

COLLEGE OF SCIENCES

**ACADEMIC POLICIES AND PROCEDURES
HANDBOOK**

September 2006

The University of Texas at San Antonio

TABLE OF CONTENTS

	<u>Page</u>
I. General Advising Policies	1
1. Advising Responsibilities	1
2. Evaluating Transfer Courses	1
3. Waivers and Substitutions	2
4. Degree Checks	3
5. Credit by Examination	3
6. Prerequisites	3
7. College Honors	4
8. Change of Major/Change of Catalog.....	4
II. Registration; Late Registration	4
1. Registration Procedures	4
2. Authorized Signatures.....	5
III. Add, Drop and Change of Section Policies	5
1. Required Signatures	5
2. Adds to Full Sections	5
3. Late Adds	5
4. Late Changes-of-Section	5
5. Student Drops.....	5
6. Drops After the Drop Deadline	6
7. Administrative Drops.....	6
8. Withdrawal from The University	7
9. Feedback to Students Prior to Drop Deadline.....	7
IV. Census Date	7
1. Verification of Enrollment.....	7
2. Adds After the Census Date	7
3. Roster Checks.....	7
V. Special Enrollments	8
1. Independent Study	8
2. Undergraduates in Graduate Courses.....	9
3. Auditing Courses.....	10
4. Challenge Examinations	10

VI.	Class Syllabus	10
VII.	Policy on Final Examinations	11
VIII.	Student Study Days	12
IX.	Grades and Grading	12
	1. Final Grades	12
	2. The Grade of "W"	12
	3. Grades of Incomplete	13
	4. Change-of-Grade Other Than Incompletes.....	13
	5. Posting of Grades	14
X.	Repeating Courses	14
	1. Miscellaneous Information	14
XI.	Academic Probation, Dismissal, and Reinstatement	15
	1. Academic Probation.....	15
	2. Academic Dismissal.....	15
	3. Reinstatement.....	16
XII.	Scholastic Dishonesty	16
	1. Definition.....	16
	2. Jurisdiction	17
	3. Faculty Involvement in Cheating Cases.....	17
	4. Legal Ramifications	17
XIII.	Important Reference Materials	17
	Appendix	18

The College of Sciences

Academic Policies and Procedures

I. General Advising Policies

1. Advising Responsibilities.
 - a. Majors in the College of Sciences who have accumulated 30 hours or more will be advised in the College of Sciences Advising Center, SB 2.01.08. Although each student is individually responsible for reading and following the catalog, advisors are expected to interpret catalog material and to provide additional information for advisees. Students with less than 30 hours are required to be advised by the Freshman Advising Office located in MS 2.02.18.
 - b. Because of the technical nature of the disciplines in the college, each department will name a faculty member to serve as its Faculty Advisor of Record to assist the academic advisors in the College of Sciences Advising Center in the advisement of majors and minors in that department.
 - c. Although formal advisement occurs in the College of Sciences Advising Center, the College recognizes that faculty members play an important role in the mentoring and advisement of students. Each faculty member is encouraged to be involved as much as possible in the advisement of our students, especially in his or her mentorship role. Faculty members can give students insights into career fields and guide them as to which courses are more suitable to the students' talents and interests.
 - d. Undergraduates who have not yet selected a field of study or a college in which to major should be sent to the Tomás Rivera Center for Student Advising-Student Development for advisement.
 - e. Students seeking teacher certification should be advised to consult with the Office of Teacher Certification.
 - f. Students should not be sent to the Office of Admissions and Registrar for advisement. The Office of Admissions and Registrar does not advise students on courses to be taken (including Core Curriculum requirements).
2. Evaluating Transfer Courses. Advisors are not authorized to evaluate transfer courses outside the major and support areas. Advisors should not

indicate to students that specific transfer courses will meet UTSA Core Curriculum requirements unless the Registrar's Office has identified such courses as UTSA equivalents which match courses on the Core Curriculum requirements list in the catalog. Advisors may evaluate courses in the major and support areas when the Registrar's office has indicated on the transfer evaluation that a course is transferable. The advisor may use for major and support work a transferable course for which the Registrar's office has indicated no UTSA equivalent. For such courses, the advisor should submit a Request for Substitution form to the Office of the Associate Dean for Academic Affairs for final approval.

