5. GENERAL ACADEMIC REGULATIONS
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REGISTRATION PROCEDURES

Registration for Classes

All students who attend classes at UTSA must be officially registered or approved as auditors. Registration instructions are included in the Schedule of Classes issued for each semester. Questions regarding registration should be directed to the Office of Admissions and Registrar.

UTSA does not guarantee the availability of particular courses or sections, and admission to classes is permitted only until the maximum number of students allowable in any section has been reached. The University reserves the right to cancel any course or section in which the number of registrants does not warrant its continuation.

Late Registration

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time indicated in the Schedule of Classes issued each semester. Instructions for late registration are available at the Office of Admissions and Registrar. Students are not permitted to register after the close of the late registration period.

Students who register late are charged an additional $5 the first day of late registration, and an additional $2.50 per day thereafter, to a maximum of $15 for any one semester. This fee is nonrefundable.

Students who register late are responsible for completing any work missed in the courses for which they enrolled during the time the course was in session prior to their being registered. In addition, since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule.

Adding Courses

Students who are registered for courses may add courses to their schedules for a limited time at the beginning of the semester. In Spring or Fall Semesters, courses may be added in the first week of classes. In Summer Semesters, classes may be added in the first two days of the term. Adding a course after this time requires the approval of the course instructor, the student’s advisor, and the director of the division that offers the course.

After the Census Date in any semester, students may not add courses except in extremely rare extenuating circumstances as approved by the Dean. The Census Date for Spring or Fall Semesters is the 12th class day, and for summer terms, the fourth class day. The University Calendar in the Schedule of Classes, issued each semester, indicates the deadlines for adding courses.

There is a processing fee for adding courses. The fee will be charged only from the first through the 12th class days during the Fall or Spring Semesters and from the first through the fourth class day during summer terms. Please see the Schedule of Classes for information on the amount of the fee and the procedure for adding courses.
Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The University Calendar in the Schedule of Classes, issued each semester, indicates the deadlines for students to drop courses each term.

Courses officially dropped before the Census Date do not appear on a student’s transcript. The Census Date for Spring or Fall Semesters is the 12th class day; for summer terms, the fourth class day. There is a processing fee for dropping courses from the first day of classes through the Census Date.

Students who drop courses between the Census Date and the Automatic “W” Date will have a record of the courses on their transcripts with an automatic grade of “W.” The Automatic “W” Date is the last day of the ninth week of Spring or Fall Semesters, or of the third week of a five-week summer term, or of the sixth week of a 10-week summer term. The change becomes official after it is processed by the Office of Admissions and Registrar. Students dropping courses after the Census Date are not charged the processing fee. Students may not elect to drop an individual course after the Automatic “W” Date. Students withdrawing from the University should refer to the section of this chapter on withdrawal from the University.

Administrative Drops

Administrative drops are not student options. Instructors may drop a student for nonattendance during the regular drop period (through the first nine weeks of Spring or Fall Semesters, the first three weeks of a five-week summer term, or the first six weeks of a 10-week summer term). The student will receive a grade of “W.”

After the official drop period, an instructor may recommend to the Dean that a student be dropped from class when the instructor can show that unusual circumstances exist to warrant such action. If the Dean grants the drop, the student will receive a grade of “W” (if passing at the time of the drop) or a grade of “F” (if failing at the time of the drop).

Auditing Courses

UTSA students and nonstudents who wish to audit a course may do so with the approval of the instructor and the director of the division in which the course is offered, provided there is space in the classroom after registered students have been accommodated. A course must achieve its minimum size without auditors.

Auditing entitles a student to listen and observe. Participation of an auditor in class is at the discretion of the instructor. No UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis. Due to the format of studio/laboratory use, auditors are approved for art courses. Students not enrolled in courses at UTSA are not allowed to audit courses that require the use of the University computing system.

Auditors must submit a Request to Audit form to the Office of Admissions and Registrar. A UTSA student pays an auditing fee of $25 per course; auditors who are not registered UTSA students must pay an auditing fee of $50 per course. Persons
over 65 years of age are permitted to audit without paying an auditing fee if space is available.

Permission to audit must be obtained and fees paid from the first day of class through the Census Date. Students who register for a course and later want to change that course to an audit must officially drop that course before submitting a Request to Audit form.

