under a current catalog. Students wishing to obtain a certificate must complete an official Program of Study Declaration. Any declaration of major shall be made under current catalog requirements.

Declarations and changes of Program of Study and changes must be approved by an academic advisor. Information concerning Programs of Study may be obtained at the Academic Advising Center in Tandy Hall 214.

Certificates of Proficiency require completing the curriculum for one of the occupational and technical programs.

The Board of Trustees of Texas Southmost College grants certificates. Certificates of Proficiency require completion of the curriculum for one of the workforce education programs.

# ASSOCIATE DEGREES

The Board of Trustees of Texas Southmost College grants the following degrees:

- Associate in Applied Science
- Associate in Arts in Business Administration
- Associate in Arts in Social Work
- Associate in Arts in Spanish Translation
- Associate in Arts
- Associate in Fine Arts

*All course requirements for the associate degree programs listed above are established within the College, School, or Department in which the Program of Study falls. These requirements are listed elsewhere in this catalog by the various academic department. For detailed information, a student should contact the academic department responsible for administering the Program of Study.*

## Associate Degree Requirements

Students must obtain a degree according to the requirements for graduation described in the catalog of the year in which they declared at UTB/TSC, or some later catalog. However, students must graduate within six years from the academic year of entrance or they must be placed under the provision of a later catalog. Students may choose to graduate under a current catalog. Students wishing to obtain an associate degree must complete an official Program of Study Declaration. Any declaration of major shall be made under current catalog requirements.

Declarations of Program of Study and changes of Program of Study must be approved by the appropriate academic advisor. Information concerning programs of study and Program of Study declaration may be obtained at the Academic Advising Center in Tandy Hall 214.

To graduate, students must:

1. Satisfy admission requirements.
2. Satisfy the Texas Success Initiative (TSI) requirements.
3. *Have a cumulative 2.00 GPA in general education core curriculum requirements and in all other graduation requirements.*
4. Complete at least 24 semester credit hours in residence at UTB/TSC, including 12 of the last 18.
5. Have at least 18 hours of 2000 level courses or above.
6. Complete the requirements for one of the associate degrees listed in this catalog.

## Associate in Applied Science Degree

Associate in Applied Science degrees require completion of the prescribed curriculum for one of the degree programs.

## Associate in Arts in Business Administration Degree

The Associate in Arts in Business Administration degree program provides the first two years of a baccalaureate degree program in business. Students should verify with an advisor about the transferability of courses and refer to the School of Business for additional courses required for the baccalaureate degree.

## **Associate in Arts in Social Work Degree**

The Associate in Arts Degree in Social Work is designed to prepare students for paraprofessional employment in a social service agency and to provide the necessary foundation to continue studies towards a baccalaureate degree in Social Work.

## **Associate in Arts in Spanish Translation Degree**

The Associate in Arts in Spanish Translation Degree requires at least 62 semester credit hours, including the General Education Core Curriculum.

## **Associate in Arts Degree**

The Associate in Arts degree requires completion of at least 62 semester credit hours, including the General Education Core Curriculum.

## **Associate in Fine Arts Degree**

The Associate in Fine Arts degree requires completion of at least 62 semester credit hours of college credit including a General Education Foundation comprised of elements of the General Education Core Curriculum.

## **Subsequent Associate Degrees and Multiple Majors**

Students may receive only one Associate in Applied Science or Associate in Arts degree, although they may earn multiple majors in that degree. Students may receive an additional associate degree of a different type and major (e.g., A.A.S. students may earn an A.A. degree and A.A. degree students may earn an A.A.S. degree).

To earn an additional associate degree, a student shall:

- complete a minimum of 15 hours of credit at UTB/TSC beyond the awarding of the first degree, and
- complete all requirements for the additional degree(s), including grade point average requirements, elective courses, etc. as set forth in this catalog.

To earn an additional major in an associate degree, a student shall:

- complete a minimum of 15 hours of credit at UTB/TSC beyond the awarding of the first degree, and
- complete all requirements for the additional major(s) as set forth in this catalog.

