



STUDENT POLICIES

2019–2020

The University of Texas at San Antonio™

July 2019

Spring 2020 Addendum Due to COVID-19

April 14, 2020. Updated April 2022.

Spring break was extended by one week to March 21, 2020. All courses were taught online when classes resumed after spring break.

Course Drops

The Spring 2020 deadline to drop a course is April 13, 2020.

All courses dropped in the Spring 2020 semester will be considered “non-academic” and will not count toward the students’ six-drop limit.

Students will receive a grade of “W” for courses dropped in Spring 2020.

Instructor-Initiated Drops

The Instructor-Initiated Drop process will be suspended for Spring 2020.

Spring 2020 Adjustments to the CR/NC Option

UTSA will adopt an optional Credit/No Credit (CR/NC) "pass/fail" grading system for undergraduate and graduate courses for the Spring 2020 semester. The process is as follows:

- Each faculty instructor will determine if his or her course (not section) is suitable for a CR/NC grade (i.e., "pass/fail").
- Students will be notified the week of April 6–10 by your instructor whether their course has been designated as eligible for this grading option.
- Finally, for those designated courses, beginning April 20, 2020, each student will decide whether they want to receive a letter grade or CR/NC for the course; the tentative deadline to make this decision is May 8, 2020, by 5 p.m. CST, the last day of classes. If a student does not respond, the default will be the traditional grading scale.

Spring 2020 Policies

During the spring semester, student coursework and examinations, etc. will continue to be graded in the traditional format (A, B, C, etc.), the traditional final grade will be posted in Blackboard.

For Undergraduate students, Credit/no-credit courses appear on the permanent record as a grade of “CR” if the student’s grade is an “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” or “D-” or as a grade of “NC” if the student’s grade is “F.” For Graduate students, Credit/no-credit courses appear on the permanent record as a grade of “CR” if the student’s grade is an “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C” or as a grade of “NC” if the student’s grade is “C-,” “D+,” “D,” or “D-,” “F.”

Both “CR” and “NC” grades will not be computed into the students’ grade point average.

Students earning an “CR” grade will receive the course credit(s), and the CR grade will not be computed into grade point average.

Students earning a “NC” grade will not receive the course credit(s), but the NC grade will not be computed into grade point average.

A grade of “CR” in a course will be considered successful completion of the course, including counting the course towards the core curriculum and degree requirements, as well as satisfying prerequisites for sequel courses.

CR/NC does not impact academic standing. A student’s academic standing is suspended for the Spring 2020 term; therefore, it will not impact academic warning, probation or dismissal student’s status. Students who are graduating in Spring 2020 must still meet the UTSA overall GPA of 2.0 and degree requirements.

A “NC” grade will not be counted as an attempt for a Gateway course.

Transfer students who transfer to UTSA for their last 30 semester credit hours may count the UTSA Spring 2020 credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.

In order to be eligible for Dean’s or President’s list, students must earn a letter grade for all Spring 2020 courses and cannot opt-in for CR/NC “pass/fail” for any course.

Credit in Honors College courses for Spring 2020 will count toward meeting Honors College requirements, though in some instances (contracts and non-HON prefixed courses) the honors designation may not appear on the transcript. The cumulative GPA for Good Standing depends on the student’s specific Honors College program.

A course taken for credit/no-credit may not replace a letter grade.

The credit/no-credit option is not available if the student has previously received a letter grade in a course.

Students who are unsatisfied with any of their final grades may file a grade appeal in accordance with the regular University policy.

How to opt-in for CR/NC “pass/fail” for a class

Students will see the course(s) with CR/NC “pass/fail” option in ASAP and will need to make their choice to opt-in by 5 p.m. CST, May 8, 2020, the last day of classes; otherwise, they will receive the traditional letter grade you earned.

Academic Standing and CR/NC

A student’s academic standing is suspended for the current Spring 2020; therefore, it will not impact academic warning, probation or dismissal status for students. Students who are graduating in Spring 2020 must still meet the UTSA overall GPA of 2.0 and meet major requirements.

Student repeating a course to replace the grade

Students should not opt-in for the CR/NC “pass/fail” option for a class which is being repeated because it will not replace a letter grade.

Gateway Course Policy

The Gateway Course policy will not be enforced for “NC” grades for Spring 2020.

Updates

The Gateway Course process of removing students from their major after two failed attempts at a Gateway Course was suspended through Summer 2022.

The Instructor-Initiated Drop process was suspended through Summer 2022.

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STUDENT POLICIES

2019–2020

The University of Texas at San Antonio

Published July 2019

This online version of The University of Texas at San Antonio (UTSA) *Student Policies* is the official version. This publication was last updated on July 1, 2019.

Disclaimer

The provisions of this document do not constitute a contract, expressed or implied, between any applicant, student, staff or faculty member and The University of Texas at San Antonio (UTSA) or The University of Texas System. This document is a general information publication only, and it does not contain all regulations that relate to students.

UTSA reserves the right to withdraw courses at any time and to change fees, tuition, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirement affecting students, staff and faculty. The policies, regulations, and procedures stated in this publication are subject to change without prior notice, and changes become effective whenever the appropriate authorities so determine and may apply to both prospective students and those already enrolled. UTSA policies are required to be consistent with policies adopted by the Board of Regents of The University of Texas System and are in compliance with state and federal laws.

Students are held individually responsible for meeting all requirements as determined by UTSA and The University of Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever sanctions and/or penalties they may incur.

GENERAL INFORMATION

UTSA's Main Campus address is The University of Texas at San Antonio, One UTSA Circle, San Antonio, TX 78249. The address of the Downtown Campus is 501 César E. Chávez Boulevard, San Antonio, Texas 78207. The main telephone number is (210) 458-4011. Visit UTSA on the Web at www.utsa.edu (<http://www.utsa.edu>).

About UTSA

The University of Texas at San Antonio was founded in 1969, and has a rich history (<https://www.utsa.edu/commencement/traditions/history.html>). As an intellectual and creative resource center and a catalyst for socioeconomic development and commercialization of intellectual property for Texas and beyond, UTSA is committed to achieving Tier One research university status, providing access to educational excellence and preparing leaders for the global environment.

UT System Board of Regents

The Board of Regents (<https://utsystem.edu/offices/board-regents/current-regents>), the governing body for The University of Texas System, is composed of nine members who are appointed by the Governor and confirmed by the Senate. Terms for Regents are scheduled for six years each and staggered so that three members' terms will usually expire on February 1 of odd-numbered years. In addition, the Governor appoints a Student Regent for a one-year term that expires on May 31.

Executive Leadership

The Executive Leadership (<https://www.utsa.edu/about/leadership>) is comprised of the President's Cabinet, the Provost's Council, and the Deans Council, each with defined roles and areas of oversight. UTSA's Executive Leadership structure provides a clear process for campus planning, prioritization, and decision making that reflects our core as an academic enterprise.

Institutional Accreditation

The University of Texas at San Antonio (UTSA) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (<http://www.sacscoc.org>) to award baccalaureate, master's, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at San Antonio (UTSA).

Statement of Equal Educational Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, gender, age, veteran status, or disability. Discrimination on the basis of sexual orientation, gender identity and gender expression are also prohibited pursuant to UTSA policy.

University Catalogs

UTSA Student Policies gives important information about academic policies and procedures that apply to all students, regardless of the catalog under which they are seeking their degree. It includes residence

requirements, policies on grades and the grade point average, credit by examination, adding and dropping courses and withdrawal from UTSA, and scholastic probation and dismissal.

The *UTSA Undergraduate Catalog* and the *UTSA Graduate Catalog* provide information about degrees offered by the colleges, degree requirements for all majors, courses offered in the departments, and the faculty in each area.

CALENDARS

The University Calendar (<http://utsa.edu/calendar>) lists events, UTSA holidays, general academic deadlines and commencement services.

Detailed calendars of academic deadlines for each semester, as well as registration and final exam schedules, are located in *ASAP* at <https://asap.utsa.edu/terms.htm>.

Admission application deadlines can be found at <http://utsa.edu/admissions/index.html>.

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Undergraduate Students

Philosophy

Admission requirements for undergraduate study at UTSA are designed to facilitate the enrollment of well-prepared students. UTSA places a strong emphasis on preparing students to excel in a global economy. UTSA will consider and admit all applicants who are holders of a bona fide University of Texas at San Antonio scholarship who are designated admissible by the President of the University. The discretionary authority to make such admissions decisions is generally delegated to the Undergraduate Admissions Office.

Offers of admission are valid only for the semester indicated in the acceptance letter. Admitted students wishing to change the semester of initial enrollment must reapply as indicated in the "Admission Procedures (p. 14)" section.

Undergraduate Classifications and Requirements

The criteria for the various classifications of undergraduate admission are set forth in each admission section.

Application, Application Fee, and Supporting Documentation

UTSA uses the State of Texas ApplyTexas Application (https://www.applytexas.org/adappc/gen/c_start.WBX) as its sole undergraduate application for admission for U.S. citizens and permanent residents. International applicants who plan to enroll while residing in the United States using a nonpermanent visa may submit the ApplyTexas Application for International Undergraduate Admission. Detailed online information about undergraduate admission to UTSA, including a link to the ApplyTexas Application may be found on the UTSA Future Roadrunner website (<https://future.utsa.edu/admissions>).

In addition to filing the application for admission, applicants must also provide all required supporting documentation and an application fee to complete the application file by the published deadline for the appropriate term.

The application fee is nonrefundable and is required from ALL applicants. The application fee is \$70. Application fee waivers (<https://future.utsa.edu/admissions/application-fee-waiver>) may be available for eligible applicants.

Requirements for additional supporting documentation such as official high school and/or college transcripts, official test scores sent directly from the testing company, and other documents are stated in each admission section.

Upon file completion, the application and supporting documentation will be reviewed and an admission decision will be communicated to the applicant.

First-Time Freshman Admission

UTSA classifies the following students as first-time freshmen:

- Those who have not attended a college or university since high school graduation
- Those who have been dually enrolled in college and high school
- Those who enroll in a Fall Semester after attending college during the summer immediately after high school graduation

Per state law, TEC 51.803-51.809, all first-time students are required to meet one of the following college readiness standards, in addition to current university and academic program requirements, in order to be eligible for consideration for admission:

- Successfully completed the Distinguished, Advanced, Recommended, Foundation with an Endorsement, Foundation, or Minimum High School Program or complete the portion of the program that was available to them; or
- Successfully completed a curriculum that is equivalent* in content and rigor to the Distinguished, Advanced, Recommended, Foundation with an Endorsement, Foundation, or Minimum High School Program at a high school that is exempt from offering such programs; or
- Satisfied the College Readiness Benchmarks on the SAT or ACT assessment:

SAT - 1500 out of 2400 (Critical Reading + Writing + Math) for SAT taken prior to March 2016

SAT - 480 on Evidence-Based Reading and Writing (ERW) and 530 on Math (M) for SAT taken March 2016 and after

ACT - 18 English, 22 Reading, 22 Mathematics and 23 Science

*Equivalencies must be documented by the student's high school using the appropriate High School Certification form. If needed, forms may be found on the UTSA website (<https://future.utsa.edu/admissions>).

In consultation with the Texas Education Agency, the Texas Higher Education Coordinating Board has determined that the high schools are responsible for providing the appropriate documentation to confirm the curriculum requirements.

Texas public high schools are to provide the curriculum information on the transcript, also known as the Academic Achievement Record. This indication is to be available no later than the completion of the student's junior academic year.

Private high schools can provide this information on the transcript, or by completing the appropriate form created for this purpose.

The above requirement may also be satisfied if the applicant's official high school transcript or diploma states that the applicant completed the portion of the Minimum, Foundation, Recommended, Advanced or Distinguished curriculum or its equivalent that was available to the applicant, but was unable to complete the remainder of the curriculum solely because courses necessary to complete the remainder were unavailable to the applicant at the appropriate times in the applicant's high school career as a result of course scheduling, lack of enrollment capacity, or another cause not within the applicant's control. This is verified by the completion and submission of the appropriate form created for this purpose by the established deadline date for the application term.

Application Procedures

An ApplyTexas application (<https://future.utsa.edu/home/apply>), nonrefundable application processing fee, current official high school transcript, and an official copy of the SAT or ACT score (sent directly from the testing service) should be sent to the Undergraduate Admissions Office. Applicants for admission as first-time freshmen who are attending high school at the time of application and who meet the curriculum and admission requirements may be admitted during their senior year pending receipt and review of the final high school transcript. Applicants who do not meet the requirements may be reconsidered for admission upon submission of new, improved academic information (transcript, test scores, etc.).

Admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date, final high school ranking (if applicable), curriculum information, STAAR or TSI scores for students from public Texas high schools must be provided to ensure enrollment, financial aid eligibility and registration for future semesters. In order for the transcript to be considered the official final transcript that verifies high school graduation, the student must have completed coursework from the school providing that transcript.

Admission Requirements

The following table shows the minimum total scores required, where applicable, for students meeting the first-time freshman curriculum

requirement, based on high school numerical rank-in-class and either the SAT or the ACT.

High school class ranking is required for graduates of accredited public or private high schools. For applicants whose high school transcript does not present a ranking, Undergraduate Admissions will assign a ranking based on coursework and grades. Home school students will be assigned a rank in accordance with the requirements of Texas Education Code 51.9241(d) and are subject to general admission requirements. It is recommended and encouraged to send a high school profile.

Guaranteed Freshman Admission Criteria

High School Rank in Class	Old SAT*	New SAT*	ACT
Top 25%	No minimum	No minimum	No minimum
Second 25%	1100 SAT	1170 SAT	24 ACT

*Old SAT – SAT taken prior to March 2016.

*New SAT – SAT taken March 2016 and after.

Admission By Committee Review

High School Rank in Class	Old SAT*	New SAT*	ACT
Second 25%	900 SAT or higher	980 SAT or higher	19 ACT or higher
Third 25%	1000 SAT or higher	1080 SAT or higher	21 ACT or higher
Fourth 25%	1100 SAT or higher	1170 SAT or higher	24 ACT or higher
GED Students	No minimum score, but scores must be submitted from the testing agency.	No minimum score, but scores must be submitted from the testing agency.	No minimum score, but scores must be submitted from the testing agency.

*Old SAT – SAT taken prior to March 2016.

*New SAT – SAT taken March 2016 and after.

First-Time Freshman applicants who are in the top 25 percent (first quartile) of their high school graduating class at an accredited high school and meet the first-time freshman curriculum requirements are admitted without minimum score requirements on the ACT or SAT; however, scores must be submitted from the testing agency to UTSA in order to complete the application process.

Admission By Committee Review

Applicants ranking in the second, third, or fourth quartile with the required minimum SAT or ACT score and applicants from a home school or unaccredited high school will be considered for admission through Committee Review. Factors considered in the review process will include:

- Achievement in academic or nonacademic endeavors
- First-generation college student status
- Extracurricular activities
- Leadership
- Community activities
- Work experience
- Socioeconomic background
- Experience surmounting obstacles to pursue higher education

Applicants should take care to complete all required and optional portions of the application for admission, in order to convey information about these additional factors of admission by committee review.

Submission of the following documents is also recommended, but not required:

1. A one-page essay from the ApplyTexas application (https://www.applytexas.org/adappc/gen/c_start.WBX), Topic A
2. Up to two letters of recommendation, based on community involvement, high school academics or employment

All supporting material should include the student's full name, high school and date of birth as it appears on the ApplyTexas application. The supporting materials should be mailed to: The University of Texas at San Antonio, Undergraduate Admissions Office, One UTSA Circle, San Antonio, Texas 78249-0616.

General Educational Development (GED) Applicants

Applicants who did not graduate from an accredited high school but who have successfully passed all five subject tests and earned a GED[®] may be considered for admission to UTSA by satisfying the ACT's College Readiness Benchmarks or earning a score of at least 1500 out of 2400 on Old SAT Score, or a minimum of at least a 480 on ERW and 530 on Math on the New SAT or the equivalent on the SAT.

Note: The ACT College Readiness Benchmarks are: English=18, Math=22, Reading=22, Science=23.

Denial of Admission

If an applicant is denied after an initial review for not meeting admission requirements, the student will be encouraged to reapply after completion of a minimum of 30 transferable credit hours at an accredited college or university with a grade point average of at least a 2.25. Students who are denied pending 30 transfer credit hours are encouraged to take advantage of the transfer advising services offered by the Office of Undergraduate Admissions, to use transfer guides found at the UTSA Transfer Admissions website (<http://utsa.edu/admissions/undergrad/requirements/transfers.html%20>) to assist in course selection during the period of deferment, and to reapply to UTSA according to the procedures outlined in the "Transfer Student Admission (p. 10)" section.

LEAD Student Success

LEAD (<http://www.utsa.edu/lead>) Student Success program is for first year students who start with UTSA in the summer and is a conditional admission program. Students are chosen to participate in LEAD and will take two courses in the summer before starting at UTSA in the fall. Once a student has been offered the program and has accepted the program, the student will be conditionally admitted to UTSA.

Students are offered LEAD based on UTSA's admission requirements. A student's overall status shows that they would benefit from participating in LEAD after a holistic review of their application. Once a student completes the summer term, they will continue for fall.

Alamo On-TRAC

Alamo On-TRAC (Transitioning Roadrunners at Alamo Colleges) is a program for first time freshman students who apply to UTSA but may not qualify for guaranteed or direct admission to UTSA. A student cannot apply directly to On-TRAC but offered admission into the On-TRAC program. Students who accept the program offer will begin at one of the

Alamo Colleges in the fall semester. In the spring, students will be co-enrolled both at Alamo Colleges and UTSA.

Students are prescribed 24 hours of courses that must be taken at Alamo Colleges. Those include: ENGL 1301, ENGL 1302, MATH 1314 or MATH 1342 or required Math for intended major at UTSA, any 2 HIST 1301, HIST 1302, HIST 2301, GOVT 2305, GOVT 2306 and 3 hours of courses applicable to the UTSA core component are (as noted in DegreeWorks, Alamo Transfer Advising Guide, or other equivalent).

Students are prescribed 6 hours of courses that will be taken at UTSA. Those include: AIS 1203 and 3 hours of courses applicable to intended major or other core component area (as noted in DegreeWorks, Alamo Transfer Advising Guide, or other equivalent).

Students will be admissible to UTSA the following fall semester without submitting another application. Alamo Colleges will automatically send transcripts to UTSA and UTSA will automatically send transcripts to Alamo College (Reverse Transfer) upon successful completion of 66 hours. On-TRAC requirements are outlined on the UTSA website (<https://future.utsa.edu/admissions/ontrac>).

Alamo Runners

Alamo Runners (<https://future.utsa.edu/admissions/alamo-runners>) is a collaborative, co-enrollment program. Students who were admitted to UTSA during a fall or spring semester but instead enrolled at one of the five Alamo College are offered the opportunity to take 3 hours at UTSA and 12 hours at one of the Alamo Colleges until a minimum of 45 hours is reached to fully transition to UTSA. Students do not have to reapply but must complete a minimum of 45 transferable hours at Alamo Colleges. Students can participate in the Reverse Transfer program. Students must meet Satisfactory Academic Progress (SAP) each semester, meaning students must have a cumulative GPA of a 2.0 or higher to complete the 3 hour course each term at UTSA.

Students must complete a Student Participation Form each semester they plan to attend and take the 3 hour course at UTSA. When the students is making the transition to UTSA, a final official transcript from the Alamo Colleges is required.

Coordinated Admission Program – The University of Texas at Austin

UTSA participates in the University of Texas at Austin's Coordinated Admission Program (CAP). For complete information concerning the UT Austin's Coordinated Admission Program, consult the University of Texas website (<https://admissions.utexas.edu/enroll/cap/prospective-students>).

CAP students who are eligible for CAP at UTSA and who designate UTSA as their partner school when submitting their CAP acceptance agreement to UT Austin will have their initial application forwarded to UTSA from UT Austin; they do not need to submit a second application to UTSA but will need to submit the \$70 application fee to UTSA. Also, students who send AP and Dual Credit Scores/Grades to UT Austin must also request that this documentation be sent to UTSA for evaluation. The admission decision is often made prior to high school graduation; therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting the student's graduation date, final high school ranking, if applicable, and curriculum information must be requested to be sent to UTSA to ensure admission status, financial aid eligibility and registration for future semesters.

CAP students enrolled at UTSA are advised by the Student Placement Advising Center. CAP students who decide to remain at UTSA rather than transfer to UT Austin should complete a form indicating that they are opting out of the joint program. The form is housed in the Student Placement Advising Center and can be completed when the student meets with his/her designated advisor.

Early Admission of High School Students

High school students who have junior or senior class standing or are applying to a Special Admission Program may be admitted under the Early Admission Program and enroll in UTSA courses while completing their high school studies. In special circumstances, high school students with sophomore or freshmen standing who meet the admission requirements outlined below may be considered for the program on an individual basis.

This policy is designed to address the needs of individual high school students who want to start earning college credit while in high school. Early Admission is not intended for students who want to earn simultaneous credit toward high school graduation and a university degree, or for students who enroll as part of a group of students under the terms of an agreement between UTSA and the student's school district. Such applicants should refer to the policy under the heading "Dual Credit Program Admission."

First-Time Early Admission Criteria

Old SAT* (Math + Critical Reasoning)	New SAT* (Evidence-Based Reading and Writing + Math)	ACT
No minimum	No minimum	No minimum
1100 SAT	1170 SAT	24 ACT
(With no less than 500 on the CR section and 500 on Math section)	(With no less than 480 on ERW and 530 on Math section)	(With no less than 19 on the English section and 19 on the Math section)

*Old SAT – SAT taken prior to March 2016.

*New SAT – SAT taken March 2016 and after.

Procedures

1. Submit a UTSA Application for Admission to the Undergraduate Admissions Office on or before the application deadline for the requested semester of enrollment.
2. Submit a nonrefundable application processing fee.
3. Submit an official high school transcript.
4. Submit a letter of recommendation from a high school counselor.
5. Submit official SAT or ACT scores sent directly from the testing company.

Students applying for Early Admission through Special Admission Programs of the University, such as UPREP, will be required to follow the procedures approved for and by that program and will be reviewed according to the requirements established for the program. Information concerning these procedures and requirements are available from the University coordinator for the program.

Continuing Student Early Admission Procedure

Early Admission students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to regular policy and procedures. Students must meet the admissions

requirements for First-time Freshmen for the term for which they will be applying.

Enrollment Procedures

1. Early Admission student advising and course registration are coordinated by The Institute for P-20 Initiatives (<http://p20.utsa.edu>) and take place following notification of admission.
2. Advising and course registration for Special Admission Program students is the responsibility of and coordinated by the office managing the Special Admission Program.
3. Early admission students are enrolled as non-degree-seeking.

Dual Credit Program Admission¹

Dual Credit Program Admission is designed for high school students who want to simultaneously earn credit toward high school graduation and a university degree, or for students who enroll as part of a group of students under the terms of an agreement between UTSA and the student's school district.

Dual Credit Program Admission is not intended for high school students who simply want to get an early start earning college credit. Such applicants should refer to the policy under the heading "Early Admission of High School Students."

- Applicants for Dual Credit Admission who already have earned college credit must have at least a cumulative grade point average of a 2.5 or above and be in good standing at the institution from which the dual credit is earned.
- Dual credit work must be documented on an official transcript sent directly from the awarding institution.

Enrollment Requirements

1. As required by the Texas Success Initiative (<http://www.utsa.edu/success/tsi.html>), students must take an approved assessment test to determine readiness to enroll in college-level courses, unless otherwise exempted.
2. Dually enrolled students are admitted as non-degree-seeking.
3. Dually enrolled students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to applicable admission policy and procedures.
4. Minimum SAT or ACT admission score requirements must be consistent with regular UTSA policy for admission of high school graduates.
5. Applicants who do not meet regular admission requirements and who apply as part of a group of students under the terms of an agreement between UTSA and the student's school district may be admitted with restrictions addressed in the agreement or at the discretion of the Institute for P-20 Initiatives and the appropriate faculty (selected by the academic departments). Such restrictions will be documented and monitored by the imposing school district or office.

Procedures

- Submission of the ApplyTexas application to the UTSA office managing the agreement with the school district on or before the application deadline for the requested semester of enrollment
- Submission of the nonrefundable application fee unless otherwise waived or paid by a sponsoring grant program
- Submission of an official high school transcript and official college transcript, if applicable
- Submission of official ACT or SAT scores, if required by the program, sent directly to UTSA from the testing company

- Dually enrolled students will receive academic advisement from the UTSA office managing the agreement with the school district

¹ In accordance with Chapter 4 under the Texas Higher Education Coordinating Board Rules (Texas Administrative Code, Title 19, Part 1 ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=4&sch=D&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=4&sch=D&rl=Y))). Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter D, Dual Credit Partnership Between Secondary Schools and Texas Public Colleges.

Transfer Student Admission

Students should apply for admission as transfer students if they have previously completed any credit courses at the college level after high school graduation, with the exception of those who attend college during the summer immediately after high school graduation (first-time freshmen). Applicants may be attending another college or university and may have coursework in progress at the time of their application to UTSA.

Successful applicants for admission as transfer students must have at least a 2.25 cumulative grade point average on a 4.00 scale. When calculating the grade point average to determine eligibility for admission for transfer students, all transferable college-level courses attempted are used in the calculation (grades are not replaced when courses are repeated).

Application Procedures

An ApplyTexas application, nonrefundable application processing fee, and official college transcripts from each institution where college-level work was ever attempted must be received by the appropriate application deadline. The official transcripts are to be requested and sent from each institution from which college coursework was attempted and/or earned. For applicants (transfer applicants with 1 to 29 semester credit hours completed), a final high school transcript and an official copy of the SAT or ACT score (sent directly from the testing service) must also be provided to the Office of Undergraduate Admissions by the appropriate deadline.

Admission is conditional for students who are admitted with work in progress (WIP) from another institution. An official transcript reflecting the work in progress and any subsequent work must be submitted upon completion of the work. Financial aid can be applied toward tuition and fees upon submission of the complete college transcript(s) indicating all college coursework attempted. Registration for future semesters is also contingent upon receipt of the college transcript(s).

Transfer Applicants with fewer than 12 Semester Credit Hours Completed

Applicants for admission who have completed fewer than 12 college-level transferable semester credit hours (not including dual credit) at the time of application must:

- Meet the guaranteed admission rank-in-class and SAT/ACT requirements that apply to first-time freshmen;
- Have a minimum 2.25 cumulative grade point average on a 4.00 scale on college-level transferable coursework attempted
- Be academically eligible to return to the most recently attended institution. Transcripts or additional documentation may be required to demonstrate that this requirement has been met; and

- Not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

Transfer Applicants with 12 to 29 Semester Credit Hours Completed

Applicants for admission who have 12 to 29 college-level transferable semester credit hours (not including dual credit) at the time of application must:

- Have a minimum 2.75 cumulative grade point average on a 4.0 scale on college-level transferable coursework attempted; or
- Have a minimum 2.25 cumulative grade point average on a 4.0 scale on college-level transferable coursework attempted and meet the guaranteed admission rank-in-class and SAT/ACT requirements that apply to first-time freshmen;
- Be academically eligible to return to the most recently attended institution (transcripts or additional documentation may be required to demonstrate that this requirement has been met); and
- Not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

Transfer Applicants with 30 or More Semester Credit Hours Completed

Applicants for admission to UTSA who have completed 30 or more college-level transferable semester credit hours at the time of application must:

- Have a minimum 2.25 cumulative grade point average on a 4.00 scale on college-level transferable coursework attempted;
- Be academically eligible to return to the most recently attended institution. Transcripts or additional documentation may be required to demonstrate that this requirement has been met; and
- Not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

Transfer Coursework

Upon admission, UTSA awards credit for college-level transfer coursework, earned with a grade of "D" or higher, from regionally-accredited colleges and universities. Admitted students may submit a petition for credits to the related major academic department to receive credit earned from a non-regionally accredited college or university. Based on course level, rigor, quality, comparability, and degree program relevance, credits may be awarded on an individual basis at the discretion of the major academic department.

Applicability of such coursework toward the UTSA degree plan is at the discretion of the major academic department. Any such credit accepted in transfer must be validated by 30 semester credit hours of coursework in residence at UTSA, with a grade point average of 2.0 or higher in a degree plan.

UTSA reserves the right to refuse recognition of credit from a college or university if it is determined the course does not meet the department's standards of level, rigor, quality, comparability, and degree program relevance.

General information about transferring courses and resolution of transfer disputes may be found in the *UTSA Undergraduate Catalog* (<http://catalog.utsa.edu/undergraduate/bachelorsdegreeregulations/transferringcourses>).

Outreach to Prospective Transfer Students

In an effort to help facilitate the transfer process from two-year and four-year institutions to UTSA, several programs and resources have been established to assist transfer students.

UTSA currently offers 13 articulation agreements with two-year institutions that assist students with course selections and course transferability. Following a degree/transfer plan maximizes the 66 transferable hours a student can take at a community college prior to transferring to UTSA.

Colleges with Articulation Agreements with UTSA

- Alamo Colleges
- Austin Community College
- Coastal Bend College
- Dallas County Community College
- Del Mar College
- Houston Community College
- Laredo Community College
- Lone Star College
- San Jacinto College
- South Texas College
- Southwest Texas Junior College
- Texas State Technical College - Harlingen
- Victoria College

In addition to the above-mentioned degree/transfer plans, UTSA also provides a host of transfer resources on the Undergraduate Admissions website (<https://www.utsa.edu/transfer>). The online equivalency table can assist transfer students in evaluating how their existing course credits might satisfy the requirements of a UTSA degree plan. In addition, our Transfer Credit Calculator allows you to enter every college you have attended and credit earned and see how courses could transfer to UTSA. If a course is not in the calculator, the Office of Undergraduate Admissions will evaluate that course and notify you if an equivalency can be assigned to your entries.

UTSA provides Admission Counselors and Transfer Specialists to assist prospective transfer students from two-year and four-year institutions in understanding the admission requirements and the application process as it relates to each individual transfer student.

For more information on transferring to UTSA, please visit the Undergraduate Admissions website (<http://www.utsa.edu/admissions/undergrad/requirements/transfers.html>) or call 210-458-8000.

Declaration of Previous College Work Attempted

When applying for admission to UTSA, students are not at liberty to disregard previous college work attempted. All schools from which any college-level work was attempted must be listed on the ApplyTexas

application at the time of application. Furthermore, the application process requires that official academic transcripts from each previously attended institution be submitted to Undergraduate Admissions on or before the application deadline for the requested semester of enrollment. Failure to do so may result in the rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

While enrolled at UTSA, students who attend other institutions are required to submit official academic transcripts to Undergraduate Admissions from every institution attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment at other institution while attending UTSA. Failure to do so may result in withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

Credit for Military Service

An institution of higher education shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted after withdrawing to perform active military service (Texas Education Code, Section 51.9242), course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student:

1. Graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense
2. Is an honorably discharged former member of the armed forces of the United States who has completed at least two years of service in the armed forces or was discharged because of a disability

Veterans entering UTSA as undergraduate students should meet with an academic advisor to discuss military service credit options, as elective credits may affect eligibility for the tuition rebate program and the Texas B-On-Time Loan forgiveness program or result in additional tuition for excess credit hours. Students must provide proof of eligibility (i.e., DD Form 214 or disability discharge documentation) to the academic advisor and complete the Military Service Credit Notice with the academic advisor. The Military Service Credit Notice is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>) and in the UTSA Veterans Certification Office in the John Peace Library (JPL) Building, room 1.01.14.

Academic Fresh Start

Texas residents may apply for admission to UTSA under the Academic Fresh Start statute (<http://www.collegeforalltexas.com/index.cfm?objectid=6D10C9BD-DD24-153F-90B91DA6C20D1C97>) (Texas Education Code, § 51.931). Under this program, academic course credits or grades earned 10 or more years before the semester for which the student seeks enrollment are not considered for admission purposes.

Applicants seeking admission under the Academic Fresh Start statute must inform Undergraduate Admissions in writing at the time of application, of their intent by submitting an Academic Fresh Start form (<https://future.utsa.edu/admissions/forms>). Students admitted under

this program will not receive any credit for courses taken 10 or more years before enrollment.

Students who plan to pursue graduate degrees should note that if their baccalaureate degree was earned under the Academic Fresh Start statute, only the grade point average of the coursework that applied to the baccalaureate degree as stated under the Academic Fresh Start restrictions will be evaluated. However, other standard evaluation criteria for graduate study will apply.

Admission under Academic Fresh Start does not change a student's financial aid obligations for courses not considered for admission purposes.

Special Undergraduate Student Admission

Special undergraduate students are non-degree-seeking transfer students who enroll in courses only at the undergraduate level without pursuing a degree at UTSA. Special undergraduate students include those seeking to enroll at UTSA on a transient or post-baccalaureate basis. First-time freshmen and international students may not apply as special students. Because special undergraduate students are not working toward a degree, they are ineligible for financial assistance.

Applicants seeking to enroll as Special undergraduates should submit by the published deadline for the term:

- An ApplyTexas Transient Application (https://www.applytexas.org/adappc/gen/c_start.WBX)
- A nonrefundable \$70 application processing fee
- An official transcript(s) from the most recently attended accredited institution(s) reflecting the last 30 undergraduate semester credit hours earned

Applicants who have earned fewer than 30 semester credit hours must also provide by the published deadline for the term:

- An official high school transcript that displays the date of graduation
- ACT or SAT scores sent directly to UTSA from the testing company

Applicants who have earned fewer than 30 undergraduate semester credit hours attempted at an accredited college or university at the time of application must meet the stated admission requirements (<https://future.utsa.edu/admissions/freshman>) and be in good standing at the last institution attended.

Applicants who have earned 30 or more undergraduate semester credit hours at the time of application must have at least a 2.25 cumulative grade point average on a 4.00 scale in the last 30 hours attempted and be in good academic standing at the last college or university attended. Even though admission is based on the last 30 undergraduate semester credit hours attempted, students must list all colleges and universities attended on the admission application. Special students desiring to be regular degree-seeking students must reapply for admission and meet the same admission requirements as those listed for transfer students. Applications must be submitted in accordance with the application dates (p. 14) stated in this publication.

International Undergraduate Student Admission

Definition

Applications from individuals who plan to enroll while residing in the United States on a non-immigrant visa are processed as international students. International students can apply by submitting the online International Student ApplyTexas Application (https://www.applytexas.org/adappc/gen/c_start.WBX).

All international students, including first-time freshmen and transfer students, must prove proficiency in English by taking either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) examination. English as a Second Language courses will be required for those students who need additional language training. Passing the TOEFL or IELTS does not guarantee admission to UTSA.

	TOEFL Internet	TOEFL Paper	IELTS
Admission Qualification- English Proficient	100	600	7
Admission Qualification- Minimum Score Accepted ¹	79	550	6.5

¹ The UTSA English Language Assessment Procedure (ELAP) is required. Students may be assigned to take up to four English classes for International Students (EIS (<http://education.utsa.edu/images/uploads/EIS%20Course%20Description.pdf>)) based on the ELAP results.

TOEFL is an examination written by The Educational Testing Service of The College Board. For more information, visit www.toefl.org (<http://www.toefl.org>). IELTS is jointly managed by University of Cambridge English for Speakers of Other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia: IELTS Australia. For more information, visit www.ielts.org (<http://www.ielts.org>). The TOEFL or IELTS will be waived if:

- The applicant graduated from a U.S. high school and completed three years of regular English courses.
- The applicant completed college-level English Composition I with a grade of "B-" or better.
- The applicant scored 500 or greater on the verbal/reading section of the SAT.
- The applicant scored 21 or greater on the English section of the ACT.

Applicants from the following countries are exempt from submitting the TOEFL or IELTS scores:

- American Samoa
- Australia
- Bahamas
- Barbados
- Belize
- Canada (except Quebec)

- Dominica
- Grand Cayman
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Sierra Leone
- South Africa
- Trinidad/Tobago
- United Kingdom
- U.S. Pacific Trust

International First-Time Freshmen

Applicants for admission to UTSA as international first-time freshmen must:

1. Have qualifications equivalent to those of students entering from accredited secondary schools in the United States, as determined by the UTSA International Undergraduate Admissions.
2. Submit all application materials including application for admission, nonrefundable application fee, official secondary school transcripts/certificates, official TOEFL or IELTS scores, and all supporting documents to International Undergraduate Admissions.

International undergraduate admission to UTSA is offered to academically qualified international applicants. Completed applications are evaluated through an individual review process after all supporting admissions materials are received by International Undergraduate Admissions. Students who are admitted to the university are not guaranteed admission to a specific academic program.

All supporting material should include the student's full name and date of birth as it appears on the ApplyTexas application. The supporting materials should be mailed to: The University of Texas at San Antonio, International Undergraduate Admissions BRG 0.304A1, One UTSA Circle, San Antonio, Texas 78249.

Consult the UTSA International Undergraduate Admissions website (<https://future.utsa.edu/admissions/international>) for detailed freshman admission criteria.

International Transfer Students

Transferring from schools outside the United States: International transfer students who have earned 30 or more transferable credit hours from an accredited college or university in a country other than the United States must have a 2.50 cumulative grade point average on a 4.0 scale, as determined by International Undergraduate Admissions. A foreign credential evaluation is required for any non U.S. college, university or other post-secondary school transcript. UTSA undergraduate admissions accepts evaluations from Foreign Credential Services of America (FCSA) or any member mentioned online at www.naces.org (<http://www.naces.org>).

Transferring from schools within the United States: International transfer students who have earned 30 or more transferable credit hours from a regionally accredited college or university in the United States must have

a 2.25 cumulative grade point average on a 4.0 scale all college work attempted.

Freshman-Transfer: Students with less than 30 semester credit hours earned at the time of applying must meet freshmen and transfer admission requirements.

Transfer Coursework

Upon admission, UTSA grants credit for college-level transfer coursework, earned with a grade of "D" or higher, from regionally-accredited colleges and universities. Applicability of such coursework toward the UTSA degree plan is at the discretion of the major academic department. General information about transferring courses may be found in the UTSA Undergraduate Catalog (<http://catalog.utsa.edu/undergraduate/bachelorsdegreeregulations>).

Consult the UTSA International Undergraduate Admissions website (<https://future.utsa.edu/admissions/international>) at for detailed transfer admission criteria or call 210-458-7995.

International Application Deadlines

Fall Semester	June 1
Spring Semester	November 1
Summer Semester	April 1

Automatic Admission for Children of Certain Deceased Public Servants

An applicant for undergraduate admission (whether a first-time freshman or a transfer student) who is the child of a public servant, as defined in Texas Government Code, Section 615.003 (<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.615.htm#615003>) (including law enforcement officers, fire fighters, and others), who was killed or sustained a fatal injury in the line of duty, is entitled to automatic admission as an undergraduate student if the applicant is a high school graduate, meets the application deadline, and submits the paperwork required by Texas Education Code, Section 51.803 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51803>) (c) and (d). Applicants who are automatically admitted under these provisions are subject to certain post-admission requirements when the University determines that the applicant could benefit from additional preparation for college-level work or from inclusion in a retention program, as set out in Texas Education Code, Section 51.803 (f).