3. Waivers and Substitutions.

- a. Approval of all waivers and substitutions must be obtained before the student applies for graduation. Students should be encouraged to obtain approval of substitutions before enrolling in the course to be substituted.
- b. Requests by undergraduates for substitutions outside the major and support areas and for waivers of degree requirements must be made on the Student Petition for Waiver/Substitution of Degree Requirements form or the Student Petition of Waiver/Substitution of Core Curriculum Requirements form and approved by the student's advisor and submitted to the Office of the Associate Dean for Academic Affairs for action. Final decisions on a petition for a waiver of a Core Curriculum requirement will be made by the associate dean of the college in which the Core Curriculum course resides. Final decisions on all other petitions for waivers will be made by the Associate Dean for Academic Affairs. Any appeals of decisions should be routed through the Office of the Associate Dean for Academic Affairs to the Associate Vice President for Academic Support and Undergraduate Studies.
- c. Waivers for undergraduates will not be granted under any circumstances for the following graduation requirements: (1) the total number of hours required for the degree; (2) the 39 upper-division hours; (3) the 30 semester hour minimum (including 18 upper-division hours) to be completed at UTSA; (4) 6 upper-division hours in residence at UTSA in the major; and (5) a grade-point average of at least 2.00.
- d. Lower-division courses may not be substituted for upper-division courses. If the equivalent of a required upper-division UTSA course is completed at an accredited institution as a lower-division course, the course need not be repeated, but another upper-division course, as approved by the student's advisor, must be completed at UTSA in substitution.

- e. No one has the authority to make substitutions for teacher certification requirements except the Director of the Office of Teacher Certification.
 - f. Petitions for late degree application requests should be submitted to the Associate Dean for Academic Affairs. The Office of the Associate Dean for Academic Affairs will notify the student of the decision. Absolutely no petitions will be considered after the Registrar's Office cut-off date.
4. Degree Checks. Advising center advisors have the capability of preparing degree plans using CAPP to assist a student who is curious about what additional course requirements will be required if he or she changes his or her major.
 5. Credit by Examination. It is possible for undergraduates to earn credit by examination. The policies concerning such credit are printed in the current catalog. Information on specific tests is given in a brochure which can be obtained from the Testing Center at UTSA. No exceptions will be made to the minimum passing test scores published in the Credit by Examination brochure.
 6. Prerequisites. The prerequisites for a course are the ones listed in the student's catalog of curriculum. Placement into a course in the same discipline that is at a higher level than a prerequisite course by a UTSA placement examination is also sufficient for satisfying a course prerequisite.

Enforcement of prerequisites for a course will generally be done by Banner. Students are responsible for ensuring that prerequisites have been met before enrolling in any course. When a student has not met the specific prerequisites listed in the current UTSA catalog, he or she must obtain permission from the instructor and the chair of the department that offers the course in order to register for the course.

Individual faculty members may request the department chair to drop from their classes those students not satisfying the prerequisites for the course. The department chair should direct a memorandum to the dean requesting that a student be administratively dropped from a course because of failing to meet the prerequisite requirements.

Dropping students from courses because of failing to meet prerequisite requirements should be done as soon as possible and preferably by the census date.

7. College Honors. The College designates certain of its outstanding students as Honors students. College Honor students have the opportunity for advanced study under close supervision of faculty and will receive the notation of "College Honors" on their transcripts after graduation. To be eligible for the program, students must have a minimum overall grade-point average of 3.0 at UTSA and a minimum grade-point average of 3.0 in courses in their major at UTSA. In order to receive the designation of "College Honors" on his or her transcript after graduation, a student must
 - a. have a supervising committee consisting of a college faculty member serving as the supervising professor and a second college faculty member,
 - b. enroll in the appropriate honors research courses in the student's final two semesters at UTSA,
 - c. complete a research project and write an honors thesis, and
 - d. obtain the approvals of his or her supervising committee, faculty in the department, and the college honors committee.

After a student has completed the requirements for College Honors, the Department Chair should direct a memorandum to the Associate Dean for Academic Affairs certifying that the student has met the requirements for College Honors including obtaining the approvals of the supervising committee and the faculty in the discipline. A copy of the student's honors thesis should also be submitted. This information will be forwarded to the college honors committee for its review.

8. Change of Major/Change of Catalog. Undergraduate students wanting to change their majors, must go to the college advising office for the major to which they want to change.

To change catalogs, the undergraduate student must go to their current college advising office.