## **Guarantee for Transfer Credit**

Texas Southmost College guarantees to its Associate of Arts graduates and other students who have met the requirements of a 60 credit hour transfer plan, the transferability of course credits to those Texas colleges or universities which are listed in the Texas Southmost College Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses and course related fees at Texas Southmost College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits towards a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dated 1994-95 or later;
2. Limitations of the total number of credits accepted in transfer,

grades required, relevant grade point average, and duration of transferability are subject to the limitations stated in the catalog of receiving institution; and

3. The guarantee applies to courses included in a written transfer or degree plan – which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made – which must be filed with Texas Southmost College.

## **Guarantee for Job Competency**

If an Associate in Applied Science (A.A.S.) graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours and course related fees of additional skill training by Texas Southmost College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. Degree beginning May, 1995 or thereafter in an occupational program identified in the Texas Southmost College catalog.
2. The graduate must have completed the A.A.S. Degree at Texas Southmost College (with a majority of the credits being earned at College) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President for Academic Affairs.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Texas Southmost College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within 12 months from the time the educational plan is agreed upon.
9. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
10. Students sole remedy against Texas Southmost College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
11. The program can be initiated through a written agreement with the office of the UTB/TSC President.

# BACCALAUREATE DEGREES

The University of Texas at Brownsville awards the following baccalaureate degrees:

- Bachelor of Applied Arts and Sciences
- Bachelor of Applied Technology
- Bachelor of Arts
- Bachelor of Arts in Interdisciplinary Studies
- Bachelor of Business Administration
- Bachelor of Science
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Nursing

All course requirements for a baccalaureate degree in any of the disciplines are established within the College, School, or Department in which the discipline falls. These requirements are listed elsewhere in this catalog by the various Departments of UTB/TSC. For detailed information, a student should contact the Department in which he/she is majoring.

## Baccalaureate Degree Requirements

Specific requirements for each major field are listed in the catalog sections dealing with these majors.

It is the responsibility of students to be familiar with all the requirements for the degree.

1. A minimum of 120-124 semester credit hours including a minimum of 36 advanced hours is required, with an overall minimum grade point average of 2.00, on all non-developmental courses (including transfer work).
2. A minimum grade point average of 2.00 in the Core Curriculum, the major field and the minor field is required.
3. Students may meet the requirements for graduation in the catalog of the year in which they enter UTB/TSC, or some later catalog. However, students must graduate within eight years from the academic year of entrance or they must be placed under the provisions of a later catalog.
4. a. A major field of concentration requires a minimum of 30 semester credit hours, with at least 15 hours of advanced-level work.  
b. A minor field requires at least 18 semester credit hours with a minimum of nine semester hours of advanced-level work.  
c. Courses may not be used to satisfy a requirement for both a major and a minor or for two majors or for two minors.
5. The major-minor or broad-field major course distribution must follow the requirements set forth by the various departments, subject to any limitations and requirements noted under the baccalaureate degrees and these Graduation Requirements, or in published form issued by the various departments.
6. A minimum of 30 semester credit hours of credit must be completed in residence before a degree will be conferred. Twenty-four of the last 30 hours in the degree program must be completed in residence. At least 15 of advanced course work in the major field of study must be completed in residence.
7. Students must file an application for a degree on or before the date specified in the UTB/TSC academic calendar; applications must be filed at the Office of the Registrar at Tandy Hall 105.
8. A maximum of 45 semester credit hours of college credit will be accepted towards a baccalaureate degree by any combination of extension, examination and correspondence credit with an 18-hour

limit on correspondence credit.

Students graduating with their first baccalaureate degrees may be eligible for a tuition rebate. See "Tuition Rebate Program" for more information about this opportunity.