Nonstudent auditors who wish to have library privileges may receive them by filling out a Friends of the UTSA Library application at the circulation desk in the UTSA Library and paying a nonrefundable fee. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the circulation desk. Nonstudent auditors who want UTSA parking privileges should go to the University Police Traffic Office with their validated Request to Audit form.

**Cancellation of Enrollment**

Students who fail to fulfill admission, registration, or financial requirements or divisional admission conditions or who otherwise fail to adhere to academic regulations may have their enrollment for that semester cancelled. Students may apply for readmission to a subsequent semester, provided they have resolved the cause of the cancellation.

**Withdrawal from the University**

Students who find it necessary to withdraw from UTSA (drop all courses for which they are enrolled) must complete a Withdrawal form in the Office of Admissions and Registrar.

Students may not withdraw from UTSA later than the first day of the week preceding final examinations. Students who officially withdraw from UTSA during the regular drop period (through the first nine weeks of Spring or Fall Semesters, the first three weeks of a five-week summer term, or the first six weeks of a 10-week summer term) receive a grade of “W” in all classes. Students who officially withdraw after the regular drop period receive a grade of “W” for each class they were passing at the time of withdrawal and a grade of “F” for each class they were not passing.

Students who withdraw from all classes are subject to UTSA’s academic probation and dismissal regulation. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration. Students withdrawing from the University, regardless of the date, will not be charged the add/drop processing fee.

**RECORDS AND CLASSIFICATION OF STUDENTS**

**Classification Terms**

*Graduate Degree-Seeking Student.* A student who is admitted to a graduate degree program, unconditionally, conditionally, or conditionally on academic probation.
Special Graduate Student. A student who is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.

Non-Degree-Seeking Graduate Student. A student who registers for courses but does not intend to work toward a degree at UTSA.

Note: A graduate student who wishes to work on a program to meet the requirements for teacher certification or for a certificate endorsement must be admitted as a graduate degree-seeking student or special graduate student (not a special undergraduate student). He or she must apply to the Office of Teacher Advising, Certification, and Placement for an official analysis of the requirements that must be met before he or she can be recommended for certification.

Definition of a Full-Time Graduate Student

A full-time graduate student (degree-seeking, special, or non-degree-seeking) is enrolled in 9 or more semester credit hours of graduate credit during a Fall or Spring Semester or in 5 or more hours of graduate credit during the entire Summer Semester.

Verification of Enrollment

Enrolled students with outstanding student loans should have a verification of enrollment sent to their lending agencies each semester. Enrolled students who are receiving grants or scholarships should check to see if their providers require a verification of enrollment each semester.

Students should make requests for verification in writing to the Office of Admissions and Registrar. Verifications are prepared and mailed after the Census Date (the 12th class day of Fall or Spring Semesters and the fourth class day of a summer term).

Transcripts

Official transcripts of coursework taken at UTSA are available in the Office of Admissions and Registrar. Requests for transcripts must be in writing and bear the signature of the student whose record is requested. A fee is charged for each copy of the transcript and must be paid in advance.

Transcripts from other institutions submitted to UTSA become the property of the University and are not reproduced and/or mailed to other institutions, agencies, or individuals as an official transcript.

Documents submitted by students whose last attendance at UTSA was before Summer 1993 are no longer available for duplication.

Official transcripts will not be issued for students who have a financial obligation or other commitment outstanding to the University until the obligation is cleared.
Release of Academic Records

Official certifications regarding the academic performance or status of a student or former student of UTSA are made by the Office of Admissions and Registrar.

UTSA transcripts and other information from a student’s academic records are released by the Office of Admissions and Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act of 1974 and when payment of the appropriate fee is made. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under the Family Educational Rights and Privacy Act of 1974, or as provided in the policy on releasing directory information set forth in chapter 2 (About UTSA) of this catalog.

Change of Major, Degree, or Classification

Students who wish to change their majors, degree objectives, or classifications must obtain the required forms at the Office of Admissions and Registrar. The change is not official until the form has been completed and filed with the Office of Graduate Studies and the student is admitted to the new degree program, certification program, or classification. Classification changes (special graduate to degree-seeking) requested during any semester will not be effective until the following semester.