II. Registration; Late Registration

1. Registration Procedures. The current Schedule of Classes and Registration Instructions contains detailed information on registration procedures and deadlines. Because this information changes with some frequency, specifics are not included in this document.

2. Authorized Signatures. During registration and the add/drop period (the first 12 days in a long semester), staff may be authorized by the Department Chair to sign add, drop, and change-of-section forms for the departments.

III. Add, Drop and Change of Section Policies

1. Required Signatures. During the first week of classes, adds, drops and change of sections should be processed via the telephone or Web registration systems. After the first week of the regular add/drop period through the census date, add and change-of-section forms do not require signatures beyond the departmental level. After the census date, add and change-of-section forms require the signatures of the Department Chair, the Associate Dean for Academic Affairs, and the Associate Vice President for Academic Support and Undergraduate Studies or the Dean of the Graduate School for graduate courses.
2. Adds to Full Sections. Only the Department Chair or his/her designated faculty representative may add students to a section which is full. Individual faculty are not authorized to do so, even when he or she wishes to permit a particular student to enroll in the course. In no case will a student be allowed to add a class where enrollment has already met room capacity.
3. Late Adds. After the twelfth class day in a regular semester or the fourth class day in a summer term (the census date), the add form must be signed by the Department Chair or his/her designated faculty representative. The student must then take the form to the Office of the Associate Dean for Academic Affairs, 2.110 BSE, for approval. An explanatory statement by the student justifying the late add must accompany the form. Late adds will be permitted only in extenuating circumstances. Student preference or convenience does not justify a late add.
4. Late Changes-of-Section. Change-of-Section forms after the census date must be signed by the Department Chair. The student must then take the form to the Office of the Associate Dean for Academic Affairs, 2.110 BSE, for approval. An explanatory statement by the student justifying the late section change must accompany the form. Mass section changes (as in the case of canceled sections) require only a single cover memo from the department for all the forms.
5. Student Drops. To drop a class, students must process the transaction via the telephone or Web systems. Students may not drop developmental classes or the last class in which they are enrolled via the telephone or Web.

Students, with at least 30 hours, may drop classes through the ninth week of a long semester or the third week of a summer session with an automatic grade of "W". Students with less than 30 hours may drop a course with an automatic grade of "W" through the last day to withdraw from the

University. The official drop deadlines are listed in the Schedule of Classes and on the Administrative calendar. After the drop deadlines, students may not process drops from classes under any circumstances.

For those courses dropped on or before the census date, no record of those courses will appear on the student's transcript.

6. Drops After the Drop Deadline. Requests for drops after the end of the drop period normally will be denied. However, under extraordinary circumstances, a student may be dropped after the drop deadline via an Administrative Drop.
7. Administrative Drops.
 - a. The Administrative Drop form may be completed only by the Associate Dean for Academic Affairs or Dean.
 - b. Administrative drops are granted only on the basis of a severe emergency such as hospitalization or some other similar severe problem beyond the student's control directly affecting the student. Administrative drops will not be granted for academic reasons.
 - c. A request for an administrative drop must adhere to the following procedures:
 - (1) The student must submit the Student Petition for Administrative Drop form to the Associate Dean for Academic Affairs, BSE 2.110, requesting an administrative drop. The petition must explain in detail the reasons for the request.
 - (2) If the request is based on a medical problem, a change in job schedule, a transfer, etc., documentation (such as a letter written on letterhead stationary by a physician or job supervisor) detailing the nature of an illness or situation must be provided by the student. Undocumented requests will be denied automatically.
 - (3) Letters of support from the instructor of the course and the chair of the department in which the course is offered will be helpful. The Associate Dean for Academic Affairs may discuss a request for an administrative drop with the instructor of the course involved.
 - d. Administrative drops may not be processed after the final day to withdraw from the University.

8. Withdrawal from The University. Students may withdraw from The University, that is, drop all of their classes, through Monday of the last week of classes. (The specific date is noted in the Schedule of Classes and on the Administrative calendar.) Students wishing to withdraw from the University must complete a withdrawal form at the College of Sciences Advising Center and turn the form in to the Enrollment Service Center. Graduate students may go directly to the Enrollment Service Center. To withdraw from The University, a student must withdraw from all classes; selective withdrawals are not allowed. On the final grade roster, the notation "W/F" will appear in the "Grade Option" column for students who withdrew from the University. Those students who are passing a course at the time of the withdrawal from the University must be assigned grades of "W"; those students who are failing must be assigned grades of "F".