## Subsequent Baccalaureate Degrees

Students holding a baccalaureate degree may receive an additional baccalaureate degree of a different major from UTB/TSC. Such students continue to be classified as undergraduates and must:

- complete a minimum of 30 semester credit hours of credit at UTB/TSC (of which at least additional 21 must be for advanced courses, with at least 15 of the advanced hours in the major field) for each baccalaureate degree sought beyond the first;
- complete all requirements for the additional major(s) as set forth in this catalog; and
- complete all requirements for the additional degree(s), including grade point average requirements, elective courses, and advanced courses as set forth in this catalog.

Students earning a baccalaureate degree may also earn a minor in different fields of study by meeting all of the requirements for the major and minor fields. Courses may not be used to satisfy a requirement for both a major and a minor or for two majors and for two minors.

Additional major(s) and/or minor(s) may not be awarded to a baccalaureate degree previously earned.

## Teacher Certification

To be approved for the provisional or professional teacher's certificate or other administrative certificates, students must comply with the "State Board of Education Rules for Teacher Education." Current copies of those rules may be obtained from the Texas Education Agency or the UTB/TSC School of Education.

Graduates who seek certification as elementary or secondary teachers must have a minimum grade point average of 2.50.

For education programs leading to Teaching Certifications refer to the Programs of Study section of this catalog.

## MASTER'S DEGREES

- Master of Arts
- Master of Arts in Interdisciplinary Studies
- Master of Business Administration
- Master of Education
- Master of Science
- Master of Science in Interdisciplinary Studies
- Master of Public Policy and Management

For more information on master's degree programs, see the Graduate Catalog.

# ACADEMIC REGULATIONS

## Student Responsibility

Students are expected to be informed thoroughly about the regulations and the course requirements for degrees and to inquire in case of doubt.

It will not be UTB/TSC responsibility if complications arise because students fail to follow regulations and requirements. Regulations will not be waived nor exceptions to requirements made on a plea of ignorance of the regulation or requirement. Therefore, students should become familiar with all of the information related to their programs contained in this catalog and the Student Handbook.

Because procedural changes and changes in regulations and requirements may be made from time to time, students should work directly with their departmental advisor concerning course requirements and options, deficiencies, course sequencing, and special regulations. Requests to waive regulations and/or requirements should be directed in writing to the department chair and the Dean of the School or College, who will notify the student of the decision concerning the request.

All students by registering enter a School or College of UTB/TSC and, except in disciplinary matters, are responsible to the Dean of their School or College. Deans have jurisdiction over students' programs of study and degree requirements.

## Student Discipline

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

When students violate the prescribed codes of conduct, disciplinary action may be initiated through the Dean of Students office.

Information about the rules of conduct, due process procedures and disciplinary penalties is published in the University of Texas System Board of Regents' Rules and Regulations at Series 50101 and HOOP, §6.4.1 and 6.4.2. Copies of these documents are available in the Dean of Students office. Student disciplinary information is also published in the Student Handbook.

# ACADEMIC POLICIES

## Academic Adjustment

UTB/TSC is prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students. It is the responsibility of the student with a disability to initiate the request. The student may request course substitutions or modification of degree requirements by addressing a letter to the Disability Services Coordinator at the Counseling Center, to be referred to the Chairman of the Department involved. The letter should contain the student's name, address, phone number, ID number, major or minor, the specific substitution/modification request, and reason for the request. The request should document specific and pertinent disability information. The request must be received at least 14 days before the end of late registration for a decision to be given for that semester.

## Advanced Level Work

Courses numbered either 3000 or 4000 are called advanced or upper-division courses. Students may not enroll in any upper-division course until they have successfully completed all TSI requirements. Normally, students with less than 60 semester credit hours may enroll in 3000 or 4000 courses only when their schedules include enough lower level work to total at least 60 semester credit hours in addition to the upper level courses for which they wish to enroll. Approval of the Department Chair or Dean is required if the conditions above are not met for advanced level enrollment.

## Adds and Drops

A student may add or drop a course during the official Add and Drop period. After the Add and Drop period, a student may add a course for academic reasons only with permission of the appropriate Dean. The determination of the Dean is final.