Inactivation of Admission

There are circumstances whereby an applicant or admitted student may wish to cancel his or her admission to UTSA. Cancellation of admission triggers cancellation of course registrations, financial aid awards, and housing applications and contracts.

Restrictions

Applicants and admitted students, or the parent or guardian of a minor student, may cancel their admission any time prior to the first day of class for the expected semester of enrollment as indicated on the application for admission.

Procedures

Applicants and admitted students, or the parent or guardian of a minor student, who meet the above restrictions should initiate the request in writing, via a letter or e-mail that provides the student's full name, date of birth, and student ID number to ensure correct identification, to Undergraduate Admissions stating the desire to cancel the application for admission.

Conditions

- Students who cancel admission and later wish to enroll at UTSA must reapply for admission according to the requirements and procedures stated in the UTSA Student Policies current at the time of application.
- Application fees submitted as part of an application process that is later cancelled are nonrefundable.
- Documents submitted as part of an application process that is later cancelled remain the property of UTSA.
- Students who cancel their admission after attending an Orientation session will still remain responsible for the payment of all orientation fees and charges they incurred.
- Any outstanding financial obligations to UTSA incurred prior to cancellation of admission remain in effect after cancellation of admission.

Admission Procedures

Each applicant for admission is responsible for ensuring that the ApplyTexas application and all required application materials (nonrefundable application processing fee, SAT or ACT test results sent directly from the testing company, official transcripts, etc.) are on file in the Undergraduate Admissions Office by the application deadlines. The ApplyTexas application is submitted electronically at www.applytexas.org (<http://www.applytexas.org>). An admission decision is not made until the applicant's file is complete. All documents submitted in support of an application become the property of UTSA and cannot be returned. Offers of admission are valid only for the semester indicated in the acceptance letter.

Students who are admitted for any semester and do not register for courses or withdraw before the census date must submit a new ApplyTexas application and nonrefundable application processing fee to apply for any future semester. Any subsequent applications must be in accordance with current admission requirements. New transcripts, test scores, and other supporting documents may be required since files for admitted students who do not register are not retained indefinitely, and to ensure the application file reflects the applicant's complete academic record prior to enrollment at UTSA.

The University reserves the right to decline admission to applicants with criminal convictions.

Application Dates

Students are urged to apply for admission as early as possible so that matters regarding admission can be resolved well in advance of the beginning of a semester. It is the responsibility of the individual applicant to assure that all required documents are received by the institution by the final deadline. Applicants whose files are completed by the priority application deadlines have increased availability of courses and other campus resources during registration. Deadlines which fall on a weekend

or UTSA holiday will be extended until 5:00 p.m. the following business day.

Priority (Domestic) Application Deadlines

Fall Semester	January 15
Spring Semester	October 15
Summer Semester	March 1

Freshman (Domestic) Final Application Deadlines

Fall Semester	June 1
Spring Semester	November 15
Summer Semester	May 1

Transfer (Domestic) Final Application Deadlines

Fall Semester	July 1
Spring Semester	November 15
Summer Semester	May 1

Students must have all application materials (application, nonrefundable application processing fee, and all required supporting documents) on file in the Undergraduate Admissions Office by the application deadlines. It is the responsibility of the student to ensure that this happens. If required documents are received beyond these dates, the application will not be completed and no decision will be rendered.

Admission Appeal Process

Applicants for admission and admitted students have the right to appeal decisions of the Undergraduate Admissions Office. Students requesting an appeal must do so by submitting the Appeal for Undergraduate Admission form and any other requested documents as outlined on the form (available under Download Forms (<https://future.utsa.edu/admissions/forms>) on the Undergraduate Admissions website).

The appeal must be received by the Appeal Deadline for the term of the application. Deadlines which fall on a weekend or UTSA holiday will be extended until 5:00 p.m. the following business day.

Fall Semester	August 1
Spring Semester	December 15
Summer Semester	May 15

Readmission

Former UTSA students who have not been in attendance for more than three consecutive semesters (Summer term included) must reapply for admission by submitting the ApplyTexas application by the application deadline. The application should be submitted electronically through ApplyTexas. International students who not been in attendance for one semester, excluding the summer semester, must reapply for admission.

When reapplying for admission to UTSA, students are not at liberty to disregard previous college work attempted. All former students returning to UTSA who have attended other institutions of higher education since they were last enrolled at UTSA must submit an official transcript from each institution.

Eligibility for readmission depends on the student's academic status at the conclusion of the last UTSA semester of enrollment and performance

on any subsequent college or university work attempted since last enrolled at UTSA.

Evaluation of any subsequent coursework attempted is based on a requirement of a 2.0 grade point average using a four-point grade scale. The only transferable college-level work evaluated is that earned since last enrolled at UTSA. The former student applying after a first dismissal with work in progress at the time of the application will be deferred for receipt of grades from the work in progress.

Former UTSA students who were academically dismissed during their previous period of enrollment and wish to return to UTSA, **must** follow the guidelines outlined in the “Academic Standing/Academic Dismissal and Reinstatement Policy and Procedures (p. 49)” section of this publication.

Students who are readmitted for any semester and do not register for courses or withdraw from all courses prior to census date must submit a new ApplyTexas application and a nonrefundable application processing fee for any future term. If additional college-level work from a regionally accredited institution is attempted, an official transcript reflecting that work will also be needed.

Students who withdrew from the University to perform military service (not including Texas National Guard training exercises) will not have to requalify for admission and may be readmitted by the Office of the Registrar upon a request made within one year of being released from active military service. A returning student may be eligible for the same financial assistance provided before the student’s withdrawal.

Undergraduate Admissions reserves the right to require students to resubmit official documents from former institutions at the time of applying for readmission.

Admission to Colleges, Departments, and Special Programs (in addition to UTSA Admission)

College of Architecture, Construction and Planning

Students interested in pursuing a major in Architecture, Interior Design, or Construction Science and Management must meet College of Architecture, Construction and Planning admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Bachelor of Science degrees in Architecture, Interior Design, and Construction Science and Management are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding the College of Architecture, Construction and Planning admission and academic standing policies.

College of Business

Students interested in pursuing a major within the College of Business must meet College of Business admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to College of Business are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional

details regarding College of Business admission and academic standing policies.

College of Engineering

Students interested in pursuing a major in Biomedical Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Computer Engineering, or Mechanical Engineering must meet College of Engineering admission requirements in addition to University-wide admission requirements. Students interested in pursuing a Biomedical and Chemical Engineering majors must meet additional departmental admission requirements in addition to College and University-wide admission requirements.

The specific criteria for admission to College of Engineering majors are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding College of Engineering admission and academic standing policies.

College of Sciences

Department of Biology

Students interested in pursuing a major in Biology or a major in Microbiology and Immunology must meet Department of Biology admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Bachelor of Science degree in Biology and the Bachelor of Science degree in Microbiology and Immunology are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department of Biology admission and academic standing policies.

Department of Chemistry

Students interested in pursuing a major in Chemistry or Biochemistry must meet Department of Chemistry admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Department of Chemistry are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department of Chemistry admission and academic standing policies.

Department of Computer Science

Students interested in pursuing a major in Computer Science must meet Department of Computer Science admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Department of Computer Science are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department of Computer Science admission and academic standing policies.

Department of Kinesiology, Health, and Nutrition

Students interested in pursuing a major in Health, Kinesiology, or Nutrition and Dietetics must meet program admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to Department of Kinesiology, Health, and Nutrition degree programs are in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department

of Kinesiology, Health, and Nutrition (College of Education and Human Development) admission and academic standing policies.

Department of Psychology

Students interested in pursuing a major in Psychology must meet Department of Psychology admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Department of Psychology are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding the Department of Psychology (College of Liberal and Fine Arts) admissions and academic standing policies.

Honors College

Admissions to the Honors College is on an invitation-only basis. Incoming new freshmen and transfer students are automatically considered for Honors College eligibility based on the student's information at the time of application to UTSA. Current UTSA students are automatically considered for Honors College eligibility based on their cumulative GPA and completed credit hours as of the semester prior to invitation. Admission is competitive and contingent upon number of seats available for any given year. Admission information is posted at <http://honors.utsa.edu/admissions/the-process>.

Participation in the Honors College typically supplements, but does not replace, work in a major field. Credits earned in Honors College courses may be used to satisfy Core Curriculum requirements or specific degree requirements, when appropriate. Honors College advisors work with advisors in other colleges to assure that students meet all requirements of their major and Honors curriculum.

Teacher Certification Programs

Information is current at time of publication, but may change without notice due to changes made by the state in the certification programs.

Admission to Teacher Certification

UTSA is approved by the State Board for Educator Certification to recommend students for teaching certificates in various baccalaureate degree areas. Students seeking a standard teaching certificate or seeking certification endorsements should apply for admission to the certification program through the Interdisciplinary Education (IDED) Advising Center. Applicants may be either degree-seeking or special students.

Undergraduates seeking elementary, special education, or middle level teacher certification must complete the Interdisciplinary Studies degree as outlined in the *UTSA Undergraduate Catalog* (<http://catalog.utsa.edu/undergraduate/educationhumandevlopment>) or on the COEHD website under Certification Programs (http://education.utsa.edu/certification_program). Individuals seeking secondary certification should complete the bachelor's degree requirements in their academic specialization while coordinating with the IDIED Advising Center to fulfill certification requirements. Students wishing to add additional teaching fields to their standard teaching certificate or graduate students seeking professional certification must also coordinate with the Center.

Specific information regarding admission requirements to the Teacher Certification undergraduate certification programs may be obtained in the IDIED Advising Center and online at the COEHD website under Certification Programs (http://education.utsa.edu/certification_program). Requirements for admission to the undergraduate Teacher Certification Program include:

1. Attaining junior standing (60 semester credit hours)
2. Completing all core requirements;
3. Having a cumulative grade point average of 2.75 (on a 4.0 scale). Students with less than 2.75 overall cumulative GPA, who demonstrate a 2.5 GPA or greater in the major, can petition GPA if they meet the requirements of the Texas Education Code §21.0441. Students with 3.0 GPA overall cumulative GPA and have a 3.5 GPA in the major at UTSA can be considered for Department Honors.
4. Having completed 12-15 hours of content coursework. Math and Science certification tracks must have 15 hours completed.
5. Reading and acknowledging by signing the Criminal History Policy (http://education.utsa.edu/certification_program/criminal_history_policy)
6. Submitting authorization for a Texas Department of Public Safety criminal background report
7. Having no active case pending with the UTSA's Office of Student Conduct and Community Standards (SCCS)
8. Demonstrating TSI has been met or minimum composite passing scores on one of the following: SAT (1040 or higher) or ACT (23 or higher)
9. Demonstrating English Language Proficiency by earning a "C+" or better in a public speaking course (WRC 1013, COM 1043, COM 1053, COM 2113).
10. Reading and signing the Texas Educators' Code of Ethics and turning in the last page of the document signed and dated to MB 3.214
11. Passing the Teacher Candidate Quiz with a 72 or higher and submitting Score Report to MB 3.214
12. Completing the teacher candidate interview screening
13. Showing evidence of taking practice TExES tests
14. EC-6 BBL, and 4-8 BBL students will be required to take the ALPS test.

Coursework Policy

Students must apply and be accepted to the Teacher Certification Program to be eligible to register for restricted courses. Please refer to the catalog for a list of restricted courses. Courses in the Teacher Certification Program require field work in various educational settings. No student is exempt from this field work requirement. All field work must be completed to receive a passing grade for the course. Field placements are assigned by the Director of School Partnerships in the COEHD.

Criminal History Checks

UTSA students must submit to a criminal history background check every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity as a requirement for course completion. Students who are unable to meet the criminal background check standards for the school districts may not be able to complete a course or the Teacher Certification Program. If a student is rejected twice by districts in one semester because of criminal history, students will not be able to continue in the program until such time as the criminal background check is cleared. If the offense is one that will preclude field work altogether, the student will be dismissed from the Teacher Certification program. In accordance with Sec. 53.021, *Texas Occupation Code*, the State Board for Educator Certification (SBEC) may suspend or revoke a teacher certificate or refuse to issue a teacher certificate for a person who has been convicted of a felony or misdemeanor for a crime that directly relates to the duties and responsibilities of the teaching profession.

Students are encouraged to initiate and maintain contact with an academic advisor in the IDIED Advising Center (<http://education.utsa.edu/>)

current_students/advising) in order to stay informed of certification and graduation requirements.

Criminal History Policy and Acknowledgement

The College of Education and Human Development (COEHD) prepares educators and professionals for fields which require fieldwork, internship, practicum, service-learning and/or clinical teaching. Placements occur in educational, clinical, health care facilities, hospital, and/or medical settings which require a criminal background check. UTSA is required to inform students of the requirements set forth by the Texas Occupation Code, Chapter 53, Sections 53.001 through 53.105 (<http://www.texas-statutes.com/occupations-code/chapter-53-consequences-of-criminal-conviction>).

All COEHD prospective students in a licensure or certification program are required to acknowledge that they have been made aware of these requirements and that they have read the COEHD Criminal History Policy (http://education.utsa.edu/certification_program/criminal_history_policy). For more information and for completing the acknowledgement form, please visit the Office of Professional Preparation, Assessment, and Accreditation in the College of Education and Human Development.

UTSA Office of Student Conduct and Community Standards

To be admitted to the Teacher Certification Program students must be in good standing with the UTSA. Students seeking admission to the Undergraduate Teacher Certification Program who have ever been referred to UTSA's Office of Student Conduct and Community Standards (SCCS) may have those referrals and the outcomes of those referrals considered by the Associate Dean for Teacher Education in determining whether to grant admission to the Program. Admission is at the discretion of the Associate Dean for Teacher Education. Students requesting admission to the program who have cases pending with the SCCS will not be admitted until the SCCS case has been fully adjudicated.

Fitness to Teach Policy

The College of Education and Human Development (COEHD) has a responsibility to the educational community to ensure that individuals whom the University recommends to the State of Texas for teaching certification are fit to join the teaching profession. All teacher candidates in the UTSA Teacher Certification Program are expected to demonstrate that they are prepared to teach children and youth. This preparation results from the combination of successful completion of University coursework and the demonstration of important human characteristics and dispositions all teachers should possess. The UTSA Fitness to Teach policy addresses these important aspects of teacher preparation. The Fitness to Teach policy (http://education.utsa.edu/certification_program/fitness_to_teach_policy) can be accessed from the COEHD website.

Graduate Students

Philosophy

Admission requirements for graduate study at UTSA are designed so that admitted students will have a high probability of success in graduate-level academic work. Graduate study is much more than a continuation of

undergraduate work; it is an intellectual pursuit that requires independent thought and investigation.

Students seeking admission to a graduate program should visit the Graduate School's admissions website (<http://graduateschool.utsa.edu>) for application forms and instructions.

VIP Graduate Admission Program

The VIP Graduate Admission Program (VIP-GAP) allows graduate program tenured/tenured-track faculty to recommend for admission outstanding University undergraduate students with excellent academic records in their junior or senior year to remain at UTSA for a graduate degree. Graduate program faculty may nominate a select number of outstanding undergraduate students.

Undergraduate candidates may be extended an offer of admission, conditional upon completion of the baccalaureate degree from UTSA in the area of nomination.

Additional information about the VIP Graduate Admission Program is available on the Graduate School website (<http://graduateschool.utsa.edu>), in the Graduate School office, and from the Graduate Advisor of Record of each graduate program.

Graduate Classifications and Requirements

Classifications of graduate admission require approval by the Dean of the Graduate School, the administrative officer responsible for graduate education. The criteria for the various classifications of admission to UTSA are set forth in the admission section.

Graduate Degree-Seeking Student Admission

University-Wide Admission Requirements

In order to be considered for unconditional admission to a graduate program, an applicant must submit a graduate application along with a nonrefundable application fee and meet the following criteria:

1. Earned a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours of undergraduate coursework or total hours of awarded graduate degree program.
3. Completed at least 18 semester credit hours (12 of which must be at the upper-division level) or foreign institution equivalent coursework in the area or areas in which the graduate degree is sought or in related areas as determined by the Graduate Program Committee for the proposed major.
4. Program specific, an official GRE/GMAT score may be required. Please check program requirements.
5. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section.

6. Meet additional admission criteria set forth by the graduate program of interest (see program descriptions in the Graduate Catalog).

Students granted admission to a master's or doctoral program at UTSA who do not register for courses within one year of admittance must reapply for admission. Registration must be completed by census date of the granted one year deferral.

Students who do not register for classes by the one year deferral must reapply and pay a nonrefundable application fee for the next available term, by the application deadline. Any subsequent application for admission must be in accordance with current admission requirements and deadlines. New transcripts, test scores, and other supporting documents are required after one academic year, since files for admitted students who do not register for courses are not retained after that period. (See program descriptions in the Graduate Catalog, Table of Contents, for specific program admission requirements.)

Admission decisions are based on a careful holistic review of all aspects of the applicant's file including standardized tests, undergraduate grade point average, letters of recommendation, research and teaching experience, etc. Some graduate programs have additional admissions criteria that applicants must meet; please see the individual listings under Graduate School Website (<https://graduateschool.utsa.edu>) and contact individual programs for full details.

Please note that satisfaction of these minimum standards does not guarantee admission since the number of qualified applicants far exceeds the number of spaces available. As a consequence, many well-qualified applicants may not be accommodated.

Admission Classifications

Graduate applicants are admitted to the Graduate School in one of two classifications: graduate degree-seeking or special graduate (non-degree seeking). Additionally, provisional limitations of conditional or conditional on academic probation may be used in conjunction with admission.

Graduate Degree-Seeking

A graduate degree-seeking student is one admitted to a graduate degree program. Admission as a graduate degree-seeking student may be unconditional, conditional, or conditional on academic probation.

Unconditional Admission

An applicant who has met the University-wide admission criteria and admitted unconditionally upon recommendation of the Graduate Program Committee and approval by the Dean of the Graduate School.

Conditional Admission

An applicant who has insufficient preparation in his or her intended graduate degree program, or who lacks certain supporting documentation required for unconditional admission, may be admitted conditionally upon recommendation of the Graduate Program Committee and approval by the Dean of the Graduate School.

Notification of condition(s) along with time limitations imposed by the Graduate Program Committee will be included in the notification of admission. If student does not adhere to the conditions, he or she will be automatically dismissed from the University. The dismissal cannot be petitioned by the department.

Conditional Admission on Academic Probation

An applicant who has insufficient preparation in his or her intended graduate degree program and does not meet the criteria for conditional admission basis may be admitted on academic probation upon

recommendation of the appropriate Graduate Program Committee and approval by the Dean of the Graduate School. Such admission requires that coursework taken during the first semester be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better. Failure to earn this average will result in academic dismissal. The dismissal cannot be petitioned by the department.

Denial of Admission as a Graduate Degree-Seeking Student

If an applicant is not eligible for either unconditional admission or conditional admission, the applicant is denied admission as a graduate degree-seeking student. In such cases, the appropriate Graduate Program Committee may recommend the applicant's admission or denial of admission as a special graduate student.

Special Graduate Student Admission

A special graduate student (non-degree-seeking) 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.

In order to be considered as a special graduate (non-degree-seeking) to a graduate program, an applicant must submit a graduate application along with a nonrefundable application fee and meet the following criteria:

1. Earned a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of undergraduate coursework or total hours of an awarded graduate degree program.
3. Program specific, an official GRE/GMAT score may be required. Please check program requirements.
4. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section.
5. Meet additional admission criteria set forth by the graduate program of interest (see Graduate Catalog, Table of Contents).

Special graduate students are advised that:

1. In order to be eligible to enroll in a master's-level course, students must meet the necessary prerequisites, space must be available, and students must obtain the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.
2. Students who wish to enroll in an undergraduate-level course must obtain prior approval by completing the Permission For Enrolling in Undergraduate Courses While a Graduate Student Form.
3. A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree, and then only when the student has been admitted as a graduate degree-seeking student and the credits earned for these courses have been evaluated and approved for this purpose by the appropriate Graduate Program Committee.

- When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a special graduate student can be applied to a graduate-level teacher certification program.
- To continue as a special graduate student in a subsequent semester, the student must meet the standards required to remain at UTSA as indicated in the section on Academic Standing.

Denial of Admission as a Special Graduate Student

An applicant who is denied admission as both a graduate degree-seeking student and a special graduate student may be eligible for admission as a special undergraduate student, if admission requirements for that classification have been met. The applicant will need to submit an undergraduate application to be considered (see “Special Undergraduate Student Admission (p. 12)”).

Students holding bachelor’s degrees who are admitted as special undergraduate students may enroll in undergraduate courses only. If they wish to take courses at the graduate level, they must obtain permission from the course instructor and the department chair on the form provided for this purpose. Students may not have active applications at the graduate and undergraduate levels for the same term and year.

International Graduate Student Admission

Non-U.S. citizens or non-permanent residents will be considered international applicants. A nonrefundable application fee is required with each application for admission to the Graduate School.

All applicants (domestic and international) who have taken university/college coursework outside of the United States must have the coursework and degree evaluated by a UTSA approved foreign credentialing service (as listed on the Graduate School website (<https://graduateschool.utsa.edu/admissions/admission-requirements-checklist>)). It is the responsibility of the applicant to ensure the foreign credential evaluation arrives by the posted deadline. Any evaluation which is received after the posted deadline will not guarantee the applicant an admissions decision. Because transcripts from foreign universities require special evaluation, prospective students with foreign credentials are advised to submit their application, test scores, upload transcripts, and submit evaluations well in advance of deadlines. Early submission gives the University enough time to process the application and gives the international applicants enough time to obtain visas and make travel arrangements if admission is granted.

If accepted into a graduate program, official transcripts and degree certificates in both original language and English translations must be submitted prior to the second term of enrollment. Official documents submitted to the foreign credentialing agency can be used to fulfill this requirement.

In addition to meeting the general requirements for admission, applicants whose native language is not English must demonstrate sufficient competency in English to study effectively at the University. These applicants are required to submit scores on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) to the Graduate School. Information about TOEFL ([\[www.ets.org/toefl\]\(http://www.ets.org/toefl\)\) and IELTS \(<http://www.ielts.org>\) is available online. Scores must be sent directly to the Graduate School from the ETS or IELTS testing center, copies of scores are not accepted as official. Official test score must be less than two \(2\) years old. Unofficial scores can be used for admissions decisions. However, official scores must be received prior to the second term of enrollment. The UTSA institution code is 6919.](http://</p>
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	TOEFL Internet	TOEFL Paper	IELTS
English Language 100 Assessment Program (ELAP) Exempt		65	7
Graduate Admission Qualification ¹	79	60	6.5

¹ The minimum score required on the TOEFL or IELTS. Individual degree programs may have higher TOEFL or IELTS requirements for their various programs. Consult the Graduate School website (<http://graduateschool.utsa.edu>) for more information.

TOEFL scores may be waived for international students from countries where English is the official language spoken; or for noncitizens of the United States earning a bachelor’s degree or higher in the United States or other countries where English is the official language.

Applicants from the following countries are exempt from submitting the TOEFL or IELTS score:

- American Samoa
- Australia
- Bahamas
- Barbados
- Belize
- Canada (except Quebec)
- Dominica
- Grand Cayman
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Sierra Leone
- Trinidad/Tobago
- United Kingdom
- U.S. Pacific Trust

IELTS is jointly managed by University of Cambridge English for Speakers of Other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia: IELTS Australia. For more information, visit the IELTS website (<http://www.ielts.org>).

TOEFL is an examination written by The Educational Testing Service for The College Board. For more information, visit the ETS website. (<http://www.ets.org/toefl>)

If attendance under the F-1 (student) visa is anticipated, students will be required to submit a financial statement guaranteeing the ability to pay all expenses while a student at UTSA. The statement may be sent from a parent or guardian when endorsed by a bank or other reliable institution,

or from a U.S. citizen who will accept responsibility for the student's financial needs.

The above criteria serve as guidelines for admission for international students. The credentials of each applicant are examined on an individual basis by the Graduate School and the appropriate Graduate Program Committee, with admission granted only to those who show promise of success in graduate study at UTSA.

Academic Fresh Start

An applicant who has earned a baccalaureate degree under the Academic Fresh Start statute (<http://www.collegeforalltexans.com/index.cfm?objectid=6D10C9BD-DD24-153F-90B91DA6C20D1C97>), Texas Education Code, § 51.931, will be evaluated on only the grade point average of the coursework completed for that baccalaureate degree and the other criteria stated herein.

Procedures for Teacher Certification at the Graduate Level

An applicant who desires to work on teacher certification at the graduate level can do so in the following areas: Bilingual EC-6 Core Subjects, Bilingual 4-8 Core Subjects, ESL EC-6 Core Subjects, ESL 4-8 Core Subjects, ESL 7-12 Supplemental, 4-8 Math, Science and 4-8 Language Arts, Social Studies, Reading. Applicants who hold a bachelor's degree should apply as a graduate degree-seeking student to the Graduate Program Committee for the M.A. in Bicultural-Bilingual Education, or the M.A. in Teaching English as a Second Language, or the M.A. in Curriculum and Instruction for teacher certification. A student who is simultaneously seeking a master's degree should apply for admission to the master's degree program.

Students interested in graduate teacher certification programs must complete both an application for admission to the Graduate School and an application packet for admission to the Teacher Certification Program. Admission to COEHD does not automatically admit a candidate to graduate level Teacher Certification, nor does the completion of degree requirements guarantee completion of Texas certification requirements. However, students must be accepted to graduate school before they can be accepted to the Teacher Certification Program. Students must meet the requirements for graduation for the M.A. in Bicultural-Bilingual Education, the M.A. in Teaching English as a Second Language, or the M.A. in Curriculum and Instruction, and also meet the TEXES state requirements for certification to complete their program.

A graduate student who wishes to work on a program to meet the requirements for teacher certification 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 College of Education and Human Development Advising and Certification Center for an official analysis of the requirements that must be met before he or she can be recommended for certification.

Information and application materials for graduate teacher certification is located on the COEHD's Certification Programs (http://education.utsa.edu/certification_program) website. Upon review of the application for teacher certification by the department Coordinator, potential candidates will be notified of their status with regard to admission to the Teacher Certification Program.

Any student seeking a teaching certificate in the state of Texas must meet the basic state requirements for admission to the Teacher Certification Program as well as the UTSA admission requirements. This includes passing scores on the Texas Higher Education Assessment (THEA). A legal ID is required to be certified as a teacher in the state of Texas. For further information on these and other requirements, please review the application materials located under COEHD's Certification Programs (http://education.utsa.edu/certification_program) website.

Criminal History Checks

UTSA students must submit to a criminal history background check every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity as a requirement for course completion. Students who are unable to meet the criminal background check standards for the school districts may not be able to complete a course or the Teacher Certification Program. An Independent School District (ISD) or other school field-based entity may deny placement of students with a criminal background. If a student is rejected twice by districts in one semester because of criminal history, students will not be able to continue in the program until such time as the criminal background check is cleared. If the offense is one that will preclude field work altogether, the student will be dismissed from the Teacher Certification Program. In accordance with Sec. 53.021, Texas Occupation Code, the State Board for Educator Certification (SBEC) may suspend or revoke a teacher certificate or refuse to issue a teacher certificate for a person who has been convicted of a felony or misdemeanor for a crime that directly relates to the duties and responsibilities of the teaching profession. A legal ID is required to be certified as a teacher in the state of Texas. Additional information may be found on the UTSA website (http://education.utsa.edu/certification_program/criminal_history_policy).

Criminal History Policy and Acknowledgement

The College of Education and Human Development (COEHD) prepares educators and professionals for fields which require fieldwork, internship, practicum, service-learning and/or clinical teaching. Placements occur in educational, clinical, health care facilities, hospital, and/or medical settings which require a criminal background check. UTSA is required to inform students of the requirements set forth by the Texas Occupation Code, Chapter 53, Sections 53.001 through 53.105 (<http://www.texas-statutes.com/occupations-code/chapter-53-consequences-of-criminal-conviction>).

All COEHD prospective students in a licensure or certification program are required to acknowledge that they have been made aware of these requirements and that they have read the COEHD Criminal History Policy (http://education.utsa.edu/certification_program/criminal_history_policy). For more information and for completing the acknowledgement form, please visit the Office of Professional Preparation, Assessment, and Accreditation in the College of Education and Human Development.

Fitness to Teach Policy

The College of Education and Human Development (COEHD) has a responsibility to the educational community to ensure that individuals whom the University recommends to the State of Texas for teaching certification are fit to join the teaching profession. All teacher candidates in the UTSA Teacher Certification Program are expected to demonstrate that they are prepared to teach children and youth. This preparation results from the combination of successful completion of University coursework and the demonstration of important human characteristics and dispositions all teachers should possess. The UTSA Fitness to Teach

policy addresses these important aspects of teacher preparation. The Fitness to Teach policy (http://education.utsa.edu/certification_program/fitness_to_teach_policy) can be accessed from the COEHD website.

Recommendations for teacher certification (to the Texas Education Agency) are made by the College of Education and Human Development Certification Officer only after all requirements have been met and the student has officially requested such recommendation.

Information summarizing education certificate and endorsement requirements is available from the College of Education and Human Development Advising and Certification Center and online at the COEHD website under Certification Programs (http://education.utsa.edu/certification_program).

Programs are subject to change without notice due to changes in the state's certification and/or program approval requirements.

Credentials, Application Deadlines, and Fees

- Credentials (p. 21)
- Deadlines (p. 21)
- Nonrefundable Application Fees (p. 22)

Each applicant for admission is responsible for ensuring that all required official application materials (completed application form, nonrefundable application fee, test results, required transcripts, etc.) are on file in the Graduate School by the application deadlines. Admission is not granted until the applicant's file is complete. Documents submitted in support of an application become the property of UTSA and will not be returned.

Credentials Transcripts

Students must list on the application for graduate admission all community colleges, colleges and universities attended. An official transcript from each institution attended must be sent to the Graduate School. Official transcripts (i.e., one bearing the official seal of the school and the Registrar's signature) from the institution conferring the last degree must be on file at the Graduate School prior to enrollment. An applicant with a University of Texas at San Antonio undergraduate degree does not need to provide a transcript.

Declaration of Previous Work Attempted

Students are not at liberty to disregard previous college work attempted. All students applying to UTSA must list all colleges attended on their UTSA application for admission. Failure to do so may result in the rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from the University, or other appropriate disciplinary action.

Graduate Admissions Tests

Graduate programs at UTSA use selective entrance requirements in their admission of students. In addition to the University-wide admission, each graduate degree program specifies additional admission requirements, which may include scores on the Graduate Record Examination (GRE®) aptitude test, the Graduate Management Admission Test (GMAT®) or other standardized examinations.

Information on the GRE may be obtained from the Educational Testing Service (<http://www.ets.org/gre>), P.O. Box 6000, Princeton, NJ 08541-6000 or by calling 1-866-473-4373. GMAT information may be obtained from the Graduate Management Admission Council (<https://www.gmac.com>), or by calling 1-800-717-GMAT. The institution code for UTSA is 6919, for both the GRE and the GMAT.

At the time the student enrolls, the test score must be less than five (5) years old. UTSA Testing Services office also has information available on the GRE, GMAT, LSAT, and other tests. Applicants should refer to individual degree descriptions for additional admission requirements.

Consistent with Texas Education Code, Section 51.842(b), any degree program that uses an applicant's performance on a standardized test, other than scores obtained on the Test of English as a Foreign Language (TOEFL) required of international applicants, to make decisions about admission or the award of competitive scholarships will compare the applicant's test score with those of other applicants from similar socioeconomic backgrounds, to the extent such information is available. If an applicant's performance on a standardized test is used for that purpose, it will be considered together with other criteria when making an admission or competitive scholarship decision and will not be used as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant.

Deadlines

Graduate application deadlines vary by program. The Graduate School application, forms, deadlines, and program admission requirements are available on the Graduate School website (<http://graduateschool.utsa.edu>) or from the Graduate School. It is the applicant's responsibility to ensure that his/her application meets the deadline set by the graduate program. Applicants should also note some programs grant admission only for specific semesters.

Students enrolling in cooperative or joint programs between UTSA and other institutions must satisfy admission requirements (including deadline dates) of the other institutions as well as those of UTSA.

Master's Application Deadlines

Applicants for admission as master's degree-seeking or special (non-degree-seeking) graduate may apply for admission as early as nine months before the beginning of the semester in which they wish to begin graduate study. Because of the time needed to prepare graduate summaries, applicants are encouraged to have their admission file completed at least one month before the application deadline.

Master application deadlines may vary by program. Some master's programs may have priority application deadlines. Please contact the appropriate academic program or visit the Graduate School website (<http://graduateschool.utsa.edu>).

Doctoral Application Deadlines

Doctoral application deadlines may vary by program. It is the applicant's responsibility to ensure that his/her application meets the deadline set by the doctoral program. Applicants should also note that most programs grant admission only for the Fall semester, but some do offer Spring admission. Consult the Graduate School website (<http://graduateschool.utsa.edu>) for Spring application deadlines and application requirements.

Nonrefundable Application Fees

Domestic applicants	\$50
International applicants	\$90

A nonrefundable application processing fee is charged per application. Applicants may apply simultaneously to more than one graduate program; a fee for each application will be required.

Readmission

Master's and doctoral level students returning to UTSA who have attended other institutions of higher education since they were last enrolled at UTSA must submit an official transcript from each institution. Eligibility for readmission of any former student depends on the student's academic status at the conclusion of the last UTSA semester of enrollment and performance on any subsequent college or university work attempted. Readmission must be recommended by the appropriate Graduate Program Committee.

Master's Level

UTSA master's students who have attended a semester but have not been in attendance for one full year are required to reapply and submit an application for graduate admission, and pay a nonrefundable application fee (see application fee table (p. 22)), by the application deadline.

Doctoral Level

UTSA doctoral students must be enrolled every semester unless specified otherwise by the Graduate Program Committee. Doctoral students who have not been in attendance for one semester and do not have an approved leave of absence must submit an application for graduate admission, and pay a nonrefundable application fee (see application fee table (p. 22)), by the application deadline.

Military Service

Students who withdraw from the University to perform military service (not including Texas National Guard Training exercises) will not have to requalify for admission and will be reactivated upon a request made within one year of being released from active military service. A returning student may be eligible for the same financial assistance provided before the student's withdrawal.

TUITION, FEES, CHARGES, DEPOSITS, AND REFUNDS

- Additional College and Course Fees and Incidental Charges (p. 23)
- Changes to Tuition, Fee, and Charge Amounts (p. 31)
- Fees for Resource Use (p. 31)
- Financial Aid and Scholarships (p. 32)
- Mandatory Semester Fees and Charges (p. 35)
- Methods of Payment (p. 36)
- Payment and Refund Policies (p. 37)
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- Tuition (p. 46)
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Additional College and Course Fees and Incidental Charges

In addition to tuition, additional fees and charges may be assessed for the incidental cost of services of the major pursued or the courses selected by a student. Students should be aware of additional fees and charges incurred by their major or course selection that will be added to the total cost of tuition. Some but not all of these fees and charges are noted by the course listing in the online schedule of classes.

Charge/Fee Name	Code	Amount	Charged Per	Charge/Fee Description
Certification Charge (COEHD) - College of Liberal & Fine Arts Majors	SELS	\$20	Semester	This charge is assessed all undergraduate College of Liberal and Fine Arts and College of Sciences majors seeking teacher certification to defray costs associated with group advising, individual advising, processing applications for admission to the Program, processing applications for certification to the State Board, outreach via classroom visits and mobile advising at student events.
Certification Charge (COEHD) - Graduate Students	SEGR	\$20	Semester	This charge is assessed graduate students seeking various professional certifications. Services for graduate students are provided only during their final semester. The fee will be attached to EDL 6941-3 for Educational Leadership students and may be assessed for other professional certification courses for principals, school counselors and Master Reading teachers.
Certification Charge (COEHD) - Post-Baccalaureate Students	SECC	\$75	Semester	This charge is assessed all post-baccalaureate students seeking initial teacher certification to defray costs of providing transcript evaluation, group and individual advising, and processing of certification applications to the State Board.
College of Architecture, Construction and Planning Programs Fee	SAP1	\$25	Course	This fee is assessed students enrolled in courses in the architecture curriculum who use any of the studios under the direction of the College of Architecture, Construction and Planning. This fee is to defray costs of supplies, materials, equipment, and services for students enrolled in Architecture, Interior Design, and Construction Science and Management curriculum.
Counseling Support Fee	COUN	\$35	Course	All students registered in certain counseling department courses are charged this fee to defray costs of services and training designed to prepare counselors.
Cyber Security Program Charge	CYBB	\$450	Credit Hour	This fee is assessed all students enrolled in the fully online B.B.A. in Cyber Security.

Additional College and Course Fees and Incidental Charges

Dietetics and Nutrition Program Service Charge	DNPS	\$75	Semester	This charge is assessed all undergraduate and graduate students enrolled in the Coordinated Program in Dietetics (CDP) to defray costs associated with annual student orientation, training for students and off-site preceptors, administrative services to support student internship placement, tracking of practicum/internship hours, and other reports and systems required for ACEND accreditation.
Dietetics Teaching Kitchen Fee	DNMF	\$225	Credit Hour	This fee is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with the purchase of foods, consumable supplies and materials to be used in a kitchen laboratory.
Dietetics and Nutrition Practicum Fee	DNPF	\$20	Credit Hour	This fee is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with supervision of students at affiliation sites at various locations; including student liability coverage costs associated with the practicum courses, related faculty travel, recruitment and meetings with preceptors, field trips, instructional support materials, recognition events and training for the preceptors.
Dietetics and Nutrition Testing Fee	DNTM	\$112	Credit Hour	This fee is assessed all students enrolled in certain Dietetics and Nutrition Program capstone courses to defray costs associated with the purchase of educational materials for assessing student learning using computer-based testing in preparation for the national credentialing exam and including, but not limited to, the purchase of revised materials and annual subscriptions to online manuals.
Digital Learning Fee	DL01	\$25	Credit Hour	This fee may be assessed students to defray costs associated with managing, maintaining, upgrading and general operations of the University's Learning Management System (LMS) and online course development activities.
Education Assessment Course Fee (COEHD)	LEA1/ LEA2	\$15/ \$25	Course	A fee of \$15 per undergraduate course and \$25 per graduate course will be assessed all students registered in certain College of Education and Human Development courses to defray costs of development and maintenance of a collection of professional assessment materials.
Education TExES Charge	CETC	\$46	Semester	This charge is assessed all students pursuing teaching or professional certification through the College of Education and Human Development to defray costs associated with providing materials and services mandated by the Texas Education Agency, to support student success on the Texas Examinations of Educator Standards (TExES). Services offered include individual and group tutorials, workshops and large review sessions, implementation of Practice TExES exams, instructional materials, supplies, and salaries.
Educational Field Instruction Fee	STFK/ STF1	\$57	Semester	This fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practica, and student internships to defray costs associated with providing materials and services associated with field-based courses and practica, to include supervision of student teachers, interns, and students in field placement at both the graduate and undergraduate levels, appreciation items for student teaching supervisors, mileage costs and salaries, training in the use of educational technology, and travel to mandatory state-wide Texas Education Agency training.
Equipment and Materials Fee - Department of Physics and Astronomy	MEPA	\$18	Course	This fee is assessed all students registered for certain courses in the Department of Physics and Astronomy to defray costs associated with purchase and maintenance of demonstration equipment, printing supplies, and acquisition of WEBASSIGN to enhance learning and wages.

