THE UNIVERSITY OF TEXAS AT EL PASO GRADUATE SCHOOL



Advisor's Handbook

Table of Contents

General Degree Requirements	3
Enrollment Verification	3
Registration	4
Academic Standing	5
Graduation	5
Graduate Certificates	6
Grades	7
Outstanding Thesis and Dissertation	7
Other Information	7
Helnful Banner Screens	q

General Degree Requirements

Degree Plan

- Submitted to Graduate School during first semester of study
- Lists all courses as approved by graduate advisor to satisfy degree requirements
- Maximum of 9 hours of upper division approved for graduate credit undergraduate courses
- Thesis or dissertation degree plans may be delayed to second semester of graduate study
- Revisions must be must be approved by graduate advisor
 - Course substitutions
 - Changes from thesis to non-theses option

Leveling Courses

- Additional hours required of undergraduate work
- Must maintain 3.0 GPA

Courses Counted for another Degree

 Courses used to fulfill a degree cannot be used to fulfill requirements for another same level degree

Transfer Credit Courses

- Master's degree up to 6 hours
- Doctoral degree up to 24 hours
 - o From accredited institutions only
 - Graduate level didactic courses only
 - Courses must meet established time limits

Reservation for Graduate Credit

- Must be last semester
- Must not lack more than 12 hours to complete baccalaureate degree
- Must have a 3.0 grade point average in all upper level courses
- Total enrollment must not exceed 15 hours or 9 hours in a summer session.
- Graduate Research, Individual Studies or Seminar courses cannot be reserved
- Option limited to one term only

Time Limits

- Master's degree six years
- Doctoral degree Eight years
 - Doctoral students exceeding time limit must submit a Progress Report
 - Doctoral students with 96 earned hours are ineligible for state funded assistantships
- Request for extension by graduate advisor or if applicable, by thesis/dissertation supervisor

Enrollment Verification

Minimum hour requirement must be in graduate or doctoral level courses or approved undergraduate credit courses

Registration in excess of maximum load requires Graduate School approval

Students receiving financial aid must enroll for a minimum of 4 hours every semester to maintain financial aid eligibility. Contact the Graduate School for information on 1, 2, & 3 hour research courses available for students.

Fall and Spring

Full-time 8 hours or morePart-time 8 hours or less

Maximum Load 15 hours

Summer & 10 Weeks

Full-time 3 hours or morePart-time 2 hours or less

Maximum Load 6 hours

Maymester & Wintermester

Full-time 3 hours or morePart-time 2 hours or less

Maximum Load 6 hours

Career & Professional Development Services Cooperative Education Program

• Full-time for the semester of enrollment only

Thesis & Dissertation Students

- Full-time status granted for 2 semester if enrolled in 5399 only
- Full-time status granted for 3 semesters if enrolled in 6322 or 6399 only

Non-theses Students

• Full-time status granted for one final semester only if enrolled in less than 9 hours and have applied for graduation

Registration

The Graduate School will only assist if problems exist

HOLDS

- The following HOLDS must be cleared by the graduate advisor or department
 - o Departmental Holds
 - o Major Holds
 - Advising Holds
 - o Prerequisite/Test Score Holds
 - Capacity/Closed Course Holds
- Level HOLDS cleared by the Graduate School
 - Enrollment in reservation for graduate credit courses
 - o Enrollment in leveling courses

Master's level students may enroll in doctoral level courses if the department does not have level restrictions. Contact the University Curriculum Coordinator and the Records Scheduling Coordinator to remove level restrictions.

Academic Standing

Probation

- Graduate students in graduate programs must maintain a 3.0 cumulative grade point average or higher in all courses
- Non-degree, Teacher and Professional certification and/or endorsement students must maintain a 2.5 cumulative grade point average in all courses
- Failure to meet cumulative GPA requirement will result in academic probation
- If placed on academic probation, the cumulative GPA must be raised to a 3.0, or 2.5 if applicable, by the conclusion of the next semester of study or dismissal from the Graduate School will result

Dismissal

- Dismissed students must remain on suspension for one semester before appealing for reinstatement
- Appeals are submitted by the Graduate Studies Program Committee to the Dean of the Graduate School
- Only the Dean of the Graduate School can approve reinstatements
- If reinstated, the cumulative GPA must be raised to a 3.0, or 2.5, by the conclusion of the first semester of reinstatement