9. Feedback to Students Prior to the Drop Deadline. In order that students may make informed decisions about dropping courses, faculty members are expected to give students significant feedback about their performance in courses prior to the Drop Deadline. Specifically, each faculty must give at least one examination (or some comparable project) and return that examination (or project) to the students graded prior to the student drop deadline.

IV. Census Date

1. Verification of Enrollment. After the twelfth class day of each semester and the fourth class day of each summer session, instructors receive rosters showing the official enrollment in their classes. The instructors are responsible for checking these rosters against the students actually attending class. In order to make this required roster verification, instructors may call the roll from the census date roster when it is received and at least once shortly thereafter or check the census date roster against examinations or homework assignments. Students who are attending a class but whose names do not appear on the roster should be sent to the Registrar's office to verify their enrollment. The names of students who are auditing classes do not appear on the class roster. Each semester a number of students attend classes and do all the work but whose names do not appear on the rosters and grade reports. Each faculty member should make sure that this does not occur in his or her classes. Grades cannot be assigned to students whose names do not appear on the grade reports.

2. Adds After the Census Date. See section III.3. Do not encourage students to attempt to add courses after the census date. Such requests are usually denied.

3. Roster Checks. In addition to verifying the census date roster, instructors should carefully check the mid-term roster they receive and the final grade

roster sent out at the beginning of the last week of classes. Instructors should be especially aware of checking for grades of “W” recorded for students still in attendance and for the absence of “W's” when students have officially dropped. When such discrepancies surface, the Office of the Associate Dean for Academic Affairs should be notified immediately.

V. Special Enrollments

1. Independent Study. An independent study course is a specialized study of a subject not offered in the regular curriculum; an independent study course normally should not duplicate other courses listed in the catalog.
 - a. Independent Study Course forms should be filled out in detail, including a description of the topic to be studied and a detailed statement about how the grade will be determined. The text included in the "Description of topic to be studied", and "Description of work to be required of the student and the basis upon which credit and grade will be assigned", sections of the Independent Study Course Form must be descriptive, specific, and clearly stated. In addition to any other requirements made by the instructor (problem sets, reading assignments, laboratory projects, field work, etc.), all students enrolled in an independent study course must submit a written report (minimum of 2 pages) to the Dean's office, in which they describe what they accomplished on the project, and how the course benefited them as a student. If the Independent Study project includes a written report, then a copy of this report should be submitted to the Dean's office to fulfill this requirement (no additional report will be required). The written report must be signed by the supervising instructor, and received in the Dean's office on or before the final day of scheduled classes. As per university policy, if a student enrolled in Independent Study earns a grade of incomplete, “IN”, he/she will have one year to complete the project and to submit the report to the Dean's office. A change of grade form will not be processed by the Dean's office until the written report has been submitted.
 - b. A student who wishes to enroll in an independent study course must fill out the Independent Study Course form and obtain the necessary signatures: instructor, advisor, Department Chair, and Associate Dean.
 - c. Requests for independent study courses will be reviewed by the Associate Dean. Students on academic probation should not be allowed to take an independent study course.
 - d. Students may not register for independent study courses by telephone or the Web. When the Independent Study Course form has been completed and authorizations obtained, the student should

take the form to the Enrollment Service Center during the registration period to register for the course.

- e. During the add/drop period, students must obtain all of the necessary signatures on the Independent Study Course form and obtain an add form in the department office.
- f. Students who are late registering must obtain all of the necessary signatures on the Independent Study Course form and take the form to the Enrollment Service Center for late registration.
- g. A maximum of six (6) hours of independent study can be applied toward a student's degree, regardless of discipline.

2. Undergraduates in Graduate Courses.

- a. An undergraduate student lacking no more than 12 hours for graduation may enroll in a graduate course and earn graduate credit. Specific conditions and procedures are outlined in the current undergraduate catalog and on the "Permission for Enrolling in Graduate Courses While an Undergraduate" form.
- b. Exceptional undergraduates, who have a GPA of 3.0, may take graduate courses for undergraduate credit. The "Permission for Enrolling in Graduate Courses while an Undergraduate" form must be completed prior to registration and accompanied by a copy of the student's transcripts.
- c. A student may not receive both undergraduate and graduate credit for the same course.
- d. To protect the integrity of graduate programs, undergraduates - except in unusual circumstances - should not be encouraged to take graduate courses.
- e. Students who already possess an undergraduate degree must use the "Permission for Post-Baccalaureate Students to Enroll in Graduate Courses if Admitted at the Undergraduate level" form.
- f. Some students admitted as special undergraduates attempt to gain admission to our graduate programs through the back door by taking several graduate courses and then demanding to be admitted as a graduate degree-seeking student. To avoid this and other problems, special undergraduates should not be permitted to take more than twelve hours of graduate courses. Graduate students may not count toward their degrees more than twelve hours of graduate courses taken as a special graduate or special undergraduate.