Equipment and Materials Fee - Political Science and Geography, Media Equipment and Materials	MST1	\$30/ \$35	Course	A fee of \$30 per undergraduate student and \$35 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of the media studio and salaries for tutorial instruction.
Equipment and Materials Fee - Political Science and Geography, Geographic Information Systems Materials	GIS1	\$32/ \$40	Course	A fee of \$32 per undergraduate student and \$40 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of printing equipment and supplies and salaries for tutorial instruction.
Field Trip Fee - Biology	STFB	\$40	Course	A supplementary fee is assessed students in certain Biology and Environmental Science and Ecology courses to pay for the expenses of field trips.
Field Trip Fee - Environmental Science and Ecology	STFE	\$40	Course	A supplementary fee is assessed students in certain Biology and Environmental Science and Ecology courses to pay for the expenses of field trips.
Foreign Language Multimedia Learning Center Fee	MM01	\$7	Course	This fee is assessed each student who registers at UTSA in a foreign language course to defray costs of supplies, printing, equipment and part-time lab helpers in the Multimedia Learning Center.
Global Business Skills Charge - College of Business International Programs	BISP	\$10	Course	This fee will be assessed all students enrolled in certain lower-division undergraduate College of Business classes to defray costs of programs that develop students' global business skills including: programs that give participating students on-campus or U.S.-based access to study, research, or practicums related to global business; programs that immerse participating students in global business environments for study, research or practicums in U.S. or international locations; and, costs to administer programs related to developing global business skills.
Graduate Services Charge - College of Architecture, Construction and Planning	GA01	\$50	Semester	This charge is assessed all students enrolled in graduate courses of the College of Architecture, Construction and Planning to defray costs associated with recruitment, advising, orientation, assistantships, internships, placement and administrative services.
Graduate Services Charge - College of Education and Human Development	GH01	\$25	Credit Hour	This charge is assessed all students enrolled in graduate or doctoral courses in the College of Education and Human Development to defray costs associated with advising, orientation, certification, placement, research support, recruitment, professional education, meetings, and other administrative and support services.
Graduate Services Charge - College of Engineering	CEGS	\$60/ \$30	Semester	A charge of \$60 per semester (\$30 per summer session) is assessed all students enrolled in graduate courses of the College of Engineering curriculum to provide additional advising, orientation, and administrative services.
Graduate Services Charge - College of Liberal and Fine Arts	GL01	\$30	Credit Hour	This charge is assessed all students enrolled in graduate courses of the College of Liberal and Fine Arts to defray costs associated with services to master's and doctoral students including advising, orientation, graduation, certification, placement, research support, professional education meetings, seminars, administrative services, graduate student travel, assistantships, and other support services.
Graduate Services Charge - College of Public Policy, Department of Public Administration	GP01	\$50/ \$25	Semester	A charge of \$50 per semester (\$25 per summer session) is assessed all students enrolled in graduate courses of the Department of Public Administration to provide advising, recruitment, orientation, internship, placement services, and MPA program accreditation.

Additional College and Course Fees and Incidental Charges

Graduate Services Charge - College of Public Policy, Department of Social Work	SWF1	\$20	Credit Hour	This charge assessed all students enrolled in graduate social work courses in the College of Public Policy to defray costs associated with processing social work field education applications, administrative support, community field liaisons, travel, orientation, training, printing, equipment and supplies.
Graduate Services Charge - College of Sciences	GS01	\$30	Credit Hour	This charge is assessed all students enrolled in graduate or doctoral courses of the College of Sciences curriculum to provide advising, research support, recruitment, professional meetings, assistantships, administrative services, and seminars.
Honors Experiential Enrichment Fee	EEHC	\$240	Fall/Spring Semester	A fee of \$240 per Fall and Spring semester is assessed all students enrolled in the Honors College to defray costs associated with specialized counseling within Honors, specialized advising within student majors, design of new opportunities for study-abroad, purchase of consumables for undergraduate research, faculty training and access to experiential tutorial sequences to improve readiness for graduate school and professional/board exams.
Individual Instruction Fee – Music	M001	\$100	Credit Hour	This fee is assessed all students in certain Music courses to defray the costs associated with instrument purchases, sponsoring artist teachers, master class and workshops for music majors, better tutoring opportunities for performing ensembles and to establish an opera budget.
Installment Tuition Charges	IPP3	\$16	Semester	This charge is assessed when a student elects to pay tuition, fees, and charges under the installment payment plan. This charge is normally included in the first installment payment. A \$10 charge is assessed for each delinquent installment payment.
Instrument Users Fee (COS) - Department of Environmental Science and Ecology	IUS1	\$15	Course	This fee is assessed all students registered in certain Environmental Science and Ecology courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Biology	IUB1	\$10	Course	This fee assessed all students registered in certain Biology courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Chemistry	IUC1	\$15	Course	This fee is assessed all students registered in certain Department of Chemistry courses to defray costs of repairing and replacing teaching equipment and salaries for technicians.
Instrument Users Fee (COS) - Department of Geological Sciences	IUE1	\$15	Course	This fee is assessed all students registered in certain Department of Geological Sciences courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Physics and Astronomy	IUP1	\$20	Course	This fee is assessed all students registered in certain Physics and Astronomy courses to defray costs of purchase, repair and maintenance of teaching equipment and salaries for technicians.
Instrument Users Fee (COLFA) - Department of Music	IUM1	\$30	Course	This fee is assessed all students registered in certain Music courses to defray costs of musical instrument technical training and the replacement and maintenance of musical instruments.
International Student Insurance Fee	HIF1/ HIF2/ HIF3			All international students are required to purchase the UT System Student Health Insurance Plan, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency's regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided 1) the student presents proof of coverage by a comparable U.S. health plan, and 2) UTSA approves the comparable health coverage.

International Student Program Charge	OIP1	\$125	Semester	This charge is assessed all international students to defray costs of programs and services for international students in the Office of International Programs.
Internship Fee – Department of Criminal Justice	CJIF	\$65	Semester	This fee is assessed each student enrolled in Department of Criminal Justice courses to defray costs associated with creating, developing, and implementing internships including salaries and material costs.
ISCU Education Abroad Course Fee	ISCU	\$40	Credit Hour	This fee is assessed all students attending Study-Abroad courses in Urbino, Italy, to defray cost associated with the oversight, administration, program accounting, creation/adjustment, and on-site management of courses taught in Urbino.
Laboratory Fee	L001	\$2 - \$30	Course	In certain courses, a laboratory fee, not to exceed the actual cost of materials and supplies and no less than \$2 nor more than \$30, may be charged. When a laboratory fee is charged, the online schedule of classes indicates the associated fee.
Learning Resource Fee - Core Curriculum (TRC)	LRC1	\$4	Credit Hour	A fee is assessed each student enrolled in Core Curriculum courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - Writing Program	LRF1	\$4	Credit Hour	A fee is assessed each student enrolled in Writing Program courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Business	LRB1	\$15	Course	A fee is assessed each student enrolled in College of Business undergraduate courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Education and Human Development	LRH1	\$10	Course	A fee is assessed each student enrolled in College of Education and Human Development undergraduate and graduate courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Engineering	LRE1	\$20	Course	A fee is assessed each student enrolled in College of Engineering courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Liberal and Fine Arts	LRLF	\$10	Course	A fee is assessed each student enrolled in College of Liberal and Fine Arts courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Sciences	LRS1	\$5	Credit Hour	A fee is assessed each student enrolled in College of Sciences courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.

Additional College and Course Fees and Incidental Charges

Learning Resource Fee - Academic Inquiry (AIS)	LRU1	\$12	Credit Hour	A fee is assessed each student enrolled in certain University College courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Manipulatives Fee - Department of Mathematics	MFSM	\$30/ \$35	Course	A fee of \$30 per undergraduate course and \$35 per graduate course is assessed all students in certain mathematics courses to defray costs of manipulatives used in courses for pre-service and in-service mathematics teachers and payment of salaries for assistance with manipulatives.
Music Course Fee	MC01	\$25	Course	This fee is assessed non-Music majors who are registered in a course that uses equipment for instructional purposes.
National Student Exchange Program Application Fee	NSEC	\$95	App.	This fee is assessed students participating in the National Student Exchange program to defray costs associated with the application fee charged by NSE for student participation.
No Show Charge - Counseling Services	CSNS	\$15	Missed Appt.	This fee is assessed all students who do not attend their scheduled appointment to defray costs for purchases of psychoeducational materials for students and to support outreach activities, materials and equipment.
No Show Charge - Health Services	HSNS	\$5	Missed Appt.	This fee is assessed all students who do not attend their scheduled appointment.
Outbound Clinical Teaching Fee	OCTF	\$500	Semester	This fee is assessed certain COEHD teacher candidates during their clinical teaching semester to defray costs associated with hiring a clinical faculty member to supervise the students and to pay for faculty travel to school sites outside of Bexar county.
Physical Education - Golf Activity Fee	PAH1	\$80	Semester	A fee of \$80 for a semester or summer term is required for physical education golf activity courses to defray costs of equipment for use of driving range.
Physical Education - Kinesiology Activity Fee	PAG1	\$20	Course	This fee is assessed students in certain Kinesiology courses to defray costs associated with equipment used in the instruction of kinesiology activity classes including golf, tennis, soccer, football, basketball, badminton, volleyball, resistance training and elementary PE activities. Additional expenses include the rental of exercise and sport facilities for course instruction.
Physical Education - Kinesiology Supply and Maintenance Fee	KSM1	\$10	Course	This fee is assessed all students registered in certain Kinesiology courses to defray costs associated with purchase of disposable or consumable materials and maintenance of equipment in instructional classes.
Physical Education - Outdoor Activity Fee	PARC	\$40	Semester	This fee is assessed all students enrolled in certain Kinesiology courses to defray costs associated with repair and purchase of equipment and transportation.
Professional Affiliation and Development Fee - Department of Social Work	SWPA	\$25	Semester	This fee is assessed each student enrolled in certain social work courses to defray costs associated with affiliation expenses for professional organizations (accreditation fees, membership, travel, etc.) and professional development for social work graduate students (registration, travel, honorarium, etc.).
Professional Development Charge - College of Business - Undergraduate	BPD1	\$60	Semester	This fee is assessed all Sophomore, Junior and Senior College of Business students each semester to defray costs associated with providing personnel, training, and other support for professional development programs, placement, and internship support services.

Professional Development Charge - College of Business - Graduate	BPD2	\$150	Semester	This fee is assessed all Graduate College of Business Students each semester to defray costs associated with providing personnel, training and other support for professional development programs, placement, and internship support services.
Program Charge - Education Abroad Application Fee	SAAF	\$75	Semester	This fee is assessed all students applying to participate in study abroad and exchange programs.
Program Charge - Education Abroad Program Fee	SARF	\$150/ \$75	Semester	A charge of \$150 per semester is assessed all students registered in for-credit study abroad and exchange programs, and \$75 per semester for research and non-credit programs.
Program Charge - Education Abroad Services Health Insurance Fee	SAHF	\$20	Week	This fee is assessed all students each week they are abroad, while enrolled in a study-abroad program, to defray the costs of insurance, International SOS, and administrative expenses.
Program Charge - Honors College	PCHC	\$100	Fall/Spring Semester	A charge of \$100 per Fall and Spring semester is assessed all students enrolled in the Honors College to defray costs associated with providing services for initiatives of the honors student leadership team, such as enhanced community building opportunities and attendance of conferences and programs to provide extensive experiential learning opportunities for both curricular and non-curricular initiatives.
Program Charge - Roadrunner Camp Charge	CAMP	\$125	Student	This fee is assessed each student attending Roadrunner Camp.
School Psychology Support Fee	SPS1	\$14	Credit Hour	This fee is assessed all students enrolled in the School Psychology Master's Program to defray costs associated with services and training necessary to prepare School Psychologists for practicum, school-based internships, job placement, and for clinic operations and support.
Student Success Fee	SSPP	\$25	Semester	This fee is assessed all undergraduate and graduate students pursuing a degree in the College of Public Policy (COPP) to enhance the learning environment to offer undergraduate and graduate students additional support as they matriculate toward graduation and to improve student success metrics for existing undergraduate and graduate programs within the COPP.
Studio Art Fee	SAF1	\$35	Course	This fee is assessed students enrolled in art (ART) courses in the visual arts curriculum that will use any of the studios under the direction of the Department of Art and Art History to defray costs associated with set up and maintenance of the art studios, instructional exhibitions, wages for graduate assistants and costs of supplies and materials.
Supplementary and Special Fees		Varies	Course	Some art, music, and other courses may require supplementary or special fees. When such fees are assessed, the online schedule of classes indicates the associated fee.
Technology Services and Instructional Support Charge - College of Architecture, Construction and Planning	STSA	\$5	Credit Hour	This fee is assessed all students enrolled in any undergraduate or graduate College of Architecture, Construction and Planning classes to defray costs associated with providing personnel and equipment support for instruction, including both direct and indirect costs.
Technology Services and Instructional Support Charge - College of Business	BTSI	\$15	Course	This fee is assessed all students registered in certain lower division undergraduate College of Business courses to defray costs associated with personnel and equipment support for instruction.

Additional College and Course Fees and Incidental Charges

Technology Services and Instructional Support Charge - College of Education and Human Development	STSH	\$6	Credit Hour	This fee is assessed all students registered in College of Education and Human Development courses to defray costs associated with providing personnel and technology support for Web design, procurement, maintenance and support, computer hardware and software, and other support necessary to maintain laboratory operations as well as technology for student needs and distance learning. Will improve services through the conversion of computer labs to Technology Teaching and Learning labs where students will receive integrated and graduated training, develop hands-on expertise in ISTE standards appropriate to their future roles as educators, school counselors, school psychologists and educational leaders.
Technology Services and Instructional Support Charge - College of Engineering	STSE	\$10	Credit Hour	This fee is assessed all students enrolled in any lower-division undergraduate Engineering course to defray costs associated with providing additional personnel, calibration of equipment, computer software/hardware, service contracts, and other laboratory equipment maintenance.
Technology Services and Instructional Support Charge - College of Public Policy	STSP	\$3	Credit Hour	This fee is assessed all students registered in College of Public Policy courses to defray costs to upgrade technology in student labs, purchase software and technology agreements, and to provide new learning resources for distance and collaborative learning. The funds will also support A/V tech fees for student academic programs, meetings and events.
Technology Services and Instructional Support Charge - College of Sciences	STSI	\$5	Credit Hour	This fee is assessed all students registered in certain College of Sciences courses to defray costs associated with providing additional personnel and equipment support for instruction, technology support for Web design and maintenance, Web accessible course information, support for academic reporting and distance learning, service contracts, and other support necessary to maintain laboratory equipment.
Technology Services and Instructional Support Charge - Writing Program	STSF	\$2	Credit Hour	This fee is assessed all students enrolled in certain Writing Program courses to defray costs associated with providing personnel and equipment support of instructional design incorporating new technologies.
Three-Attempt Enrollment Charge	TTEC	\$500.05	Credit Hour	This charge is assessed all undergraduate students enrolled in the same course for the third and subsequent times to defray revenue lost as a result of nonfunding by the state.
Undergraduate Credit Limitation Charge - 45-Hour Limitation	CL45	\$500.05	Credit Hour	Resident undergraduate students who initially enrolled from the Fall 1999 Semester through the Summer 2006 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$500.05 per semester credit hour to defray UTSA's loss of formula funding revenue from the state. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advising center. Please refer to "Undergraduate Credit Limitation" in General Academic Regulations.
Undergraduate Credit Limitation Charge - 30-Hour Limitation	CL30	\$500.05	Credit Hour	Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate of \$500.05 per semester credit hour for hours attempted in excess of 30 semester credit hours above those required for completion of a degree to defray UTSA's loss of formula funding revenue from the state. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advising center. Please refer to "Undergraduate Credit Limitation" in General Academic Regulations.

Doctoral Credit Limitation Charges	CL99	\$973.80	Credit Hour	Doctoral students who enroll in courses in excess of 99 semester credit hours of doctoral work will be assessed an additional charge of \$973.80 per semester credit hour to defray UTSA's loss of formula funding revenue from the state
UTSA Card Replacement Charge	YIR1	\$10		This charge is assessed for replacement of a lost and/or stolen student identification card.
Writing Materials Fee	LB01/ WRC1	\$5	Course	This fee is assessed for composition courses.

Parking Fees (PP01 / PPG1)

All vehicles parked on campus must comply with UTSA Parking and Traffic Rules and Regulations, available online at <http://utsa.edu/parking/>. In addition, UTSA Police strictly adhere to and enforce Texas Vehicle Inspection Laws for all vehicles parking or driving on property owned by the university. All parking permits expire on August 31st of the academic year for which they are issued.

The table below reflects parking fees at the time of publication. For current rates and a full list of permit options, visit <http://utsa.edu/parking/>.

Types of Permits	Amount
Commuter	\$163
Resident	\$273
Garage	\$825
Night Garage	\$258
Night Commuter (Twilight)	\$79
Motorcycle	\$68
Commuter Daily Scratch-Off	\$7
Resident Daily Scratch-Off	\$7
Alumni Permit	\$47

Parking permits are available for persons with disabilities in accordance with applicable statutory law and UTSA Parking and Traffic Rules and Regulations. Students who park illegally in spaces reserved for persons with disabilities are subject to a fine up to \$250 and loss of campus parking privileges.

Changes to Tuition, Fee, and Charge Amounts

Tuition and fees are subject to change by the Texas legislature or The University of Texas System Board of Regents and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. The student fees described in this publication are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by UTSA and The University of Texas System Board of Regents.

Fees for Resource Use

Housing Cancellation Fee (CVCC)

A fee, based on the date of cancellation, is charged all students who submit a late cancellation of their housing contract or who move out after the contract begins, to defray costs associated with vacancies. The detailed cancellation fee structure is included in the housing agreement completed by each student to reserve on campus housing and is considered the document of record regarding the cancellation process. The fee structure is designed to encourage early decision-making regarding cancellations. The fee for an approved cancellation will range from \$175 to \$900 depending on the actual cancellation date.

The housing deposit will be released and may be used to offset the cancellation fee.

Housing Damage Fee (CVMI)

A fee based on the actual cost of damages sustained is charged all students to defray costs associated with actual repairs made that are not normal wear and tear items.

Housing Late Payment Fee (CVLF)

A fee of \$30 is charged all students for each late payment of their Housing rent to defray costs associated with collection of past due rent.

Learning Disability Testing Fee

A fee of \$100 (pre-screening), \$300 (screening) and \$500 (comprehensive) is assessed to defray the costs of students requesting psychological assessment services from Counseling Services.

Locker Fee

A limited number of lockers are available for student use in the Library. The locker fee is \$25 per semester and \$10 for the summer session. Graduate students are given priority. Students who wish to use lockers in the music, architecture and interior design, and visual arts departments will be required to pay a \$15 per semester fee.

Medical Provider Office Visit

A fee of \$10 per office visit is assessed to defray the costs for providing medical services attention and evaluation for minor injuries, illnesses, and common medical problems to students including general medical care, immunizations, laboratory and women's health services.

Optional Practical Training (OPT) Service Charge (OPT1 / OPT2)

A charge of \$150 for OPT Svc Charge (12 months) and \$250 for OPT Svc Charge (24 months) is assessed to defray costs associated with providing materials, services and administrative support to applicants for the Optional Practical Training (OPT) programs.

Placement Test Fee (TST4 / TST5 / TST9 / TS11)

Certain courses require a placement test before course enrollment. Students should contact the Office of Testing Services (<https://testing.utsa.edu>) for information about placement testing and test fees.

Texas Education Agency (TEA) Pass-Through Fee (TEAP)

A fee of \$35 is assessed to each student admitted to the Education Preparation Program to defray the Texas Education Agency mandated fee.

Financial Aid and Scholarships

Financial Aid

The primary purpose of financial aid is to provide resources to students who would otherwise be unable to pursue a postsecondary education. UTSA believes that all students should be able to attend the university that best suits their academic and personal needs. Financial Aid and Scholarships will meet the direct costs or financial need of all eligible students until funds have been exhausted.

Financial aid programs available for eligible **undergraduate students** include: Federal PELL Grants; Federal Supplemental Educational Opportunity Grants (SEOG); Teacher Education Assistance for College and Higher Education (TEACH) Grants; Texas Public Education Grants (TPEG); TEXAS Grants; Top 10 Percent Scholarship; UTSA Grants; Federal, State and Institutional Work-Study; William D. Ford Federal Direct Loans; Federal Direct Parent Loan for Undergraduate Students (PLUS) Loans; Alternative Loans; and various scholarships.

Financial aid programs available for eligible **graduate students** include: Federal and State Work-Study; Texas Public Education Grants (TPEG); UTSA Grants; William D. Ford Federal Direct Loans; Graduate PLUS Loans; Alternative Loans; and various scholarships.

Students who are awarded work-study can access a list of work-study employment opportunities sorted by office or academic department on the Handshake website (<https://careercenter.utsa.edu/handshake-login>) maintained by the University Career Center.

For more information regarding any of these programs, contact the One Stop Enrollment Center (<https://onestop.utsa.edu/financialaid>).

Financial Aid Eligibility

A yearly determination of eligibility and financial need is required for most forms of financial aid. To be considered for financial aid, a student must:

1. Be officially admitted to UTSA as a degree-seeking student
2. File a Free Application for Federal Student Aid (FAFSA)
3. Meet deadlines set by Financial Aid & Scholarships
4. Not be in default on any Title IV, HEA loan made for attendance at any institution
5. Not owe a refund on any Title IV, HEA grant received for attendance at any institution
6. Make Satisfactory Academic Progress (<https://onestop.utsa.edu/financialaid/eligibility/sap>)

In addition, a student:

- Who is not a U.S. citizen must provide proof of eligibility
- Whose financial aid file is selected for "verification" by UTSA will be asked for additional documentation. This information must be provided to receive and remain eligible for aid.
- Who is subject to selective service registration will be required to file a statement that the student has registered or is exempt from selective service registration in order to be eligible to apply for federal financial aid. Effective January 1, 1998, the selective service requirement is also applicable to students applying for financial assistance funded by State revenue.

Top 10 Percent Scholarship

The Top 10 Percent Scholarship is awarded to students who graduate in the top 10 percent of their high school class. Qualifying students who submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) by the deadline set by the Texas Higher Education Coordinating Board and have financial need may be eligible to receive up to \$600 if they enroll full-time in a Texas public college or university during the following Fall semester.

NOTE: Beginning with the 2015-2016 academic year, the Texas Legislature did not allocate funding for any new awards in the Top 10% Scholarship program. Awards will be posted for renewal students only.

Satisfactory Academic Progress

The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving financial aid. UTSA makes its standard applicable to all federal, state, and institutional financial assistance programs for the purpose of maintaining a consistent policy for all students receiving financial aid.

To make Satisfactory Academic Progress (SAP), students must meet all of the following standards:

1. **Academic Standards**
Students must maintain a cumulative grade point average minimum requirement as determined at the end of each Spring Semester for all credit hours attempted at UTSA: undergraduate students must have a 2.0 cumulative grade point average; and graduate students must have a 3.0 cumulative grade point average. If the cumulative grade point average drops below the minimum requirement, the student will no longer be eligible for financial aid.
2. **Maximum Time Frames**

The number of semester credit hours a student **attempts** may not exceed 150 percent of the number of semester credit hours required for graduation in his or her program of study, as published in the University catalogs. All periods of enrollment must be considered, even those for which the student did not receive financial aid as well as hours transferred from another school. If the number of attempted hours reaches 150 percent of the hours required for graduation, the student will no longer be eligible for financial aid.

Pursuing Additional Bachelor degrees after Graduation (Post-Baccalaureate)

A student holding a baccalaureate degree from UTSA or another accredited institution and is pursuing an additional bachelor's degree from UTSA as long as that degree is in a different major may not exceed 150 percent of 30 semester credit hours of UTSA courses for the baccalaureate degree sought beyond the first.

UTSA Standard Timeframes

Degree	Maximum Hours
1st Bachelor's	180
2nd Bachelor's (Post-Baccalaureate)	45
Master's	54
Doctoral	90

Attempted hours include all registered hours per semester whether or not the student earns a grade or receives credit. **Completed** hours include all semester hours for which the student earns a grade.

Attempted and not earned hours include:

- "F" grades
- "W" or withdrawn courses
- "IN" or incomplete courses
- "NC" or no credit
- "RP" or Research in Progress

Attempted and earned hours include:

- Successfully completed courses with grades "A+" through "D-"
- "CR" or courses passed for credit
- All transfer hours used towards student's degree

Completed hours include:

- "F" grades for undergraduate students
- "D+", "D", "D-" or "F" grades for graduate students
- "W" or withdrawal from courses
- "IN" or incomplete
- "RP" (Research in Progress) courses
- All transfer hours
- "A+" through "D-" grades for undergraduate students
- "A+" through "C-" grades for graduate students
- All transfer hours accepted for credit

3. Enrollment Status

A student must successfully complete a minimum of 67 percent of all attempted coursework. The student's academic progress will be reviewed at the end of each Spring Semester. If the number of completed hours drops below 67 percent of attempted hours, the student will no longer be eligible for financial aid.

Examples:

If a student attempts (registers for) 30 semester credit hours in an academic year, he or she must complete a minimum of 21 semester credit hours ($67\% \times 30 = 20.10$) in order to make SAP for the year.

If a student attempts 36 semester credit hours, he or she must complete a minimum of 25 semester credit hours ($67\% \times 36 = 24.12$) in order to make SAP for the year.

Note: All partial credit hours will be rounded up to the nearest hour.

If, at the end of the second year, a student has attempted 60 semester credit hours, and completed 41 of those 60 hours, their completion rate is $(41/60) 68.33\%$.

Note: There is no rounding up for the percentage of the completion rate.

Review Policy

After final grades are posted for the Spring Semester, Financial Aid & Scholarships will review the SAP progress of every enrolled student, regardless of whether or not they received financial aid. Students' academic progress will be reviewed to ensure that they are meeting the following criteria:

1. cumulative grade point average of 2.0 or higher (undergraduate students) or cumulative grade point average of 3.0 or higher (graduate students)
2. successful completion of at least 67 percent of all attempted coursework for all periods of enrollment (cumulative), even those for which the student did not receive financial aid
3. total attempted hours does not exceed 150 percent of the published length of the program of study.

Financial Aid Termination

In the event the student does not meet the requirements for SAP during the review period, he or she will be placed on financial aid termination, effective beginning the Summer 2019 term. This means that the student will not be eligible for any type of federal, state, or institutional aid until he or she returns to satisfactory academic progress status.

Conditions for Reinstatement

Students whose eligibility for financial aid has been terminated may appeal the decision, in writing, to Financial Aid & Scholarships if they believe that they had extenuating circumstances that led to their unsatisfactory progress. Financial Aid & Scholarships will notify students of the appeal outcome via the preferred e-mail account the student designated in the Automated Student Access Program (ASAP).

Satisfactory Academic Progress Appeals Process

Students appealing their Satisfactory Academic Progress status are required to submit an appeal for review. The following are to be included with the SAP Appeal:

- Financial Aid Appeal Form
- A typed letter answering the two items below and related supporting documentation:

- Provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the last evaluation period (examples: extenuating medical/personal issues, change in field of study, dual major, transferred hours not counted, etc.).
- How has your situation changed so that it will allow you to demonstrate Satisfactory Academic Progress during the next evaluation period (examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)?
- Degree Plan, if applicable for Maximum Time Frame (see Probation with a Graduation Plan below)

Appeals are reviewed by the Financial Aid Review Committee. Students are notified of the committee's decision via their preferred e-mail address. A student who has an appeal approved will be placed on an academic plan that has mandatory requirements that must be met each term for the length of the plan.

Satisfactory Academic Progress Plan Requirements and Agreement

After a student's Satisfactory Academic Progress appeal and academic history is reviewed, and a decision to reinstate financial aid is made, the student will be required to follow an academic plan for financial aid. The academic plan will have mandatory requirements that the student must follow and complete to continue with financial aid eligibility. The SAP Plan requirements will be checked at the end of every semester for compliance. Failure to meet the requirements will result in the loss of financial aid.

A student who is on an academic plan for financial aid will be required to submit a signed SAP Plan Agreement to One Stop Enrollment Center. The agreement will be placed as a requirement on the student's ASAP account. This agreement will list the mandatory requirements that must be followed. It will also state the ramifications if the plan is not followed. The SAP Plan Agreement must be submitted before any financial aid is awarded or disbursed. The appeal is not complete until receipt of the signed SAP Plan Agreement.

Types of Financial Aid Probation

Probation

If a student has a Satisfactory Academic Progress (SAP) Appeal approved they will be placed on Probation if it is possible to bring their Course Completion Rate and grade point average up to SAP standards after the next semester. All students on Probation will be checked at the end of the probation term and each subsequent semester until the student is meeting SAP standards.

Probation with an Academic Plan

If a student has a SAP Appeal approved and it is NOT possible for them to maintain the required Course Completion Rate and grade point average after one semester of enrollment, they will be placed on Probation with an Academic Plan by their academic advisor. If a student on Probation with an Academic Plan fails to meet the semester goals of their plan, their financial aid will be suspended for the upcoming and subsequent terms until they are in compliance with the SAP standards. A new appeal will be required in order to be placed on probation again.

Probation with a Graduation Plan

If a student's appeal is approved for Maximum Time Frame, the student will be placed on Probation with a Graduation Plan. This Graduation Plan will be developed with a degree plan that consists of the classes and number of hours needed to graduate as well as the signature of the student's academic advisor. The Graduation Plan will be reviewed at the end of each term. If a student's appeal for Maximum Time Frame,

or exceeding 150 percent, is approved, they will ONLY be approved for the number of hours indicated on their Graduation Plan and the required courses needed to graduate. Progress will be checked at the end of each semester until the student graduates.

Notification of Status

Students who have been terminated from financial aid will be notified of changes to SAP status via their preferred e-mail address. Changes in SAP status can also be viewed by the student by logging in to ASAP. Paying out of pocket for classes or sitting out a semester is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have an appeal approved to have aid reinstated. Students who are denied may not appeal continuously (each semester) for the same circumstance. This policy decision does not prevent a student from enrolling in future semesters but, it does prevent financial aid awarding and disbursement. Students on financial aid termination are responsible for paying all educational expenses without the assistance of financial aid.

Scholarship Programs

General Scholarships

Academic and need-based scholarships are offered for qualified first-time incoming freshmen, college transfers and currently enrolled undergraduate and graduate students. First-time freshmen and transfer students can apply for UTSA General Scholarships awarded through the Office of Student Financial Aid and Enrollment Services at the same time they apply for admission to UTSA at www.applytexas.org (<http://www.applytexas.org>). Please note that colleges and departments administer their own scholarship programs and therefore have separate applications. Check with the college or department to which you are applying to determine which scholarships you may be eligible for and obtain an application.

Continuing UTSA undergraduate and graduate students can apply for UTSA General Scholarships by completing and submitting the online General Scholarship Application on the UTSA Scholarship website (<http://utsa.edu/scholarships>) and through their ASAP account. Additionally, all students are encouraged to seek scholarship/fellowship opportunities through their respective college/department. Students can also conduct independent searches for scholarships by utilizing the links under Outside Scholarship Opportunities on the Scholarship website.

IMPORTANT: The deadline to apply for General Scholarships for first-time freshmen is **December 1**; the deadline for transfer and continuing students to apply is **February 15**. A large number of General Scholarships are need-based, therefore students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) by the priority deadline of March 1 and be admitted to UTSA for consideration.

To receive priority consideration for scholarships, first-time high school graduates and transfer students must be admitted to UTSA by March 15 and submit a General Scholarship Application. High school graduates must have SAT and/or ACT scores on file with the Office of Admissions. Transfer students must have a minimum cumulative grade point average of at least 2.5. All students must be enrolled in a degree-seeking program, and for a majority of scholarships, must attend as a full-time student.

Students selected for a General Scholarship will receive an award letter in the mail, providing the name of the scholarship, dollar amount awarded, whether it is renewable or not, and the guidelines to maintain it. Students will also receive tips on how to write a thank you letter as they

will be required to submit a thank you letter to their scholarship donor before funds will disburse. Students selected for scholarships that are renewable will not be required to re-apply for that scholarship, they will automatically be renewed providing they meet the requirements of the scholarship and remain in good academic standing.

College/Department Scholarships

Departmental and Honors College scholarships have varying deadlines and require a separate application. Please review carefully the requirements for all scholarships and obtain applications from the appropriate college or department. Some scholarships apply to incoming freshmen and transfer students; others apply only to upperclassmen, while others may be appropriate for undergraduate and graduate students. More information can be found at: <http://utsa.edu/scholarships/deptcoll.html>.

Outside Scholarships

Scholarships awarded from outside sources can impact a student's financial aid. Therefore all non-UTSA scholarships must be reported to the Office of Student Financial Aid and Enrollment Services as they are a source of financial assistance and by Federal regulation, must fit within a student's cost of attendance. All outside scholarships are to be reported using the UTSA External Scholarship Notification found on the UTSA Financial Aid website at: <http://www.utsa.edu/financialaid/forms/index.html>. (<http://utsa.edu/financialaid/pdf/1314/Externalscholarship.pdf>)

Mandatory Semester Fees and Charges

First Semester Only

Students are assessed the following one-time charges in their first semester at UTSA.

General Property Deposit

Every student must make a general property deposit of \$10 at the time of initial registration to protect the University from losses such as property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys furnished by the University; or damage to or loss of any other University property.

The deposit, less outstanding charges, is refunded upon request only when the student officially withdraws from school or graduates. When the property deposit refund is requested, the student has the option to elect that the property deposit refund be used to pay the first year's dues in the UTSA Alumni Association. The form for requesting a refund or that the deposit be used for association dues is available at the Office of Fiscal Services. A general property deposit that remains without call for refund for a period of four years from the date of last attendance at UTSA shall be forfeited, and the deposit shall become operative to the permanent use and purpose of student scholarships.

Orientation Charge

An orientation charge of up to \$160 (charge includes a prepayment requirement) is assessed to all new undergraduate students when they are admitted to UTSA to defray the cost of making improvements to the orientation experience, to include more strategic marketing and communication, enhance online orientation, increase the number of orientation leaders and enhance programs for special populations.

Orientation programs provide information about UTSA's academic requirements, campus services and resources, and include academic advising and course registration. New student orientation is mandatory for all undergraduate students and preregistration is required for these programs. Further information is available from Orientation and Family Programs (<http://www.utsa.edu/orientation>).

Tuition and Mandatory Fees

The following charges are assessed to all students each semester whether or not the student uses or takes full advantage of the underlying service provided by the fee.

Tuition

Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UTSA is required to pay tuition (see "Exemption from Tuition, Fees, and Charges (p. 38)") according to the number of semester credit hours for which registration is completed and according to his or her residence classification (see the Fiscal Services website (<http://utsa.edu/fiscalservices>)).

Advising Charges (UGAF)

A charge of \$120 per semester is assessed to each undergraduate enrolled at UTSA to provide advising services.

Athletics Fee (SATH)

A charge of \$20 per semester credit hour with a maximum of \$240 per semester is assessed all students to provide funding for UTSA athletic programs.

Automated Services and Computer Access Charge (CA01)

Each student who registers at UTSA is required to pay a \$28.00 per semester-credit-hour charge. The minimum charge is \$112, and the maximum charge is \$336 per semester. This fee is to defray costs associated with managing, maintaining, upgrading, and general operations of the University's technology infrastructure, electronic resources and online services.

International Education Fee (IE01)

A \$2 per semester fee will be assessed to all students enrolled at UTSA to cover the costs of the international education program.

Library Resources Charge (LM01)

A charge of \$14 per semester credit hour is assessed to all students enrolled at UTSA to defray costs of providing library services.

Medical Services Fee (MS01)

A \$32.70 per semester fee is assessed to all students for medical services provided at Student Health Services.

Recreation Center Fee (RF01)

A \$120 per semester fee is assessed to all students to defray costs to finance, construct, operate, maintain, or improve student recreational facilities.

Student Data Management Fee (RP01)

A \$10 per semester charge will be assessed to all students enrolled at UTSA to defray costs associated with the management of student data across the various functional areas of the Registrar's Office including but not limited to: maintenance of student records in Banner, grade and

transcript processing, residency and athletic eligibility certification, data reporting and related Registrar's Office administrative activities.

Student Services Fee (S001)

A compulsory student services fee of \$16.18 per semester credit hour, with a maximum of \$194.16 per semester is charged all students. This fee provides services and activities that are separate and apart from the regularly scheduled academic functions of the University and directly involve or benefit students. These services and activities include student government and organizations, financial aid, counseling, and career services, and other student activities and services.

Teaching and Learning Center Support Charge (TEAM)

A charge of \$5 per student is assessed to defray costs associated with the support of center operations and learning needs of students.

Transportation Fee (TF01)

A \$20 per semester fee is assessed all students to defray the cost of providing transportation services, including capital expenses.

Student Union Fee (U001)

The Student Union fee of \$10 per semester credit hour with a minimum of \$40, and a maximum of \$120 per semester is assessed all students. This fee is used for the sole purpose of financing, operating, maintaining, and improving the student union building.

University Publication Charge (SP01)

A \$5 per semester charge will be assessed all students enrolled at UTSA to cover the costs of providing catalogs, course schedules, and other official publications.

UTSACard Charge (YID1)

A student fee of \$3 is assessed each semester as a service charge for the student photo-identification card. This charge does not entitle the student to a new card each semester.

Methods of Payment

Students are entitled to enter a class or laboratory only after payment of tuition, fees, and charges have been arranged using one of the alternatives discussed in this section. Once a payment option has been selected by the student at registration, no change in the payment plan will be allowed during the semester.

Full Payment

Under this option, the student makes full payment of all tuition, fees, and charges in advance of the beginning of the semester.

Tuition and Fees Short-term Loan

Under this option, the student applies for a short-term loan that accrues interest at the rate of 5 percent annually. The application is accessed online on ASAP (<https://asap.utsa.edu>) (Automated Student Access Program). If approved, the loan proceeds will be authorized and posted to the student's account. The loan is limited to the total amount of tuition and fees assessed less any available financial aid that is awarded to the student. Students that add semester credit hours after signing the promissory note must reapply for an additional loan for the new balance.