After the Add/Drop period, a student may drop with a "W" from an academic course before the deadline. Students may drop their classes through Scorpion Online ([www.utb.edu](http://www.utb.edu)), the STAR Telephone System (982-5800), or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the withdrawal deadline specified. A student's financial assistance may be affected when withdrawing from a class. Students should be advised that the state legislature has capped the number of developmental hours the state will fund at 27 and the number of undergraduate credit hours at 170. Courses dropped after the twelfth class day count against those totals.

## Attendance and Absences

Students are expected to be diligent in their studies and regular in class attendance. Students are responsible for all class work and assignments. The number of absences permitted in any one course varies with instructor and course. Attendance requirements are printed in the course syllabus and announced by the instructor at the initial class meeting. On recommendation of the instructor concerned, students may at any time be dropped from courses for failure to meet the attendance requirements or other good cause. This may result in a "W" or an "F" on the student's permanent record.

UTB/TSC will allow a student who is absent from classes for the observance of a religious holy day or a non-religious "excused absence" 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 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 or non-religious "excused absence."

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. A non-religious "excused absence" means absence for a day and for a reason that is mutually agreed to in advance by the instructor and student. (Each instructor has her/his right to determine what is an "excused absence" and is not bound by the decision/s of other instructors.)

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.

## Auditing Courses

Audit enrollment is on a space available basis for courses that have been designated as suitable for audit by the Dean of the College or School. Not all courses are available for audit. Students may not enter courses for audit until the seventh day after classes have begun. Those who wish to audit should contact the appropriate instructor for departmental approval. The fee for audit enrollment is \$50.00 per class. There is no charge for people 65 years and older. Audit fees are nonrefundable.

Audit students do not receive credit. An audit intention cannot be changed to credit nor can credit courses be changed to audit. Audit work cannot be used toward diploma or degree requirements. Enrollment as an auditor does not permit enrollees to take examinations, have tests or other papers checked by the instructor or participate in required oral recitations, etc.

## Cheating

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit for any work or materials that are attributable 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." (Board of Regents *Rules and Regulations*, Series 50101.)

Since scholastic dishonesty harms the individual, all students and the integrity of UTB/TSC, policies on scholastic dishonesty are strictly enforced.

## Classification of Students

Students are classified by the number of semester credit hours of university credit they have earned, to include developmental coursework.

- Freshman – credit for fewer than 30 semester hours.
- Sophomores – credit for 30-59 semester hours.
- Juniors – credit for 60-89 semester hours.
- Seniors – credit for 90 or more semester hours.
- Special (or Post Baccalaureate) Students – a bachelor's degree but enrolled in undergraduate courses.
- Graduate Students – a baccalaureate degree and accepted in a master's degree program.
- Special Graduate Students – a graduate degree and are continuing in a graduate program.

## Co-requisite

A co-requisite is a course which must be taken together with another course during the same enrollment period or session. All co-requisites are included with the course listings in this catalog.

## Course Load

Undergraduate course loads are defined in the table below:

	Fall	Spring	May	Summer I or II
Less Than Half	1-5	1-5		1-2
Half	6-8	6-8		3-4
Three Quarter	9-11	9-11		5
Full	12-18	12-18		6-8
*Overload	19+	19+	7+	9+

For each regular semester an undergraduate student may enroll for no more

than 18 semester credit hours. For each summer term an undergraduate student may enroll for no more than 8 semester credit hours. Enrollment in more than 18 semester hours in a regular semester or 8 in a single summer session requires authorization by the appropriate Dean of the student's college or school.

## 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 shows the credit hours. The last two digits are departmental designations.

- 0000 courses are at the developmental level – lower division
- 1000 courses are at the freshman level – lower division
- 2000 courses are at the sophomore level – lower division
- 3000 courses are at the junior level – upper division
- 4000 courses are at the senior level – upper division
- 5000 courses are at the graduate level (Students cannot receive credit in a 5000 level course if they already have credit for a comparable 4000-level course.)
- 6000 courses are at the graduate level

For example the catalog entry, SPAN 4301, means that the course is given at the senior level [4] and carries three hours of credit [3] per semester.