3. Auditing Courses. Both UTSA students and non-students may audit classes subject to the discretion of the instructor and Department Chair and the availability of seating. The policies governing audits (including a list of fees) are included in the current catalog.
4. Challenge Examinations

Students enrolled at UTSA may "challenge" any UTSA undergraduate course for which they have not already received credit. The option of whether or not to grant a request to challenge a course rests with the instructor of the course.

To challenge a UTSA undergraduate course, the student must enroll in the course and within the first three weeks of the Fall or Spring semester and the first week of a summer term submit a "Request for Challenge Examination" form to the Office of Admissions and Registrar. The examination is prepared and conducted by the instructor of the course. If the student's performance on the examination is at the grade level of "C" or higher, a grade of "CR" is submitted at the end of the term by the instructor on the grade report for the course along with a credit by examination notation and the course will apply to degree requirements as though it had been completed in the normal manner. If the student's performance on the examination is below the grade level of "C", the student may either drop the course or complete it in the normal manner. Students wishing to complete the course in the normal manner should notify the Registrar's Office so that the credit/no credit grading option will be removed from their record.

VI. Class Syllabus

Instructors are expected to distribute their course syllabi during the first week of class, preferably the first day of class. The syllabus should contain certain information about the course.

The course syllabus must contain the following information:

1. The instructor's office hours and office room number.
2. The name of the textbook(s) (if any).
3. A list of reference books or materials (if any).
4. A brief course outline.
5. The instructor's grading policy for the course. The policy should explain how the student's course grade will be determined. In particular, the policy

should enumerate the weights placed upon the examinations, quizzes, homework assignments, and other projects in the calculation of the final grade.

6. Prerequisites as listed in the current UTSA catalog.
7. The instructor's policy on make-up work.
8. The instructor's attendance policy.
9. Instructors of developmental courses will receive separate instructions for their syllabi prior to the first day of class.

VII. Policy on Final Examinations

1. The methods to be used in evaluating the performance of students are the prerogative and responsibility of individual faculty members, except for multiple-section courses where the department may provide for the necessary coordination of the evaluation procedures.
2. The dates and times of final examinations are found in the University Final Examination Schedule which appears in ASAP. No changes in dates or times are permitted, not even by a unanimous vote of the students in the class.
3. An instructor may choose not to give a final examination. However, if a final examination is given, all students should be required to take it and no exemptions may be allowed, except pursuant to a uniform exemption policy announced in the class syllabus.
4. Final examinations not returned to students must be retained by the instructor at least until the end of the next fall or spring semester.
5. No examinations, projects, or quizzes may be scheduled during the last week of classes. Laboratory classes are exempt from this policy. No classes, including laboratory classes, can meet for any purpose on the student study days. No assignments, projects, or examinations may be scheduled to be given or handed in after the end of the final examination period.
6. Take-home examinations may not be handed out or made due during the last week of classes, or during student study days. However, take-home final examinations may have a due date during the final examination period.
7. A student who is compelled to be absent from a final examination because of illness or other imperative reason may be permitted by the instructor to

postpone the examination and receive a grade of incomplete. A request by a student to postpone a final examination should be made preferably prior to the final examination, but in no case later than 48 hours after the final examination is scheduled.

8. A grade of incomplete, "IN", can be given only if the student has completed at least three-fourths of the course and is passing.

VIII. Student Study Days

Classes will not meet for any purpose (including examinations, review sessions, and presentations) on Student Study Days. Take-home examinations also may not be handed out or made due on these days.

IX. Grades and Grading

1. Final Grades. Final grades must be entered into Web for Faculty. Final grades may not be entered by anyone other than the instructor.

Grades of "W" may not be given on the final grade report unless the grading option W/F appears in the grade selection column of the report. (See the next section for policies governing the grade of "W".)