Installment Program

Under the installment option, the student pays 30% of the tuition, eligible fees, and charges in advance of the beginning of the semester and 35% before the start of the sixth and 11th class weeks. There is a service charge of \$16 per semester for this payment option.

A late fee of \$10 will be added to the student's bill for each installment payment not made by the due date. A student who fails to make full payment before the end of the semester may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid.

Not all fees are eligible for payment in installments. The fees for parking, installment plans, orientation, health insurance, testing, and property deposits are not eligible for the installment payment program and must be paid in full when initially billed.

Housing and meal plan assessments are not eligible for this installment program, but may be paid monthly based on effective dates recorded for each individual assessment posted to a students' account.

Installment payment plans are available during the Fall and Spring semesters only. If the student chooses to use the installment option, an electronic promissory note must be completed and the first installment payment made in RowdyPay before the registration process can be considered complete.

All financial aid will be applied to total tuition, fees, and charges before calculation of the payment plan. Prepayment in full of an installment or of total installments will be accepted any time after registration.

Refunds from the add/drop process will be prorated for remaining installments. Additional fees and charges incurred from the add/drop process will be added to the balance due from registration, and the installment payments will be recalculated.

Students paying 30% or more (but less than payment in full) without choosing the Installment Program may be automatically placed on the Installment Program to avoid withdrawal for insufficient payment.

Accepted Forms of Payment

Payment may be made by credit card or personal check for the exact amount due, provided the bank transit number is encoded on the check in compliance with revised Federal Reserve banking regulations. Students paying by check should include their Student ID number on the check. Payments made by mail must be postmarked four working days before the payment deadline. Students may pay by "e-check" or credit card on ASAP (<https://asap.utsa.edu>). Students may not obtain cash by writing a check for a larger amount. Students who make their payment by credit card will be charged a 2.25% service charge for each transaction.

Credit cards are accepted only for payment online. Students and parents may continue to pay tuition and fees by check or money order in-person, through the mail, or through any of the online payment options on ASAP, including electronic funds "e-check" transfer.

A returned check (electronic or paper), whether written by mistake or otherwise, unless it is the admitted error of the bank concerned, is likely to delay actual payment and thus result in a penalty (see "Returned Check Fee (p. 45)"). Many local merchants will not cash out-of-town checks. It is recommended that students set up checking accounts in local banks before enrolling so they can cash checks easily in the city.

When you provide a check as payment, you authorize UTSA either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. *When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day your payment is received, and you will not receive your check back from your financial institution.* For inquiries, please call 210-458-8000.

Payment and Refund Policies

All policies regarding the payment or refunding of tuition, fees, and charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

Residence Regulations

A student's residency classification is based on residency information completed by the student on the admission application. State residency requirements are complex and must be considered on a case-by-case basis. Students are responsible for registering under the proper residency classification and for providing documentation as requested.

Under state statutes and Texas Higher Education Coordinating Board rules interpreting them, a student or prospective student is either classified as a resident of Texas, a nonresident, or a foreign student. A person who has lived in the state under circumstances specified in the Coordinating Board rules is eligible for classification as a Texas resident. A citizen, a national, or a permanent resident of the United States who does not meet resident criteria is classified as a nonresident. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as domicile while in this country is classified as a foreign student. A nonresident or a foreign student may qualify, under certain exceptions specified in the rules, for resident tuition rates and other charges, while he or she continues to be classified as a nonresident or a foreign student. Information about the Coordinating Board's rules on residency is published on the THECB website (<http://www.collegeforalltexas.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718>).

A student may request reclassification based on additional or changed information. Students who are classified as nonresidents but feel they have satisfied the residence requirements may submit the required Core Residency Questionnaire, supporting documentation, and proof of citizenship. Furthermore, a non-citizen who is eligible for a residency classification change based on Texas Education Code § 54.055, will be required to complete and submit the notarized I-485 adjustment for permanent residence affidavit.

A student entering the University for the first time, or reentering after an absence of more than one semester, should carefully review the Coordinating Board rules in order to be prepared to pay the required tuition. Information and advice on residency status is available from the Office of the Registrar, via phone at (210) 458-7070, or email at residency@utsa.edu. Information about establishing residency may also be found on the UTSA website (<https://onestop.utsa.edu/registration/establishing-texas-residency>).

See Tuition, Fees, and Charges Exemptions (p. 38) section for additional exemptions from tuition, fees, and charges. For further information on these exemptions, contact the Fiscal Services Office (<http://utsa.edu/fiscalservices>).

Refund Policy for Withdrawal or Dropped Courses Withdrawing from UTSA

Withdrawing is the formal discontinuance of a student's enrollment at UTSA and involves the student dropping all classes after the semester begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees.

Undergraduate students, other than athletes, international students, and students on financial aid, may withdraw from the University via *ASAP*. Athletes who wish to withdraw must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw must contact the Office of International Programs. Athletes, international students, and students on financial aid submit a completed withdrawal form to One Stop Enrollment Center. The withdrawal form is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>).

Graduate students, other than athletes and international students, may withdraw from the University via *ASAP*. Athletes and international students may obtain the withdrawal form on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>) and submit the form, with appropriate signatures, to the One Stop Enrollment Center to complete the withdrawal process.

Refer to section "Withdrawal from the University (p. 68)" in General Academic Regulations (<http://catalog.utsa.edu/informationbulletin/generalacademicregulations/graduate/withdrawalfromtheuniversity>) for additional requirements and procedures for withdrawing from the University.

UTSA will refund tuition, fees, and charges paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution.

The following table presents the descending scale of refund amounts for students withdrawing from UTSA:

Semester	Time of Withdrawing	Amount of Refund of Tuition and Returnable Fees and Charges ¹
Regular (Fall or Spring) Semester or Summer term of 10 weeks or longer	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first 5 class days	80% of applicable tuition and returnable fees and charges
	During the second 5 class days	70% of applicable tuition and returnable fees and charges
	During the third 5 class days	50% of applicable tuition and returnable fees and charges

	During the fourth 5 class days	25% of applicable tuition and returnable fees and charges
	After the fourth 5 class days	No refund of tuition, fees, or charges
Term or session of more than five (5) weeks, but less than 10 weeks	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first, second, or third class day	80% of applicable tuition and returnable fees and charges
	During the fourth, fifth, or sixth class day	50% of applicable tuition and returnable fees and charges
	After the sixth class day	No refund of tuition, fees, or charges
Term or session of five (5) weeks or less	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first class day	80% of applicable tuition and returnable fees and charges
	During the second class day	50% of applicable tuition and returnable fees and charges
	After the second class day	No refund of tuition, fees, or charges

¹ Supplementary, laboratory, Student Services Fee, Athletics Fee, Student Union Fee, Medical Services Fee, Recreation Center Fee, Library Resources Charge, University Publication Charge, International Education Fee, Automated Services Charge, ID Card Fee, Teaching and Learning Center Support Charge, Student Data Management Fee, Transportation Fee, Advising Fee and class-related.

Dropping Courses

Dropping refers to the removal of one or more individual courses from a student's schedule (refer to section "Dropping Courses (p. 64)" in General Academic Regulations. Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawal policy.

Refunds for courses dropped by a student who withdraws from UTSA later in the semester or term will be calculated according to the percentage schedules in the refund policy above. Refund of tuition for dropped courses will be made only if the original payment exceeds the established minimum amount. Because of multiple sessions during the summer, students wishing to drop courses should refer to Census Dates for refund purposes.

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are electronically deposited or mailed to the address indicated when the student withdraws from the University. Students

entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund.

Census Date is defined as the 12th class day for Fall or Spring semesters and Summer terms of 10 weeks or longer and the fourth class day for terms of more than five weeks, but less than 10 weeks. For terms of five weeks or less, please refer to the official registration calendar online (<https://asap.utsa.edu/terms.htm>) for the specific semester in which the drop occurs.

Concurrent Tuition

Students who register concurrently at more than one public institution of higher education in Texas and pay more than the hourly tuition rate at the other institution due to minimum charges may receive the benefits of a lower tuition rate. If, at the time of registration, a student can produce evidence of having already paid his or her tuition at another public institution of higher education in Texas, the student should present such evidence to the Fiscal Services Office (<http://utsa.edu/fiscalservices>) during registration.

Exemption from Tuition, Fees, and Charges

The statutes of the State of Texas prescribe certain cases in which students can be exempt from tuition and/or certain fees and charges. The various types of exemptions, the fees and charges to which such exemptions apply, required documentation, and appropriate office to submit documentation are described below and can be found at <http://collegeforalltexas.com>. However, in each case it is the student's responsibility to initiate the action of applying for an exemption and providing satisfactory evidence that all conditions required for the exemption have been met. Until such time as the exemption is granted, a student will be required to pay all tuition, fees, and charges from his or her own funds.

Students who might be eligible for an exemption should apply for the exemption at least one month before registration for the semester in which they plan to use the exemption provision. (Applications for the Good Neighbor Scholarship are accepted in the Office of Student Financial Aid (<https://onestop.utsa.edu/scholarships>) in January and February before the academic year in which students plan to attend UTSA.) Note that Required Fees and Charges consist of the following: supplementary, laboratory, Student Services Fee, Athletic Fee, Student Union Fee, Medical Services Fee, Recreation Center Fee, Library Resources Charge, University Publication Charge, International Education Fee, Automated Services Charge, ID Card Fee, Teaching and Learning Center Support Charge, Student Data Management Fee, Transportation Fee, Advising Fee and class-related.

In order to continue to qualify for many of the tuition and/or fee exemptions or waivers a student must maintain a grade point average for making satisfactory academic progress (p. 32) at UTSA and, if an undergraduate, not complete an excessive number of credit hours (Texas Education Code, Sections 54.2001 and 54.2002).

Tuition, Fees, and Charges Exemptions

- Valedictorian of an Accredited High School (p. 39)
- Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers (p. 39)
- Deaf or Blind Students (p. 39)
- Hazlewood Act (Texas ex-servicemen and Children of Texas Veterans) (p. 39)
- Surviving Spouse and Dependent Children of Certain Deceased Public Servants (p. 40)
- Good Neighbor Scholarship (p. 40)
- Firefighters Enrolled in Fire Science Courses (p. 41)
- Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses (p. 41)
- Children of Prisoners of War or Persons Missing in Action (p. 41)
- Prisoners of War (p. 41)
- Students in Foster Care (p. 42)
- Adopted Students Formerly in Foster or other Residential Care (p. 42)
- Nursing Preceptors and Dependents (p. 42)
- State Military Forces Receiving Tuition Assistance from the Adjutant General (p. 42)
- Students Sounding "Taps" at a Veteran's Funeral (p. 43)
- Children of a Deployed Member of the Armed Forces in Combat Operations Outside the U.S. (p. 43)
- Wrongfully Convicted Persons (p. 43)

Valedictorian of an Accredited High School

Who is Eligible

Highest-ranking graduate of an accredited Texas high school.

Requirements

Certification from high school must be provided to the Fiscal Services Office.

Tuition, Fees, and Charges Exempted

Tuition during first two regular (Fall and Spring) semesters immediately following their graduation. May be granted for any one of the first four regular semesters immediately following their high school graduation with the permission of the UTSA President.

Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers

Who is Eligible

Children under 21 of full-paid or volunteer firefighters; full-paid or volunteer municipal, county, or state peace officers including a game warden; or custodial officer of the Department of Criminal Justice who died or became disabled in the line of duty.

Requirements

Student must have his/her eligibility certified by the Texas Higher Education Coordinating Board.

Tuition, Fees, and Charges Exempted

Tuition, fees, and charges other than property deposits and fees for lodging. Exemption not to exceed 120 undergraduate credit hours or any semester begun after age 26.

Deaf or Blind Students

Who is Eligible

Texas residents who are deaf or blind.

Requirements

Certification of deafness/blindness from the Texas Commission for the Deaf & Hearing Impaired/Texas Commission for the Blind. Form must be provided to the Fiscal Services Office.

Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

Hazlewood Act (Texas ex-servicemen and Children of Texas Veterans)

Who is Eligible

1. A veteran may qualify for benefits under the Hazlewood Act if she or he:
 - Entered the service at a location in this State, declared this State as the person's home of record in the manner provided by the applicable military or other service, or would have been determined to be a resident of this State at the time of entry into the armed forces of the United States
 - Was a nurse, member of the Women's Army Auxiliary Corps, member of the Women's Auxiliary Volunteer Emergency Service, and all honorably discharged members of the armed forces of the United States who served during World War II except those who were discharged from service because they were over the age of 38 or because of a personal request on the part of the person that he or she be discharged from service
 - Was honorably discharged from the armed forces of the United States and who served during the national emergency which began on June 27, 1950, and which is referred to as the Korean War
 - Was honorably discharged from the armed forces of the United States after serving on active military duty, excluding training, for more than 180 days and who served a portion of their active duty during:
 - i. The Cold War which began on the date of the termination of the national emergency cited above;
 - ii. The Vietnam era which began on December 21, 1961, and ended on May 7, 1975;
 - iii. The Grenada and Lebanon era which began on August 24, 1982, and ended on July 31, 1984;
 - iv. The Panama era which began on December 20, 1989, and ended on January 21, 1990;
 - v. The Persian Gulf War which began on August 2, 1990, and ends on the date thereafter prescribed by Presidential proclamation or September 1, 1997, whichever occurs first;
 - vi. The national emergency by reason of certain terrorist attacks that began on September 11, 2001; or
 - vii. Any future national emergency declared in accordance with federal law.
 - Received an honorable discharge, a general discharge under honorable conditions, or an honorable release from active duty
 - Has attempted fewer than 150 credit hours of college courses since the fall of 1995 using the Hazlewood exemption

- Has exhausted eligibility for federal veterans' or survivor's educational benefits during the semester/term in which they are enrolled
 - Is not in default on any education loans made or guaranteed by the Federal Government or the State of Texas, and
 - Is enrolled in an eligible program of study. An institution may not grant a Hazlewood Act exemption for continuing education courses for which they do not receive state tax support, unless the institution's board has specifically granted them permission to do so.
2. The exemptions provided for in Subsection (1) of this section also apply to the spouse or children of members of the armed forces of the United States who:
- Are or were killed in action
 - Die or died while in service
 - Are missing in action
 - Whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States
 - Who becomes totally disabled for the purposes of employability as defined by the Department of Veterans Affairs
- Subsection (2) provisions also apply to the spouse or children of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of their state or the United States. However, to qualify for this exemption (2) the spouse or child must be classified as a resident on the date of the spouse's or child's registration.
3. A person who becomes eligible for an exemption provided by Subsection (1) may waive any unused portion of their eligibility to their child. To be eligible to receive an exemption under this subsection, the child must:
- Be classified as a resident when the child enrolls,
 - Make satisfactory academic progress in accordance with the policy of the institution's financial aid department, except for the requirement to enroll in a minimum course load, and,
 - Be 25 years of age or younger on the first day of the semester or term for which the exemption is claimed (a child who suffered from a severe illness or debilitating condition that affected their ability to use the exemption, may be granted additional time to use the exemption corresponding to the time the child was unable to use the exemption because of the illness or condition).

Requirements

A student seeking to use the exemption for the first time must:

- Complete an application in the Financial Aid Office prior to the deadlines posted for each semester at <https://onestop.utsa.edu/financialaid/apply/military-veterans/>.
- (For veterans who have served on or after 09/11/2001) submit a letter from veterans administration attesting to her or his exhaustion of federal veterans educational benefits that may be used only for the payment of tuition and fees, and
- Meet other program requirements as in the past.

A student continuing to use the exemption must:

- Sign a release form, and
- Meet other program requirements as in the past.

Tuition, Fees, and Charges Exempted

Tuition, fees, and other required charges other than property deposits, student services fees, and fees for lodging, board, or clothing. The exemption shall not apply to the payment of fees for services or items that are not required for enrollment in general or for the specific courses taken by the student.

No student may use Hazlewood for more than 150 credit hours.

Surviving Spouse and Dependent Children of Certain Deceased Public Servants (employees)

Who is Eligible

Surviving spouse or minor child of certain police, security, or emergency personnel killed in the line of duty.

Requirements

To be eligible, a student must:

- Be the eligible surviving spouse or child of an individual listed in Government Code, Sec. 615.003 (<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.615.htm>)
- Be a full-time student
- Provide certification from parent's workplace to the Fiscal Services Office.

Tuition, Fees, and Charges Exempted

- Tuition
- Required fees and charges
- Cost of contract for food and housing (if qualified)
- Cost of textbooks

(Exemptions valid until student receives a bachelor's degree or 200 semester credit hours, whichever occurs first.)

Good Neighbor Scholarship

Who is Eligible

Native-born students from other designated nations of the American hemisphere.

Requirements

To be eligible, a student must:

- Show evidence of native citizenship and proof of five years residency in that country
- Demonstrate scholastic eligibility
- Not be a member of the Communist Party
- Be recommended for a scholarship by an eligible institution
- Have a valid student visa
- Provide other documentation as required (inquire at Scholarship Office).

Applications are available only in January and February for the following Summer, Fall, and Spring semesters.

Applications are reviewed and granted by the Texas Higher Education Coordinating Board semester by semester.

Tuition, Fees, and Charges Exempted

Tuition only.

Firefighters Enrolled in Fire Science Courses**Who is Eligible**

Firefighters enrolled in courses offered as part of fire science curriculum.

Requirements

To be eligible, a student must:

- Enroll in one or more courses offered as part of the fire science curriculum,
- Be employed as a firefighter by a political subdivision of the State of Texas, or
- Be currently, and has been for at least one year, an active member of an organized volunteer fire department in this State, as defined by the firefighters' pension commissioner, who holds:
 - An Accredited Advanced level of certification or equivalent, under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, or
 - Phase V (Firefighter II) certification or equivalent, under the Texas Commission on Fire Protection's voluntary certification program
- Make Satisfactory Academic Progress in accordance with the policy of the institution's financial aid department, with the exception of:
 - A paid firefighter who used this exemption prior to Fall 2009 and who continues to be enrolled in the same degree or certificate program and continues to be employed as a firefighter by a political subdivision of the State.

Tuition, Fees, and Charges Exempted

Tuition and laboratory fees only for eligible fire science courses (only applies to courses that are specifically related to a degree or certificate program; does not apply to general education core curriculum or courses unrelated to fire science that are included in the degree or certificate program in which a student is enrolled).

Unless the student is a paid firefighter who used this exemption prior to Fall 2009 and who continues to be enrolled in the same degree or certificate program and continues to be employed as a firefighter by a political subdivision of the State, this exemption does not apply to:

- Additional tuition charged a resident undergraduate or graduate student who has taken excess hours under Texas Education Code, sections 54.014(a) or (f) (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54014>) and 61.059(1)(1) (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61059>).

Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses**Who is Eligible**

Peace Officers

Requirements

To be eligible, a student must:

- Be an undergraduate student,
- Provide proof of employment as a peace officer of the State of Texas or political subdivision of the State of Texas on letterhead of their employing agency,
- Be enrolled in a criminal justice or law enforcement-related program,
- Be making Satisfactory Academic Progress (p. 32),
- Not have exceeded by 30 or more semester credit hours beyond that required for completion of their degree program or programs,
- Apply for the exemption at least one week before the last date of the regular registration period.

The Texas Higher Education Coordinating Board (THECB) has adopted rules governing the granting or denial of this exemption ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=22&sch=U&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=22&sch=U&rl=Y)), including rules related to the determination of a student's eligibility, and a uniform listing of degree programs covered by this exemption.

UTSA cannot provide exemptions to students enrolled in a specific class in a number that exceeds 20% of the maximum student enrollment designated for that class.

This exemption is not applicable for continuing education or extension courses for which the University does not receive formula funding.

Tuition, Fees and Charges Exempted

Tuition and laboratory fees for eligible criminal justice or law enforcement courses (only applies to courses that are specifically related to a degree or certificate program; does not apply to general education core curriculum or courses unrelated to criminal justice or law enforcement that are included in the degree or certificate program in which a student is enrolled).

Children of Prisoners of War or Persons Missing in Action**Who is Eligible**

Child (under 21) or a dependent (under 25) who receives majority of support from parent.

Requirements

Parent must be a resident of Texas on active duty and be classified by the Department of Defense as a Prisoner of War or Missing in Action at the time of registration, and certification must be provided to the Fiscal Services Office.

Tuition, Fees and Charges Exempted

All tuition, fees, and charges.

Prisoners of War**Who is Eligible**

Students who were first classified as a prisoner of war by the United States Department of Defense on or after January 1, 1999.

Requirements

A student must be:

Exemption from Tuition, Fees, and Charges

- A resident of Texas and must have been a resident of Texas at the time of the student's original entry into the United States armed forces
- Enrolled for at least 12 semester credit hours.

Exemption from payment may not exceed a total of 120 semester credit hours.

Tuition, Fees, and Charges Exempted

- Tuition and required fees
- Lodging and board
- Costs of books and similar educational materials required for coursework awarded as a scholarship

Students in Foster Care

Who is Eligible

Students who are under the conservatorship of the Department of Family and Protective Services:

- On the day preceding the student's 18th birthday,
- On or after the day of the student's 14th birthday if the student was also eligible for adoption on or after that day, or
- On the day the student graduated from high school or received equivalent of a high school diploma, or
- On the day preceding the date the student is adopted (if on or after September 1, 2009), or
- On the day preceding the date permanent managing conservatorship of the student is awarded to a person other than the students' parent (if on or after September 1, 2009).

And enrolls as an undergraduate no later than:

- The student's 25th birthday.

Effective with the Spring 2010 semester:

- Applies to all persons under the conservatorship of the Department of Family Protective Services during an academic term in which the student was enrolled in a dual credit course or other course for which a high school student may earn joint high school and college credit
- Can be used by eligible students while in high school to avoid the tuition and fee costs of dual enrollment courses.

Requirements

Certification from the Texas Department of Family and Protective Services must be provided to the Fiscal Services Office.

Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

Adopted Students Formerly in Foster or other Residential Care

Who is Eligible

Certain adopted students.

Requirements

To be eligible, a student must have been:

- Adopted
- The subject of an adoption assistance agreement under Subchapter D, Chapter 162, Family Code.

Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

Nursing Preceptors and Dependents

Who is Eligible

Preceptors to professional nursing education programs and their eligible children.

An individual's eligibility for the program ends when the person has previously received exemptions under this program for 10 semesters or summer sessions at any institution or institutions of higher education, or received a baccalaureate degree. For the purposes of this program, a summer session that is less than nine weeks in duration is considered one-half of a summer session.

Requirements

To receive an exemption, the preceptor must be:

- A resident of Texas
- A registered nurse
- Serving under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled in the program for the semester or other academic term for which the exemption is sought

To receive an exemption, the child of the preceptor must:

- Be a Texas resident
- Have a parent who meets the above criteria

Tuition, Fees, and Charges Exempted

Tuition, up to \$500 per semester.

State Military Forces Receiving Tuition Assistance from the Adjutant General

Who is Eligible

Students who are certified as receiving tuition assistance from the Adjutant General of the State military forces.

Requirements

A student must:

- Be certified by the Adjutant General of the State military forces as receiving tuition assistance for the semester enrolled.

Tuition, Fees, and Charges Exempted

Tuition and mandatory fees not to exceed 12 semester credit hours.

If student is not charged resident tuition, exemption may not exceed the resident rate.

Students Sounding “Taps” at a Veteran’s Funeral

Who is Eligible

Students who volunteer to play “Taps” at military funerals in Texas.

Requirements

A student must:

- Have volunteered to play “Taps” under a program established by the Texas Veteran’s Commission (TVC)
- Present voucher(s) awarded by the TVC for this program, at the rate of \$25, for each military funeral at which the student plays.

Tuition, Fees, and Charges Exempted

Tuition and required fees up to the total amount of vouchers presented.

Children of a Deployed Member of the Armed Forces in Combat Operations Outside the U.S.

Who is Eligible

A dependent child or stepchild of a member of the Armed Forces who is deployed on active duty for the purpose of engaging in a combative military operation outside the United States.

Requirements

To the extent that funds are available for reimbursing institutions for foregone tuition revenues, institutions shall exempt an eligible child from the payment of resident tuition for every semester or academic term (beginning with the 2011 fall semester) for which a child demonstrates that he or she is:

- A dependent child of a member of the Armed Forces of the United States who is a Texas resident or entitled to pay resident tuition; and
- A dependent child of a member who is deployed on active duty for the purpose of engaging in a combative military operation outside of the United States.

The student must present proof of deployment on active duty of the parent member of the Armed Forces in a combative military operation.

Tuition, Fees, and Charges Exempted

Resident tuition only, not to exceed 150 semester credit hours.

Wrongfully Convicted Persons

Who is Eligible

A person who served in whole or in part, a sentence in prison under the laws of this State and has:

- Received a full pardon on the basis of innocence for the crime for which the person was sentenced, or
- Been granted relief on the basis of actual innocence of the crime for which the person was sentenced.

A person is not eligible for any part of a sentence in prison during which the person was also serving a concurrent sentence for another crime.

Requirements

A student must:

- First apply for compensation on or after September 1, 2009
- Request reimbursement by the seventh anniversary of the date the claimant received a pardon or was granted relief

Tuition, Fees, and Charges Exempted

Tuition and mandatory fees

Note: This program is a reimbursement program from the State of Texas, rather than an exemption to be applied by the University.

Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 allows certain taxpayers who pay qualified tuition and fees to claim the Hope Scholarship Credit or the Lifetime Learning Credit against their federal income tax liability. Internal Revenue Service (IRS) regulations require UTSA to report the name, social security number, and address of the student on Form 1098-T.

The Hope Scholarship Credit is available for qualified tuition and fees paid after December 31, 1997. The Lifetime Learning Credit is available for qualified tuition and fees paid after June 30, 1998. The credits may be claimed by the taxpayer for himself or herself, his or her spouse, or any dependents. Payments by a taxpayer’s dependents must be treated as having been made by the taxpayer.

The American Opportunity Tax Credit (AOC) modified the existing Hope Credit for tax years 2013 through 2017, but was made permanent with the FY16 Omnibus Spending Bill. This is a modification of the Hope Credit.

- The maximum amount of the AOC is \$2,500 per student. The credit is phased out (gradually reduced) if your modified adjusted gross income (AGI) is between \$80,000 and \$90,000 if single, head of household or qualifying widow(er) (\$160,000 and \$180,000 if you file a joint return).
- The credit can be claimed for the first four years of post-secondary education. Previously the credit could be claimed for only the first two years of post-secondary education.
- Generally, 40% of the AOC is now a refundable credit for most taxpayers, which means that you can receive up to \$1,000 even if you owe no taxes.
- The term “qualified tuition and related expenses” has been expanded to include expenditures for “course materials.” For this purpose, the term “course materials” means books, supplies, and equipment needed for a course of study whether or not the materials must be purchased from the educational institution as a condition of enrollment or attendance.

For more information, see Chapter 2 of IRS Publication 970: Tax Benefits for Education (<http://www.irs.gov/publications/p970/ch02.html>).

The Lifetime Learning Credit is available for qualified tuition and fees with no restrictions regarding minimum enrollment or academic classification as follows:

- 20% of the first \$10,000 **per taxpayer**
- The credit is not allowed if your modified adjusted gross income (AGI) is greater than \$65,000 if single, head of household or qualifying widow(er) (\$131,000 if you file a joint return)
- not limited to first two years of education
- no minimum course load requirement

- no limit on number of years credit can be taken
- cannot combine with Hope Scholarship Credit for same student in same tax year.

For complete information regarding these credits, see IRS Publication 970: Tax Benefits for Education (<http://www.irs.gov/publications/p970>).

To view an FAQ for UTSA students, see 1098-T Frequently Asked Questions (FAQ). (<http://www.utsa.edu/financialaffairs/financialservices/1098T.cfm>)

Tuition Rebate for Certain Undergraduates

Purpose

The tuition rebate program allows eligible students to receive up to \$1,000 in tuition rebates. The purpose of this program is to provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

Authority

The program is authorized by Texas Education Code, § 54.0065 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#540065>).

Eligible Students

To be eligible for a rebate under this program, a student must meet all of the following requirements:

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution.
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
4. Have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. For example, if the degree requires the student to have a minimum of 120 semester credit hours to graduate, the student must graduate with no more than 123 hours attempted to qualify for a rebate.
 - a. Hours attempted include transfer credits, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, repeated courses, and course credit earned exclusively by examination that is in excess of nine semester credit hours. [For the purpose of the rebate program, hours attempted taking UTSA developmental courses are not counted toward the total semester credit hours attempted.]
 - b. Hours earned to satisfy the requirements for a Reserve Officers' Training Corps (ROTC) program but that are not required to complete the degree program shall not be counted.
 - c. Hours earned before graduating from high school (dual credit hours), other than hours earned exclusively by examination, shall not be counted.

- d. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
 - e. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.
5. If enrolled for the first time in the Fall 2005 semester or later, graduate within four calendar years for a four-year degree. If the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete, the student must graduate within five calendar years. A student unable to meet the provisions of this paragraph because of a hardship may seek an exception to this requirement from the Dean of University College.

Amount of Tuition Rebate

The amount of the tuition rebate is equal to the amount of undergraduate tuition paid by the student to the institution up to a maximum of \$1,000.

A student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of tuition paid to those other institutions.

Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

Responsibilities of Students

Students must apply for the tuition rebate prior to receiving their baccalaureate degree using forms provided by the institution. The Application for Tuition Rebate form may be downloaded from the UTSA One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>).

Further Information

For more information on the tuition rebate program, visit the website www.CollegeForAllTexans.com (<http://www.CollegeForAllTexans.com>) and the Texas Higher Education Coordinating Board Laws and Rules website (Chapter 13, Subchapter E ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=E&rl=Y))).

Title IV Program Refund

Source: Federal Student Aid Handbook 2018-2019 (<https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2018-2019>), Department of Education

Financial Aid and Scholarships is required by regulation to calculate a Return of Title IV Funds amount for all students who withdraw during a semester. The policy also applies to students who discontinue enrollment in all classes, on or after the first day of the term. The Return of Title

IV Funds is the amount of unearned aid received at the beginning of the term that must be returned to the federal aid programs. Any aid received in excess of the earned amount is considered unearned. The earned portion is calculated on a daily basis using calendar days from the first day of instruction. See "Withdrawal from the University (p. 68)" in General Academic Regulations for information about officially withdrawing.

The regulation specifies how UTSA must determine the amount of Title IV program assistance that you earn if you withdraw from school. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

The Title IV programs that are covered by this regulation are: Federal Pell Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grants, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct Parent Loan for Undergraduate Students (PLUS) Loans, Federal Direct Graduate PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

For additional information, including examples of refund calculations, contact the One Stop Enrollment Center.

Cost of Attendance

The Cost of Attendance (COA) is determined by the Student Financial Aid and Enrollment Services office each year and is based on the average costs a student will incur for each semester. Included in the COA are average tuition and fee costs, a book allowance, a room and board allowance (on-campus, off-campus and at-home), transportation and personal/miscellaneous expenses. See information located on the UTSA One Stop Enrollment website (<https://onestop.utsa.edu/financialaid/cost-of-attendance>) for the components of the various Cost of Attendance budgets as well as financial aid opportunities at UTSA.

To see the financial benefits of on-time graduation, visit the One Stop Enrollment website (<https://onestop.utsa.edu/financialaid/cost-of-attendance/cost-of-degree>).

Nonpayment of Debts

Students who fail to pay full tuition, fees, and charges, including late fees, on the due date are subject to one or more of the following actions at the University's option:

- Denial of readmission, including further registration
- Withholding of official transcripts
- Withholding a degree to which the student would otherwise be entitled
- Withholding of grades
- All penalties and actions authorized by law

When a student has any of the above actions against his or her record, it is the student's responsibility to clear any obligations with UTSA and see that the Office of the Registrar is notified. No further services of the University will be provided until all obligations are cleared. UTSA reserves

the right to deduct from the refund any outstanding financial obligations owed to the University.

A student who pays tuition, fees, and charges with a check (presented in-person or electronically) that is not subsequently honored by a bank and the fault is not that of the bank, and who does not make payment within 15 days, may be withdrawn from the University by the Registrar for nonpayment of tuition and fees.

Penalty Fees

Library Fines for Overdue Materials and Lost or Damaged Items (LIBF)

Fines are charged for overdue library materials and library items that are lost or damaged. UTSA Library (<http://lib.utsa.edu>) regulations on borrowing and fines are available at the circulation desk.

Parking Fines (PF01)

Unpaid parking fines place a financial hold on student records and will interfere in the registration or transcript release processes. Students with unpaid fines of \$200 or more will be referred to the Office of Student Conduct and Community Standards and subject to disciplinary action.

Property Damage Charges

Property damage charges are assessed to students for property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys issued by the University; or damage to or loss of any other UTSA property. Charges are billed directly to the student or are collected by the department upon reissue of supplies or property. Failure to pay the charges promptly results in denial of the student's readmission or re-enrollment and in the University's refusal to issue the student's transcript.

Registration Late Payment Fee (LATE)

A charge of \$100 is assessed all students who fail to make required payment, payment arrangements, or withdraw prior to payment deadlines as follows:

- Fall/Spring - \$100 per student who fails to make required payment, payment arrangements, or withdraw by the *initial* payment deadline, plus \$100 per student who fails to make required payment, payment arrangements, or withdraw by the *final* payment deadline.
- Summer - \$100 per student who fails to make required payment, payment arrangements, or withdraw by the final payment deadline for any Summer part-of-term.

Returned Check Fee (RCF1)

A charge of \$25 is assessed for each returned check to offset the cost of handling. The University will not accept a check from a student who wittingly or unwittingly has previously written three insufficient checks.

Procedural Charges

Application Charge - Housing (HAF1)

A fee of \$50 is assessed all students applying for University housing to defray administrative processing costs.

Application Charge - Undergraduate Students (AF03)

UTSA assesses a \$70 nonrefundable application fee that is required of all applicants.

Application Charge - Graduate Students (AF02 / AF04)

A nonrefundable charge for applying for admission or readmission to graduate programs at UTSA to defray the direct and indirect costs associated with processing graduate applications is assessed as follows: Domestic applicants, \$50; International applicants, \$90.

Auditing Charge (AU01)

All auditors of courses must submit an Audit Course Form (<https://onestop.utsa.edu/forms/registrar>), with appropriate approvals, to the One Stop Enrollment Center. Students registered at UTSA may, with the approval of the instructor and Department Chair of the department in which the course is offered, audit courses by paying an auditing charge of \$25 per course. The audit charge is nonrefundable.

A nonstudent auditor must pay an auditing charge of \$50 per course. The charge is nonrefundable. Nonstudents over 65 are permitted to audit without paying a charge, provided space is available and an Audit Course Form is approved. Nonstudent auditors who wish to have library privileges may receive them by completing a Friends of the UTSA Library application at the circulation desk in the UTSA Library (<http://lib.utsa.edu>), John Peace Library Building, second floor, and by paying a nonrefundable charge. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the circulation desk. Permission to audit may be obtained and charges paid beginning the first day of class through the Census Date.

Students who park on campus must register their vehicles and purchase a parking permit. Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit the nonstudent auditor should go to the Campus Services Parking Division office (<http://www.utsa.edu/auxiliary/parking.html>) with his or her validated Audit Course Form.

Child Development Center Replacement Access Card Charge (CDC6)

A charge of \$10 per replacement request will be charged for the replacement of the access card used for entry into the CDC facility to defray the cost of creating and issuing the replacement card.

Credit Card Expense Charge (CCDC)

A charge of 2.25% of balances paid is assessed all students electing to use a credit card for payment. This charge is assessed to defray the expense incurred by the institution in processing and handling this type of payment transaction.

Duplicate Diploma Charge (DPR1)

A \$15 charge will be assessed for each request for a duplicate diploma.

Tuition

UTSA now offers two tuition rate plans:

- Traditional Rate Plan
- Guaranteed Rate Plan (Optional – students must opt-in)

Differential Tuition

Differential Tuition is assessed all students taking undergraduate upper-division College of Engineering and College of Business courses at the following rates:

- College of Engineering upper-division courses (DEU1 / DEU2 / DEU3): \$55 per semester credit hour.
- College of Business upper-division courses (DBU1 / DBU2 / DBU3): \$42 per semester credit hour.

Differential Tuition for all students taking master's and doctoral College of Engineering and College of Business courses is assessed at the following rates:

- College of Engineering graduate-level courses (DEG1 / DEG2 / DEG3): \$55 per semester credit hour.
- College of Business graduate-level courses (DBG1 / DBG2 / DBG3): \$129 per semester credit hour.

More information about tuition rate plans and the current Tuition and Fees Schedule can be accessed at the Fiscal Services website (<http://www.utsa.edu/fiscalservices>).

Notice to Students Regarding Tuition Set Aside for Financial Assistance

In accordance with provisions of the Texas Education Code, Section 56.014, each semester UTSA will provide an e-mail to every student who has paid designated tuition. The notice will indicate the amount of their tuition that is required to be set aside and used for need-based financial aid to UTSA students. No action is necessary by the recipient, as this is an informational notice only.

Tuition Assistance Programs

The Texas Higher Education Coordinating Board (THECB) administers various tuition assistance programs including programs for teachers, amongst others. See the THECB website (<http://www.hhloans.com/index.cfm?objectid=D9AD753B-0A07-9FC4-988F652761A25F4A>) for more information.

Teach for Texas Financial Assistance Program

The THECB administers a loan repayment program for teachers certified in fields in which there is a critical shortage of teachers who take jobs as classroom teachers in those fields in Texas, as well as a grant program to help teachers obtain certification in these fields. Information about this program may be obtained from the Teach For Texas Loan Repayment Assistance Program website (<http://www.hhloans.com/index.cfm?objectid=a85b6795-9731-b000-c93ca1848b604db8>) or by contacting the Office of Student Teaching in the College of Education and Human Development. Details about this program are found in the Texas Education Code, Subchapter O, Sections 56.352–56.359.

Further information about this and other tuition assistance programs may be obtained by visiting the College for All Texans website (<http://www.collegeforalltexans.com/apps/financialaid/tofa.cfm?Kind=LRP>).

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- Withdrawal from the University (p. 68)

Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors offer academic advising and guidance to empower students to realize their full potential. For this reason, each student is assigned to a particular professional academic advisor so the student can establish a strong mentoring relationship with her or his advisor, whom he or she may consult on all academic and curricular issues. Each advisor has a caseload of students which allows the advisor to be knowledgeable about their students' strengths, weaknesses, and preferences. Students should be comfortable and confident in the advice given them by their advisors, and know the advice they receive will be consistent and accurate. Students are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalog, the current *UTSA Student Policies*, and the online schedule of classes. Each professional advisor sees students concerning all matters related to their academic status, such as progress toward degree completion, graduation status, academic warning, academic probation, academic dismissal, and changing majors. Students who are on academic warning or academic probation for the first time or who are reinstated after academic dismissal or with a Texas

Success Initiative (TSI) deficiency are required to be advised, and holds are placed on their registration records to ensure that the student meets with the advisor. Students may also be required to meet with an advisor to obtain approval to register for restricted courses.

Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. All students, regardless of classification or major, accepted into the Honors College (<http://honors.utsa.edu>) are advised through the Honors College. In some cases, a student may be advised by more than one advising component.

All academic advising is organized into the following components:

- Academic Major Advising: Architecture and Construction Planning (Downtown), Arts and Humanities, Business Studies, Engineering, Interdisciplinary Education, Life and Health Sciences, Mathematical and Physical Sciences, Public Service and Policy Studies (Downtown), Social Sciences
- Student Placement Advising (includes students without declared majors; CAP students)
- Pre-Professional Advising: Health Professions, Pre-Law
- Honors
- Athletics
- Teacher Certification

Students may need to consult with advisors in the Athletics program, secondary teacher certification, or Health Professions Office if they are student-athletes, are seeking teacher certification at the secondary level, or are pursuing a career in the health professions.

All UTSA undergraduates are required to meet with their assigned academic advisors no later than the first semester of their sophomore year and develop a filed degree plan, utilizing the planner component of Degree Works, showing semester-by-semester course selections and expected graduation dates. A registration hold will be placed on the records of each undergraduate who has earned 45 or more semester credit hours and has not met with their assigned advisor and filed a degree plan with an anticipated graduation date. Undergraduates are expected to follow this filed degree plan in Degree Works and meet with their advisor regularly when they deviate from the plan or have a change in academic standing, to ensure they stay on track for timely progress toward graduation.

In addition, undergraduate students are required to meet with their academic advisors to complete a pre-graduation degree audit before they meet 90 semester credit hours toward their degree. The pre-graduation audit is intended to inform the student about which courses are still needed to graduate, ensure that all courses needed for graduation are included in the student's filed degree plan, and identify required prerequisites which are missing and whether scheduling accommodations are necessary. Holds may be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pre-graduation degree audit.

Undergraduates are urged to monitor their progress toward their degrees by using the online degree evaluation system, Degree Works, available through ASAP (<https://asap.utsa.edu>) (Automated Student Access Program) (<https://asap.utsa.edu>). Degree Works is the degree auditing/checking system within Banner. Students are able to run a degree evaluation in the Student Services area of ASAP.

Graduate Advising

Graduate advisors may be professional or faculty advisors and assist students in developing intellectual potential, exploring educational opportunities and life goals. Students are also encouraged to develop mentoring relationships with faculty and departmental staff for additional information and support.

Graduate students are responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs. Frequent advisor contact provides students with current academic information and promotes progress toward educational goals.

For more information on academic advising in their departments, graduate students should contact the Graduate Advisor of Record (<http://graduateschool.utsa.edu/current-students/category/graduate-advisors>).

Academic Common Market

The Academic Common Market is an interstate agreement for sharing academic programs through an exchange of students across state lines. Fifteen southern states take part in the Academic Common Market. Texas, Florida and North Carolina participate at the graduate level only. (Undergraduate and graduate students interested in participating in exchange programs with other universities, either in the United States or abroad, should contact the Office of International Programs.) Selected out-of-state programs that are not offered in a student's home state can be accessed through the Academic Common Market at in-state tuition rates.

Further information on the Academic Common Market may be obtained from the Texas State Coordinator (<http://www.cep.unt.edu/ACM.html#TX>) for the Academic Common Market, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711, or by calling 512-427-6518.

Academic Honesty

Ethical Standards

The University can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, or practice these principles. Consequently, alleged cases of academic dishonesty involving UTSA students will inevitably occur.

Academic or scholastic dishonesty includes, but is not limited to, cheating, 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. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in Sec. 203 (<http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct>) of the code of conduct.

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA *must list all* colleges attended on their

UTSA application for admission. While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if coursework has been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

Fraudulent Degrees

Under Chapter 61, Subchapter G (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#G>), of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

Academic Standing

- Undergraduate Students (p. 49)
 - Minimum Grade Requirements (p. 49)
 - Academic Warning (p. 49)
 - Academic Probation (p. 50)
 - Academic Dismissal and Reinstatement Policy and Procedures (p. 50)
- Graduate Students (p. 51)
 - Good Standing (p. 51)
 - Academic Probation (p. 51)
 - Academic Dismissal (p. 51)
 - Graduate Reinstatement (p. 51)

Undergraduate Students

Minimum Grade Requirements

Students are expected to maintain a level of scholastic achievement that allows them to meet the grade requirements for graduation. Undergraduate students remain in good standing when they maintain a UTSA grade point average of 2.0 or higher. Undergraduate students who fail to maintain the minimum required grade point average of 2.0 in all work attempted at UTSA will be placed on academic warning, academic probation, or academic dismissal as appropriate. Students seeking degrees in the College of Business or the College of Engineering, or planning to major in Biology, should refer to the *UTSA Undergraduate Catalog* for additional minimum grade requirements.

Academic Warning

First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and earn a semester grade point average between 1.0 and 1.99 during their first semester at UTSA are placed on academic warning.

First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and have a semester grade point average below 1.0 during their first semester are placed on academic probation and bypass the academic warning status completely. Students admitted on academic probation are not eligible for the academic warning status.

Students on academic warning must be advised by their assigned academic advisor prior to registration to help ensure their academic success.

At the end of their second semester of registration at UTSA, the academic standing of students on academic warning will be changed to good standing if their overall UTSA grade point average rises to at least 2.0 or their academic standing will be changed to academic probation if their overall UTSA grade point average remains below 2.0.

Students on academic warning may enroll in no more than 13 semester credit hours in a Fall or Spring Semester and no more than 7 semester credit hours in a Summer Semester.

Academic Probation

Undergraduate students in good standing (as defined above) whose overall UTSA grade point average falls below 2.0 (other than first-time undergraduates who meet the criteria for academic warning) are placed on academic probation. Academic probation will be cleared when a student achieves a 2.0 overall UTSA grade point average.

Undergraduate students placed on academic probation must make a semester grade point average of 2.0 or above in each semester of probation in order to remain enrolled. Students on academic probation whose semester grade point average is below 2.0 will be placed on academic dismissal, even if their overall UTSA grade point average is above 2.0.

Undergraduate students on academic probation must be advised prior to registration to help ensure their academic success. At that time, the student and the advisor will develop a remedial plan specifying expectations the student will be required to meet during the semester. Students who do not follow this plan will be subject to academic dismissal.

Students cannot graduate while on academic probation.

Students on academic probation may enroll in no more than 13 semester credit hours in a Fall or Spring Semester and no more than 7 semester credit hours in a Summer Semester.

Students on academic probation may not enroll in a course offered in a shortened term of less than five weeks.

Academic Dismissal and Reinstatement Policy and Procedures

Undergraduate students on academic probation who earn a semester grade point average below 2.0 will be placed on academic dismissal. Students seeking reinstatement must reapply for admission to the Admissions Office (<https://future.utsa.edu/admissions>) and pay the reinstatement fee. The application for admission may be filed online. In addition to the application and fee payment, the applicant must complete a petition packet. The packet, including instructions, may be found on the Admissions website. The application, reinstatement fee, petition form (http://www.utsa.edu/admissions/undergrad/doc/Petition_for_UG_Reinstatement_new.pdf) and all required supporting documentation must be on file in the Admissions Office by June 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester.

Academic Dismissal

Students, other than those classified as provisional students, who are placed on academic dismissal, may petition for readmission only after sitting out the required time (one semester - fall, spring, or summer -

for first dismissals, and one calendar year for second dismissals) and completing all paperwork necessary to be considered for readmission by the appropriate deadline. Students who have been dismissed three times are not eligible for reinstatement into the University. Students seeking reinstatement must apply for admission with the Admissions Office by June 15 for Fall Semester, October 15 for the Spring Semester, and March 15 for the Summer Semester. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate completed coursework to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average. If a student does enroll at another institution, an admission decision will be made upon receipt of an official transcript that reflects grades on coursework taken at that institution during the period of dismissal from UTSA. Reinstatement requires a 2.0 grade point average using a four-point grade scale.

Typically, a student subject to dismissal will be dismissed. A student who wishes to appeal a first or second dismissal should contact the student's assigned academic advisor for processes and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the Dean. Students subject to dismissal are not guaranteed readmission into UTSA. The admission decision for students who have been academically dismissed is made at the College level, and will be communicated to students by the College.

Length of Academic Dismissal

Prior to applying for readmission into the University after an academic dismissal, students must sit out of UTSA classes for the required time:

- A student must sit out one semester (fall, spring, or summer) after a first dismissal.
- A student must sit out one calendar year after a second dismissal.
- A student who has been dismissed three times from UTSA is not eligible for readmission.

Procedures and Requirements following Petitions for Reinstatement

If the College of the student's assigned major approves the Petition for Reinstatement, the Office of Admissions will process the application for admission for the requested semester of enrollment. If the petition for reinstatement is disapproved, a student may not file another petition until the following semester. Appeal of a denial for reinstatement may be made to the Vice Provost and Dean of University College within two weeks after notice of the denial is postmarked. The decision of the Vice Provost and Dean of University College is final.

All students who are reinstated from academic dismissal are placed on academic probation and must maintain a minimum semester 2.0 grade point average every semester until they reach a UTSA cumulative grade point average of 2.0. Students who have been reinstated following an academic dismissal must be advised prior to registration. At that time, the student and the advisor will develop a remedial plan specifying expectations the student will be required to meet during the semester. Students who fail to follow the requirements set by the Dean will be subject to academic dismissal.

Advising for Reinstated Students

Students are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the UTSA catalog, the current *UTSA Student Policies*, and the online schedule of classes. Each academic advisor sees students assigned to them concerning all matters of their academic status, such as progress toward degree completion, graduation

status, academic probation, academic dismissal, and changing majors. Students who are on academic probation who are reinstated after academic dismissal, or who have a Texas Success Initiative (TSI) deficiency are required to be advised and holds are placed on their registration records to ensure that the student meets with an advisor. Students may also be required to meet with their assigned academic advisor to obtain approval to register for restricted courses.

Students may also need to consult with the Honors College, Athletics program, or teacher certification advisors.

Graduate Students

A graduate student's academic standing, whether the student is a doctoral student, a graduate degree-seeking student, or a special graduate student, is defined as 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 received a grade of "D+," "D," or "D-" in any course in a term and a grade point average of 3.0 or higher.
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.
5. To graduate, all graduate students must have an overall grade point average of at least a 3.0 (on a 4.0 scale).

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 graduate advisor.

Academic Dismissal

Academic dismissal occurs:

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 is admitted on probation with conditions and fails to meet a condition.
4. 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 continue on academic probation.
5. When a student at the graduate level is unable to pass an oral or written exam (such as the Comprehensive Examination or Qualifying Examination) required for the degree after the maximum of two attempts. Some programs may have more stringent requirements.

6. When a student at the graduate level fails to make satisfactory progress toward the degree, as defined by University regulations and the regulations of the graduate program in which the student is enrolled.

Graduate Reinstatement

A graduate student who has been dismissed academically may petition for reinstatement after one semester (fall, spring, or summer) has elapsed from the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. Students are required to complete a reinstatement packet along with a letter containing all explanations, recommendations, or doctors' statements in support of the student's request for reinstatement and submit them to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate School prepares the petition for reinstatement and submits it to the department's Graduate Program Committee. The Graduate Program Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester. A student who has been dismissed may not graduate without first being reinstated.

Auditing Courses

UTSA students and nonstudents who wish to audit a course may do so with the approval of the instructor and the chair of the department in which the course is offered, provided there is space in the classroom after all registered students have been accommodated. The minimum enrollment in a course must be reached without auditors.

Audit forms are accepted the first day of class through the 12th day of class (census day). No forms will be accepted past this date. 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 not approved for art courses. Students not enrolled in courses at the University are not allowed to audit courses that require the use of the University computing system, with the exception of the Learning Management System (i.e., Blackboard).

All auditors must submit a signed Audit Course Form (<https://onestop.utsa.edu/forms/registrar>) to the Office of the Registrar, no sooner than the first day of class. 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.

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

Nonstudent auditors who want library privileges may receive them through the Community Borrowing Program. More information is available at <http://lib.utsa.edu> or at the UTSA Library front desk on the 3rd floor of the John Peace Library building.

Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit, nonstudent auditors should go to the Parking and Transportation Services office in the Multidisciplinary Studies Building, first floor (MS 1.01.52), with their validated Audit Course Form.

Courses

- Common Course Numbering (p. 52)
- Course Numbering System (p. 52)
- Distance Learning Courses (p. 52)
- Extended Education Courses (p. 52)
- Independent Study Courses (p. 52)
- Internet Access to Course Information and Syllabi (p. 52)
- Prerequisites (p. 52)
 - Undergraduate Students (p. 52)
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Common Course Numbering

UTSA is a participant in the Texas Common Course Numbering System (TCCNS). This system provides a standard set of course descriptions to aid in the transfer of lower-division academic courses among colleges and universities in Texas. Most community colleges in Texas have adopted the TCCNS as their course numbering system; others cross-reference their courses with the TCCNS. Common courses are identified in the UTSA *Undergraduate Catalog* by a common TCCNS designation composed of a four-character discipline identifier and a four-digit course number.

Course Numbering System

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

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

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the *Undergraduate Catalog* (<http://catalog.utsa.edu/undergraduate>) and *Graduate Catalog* (<http://catalog.utsa.edu/graduate>) immediately following the course number and title. For example, (3-0) indicates three hours of lecture and zero hours of laboratory per week.

Distance Learning Courses

Online courses and programs are offered and supported by individual UT institutions participating in the UT Online Consortium (UTOC). UTSA participates as a host school at the graduate level. Degree-seeking graduate students taking courses through this system, that are not hosted by UTSA, must still meet all UTSA residence requirements. The Texas Information System (TIS) website (<https://utsystem.edu/sites/ut-online-consortium/texas-information-system-tis>) is the central data hub for UTOC students. Students should check with their academic

advisors to ensure that enrollments in UTOC courses will satisfy their degree requirements. For more information, visit the UTOC website (<https://utsystem.edu/sites/ut-online-consortium>).

Extended Education Courses

The Office of Extended Education develops and presents seminars, online courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. It also provides specialized training to businesses, government agencies, and nonprofit organizations needing customized programs for their employees. These courses are not offered for academic credit. For information, contact the Office of Extended Education (<http://utsa.edu/ee>).

Independent Study Courses

No more than six hours of independent study courses or directed research, regardless of discipline, will apply toward a degree. Specifically, for baccalaureate degrees, no more than a total of six hours of independent study courses will apply to a major and a minor, to a double major, or to concurrent degrees.

Internet Access to Course Information and Syllabi

Information on undergraduate classroom courses offered for credit by the University, including course syllabi and faculty curriculum vitae for each instructor, can be found on the UTSA Bluebook website (<https://bluebook.utsa.edu>).

Prerequisites

Undergraduate Students

Prerequisites are stated for many courses listed in the *UTSA Undergraduate 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. The prerequisites for courses are those listed in the current undergraduate catalog.

The UTSA automated registration system through ASAP will screen for designated prerequisites on all courses. Students are expected to access the prerequisite course lists through the relevant UTSA website, as advertised on ASAP Schedule of Classes, prior to registering for the courses to ensure that prerequisites have been completed appropriately or are currently in progress.

Under the following conditions, students may request permission from academic advisors, department chairs, associate deans, and/or instructors to register without the specified prerequisite in progress, completed, or posted in the UTSA student record system:

- Students who have prerequisites in progress at other institutions by providing proof of course registration at the other institution
- Students who have completed the prerequisite course with a less than required grade and are repeating the prerequisite course (course is "in progress")
- Students who have completed the prerequisite course from another institution and the course has not yet been evaluated
- Students who have received substitution approvals

Students who do not meet the above requirements may be dropped from the requisite courses.

Students who have registered for the requisite courses with the prerequisites currently in progress will be reviewed for satisfactory completion at the end of Fall and Spring Semesters and Summer Terms. If prerequisites are not completed satisfactorily, the requisite registered courses will be deleted from their schedules. Students will be notified of this deletion through their *myUTSAmail* electronic mail accounts (or the preferred e-mail account they designated in *ASAP*).

Some courses require that a prerequisite for the course be completed with a grade of "C-" or better. A prerequisite for such a course completed with a grade of "CR", Credit, is deemed to have met the prerequisite requirement for the course.

Graduate Students

Prerequisites are stated for many courses listed in the *UTSA Graduate Catalog* (<http://catalog.utsa.edu/graduate>). 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. Some colleges may also require the permission of the Department Chair and the Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

Exchange Students

National Student Exchange

UTSA is a member of the National Student Exchange (NSE) program, which is the only comprehensive student exchange program in the United States and now includes partners in Canada. The NSE program provides opportunities for undergraduates with 30 or more earned credit hours and a minimum grade point average of 2.5 to study for a semester or up to one calendar year at another NSE (non-Texas) institution. With more than 175 institutions located in the U.S., Puerto Rico, Guam, the Virgin Islands, and five Canadian provinces, students can continue to enhance their academic progress, broaden life experiences, and explore institutions for possible graduate school opportunities at the same cost as UTSA tuition. Please contact the NSE Coordinator and Student Advisor (<http://www.utsa.edu/advising/special-programs/nse.html>) for application information and deadlines.

The University of Texas System Student Exchange Program

An undergraduate student who is degree-seeking at another UT System institution and is interested in registering for courses at UTSA through a reciprocal exchange program with the student's home institution must apply as a special undergraduate student. See Special Undergraduate Student Admission (p. 12) requirements in this publication. This program is limited to students with more than 60 semester credit hours of degree-related college-level work. Students may register for undergraduate courses for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor.

For assistance, please contact the undergraduate student exchange coordinator in the UTSA Academic Advising at 210-458-4302.

Graduate Exchange Students

A graduate student who is degree-seeking at another U.T. System institution and is interested in registering for courses at UTSA through a reciprocal exchange program with the student's home institution must apply as a special graduate student.

Special graduate students may register for any master's-level or undergraduate course for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative of the discipline offering the course. Academic credit earned is subject to the transfer policy of the student's home institution. Special graduate student instructions and rules are provided in the *UTSA Graduate Catalog*.

A special graduate student may apply as a degree-seeking student to UTSA and must follow the rules of graduate degree-seeking applicants and submit all required admission materials by the appropriate deadline as described in the *UTSA Graduate Catalog*.

For assistance, please contact the Graduate Admissions at 210-458-4331.

Grades

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 - Hours Attempted (p. 53)
 - Hours Earned (p. 54)
 - Grade Point Average (p. 54)
 - Grade Points and Symbols for Undergraduate Students (p. 54)
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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+," "A,"

"A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," "F," "W," or "CR" except as provided for repeated courses.

Hours Earned

The hours earned by a student are the number of semester credit hours in which grades of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," or "CR" have been received. Undergraduate students must refer to the sections "Undergraduate Credit Limitation (p. 68)" and "Three-Attempt Rule (p. 67)" for information about the financial consequences of receiving "W" and "F" grades.

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 for-credit semester credit hours attempted at UTSA. Credits and grades for work completed at other institutions, credits earned by examination, or hours in which grades of "CR" were earned are not included in the UTSA grade point average.

GPA calculations on transcripts generated after February 1, 2000, do not round up but truncate to the second decimal place (example: 3.816 truncates to 3.81 with no rounding). Before that time, grade point averages were rounded up to 1 one-hundredth of a point.

Students who are in a UTSA-hosted degree program through the UT Online Consortium (UTOC) and declare UTSA as their home institution will have the courses taken at other institutions through the UTOC listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the UTOC count as transfer credit and apply to a UTSA degree as determined by the student's academic advisor. At the undergraduate level, UTSA does not participate in UTOC as a host school.

Grade Points and Symbols for Undergraduate Students

Grade Symbol	Grade Points	Meaning of Grade Symbol
A+	4.00	Outstanding and Noteworthy
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	Well Above Average
B	3.00	Above Average
B-	2.67	Slightly Above Average
C+	2.33	Average
C	2.00	Slightly Below Average
C-	1.67	Below Average
D+	1.33	Well Below Average but Passing (see credit/no-credit grading policy)
D	1.00	Well Below Average but Passing (see credit/no-credit grading policy)
D-	0.67	Well Below Average but Passing (see credit/no-credit grading policy)
F	0	Failure
CR	0	Credit. Indicates successful credit by examination or credit received under the credit/no-credit requirement or option.
NC	0	No Credit. Indicates unsuccessful credit by examination or no credit received under the credit/no-credit requirement or option.

W	0	Withdrawal. Indicates that the student dropped the course or withdrew from the University.
IN	0	Incomplete. Assigned at the discretion of the instructor; see below.
NR	0	No Report. 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.
EX	0	Expelled

Grade Points and Symbols for Graduate Students

Grade Symbol	Grade Points	Meaning of Grade Symbol
A+	4.00	Outstanding
A	4.00	Outstanding
A-	3.67	Above Average
B+	3.33	Above Average
B	3.00	Above Average
B-	2.67	Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Below Average
D+	1.33	Below Average (see Graduate Academic Probation)
D	1.00	Below Average (see Graduate Academic Probation)
D-	0.67	Below Average (see Graduate Academic Probation)
F	0	Failure (see Graduate Academic Dismissal)
CR	0	Credit. Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.
NC	0	No Credit. Indicates unsatisfactory progress.
W	0	Withdrawal. Indicates that the student was passing at the time of withdrawal or drop.
IN	0	Incomplete. Assigned at the discretion of the instructor; see details below.
NR	0	No Report. 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.
EX	0	Expelled

RP	0	Research in Progress. Used to denote research in progress only for ARC 6991, ARC 6996, MUS 6913, and Master's Thesis and Doctoral 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.
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Incomplete

The grade "IN" is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the remainder of the student's work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. In order to remove a grade of incomplete in a class, a student cannot re-take the course; the original class where the "IN" grade was received must be completed with a grade. A grade of 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 to receive a grade of "IN."

Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete. During the regular grading period this is done electronically. After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted with a Change of Grade form to the Dean's office. The Dean's office will then submit the forms to the Office of the Registrar.

In undergraduate courses, 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" is automatically changed to a grade of "F" or "NC."

In graduate courses, 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" is automatically changed to a grade of "F", and credit may be earned only when the student re-enrolls 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. Extenuating circumstances such as active military service will be eligible for exceptions.

Under no circumstances will grades be changed after one calendar year.

Reporting of Grades by Faculty

Final grades are reported by course instructors every semester and are due within 3 days after the final examination period ends. Final grades cannot be withheld nor can reporting of them be deferred.

Early grade reports are required for all undergraduates. Faculty members are required to report midterm grades seven weeks into the semester during the Fall and Spring Semesters. All undergraduates receiving midterm grade reports of "D+," "D," "D-," or "F" are required to communicate with their assigned academic advisor to develop a plan to improve their grades.

Grade Reports

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available in ASAP. Students who are removed from, placed on, or continued on academic warning or academic probation, and students who are dismissed from UTSA, will receive notification from the Office of the Registrar.

Transcripts may be withheld from any student who owes tuition and fees to the University. Grades and transcripts may be withheld from any freshman who has not completed the AlcoholEdu program (<http://utsa.edu/health/alcoholEDU>).

Academic Grade and Grievance Procedure

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair (Academic and Grade Grievance Form (<https://onestop.utsa.edu/wp-content/uploads/2018/07/StudentAcademicGradeGrievance.pdf>)). The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decisions of the Deans of University College and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

For an allegation of discrimination or if a grade appeal contains an allegation of discrimination, the faculty member or Department Chair must notify the student to contact the Equal Opportunity Services (EOS) office and the administrator must also contact EOS to report the student's claim. The student may simultaneously file a discrimination complaint with the EOS office. If there is a foundation for the discrimination complaint, EOS will notify the appropriate administrator to place the academic and grade grievance on hold until an investigation has been completed. Once the investigation has been completed, EOS will notify the student and the administrator of the outcome. Based upon the outcome, the academic and grade grievance review process will continue or be closed.

Under no circumstances will grades be changed after one calendar year.

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. With the exception of UTSA Handbook of Operating Procedures 5.09 (<https://www.utsa.edu/hop/chapter5/5-9.html>) relating to class absences for observance of religious holy days, active military service, or attendance at an official University-sanctioned student activity, the instructor determines classroom participation requirements and policies on making up examinations and work missed during an absence.

Students may be excused from attending classes or other required activities, including examinations, to attend an official University-sanctioned student activity (as defined in the [Handbook of Operating Procedures](http://utsa.edu/hop/chapter5/5-9.html) (<http://utsa.edu/hop/chapter5/5-9.html>)) or for the observance of a religious holy day, including travel for that purpose. 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. A student whose absence is excused for attending an official University-sanctioned student activity or for religious holy day reasons may not be penalized for the absence and shall be allowed by the instructor to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service (as defined in the Handbook of Operating Procedures (<http://utsa.edu/hop/chapter5/5-9.html>)) to which the student is called, including travel associated with the service, of a reasonably brief duration. A student whose absence is excused under the Texas Education Code, § 51.9111 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#519111>), may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9). For distance learning, self-paced, correspondence, and other asynchronous courses, class attendance means active participation in the class (as defined in the Handbook of Operating Procedures (<http://utsa.edu/hop/chapter5/5-9.html>))

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration calendar will receive a grade of "F."

Instructor-Initiated Drops

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor's course if the student exceeds the noted attendance and/or missed assignment policy outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only through the last day that a student may drop themselves. See Instructor-Initiated Drop Policy (p. 64) in this publication.

Undergraduate Students

Repeating Courses

The policy for repeating courses, as stated below, only applies to courses completed and repeated at UTSA.

Courses That May Be Repeated Not Considered a Duplicate Course

Certain courses in the catalog state in their course description that they "may be repeated for credit." These are the only courses where repeating is not a duplication. All semester credit hours and grade points from each of these courses taken are included in the student's record, in the number of hours earned at UTSA, and the student's grade point average calculation.

Courses That May Be Repeated to Improve a Grade

Students may only repeat a course for credit in which they received a grade of "D+," "D," "D-," or "F." Credit can be counted for only one of these courses. **Receipt of a higher grade in a repeated course in a subsequent semester does not alter the student's academic standing in the semester when the original grade was earned.** Students may repeat any course in which they received a grade of "NC" in order to improve their grade; however, this does not alter the student's overall grade point average.

If a student repeats a course in which he or she received a grade of "D+," "D," "D-," or "F" and receives a higher grade, the semester credit hours from the original grade of "D+," "D," "D-," or "F" are excluded from the student's grade point average. Only the semester credit hours from the higher grade are used in calculating the grade point average. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the grade point average. The repeated course is marked as excluded on the student's official record. All grades remain on the student's official academic record. This course repeat policy became effective Fall 2009.

Limitations on Repeating Courses to Improve a Grade

An undergraduate student may repeat an individual course only once in an attempt to improve a grade, and may repeat at most four courses in attempts to improve grades. For a course in which a student has received two grades of "D+," "D," "D-," or "F," all grades earned in any subsequent enrollments in the course will be included in the computation of the student's grade point average. For a student who already has four total attempts at repeating courses to improve grades, all grades earned in any subsequent enrollments in which the student already has received grades of "D+," "D," "D-," or "F" will be used in the computation of the grade point average.

Courses That May Not Be Repeated to Improve a Grade

If a student repeats a course in which a grade of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," or "CR" was earned, and the course description does not indicate that the course "may be repeated for credit," then the repeated course is marked as a duplication and the grade and semester credit hours for the repeated course are not used in the calculation of the student's grade point average or the number of hours earned at UTSA.

Credit by Examination

A student at UTSA may, through satisfactory performance on a College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or Defense Activity for Non-Traditional Education Support (DANTES) examinations, show knowledge of the content of an undergraduate course and be awarded credit by examination for that course. Credit by examination may be used to satisfy Core Curriculum and specific degree requirements unless specified otherwise. CLEP, AP, IB, and DANTES examinations do not exist

for all curriculum courses. Students who are interested in finding out more about these tests may visit the Office of Testing Services website (<https://testing.utsa.edu>).

Courses for which students may receive credit by making a passing score on the appropriate CLEP test are marked on the class schedule in *ASAP*.

Credit earned by examination may not be used to satisfy minimum UTSA residence requirements (except for credits earned by challenging UTSA courses or earned by the UTSA Competency Examination policy; see the sections on challenging courses and the competency examination policy below). Credit by examination is not included in the calculation of the student's UTSA grade point average. The symbol "CR" (Credit) is awarded for all credit earned by examination. Unsuccessful attempts to earn credit by examination do not become part of the student's official academic record.

Credit by examination cannot duplicate or repeat credit already earned for college or university courses. Students are permitted to receive credit by examination (including CLEP credit) for courses in which they have received grades of "F," "NC" or "W" (and have no other grade for those courses) since these grades do not represent hours earned. Students may not receive credit for a course for which credit by examination has already been awarded. It is not necessary to be a UTSA student to take credit by examination; however, credit is not awarded unless the individual is a current or former UTSA student, including a newly admitted and registered UTSA student. Except for Advanced Placement (AP) credit for entering freshmen beginning fall 2016, credit for a given exam is awarded based on the date tested, not undergraduate catalog term. If the score requirements change prior to a student's test date, the new changes are effective for the student's results. For entering freshmen beginning fall 2016, Section 51.968 of the Texas Education Code stipulates that "in establishing the minimum required score on an Advanced Placement examination for granting course credit for a particular lower-division course..., an institution of higher education may not require a score of more than three unless the institution's chief academic officer determines, based on evidence, that a higher score on the examination is necessary to indicate a student is sufficiently prepared to be successful in a related, more advanced course for which the lower-division course is a prerequisite." This provision applies to all entering freshmen beginning fall 2016 regardless of when the Advanced Placement examination was taken. For students who have earned credits at UTSA, credit by examination is awarded by logging into the *ASAP* student account to verify acceptance of each credit, with the exception of POL 1013 Introduction to American Politics, for which Advanced Placement (AP) credit or CLEP credit can be earned only after the student has completed POL 1133 Texas Politics and Society. Other exceptions for certain course credits can be found in the footnotes below the UTSA credit table on the Office of Testing Services website.

Information on credit by examination at UTSA is available on the Office of Testing Services website. It describes the various tests that may be accepted for credit at the University, the types of tests available, when and where they are given, their costs, procedures for having test scores submitted for consideration for credit, the amount of credit that may be earned, and how to obtain additional information on each test.

Posting Credit Earned by Examination to Transcripts

UTSA posts credit by examination to a student's transcript only when the student expressly requests to have those credits posted. Students should log into *ASAP*, select Student Services and click on the link Student Records. From Student Records select Accept AP/CLEP Credit.

UTSA Competency Examinations

Students enrolled at UTSA may attempt to demonstrate competency in certain UTSA undergraduate courses by taking UTSA competency examinations developed by UTSA for those courses. A student successfully completing a UTSA competency examination in a course will receive a grade of "CR" (credit) on his or her official academic record.

Unsuccessful attempts to complete competency examinations do not become part of the student's official academic record.

Credits earned by successfully completing a UTSA competency examination apply to degree requirements as though the courses had been completed in the normal manner, except that since a grade of "CR" is awarded, such courses are not included in the UTSA grade point average. These credits are also counted toward the minimum UTSA residence requirements.

For the list of UTSA courses for which UTSA competency examinations are available, contact the Office of Testing Services or visit its website: <https://testing.utsa.edu/>.

Challenging a UTSA Course

Students enrolled at UTSA may "challenge," or request an examination in any UTSA undergraduate course for which they have not already received credit. Not all courses, however, consist of materials in which comprehension can be evaluated by means of examination. The option of whether or not to grant the request rests with the instructor of the course and may be further limited by policies set by the college in which the course is offered.

Credits earned by challenging UTSA undergraduate courses by examination apply to degree requirements as though the courses had been completed in the normal manner, except that since a grade of "CR" is awarded, such courses are not included in the UTSA grade point average. These credits are also counted toward the minimum UTSA residence requirements. Students may challenge the same UTSA course only once.

To challenge a UTSA undergraduate course, the student must enroll in the course and request the challenge examination from the instructor. A Challenge Examination Request form (<https://onestop.utsa.edu/forms/registrar>) must be filed with the Office of the Registrar, and the test must be administered within the first three weeks of a Fall or Spring Semester or the first week of a five- or 10-week Summer Term.

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 semester by the instructor for the course. Unsuccessful attempts to earn credit by challenge examination do not become part of the student's official academic record.

Students who fail the challenge examination must either drop the course or complete the course on a regular basis following the evaluation of the examination for the course challenged. Students who complete coursework on a credit-by-examination basis are graded on a credit/no-credit basis. Therefore, if a student elects to complete the course, the instructor must notify the Office of the Registrar in writing to remove the credit/no-credit grading option by the Automatic "W" Date.

Students admitted under the Provisional Admission Program may request to challenge courses by examination in those disciplines to which their enrollment is restricted. However, credit earned by examination does not

fulfill the minimum of 18 college-level semester credit hours that must be successfully completed under the Provisional Admission Program.

Credit/No-Credit Option

Mandatory Credit/No-Credit Courses

Some degree programs will require certain courses to be graded on a mandatory credit/no-credit basis. Such requirements are noted in *UTSA Undergraduate Catalog* course descriptions. Programs offering mandatory credit/no-credit courses will allow a number of such courses to apply to the major, minor, support work, or free electives, as specified by each program in its *UTSA Undergraduate Catalog* degree requirements.

Optional Credit/No-Credit Grading

Undergraduate students are also allowed the option of credit/no-credit grading in courses that are otherwise subject to regular grading. This option is provided to encourage undergraduate students to expand their knowledge of fields outside their major areas of interest. The following guidelines apply:

- A maximum of 24 semester credit hours may be attempted on an optional credit/no-credit basis.
- Credit/no-credit courses appear on the permanent record as a grade of "CR" if the student's grade is an "A+", "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", or "D-" or as a grade of "NC" if the student's grade is "F." Neither grade will affect the student's grade point average at UTSA. The credit/no-credit grade cannot be changed to a regular grade once the credit has been awarded.
- Students who choose to take the course on an optional credit/no-credit basis must submit a Credit/No-Credit Option Request form (<https://onestop.utsa.edu/forms/registrar>) at the One Stop Enrollment Center prior to the end of the eighth week of the Fall and Spring Semesters. Information on deadlines for Summer Terms or for Fall and Spring Semesters can be found in the Academic Calendar and in the online registration calendar (<https://asap.utsa.edu/terms.htm>) for each semester. After the deadline, students will not be allowed to add the credit/no-credit option or remove the option and take the course on a regular basis.
- Only free electives may be taken on an optional credit/no-credit basis. Courses to be applied to the Core Curriculum or to major, minor, or support work must be taken on a regular or mandatory credit/no-credit basis as specified in *Undergraduate Catalog* degree requirements.
- Transfer students who transfer to UTSA for their last 30 semester credit hours may not count optional credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
- The Office of the Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them.
- The student's academic advisor must approve the Credit/No-Credit Option Request form.
- Courses taken for credit/no-credit may not count toward the 45 hours required for University Latin Honors.
- A course taken for credit/no-credit may not replace a letter grade.
- The credit/no-credit option is not available if the student has previously received a letter grade.

Note: Some graduate schools place students who have taken courses on a credit/no-credit basis at a disadvantage in computing grade point averages for admission; however, graduate admission committees in

some disciplines may look favorably on learning accomplished in credit/no-credit courses.

Change of Grades

Grade changes from "IN" (Incomplete) to a letter grade must be made 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. An undergraduate student cannot graduate with an "IN" on his or her record. If the student wishes to graduate and if the course is not needed for a degree requirement, the "IN" will have to convert to an "F" regardless of whether a year has passed or not. The instructor must submit either an online Change of Grade or a paper Change of Grade Form to the office of the Dean. The college will file the paper form with the Office of the Registrar. Courses with an "IN" grade that have not been changed by the deadline will automatically be converted to a grade of "F"

All other grade changes must be initiated by the instructor. All requests for a change of grade should include a statement explaining the requested change. It is the policy to change a grade (other than Incomplete) only in the case of error. Additional work performed by a student may not be used to raise a grade that has been reported to the Office of the Registrar. A request for a change of grade using the paper form requires the approval of the Chair of the department in which the course is offered and the Dean of the college. The college will file the form with the Office of the Registrar before the Registrar will make the change in the student's record. Online change of grades are subject to review by the Chair of the department and the Dean of the college.

Under no circumstances will grades be changed after one calendar year.

Graduate Students

Credit/No-Credit

Graduate students may earn "CR" or "NC" grades only for specific courses listed in the *UTSA Graduate Catalog* as graded on a credit/no-credit basis.

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 Program 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.

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 procedure:

1. **Circumstances when an assigned grade of "A+", "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", or "F" might be changed.** In this case, the formal appeals process stated in *Student Policies* 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 Program Committee to assess the academic merits of the appeal. The committee report should weigh heavily in the subsequent administrative review by the Department Chair, College Dean, and Graduate School Dean. Grades may be changed only if compelling evidence demonstrates discrimination, differential treatment, or factual mistake.

2. **Circumstances when an assigned grade of "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.

Additional work performed by a student may not be used to raise a grade that has been reported to the Office of the Registrar.

Under no circumstances will grades be changed after one calendar year.

Graduation

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Graduation Dates

Degrees are awarded at the end of each Fall, Spring, and Summer semester. All degree requirements must be completed on or before the end of the term. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. With the exception of doctoral students, students who graduate at the end of the Summer Semester may participate in either the May or the December commencement ceremony. Doctoral students may participate in the December Commencement ceremony.

Doctoral students may participate in commencement ceremonies only after completing all requirements for graduation, including the successful defense of the dissertation and subsequent acknowledgement by the Graduate School of all required documentation. Specifically, a doctoral student intending to graduate in the Summer Term and who has not completed the successful defense of the dissertation and filed the appropriate documentation with the Graduate School may not participate in the Spring commencement ceremony. Summer Term graduates are welcome to participate in the December commencement ceremony following their Summer Term graduation.

Information regarding Graduation and Commencement is available on the UTSA One Stop Enrollment website (<https://onestop.utsa.edu/graduation>).

Graduation Expectations

The State of Texas, The University of Texas System, and UTSA are concerned about the excessive number of years that today's students spend in institutions of higher education pursuing undergraduate degrees. UTSA is seeking ways to encourage students to graduate in a timely manner by considering certain incentives and removing needless barriers.

UTSA expects students to graduate in a timely fashion and strongly encourages its undergraduates to set their goals to complete their baccalaureate degrees in four years, or if that is not feasible, in no more than six years. Students who make small sacrifices now to devote as much attention as possible to their academic endeavors in order to achieve timely graduation will realize significant benefits in the future. Students should contact their assigned academic advisor to discuss the benefits of timely graduation (<https://onestop.utsa.edu/financialaid/cost-of-attendance/cost-of-degree>).

Undergraduate Students

Applying for the Degree

It is the student's responsibility to officially apply for his or her degree by submitting an Application for Graduation online through *ASAP*. Students must have earned at least 85 semester credit hours to apply online for graduation. Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the graduation application, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

The following are deadlines for submitting an application for graduation:

- July 15 for Fall Semester graduation
- November 15 for Spring Semester graduation
- June 15 for Summer Semester graduation
 - Summer candidates wishing to participate in the May ceremony must apply by February 15.

Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and print the application from the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>), then submit the completed application to the One Stop Enrollment Center.

The student's assigned academic advisor is responsible for auditing the student's degree plan. Students must apply one semester prior to the intended graduation semester to ensure that all degree requirements are met. Students should contact his or her assigned academic advisor for more information.

If all University-wide and degree program requirements have been satisfied, an undergraduate student is not required to be registered for classes during the semester in which they apply for graduation.

Graduation

If requested by a student, a Letter of Degree Completion is prepared by the student's assigned academic advisor after the close of the End of Term date of the semester in which all degree requirements have been met.

Degrees are posted to transcripts within 30 days of the End of Term date for the semester of graduation and diplomas are mailed within 45 days of the End of Term.

Degree Verification

Graduation verification is a two-step process.

1. The student's assigned academic advisor does a preliminary verification. The student is responsible for completing all coursework and submitting any or all of the following to his or her academic advisor by the end of the term (see the Academic Calendar for End of Term dates) in which graduation is expected:
 - Outstanding transcripts
 - CLEP, AP, and IB credit
 - Petitions or substitutions
 - Change of major/minor
 - Change of catalog
2. A final degree verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed by the student's assigned academic advisor once again and the college Dean authorizes the certification for graduation.

Students who apply for the degree in a given semester but do not fulfill all requirements must file a new Application for Graduation on or before the appropriate deadline for the next semester in which they intend to graduate.

Applying for an Undergraduate Certificate

It is the student's responsibility to apply for his or her certificate by submitting a completed Application for Undergraduate Certificate to the One Stop Enrollment Center prior to the last day of the semester of graduation. The application form is located on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>). Students with questions about the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

Graduation with University Latin Honors

Students may graduate with University Latin Honors provided they complete a minimum of 45 semester credit hours (GPA hours) at UTSA by the time of graduation (excluding courses challenged by examination, courses whose credits were earned through the competency examination policy, or courses taken on a credit/no-credit basis in which only the symbol "CR" is recorded) and meet the following requirements:

- Undergraduate students who earn a 3.5 to 3.74 grade point average in all semester credit hours attempted at UTSA are eligible for graduation *cum laude*.
- Those who earn a 3.75 to 3.89 grade point average in all semester credit hours attempted at UTSA are eligible for graduation *magna cum laude*.
- Those who earn at least a 3.9 grade point average in all semester credit hours attempted at UTSA are eligible for graduation *summa cum laude*.

The grade point average (GPA) does not reset if a student decides the return for a second undergraduate degree. Core curriculum courses are only counted once in the cumulative GPA calculation.

No degree candidate shall be eligible for graduation with University Latin Honors if, at the time of graduation, disciplinary action has been taken against the student by the University.

Master's and doctoral degree candidates are not eligible for University Latin Honors.

Commencement Honors

Students may receive honors at Commencement if they have completed at least 45 UTSA GPA hours with the above grade point average requirements at the time of the ceremony. Credits and grades for work completed at other institutions, credits earned by examination, or hours in which grades of "CR" were earned are not included in the UTSA grade point average. Commencement Honors is based on the last completed semester, courses in progress are not counted in the Commencement Honors GPA calculation.

Graduate Students

Applying for the Degree

It is the student's responsibility to officially apply for his or her degree by submitting an Application for Graduation online through ASAP (<https://asap.utsa.edu>). Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the graduation application, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

The following are deadlines for submitting an application for graduation. Dates are for the semester in which the student expects to graduate:

- September 15 for the Fall Semester
- February 15 for the Spring Semester
- June 15 for the Summer Semester
 - Summer candidates wishing to participate in the May ceremony must apply by February 15.

Students who apply for the degree in a given semester but do not fulfill all requirements must file a new Application for Graduation online through ASAP on or before the appropriate deadline for the next semester in which they intend to graduate.

A student who completes all degree requirements but fails to apply for the degree may obtain a Letter of Degree Awarded from Graduation Coordination after the close of the semester in which all degree requirements are met.

Students who receive services from the University, including faculty supervision, during the semester in which they have applied to graduate must be enrolled for that semester.

Applying for a Graduate Certificate

It is the student's responsibility to apply for his or her certificate by submitting a completed Application for Graduate Certificate to the

One Stop Enrollment Center no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester. The application of any student applying for a certificate after the established deadlines will be processed the following semester. The application form is located on the One Stop enrollment website (<https://onestop.utsa.edu/forms/registrar>). Students with questions about the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

Limitation on Attempting Gateway Courses

Many UTSA majors have designated certain courses as Gateway Courses. Gateway Courses are generally courses that are necessary for students to progress through their chosen major and are usually those courses which contain material in which a student needs a clear-cut comprehension in order to be successful in completing other course requirements for the major. That is, Gateway Courses often determine whether a student is a suitable candidate to pursue the indicated major.

In order to promote student success and to help ensure that students are choosing majors that are appropriate for their aptitudes and skills, a UTSA student may attempt a Gateway Course for his or her major at most twice. If the student does not successfully complete a Gateway course in two attempts, then the student is required to change his or her major to a different major. Successfully completing a Gateway Course means achieving a grade in the course required by the major. For instance, if the major requires that all of the courses required for the major must be completed with a grade of "C-" or above, then successful completion of a Gateway Course for that major means receiving a grade of "C-" or higher in the course. However, receiving a grade of "CR" through the "Challenging a UTSA Course" process or the "UTSA Competency Examination" process will be regarded as successfully completing a Gateway Course. For the purpose of this policy, dropping a course with a grade of "W" or taking an equivalent course at another institution of higher education counts as an attempt at taking the course. In extremely rare and extenuating circumstances as approved by the Associate Dean of the college a student may petition to attempt a gateway course a third time because of circumstances beyond the student's control that prevented the student from successfully completing the course on prior attempts. However, the petition must be approved prior to the third attempt. A petition for an additional attempt at a Gateway Course may be approved only once.

A student should consult the UTSA Undergraduate Catalog or contact his or her assigned academic advisor for a list of the Gateway Courses designated for the major.

President's List, Dean's List, and Honor Roll

President's List

Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 4.0 in at least 12 semester credit hours in a Fall, Spring, or Summer semester excluding grades of "CR," and who receive no grades of "IN" or "NC."

Dean's List

Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 3.75 to 3.99 in at least 12 semester credit hours in a Fall, Spring, or Summer semester excluding grades of "CR," and who receive no grades of "D+," "D," "D-," "F," "IN," or "NC."

Honor Roll

Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 3.5 or higher in at least 9 semester credit hours in a Fall, Spring, or Summer semester, excluding grades of "CR," and who receive no grades of "D+," "D," "D-," "F," "IN," or "NC."

Part time Dean's list and part time Honor Roll are no longer recognized. In a given semester, a student will be recognized for only the highest of the above honors for which he or she qualifies.

To determine eligibility for graduation with honors, see Graduation with University Latin Honors (p. 59).

Records and Classification of Students

- Change of Name (p. 61)
- Change of Address (p. 61)
- Verification of Enrollment and Degree (p. 62)
- Release of Academic Records (p. 62)
- Classification of Terms (p. 62)
- Time Status Terms (p. 62)
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Change of Name

A student's name on official records at UTSA is the name under which the student applied for admission, unless a Name and ID Number Change Form (<https://onestop.utsa.edu/forms/registrar>) has been processed through the Office of the Registrar. The official University transcript will carry the current name and the most immediate previous name, if any. Name and ID Number Change Forms should be supported by appropriate legal documentation.

Change of Address

Currently enrolled students who have changed their addresses must change their mailing address with the University by accessing ASAP (<https://asap.utsa.edu>) and following the instructions. Official notification of change of address is necessary for proper identification of student records and for accurate mailing of correspondence and information pertaining to graduation requirements. Students who are applying for graduation will specify on the Application for Graduation the

address where their diploma is to be mailed. This does not change the official mailing address with the University.

Verification of Enrollment and Degree

UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (<https://studentclearinghouse.org>) (NSC). For students on financial aid this means that UTSA electronically submits enrollment verification statuses to the NSC at several key periods during the semester to keep their enrollment status up to date with loan guarantors, services, or lenders. The NSC also provides enrollment status and deferment information to the Department of Education's National Student Loan Data System. This service provides for more efficient processing of enrollment information for financial aid loans.

The NSC also provides enrollment and degree verification for nonlending institutions, such as travel agencies, health care companies, and prospective employers. Students who do not want to have their directory information, such as enrollment and degree status, verified in this manner should contact the Office of the Registrar to request that this information be kept confidential.

Students have the ability to request their own enrollment certificate for a health insurer or other company that requires proof of enrollment. This is done through ASAP by selecting the Student Services tab after log in.

Release of Academic Records

All official certifications with regard to the academic performance or status of a student or former student of UTSA are made by the Office of the Registrar. A Letter of Degree Completion may be provided by a student's assigned academic advisor.

UTSA transcripts and other information from a student's academic record are released by the Office of the Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under FERPA, or as provided in the policy on releasing directory information set forth in Administrative Policies and Procedures (p. 74) of this bulletin.

Classification of Terms

Undergraduate students are classified according to the following table:

Classification Terms	Number of Semester Credit Hours Earned
Lower-division Freshman	0 to 29
Lower-division Sophomore	30 to 59
Upper-division Junior	60 to 89
Upper-division Senior	90 or more

Time Status Terms

Undergraduate Time Status

Undergraduate Time Status	Number of Credit Hours Enrolled Per Fall, Spring, or Entire Summer Semester
Full time	12 or more semester credit hours
Three-quarter time	9 to 11 semester credit hours

Half time	6 to 8 semester credit hours
Less-than-half time	Fewer than 6 semester credit hours

Although undergraduates enrolled in 12 or more semester credit hours in a fall, spring, or entire summer semester are considered full time students, in order for students to meet UTSA's expectation of a timely graduation, the university expects its undergraduates to routinely enroll in at least 15 semester credit hours each fall and spring semester of enrollment, and to earn at least 30 semester credit hours each academic year.

Graduate Time Status

Graduate Time Status	Number of Credit Hours Enrolled Fall/Spring	Number of Credit Hours Enrolled Summer
Full time	Nine or more semester credit hours	Five or more semester credit hours
Three-quarter time	Six to eight semester credit hours	Not applicable
Half time	Four to five semester credit hours	Three to four semester credit hours
Less than half time	Fewer than four semester credit hours	One to two semester credit hours

Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the One Stop Enrollment Center or online at: <https://transcript.utsa.edu/>.

While enrolled at UTSA, both undergraduate and graduate students who attend other colleges or universities are required to submit official academic transcripts to UTSA from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. Undergraduate students must submit their official transcripts to the Office of Admissions and graduate students are required to submit their official academic transcripts to the Graduate School. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the transcript request, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action. Transcripts from other institutions submitted to UTSA become the property of the University and are not reproduced or mailed to other institutions, agencies, or individuals as an official transcript.

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.

Reverse Transfer

Undergraduate students who transfer to UTSA from a Community College in Texas are able to complete their associate degree requirements at UTSA. Credits a student earns working toward a bachelor's degree at UTSA are sent back to a community college to fulfill requirements for an associate's degree.

All undergraduate students are given the opportunity to participate in reverse transfer agreements between community colleges and senior colleges in Texas when they apply or re-apply for admission as freshmen or as transfer students to UTSA. They may be asked to renew their interest to comply with FERPA guidelines for issuing transcripts to a community college. This is dependent on the time that may elapse from the indication of initial interest to when the required 30 hours earned

at the junior college and the additional hours completed at the senior college total 66 required for the awarding of the associate's degree.

The Reverse Transfer agreement allows undergraduate students to reverse transfer by combining their community college and university credits to receive an associate's degree even after they have transferred to a four year university.

To be eligible, undergraduate students enrolled at a university must meet the following criteria:

- Transferred to the university in Fall 2011 or a subsequent semester
- Transferred from or previously attended a lower-division institution of higher education (a community college or junior college)
- Earned at least 30 credit hours for coursework successfully completed at the lower division institution of higher education
- The 30 credit hours must have been earned at a single lower division institution of higher education
- Has earned a cumulative total of at least 66 credit hours for coursework
- Students may log in to *ASAP* in order to grant UTSA permission to send their UTSA transcript to the lower division institution they previously attended

Catalog of Graduation

Undergraduate Students

Undergraduate students have six years from their semester of original registration to complete a degree program under the catalog in effect when they initially registered. An undergraduate student may choose a subsequent catalog under which to complete graduation requirements, provided the student completed at least one course during a semester in which the selected catalog was in effect with a letter grade other than "W," "NR," or "F." The student must complete all degree requirements under the subsequent catalog.

Choosing a new catalog begins a new four-year time limit. Undergraduate students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time with a four-year time limit to complete the second degree under that catalog. A student must have an approved catalog at the time an application for graduation is filed. All continuing students requesting a catalog change must do so through their assigned advisor.

Graduate Students

Graduate students have six years from their term of original registration as degree seeking 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. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Graduate Program Committee.

Degree requirements may be changed from one catalog to the next. The graduate student is normally bound by the requirements of the catalog in force at the time of his or her first registration; the student may choose, however, to fulfill the requirements of a subsequent catalog, with approval of the Graduate School.

Change of Major, Degree, or Classification Undergraduate Students

Undergraduate students requesting to change majors or programs of study must do so through their assigned academic advisor. The change is not official until the advisor reviews and approves the request, preferably with the student, and makes the change in the Student Information System. Changes of major are effective immediately. An undergraduate student may declare up to two majors.

Some majors have specific requirements for admission to their programs. Students should consult their academic advisor for additional information before changing majors.

Students may voluntarily change their program of study, which includes majors, minors, concentrations, degree type, and so forth, up to the completion of 75 semester credit hours earned (not including dual credit, Advanced Placement (AP) credit, or other college credits earned while in high school). After earning 75 or more semester credit hours of college-level work, students may make changes to their program of study only with the approval of their assigned academic advisor and only if the changes will not delay graduation by adding additional hours or semesters to those already needed under the current program of study. For any changes in the program of study not approved by the academic advisor, students may appeal through the academic advisor to the appropriate dean.

Students may submit classification changes to their status as degree-seeking to non-degree-seeking at the Enrollment Services Center. The classification change form is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>). These changes, if approved by the Office of the Registrar, will be effective immediately up to Census Date.

Non-degree-seeking students desiring to be regular degree-seeking students must reapply for admission and meet the same admission requirements as those listed for transfer students. Applications must be submitted in accordance with the application dates stated in *UTSA Student Policies*. Students wishing to change status from degree-seeking to non-degree-seeking will not have previous college transfer credit posted to the UTSA academic transcript, will not be eligible for financial aid, and do not have priority registration.

Graduate Students

Students who wish to change their majors, degree objectives, or classifications, are required to submit a new Graduate School application along with a nonrefundable application fee by the application deadline and follow the policy as specified in the Graduate Admissions policies.

Registration

Students who attend classes at UTSA must be officially registered or approved to audit a course. Registration instructions are online each semester in *ASAP* (<https://asap.utsa.edu>). Questions regarding registration should be directed to the One Stop Enrollment Center (<https://onestop.utsa.edu/registration>).

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. UTSA

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 just prior to and at the beginning of the semester as indicated each semester in the online registration calendar in *ASAP* (<https://asap.utsa.edu>). Since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not permitted to register after the close of the late registration period, except in extenuating circumstances. See the section Adding Courses After Online Registration is Closed.*

Adding Courses After Online Registration is Closed

Adding a course after the Online Registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean of the college offering the course or the Dean of the Graduate School.

Undergraduates seeking to register for or to add a graduate course in any of these time periods must obtain the special approvals specified in the undergraduate section "Enrollment in Graduate Courses (p. 66)."

Maximum Hours of Enrollment in Summer Terms

The Texas Higher Education Coordinating Board sets limits on the number of semester credit hours in which a student may enroll during a semester where the courses are offered in a shortened format. Therefore, students may enroll in no more than 3 semester credit hours in a three-week summer term, no more than 4 semester credit hours in a four-week summer term, no more than 6 semester credit hours in a five-week summer term, and no more than 12 semester credit hours in a ten-week summer term. In particular, a student may enroll in no more than 3 semester credit hours in a three-week mini-semester.

A student may enroll in no more than 15 semester credit hours during an entire Summer Semester, regardless of the combination of terms.

Bacterial Meningitis Vaccination

The State of Texas has required that in order to register for classes all students under the age of 22 are required to document their Meningococcal Meningitis (<http://utsa.edu/health/requirements/meningitis.html>) immunization. Only the quadrivalent vaccine, which protects against four types of meningococcus bacteria, (MCV4, MPSV4) will be accepted.

Students must fulfill this requirement if they meet any of the following:

- A first-time student of an institution of higher education or private or independent institution of higher education
- A transfer student

- A student who previously attended an institution of higher education, who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester

The following students are exempt from the vaccine requirement:

- A student 22 years of age or older by the first day of the semester
- A student enrolled only in online or other distance education courses
- A student enrolled in a continuing education course or program that is less than 360 contact hours
- A student who cannot take the vaccine because of medical reasons (must be verified by physician)
- A student declines the vaccine due to reasons of conscience, including a religious belief.

The Meningococcal Meningitis immunization must be received **during the 5 year period prior to but not later than 10 days before the first day of the semester.**

Proof of Meningococcal immunization must be submitted to Student Health Services (<http://utsa.edu/health>) by email or fax by the deadlines. Immunization records must be translated in English.

Request for Exemption from Immunizations for Reasons of Conscience

Students must use the official Texas Department of State Health Services (TDSHS) form. The TDSHS form may be ordered electronically from this website: <https://corequest.dshs.texas.gov>. It is then mailed from TDSHS to the student and it may take up to two weeks to receive the form.

The TDSHS form must be completed, notarized, and sent to Student Health Services within 90 days from the date it was notarized. It is the student's responsibility to complete the TDSHS form and have it notarized. Information about requesting the TDSHS affidavit form is available here: <https://corequest.dshs.texas.gov>.

The affidavit must be completely filled out, signed in the correct areas, and notarized. Student Health Services accepts originals only. Incomplete forms or photocopies will not be accepted and may delay the process of class registration.

Mail to or bring in person:
The University of Texas at San Antonio
Student Health Services
One UTSA Circle,
San Antonio, TX 78249

Cancellation of Enrollment

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

Dropping Courses

Both graduate and undergraduate students may drop courses from their schedules for a limited time each semester. The online registration

calendar for each semester indicates the deadlines for students to drop courses.

Courses officially dropped on or before the Census Date do not appear on a student's transcript. See the online registration calendar (<https://asap.utsa.edu/terms.htm>) each semester for the Census Dates.

Students who drop courses between the Census Date and the Automatic "W" Date have a record of the courses on their transcripts with an automatic grade of "W."

The Automatic "W" Date for students is the end of the ninth week of classes for Fall and Spring semesters, the end of the third week of classes for a five-week Summer term, and the end of the sixth week of classes for a ten-week Summer term. Appropriate adjustments are made for the Automatic "W" Date for shorter Summer terms (see the online registration calendar).

It is the student's responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of "F" in the class.

Faculty and staff will not drop a student from a course automatically for nonattendance (unless the faculty member is utilizing instructor-initiated drops; see below); the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

Students may be administratively dropped from courses for failure to attend certain laboratory courses in the first class week, for failure to attend or participate in developmental courses, for failure to complete course prerequisites prior to the start of the semester, or when courses are canceled. Students cannot assume, however, that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are responsible for checking their schedules on *ASAP* and for checking their *myUTSAmail* e-mail accounts or their preferred e-mail accounts designated in *ASAP* to determine if they have been dropped from a class.

After the Automatic "W" Date, a student may not drop a course except with the approval of the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons. Students who want to drop all classes after the semester begins should refer to the section "Withdrawal from the University (p. 68)" in this chapter.

Refer to the sections "Undergraduate Credit Limitation (p. 68)" and "Three-Attempt Rule (p. 67)" in this chapter for information about the financial consequences of receiving "W" grades.

Six-Drop Policy for Undergraduate Students

Effective Fall 2007, in accordance with section 51.907 of the Texas Education Code, a student cannot drop more than six courses throughout his or her undergraduate college career at Texas public institutions of higher education. Under Section 51.907 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51907>) of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education."

The statute applies to students who enroll in a public institution of higher education as first-time undergraduates in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if:

1. the student was able to drop the course without receiving a grade or incurring an academic penalty (for courses taken at UTSA, this means the student was able to drop the course without receiving a grade of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," "F," "CR," "NC," or "IN," but did receive a grade of "W" for the course which results in no academic penalty);
2. the student's transcript indicates or will indicate that the student was enrolled in the course; and
3. the student is not dropping the course in order to withdraw from the institution.

This would not include courses dropped before the semester begins or before the Census Date.

There are exemptions that may allow a student to drop a course without having it count against the six-drop limit, but it is the student's responsibility to demonstrate good cause. A Student Petition for a Course Drop Exemption to the Six-Drop Policy form may be obtained from the student's assigned academic advisor. Students who petition for an exemption are encouraged to do so as soon as possible after dropping the course for which the exemption is requested.

This statute applies across Texas public institutions, and procedures for implementation may vary among institutions. A UTSA student affected by this statute that has attended or plans to attend another institution of higher education should also become familiar with that institution's policies on dropping courses.

Instructor-Initiated Drop Policy

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor's course if the student exceeds the noted attendance and/or missed assignment policy outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only through the last day that a student may drop themselves during long semesters. Instructor-Initiated Drop is not used during Summer terms.

The Instructor-Initiated Drop process is part of the revised HOP 5.09 Attendance and Participation Policy (<http://www.utsa.edu/hop/chapter5/5-9.html>). It is a voluntary activity—faculty may choose to drop a student who exceeds limits in any of their courses or choose not to implement instructor drops. However, if they choose to implement instructor drops, the instructor **must**:

- Inform students on the course syllabus that they will be dropped for exceeding the unexcused absence or missed assignment limit.
- Specify in the syllabus the exact number of unexcused absences and/or missed assignments that will result in a drop.
- NOT count officially excused absences as defined in HOP 5.09 (<http://www.utsa.edu/hop/chapter5/5-9.html>).
- Take disability accommodations directly related to attendance and/or turning in assignments into account as noted in an official letter from Student Disability Services and attempt to engage in an interactive process with the student before they initiate a drop.
- Take and record regular attendance.
- Specify in the syllabus the method of taking and recording attendance, and inform the student it is their responsibility to document their attendance using the specified method.

- Send at least one warning to the student using the official notification process in *ASAP* if the student is approaching the absence or missed assignment limit.
- Implement drops consistently for any student who exceeds the limit. In other words, all students in the class must be treated equally, since discrimination or differential treatment is a condition for upholding a student grade grievance.

Instructor-Initiated Drops or course drops by students on their own may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate university personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, restrictions on repeating courses including gateway courses and legislation such as the Six-Drop Policy, Three Attempts Rule and Undergraduate Credit Limitation.

Instructor-Initiated Drops are enforced at the discretion of the instructor. In the event that a student no longer desires to be enrolled in the course, action must be taken by the student to drop the course via *ASAP* by the deadline.

English Language Assessment Procedure

The English Language Assessment Procedure (ELAP) is a mandatory UTSA assessment for incoming international students whose Test of English as a Foreign Language (TOEFL) scores are between 60 and 65 (paper version) or 79 and 100 (Internet version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

Students who are required to take English for International Students (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and will jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.

Enrollment in Graduate Courses For Undergraduate Credit

An undergraduate student with a cumulative grade point average of 3.0 or higher and within 30 credit hours of graduation may enroll in a graduate course and apply the credits earned to an undergraduate degree after obtaining approval from the student's academic advisor, the instructor of the course, the chair of the department offering the course, and the undergraduate associate dean of the college offering the course. Approval forms are available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>). All approvals must be obtained and the form filed by the time of registration. Students are encouraged to begin collecting the appropriate authorizations before the start of the registration period.

For Graduate Credit

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 30 semester credit hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:

1. All hours required for the student's undergraduate degree must be completed in the term in which the graduate course is being taken.
2. To earn graduate credit, the student must graduate at the end of the semester in which the course(s) is taken; otherwise, the course counts as undergraduate credit.
3. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program.
4. The student must obtain permission from the student's academic advisor, the instructor of the course, the chair of the department offering the course, and the graduate associate dean of the college offering the course. Approval forms are available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>). The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 30 semester credit hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:

1. The student is in good academic standing in an accelerated bachelor's/master's degree program or is in good academic standing in the Honors College.
2. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program.
3. The student must obtain permission from the student's academic advisor, the instructor of the course, the chair of the department offering the course, and the graduate associate dean of the college offering the course. Approval forms are available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>). The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

International Students and Health Insurance

The University of Texas System Board of Regents (<http://www.utsystem.edu/board-of-regents/rules-regulations/rules/50402-health-insurance-requirements-international-students>) requires that all international students have medical insurance compliant with the federal Patient Protection and Affordable Care Act (PPACA). All international students holding nonimmigrant visa status are required, except under certain circumstances as outlined by The University of Texas Board of Regents, to purchase and maintain the UT System-approved comprehensive Student Health Insurance Plan (UT SHIP) while enrolled at UTSA. International students are automatically enrolled in the UT SHIP at the time of registration. The charge for the insurance coverage appears as a required fee on the student fee bill. The policy, recommended under the UT System, offers unlimited maximum benefits per covered person, per policy year in major medical/hospitalization for each illness, accident, and injury, with a deductible. Medical evacuation

and repatriation benefits are also provided. It is necessary for students to have comprehensive health insurance to ensure that they have the best possible health care and to protect them from unexpected financial crises.

The UT System has established criteria in which an international student can request a waiver to the student health insurance plan by providing alternate health insurance coverage. In order to be approved for a waiver, the alternate health coverage must meet or exceed the requirements as set in the UT System regulation.

Those international students classified as Texas residents for tuition purposes must still enroll in the UT System Health Insurance Plan unless approved for a waiver according to the UT System established criteria.

Orientation Undergraduate Students

All new undergraduate students, whether freshmen, freshmen-transfer (1 to 29 credit hours earned), or transfer (30 or more credit hours earned), are required to participate in new student orientation. These students are not allowed to register for classes without first completing orientation.

Freshmen are required to attend an in person orientation session, while transfer students may opt to complete their orientation through UTSA's online program. The Office of Orientation and Family Programs (<https://future.utsa.edu/orientation>) assists UTSA's freshmen, freshmen-transfer, and transfer students in fulfilling this orientation requirement. All in person programs afford students the opportunity to meet with an academic advisor and register for classes, as well as learn about campus services, resources, and student activities. UTSA Family Orientation gives family members an introduction to UTSA by focusing on student academic success, student life, and Roadrunner spirit and traditions.

Graduate Students

Graduate School Orientation provides the opportunity for new graduate students to receive an overview of how to succeed in graduate school, including the resources and services available to them. More information may be found on the Graduate School Orientation website (<https://graduateschool.utsa.edu/admissions/graduate-school-orientation>).

Texas Success Initiative

The Texas Success Initiative (TSI) is a program designed to ensure college readiness of students entering Texas public institutions of higher education. Entering undergraduate students, unless exempt, must take the Texas Success Initiative Assessment to determine their readiness to enroll in entry-level academic coursework at the university. For those students who are not yet ready to enroll in that coursework, the University must provide advising and educational support necessary to assist them in achieving college success.

The University offers developmental education courses in certain academic areas for students with deficiencies as identified by the Texas Success Initiative Assessment. Developmental education courses cannot be used as degree credit. All developmental education courses are graded on a credit/no-credit basis and will not be included in the student's grade point average.

Students deemed college ready by the TSI may enroll in any UTSA entry-level course including those entry-level courses in mathematics, reading,

and writing listed in the UTSA Developmental Education Plan. College ready students may enroll in non-entry level courses if they meet the prerequisites or satisfactorily complete placement tests.

More information regarding the Texas Success Initiative, including exemptions, may be found by visiting the student's assigned academic advisor and on the Texas Success Initiative website (<http://utsa.edu/success/tsi.html>).

Student Study Day

At the end of each Fall and Spring Semester, the day prior to the beginning of the final examination period is designated as a Student Study Day. Classes do not meet during a Student Study Day. Furthermore, a Student Study Day is not to be used as a date on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, mandatory review sessions are to be held, or for any other class-related activities, other than office hours. Voluntary review sessions at which no new material is presented may be conducted by faculty on this day. There is no Student Study Day during the Summer Semester.

Three-Attempt Rule

The Texas Legislature enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration calendar (<https://asap.utsa.edu/terms.htm>) for specific Census Dates for each semester).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate. Current tuition, fees, and charges schedules can be accessed on the Fiscal Services website (<http://www.utsa.edu/fiscalservices>). The three-attempt rule applies to all undergraduate students; however, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the "course count" begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule, such as independent study, special topics courses with differing content, and developmental and remedial courses up to the 18-semester-credit-hour limit established by the Texas Higher Education Coordinating Board (19 Texas Administrative Code, § 13.106 ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=F&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=F&rl=Y))). Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the third or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester

or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

In rare cases, an undergraduate student may have experienced exigent circumstances that would explain the need to take a course, for the completion of the degree, more than two times. In those cases, a student may petition to appeal a charge incurred because of the three-attempt rule. The circumstances must have been severe, ongoing and must have directly affected the student, such as hospitalization of the student.

Appeal packets must include official documentation of the exigent circumstances.

Undergraduate Credit Limitation (the 150-hour rule)

Section 54.014 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54014>) of the Texas Education Code was amended during the 76th legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. The law applies only to new undergraduate resident students beginning in Fall 1999 or later. The 79th legislative session reduced the semester-credit-hour limitation to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter. The result is that all undergraduate students must complete their degree requirements within 150 semester credit hours.

The 45 (or 30) hours include courses which are repeated, duplicated, or courses for which the student received a grade of "W." Although the law allows some exclusions, hours for courses passed, failed, withdrawn, and dropped are counted in the 45 (or 30) hours if the student took them while paying resident tuition at a public institution in Texas. Students are encouraged to seek academic advising and to follow the official degree plan in the approved catalog of graduation.

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge per semester credit hour (for amount, see Additional College and Course Fees and Incidental Charges section (p. 23) of this publication). Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate for semester credit hours attempted in excess of 30 semester credit hours above those required for completion of a degree.

In rare cases, an undergraduate student may have experienced exigent circumstances that would explain the need to complete the degree beyond 150 semester credit hours. In those cases, a student may petition to appeal a charge incurred because of the 150-hour rule. The circumstances must have been severe, ongoing and must have directly affected the student, such as hospitalization of the student. Appeal packets must include official documentation of the exigent circumstances. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their assigned academic advisor.

Withdrawal from the University Undergraduate Students

Undergraduate students, other than athletes, international students, and students on financial aid, who find it necessary to withdraw from the University may do so via ASAP (<https://asap.utsa.edu>) during Fall and Spring semesters. During Summer terms, all students must submit a withdrawal form to the One Stop Enrollment Center. The withdrawal form is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>). Athletes who wish to withdraw from the University must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw from the University must contact the Office of International Programs. Students on financial aid must withdraw through the One Stop Enrollment Center.

Undergraduate students who officially withdraw from the University after Census Date receive grades of "W" in all classes. Undergraduates may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall semesters.

Refer to the sections "Undergraduate Credit Limitation (p. 68)" and "Three-Attempt Rule (p. 67)" for information about the financial consequences of receiving "W" grades.

Students who withdraw from all classes are subject to the University's academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

Graduate Students

Continuing graduate students who wish to withdraw (drop all courses for which they are enrolled during a specific semester) from the University before the first class day of the Fall or Spring Semester may do so via ASAP (<https://asap.utsa.edu>). Students who wish to withdraw from the University before the start of Summer classes may withdraw via ASAP through the Friday prior to the start of the ten-week Summer term. All other Summer withdrawals must be completed as stated in the following paragraph. Students on financial aid must withdraw through the One Stop Enrollment Center.

Students who find it necessary to withdraw (drop all courses for which they are enrolled during a specific term) must submit a completed Withdrawal Form at the One Stop Enrollment Center. The Withdrawal Form must have all required signatures for the withdrawal to be processed. The Withdrawal Form is available online on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar>).

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University after Census Date receive grades of "W" in all classes.

Students who withdraw from all classes are subject to the University's academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

Withdrawals for international graduate students also require the consent of the Office of International Programs.

Academic appointments (Teaching Assistant and Graduate Assistant positions) may not extend beyond the effective date of a student's withdrawal.

Withdrawal for Military Service

A student who withdraws as a result of being called to active military service may choose:

1. To receive a refund of tuition and fees for the semester
2. If eligible, to be assigned an incomplete (IN) in each course (refer to Undergraduate Students section "Explanation of Credit, Grading System, and Symbols (p. 53)")
3. At the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material

As a benefit to those students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) and have not attended another institution long enough to receive grades, UTSA will not require them to requalify for admission. In order to take advantage of this benefit, the students must request readmission from the Office of the Registrar within one year of being released from active military service, and submit in writing a statement indicating he/she did not attend another university during this time period. Returning students who have attended another institution long enough to receive grades, must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student's withdrawal.

Medical and/or Mental Health Withdrawal from the University

Students who experience a significant medical or mental health challenge, which compromises their ability to effectively participate in their educational program, may request a full Withdrawal from classes without unnecessary academic penalty. If you are enrolled in only one class, or are dropping your last class in a given semester, this is considered a full withdrawal.

A Medical or Mental Health (M/MH) Withdrawal from the University should be considered only when all other options are exhausted by the student. Alternative options to a M/MH Withdrawal may include requesting a grade of Incomplete for courses enrolled, or withdrawing using the regular Withdrawal process if still within the Withdrawal timeframe for the semester. Students also have the option to drop an individual course(s) during a specified timeframe. Instructor-initiated drops may also occur until the last day that a student may drop themselves.

Purpose

The purpose of a M/MH Withdrawal is to provide academic relief to students who experience a medical or mental health event during the semester which prevents them from completing their coursework. If the effective date of an approved M/MH Withdrawal is on or BEFORE the Census Date (12th class day), no record of the courses will appear on the student's transcript. If the effective date of Withdrawal is AFTER the Census Date, a grade of "W" will appear on the transcript for all dropped/withdrawn courses. A M/MH Withdrawal does not guarantee the removal of a grade of "W" nor does it indicate a monetary refund.

Limitations

Requests for partial M/MH Withdrawals will not be considered. Requests submitted past the submission deadline (i.e., the last class day of the semester following the requested Withdrawal term) will be denied.

Students will be limited to one Medical and one Mental Health Withdrawal during their academic career at UTSA, unless given special permission by the Dean of University College (if an undergraduate student) or the Dean of Graduate School (if a graduate student).

Financial Implications

M/MH Withdrawals are meant to provide academic, rather than financial, relief for students. The financial implications of withdrawing from courses depends upon several factors, most important of which are the effective date of the Withdrawal and whether students who received a Withdrawal received financial aid and/or other sources of educational funding such as scholarships, veterans benefits, etc. The effective date of the Withdrawal will be determined by the Dean of University College or the Dean of the Graduate School. Based upon the effective Withdrawal date, the Financial Services and University Bursar office will determine whether a refund percentage is allowed and the Financial Aid Office will determine whether an adjustment to any financial aid received is necessary. If appropriate, the Financial Aid Office will calculate and process Return of Title IV (<https://onestop.utsa.edu/financialaid/eligibility/withdrawals-return-of-funds>) for financial aid funding impacted by this regulation. Return of Title IV may result in an outstanding balance owed by the student to the University. To review the refund policy mandated by the Texas Education Code (See 54.006), and the timeline for receiving tuition and fee refunds, please see the UTSA refund policy (p. 37).

Other Implications

Students should refer to the Academic Calendar (<https://asap.utsa.edu/terms.htm>) for the established Withdrawal, drop, and refund deadline dates. A M/MH Withdrawal may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate University personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, housing, restrictions on repeating courses including gateway courses and legislation such as Satisfactory Academic Progress (p. 32) and Title IV (p. 44) for students receiving financial aid.

Medical/Mental Health Withdrawal Request Procedures

Requests for M/MH Withdrawals must be submitted in writing to the appropriate service office (Student Health Services (<http://www.utsa.edu/health>) for medical requests; Student Counseling Services (<http://www.utsa.edu/counsel>) for mental health requests). Such requests must be accompanied by supporting documentation from a licensed physician, medical provider, or mental health professional. Hospitalization records from a recent admission, if relevant, should also accompany any application. Students must complete the Release of Medical/Mental Health Records Authorization form. This signed form allows for the review of records by the Service Director and/or their designee and by members of the M/MH Withdrawal Committee. All documents and any other requirements made by the Service Director (or their designee) must be provided or completed within one month of the initial request. Students should contact Student Health Services or Counseling Services for a list of the required documents. If the application is not completed within one month, the file will be closed and no further action will be taken unless a new application is initiated before

the end of the eligibility period. *The deadline for submitting a complete Withdrawal petition packet is the last class day of the semester following the requested Withdrawal term. A request submitted during the summer must be submitted by the last day of classes for the ten-week term.*

The appropriate Service Director or their respective designee will review the request and the supporting documentation to determine whether the medical or mental health issue adversely affected the student's ability to function academically, and was substantial enough to warrant the student's Withdrawal under this policy. Upon that review, the appropriate Service Director or their respective designee will meet with the M/MH Committee to review the recommendation and the proposed date of Withdrawal. The Service Director will then provide a written recommendation to the Dean of University College) or the Dean of the Graduate School. The appropriate Dean will have one month to process their decision and make the final determination regarding the status of each application. The student will be notified of the final determination in writing in a manner consistent with the policies and procedures established by the Dean's offices.

An appeal of the Dean's determination may be considered if additional documentation can be presented that may support a possible change in the decision. The appeal, along with this documentation, should be submitted in writing to the Associate Vice President for Student Services for medical Withdrawals or to the Counseling Services Director for mental health Withdrawals. All appeal recommendations will go back to the respective Dean for review. The Dean's decision based on the appeal recommendation shall be final.

Confidentiality of Medical/Mental Health Withdrawal Requests

The records and documentation submitted for the medical/mental health Withdrawal will be maintained by Student Health Services or Student Counseling Services, respectively. The documentation will remain confidential in accordance with the respective ethics and policies. The Dean's decision, however, will become part of the student's educational record.

Return to UTSA

Students who apply for Medical/Mental Health Withdrawal are strongly recommended to consult with their medical and/or mental health provider before making the decision to return to UTSA, or to other higher education environments. Returning students, who might continue to be impacted by their medical and/or mental health condition, should consider consulting with Student Disability Services (SDS) (<http://www.utsa.edu/disability>), to determine if their condition qualifies them for registration with SDS and for academic accommodations.

