6. MASTER'S DEGREE REGULATIONS
Master’s Degree Regulations

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Degree Requirements

University-Wide Requirements

In order to receive a master's degree from UTSA, the following minimum requirements must be met:

1. The student must be admitted as a graduate degree-seeking student for the degree sought;
2. The student must remove all conditions of admission, if any were assigned at the time of admission;
3. Subject to the six-year time limitation, the student must complete satisfactorily all coursework as specified in his or her discipline's program of study, and, if Option I is selected, must complete satisfactorily the thesis as outlined in the Options for Master's Degrees section of this chapter;
4. The student must formally apply for the degree and pay the required fee in the Office of Admissions and Registrar no later than the deadline for the semester in which he/she intends to graduate (deadlines are published in all class schedules);
5. The student must complete satisfactorily the comprehensive examination, except as provided by the M.B.A. degree;
6. The student must meet the grade-point average requirement of 3.0 or higher (on a 4.0 scale) in all work counted as part of the degree program;
7. No courses in which grades of less than "C" (below 2.0 on a 4.0 scale) were earned may be applied to a graduate degree, nor may courses for which the grade of "CR" was earned by examination be applied to minimum degree requirements. Credit for selected Internships and Practica in which the grade of "CR" was earned may be applied to minimum degree requirements upon approval of the Committee on Graduate Studies; and
8. The student must be in good standing at the close of the semester in which the degree is to be received.

Detailed descriptions of each of the above requirements are included in this catalog.

Comprehensive Examination

A candidate for a master's degree (other than candidates for the M.B.A. degree who are required to complete MGT 5903 with a grade of "B" or better) must, in addition to all other requirements, pass a comprehensive examination which may be oral, written, or both. Students must be registered during any semester or Summer term that they are taking required examinations. Comprehensive examinations are given only to those students who have complied with the following requirements:

1. Complete all conditions of admission, if any were assigned at the time of admission;
2. Complete all special admission requirements for the degree program, if any;
3. Be in good standing;
4. Have an acceptable program of study in the discipline in which the degree is sought;
5. If a thesis is to be written, the supervising professor and thesis committee must be selected and the thesis topic must be acceptable; and
6. Be enrolled in 6961: Comprehensive Examination, in the semester the comprehensive examination is taken, if registered for no other courses that semester.

Options for Master's Degrees

Two options are available for most master's degree programs. Students should refer to specific program requirements in chapter 8, Graduate Program Requirements and Course Listings, to determine whether a specific program offers both options.

Thesis Option (Option I)

The candidate for a Master of Arts, Master of Science, Master of Business Administration, or Master of Professional Accounting degree is required to complete the required number of semester hours of credit in coursework approved by the appropriate Committee on Graduate Studies, including six semester hours of credit for a thesis. The thesis is subject to approval by the student's Program Advisor, Thesis Committee, Graduate Advisor, and the Provost and Vice President for Academic Affairs.

Students receiving advice and assistance from a faculty member in the preparation of a thesis are required to enroll in the appropriate thesis course (if necessary, for multiple terms) until final approval of the completed thesis has been given and two copies have been filed with the Provost and Vice President for Academic Affairs.

Requirements for Thesis. The following steps for completing a thesis as part of a master's degree are the responsibility of each degree candidate selecting Option I:

1. Secure the approval of the Thesis Director, who is also Chairman of the Thesis Committee. The Thesis Committee consists of the Thesis Director and two additional members of the Graduate Faculty appointed by the College Dean. The student is expected to work closely with the Thesis Director in selecting the thesis topic and in completing other details of his/her study.

2. Submit a preliminary draft for approval by the Thesis Director not later than 45 calendar days before final examinations of the term in which the degree is to be awarded. The first draft copy should be corrected, legible, and typewritten. The format of the thesis must follow University regulations. The detailed requirements are available from the Office of the College Dean.

3. Secure approval of the draft by the Thesis Committee. This step is intended to signify that the thesis meets the required standards for content, expression, format, spelling, and accuracy. Candidates are responsible for meeting the standards of those reading and approving the thesis.

4. Submit the approved draft to a typist. The approved draft of the thesis is then to be typed in acceptable form.

5. Submit the final copy of the thesis to the Thesis Director and Thesis Committee not later than 20 calendar days before final examinations of the term in which the degree is to be awarded. This copy of the thesis must be the original and, if acceptable, must be signed by the Thesis Director and members of the Thesis Committee. Prior to submission of the thesis to the Office of the Provost and Vice President for Academic Affairs through the Dean of the College for final acceptance, the Office of the Provost and Vice President for Academic Affairs must certify that it conforms to the format prescribed in the Format for the Master's Thesis and approve the method of duplication.
6. File two unbound copies, including the original, of the approved thesis with the Dean's Office at least 10 days prior to the last day of classes of the term in which the degree is to be awarded. The copies are transmitted by the College Dean to the Library, where they are bound. One copy is retained by the Library, and the other is returned to the College Dean. (A fee of $20.00 per copy will be charged for binding the official copies of the thesis.)

7. It is customary that copies of the thesis be presented to the Thesis Director and members of the Thesis Committee. Arrangements and expenses for binding of all copies are the responsibility of the student. Copyright may be arranged by the author and will be at the student’s expense.

Non-Thesis Option (Option II)

For a master's degree under Option II, a student can meet requirements without writing a thesis but instead is required to complete a program of coursework, as indicated by specific program requirements in chapter 8, Graduate Program Requirements and Course Listings, approved by the Committee on Graduate Studies.

At the beginning of the student’s master’s degree program, he/she should, in consultation with his/her Program Advisor, select the option most suitable to his/her needs. Should a student elect to change options he/she should consult with his/her Program Advisor.