Individual programs or departments may impose more rigorous GPA requirements

All coursework completed at the graduate level is part of the GR academic record/transcript and all grades earned are part of the cumulative GPA

Courses cannot be repeated for GPA recalculation at the graduate level

Graduation

- Degrees are conferred at the end of each long semester and at the end of the summer semester
- Formal ceremonies are held in May and December
- Summer candidates may participate in the May commencement if lacking only six hours for completion
 - Application process must be completed by the published deadlines for May commencement
 - o Names of summer candidates will only appear in the fall commencement program
- Doctoral candidates who participate in commencement must defend by Dead Day of the intended term of graduation
- Summer Doctoral candidates who participate in spring commencement must defend by Dead Day of the spring semester

General Graduation Requirements

- Completion of all coursework as listed on the approved degree plan
- Filing of the Graduate Advisor approved Application for Graduate Degree
- Verification of enrollment during semester of graduation
- Satisfactory completion of an oral or written examination and/or defense of a thesis or dissertation
- Acceptance of thesis or dissertation by the Graduate School

Application for Graduate Degree

- Diploma and if applicable, the thesis or dissertation on-line publishing fee, is billed to the student's Goldmine account – fees can be paid anytime during the semester
- Applications submitted after the posted deadline are assessed a late fee
- Candidates will receive email notification upon approval of the application
- Application valid for one semester only
- Student must reapply if unable to graduate in the semester specified on the application
- Applications for graduation may be deferred once with graduate advisor approval
- Fees are not reassessed if student reapplies for graduation
- Fees are non refundable

Thesis/Dissertation Requirements

- Subject to the approval of the supervising committee and ultimately to the approval of the Graduate School
- Initial enrollment in 5398, 6320 or 6398
- Continuous enrollment in 5399, 6322 or 6399 every semester work on the thesis or dissertation is being conducted until completion
- Students may not enroll in 5398/99, 6320/21 or 6398/99 simultaneously
- Students may only enroll in 3 hours of thesis or dissertation at any one time
- The thesis/dissertation should be submitted for format check prior to the scheduled defense date
- The final Graduate School approved thesis/dissertation must be submitted in PDF format on a rewriteable CD in a case with the Completion/Defense Form and Signature page
- Final submission of the thesis/dissertation for on-line publication at the UMI website
- Credit in theses or dissertation courses will be granted after successful completion and approval of the thesis or dissertation
- Theses and dissertations are regarded as publications once they are approved and submitted

Non-theses Requirements

- Submitted to the academic graduate department only
- Submission to the Graduate School not required
- Submission of a Completion/Defense form is required

Final Examination

- All degree candidates are required to successfully complete an oral and/or written examination
- Examining committee should consist of at least three graduate faculty members
- One member must be from outside the department
- Committees may elect to dismiss a student after a second failure
- Students should not be allowed to take the examination more than two times

Graduation

- Degrees awarded & posted approximately 30 days after graduation
- Diplomas arrive approximately 90 days after graduation
- Letters of Completion can be requested from the Graduate School
 - Thesis or dissertation students must have successfully defended
 - Non-these students must submit verification from instructors of successful completion of final courses

Graduate Certificates

Submit an Advisor approved Application for Graduate Certificate

- Certificates awarded at the end of each term
- Certificate is noted on the transcript

Grades

Standard Grading Mode: A, B, C, D, F, I, N, P, W, CR

- P Grade does not stand for Pass
- P grade stands for In-Progress
- P grade does not affect the CGPA or Earned Hours

Pass/Fail Grade Mode: S (Satisfactory),

U (Unsatisfactory)

- Courses in which continual enrollment is required until completion such as thesis or dissertation, should be awarded a grade of P-In Progress
- Upon successful completion, the instructor of record awards an appropriate letter grade
- Standard letter grades should not be awarded to students who do not successfully complete the thesis
- Credit is given in the Graduate School for grades of A, B and C only
- Students cannot be cleared for graduation with letters of I, N or P on the final transcript
- Graduation candidates with Incompletes on the final transcript will be awarded the semester the Incomplete comes off the final transcript which may be different from the intended semester of graduation

Outstanding Thesis and Dissertation

- Presented during spring Honor's Convocation
 - o Outstanding Dissertation & Thesis in Science/Engineering/Health Sciences
 - Outstanding Dissertation & Thesis in Humanities/Social & Behavioral Sciences/Business/Education
- Eligible theses and dissertations are those submitted for May, July and December commencements of the previous calendar year