## Course Schedule

A Course Schedule booklet is published before Registration each Fall, Spring and Summer semester. Class changes from the schedule, such as reassignment of instructors, closing, consolidating, dividing, or equalizing teacher loads may be made for the convenience of UTB/TSC. Listings are subject to change without notice.

## Credit

The unit of credit (CR) for academic and technical courses is the semester hour. The total credit hour value (also referred to as "semester hour value", "semester credit hours" or "credit hours") of a course **usually** indicates the number of class hours it meets each week for one semester. During the long session, most courses meet three hours each week for three semester hours of credit. Courses requiring laboratory work meet additional hours at specified times.

## Final Examinations

Final examinations are held at the end of each semester. Examinations must be taken according to the published schedule unless prior approval has been obtained and alternative arrangements have been made. Approval will be granted only under rare circumstances. Students who miss an examination for reasons beyond their control should notify the instructor and/or the appropriate Department Chair immediately.

## Full-Time Undergraduate Student

Undergraduate students enrolled for at least 12 semester credit hours of credit during a regular semester or at least six semester credit hours of credit during a summer session are full-time students.

## Grade Inquiry

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. Grade reports are not mailed to students. Students interested in obtaining their grades may log on to Scorpion Online (www.utb.edu) or call the STAR Telephone System (982-5800).

## Grades

The following grades are used to designate achievement in classwork. Their corresponding grade values are indicated.

Grade	Explanation	Grade Points Per Semester Hour
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Below Average	1.00 (Not used in graduate courses)
F	Failure	0.00
G	Must Repeat Course	Not used in computing GPA ( <i>Developmental courses only</i> )
I	Incomplete	Not used in computing GPA
P	Pass	Not used in computing GPA
Cr	Credit	Not used in computing GPA ( <i>Advanced Placement and CLEP credit only</i> )
NR	No Grade Reported	Not used in computing GPA ( <i>Office of the Registrar use only</i> )
S	Satisfactory	Not used in computing GPA ( <i>Non-course based remediation only</i> )
U	Unsatisfactory	Not used in computing GPA ( <i>Non-course based remediation only</i> )
W	Withdrawal	Not used in computing GPA
WC	Withdrawal due to Casualty	Not used in computing GPA
WM	Withdrawal Military	Not used in computing GPA

Grades are awarded in courses in which students are officially enrolled after the official record day. This deadline to withdraw is specified in the Academic Calendar for each enrollment period. After the deadline to drop with a grade of a "W" has passed, a student may not be given a "W" on the final grade sheet.

## Grade Point Averages (GPA)

Grade point averages are computed by dividing the total grade points earned by the total semester hours attempted. A sample calculation method:

Course	No.	Grade	Hours	Grade Points
English	2302	A	3 sem. hours	X 4 pts. per hour = 12
Mathematics	4316	B	3 sem. hours	X 3 pts. per hour = 9
History	3314	C	3 sem. hours	X 2 pts. per hour = 6
Chemistry	3403	D	4 sem. hours	X 1 pts. per hour = 4
Kinesiology	1101	F	1 sem. hour	X 0 pts. per hour = 0
<b>Total hours attempted</b>			<b>14 sem. hours</b>	
<b>Total grade points</b>			<b>31 points</b>	
<b>Total grade points</b>	÷	<b>Total semester hours attempted</b>	<b>=GPA</b>	
<b>31</b>	÷	<b>14</b>	<b>= 2.21</b>	

## Grade Change

If an error in computation, evaluation or recording warrants a grade change, the instructor may process a grade change form through his/her Department Chair. The change request form must have written justification by the instructor, recommendation of the Department Chair, and approval of the Dean.