2. The Grade of "W".
 - a. UTSA does not have grades of "WP" or "WF"; students who drop or are dropped will receive either a grade of "W" or "F".
 - b. Students who drop after the Census Date but before the drop date will receive grades of "W" automatically; these grades will appear on the final grade reports on Web for Faculty and may not be altered by instructors.
 - c. Students who are dropped after the drop deadline via an administrative drop will be given either a "W" or an "F" by the Associate Dean for Academic Affairs, based on the circumstances of the drop. These grades will appear on the final grade report on Web for Faculty and may not be altered by instructors.
 - d. Students who withdraw from The University after the drop deadline will receive, based on their averages at the time of the drop, either a grade of "W" or "F". The notation "W/F" will appear in the "Grade" column of the final grade reports for these students, and the instructor will select either the "F" for those students failing the

course at the time of the drop or the "W" for those students passing at that time. No other grade may be recorded for these students.

3. Grades of Incompletes. The grade of incomplete, "IN", may be assigned, at the discretion of the instructor, when a student who has attended and satisfactorily completed three-fourths of a course and is unable - through no fault of his or her own - to complete part of that course. Grades of incomplete should not be given simply because a student "got behind", or because an instructor wishes to give a student extra time to meet the requirements of a course.
 - a. If an instructor has assigned a student an "IN" grade, the "Requirements for Removal of Incomplete" form must be completed on Web for Faculty at the time grades are entered.
 - b. Students assigned a grade of incomplete for a course should not register for the course again. Students should complete the work required by the original instructor. The original instructor will use this work to change the incomplete grade to a permanent grade.
 - c. Grades of incomplete ("IN") must be removed with a Change of Grade Form.
 - d. Grades of incomplete must be removed by the last day of finals week one year after they were given and before graduation. If these deadlines are not met, an "IN" grade for undergraduates will normally be converted to a grade of "F" or "NC" and for graduate students will remain a permanent "IN". There is no machinery to extend the deadline for removing an "IN" grade. Requests for extensions will be denied automatically.

4. Changes-of-Grades Other Than Incompletes.
 - a. A grade (other than "IN") can be changed only in case of an error in grade computation or an error in recording a grade. A change-of-heart by an instructor or additional work by a student are not acceptable reasons for grade changes.
 - b. A Change of Grade Form should be delivered to the department office by the faculty member in person. After the Department Chair signs the form, the department should forward the form to the Office of the Associate Dean for Academic Affairs.
 - c. Instructors may not automatically convert grades of "F" to "W" with change-of-grade forms. If a problem arises over a grade of "F" which an instructor thinks should have been a "W", the following

procedures should be followed: the student should direct a letter to the instructor requesting a grade change from "F" to "W"; if the instructor endorses the student's request, he or she should direct the endorsement and the student's letter to the Associate Dean for Academic Affairs through the Department Chair. The student should include any supporting documents (such as a letter written on letterhead stationary by a doctor).

- d. A grade of "IN", incomplete, may be changed by filing a "Change of Grade" form.

5. Posting of Grades

Students' grades may not be posted by using any information that can identify them, such as initials or a portion of the social security number or Banner ID number. In particular, instructors should not use any portion of their class rosters or grade reports to post grades. However, instructors may devise their own codes for the students in their classes and use those codes to post grades. The intent of this policy is to protect the confidentiality of student grades.

X. Repeating Courses

1. Miscellaneous Information. For policies governing the taking of a course more than once, including repeating courses to raise the GPA, refer to the current information bulletin.
 - a. Undergraduates, with fewer than 45 semester credit hours, who are on probation should be directed to the COS Advising Center where they will be informed that their grade-point averages can be improved more rapidly by repeating lower division UTSA courses in which grades of "D" or "F" at UTSA were received than by taking different courses to balance low grades with high ones.
 - b. Once a course is dropped from the current catalog, it cannot be repeated. If a course number is changed (i.e. BIO 1103 becomes BIO 1203), the course cannot be repeated for the purpose of raising a UTSA GPA. However, if a course number is changed and the Department feels that it is appropriate to use a grade in the new course to replace a grade of "D" or "F" in the old course, then the Department Chair may direct a memorandum to the Office of the Registrar through the Associate Dean for Academic Affairs requesting this action.