Procedures for Outstanding Dissertation

- Each doctoral program nominates one dissertation
- Nominator provides written justification & supporting materials
- Nominations are sent directly to the Graduate School

Procedures for Outstanding Thesis

- Department faculty nominate theses
- One thesis selected to represent each program
- Theses forwarded to the college dean with written justification & supporting materials
- Each college selects a thesis and forwards it to the Graduate School
- An ad hoc committee reviews nominated theses & dissertations and makes recommendations to the Dean of the Graduate School

Other Information

Returning Students

 Must reapply for admission if absent for more than one year and have not been granted a leave of absence · Application fees will be assessed

Leave of Absence

- Submitted to the Graduate School by graduate advisor at request of student
- Maximum leave granted is one year
- Returning students must notify the Graduate School to reactivate records

Change of Major

- Students must reapply for admission into the new program
- Student must complete one full semester in current program before applying for admission into new program
- Students remaining in current program but changing levels must also reapply for admission
- · Application fees are reassessed

TOEFL Requirement

- Minimum score of 213 is required (550 paper-based exam or 79 on the internet-based exam) on the TOEFL exam for admission into graduate programs.
- International students who score a minimal 213 (550 on the paper-based exam or 79 on the internet-based exam) will be admitted unconditionally, assuming that all other admission criteria have been met.
- International students who score between 500 and 550 (173-213 on the paper-based exam or 61-79 on the internet-based exam) can be admitted conditionally, assuming that they meet all other admission criteria.
- Graduate students admitted conditionally must meet the required 550/213/79 test score within
 the first year. If the student does not meet the requirement within the first year, he/she may be
 dismissed from the Graduate School.
- As with any graduate student admitted conditionally, these students are not eligible for appointment as a teaching assistantship or a graduate research assistantship until the condition has been met.
- International students with a TOEFL score below 500/173/61 will not be considered for admission.

Assistantships at UTEP

- Admission to a degree or certification program without admissions conditions
- Students that are Non-Degree seeking are not eligible to be appointed
- Full-time enrollment in courses required for the degree or completion of the certification program
- Good academic standing 3.0 or above
 Departmental memos request student appointments on probation –Justification; the student has been working on this research and I need him/her to continue.
- Satisfactory progress toward your degree for re-appointment Appointing department would have to check on student progress
- Graduate students that have 90 or more credit hours can not be appointed (with state funds)
- An approved Preliminary Degree Plan (PDP) on file at the Graduate School
- TA's, RA's, GA's and stipend recipients must be registered for 9 credit hours a semester;
 Masters students are limited to two years of support as a TA, RA, or GA and may not work more than 50% time.
- Doctoral students are limited to four years of support under an assistantship and may not Work more than 50% time unless approved by the graduate school dean.
- International Students may not be appointed if they do not meet official TOEFL Score of 550.

Revised Policy on Graduate Stipends/Fellowships

- Research active faculty members can offer competitive Graduate Research Fellowships of a minimum of \$1,000 to eligible graduate students.
- Graduate Research Fellowships are administered by the academic department and are open
 to all eligible graduate students. Domestic, International and Texas residents are considered to
 be eligible for these awards.
- A Departmental committee reviews the applications for these competitive graduate fellowships and makes a recommendation to the Department Chair. The Department Chair documents the selection process and justifies why the student(s) is being awarded the research fellowship.
- Graduate students holding these fellowships qualify for in-state tuition. They must be enrolled for a minimum of nine semester hours (3 hours in the summer) and maintain a minimal 3.0 GPA for each semester in which the assistantship is awarded.
- Graduate students who are on probation are not eligible for the Research Fellowships. The award may be renewable for one additional year.

Helpful Banner Screens

SAAADMS View access to student admission screen

SHATERM View access to student transcript with CGPA by semester

SHACRSE View access to student academic history

SPACMNT View access to comments entered by the Graduate School and the Records &

Registration Office

SHADEGR View access to graduation information

Includes degrees awarded & dates of completion

SO – Sought Degree; student has not applied for graduation

PN – Pending Degree; student has applied for graduation

WS – Walk in summer commencement, Pending Summer Degree

WF – Walk in fall commencement; Pending Summer Degree

SOQHOLD View Access to Student HOLDS

SGASTDN View access to current registration screen

Includes current major, degree, student standing and academic standing

SHAQPNO View access to titles of Graduate School approved theses and dissertations