## Graduation Application

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as a candidate for a degree, a student must submit a complete application packet for a degree to the Office of the Registrar by the appropriate deadline. Graduation application deadlines are: September 1 for December graduation, February 1 for May graduation and April 1 for August graduation.

Students who graduate with their first baccalaureate degree may be eligible for a tuition rebate. See "Tuition Rebate Program" for more information about this opportunity.

## Graduation Under a Specific Catalog

General and specific requirements for degrees may be altered in successive catalogs. Undergraduate students are bound by the requirements for graduation that are listed in the catalog in force the year at the time of his/her admission. However, baccalaureate students must graduate within eight years from commencement of collegiate work, and associate/certificate students must graduate within six years from the academic year of entrance, or be subject to degree requirements of subsequent catalogs.

Any changes in a Program of Study to comply with a later catalog must be approved by the appropriate Dean. The student who is required to or chooses to fulfill the requirements of a subsequent catalog must have his/her amended degree plan approved by the appropriate Dean.

## Grievances, Academic 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, Academic 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 are appealed in a timely manner to the Department Chair, the Dean, and the 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.

## Grievances, Non-Academic

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. Non-academic grievances are appealed in a timely manner to the Department Chair or Office Director, the Dean if appropriate, then to the Vice President for Academic Affairs, Vice President for Student Affairs, or Vice President for Business 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.

## Identification Cards

Student identification cards for semester credit hour students are issued by the Circulation Desk at the Library. Use of the Student ID Card is governed by the following conditions:

- The card remains the property of the institution and must be surrendered to any administrative official or Campus Police officer or guard of UTB/TSC on demand.
- The card must be presented for:
  - admission to any school- or faculty-sponsored activity,
  - admission to all athletic events,
  - voting in campus elections and referendums,
  - use of computer services,
  - use of the library,
  - disbursement of Financial Aid checks, and
  - any transaction at the Office of the Registrar.
- The card is nontransferable. Loss or mutilation must be reported to the Circulation Desk at the Library. A charge of \$10.00 will be made for replacement.
- ID Card photographs may be taken at any time during the library's regular hours. ID cards must be validated each semester the student is enrolled.

## Immunization Requirements

The following immunizations are required for all students who are enrolled in health-related courses which will involve direct patient contact in medical or dental care facilities or who come in contact with human biological fluids or tissue. Students 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. Students will be required to present a letter or other suitable written certification.

Students enrolled at TSC and UT System institutions will assume the full cost of the immunizations. Individual schools may require other immunizations. Proof that they have taken a polio vaccine is required for Students in the Emergency Medical Technology, Radiologic Technology, and Medical Laboratory Technology programs.

Inquiries concerning supplemental immunization requirements should be directed to Student Health Services. Certain exemptions are allowed from the immunization requirements. Students should contact the Office of Student Health Services for information.

## Incomplete Grades

A grade of "I" may be given when students have not completed the required course work within the allotted time of a regular semester or summer session if the instructor determines that the reasons for the work's being incomplete are valid and that the grade of "I" is justified. A written agreement

between the student and the instructor specifying the work to be made up and the deadline for its accomplishment must be filed in the office of the Department Chair at the time that the "I" is submitted. The work agreed upon must be satisfactorily completed and the "I" changed no later than the end of the next regular (Fall or Spring) semester from the date the "I" was received unless an extension is requested by the instructor, or the grade will automatically be recorded as "F" on the official transcript.

A student will NOT be given an "I" grade to allow:

- time to prepare coursework in addition to that assigned to the class;
- time to repeat the entire course; or
- opportunity to raise a grade.

Incomplete grades are not issued for student or faculty convenience; they may be issued only in the case of compelling, nonacademic circumstances beyond the student's control.

## Pass/Fail Option

Students enrolled in a Kinesiology activity course may take the course for the traditional letter grade (e.g. A, B, C, etc.) or may elect to take it on a Pass/Fail basis. To exercise the Pass/Fail option, students must petition to do so no later than the deadlines announced in the Academic Calendar. Petitions are made at the Office of the Registrar in Tandy Hall 105.