- c. Undergraduates receiving grades of "D" or "F" at UTSA and wishing to repeat the course at another institution may do so, but they should be advised that the repeated grade can be used only to satisfy degree requirements and will not affect the UTSA GPA. Students receiving grades of "D" or "F" at other institutions may repeat those courses at UTSA but the transfer average will not be affected. Only the grades earned at UTSA will be figured into the UTSA GPA.
- d. Graduate students may not repeat courses for the purpose of raising their GPA's. All grades received as a graduate student will be used in computing the GPA.
- e. A student cannot repeat courses through correspondence or extension study to raise his or her GPA at UTSA.

XI. Academic Probation, Dismissal and Reinstatement

1. Academic Probation. When an undergraduate student's cumulative GPA falls below 2.00, he or she is placed on academic probation. Once on probation, the student remains there until the cumulative GPA reaches 2.00, providing that the student achieves at least a 2.00 each term.

A graduate student will be placed on academic probation when the student's term grade-point average at UTSA falls below 3.0, or the student receives a grade of "D" in any course in a term.

Note that some students not meeting the admissions requirements may be admitted on academic probation. Also any student reinstated after an academic dismissal will be readmitted on academic probation.

2. Academic Dismissal. If an undergraduate student's term average falls below 2.00 when he or she is on academic probation, he or she is academically dismissed from The University.

A graduate student is academically dismissed from The University when one of the following occurs:

- (1) The student earns a grade-point average in any term of less than 2.0.
- (2) A grade of "F" in any course is an automatic dismissal.
- (3) When a student who is on academic probation during a term would again be placed on academic probation due to one of the conditions listed above in section XI.1. However, if the student's UTSA grade-point average for the term is at least 3.0, he or she will be continued on academic probation.

3. Reinstatement.

- a. An undergraduate student academically dismissed for the first time is reinstated after not attending UTSA for the next regular semester (a fall, spring, or both summer sessions) and submitting a readmission application to the Office of Admissions and Registrar. The current catalog lists the procedures for reinstatement.
- b. Undergraduates academically dismissed for a second or subsequent time may petition for reinstatement to the Dean of the College in which they are majoring or intend to major after they have not attended UTSA for at least one calendar year. The current catalog lists the procedures for reinstatement. (Forms are available in the Office of the Associate Dean for Academic Affairs, Office of Admissions, Registrar's Office, and the Enrollment Service Center).
- c. Deadlines for reinstatement petitions are:
 - (1) for Fall Semester, June 15
 - (2) for Spring Semester, October 15
 - (3) for Summer Semester, March 15
- d. Graduate students may petition for reinstatement normally, after remaining out of school one long semester. However, under exceptional circumstances, a petition may be considered earlier. A letter containing all explanations, recommendation, or doctor's statement in support of the student's request for reinstatement should be submitted to the Dean of the Graduate School on or before:
 - (1) June 15 for Fall Semesters
 - (2) October 15 for Spring Semesters
 - (3) March 15 for Summer Sessions

XII. Scholastic Dishonesty

1. Definition. Scholastic dishonesty includes, but is not limited to, cheating on a test or other class work, plagiarism, collusion, the submission for credit of 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. Cheating on laboratory reports and computer programming assignments are major

concerns in this college. If no collaboration is allowed on outside of the classroom projects such as computer programming assignments, then faculty members are encouraged to include this fact in their course syllabi.

2. Jurisdiction. Although the charge of scholastic dishonesty is made by a faculty member, the area of student discipline is under the jurisdiction of the Student Judicial Affairs in the Office of Student Life. Because of the serious legal ramifications that may result from allegations of cheating, the Office of Student Life has developed specific guidelines that must be followed in all cases of academic dishonesty.
3. Faculty Involvement in Cheating Cases. When a faculty member believes a student has been involved in cheating, he or she must proceed as follows:
 - a. Refer to the Scholastic Dishonesty Information for Faculty and Academics in the Handbook of Operating Procedures (Chapter 2.37). A copy is included in the appendix.
 - b. Discuss the matter with the Department Chair before taking any action of any kind.
 - c. Proceed as agreed upon with the Department Chair.
4. Legal Ramifications. The seriousness of the mishandling of scholastic dishonesty allegations cannot be impressed too strongly upon each faculty member. Therefore, it is absolutely imperative that The University guidelines be followed to the letter in all such cases.