Change of Name

A student’s name on official records at UTSA is the name under which the student applied for admission, unless a Change of Name form has been processed through the Office of Admissions and Registrar. The official University transcript carries the current name and the most immediate previous name, if any. Change of Name forms should be supported by appropriate legal documentation, except that upon marriage the student may declare the newly taken name.

Change of Address

Enrolled students who have changed their addresses must notify the Office of Admissions and Registrar on the appropriate form. Official notification of change of address is necessary for proper identification of students’ records and for accurate mailing of correspondence, grade reports, transcripts, registration instructions, and information pertaining to graduation requirements. Students who have a degree application on file in the Office of Admissions and Registrar should specify if the address change also affects the address to which the diploma is to be mailed.

COURSES

Course Numbering System

Courses are designated by four-digit numbers following a two- or three-letter abbreviation of the subject the course is in. The first digit indicates the level of the course. Courses beginning with “0” are remedial and may not be counted toward a degree. Courses beginning with “1” or “2” are undergraduate lower-division (freshman
and sophomore level). Courses beginning with "3" or "4" are undergraduate upper-
division (junior and senior level). Courses beginning with a "5" or higher are graduate-
level courses.

The second and third digits are used within the colleges by each division to distinguish
individual courses. The fourth digit indicates the semester-credit-hour value of the
course.

The number of lecture and laboratory hours per week are provided in parentheses in
the course description sections immediately following the course number and title. For example, (3-0) indicates three hours of lecture and zero hours of laboratory per
week.

Prerequisites

Prerequisites are stated for many courses listed in this catalog. Prerequisites advise
students of the background expected of all students in the course. It is the student's
responsibility to be sure that all prerequisites are met before enrolling in any course.
When a student has not met the specific prerequisites listed, he or she may, under
special conditions, obtain permission to register from the instructor of the course.

GRADES

Explanation of Credit, Grading System, and Symbols

*Hours Attempted.* The number of hours attempted is the total number of semester
credit hours for which a student has enrolled and received grades of "A," "B," "C,"
"D," or "F," except as provided for repeated courses.

*Hours Earned.* The hours earned by a student are the number of semester credit
hours earned in which grades of "A," "B," "C," "D," or "CR" have been received.

*Grade-Point Average.* The UTSA grade-point average (GPA) is determined by dividing
the number of grade points earned at UTSA by the number of semester credit hours
attempted at UTSA. Credits and grades for work completed at other institutions or
credits earned by examination are not included in the UTSA grade-point average.

The following table explains UTSA grade symbols:

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Grade Points</th>
<th>Meaning of Grade Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Below Average (see Academic Probation)</td>
</tr>
<tr>
<td>Grade Symbol</td>
<td>Grade Points</td>
<td>Meaning of Grade Symbol</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td><em>Failure</em> (see Academic Dismissal)</td>
</tr>
<tr>
<td>CR</td>
<td>0</td>
<td><em>Credit.</em> Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
<td><em>No Credit.</em> Indicates unsatisfactory progress.</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td><em>Withdrawal.</em> Indicates that between Census Date and the Automatic &quot;W&quot; Date a student voluntarily and officially dropped a course, ceased to attend without dropping it, or was dropped by the instructor. After the Automatic &quot;W&quot; Date, &quot;W&quot; indicates that a student was passing at the time he or she dropped the course, ceased to attend, or was dropped by the instructor.</td>
</tr>
<tr>
<td>IN</td>
<td>0</td>
<td><em>Incomplete.</em> Assigned at the discretion of the instructor; see details below.</td>
</tr>
<tr>
<td>NR</td>
<td>0</td>
<td><em>No Report.</em> Assigned only by the Registrar when unusual circumstances do not allow a student’s grade to be entered by the deadline for processing grades. It is replaced with the official grade as soon as possible.</td>
</tr>
<tr>
<td>EP</td>
<td>0</td>
<td><em>Postponement of Final Examination.</em> Indicates that a student has been allowed to postpone a final exam. Procedures for such postponement are covered in this chapter.</td>
</tr>
<tr>
<td>EX</td>
<td>0</td>
<td>Expelled</td>
</tr>
<tr>
<td>RP</td>
<td>0</td>
<td><em>Research in Progress.</em> Used to denote research in progress only for ART 6843, MUS 6913, Directed Research Courses (5971-3), and Master's Thesis and Dissertation courses. When the project, thesis, or dissertation is complete, the “RP” grades will be changed to letter grades up to the maximum number of semester credit hours approved for the specific degree.</td>
</tr>
</tbody>
</table>

**Credit/No Credit.** Students may earn “CR” or “NC” grades only for specific courses listed in the catalog as graded on a credit/no credit basis.