## Prerequisite

Prerequisites are specified requirements that must be met before students may enroll in a course. Specific prerequisites are listed in course listings.

## Quality of Work

While a grade of "D" is considered passing in a subject, an overall average of 2.00 is required for graduation. A grade of "C" or better may be required in other courses, departments or degree programs. For example, English and Math core curriculum requirements require a grade of "C" or better. Students must also make an average of 2.00 in both their major and minor fields.

## Registration

To attend classes, students must first register or enroll for the courses they wish to attend and pay all appropriate tuition and fees. Students must complete all admission procedures prior to registration. Information on registration dates and times is listed in the Academic Calendar which is listed on the printed course schedule. Information on registration procedures and deadlines may be obtained at the Academic Advising Center in Tandy Hall 214, the Go Center/Info Shop in Tandy Lobby, or the Office of the Registrar in Tandy Hall 105.

## Repeated Courses

When a course is repeated, only the last grade and hours earned are used to calculate the grade point average. (Graduate courses follow a different method of calculation.)

## Required Courses

All courses in students' programs of study are required courses and must be completed for the student to receive a degree or certificate. Most courses are sequenced from less advanced to more advanced courses and should be taken in the order suggested. Assistance with course selection and information on required courses and sequencing may be obtained in the

Academic Advising Center. In addition, students may be required to take certain developmental courses based on assessment scores or THEA scores before they are allowed to enroll in more advanced courses.

## Semester Credit Hour

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 most of the classes meet three periods, or their equivalent, each week, these classes carry three semester hours of credit. Two or three laboratory hours per week are usually required for one semester hour of laboratory credit.

## Sessions

The Texas Higher Education Coordinating Board (THECB) requires that classes that offer three semester hours for credit meet for a minimum 45 contact hours during a given session.

The Academic Year: The academic year is divided into two semesters – Fall and Spring semesters. Each semester meets for classes approximately 150 minutes per week for 15 weeks.

The Summer Session: The summer session is divided into two terms – Summer I and Summer II. Each session meets for classes approximately two hours per day for 23 class meetings.

The May Session: The May session is an intense session consisting of approximately three hours per day for 15 class meetings.

The Academic Calendar for 2005-06 is listed on page 6 of this catalog.

## Withdrawing From Classes

After the official record date, students may withdraw from classes and receive a “W” on their permanent records. This deadline to withdraw is specified in the Academic Calendar for each enrollment period. Students who do not withdraw before the deadline may not be given a “W” on the final grade sheet.

Students may withdraw from all of their classes through Scorpion Online ([www.utb.edu](http://www.utb.edu)), the STAR Telephone System (982-5800), or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the withdrawal deadline specified.

At the instructor’s discretion, and consistent with the policy stated on the course syllabus, an instructor may withdraw a student from class for non-attendance. An instructor-initiated withdrawal may result in a “W” or an “F” on the student’s permanent record.

# STANDARDS OF WORK

Policies regarding standards of student work differ for students in undergraduate programs.

## Academic Progress

### Cumulative GPA and Scholastic Standards

All grades earned at UTB and TSC are used to calculate the student’s Grade Point Average (GPA). In the case of a repeated course, the last grade recorded will be used in determining grade point average. The Scholastic Standards chart, based on cumulative GPA, indicates Good Standing, Conditional Progress, Scholastic Probation, and Scholastic Suspension.

## Cumulative GPA (All Hours Taken)

Total Hrs. Taken	Good Standing	Scholastic Progress	Conditional Probation	Scholastic Suspension
1-30	2.00 and above	1.60-1.99	Below 1.60	Below 1.60 & below 2.0 for current semester
31-59	2.00 and above	1.75-1.99	Below 1.75	Below 1.75 & below 2.0 for current semester
60+	2.00 and above	NA	Below 2.00	Below 2.00 & below 2.0 for current semester

## Good Standing

Students in Good Standing maintain a 2.00 and above GPA.