ADMINISTRATIVE POLICIES AND PROCEDURES

- Crime Awareness and Annual Crime and Fire Safety Report (p. 71)
- Criminal History Check (p. 72)
- Drug-Free Schools and Communities Act (p. 72)
- Family Educational Rights and Privacy Act (FERPA) (p. 74)
- Gang-Free Zones (p. 76)
- Liability Insurance for Field Experience Courses (p. 76)
- Making a False Alarm or Report (p. 76)
- Nondiscrimination and Sexual Harassment Policy (p. 76)
- Nonsmoking Policy (p. 78)
- Official Communication (p. 78)
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- Policy on AIDS, HIV Infection, and HBV (p. 79)
- Prohibition of Hazing (p. 79)
- Rules and Regulations of the Board of Regents (p. 80)
- Solicitation and Distribution of Materials (p. 81)
- Student Code of Conduct (p. 82)
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- Student Travel Policies (p. 94)
- Students' Rights and Responsibilities (p. 94)
- Textbooks (p. 95)

Crime Awareness and Annual Crime and Fire Safety Report

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Annual Security and Fire Safety Report (<http://www.utsa.edu/utsapd>) is prepared and published by October 1st of each year by the UTSA Department of Public Safety. The contents of this report are assembled in cooperation with the Office of Student Affairs, University Housing, Student Conduct and Community Standards, Counseling Services, Fire and Life Safety Division, Title IX, and other university departments. Each entity provides updated information on policies and educational efforts and programs to comply with the Act.

The Annual Security and Fire Safety Report contains statistical information for the previous three years of incidents occurring on all UTSA geography as defined by the Clery Act and fires occurring within on-campus housing. Crime statistics are provided by the UTSA Police Department, other police agencies, and campus security authorities.

The annual report contains certain policy statements, information regarding timely warnings and emergency notifications, missing student notification policy, on-campus housing fire safety policies, and a statement advising the campus community where to locate information concerning registered sex offender information.

The report is available to all current and prospective students and employees through the UTSA Police Department website (<http://www.utsa.edu/utsapd>). Hard copies of the Annual Security and Fire

Safety Report are also available at the University Police Department Main, Downtown Campuses, the Institute of Texan Cultures (ITC) Security Station, and UTSA Human Resources. The Clery Compliance Coordinator, Amanda Swaney, can be reached at 210-458-4417 or via email at clery@utsa.edu.

Crime and fire statistics included in the annual report are also provided to the U.S. Department of Education.

Reporting Crimes or Emergencies

Police-Fire-EMS

Dial:

911 (Any on-campus phone)

210-458-4911 (Cell phone or off-campus phone)

210-458-4242 (UTSA Police Non-Emergency)

Crimes Occurring Off Campus

Crimes occurring off-campus should be reported to the San Antonio Police Department at 210-207-7273, or the Bexar County Sheriff's Office at 210-335-6000.

The UTSA Department of Public Safety is responsible for law enforcement, security, and emergency response at the UTSA Main Campus, Downtown Campus, Hemis Fair Park (ITC), Park West, and University Heights Tech Center. The primary office of the UTSA Department of Public Safety is located on the Main Campus in the Bosque Street Building, 1.400. A satellite office at the Downtown Campus is located in the Frio Street Building, 1.528. The UTSA Police Department is operational 24 hours a day, 365 days a year, and is staffed by commissioned Texas peace officers and supported by civilian personnel and non-commissioned public safety officers. A number of well-marked outdoor emergency telephones are located throughout the campuses in parking lots, parking garages, and elevators to report crimes and emergencies or to request police services. Walk-in reports will be taken at either the Main Campus or Downtown Campus offices. However, for faster service, please call the numbers listed. UTSAPD's Silent Witness Program is a way for people who have witnessed a crime or suspicious activity at any UTSA campus and want to report it. NOTE: The Silent Witness Program is NOT intended to report crimes in progress. The reporting form can be accessed at: <http://utsa.edu/utsapd/forms/witness.cfm>. LiveSafe @ UTSA is a safety app used at UTSA. It allows students, faculty, staff and visitors to report incidents, call or text the UTSA Police, access UTSA Safety Resources, and utilize the Safewalk feature. Download LiveSafe from Google Play or the Apple App Store. Register with your phone number and select "The University of Texas at San Antonio" as your school. With LiveSafe, you can choose to remain anonymous or share your name.

Missing Students Who Reside In On-Campus Housing

If any person has reason to believe that a student is missing, he or she should immediately notify the UTSA Police Department (UTSAPD) at (210-458-4911). Missing students who reside in on-campus housing (Alvarez Hall, Chaparral Village, Laurel Village) may also be reported to the Director and/or Associate Director for UTSA Housing and Residence Life (210-458-6200) and they will immediately notify the UTSA Police Department. Depending on jurisdictional issues, UTSAPD will generate

a missing person report, initiate an investigation and/or assist outside law enforcement agencies in the furtherance of a missing person investigation by sharing relevant investigative information.

Prior to moving into on-campus housing, all students have the option of designating someone as their "Missing Person" contact. This designation is confidential and can be the same as or different than the person designated as the student's "emergency" contact. UTSAPD shall notify the Missing Person contact within 24 hours of its determination that a student is missing. If the missing student is under the age of 18 and is not an emancipated individual, UTSAPD will also notify the student's parent or legal guardian. The confidential contact information is restricted and will only be used by authorized campus officials and/or law enforcement in the furtherance of a missing person investigation as well as appropriate campus officials and/or law enforcement as necessary in compliance with all applicable privacy laws. Students who wish to identify and select a confidential contact can do so through their respective on-campus housing management.

Encouragement of Prompt Reporting of Crimes

Please promptly report all criminal incidents and medical emergencies to the UTSA Police Department using the telephone numbers listed above. Upon receipt of the call, University police officers are dispatched immediately to the site of the incident. The UTSA Department of Public Safety provides notification to the University community on a timely basis about crimes and campus safety related issues.

For more information regarding the Annual Security and Fire Safety report, please visit www.utsa.edu/utsapd (<http://www.utsa.edu/utsapd>), where you will find the latest copy of the report.

Criminal History Check

Student Housing

If a student applies for on-campus housing, UTSA is entitled to check the student's criminal history record. If information contained in the record is used to deny on-campus housing to the student, the student will be notified.

The College of Education and Human Development

The College of Education and Human Development (COEHD) prepares educators and professionals for fields which require fieldwork, internship, practicum, service-learning and/or clinical teaching. Placements occur in educational, clinical, health care facilities, hospital, and/or medical settings which require a criminal background check. UTSA is required to inform students of the requirements set forth by the Texas Occupation Code, Chapter 53, Sections 53.001 through 53.105 (<http://www.texas-statutes.com/occupations-code/chapter-53-consequences-of-criminal-conviction>).

All COEHD prospective students in a licensure or certification program are required to acknowledge that they have been made aware of these requirements and that they have read the COEHD Criminal History Policy (http://education.utsa.edu/certification_program/criminal_history_policy). For more information and for completing the acknowledgement form, please visit the Office of Professional

Preparation, Assessment, and Accreditation in the College of Education and Human Development.

Educator Certification

In accordance with state law, the State Board for Educator Certification (SBEC) may suspend or revoke an educator's certification or refuse to issue certification for a person who has been convicted of a felony or misdemeanor for a crime that is directly related to the duties and responsibilities of the teaching profession (Texas Occupation Code, Section 53.021).

The Department of Social Work

Some field practicum sites for the Master of Social Work may require background checks of social work students prior to placement and may require the student to obtain this report her/himself. The outcome of this action may result in a student being accepted or denied by the field practicum setting. Students may be responsible for covering the cost of the background check, depending on the agency.

Drug-Free Schools and Communities Act

Health Risks of Alcohol and Drugs

Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, delayed motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than in nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in nonalcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

Drugs

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, although frequently, those changes are more severe and sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

Cocaine

Cocaine is a stimulant most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision, and treatment.

Amphetamines

Patterns of amphetamine use and its associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

MDA and MDMA (XTC, Ecstasy)

These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly, and overdose can happen. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia, and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

Rohypnol (rophies, roofies, rope)

This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and Other Opiates

These drugs are usually taken intravenously. "Designer" drugs similar to opiates include Fentanyl, Demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics

This group of drugs includes LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes, and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashbacks" consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent Inhalants (glue, lacquers, plastic cement, etc.)

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (cannabis)

Marijuana may be ingested in a variety of ways, including but not limited to oral ingestion, smoking, and vaping. Marijuana causes disconnected ideas, alteration of depth perception and sense of time,

impaired judgment, and impaired coordination. Prolonged use can lead to psychological dependence.

Intravenous Drug Use

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV disease, hepatitis, tetanus (lockjaw), and infections in the heart. Permanent damage may also result.

UTSA is a Drug-Free School

The Drug-Free Schools and Communities Act Amendments of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. Information concerning these programs must be distributed to students annually. UTSA has adopted the following:

Standards of Conduct

Series 50000, Rule 50101, Sec. 1 of the Board of Regents' *Rules and Regulations* of The University of Texas System provides for disciplinary action against any student who engages in conduct prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of drugs and alcohol; or possession of drug paraphernalia.

The use or possession of alcohol or drugs by an employee on University premises is defined as misconduct by The University of Texas System's "Policies and Procedures for Discipline and Dismissal of Employees." The unlawful use, possession, or distribution of illicit drugs or alcohol on University premises by an employee is prohibited by The University of Texas System's "Drugs and Alcohol Policy (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts102-drugs-and-alcohol-policy>)."

University Sanctions

Students

The University will impose at least a minimum disciplinary sanction of suspension for a specified period of time, or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs prohibited by state, federal, or local law. Other sanctions that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or other such sanction as may be deemed appropriate under the circumstances.

Employees

The unlawful use, possession, or distribution of drugs or alcohol will result in a penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

Student Health Services

Student Health Services (<http://www.utsa.edu/health>) provides information on and referrals for counseling and/or rehabilitation services in addition to general health services. The clinic is located at the Main Campus Recreation and Wellness Center, room 1.500.

Penalties under State and Federal Law

I. Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substance	Confinement in jail for not more than 2 years nor less than 180 days, and a fine not to exceed \$10,000.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000.	Confinement in a state prison for a term of not more than 20 years nor less than 2 years, and a fine of not more than \$10,000.
Public intoxication		Fine not to exceed \$500.
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$250 nor more than \$1,000.
Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Possession of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000 or confinement in jail for not more than 1 year, or both.

II. Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensation of drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana)	Imprisonment for up to 1 year, and a fine of not less than \$1,000.	Imprisonment for not more than 20 years nor less than 5 years and fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

The Rules and Regulations of the Board of Regents, the Institutional Rules, and state or federal laws are subject to amendment or change; when such changes occur, these changes are incorporated into this document by reference.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>), 20 U.S.C. § 1232g, is the federal law that provides for the review and disclosure of student educational records. The University has adopted the following policy and procedures. Individuals are informed of their rights under these laws through the policy stated in this section.

The University will not permit access to or the release of personally identifiable information contained in student educational records to any party without the written consent of the student, except as authorized by FERPA. FERPA's authorizations for release without consent include:

1. Appropriate school officials who have legitimate educational interests
2. Officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student or student's parent is notified and receives a copy of the record if desired
3. Federal officials or state educational authorities
4. In connection with a student's application for or receipt of financial aid
5. State and local officials or authorities to whom such information is allowed to be reported or disclosed pursuant to state statute
6. Organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained
7. Accrediting organizations in order to carry out their accrediting functions
8. The parents of a dependent student as defined in § 152 of Title 26 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance

9. In an emergency situation if the information is necessary to protect the health or safety of the student or other persons
10. When the student has violated a law or the school's rules or policies governing alcohol or substance abuse, if the student is under age 21
11. In compliance with a judicial order or subpoena, or federal grand jury subpoena provided a reasonable effort is made to notify the student in advance, unless such subpoena specifically directs the institution not to disclose the existence of a subpoena
12. An alleged victim of a crime of violence or a nonforcible sex offense; the final results of the alleged perpetrator's disciplinary proceeding with respect to such crimes may be released

In item 1 above, "school official" means a person either: (1) employed by the University in an administrative, supervisory, academic, research, or support staff position, (2) serving on a University governing body, (3) under contract to the University to perform a special task or service, or (4) who is a student serving in an official capacity for the University. "Legitimate educational interest" means any authorized interest or activity undertaken in the name of the University for which access to a student educational record is necessary or appropriate to the proper performance of the undertaking within the course and scope of the person's employment and authority in order to further the educational or business purposes of the student or the University.

For records maintained by the Office of the Registrar, a record of requests for disclosure and such disclosure of personally identifiable information from student educational records is maintained by the Office of the Registrar for each student and is made available for inspection pursuant to this policy. If the University discovers that a third party who received student records from UTSA released or failed to destroy such records or information from such records in violation of FERPA, UTSA may not allow that third party access to personally identifiable information from educational records for at least five years. Records subject to disclosure are purged according to regular schedules when no longer subject to audit or presently under request for access.

The Federal Educational Rights and Privacy Act does not extend to research papers and theses authored by students; these documents are available to interested members of the public.

Directory Information

Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. FERPA regulations specifically prohibit the disclosure of a student's Social Security Number as directory information.

At its discretion, the University may release directory information that includes the following:

1. Name, address, and telephone number
2. E-mail address
3. Date and place of birth
4. Major field of study
5. Enrollment status
6. Dates of attendance (in person or by correspondence, video conference, Internet, or other electronic information and telecommunications technologies)
7. Most recent previous educational institution attended
8. Classification

9. Degrees, certificates, and awards received
10. Date of graduation
11. Participation in officially recognized activities and sports
12. Physical factors (height and weight) of athletes
13. Photographs

Students may have all directory information withheld by submitting the Restrict Student Directory Information Request form (<https://onestop.utsa.edu/forms/registrar>) to the One Stop Enrollment Center. The request for confidentiality will remain in effect until the student makes written authorization releasing the information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties. All UTSA e-mail addresses, including Blackboard Learn course e-mail addresses, are subject to restriction. Students are advised to consider carefully the impact of having directory information withheld.

Access to File

Upon written request, the University will provide a student with access to his or her educational records. Educational records covered by FERPA are made available within 45 days of the request. Students wishing to review their educational records must submit written requests including the item(s) of interest to the appropriate office listed below:

Academic Records

Associate Vice Provost and University Registrar, Office of the Registrar
College, department/division, advising, and faculty offices

Student Services Records

Director, Counseling Services
Director, Office of Student Activities
Senior Vice Provost and Dean of Students, Office of Student Affairs

Financial Records

Vice President for Business Affairs, Office of Business Affairs
Senior Vice Provost for Strategic Enrollment, Office of Financial Aid

Educational records do not include the following:

1. Records of instructional, administrative, supervisory, and educational personnel ancillary to those persons kept in the sole possession of the maker of the record and not accessible or revealed to any other person except a temporary substitute for the maker of the record
2. Records of a law enforcement unit of the educational institution
3. Employee records, unless the individual's employment position is dependent upon the individual's student status
4. Records of a student who is 18 years of age or older or is attending an institution of postsecondary education, which are made by a physician, psychiatrist, psychologist, or other recognized professional
5. Records that only contain information about an individual after the individual is no longer a student at the institution
6. Records of applicants for admission who are denied acceptance or choose not to attend

Limitations on Right to Inspect:

1. If any material or document in the educational record of a student includes information on more than one student, the parent or eligible

student shall have the right to inspect and review only such part of such material or document as it relates to such student.

2. The University does not have to permit a student to inspect and review educational records:
 - a. That are financial records of the parents of the student
 - b. That are confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975
 - c. If the student has signed a waiver of the student's right of access

Challenge to Record

Parents or students may challenge the accuracy of the educational records. Students who believe their educational records contain inaccurate or misleading information or information that is otherwise in violation of their privacy rights may discuss their problems informally with the office responsible for maintaining the records. If agreement is reached with respect to the student's request, the appropriate records will be amended; if not, the student is notified within a reasonable period of time that the records will not be amended and is informed by the Associate Vice President for Student Life of his or her right to a formal hearing. The purpose of the hearing is to challenge the content of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the privacy rights of the student.

Student requests for a formal hearing must be made in writing to the Associate Vice President for Student Life, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer who adjudicates such challenges is appointed by the Vice President for Student Affairs in nonacademic matters and by the Provost and Vice President for Academic Affairs in academic matters. Decisions of the hearing officer are final, are based solely on the evidence presented at the hearing, and include a written summary of the evidence and the reasons for the decision. The decision should be delivered to all parties concerned.

If the decision is in favor of the student, educational records are corrected or amended in accordance with the decision of the hearing officer. If the student finds the decision unsatisfactory, he or she may include with the educational records statements commenting on the information in the educational records, statements specifying reasons for disagreement with the decision of the hearing officer, or both. The statements are placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges are unfair or are not in keeping with the provisions of FERPA may request assistance in writing from the President of the University.

Copies

Students may obtain copies of their educational records and this policy. Copies will be made within 45 days at the student's expense at rates authorized in the Texas Public Information Act. Official transcripts are not released for students who have a delinquent financial obligation or financial "hold" at the University.

Research Papers and Theses

The University may disclose research papers and theses authored by the student to interested members of the public.

Complaints

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-5920.

Gang-Free Zones

Premises owned, rented or leased by UTSA, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

Liability Insurance for Field Experience Courses

Students pursuing the Social Work Foundation and Advanced Field Practicum will be required to purchase Student Professional Liability Insurance with limits of liability at \$1,000,000/\$5,000,000. See the requirements in the Master of Social Work Student Handbook on the Department of Social Work website (<http://copp.utsa.edu/departments/Title-IV-E>).

Making a False Alarm or Report

A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. The offense under Section 42.06, Texas Penal Code, of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.

Nondiscrimination and Sexual Harassment Policy

It is the policy of UTSA to maintain an educational and working environment that provides equal employment opportunity and equal access to use of University programs, services, and activities. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Likewise, sexual harassment (including sexual violence) in any form will not be tolerated.

Discrimination on the basis of sexual orientation, gender identity and gender expression are also prohibited pursuant to University policy. This policy applies to UTSA administrators, faculty, staff, students, visitors, and applicants for employment or admission as a student to UTSA. The Director of Equal Opportunity Services (EOS) serves as UTSA's Equal Employment Opportunity (EEO) Officer and Title IX Coordinator.

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational institutions, including sexual harassment and sexual violence. The Campus Sexual Violence Elimination Act (SaVE) prohibits Intimate Partner Violence pursuant to University policy.

Students may file a complaint online at the following site: EOS/Title IX Reporting Form (<https://www.utsa.edu/eos/forms.html>). The Director of Equal Opportunity Services, the Title IX Coordinator, and the Office of Equal Opportunity Services (EOS) are authorized to investigate complaints. The EOS office is located in the North Paseo Building (NPB), Room 5.130, telephone number 210-458-4120.

The University keeps information confidential to the extent permitted by law. If applicable, an individual's desire to maintain anonymity will be honored unless it constrains attempts at establishing facts and eliminating unwanted conduct. In such cases, the University balances the individual's desire for privacy and confidentiality with its commitment to provide an environment free of harassment and discrimination. Relevant information will be provided to those with a need to know in order to achieve resolution of the complaint.

(Regents' *Rules and Regulations*, Series 10000, Rule 10701 (<http://www.utsystem.edu/bor/rules/#A2>), Sec. 1, and UTSA *Handbook of Operating Procedures*, Chapter 9.01 (<http://utsa.edu/hop/chapter9/9-1.html>) and Chapter 9.24 (<http://www.utsa.edu/hop/chapter9/9-24.html>)).

Definitions

Discrimination, including harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression.

Harassment, as a form of discrimination, is defined as verbal or physical conduct that is directed at an individual or group because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered harassment under this policy.

Sexual Harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status; (2) submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile, or offensive environment.

Sexual Misconduct, which includes Sexual Violence and Intimate Partner Violence, is a form of sexual harassment which includes sexual assault, sexual battery, sexual coercion, domestic violence, dating violence and stalking. Sexual Violence is a violation of the Texas Penal Code, UTSA policy, and Title IX of the Education Amendments of 1972.

Examples

Behavior that could be considered sexual harassment includes but is not limited to: (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) acts of sexual violence and intimate partner violence; (3) explicit or implicit propositions or offers to engage in sexual activity; (4) comments of a sexual nature including sexually explicit statements, questions, jokes, or anecdotes; (5) remarks of a sexual nature about a person's clothing or body; (6) remarks about sexual activity, speculation about sexual experience; (7) exposure to sexually oriented graffiti, pictures, posters, or materials; and/or (8) physical interference with or restriction of an individual's movements. Such conduct is expressly prohibited and offenders are subject to disciplinary action.

Reporting Responsibilities

Any person who believes they have been subjected to discrimination or harassment is urged to immediately report the incident to EOS. Faculty and staff are required to immediately report to EOS complaints of discrimination, harassment and sexual violence made to them by faculty, staff, students, or visitors.

Resolution Options

A person who believes that he or she has been subjected to discrimination or harassment, including sexual harassment in violation of this policy, may take action through an informal resolution process or a formal complaint process, or both. However, the informal resolution process cannot be used for complaints of sexual violence. The informal resolution and formal complaint resolution process described in this policy are not mutually exclusive and neither is required as a precondition for choosing the other; however, they cannot both be used at the same time.

Informal

The informal resolution process may be used as a prelude or an alternative to filing a formal complaint. Informal resolution may be an appropriate choice where the conduct is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process except as determined by EOS. Assistance is provided in an attempt to resolve possible discrimination or harassment if the individual does not wish to file a formal complaint. Such assistance includes: (1) strategies for the individual to effectively inform the offending party that his or her behavior is offensive and should cease; (2) action by an appropriate University official to stop the offensive conduct; or (3) modification of the situation in which the offensive conduct occurred. However, the University may take more formal action to ensure an environment is free of discrimination and harassment. EOS will document informal resolutions and retain such documentation.

Formal

(This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX

of the Education Amendments of 1972. As used herein, "complaint" is synonymous with "grievance.")

UTSA encourages any person who believes that he or she has been subjected to discrimination or harassment to immediately report the incident to his or her supervisor, EOS, Human Resources, or Student Conduct and Community Standards. The complainant will be advised of the procedures for filing a formal complaint of discrimination. Complaints should be filed as soon as possible after the conduct giving rise to the complaint within 30 days after the event occurred. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that semester. Complaints involving sexual violence do not have to be reported within the 30 day window, but should be reported as soon as possible.

In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant's name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or information relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint. Complaint forms are located on the Office of Equal Opportunity Services website (<http://utsa.edu/eos>).

Within ten (10) working days of receipt of a complaint, EOS may either dismiss the complaint or authorize an investigation. A complaint may be dismissed if the facts alleged would not constitute discrimination or harassment; the complaint fails to allege facts relevant to discrimination or harassment; or the appropriate resolution or remedy has already been achieved or offered and rejected. If a complaint will not be investigated, EOS will notify the complainant to explain the reason for the dismissal and inform the complainant that, within fifteen (15) working days of the notification, he or she may appeal the decision not to proceed with a complaint investigation to the Chief Legal Officer, explaining why the decision was in error. A response will be sent in twenty (20) working days from receipt of the appeal. The Chief Legal Officer's decision is final.

As part of the investigation process, the accused individual will be provided notice of the complaint and allowed a reasonable time to respond in writing. The complainant and accused individual may present documents or information believed to be relevant to the complaint. Any persons who may have relevant information will be interviewed and such interviews will be appropriately documented. The investigation will be conducted as soon as possible and, upon completion of the investigation, a written report will be issued. The report shall include: a recommendation of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, any relevant evidence, and recommended disciplinary action if a violation of the policy occurred. For employees, the report will be sent to the appropriate vice president who has authority over the respondent, and a copy will be provided to the complainant and the respondent. Title IX complaints for student on student sexual harassment will be provided to the Dean of Students (DOS) for disposition; however, in accordance with the Family Education Rights and Privacy Act (FERPA), in complaints involving student-on-student conduct, neither the complainant nor the respondent will receive a copy of the report. In keeping with FERPA, the student complainant and student respondent will be provided letters summarizing

the findings and recommendations included in the report provided to the Dean of Students (DOS). The complainant and respondent will also be allowed to review the report.

The complainant and respondent have seven (7) working days from the date of the report to submit comments regarding the report to the appropriate party for review. Within ten (10) working days of receiving any comments submitted by the complainant or respondent, the appropriate vice president for employees or the DOS for students will take one of the following actions: (1) notify both the complainant and respondent that a review is in progress; (2) request further investigation into the complaint; (3) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable credible evidence to support the allegation(s); or (4) find that the policy was violated. A decision that the policy was violated shall be made based upon the record provided by the investigator and any comments submitted by the complainant or respondent.

The complainant and the respondent shall be informed in writing of the administrative official's decision. If it is determined that the policy was violated, the appropriate vice president for staff or the DOS for students will refer the matter for disciplinary action under the applicable disciplinary policies and procedures. NOTE: Applicable disciplinary policies and procedures depend on the status of the respondent (i.e., student, faculty or employee).

During the complaint process, a complainant or respondent may be accompanied by a person of his or her choice; however, this individual may not actively participate in a meeting or interview.

An administrator, faculty member, student, or employee who retaliates in any way against an individual who has brought a complaint pursuant to this policy or an individual who has participated in an investigation of such a complaint is subject to disciplinary action, including dismissal. Individuals shall not be penalized, disciplined, or prejudiced who in good faith report a violation or policy, procedure or law. The Office of Equal Opportunity Services will document complaints and retain such documentation.

Nonsmoking Policy

UTSA is a tobacco- and smoke-free campus. Smoking and the use of tobacco products are prohibited in and on all University-owned and leased property including but not limited to buildings, grounds, resident and housing areas, parking lots and structures, green space, sidewalks, walkways, and personal vehicles on the property. Tobacco products are defined as all forms of tobacco products including but not limited to cigarettes (of any kind, including herbal/spice cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco. Details regarding the policy can be found in Section 9.36 (<http://utsa.edu/hop/chapter9/9-36.html>) of the Handbook of Operating Procedures. Compliance with the policy is the responsibility of all members of the University community, including contractors, vendors, and visitors. Violations will be dealt with on a case-by-case basis in accordance with established disciplinary policies of the University.

Official Communication

The official means of student communication from UTSA regarding administrative issues is the UTSA *myUTSAmail* (<https://mail.google.com/>)

a/my.utsa.edu) e-mail address. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to the *myUTSAmail* e-mail address. The e-mail address, e-mail user name, and initial password are on the *ASAP (Automated Student Access Program)* Welcome page after the student has accessed *ASAP*. Students are given the option of selecting their preferred e-mail address which will become their designated e-mail address for all official communication with UTSA. When logging in to *ASAP*, students may designate their *myUTSAmail* e-mail account or another personal e-mail account as their official method of communication.

Peaceful Public Assembly

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff, when not operating in their official capacity, have the right to assemble, to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. The university is committed to these freedoms and has adopted the free speech policy statement produced by the Committee on Freedom of Expression at the University of Chicago. A link to the university's statement can be found on the UTSA website (<http://www.utsa.edu/president/campusandcommunity/cde/commitment.html>).

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the university or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property. University staff, faculty and students may peaceably assemble anywhere on the UTSA campuses that they are otherwise permitted to be without advanced permission, as long as there is no disruption to other university activities. In keeping with the university's mission, any program or event sponsored by an academic or administrative unit of the university shall have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit.

No person, including a student or university employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by UTSA if it is obscene, unlawfully defamatory, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. Further, no person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication or persist in demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication. Persons or organizations who are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with Events Management and Conference Services (EMCS) as soon as practicable after the point at which the planners anticipate or plan for more than 50 participants. Persons or organizations planning smaller assemblies are encouraged to consult with EMCS if there is uncertainty about applicable university

rules, the appropriateness of the planned location, or possible conflict with other events. EMCS has experience in helping student organizations structure events in ways that both comply with the university's rules and achieve the organization's goals for the event. EMCS can help identify appropriate space and potentially conflicting events, as well as help the planners avoid unintended disruption or other violations.

Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference in this policy. For example, libraries typically have highly restrictive rules concerning noise; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways; classroom speech may be confined to the subject matter of the class; and individual professors may have rules of decorum in their classroom. Such rules must be viewpoint neutral and should not restrict speech more than is reasonably necessary to serve their purpose.

In accordance with Regents' *Rules and Regulations*, Rule 80101, the grounds and buildings owned or controlled by UTSA are not open for assembly, speech, or other activities for general public use as are the public streets, sidewalks, and parks. In furtherance of the University's educational mission, the University campus is a limited forum open only to the expressive activities of faculty, staff, and students. Unaffiliated groups and individuals may not engage in expressive activities at the University except in accordance with this Policy.

Section 9.37(II), University of Texas at San Antonio, Handbook of Operating Procedures. For the complete Peaceful Public Assembly Policy, please refer to the Handbook of Operating Procedures (<http://utsa.edu/hop/chapter9/9-37.html>).

Policy on AIDS, HIV Infection, and HBV

UTSA recognizes Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as serious public health issues and is committed to encouraging an informed and educated response to concerns and questions regarding these infections. Please refer to the Handbook of Operating Procedures, Chapter 9, 9.22 (<http://utsa.edu/hop/chapter9/9-22.html>), for the most current policy.

Programs offered in conjunction with UT Health San Antonio may require the Hepatitis B vaccine. Educational materials and questions regarding HIV and Hepatitis B virus can be addressed at Student Health Services. Contact Student Health Services (<http://utsa.edu/health>) at 210-458-4142 or by visiting their office at RWC 1.500 (Main Campus).

Visit Centers for Disease Control and Prevention (<https://www.cdc.gov>) for more information on diseases and prevention.

Prohibition of Hazing

Under state law (§ 37.151 through 37.157 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#F>) and 51.936 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51936>), Texas Education Code) individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to law, a person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; by intentionally, knowingly,

or recklessly allowing hazing to occur; or by failing to report in writing to the Dean of Students (<https://www.utsa.edu/studentlife>) firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Dean of Students and immunizes that person from participation in any judicial proceeding resulting from that report.

The penalty for failure to report hazing activities is a fine not to exceed \$2,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury that results; they range from individual fines of \$2,000 and/or up to 180 days in jail to individual fines of up to \$10,000 and/or a state jail term of not less than 180 days or more than two years. Organizational penalties include fines of not less than \$5,000 or more than \$10,000. If the organizational hazing activity resulted in personal injury, property damage, or other loss, the penalty is a fine of not less than \$5,000 or more than double the amount lost or expenses incurred because of the injury, damage, or loss.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this section;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Activities that under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of subsection 202(A)(10) of the Student Code of Conduct (p. 82), include, but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;

- total or partial nudity at any time;
- the eating or ingestion of any unwanted substances;
- the wearing or carrying of any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing;
- assigning pranks such as stealing, painting objects, or harassing other organizations;
- intentionally messing up the house or a room for clean-up;
- demeaning names;
- yelling and screaming; and
- requiring boxing matches or fights for entertainment.

(Adapted from the ARCH Chapter and Undergraduate Councils of Delta Tau Delta Fraternity.)

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Dean of Students (<https://www.utsa.edu/studentlife>) and immunizes that person from participation in any judicial proceeding resulting from that report.

State law does not affect or in any way restrict the right of UTSA to enforce its own rules against hazing, and the University may take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under state law.

Rules and Regulations of the Board of Regents

A student at UTSA neither loses the rights nor escapes the responsibilities of citizenship. Compliance is expected with both the penal and civil statutes of the state and federal governments, the *Rules and Regulations* (<http://www.utsystem.edu/bor/rules>) of the Board of Regents of The University of Texas System, The University of Texas

System Student Conduct and Discipline Model Policy, and the policies and procedures of the University.

All students of UTSA are subject to the rules and regulations governing student conduct and discipline as set out in Series 50000, Rule 50101, Sec. 2 of the *Rules and Regulations* of the Board of Regents of The University of Texas System, and the Handbook of Operating Procedures (<http://utsa.edu/hop>).

The *Rules and Regulations* of the Board of Regents, the Handbook of Operating Procedures, and the *UTSA Student Policies* have full force and effect as they concern all UTSA students. The *Rules and Regulations* of the Board of Regents and the Handbook of Operating Procedures may be consulted on the Internet.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its institutions on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy (*Rules and Regulations* of the Board of Regents, Series 10000, Rule 10701, Sec. 1; UTSA Handbook of Operating Procedures, Chapter 9, § 9.01; *UTSA Student Policies*, and the Student Code of Conduct (p. 82)). Students can notify the University of any violations of these policies by contacting Student Conduct and Community Standards or the Office of Equal Opportunity Services. If any student feels they have been subjected to prohibited discrimination, including sexual harassment, they may file a complaint with the Office of Equal Opportunity Services. Students must file a complaint within thirty (30) days from the date the alleged incident or problem occurred.

Solicitation and Distribution of Materials

No individual, group, association, or corporation may use the grounds, buildings, housing or facilities owned or controlled by any institution or by The University of Texas System except as permitted by the provisions of the *Rules and Regulations* of the Board of Regents and approved institutional rules and regulations. The term "solicitation (<http://utsa.edu/hop/chapter9/9-10.html>)" means the sale, lease, rental, or offer for sale, lease, or rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or product that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law or local ordinances. Contact the Student Activities Office (<http://utsa.edu/sa>) for UTSA regulations regarding solicitation and distribution of material on UTSA campuses.

Solicitation on Campus

Series 80000, Rule 80103 (<http://www.utsystem.edu/bor/rules/#A9>), of the Regents' *Rules and Regulations* states that no solicitation shall be conducted on any property, street, or sidewalk or in any building, structure, or facility of the UTSA Campus, except by the officers or employees of the University, acting in the course and scope of their

authority, or by the Student Government (SG), or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

1. does not disturb any academic programs or administrative activities of the University or any program or activity that is authorized by The University of Texas System;
2. does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
3. does not harass or intimidate the person or persons being solicited; and
4. does not violate applicable State, Federal, or local laws or regulations.

Non-University groups, individuals, or associations are not permitted to solicit, distribute, or circulate any petitions, handbills, or other literature in University buildings or on the grounds.

Newspaper vending is permitted only in the areas designated in advance by the President or his delegate. Any requests for other newspapers and/or additional distribution areas should be directed in writing to the Vice President for Business Affairs. Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations). Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will under no circumstances be granted permission to do so.

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs, 210-458-4201.

Additional information on UTSA's solicitation policy may be obtained in the UTSA Handbook of Operating Procedures (<http://utsa.edu/hop/chapter9/9-10.html>) or the Student Activities Office located at the Student Union 1.210 (Main Campus) or Durango Building 1.302 (Downtown Campus).

Posting Materials on Campus

A student or student organization may publicly post an approved sign on University property. Signs include billboards, decals, notices, placards, posters, and any kind of hand-held signs. Posting is defined as any means used for displaying a sign. A detailed explanation of University posting policy may be obtained from the Student Activities Office at UC 1.210 (Main Campus) or DB 1.302 (Downtown Campus). All materials must be approved for posting by the Student Activities Office (<http://utsa.edu/sa>).

Unauthorized Distribution of Copyrighted Material

Unauthorized copying or distribution (including peer-to-peer file sharing) of copyrighted works, including without limitation, books, periodicals, software, multimedia and musical works, may be unlawful and may infringe the owner's copyright. Any use of UTSA computer or duplicating

facilities by students, faculty, or staff for the unauthorized duplication or distribution of copyrighted works is subject to:

- Appropriate disciplinary action
- Civil remedies
- Criminal penalties as provided by federal law (UTSA Handbook of Operating Procedures, Chapter 9, 9.11 (<http://www.utsa.edu/hop/chapter9/9-11.html>))

The University of Texas System's policy statement on "Fair Use of Copyrighted Materials (<http://www.utsystem.edu/ogc/IntellectualProperty/copyrighthome.htm>)" can help you determine whether your use of a copyrighted work is a fair use or requires permission.

Information on UTSA's Standard for Unauthorized File Sharing limiting the use of peer-to-peer applications may be found on the Office of Information Security website (<https://security.utsa.edu/standard-for-unauthorized-file-sharing>).

Student Code of Conduct

Student Conduct and Community Standards (SCCS) is housed in the Office of Student Life, located in Student Union, room 2.02.18 (above the bookstore). SCCS promotes appropriate standards of behavior for the UTSA community, in part by investigating alleged violations of the University's Student Code of Conduct (<http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct>), and addressing these violations by holding students accountable while intentionally educating them regarding their choices. SCCS accomplishes this by truly listening to students and creating an environment where they feel heard. SCCS is a place where students can discuss violations of University rules, learn about University expectations, and report possible violations. All *safety* concerns should be reported to the UTSA Police Department (<http://www.utsa.edu/utsapd>). Visit the SCCS website (<http://www.utsa.edu/studentlife/conduct>) for further information.

General Provisions

Sec. 101. Introduction

By enrolling at The University of Texas at San Antonio (UTSA), a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state, and local laws; the Rules and Regulations of the Board of Regents (<http://www.utsystem.edu/bor/rules>) of The University of Texas System; the rules and regulations of UTSA (<http://utsa.edu/policies>); and directives issued by an administrative official in the course of their duties. A student who enrolls at the University is charged with the obligation to conduct themselves in a manner compatible with the University's function as an educational institution; consequently, conduct which interferes with the use or utilization of University facilities by other persons may be sanctioned regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct.

Sec. 102. Definitions

In this chapter, unless the context requires a different meaning:

1. "referral" is a written statement of the essential facts constituting a violation of Regents' Rules, University policies, or administrative rules;

2. "administrative disposition" is a document signed by the student and Dean which includes a statement of the disciplinary charges, the findings, the sanction, and a waiver of the hearing procedures;
3. "Vice President" means the Vice President for Student Affairs (<http://utsa.edu/students>) or the Vice President's delegate or representative;
4. "chief student affairs officer" means the administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of institutional regulations that will implement the policies and regulations;
5. "Dean" or "Dean of Students (<http://www.utsa.edu/studentlife>)" refers to the administrative officer or officers responsible for the administration of the disciplinary process, who may designate individual(s) to administer disciplinary cases under this policy;
6. "Student Conduct and Community Standards (<http://utsa.edu/studentlife/conduct>)" means the Dean of Students' delegates for matters pertaining to student misconduct;
7. "faculty member" means a person who is employed by the University for the purpose of teaching a class and who has authority to assign grades for the class;
8. "Hearing Officer" means an individual or individuals appointed by the Vice President to hear disciplinary charges, make findings of fact, and upon a finding of responsibility, impose an appropriate sanction(s);
9. "student" means a person who
 - a. is currently enrolled at the University;
 - b. is accepted for admission or readmission to the University;
 - c. has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows;
 - d. is attending an additional program sponsored by the University while that person is on campus; or
 - e. has engaged in prohibited conduct at a time when they met the criteria of 1, 2, 3, or 4;
10. "System" means The University of Texas System (<http://www.utsystem.edu>);
11. "campus" means all real property, buildings, or facilities owned or controlled by the institution;
12. "University" means The University of Texas at San Antonio;
13. "Business day" means Monday through Friday excluding any day that is an official holiday of the University or when regularly scheduled classes are suspended due to emergent situations; and
14. "day" means a calendar day except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergent situations.

