

## College of Sciences Undergraduate Advising Center SUMMARY OF IMPORTANT UTSA POLICIES

NAME: \_\_\_\_\_ ID: @ \_\_\_\_\_

DECLARED

DEGREE/MAJOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

UTSA EMAIL: \_\_\_\_\_@my.utsa.edu

- 1. Catalog of graduation:** This is the catalog in effect at the time that you entered your first semester at UTSA. This catalog governs your degree plan requirements and rules for graduation. Some transfer students may be eligible to move back to an earlier catalog according to when they were enrolled at a Texas Junior College. Before choosing to do this, the student should compare eligible catalogs to see how the transfer courses fit and what, if any, requirements have changed. To graduate, the student must meet the requirements for a degree listed in the student's catalog of graduation. Eligibility for graduation under any catalog extends for 7 years from the date the student first enrolled under that catalog.
- 2. Official Degree Plan:** The only "official" degree plan is the one stated in the student's catalog of graduation. Policies and procedures outlined in the UTSA Information Bulletin apply to all students, regardless of their declared catalog. The student is individually responsible for reading and complying with his/her catalog degree requirements and policies outlined in the Information Bulletin. The Advising Center has created tools to help you chart your progress. *It is your responsibility to check with the catalog and/or Advising Center for any changes in curriculum or university requirements.*
- 3. Course Prerequisites:** The course prerequisites are listed with the course description in the student's catalog. They are set up by the departments to ensure that you have the necessary background knowledge to do well in that course. Prerequisites can be waived only with the signature of the instructor and the department. To determine what prerequisites are currently being enforced by BANNER, check the prerequisite website <http://www.utsa.edu/advise/GOTPREREQS.htm>.
- 4. Grade repeat policy:** Students may retake courses to replace in GPA if:
  1. The student received a grade of "D" or "F," whether the course is taken after earning 45 hours or if the course is upper division.
  2. This is the first time re-taking the course to replace in the GPA. An individual course can only be repeated once to replace in the UTSA GPA.
  3. The student has replaced no more than 4 courses in their GPA. A student can only retake 4 courses in the attempt to replace them in the UTSA GPA.
- 5. Three-Attempt Policy:** On the student's third attempt of any single course, including W grades in the course, the student will be assessed an additional fee (above normal tuition) of \$121 per semester hour.
- 6. Transfer credit:** Only 66 hours of Junior College coursework may be applied to a student's degree plan. More hours may be transferred to UTSA, but ONLY 66 hours may be applied toward a degree.
- 7. Residency requirements for graduation**
  1. A minimum of 25% of the total semester credit hours used to satisfy degree requirements must be taken in residence at UTSA.
  2. Of the final 30 hours taken to complete the degree, 24 hours must be taken at UTSA.
  3. All of the last 30 hours must be taken at UTSA if you are pursuing a second (or third, etc.) undergraduate degree AND if you only have 30 hours to complete this degree.
  4. A minimum of 39 upper-division hours must be completed in the degree plan, of which 18 must be taken at UTSA.
  5. A minimum of 6 upper-division hours in the major must be completed at UTSA.

**8. Grade point average requirements for graduation**

1. Minimum 2.0 in the Major.
2. Minimum 2.0 in all UTSA coursework.

**You must apply for graduation by the publicized deadline date on-line through ASAP.**

**9. 45-Hr Rule\*:** Students who initially enrolled at a Texas public institution of higher learning **between the fall 1999 and the fall 2006** may attempt **no more than 45 hours** in excess of the number of hours required for completion of their degree program. Students who exceed this limit will be charged \$121 more than the regular tuition for each hour attempted in excess of the limit. For students who initially enroll in a Texas public institution of higher education **in the fall 2006 or later**, the limit will be **30 hours** in excess of the number of hours required for completion of their degree program. Hours attempted at out of state institutions or non-public Texas institutions are not subject to this limit. The limit is not increased when a student declares a minor. The limit is increased for a second major to the extent that courses required by the second major do not duplicate courses required by the first major.

**10. 45-hr and 90-hr Holds\*:** Beginning with the Fall Semester of 2006, students will be required to visit an academic advisor after earning forty five (45) semester hours and again after earning ninety (90) semester hours. The purpose of these visits will be for the student and the advisor to collaboratively develop a detailed plan showing which courses the student expects to complete in each semester, culminating in a projection of the student's semester of graduation.

**11. Withdrawal from University\*:** Students may not withdraw from all of their classes (including their only class) on ASAP. Students who wish to withdraw (withdrawal is equivalent to dropping ALL classes in which the student is registered) from UTSA must complete a Withdrawal Form, obtain an advisor's signature, and return it to Enrollment Services. The form may be obtained in the advising center or at Enrollment Services. **Students should refer to the online registration instructions each semester for deadlines to withdraw.**

**12. 6-Drop Limit:** Students who enrolled in a Texas public institution of higher learning **in Fall of 2007 or later**, may not drop more than 6 classes after the census date throughout the completion of their undergraduate college career. Complete withdraw from the university will not count towards this limit. Courses dropped prior to census date will **not** count toward limit.

**13. Tuition Rebate Policy:** For more information on the tuition rebate policy, please see [www.utsa.edu/registrar/tuition\\_rebate.cfm](http://www.utsa.edu/registrar/tuition_rebate.cfm).

**Your signature indicates that the Advisor has covered all of the above with you and has given you a copy.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY OF IMPORTANT SKILLS STUDENTS NEED**

- 1. Automated Student Access Program (ASAP):** Know how to access ASAP from the UTSA home page.
- 2. Logging on to ASAP:** Know how to log on to ASAP.
- 3. Online schedule:** Know how to conduct course searches on the online course schedule.
- 4. Registration instruction:** Know how to locate important dates and other important Information in the registration instructions online document.