## Conditional Progress

Students making Conditional Progress maintain a minimum GPA for the number of hours taken. (Refer to Scholastic Standards chart.) Students planning to transfer to another college or university should consult that institution’s catalog to determine GPA requirements for admission. Conditional Progress also means that a student is proceeding in a satisfactory manner toward fulfilling degree or certificate requirements in a course of study.

## Scholastic Probation

Academic probation and suspension will be determined in the Fall or Spring semester on the basis of the cumulative GPA. Students whose cumulative GPA falls below the scholastic standards prescribed for Conditional Progress will be placed on Scholastic Probation for the next enrollment period.

Students whose cumulative GPA in subsequent enrollment periods is lower than required for Conditional Progress, but is at least the GPA required for probation, continue on probation. To be removed from probation, students must meet the required cumulative GPA for Conditional Progress.

## Scholastic Suspension

Students whose cumulative GPA falls below the scholastic standards prescribed for probation are suspended. Students placed on scholastic suspension may appeal to the Suspension Committee for permission to continue to enroll on a conditional basis. (See “Appeal of Scholastic Suspension” below.)

### First Scholastic Suspension

Students placed on suspension for the first time will not be allowed to re-enroll for the next enrollment period (one long semester or the next summer sessions).

### Second and Subsequent Scholastic Suspensions

Students placed on scholastic suspension for the second time will not be allowed to re-enroll for one year.

### Appeal of Scholastic Suspension

Students placed on scholastic suspension may appeal to the Suspension Committee at the Academic Advising Center for permission to enroll on a conditional basis. The appeals process has two parts, a written appeal and an appearance before the Suspension Committee.

## Written Appeal

The written appeal to the Suspension Committee must explain extenuating circumstances which kept the student from meeting required academic

standards. The written appeal must be submitted to the Suspension Committee before the late registration process begins for the semester in which the student seeks to enroll on a conditional basis.

## Appearance Before the Suspension Committee

The appearance before the Suspension Committee must be made before the end of the late registration process for the semester in which the student seeks to enroll on a conditional basis.

To schedule an appointment with the Suspension Committee, contact the Academic Advising Center in Tandy Hall 214.

# SCHOLASTIC HONORS

## Honor Student Recognition

Each semester, students with noteworthy scholastic achievement are recognized by publication of the President's List and the Dean's List.

**President's List:** Students who earn a 4.00 semester grade point average and complete a full-time course load (not including developmental coursework).

**Dean's List:** Students who earn a 3.50 to 3.99 semester grade point average and complete a full-time course load (not including developmental coursework).

**Phi Theta Kappa:** Candidates for membership must have completed 12 semester hours of Associate Degree work with a grade point average of 3.50, possess recognized qualities of leadership, and be recommended by a member of the faculty. Members must maintain a 3.25 grade point average after initiation. Membership is noted on students' official transcripts. Members are recognized at UTB/TSC awards ceremony and may wear the Phi Theta Kappa gold stole and tassel at Commencement. The purpose of the local Alpha Mu Chapter is to promote scholarship, develop leadership skills, and cultivate fellowship among qualified students.

**Alpha Chi:** Alpha Chi, a national college scholarship honor society founded in 1922, represents the highest academic honor on any member campus. The objectives are to promote and to recognize superior scholarship and those elements of character that make for effective service. Membership in Alpha Chi is limited to no more than 10 percent of the junior and senior classes in the academic divisions of colleges and universities. Students must have at least a 3.50 overall grade point average to be invited to become members of the Texas Alpha Omicron Chapter of Alpha Chi at UTB/TSC.

## Honors in Graduation

At the time of graduation, students earning a baccalaureate or associate degree will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be determined by a student's cumulative grade point average on all non-developmental undergraduate hours taken, including transfer hours. If courses have been repeated, the last grade recorded will be used in determining grade point average. Honors are as follows:

Summa Cum Laude:	3.90-4.00
Magna Cum Laude:	3.70-3.89
Cum Laude:	3.50-3.69