XIII. Important Reference Materials

The University of Texas at San Antonio Undergraduate Catalog, Graduate Catalog and Information Bulletin. These books are essential references for all faculty and staff, each of whom should have copies handy for reference. Virtually every aspect of academic life is treated in these catalogs.

APPENDIX

Faculty Disposition of a Scholastic Dishonesty Case Form

Scholastic Dishonesty Information for Faculty and Academics (Handbook of Operating Procedures, Chapter 2.37)

Sample Class Syllabus

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Office of Student Life

FACULTY DISPOSITION OF A SCHOLASTIC DISHONESTY CASE

An instructor should use this form if the student (1) does not dispute the facts upon which the charges are based and (2) has waived the right to a hearing before a University Hearing Officer. If the student denies the allegation or does not waive the hearing, a Discipline Referral for Scholastic Dishonesty form is available for referring the case to the Office of Student Life.

Procedures to be followed in confronting a student are outlined in a pamphlet entitled "Student Discipline for Scholastic Dishonesty at UTSA." Karen Whitney, Associate Vice President for Student Life, is available at 458-4720 for consultation if you have questions.

It is not necessary to type this form, but please make it legible!

1. **The following student is charged with violating University policies on scholastic dishonesty:**

Name _____

SS# _____

Dept. & Course No. _____ Section
No. _____

2. **Type of Violation:**

_____ Cheating on test/assignment _____ Collusion

_____ Plagiarism

3. **Summary of Incident:** (Use additional sheet if necessary.)

4. **Disciplinary penalty to be recommended by instructor:** A disciplinary penalty or penalties may be recommended by the faculty member when the student admits to committing an act of scholastic dishonesty. Please be specific about the penalty to avoid confusion about the penalty at a later date. Additional penalties may be imposed by the Office of Student Life. The Student Life Office will review this form to decide if any additional penalties may be warranted.

- _____ written warning
- _____ resubmit assignment, paper or program
(specify requirements and due date)
- _____ retake exam
- _____ reduced credit or zero on assignment, paper or
program (specify grade)
- _____ reduced credit or zero on exam
(specify grade)
- _____ reduced final grade or failing grade for the
course (specify grade)

(Please Print)

Faculty Name _____ Dept./Room # _____

Signature _____ Date _____ Phone _____

5. **FOR THE STUDENT:** Should you have any questions about the discipline procedures, please contact the Office of Student Life (458-4720) before you sign this form. If you disagree with the charge(s), the case will be referred to the Office of Student Life for investigation.

I understand the violation with which I am charged, accept faculty disposition, waive my right to a hearing before a University hearing officer, and accept the penalty. I understand that if circumstances warrant, the University may consider additional penalties. I understand that this form will be kept in a confidential file in the Office of Student Life, and I understand that notice of an appeal of this decision, if any, must be filed in writing with the Office of Student Life within fourteen (14) days from the date below.

Student Signature _____

Mailing Address _____

Phone _____ Date _____

SEND THIS FORM TO: Office of Student Life
Student Judicial Affairs
2.02.18 UC 458-4720

SAMPLE COURSE SYLLABUS

MAT 2233.01

Linear Algebra

Fall 2006 Semester

MWF 10:00-10:50 a.m.

INSTRUCTOR: Jane Woodards**OFFICE:** 4.01.14 SB**OFFICE HOURS:** MW 1:00-2:00 p.m.
Th 11:00 a.m.- 12:00 noon**OFFICE PHONE:** 458-9999**TEXTBOOK:**Elementary Linear Algebra, by Bernard Kolman, 5th edition.**PREREQUISITE:**

MAT 2213 - Calculus III

COURSE OUTLINE:

We will cover Chapter One through Chapter Six of Kolman. If time permits, we will cover some topics from Chapter Seven.

GRADING:

1. Weekly quizzes based on the homework assignments count 15% of your grade.
2. Three in-class examinations. The best two count 22%; the other one counts 11%.
3. Final examination counts 30%.

EXAMINATION SCHEDULE:

Examination #1 - Friday, September 22, 2006
Examination #2 - Wednesday, October 18, 2006
Examination #3 - Monday, November 20, 2006
Final examination - Friday, December 8, 2006
7:30 a.m. - 10:15 a.m.

There will be no make-up quizzes. Three or four (depending on the number of quizzes given) of your lowest quiz grades will be dropped. Make-up examinations are given only

under certain extenuating circumstances and are generally somewhat more difficult than the regular scheduled exams.