



STUDENT RECORDS

REGISTRAR AND ACADEMIC RECORDS

MB 1231

(432) 552-2635

Questions concerning a student's U.T. Permian Basin academic record, TASP status, adding or dropping courses, change of name, change of address, change of residency, classrooms, registration, graduation, honors, 45 plus hour rule, academic probation or dismissal, and withdrawal from The University should be referred to the Office of the Registrar.

❖ Adding/Dropping Courses

Courses may be added or dropped by completing a drop or add form in the Registrar's Office. Courses dropped after the 10th class day requires the signature of the instructor. The last day to drop will be at the end of the 10th week of class. Consult the current semester class schedule for add and drop deadlines and refund policies. Be sure to make a note of the last date to drop. Courses cannot be dropped after that date.

❖ Withdrawing from all Classes

Students wishing to terminate attendance in all courses, in which they are registered prior to the end of the term, must withdraw from The University. A withdrawal form must be completed and taken to various departments to obtain clearance. The withdrawal cannot be processed until all signatures are obtained and the form is returned to the Office of the Registrar.

PLEASE NOTE: THE STUDENT MUST INITIATE ALL ADD/DROP OR WITHDRAWAL PROCEDURES. FAILURE TO ATTEND CLASS WILL NOT RESULT IN AUTOMATIC WITHDRAWAL BY THE UNIVERSITY.

FAILURE TO OFFICIALLY DROP A COURSE WHICH YOU HAVE STOPPED ATTENDING WILL RESULT IN A GRADE OF "F".

❖ **Six Drop Rule:** Section 51.907 of the Texas Education Code states, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This rule is in effect for all freshman students entering college for the first time during the Fall 2007 semester.

❖ **Thirty credit hour limit rule (FOR FRESHMEN ENTERING DURING FALL 2006)**

Beginning the Fall 2006 Semester, first time freshmen, and entering freshmen thereafter, will be under the 30 Plus Hour Rule. The rule states that students who attempt more than 30 credit hours

over their degree plan at Texas State funded institutions of higher education and have not yet earned a baccalaureate degree will be charged out-of-state tuition. Attempted hours includes hours a student is registered for through the census class day. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Students who has a transcript of course work prior to the Fall of 2006 are grandfathered from the 30 Plus Hour Rule but may fall under the 45 Plus Hour Rule.

❖ **Forty-Five credit hour limit rule**

Beginning the Fall 1999 Semester, first time freshmen, and entering freshmen thereafter, will be under the 45 Plus Hour Rule. The rule states that students who attempt more than 45 credit hours over their degree plan at Texas State funded institutions of higher education and have not yet earned a baccalaureate degree will be charged out-of-state tuition. Attempted hours include hours a student is registered for through the census class day. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Students who have transcribed course work prior to the Fall of 1999 are grandfathered from the 45 Plus Hour Rule.

❖ **Change of Name/Address**

The student's official address of record is maintained in the Office of the Registrar. This address will be used for all correspondence, including official notification of grades and academic status, such as academic honors or probation. In addition, other university offices such as Financial Aid, the library, accounting, and others rely on the official address of record as it is kept in the Registrar's office. Any change or name or address must be made in the Office of the Registrar. Changes in social security numbers require that the student present a social security card as proof of the change. Please keep the Registrar informed of each address change while you are a student to be sure you receive important mail from the University.

❖ **Class Attendance**

Regulation of class attendance is the option of the instructor. It is the responsibility of the student to determine if class attendance is mandatory or is counted as part of the grade earned. International students and veterans receiving educational benefits are encouraged to check with the Office of Admissions and the Office of the Registrar for specific regulations governing their class attendance.

❖ **Class Attendance on Religious Holy Days**

Students may be excused from class for religious holy days. Please see the Academic Regulations section of the University Catalog for specific information.

❖ **Grading**

Grade point averages are calculated on a 4.0 scale. To calculate your grade point average, multiply the course hours times the grade points (A=4, B=3, C=2, D=1) and add up all your classes. For example, three hours of A (=12 points) plus six hours of B (=18) plus three hours of C (=6) give you a total of 36 credit points, divide that by the total hours you took (36/12= 3) and you know your grade point average (3.00). Do not include in the calculation courses for which a grade of "S" was earned. A grade of "U" calculates the same as an "F".

❖ **Graduation**

A Graduation Application must be completed either at registration or in the Office of the Registrar before the 12th class day of the semester the student plans to graduate. Information concerning degree requirements can be found in the “Degree Requirements” section of the University Catalog. There is a graduation fee, which is not refundable, and must be paid each semester a student applies to graduate.

The University holds August, December, and May commencement ceremonies each year. All students who apply to graduate will receive information concerning commencement dates, caps, gowns, and announcements.

❖ **Graduation with Honors**

Students are eligible to graduate with Latin Honors if they have completed a minimum of 48 hours at U.T. Permian Basin, are receiving their first baccalaureate degree, and have a cumulative GPA of 3.50 or above. Grade point requirements for Latin Honors are as follows:

Cum Laude	3.50-3.7
Magna Cum Laude	3.80-3.89
Summa Cum Laude	3.90-4.00

Graduate students are not eligible for Latin Honors.