**Incomplete.** The grade “IN” is given by an instructor to indicate that some part of a student’s work in a course has, for good reason, not been completed, while the rest of the student’s work was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. Incomplete may not be assigned when a
definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the semester.

Whenever a grade of Incomplete is assigned, the instructor is required to file a Requirements for Removal of Incomplete report with the Office of Admissions and Registrar.

Incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received, and before the student’s graduation. If the work is not completed within this time, the “IN” remains on the student’s record, and credit may be earned only when the student reenrolls in the course and completes the entire course satisfactorily. The time limit does not apply to graduate-level thesis, internship, or dissertation courses, except that an “IN” cannot be removed after a degree is awarded. The time limit does apply to all other graduate courses, including special problems and independent study courses.

IN NO INSTANCE WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Repeating Courses

Courses designated “may be repeated for credit” in the catalog may be repeated with both semester credit hours and grade points earned being counted. Otherwise, students at the graduate level may not elect to repeat courses for the purpose of raising a grade. However, when a course was taken more than six years ago, or upon the recommendation of the appropriate graduate studies committee, the course may be repeated; in such cases, both grades in the course appear on the transcript and both are counted in the student’s grade-point average. Only semester credit hours for the repeated course may be counted toward the degree.

Administrative Procedures

Reporting of Grades by the Faculty

Grades are reported by course instructors every semester and are due in the Office of Admissions and Registrar 48 hours following the final examination. Final grades cannot be withheld, nor can reporting of them be deferred. Absence from a final examination should be reported as “EP” if a postponed examination has been authorized in accordance with the Postponement of Final Examination Procedures set forth in this chapter.

Grade Reports

The Office of Admissions and Registrar mails final grades to students as soon as they are compiled after the close of each semester and each summer term. The grade report reflects the grade that appears on the instructor’s final grade sheet; subsequent changes are not included. Grades are mailed to the address on file in the Office of Admissions and Registrar. Only one grade report is mailed; additional copies are not available. Grade reports may be withheld for any student who owes tuition and fees to the University.
Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. Subject to UTSA policies on class absences related to observance of the religious holy days, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students who expect to be absent from class for observance of a holy day must notify the instructor of the course(s) no later than the 15th day of classes. The notification must be in writing and must be delivered by the student either personally to the instructor of each class, or by certified mail, return receipt requested, addressed to the instructor of each class. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under §§ 11.20, Tax Code. Instructors shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

When, in the judgment of the instructor, a student has been absent excessively, the instructor should report the absences to the dean of the college in which the course is offered and recommend dropping the student from the course with a grade of “W” or “F.” If the dean approves the recommendation, it will be reported to the Office of Admissions and Registrar, which advises the instructor and student of the action taken.

Students who enroll for a course and then do not attend are considered absent from class until they officially drop the course and will receive a grade of “F.”

Grade Grievance Procedure

In resolving any student grievance regarding grades or evaluations, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. If evidence warrants appeal, then normal academic channels are Division Director, Dean, and Dean of Graduate Studies.

Grade appeals above the level of the Dean must be submitted in writing on the Student Academic Grievance form for Appeal of a Grade, available in the offices of division directors.

IN NO INSTANCE WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Change of Grades

Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. Under unusual circumstances, however, grades may be assigned or changed by someone other than the faculty member.
Grades may be changed or assigned through administrative channels in the following procedures.