Catalog of Graduation

Graduate students have six years from the term of original registration to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. If a student drops out for one or more long (Spring or Fall) semesters, he/she has the option of re-enrolling under a subsequent catalog. These students will have six years to complete degree requirements under the new catalog. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Committee on Graduate Studies.

Additional Master’s Degrees

A student who holds a master's or higher degree may pursue an additional master's degree at UTSA only under the following conditions:

1. That the additional master’s degree opens up an additional area, field, or concentration; and
2. That the proposed second master’s degree is approved by the appropriate Committee on Graduate Studies and the Provost and Vice President for Academic Affairs.

It should be further understood

1. That the same courses cannot be applied toward two different degrees; and
2. That credit applied to a previous degree at another institution which duplicates a portion of the program required under the second degree being sought at UTSA does not reduce the number of hours required for that second degree. (The only exception is the M.F.A. degree. See Courses Counted for Another Degree under Course Types and Acceptability in the Transfer of Credit section
of this chapter.) Courses already taken would not be required. Rather, additional coursework would be substituted for such previously completed courses.

Transfer of Credit

Limitations

Quantity

Ordinarily all work for the master’s degree must be done at UTSA. Transfer credit of usually not more than six semester hours may be allowed for graduate coursework completed at another accredited institution upon the approval of the appropriate Committee on Graduate Studies in which the major area is located. Upon petition by the student, recommendation of the appropriate Committee on Graduate Studies, and approval by the Provost and Vice President for Academic Affairs, a maximum of one-third of the semester hours of coursework (exclusive of thesis) required for a degree at UTSA may be accepted as transfer credit for the degree.

Time Limitation

All credit to be applied to a master’s degree must have been earned within the six years immediately preceding the date the degree is awarded. Outdated UTSA credits may be accepted upon approval of the appropriate Committee on Graduate Studies and the Provost and Vice President for Academic Affairs. An examination may be required as a condition for validating this credit.

Evaluation of Courses

The Office of Admissions and Registrar evaluates transcripts and designates which graduate courses are acceptable under the above provisions for transfer toward a master’s degree at UTSA. Whether or not a course is transferable as graduate coursework is determined by the course number assigned by the institution awarding the credit. To be transferable to UTSA, courses must be defined as graduate courses at the institution where credit was earned. Courses which are defined as undergraduate upper-division by their course numbers, but which can be applied to a graduate degree at the institution awarding the credit, are not accepted for transfer toward a master’s degree at UTSA.

All work submitted for transfer credit must have been completed with grades of “A” or “B” and must have been completed no more than six years before the degree is awarded.

Transfers Within The UT System

It is the policy of The University of Texas System that all academic institutions within the System may accept graduate credit from each other, and the regular requirements on residency are adjusted accordingly. The applicability of specific courses from other University of Texas institutions to a student’s graduate degree program at UTSA, however, must be approved by the appropriate Committee on Graduate Studies.
Course Types and Acceptability

Accepted on a Limited Basis

**UTSA Undergraduate Courses.** With the approval of the appropriate Committee on Graduate Studies, the Division Director, and the Dean of the College in which the student expects to earn his/her degree, a candidate for the master’s degree may apply a maximum of six semester hours of unduplicated credit for undergraduate upper-division (junior or senior) courses completed at UTSA with the grades of “A” or “B” to a master’s degree; no course below the upper-division level or with other grades may be applied to the degree.

Not Accepted

**Correspondence and Extension Courses.** Courses completed by correspondence or by extension may not be applied to a graduate degree program.

**Courses Counted for Another Degree.** No courses counted toward another degree may be applied to a graduate degree, either directly or by substitution. The only exception is that persons holding a Master of Arts degree in Art from another institution seeking admission to the Master of Fine Arts degree program may have up to 24 semester hours applied toward the M.F.A. degree exclusive of the thesis and/or degree project, upon recommendation of the Division Committee on Graduate Studies and approval of the Provost and Vice President for Academic Affairs. Work done for the master’s degree may be included in the work for the doctoral degree, when it is offered, provided it is acceptable to the candidate’s Supervising Committee, the appropriate Committee on Graduate Studies, and the Provost and Vice President for Academic Affairs.

**Credit by Examination.** Credit by Examination at UTSA is intended to enable undergraduate students to receive credit for courses leading to a bachelor’s degree in which they may already have achieved the objectives. Credit cannot be earned by CEEB examination or by UT Challenge Examination for any courses used to meet minimum requirements for a graduate degree or graduate teacher certification program. Graduate degree-seeking students in the College of Business may challenge by examination any UTSA graduate-level “professional” or “background” course that is required in addition to minimum degree requirements. (See the UTSA Credit by Examination brochure.)

Graduation

Graduation Dates

Degrees are conferred at the end of each semester and at the end of the Summer session. Formal public ceremonies are held at the conclusion of the Fall and Spring semesters. Students who have graduated during the previous summer may participate in commencement ceremonies at the close of the Fall semester. Information on the procedures to be followed is available in the Office of Admissions and Registrar.

Students may not participate in ceremonies prior to their actual date of graduation.
Application for the Degree

It is the student's responsibility to apply officially for his or her degree at the Office of Admissions and Registrar no later than October 1 for the Fall semester, February 1 for the Spring semester, or June 15 for the Summer session. The application of any student applying for graduation after the established deadlines for that semester will be processed for graduation for the following semester. A student who has completed all degree requirements but has failed to apply for the degree may obtain a Letter of Completion from the Office of Admissions and Registrar after the close of the term in which all degree requirements were met.

Students who apply for the degree in a given term but who do not fulfill all requirements must file a new degree application (on or before the appropriate deadlines) for the next term in which they intend to graduate. An additional application fee is required for the second and all subsequent degree applications.