❖ **Dean’s Honor Roll**

Undergraduate students are eligible for Dean’s honors if they have completed 12 hours at U.T. Permian Basin, are seeking their first bachelor’s degree, and have earned a semester GPA of 3.50 to 3.99

❖ **President’s Honor Roll**

Undergraduate students are eligible for President’s Honors if they have accumulated 12 hours at U.T. Permian Basin, are seeking their first bachelor’s degree, and have earned a semester GPA of 4.00. For additional information, please see the “*Grading Policies*” section of the University Catalog.

❖ **Permanent Records/Undergraduate Students**

Official files are maintained in the Office of the Registrar. Requests for copies of any item in the file, for which a fee will be charged, must be made in the Office of the Registrar. All transcripts submitted to the University become the official property of the University.

❖ **Probation and Dismissal**

Students who have attempted 12 or more credit hours and have a GPA of less than 2.00 will be placed on academic probation. Students on academic probation have 12 hours or 2 semesters, whichever occurs first, to raise their GPA to a minimum of 2.00. Failure to raise the GPA can result in academic dismissal. Please see the “Grading Policies” section of the Catalog for more detailed information concerning academic dismissal and the student’s right of appeal.

❖ **Registration**

Fall, spring, and summer registration dates are listed in the class schedule for that semester. Late registration is held in the Office of the Registrar (MB 1231) according to the Late Registration schedule printed in the class schedule.

❖ **Transcripts**

Transcripts of grades earned at U.T. Permian Basin are available in the Office of the Registrar. The Family Educational Rights and Privacy Act requires that the student sign all transcript requests and releases. Transcripts cannot be requested by phone.

❖ **Web Courses**

Registration procedures are not different for web courses. Web courses do require that the student have frequent access to a computer and the Internet. Students should be aware that web courses are not self-paced.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 1232g, and the Texas Public Information Act, Texas Government Code Sec. 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.

FERPA rights apply to a student, a person who is or who has been attending this institution regardless of age.

FERPA applies to personally identifiable information in educational records. Personal identifiable information includes items such as the student's name, social security numbers, and personal characteristics or other information that make the student identity easily accessible or traceable.

Terms defined for students under FERPA: Educational Records

They are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. By definition educational record means any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche and digital image.

What is not included in my educational record?

- Sole possession records (note kept in sole possession of the maker: ex. personal notes or personal memory aids)
- Medical or psychological treatment records
- Employment records, where the employment is not dependant on being student
- Law Enforcement records
- Records that may be collected after an individual is not a students at this institution
- have some control over disclosure of information from his or her educational record

Student right to review record

Upon written request, the University shall provide a student access to his or her educational records except for financial records of the student's parents or legal guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review or be informed on only the specific information about his or her own records. Educational Records are normally made available to student within forty to forty-five days from the date requested. The contents of the student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading or other wise in violation of the privacy rights of the student by the submitting a written statement to the custodian of the records (University Registrar).

The Family Education Rights and Privacy Act was not intended to provide a process to be used to question substantial judgments that are correctly recorded. Under these specification students may not request adjustments be made to grades that are recorded as issued by the faculty, outcomes to disciplinary hearing, judgments recorded as part of an assessment process, and to other correctly documented judgments. Student must refer to other institutional process to address these concerns.

A student may obtain copies of their record at a charge of 10 cent per page, unofficial transcripts from other institutions \$2 per page, and unofficial copy of the University at no charge, and official transcript of the University at the charge of \$7.00.

Directory information

FERPA identifies certain information as directory information, which can be disclosed without the student's permission. Here is what the University defines as directory information:

- Student's Name , address, telephone listing, electronic mail address
- date and place of birth, photographs
- participation in official recognized activities and sports
- Field of study
- weight and height of athlete
- Enrollment Status (Full-,part-time, undergraduate, graduate)
- degree & awards received
- dates of attendance
- most recent previous school attended
- *Marital status
- *Religious preference
- *Student Parking permit information
- *Current Class Schedule
- *Current number of hours enrolled
- *Class roster

NOTE: For public institutions in Texas, the asterisk denotes additional items the Attorney General of the State of Texas has determined to be public information.

Withholding Information

Students may have any or all **directory** information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester or the first 4 class days of a summer semesters. A request to withhold information may be submitted after the stated deadline for a term, but information may be released between the deadline and receipt of the request. A student who has asked to be excluded from any directory information release will remain flagged until the student requests that the flag be removed.

Access to student educational records:

FERPA, non-directory information may not be released without written consent from the students. As a service to the student the University has policy to release certain information to outside requestor only and when a student has completed a student FERPA release of information form. This form is available to student at the Office of the Registrar or the Office of Vice President for Student Services.

The University 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, except as follows:

- To appropriate University officials who require access to education records in order to perform their legitimate education duties;
- 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 copy of the record if desired;
- To federal, state, or local officials or agencies authorized by law;
- In connection with a student's application for, or receipt of, financial aid;
- 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;
- To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
- 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;
- In an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or

- To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

Legitimate Educational interest or duties:

It is access to education records by the appropriate University administrator ,faculty, or staff who requires access in order to perform their official duties and business. Details on the University's policies and procedures on the access to student records can be found in the University's *Handbook of Operating Procedures*, Part VI Section 15. This can be found at the following internet address: www.utpb.edu.

Complaints regarding alleged failure to comply with the provision of the FERPA may be submitted in writing to the Family Policy Compliance Office , U.S. Department of Education, 600 Independent Avenue S.W. , Washington , D.C. 20202-4605