1. Circumstances when an assigned grade of “A,” “B,” “C,” “D,” or “F” might be changed. In this case, the formal appeals process stated in the catalog must be initiated by the student. Because a grade change of this type is related directly to issues of academic freedom, a committee composed of qualified faculty should be appointed by the appropriate graduate studies committee to assess the academic merits of the appeal. The committee report should weigh heavily in the subsequent administrative review by the Division Director, Dean, and Vice President for Academic Affairs. Grades may be changed only if compelling evidence demonstrates discrimination, differential treatment, or factual mistake.

2. Circumstances when an assigned grade of “EP,” “IN,” or “NC” might be changed. Under unusual circumstances, a faculty member of record may be unable to assign grades in a timely manner. Examples include death or incapacitation of a faculty member; a faculty member who permanently leaves the University and refuses or fails to respond; and a faculty member who is on leave and cannot be reached. Such circumstances are brought to the attention of the Division Director through available personnel information or communication from the faculty member or student. Whenever possible, the faculty member may designate another qualified faculty member to evaluate the work and assign the grade. In circumstances where the faculty member is unable to make such a designation or cannot be contacted in a timely manner, and where there is a compelling need to complete the grading process, the appropriate graduate studies committee will designate a qualified faculty member to evaluate the work and assign the grade.

IN NO INSTANCE WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Postponement of Final Examination Procedures

A student who is compelled to be absent from a final examination because of illness or other imperative reason should, either in person or through a friend, request permission of his or her instructor to postpone the examination. This request should be made as soon as the student knows he or she will be compelled to be absent.

The instructor records the symbol “EP” on the final grade report for a student who has been permitted to postpone an examination.

The examination should be given as soon as possible (preferably during the same examination period), but not later than 30 days after the original examination period. If for good reason the student cannot take the examination within the 30-day period, the examination may be scheduled at any time convenient to the instructor, except that in no case will it be given later than the Fall or Spring Semester following the one for which the postponed examination was approved. If a postponed examination is not taken before the end of the next Fall or Spring Semester, the grade in the course is changed to “F.”

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ACADEMIC STANDING

A student’s academic standing, whether the student is a graduate degree-seeking student, a special graduate student, or a non-degree-seeking graduate student, is defined as either good standing, academic probation, or academic dismissal.

Good Standing

Good standing is the absence of any contingency that would result in the student’s being on academic probation or academic dismissal.

Academic Probation

Academic probation describes the standing of a student at the graduate level who is in one of the following categories:

1. a student who fails to achieve a grade-point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken
2. a student who receives a grade of “D” in any course in a term
3. a student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation
4. a student who has been reinstated following academic dismissal.

Academic probation is cleared only when none of the above criteria apply and when the student achieves an overall grade-point average of 3.0 as a graduate student at UTSA. Students on academic probation are encouraged to discuss their status with their academic advisors.

Academic Dismissal

Academic dismissal occurs in either of the following cases:

1. When a student at the graduate level earns a grade-point average of less than 2.0 in any term.
2. When a student at the graduate level earns a grade of “F” in any course.
3. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth above. If, however, the student’s UTSA grade-point average for the term is at least 3.0, he or she will be continued on academic probation.

Petition for Reinstatement

A student who has been dismissed academically may petition for reinstatement. Normally, such reinstatement is requested after a student has remained out of school one long semester; however, under exceptional circumstances, a petition may be considered earlier. A letter containing all explanations, recommendations, or doctors’ statements in support of the student’s request for reinstatement should be submitted to the Dean of Graduate Studies on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

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The appropriate graduate studies committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of Graduate Studies. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

SCHOLASTIC DISHONESTY

The integrity of a university degree depends on the integrity of the work done for that degree by each student. The University expects that a student should maintain a high standard of individual honor in his or her scholastic work. [Rules and Regulations of the Board of Regents, Part One, Chapter VI, 3.(17).]

Scholastic dishonesty includes, but is not limited to

- cheating on a test or other class work
- plagiarism (the appropriation of another's work and the unauthorized incorporation of that work in one's own written work offered for credit)
- collusion (the unauthorized collaboration with another person in preparing college work offered for credit).

Should a student be accused of scholastic dishonesty, the faculty member may initiate disciplinary proceedings through the Division Director, the Dean of the College, and the Student Judicial Affairs Coordinator. (See Student Discipline or Scholastic Dishonesty at UTSA, both of which may be obtained from the Student Judicial Affairs Coordinator.)