Sec. 103. Application

1. The *Student Code of Conduct* applies to individual students, prescribes the standards of conduct expected of students enrolled at the University, outlines actions that can be taken when conduct is not in conformity with the prescribed standards, and establishes due process procedures for the imposition of such actions.
2. A student may be sanctioned by the University for conduct that is proscribed by the University even though the student may be punished by local, state, or federal authorities for the same conduct, but the sanctions imposed by the University shall not be used merely to duplicate penalties imposed by local, state, or federal authorities.

Sec. 104. Miscellaneous

1. Computation of Time: Where the required action must be taken on a specified number of days either before or after the date upon which an act or event takes place or is to take place, the date of the act or event from which the time is computed shall not be included.
2. Service: Service of every notice, request, or decision required by the *Student Code of Conduct* may be made by delivering a copy of the documentation to the person to be served in person, by regular mail, or by e-mail. A written notice, request, or decision may be served on a student by mailing to the preferred address appearing in the Registrar's (<http://www.utsa.edu/registrar>) records.

Student Standards of Conduct

Sec. 201. Conduct Expected of Students

A student is expected and required to obey federal, state, and local laws; to comply with the Regents' *Rules and Regulations*, The University of Texas System Student Conduct and Discipline Model Policy, University rules and regulations, and directives issued by an administrative official of the System or the University in the course of their authorized duties; and to observe standards of conduct appropriate for an academic institution.

Sec. 202. Specific Conduct Proscribed

1. Disciplinary proceedings may be initiated against any student for any of the following acts or violations:
 - a. violation of any provision of the Regents' *Rules and Regulations of the System*;
 - b. violation of any rule or regulation of the University, including but not limited to those relating to on-campus housing, the registration of student organizations, the use of University facilities or grounds, and the time, place, and manner of expression or expression-related conduct;
 - c. failing to comply with any order or instruction of an official of the University or the System acting in the course of their authorized duties, and furnishing false or misleading information to or withholding material information from any University staff member acting in the course of their duties;
 - d. damaging, destroying, tampering or defacing property, equipment, supplies, buildings, or facilities owned, leased, or controlled by the University or the System and/or damaging, destroying, defacing, or taking without authorization property located on campus and belonging to any student, employee, or visitor;
 - e. the unauthorized entry into or upon property owned, leased, or controlled by the University;
 - f. forging, altering, mutilating, or destroying any University document or record, entering false information in such documents or records, or giving a false response to an inquiry made by an official of the University or the System acting in the course of their duties, including but not limited to omitting requested information related to an application for admission, the award of a degree, or any official record of the University. A former student who engages in such conduct is subject to bar against readmission, revocation of degree, and withdrawal of diploma;
 - g. forging or altering any parking permit, traffic ticket, or parking ticket issued by the System or the University, any ticket for admission to a program or event sponsored by the University, any means of identification issued by the University, any instrument obligating the University to pay any sum of money, any key which may be used for entering any building owned or controlled by the System or the University, or participating in such action with other persons;
 - h. using or participating with others in the use of any University record, instrument, or document that does not specifically relate to the person or persons making use of same, except to the extent such use may be authorized by statute, a rule or regulation of the University, or the written permission of either the person to whom such record, instrument, or document relates or the University official having custody of same;
 - i. using or participating with others in the use of any permit, means of identification, or key issued by the University to a person other than the user;
 - j. engaging in, or encouraging, aiding, or assisting any other person to engage in any act that is commonly known and recognized as hazing. The term hazing includes, but is not limited to, "walks," "rallies," "padding," and all other acts that may be now or hereafter defined as such by Section 51.936 of the Texas Education Code (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm>). Acts constituting hazing shall not be justified or excused by the fact that they were performed either with the consent of the person subjected to such hazing or as a part of the requirements for becoming a pledge or member of any fraternity, sorority, club, society, association, or organization (see Prohibition of Hazing (p. 79));
 - k. failing or refusing to pay any monetary debt or obligation owed to the University. A check, draft, or order tendered to the University shall not discharge a debt or obligation unless the University receives payment upon presentation of such check, draft, or order;
 - l. use, manufacture, possession, possession of drug paraphernalia, sale, or distribution on the campus of the substances defined and regulated under Chapters 481 (<http://www.statutes.legis.state.tx.us/docs/HS/htm/HS.481.htm>), 482 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.482.htm>), 483 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.483.htm>), and 485 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.485.htm>) of the *Texas Health and Safety Code*, except as may be allowed by the provisions of such articles. If a student is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction assessed shall be suspension from the institution for a specified period of time, and/or suspension of rights and privileges;
 - m. unauthorized use, possession, or consumption of any intoxicating beverage is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural facilities, and all other public areas. However, with the prior consent of the President of the University, the foregoing provisions of this section may be waived with respect to any specific event sponsored by the institution. In addition, events scheduled in special use facilities may serve alcohol in accordance with state law and University procedures governing such facilities. The University's contracted dining services provider may serve alcohol in a venue and manner approved by the University and in accordance with state law. An exception to this provision is possession or consumption of alcohol in Laurel Village and University Oaks Apartments done in accordance with state law and the community policy standards/regulations governing those two communities. Violations of this policy also include but are not limited to underage possession or consumption of alcohol,

- providing alcohol to a minor, public intoxication, minor driving under the influence of alcohol, and driving while intoxicated;
- n. any conduct which constitutes a violation of a federal, state, or local law regardless of whether the conduct takes place on or off campus or results in the imposition of the penalty prescribed by the federal, state, or local law;
 - o. possession or use of firearms, imitation firearms, explosives, ammunition, hazardous chemicals, or weapons as defined by state or federal law on University premises in accordance with the designated exclusionary zones determined by the President of the University as outlined in the Campus Carry Policy (<http://www.utsa.edu/campuscarry>), or on any property or in any building or facility owned or controlled by the System is strictly prohibited unless authorized by the Vice President and by federal, state, or local laws;
 - p. advocacy, either oral or written, directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
 - q. physical abuse, threats, intimidation, retaliation, unwanted and/or repetitive contact, coercion, and/or conduct that threatens or endangers the health or safety of any persons on any property owned or controlled by the System or the University, or at any function, program, event, or assembly conducted, sponsored, supervised, or authorized by the University;
 - r. engaging in harassment; harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University;
 - s. engaging in conduct, either alone or in concert with other people, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any scheduled class, laboratory, education or research activity, athletic event or contest, concert, program, assembly, or other activity either sponsored, performed, authorized, or participated in by the System or the University, any administrative process, procedure or function of the System or the University, any disciplinary hearing conducted by the University with regard to any student, faculty member or employee, any authorized or lawful use of property owned or controlled by the System or the University, any officer, official, agent, or employee of the University or System in the performance of their duties or the performance of any service the University has undertaken to perform or has contracted to have performed for the benefit of the students, faculty, officials, officers, agents, or employees of the University. Examples include but are not limited to such acts as stand-ins, sit-ins, lock-ins, lock-outs, parades, marches, picketing, concerts, speeches, solicitations, campaigning, or group demonstrations;
 - t. entering, walking, running, lying, playing, remaining, or being in the water of any University fountain or other artificial body of water located on the campus not designed and maintained for recreational or therapeutic purposes, unless such person has been granted permission by the President of the University to enter, remain, or be in such waters; or dumping, throwing, placing, or causing any material, object, trash, waste, or debris to be placed in the water of any campus fountain or other artificial body of water; or damaging, defacing, removing any portion of any fountain, monument, building, statue, structure, facility tree, shrub, or memorial located on the University campus;
 - u. unauthorized appearance on the campus after having been suspended or expelled from the University or any other component institution of the System for disciplinary reasons must have written approval of the chief student affairs officer of the System institution at which the suspended or expelled student wishes to be present. In a request for such approval, the former student is required to disclose in writing each institution from which the individual has been suspended or expelled and the conduct leading to the disciplinary action;
 - v. failing to notify University authorities of personal knowledge of any violation of the *Student Code of Conduct*;
 - w. making a charge of a violation of the *Student Code of Conduct* against a member of the University community that is knowingly false;
 - x. attempting to, or actual theft of or damaging property of the University or property of a member of the University community or other personnel or public property on University property;
 - y. engaging in an inappropriate or disproportionate use of an information technology resource owned or controlled by the University or System or using an information technology resource for an illegal, threatening, or disruptive/destructive purpose; prohibited conduct includes but is not limited to circumventing system or network security, committing copyright infringement, transmitting unsolicited e-mail, sharing a University-issued password, falsifying an e-mail header, unauthorized entry into or transfer of a file to use, read, change the contents or for any other purpose and using resources for personal financial gain or profit, or any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, University computers, computer programs, computer records, or computer networks accessible through the University's computer resources;
 - z. engaging in stalking, which is defined as repeated conduct directed specifically at another person that reasonably causes that person, or a member of that person's family or household, to fear for their safety or that person's property; such conduct may include, but is not limited to repeated, close physical or visual contact, watching, following and making direct or implied threats by phone calls, e-mail, letters or messages;
 - aa. photographing and/or otherwise visually recording someone without that person's consent with the intent to arouse or gratify the sexual desire of any person;
 - bb. photographing and/or otherwise visually recording, broadcasting, or transmitting a visual image of another person at a location that is a bathroom, private dressing room, or on-campus bedroom, without the other person's consent;
 - cc. engaging in the unauthorized use, access and presence of, on or in property, equipment, supplies, buildings, or facilities owned or controlled by the System or the University;
 - dd. otherwise engaging in conduct inappropriate for members of an academic institution (such conduct includes, but is not limited to pranks, being present and/or choosing to remain where the odor of marijuana is confirmed by a University official, throwing food at persons or property, public nudity, unwanted communications, unwanted non-physical contact, and harassing telephone calls); and
 - ee. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed violations.
2. Neither the President of the University nor any System officer, nor any representative of either of them when dealing with disruptive activities, shall negotiate or attempt to negotiate with any person or

persons engaged in any disruptive activity on the campus. When such a situation arises, the President of the University or System officer, or any representative of either of them, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention.

3. It is unlawful for any person on any property of the University to refuse to identify themselves to an institutional representative in response to a request. A person identifies themselves by giving their name and complete address substantiated by a current driver's license, voter registration card, or other official documentation, and by stating truthfully whether they are a student or employee of the System or a component institution.
4. A student who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

Sec. 203. Scholastic Dishonesty

1. Student Conduct and Community Standards or a faculty member may initiate disciplinary proceedings against any student for an alleged potential infraction involving scholastic dishonesty.
2. "Scholastic Dishonesty" is any form of cheating or plagiarism that violates the *Student Code of Conduct*. Scholastic dishonesty or academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to submission of essentially the same written assignment for two [2] courses without the prior permission of the instructor, and providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.
3. "Cheating" is any form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill the student has not obtained. Cheating includes, but is not limited to:
 - a. copying from another person's or another student's work during an examination, test, or while completing an assignment;
 - b. using unauthorized assistance, material, or study aids during an examination, quiz, or other academic work;
 - c. failing to make any effort to prevent another from using unauthorized assistance, material, or study aids during an examination, quiz, or other academic work;
 - d. failing to comply with instructions given by the person administering the test;
 - e. using and/or possessing materials during a test which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if the person administering the test has specifically prohibited them;
 - f. using, buying, coercing, offering money or other valuable things, either for personal use, the free use of others, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, any completed test, test key, homework solution or assignment, computer program, or other graded class material without expressed authority from the person or their designee approved by the University to administer the course;
 - g. collaborating with, allowing someone to copy from one's work, or seeking aid from another student during a test or other assignment without expressed authorization from the person or their designee approved by the University to administer the course;
 - h. discussing the contents of an examination with another student who will take the examination at a later time or date;
 - i. divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated the examination is not to be removed from the examination room or not to be returned to students;
 - j. substituting for another person, or permitting another person to substitute for one's self to take a course, or a test, or to complete a course-related assignment;
 - k. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
 - l. falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - m. taking, keeping, misplacing, or damaging the property of the University or of another, if the student knows or reasonably should know an unfair academic advantage would be gained by such conduct;
 - n. misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially;
 - o. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed violations
4. "Plagiarism" is a form of academic dishonesty and intellectual theft that violates long-held and widely-recognized principles of academic integrity including, but not limited to the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of said work as one's own academic work offered for credit. Plagiarism also includes, but is not limited to:
 - a. failing to credit sources in a work in order to pass it off as one's own work;
 - b. having someone else complete assigned work and then passing it off as one's own;
 - c. plagiarism may occur with respect to unpublished as well as published material; this includes the act of copying another student's work or other unpublished document and submitting it as one's own individual work without proper attribution;
 - d. Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote;
 - e. Inadvertent Plagiarism involves the inappropriate, but not deliberate use of another's words, ideas, or data without appropriate attribution, failure to follow established rules for documenting sources, or from being insufficiently careful in research and writing;
 - f. Paraphrased Plagiarism involves paraphrasing without acknowledgment of ideas taken from another that the reader might mistake for one's own;
 - g. Plagiarism Mosaic involves the borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source; and
 - h. Insufficient Acknowledgment involves the partial or incomplete attribution of words, ideas, or data from an original source.
5. "Collusion" includes, but is not limited to the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person

to commit a violation of any section of the rules on scholastic dishonesty.

6. "Falsifying academic records" includes, but is not limited to the altering or assisting in the altering of any official record of the University or the System, the submission of false information, or the omission of requested information required for or related to any academic record of the University or the System. Academic records include, but are not limited to applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

Disciplinary Sanctions

Sec. 301. Authorized Disciplinary Sanctions

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation, or administrative order of the University, a provision of the Regents' Rules of the System, or a federal, state, or local law. Sanctions include but are not limited to prohibited conduct taking place in System-sponsored, off-campus activities such as field trips, internships, rotations or clinical assignments, regardless of whether civil or criminal penalties are also imposed for such conduct. The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct, and the results which followed as a natural consequence of such conduct.

1. Disciplinary warning;
2. Disciplinary probation;
3. Withholding grades, official transcript, or degree;
4. Bar against readmission, or drop from current enrollment and bar against readmission;
5. Restitution or reimbursement for damage to or misappropriation of institutional or System property;
6. Suspension of rights and privileges, including participation in athletic or extracurricular activities;
7. Failing grade for an examination or assignment or for a course, and/or cancellation of all or any portion of prior course credit;
8. Suspension from the institution for a specified period of time;
9. Expulsion (permanent separation from the institution);
10. Educational programs;
11. Revocation of degree, denial of degree, and/or withdrawal of diploma;
12. Deferral of sanction; or
13. Other sanction(s) as deemed appropriate under the circumstances.

Sec. 302. Explanation of Disciplinary Sanctions

1. Disciplinary warning is a written statement expressing disapproval of conduct.
2. Disciplinary probation indicates further violations may result in suspension or expulsion. Students who are assessed this sanction will be removed from behavioral probation automatically upon expiration of the probationary period.
3. Bar against readmission means a student may be prohibited from admission or enrollment at the University. This sanction is among those that may be imposed upon a student who fails to respond to a summons from the Dean of Students or their designee to discuss

allegations that the student has engaged in conduct which may result in disciplinary action.

4. Restitution requires a student to reimburse the University for loss from, damage to, or unauthorized taking or use of property owned or leased by the University when the conduct of the student has caused or contributed to cause such loss. The student shall be advised of the amount of the loss and failure to make restitution by a specified date will result in suspension from the University until such time as restitution shall have been made.
5. Suspension of rights and privileges, including participation in official events or activities of the University, whether athletic or non-athletic. Students shall not join a registered student organization or participate in any meetings or activities of a registered student organization of which they may already be a member, and shall not be appointed or elected to or continue to function in any office or position within student government or the staff responsible for publication of a student newspaper. Students may also be barred from entering specified buildings, suspended or restricted from using particular facilities, transportation or other applicable items. This sanction may be enforced in part or in full.
6. A failing grade means an "F." This sanction is among those that may be given when a student is found responsible for scholastic dishonesty in a course.
7. Suspension from the University for a specified period of time or until the student meets specified conditions. Students who are currently enrolled will be administratively withdrawn from all courses and refunds will not be issued. Suspension is noted on the academic transcript with the term "Disciplinary Suspension." The notation can be removed upon the request of the student when all conditions of the suspension are met. Suspension prohibits the student on whom it is imposed, during the period of suspension, from entering the University campus without prior written approval of the Vice President, from being initiated into an honorary or service organization, and from receiving credit for academic work done during the period of the suspension. Suspension may also prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of the System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. The Dean of Students or Hearing Officer may, however, permit the student to receive credit for academic work completed at another institution during the period of suspension, except when suspension is imposed for academic dishonesty. The Dean of Students or Hearing Officer may impose conditions related to the violation(s), and failure to meet such conditions or terms of the sanction will be considered an additional violation.
8. Expulsion from the University means a student will be dropped from current enrollment and a bar against readmission imposed. Expulsion is a permanent separation from the University and prohibits the student on whom it is imposed from entering the University campus without prior written approval of the Vice President. Expulsion may prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of the System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. Educational programs are activities developed to expand the student's understanding of the regulation or policy, and/or help the student learn more about themselves in relation to the policy or the violation.
9. Possession or distribution of drugs or alcohol: The University will impose at least the minimum disciplinary sanction of suspension

for a specified period of time, or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs prohibited by state, federal, or local law. Other sanctions that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other sanction as may be deemed appropriate under the circumstances.

10. Debts to the University: Students who owe a debt to the University may be denied admission or readmission to the University and have their official transcripts, grades, diplomas, and degrees to which they would otherwise be entitled, withheld until the debt is paid. Students who write bad checks to the University for tuition and fees may have their registration canceled. Bad checks written to the University for other purposes may subject the student to legal and/or disciplinary action.
11. Deferral of sanction (e.g., probation, suspension) may be imposed on a student for whom the specific sanction deferred is appropriate, but for whom there are mitigating circumstances as determined by Student Conduct and Community Standards or the Hearing Officer. If a student is found to have violated any rule of the University and/or the System while the deferred sanction is in effect, the minimum sanction for such a violation will be the sanction that was deferred. The facts of the case may be decided by the Hearing Officer and/or appealed to the Vice President, but the minimum sanction may not.

Student Conduct and Community Standards or the Hearing Officer may impose conditions related to the violation. Failure to meet such conditions shall be considered an additional violation.

Sec. 303. Authorized Academic Sanctions

1. A faculty member, Student Conduct and Community Standards, or a Hearing Officer may impose one or more of the following sanctions for scholastic dishonesty:
 - a. written warning that further scholastic dishonesty violations may result in a more severe sanction;
 - b. no credit, or reduced credit for the paper, assignment, or test in question;
 - c. retaking of examination or resubmission of assignment; or
 - d. failing grade or reduced final grade for the course.
2. Student Conduct and Community Standards, with approval of the student's academic dean, may assign an academic sanction for violation of a University policy concerning scholastic dishonesty to a student who fails without good cause to appear for a meeting or formal hearing.
3. A student who is in violation of University regulations concerning scholastic dishonesty may also be subject to one or more of the sanctions in Section 301.

Initiation of Disciplinary Charges

Sec. 401. Investigation

1. Upon receiving information that any student has allegedly violated Regents' Rules, University regulations, or administrative rules, Student Conduct and Community Standards shall investigate the alleged violation. Student Conduct and Community Standards may dismiss the allegation as unfounded or summon the student. In cases where the alleged violation is sexual harassment, sexual misconduct, or sexual violence, the investigation will be conducted by The Office of Equal Opportunity Services (<http://www.utsa.edu/eos>) (EOS).

Please refer to Section 801 - 811 for the process regarding these incidents.

2. Any student may be summoned by written request from Student Conduct and Community Standards to meet for the purpose of investigating and/or discussing the allegations. The written request shall specify a place for the meeting and a time at least three (3) business days after the date of the written request if the request is sent regular mail, or at least two (2) business days after the date of the request if the request is sent by e-mail or hand delivered. The written request may be mailed to the address appearing in the Registrar's records, e-mailed to the student at the e-mail address on record with the System institution, or may be hand-delivered to the student. If a student fails to appear without good cause, as determined by Student Conduct and Community Standards, the office may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons, or the office may proceed to implement the disciplinary hearing procedures provided in Section 501, et seq. The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the Registrar, or failure to read mail or e-mails shall not be good cause for the failure to respond to a summons.
3. The purpose of the meeting is to allow Student Conduct and Community Standards to discuss, for the purposes of investigating, the alleged incident/violation(s) with the student. At this meeting the student is given a copy of the Student Code of Conduct.

Sec. 402. Disposition of the Charges

The student must choose one of two decision-making approaches: (1) an administrative decision made by Student Conduct and Community Standards; or (2) a formal hearing.

1. When the student elects not to dispute the facts upon which the charges are based and agrees to the sanctions Student Conduct and Community Standards assesses, the student may execute a written waiver of the hearing procedures yet retain the right to appeal the decision of Student Conduct and Community Standards only on the issue of the sanction. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
2. In any case where the accused student disputes the facts upon which the charges are based and elects the formal hearing as the decision-making approach, or refuses to execute a written waiver of a hearing, such charges shall be heard and determined by a fair and impartial Hearing Officer. A Hearing Officer will be chosen in accordance with the procedures of the institution.

Sec. 403. Interim Discipline

1. Pending a hearing or other disposition of the allegations against a student, if the continuing presence of the student is a potential danger to persons or property or a potential threat of disrupting the academic process or any activity authorized by the University, or in cases where actual or threatened violent conduct against a person is alleged, the dean of students may take such immediate interim disciplinary action as is appropriate to the circumstances. Appropriate actions include, but are not limited to, suspending the right of the student to be present on the campus (including to live in campus residence halls) and to attend classes, and otherwise altering the status of the student. Notwithstanding (B), listed below, the Dean of Students may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the System or its institutions which would reasonably allow the imposition of such sanction. When

interim disciplinary action has been taken, a hearing of the charges against the student will be held under the procedures specified in Section 501, et seq. A hearing following interim disciplinary action will generally be held within 10 business days after the interim disciplinary action was taken; however, at the discretion of the Dean of Students, the 10-day period may be extended for a period not to exceed an additional 10 business days.

2. As an alternative to a hearing of the charges before a Hearing Officer, the accused student may choose to have the charges disposed of in accordance with an administrative decision as set forth under procedures specified in Section 402.

Hearing

Sec. 501. Notice of Hearing

1. Student Conduct and Community Standards shall notify the accused student in writing of the statement of charges and a summary statement of evidence supporting the charge; the name of the person who will act as the Hearing Officer; the date, time, and place of the hearing; and that both the accused student and Student Conduct and Community Standards will be accorded the following rights in connection with such hearing:
 - a. the right to have actual copies of documents each intends to present, including a list of the names of witnesses and a brief summary of their testimony;
 - b. the right to appear, present testimony of witnesses and documentary evidence, cross-examine witnesses, and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, Student Conduct and Community Standards' advisor may be an attorney from the Office of General Counsel of the System. An advisor may confer with and advise Student Conduct and Community Standards or the accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer; and
 - c. the right to have all proceedings at the hearing recorded electronically. The recording of the hearing shall be made under the direction of the Hearing Officer.
2. The required notice shall be delivered in person to the student or sent by regular mail or e-mail, addressed to the accused student at the address appearing in the Registrar's records, and shall be mailed at least 10 business days prior to the date specified for the hearing. A notice sent by regular mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday. The requirements of this paragraph shall not be applicable in any case where immediate interim action has been taken in accordance with Section 403.

Sec. 502. Postponement of Hearing

1. Upon a showing of good cause by either the accused student or Student Conduct and Community Standards, the Hearing Officer may postpone the hearing, or by agreement of the student and Student Conduct and Community Standards.
2. Requests for postponement shall be in writing and shall set forth the facts upon which the party relies as constituting good cause.
3. The application for postponement must be presented to the Hearing Officer and the opposing party no later than the third day preceding the date specified for the hearing. Any application received after that date will be granted only in the case of extreme hardship or emergency.

4. Upon granting a postponement, the Hearing Officer shall notify the accused student and Student Conduct and Community Standards of the new date, time, and place for the hearing. It shall be the responsibility of the accused student and Student Conduct and Community Standards to notify their respective witnesses accordingly.

Sec. 503. Challenge to the Hearing Officer

1. An accused student may challenge the ability of the Hearing Officer to render a fair, impartial, and objective decision.
2. The challenge must be made in writing and submitted to the Hearing Officer through Student Conduct and Community Standards at least three (3) business days prior to the hearing. The reason or reasons upon which the challenge is based shall be set forth fully and shall be confined solely to the fairness and objectivity of the Hearing Officer.
3. It shall be up to the Hearing Officer to determine whether they can render a fair and objective decision in the case. In the event the Hearing Officer disqualifies themselves, a substitute will be chosen in accordance with procedures of the institution.

Sec. 504. Disclosure of Evidence

1. In order that the case be fully developed for the benefit of the Hearing Officer, Student Conduct and Community Standards and the accused student shall be required to disclose to each other the names of the witnesses they expect to be present and actual copies of documents and other evidence relied upon.
2. The parties are encouraged to exchange this information at the earliest practical time but not later than five (5) business days prior to the date of the hearing. Upon objection by the opposing party, witnesses or other evidence not so disclosed will be excluded by the Hearing Officer unless it be shown by the party offering same that the existence of the testimony to be given by the witness or the evidence offered was unknown to the offering party five (5) business days prior to the date of the hearing and could not have been discovered by the use of reasonable diligence.
3. The provisions of this section shall not prohibit either party from offering at the hearing evidence strictly in rebuttal to evidence offered by the other party.

Sec. 505. Request for Public Hearing

1. The accused student may request the hearing be open to the public. In the absence of such a request, the hearing will not be open to the public or representatives of the news media.
2. A request that the hearing be open to the public must be made in writing and delivered to Student Conduct and Community Standards no later than the third business day preceding the date specified for the hearing.
3. An accused student who requests a public hearing is not entitled to require such hearing be held in any particular place or facility in which the hearing is held accommodate any specific number of persons. The determination of the suitability of the facility in which the hearing is to be held will rest solely within the discretion of Student Conduct and Community Standards.

Sec. 506. Authority of the Hearing Officer

The Hearing Officer shall have and exercise such power and authority as may be deemed appropriate or necessary to ensure a fair, orderly, and impartial hearing of the charges is conducted in accordance with the provisions of the Student Code of Conduct. At the discretion of the Hearing Officer, one or more commissioned peace officers from the police

department of the University shall be available throughout the hearing to enforce the orders and rulings of the Hearing Officer, control admission to the hearing, and perform such other duties as the hearing may require.

Sec. 507. Order and Decorum

1. If, in the opinion of the Hearing Officer, the demeanor or conduct of any person or persons in attendance at the hearing causes or contributes to any disruption, disturbance, or distraction of the hearing, such person or persons shall be required to leave the hearing room.
2. No camera or photographic equipment of any kind, nor any equipment which may be used to record or transmit sound, shall be permitted in the hearing room or in the hallway outside of the hearing room during the progress of the hearing or any recess thereof. This prohibition shall not apply to any equipment used under the direction of the Hearing Officer to make the official recording of the hearing.
3. Persons in attendance at the hearing shall not consume any food or beverage, use electronic devices, nor read any newspaper, magazine, or book during the progress of the hearing.
4. If the accused student has requested a public hearing in accordance with Section 505, a reasonable number of seats will be provided within the hearing room for use by persons who wish to attend the hearing. The number of seats to be provided and the arrangement thereof shall be determined by Student Conduct and Community Standards after giving consideration to the size of the hearing room and necessity for maintaining clear access to all doors to the hearing room. Admission of the public shall be on a first-come basis.
5. No one shall be allowed to stand, sit on the floor, or bring additional seats into the hearing room. Designation of the hearing as a public hearing does not mean everyone who wishes to attend will be accommodated, and the refusal to admit persons after seating within the hearing room has been filled will not be a denial of a public hearing.

Sec. 508. Order of Proceedings

1. The hearing shall be called to order and shall proceed in the following manner:
 - a. the Hearing Officer shall read the charges against the accused student, explain the rights of the parties, and entertain questions from either party concerning the procedures to be followed;
 - b. Student Conduct and Community Standards shall proceed to present evidence in support of the charges;
 - c. the accused student shall present evidence in support of their defense to the charges;
 - d. each party may then present rebuttal evidence;
 - e. argument may then be presented by each party; and
 - f. Student Conduct and Community Standards may recommend a sanction be assessed by the Hearing Officer. The recommendation may be based upon past practice of the University for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by Student Conduct and Community Standards. The accused student shall be entitled to respond to the recommendation of Student Conduct and Community Standards.
2. An accused student who fails to appear in person at their disciplinary hearing shall remain accountable. The hearing will be held without the accused student's presence, and a decision will be rendered by the Hearing Officer.

Sec. 509. Burden of Proof

1. Student Conduct and Community Standards shall have the burden of proceeding with the evidence and the burden of proving the charges by the greater weight of the credible evidence (i.e., or is it more likely than not the violation occurred).
2. As the party having the burden of proof, Student Conduct and Community Standards shall have the right to open and conclude both in presenting evidence and in argument.

Sec. 510. Oath and Removal of Witness

1. Each witness shall swear or affirm the testimony they will give will be true. The Hearing Officer shall administer the required oath or affirmation to each testifying witness.
2. At the request of either party, all witnesses may be removed from the hearing room so they cannot hear the testimony of any other witness. Neither party nor their advisors shall be placed under the rule. Witnesses removed shall be instructed by the Hearing Officer not to converse with each other or with any other person about the case other than with the parties or their advisor, and not to read any report of or comment upon the testimony given at the hearing while isolated. Violation of such instructions will result in the imposition of such sanction as the Hearing Officer may deem appropriate.

Sec. 511. Record of the Hearing

The hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer, the record can be made available to the appealing party by submitting a written request. The official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Officer. At the request of the Vice President, the recording of the hearing will be transcribed, and both parties will be furnished a copy of the transcript.

Sec. 512. Evidence

1. The term "evidence" refers to the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary or objective exhibits offered by the parties.
2. The Hearing Officer shall be the sole judge of the admissibility of evidence, the credibility of the witnesses, and the weight to be given to the evidence or any inference drawn therefrom. The Hearing Officer may ask questions of witnesses, the parties, or their counsel as may be deemed appropriate to ascertain the facts, or to aid the Hearing Officer in deciding upon the admissibility of evidence, the credibility of a witness, or the weight given to evidence admitted.
3. The Hearing Officer is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the System. Legal rules of evidence do not apply to Student Code of Conduct hearings.
4. Either party may object to the admission of evidence upon any ground they deem appropriate. The Hearing Officer shall rule upon such objections and either admit or exclude the objectionable evidence.
5. Evidence which is irrelevant, immaterial, or unduly repetitious will be excluded by the Hearing Officer upon objection of either party.
6. Documents, letters, writings, pictures, drawings, or objects a party plans to offer in evidence shall first be given to the Hearing Officer to be marked and identified as the exhibit of that party and listed by the Hearing Officer. After being marked and identified, each exhibit shall be shown to the opposing party. Unless the opposing party disputes the authenticity of the exhibit or has no knowledge with respect

thereto, the exhibit may be offered without authentication; however, the exhibit may be objected to on grounds other than authenticity.

Sec. 513. Agreements of the Parties

Any of the provisions of this chapter relating to the time within which an act must be performed or the procedures for conducting the hearing may be altered by written agreement of the parties, duly signed and presented to the Hearing Officer for inclusion in the record of the case.

Sec. 514. Decision of the Hearing Officer

The Hearing Officer shall render and send to Student Conduct and Community Standards and the accused student a written decision that contains findings of fact and a conclusion as to whether the accused student is responsible for the violations as charged. Upon a finding of responsibility, the Hearing Officer shall assess a sanction or sanctions specified in Section 301 and/or Section 303. When an accused student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the assessment of a minimum sanction provided in Section 202 (A) (12) is required.

Disciplinary Records

Sec. 601. Disciplinary Record

1. The University shall maintain a permanent, written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five (5) years, unless the record is permanent in conjunction with the above-stated sanctions.
2. Disciplinary records required by law to be maintained for a certain period of time (e.g., Clery (<http://clerycenter.org/jeanne-clery-act>) violations) shall also be maintained for at least the time specified in the applicable law, unless the records are permanent in conjunction with the above-stated sanctions.
3. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed, and any other pertinent information.
4. This disciplinary record shall be maintained by Student Conduct and Community Standards. It shall be treated as confidential, and shall not be accessible to or used by anyone other than Student Conduct and Community Standards, the Dean of Students or University official with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena. The record in disciplinary cases where the sanctions are not as described in Subsection (A) of this section may be destroyed by Student Conduct and Community Standards six (6) years after final disposition of the case or may be considered for destruction at the written request of the student.

Sec. 602. Notation of Sanction

Student Conduct and Community Standards shall notify the Dean when one of the following sanctions is assessed in a disciplinary case:

1. Bar against readmission;
2. Drop from enrollment and bar against readmission;
3. Denial of degree or transcript;
4. Suspension from the University; or
5. Expulsion from the University.

Appeal

Sec. 701. Right to Appeal

1. The accused student may appeal a disciplinary sanction assessed by Student Conduct and Community Standards in accordance with Section 702 below.
2. Either the accused student or Student Conduct and Community Standards may appeal the decision of the Hearing Officer.
3. In cases dealing with alleged violations of the University's Policy on Sexual Harassment and Sexual Misconduct, the accused student, student complainant, and/or Student Conduct and Community Standards may appeal the findings of the Dean and/or any sanctions imposed by the Vice President in accordance with Section 807 below.

Sec. 702. Appeal of Sanction Assessed by Student Conduct and Community Standards

1. A written appeal of the sanction assessed by Student Conduct and Community Standards must state the specific reasons for the appeal and any argument to the Vice President with a copy to Student Conduct and Community Standards. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) business days after the appealing party has been notified of the sanction assessed by Student Conduct and Community Standards. If the sanction assessed by Student Conduct and Community Standards is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) business day period for the appeal. Student Conduct and Community Standards may submit a response to the appeal which must be received by the Office of the Vice President for Student Affairs no later than five (5) business days after receipt of the appeal with a copy to the other party.
2. An appeal of the sanction assessed by Student Conduct and Community Standards will be reviewed solely on the basis of the written argument of the student and Student Conduct and Community Standards.
3. The action of the Vice President shall be communicated in writing to the accused student and Student Conduct and Community Standards within thirty (30) business days after the appeal and related documents have been received.
4. The decision of the Vice President is the final appellate review.

Sec. 703. Appeal of Decision of Hearing Officer

1. A written appeal of the decision of the Hearing Officer must state the specific reasons for the appeal and any argument to the Vice President with a copy to the non-appealing party. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) business days after the appealing party has been notified of the decision of the Hearing Officer. If the notice of the decision of the Hearing Officer is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) business day period for the appeal. The non-appealing party may submit a response to the appeal that must be received by the Office of the Vice President for Student Affairs no later than five (5) business days after receipt of the appeal with a copy to the other party. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.
2. Student Conduct and Community Standards will submit the record from the hearing to the Vice President as soon as it is available to Student Conduct and Community Standards.

3. The action of the Vice President shall be communicated in writing to the accused student and Student Conduct and Community Standards within thirty (30) business days after the appeal and related documents have been received.
4. The Vice President may approve, reject, or modify the decision in question, or may require the original hearing be reopened for the presentation of additional evidence and reconsideration of the decisions. It is provided, however, that upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction may not be reduced below the sanctions prescribed by Section 202 (A) (12) of the *Student Code of Conduct*.
5. The decision of the Vice President is the final appellate review.
 - a. requesting further investigation by EOS into the complaint;
 - b. dismissing the complaint if it is determined at the completion of the investigation there is no violation;
 - c. proceeding with disciplinary charges if the findings are inconclusive and the Dean determines a hearing of the charges would be beneficial; or
 - d. proceeding with disciplinary charges if the findings indicate the Policy on Sexual Harassment and Sexual Misconduct was violated.

Sec. 704. Effect of Appeal Upon Disciplinary Action

1. An appeal of the decision of the Hearing Officer or of a sanction assessed by Student Conduct and Community Standards shall suspend the imposition of the prescribed disciplinary action pending final disposition of the appeal.
2. If upon final disposition of any case in which the action has been suspended during appeal, the Vice President, whose decision becomes final, finds the original action can no longer be imposed because of passage of time, may specify a new period of time for which the original action will be imposed, or in any case where imposition of the original action will no longer be effective because of a change in the status of the student involved, the Vice President shall prescribe a substitute disciplinary action deemed appropriate to the conduct involved.
3. A decision that the policy was violated shall be made upon the record provided by the EOS investigator, any comments submitted by the complainant(s) or respondent(s), and the totality of circumstances surrounding the conduct complained of, including but not limited to the context of that conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature.
4. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. If additional investigation is requested, no decision regarding charges will be made until the investigation is complete.
5. The Dean's final determination of action will be provided to the complainant(s) and respondent(s) within ten (10) business days if either the complainant(s) and/or respondent(s) submit comments. If the complainant(s) and/or respondent(s) disagree with the final determination of action, they may request and receive a hearing.

To the extent authorized by the Family Educational Rights and Privacy Act (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa>) (FERPA), the Dean will provide both parties, the complainant(s) and respondent(s), with a final determination of action.

Sexual Harassment and Sexual Misconduct

Sec. 801. Investigation

1. Upon receiving information that any student has allegedly violated the University's Policy on Sexual Harassment and Sexual Misconduct in accordance with 9.24 (<http://www.utsa.edu/hop/chapter9/9-24.html>) in the Handbook of Operating Procedures (<http://www.utsa.edu/hop>) (HOP), Office of Equal Opportunity Services (<https://www.utsa.edu/eos>) (EOS) shall investigate the alleged violation and forward the EOS report to the Dean of Students.
2. EOS will provide a letter of finding to both the complainant(s) and respondent(s) providing the final findings of the EOS investigation.
3. If a "no contact" directive is given by EOS, the Dean, and/or the UTSA Police Department, it shall remain in effect until the final disposition of the case.
4. Complainant(s) and respondent(s) may request interim remedies and/or measures that may be provided before the end of the EOS investigation. See HOP 9.24. IX. Procedures, (D) (8) for interim remedies/measures.

Sec. 802. Disposition of HOP 9.24 Violation

1. After receiving the EOS report, the complainant(s) and respondent(s) have seven (7) business days from the date of the EOS report to submit comments regarding the report to the Dean.
2. The Dean will review the EOS report and any written comments submitted by the respondent(s) and/or complainant(s). After review, the Dean will provide a determination of action which includes:

Sec. 803. Disposition of Charges

The complainant(s) and respondent(s) must choose one of two decision-making approaches: (1) an administrative decision made by Student Conduct and Community Standards; or (2) a formal hearing.

1. Administrative Decision (Waiver)
 - a. When the respondent(s) elect(s) not to dispute the facts upon which the charges are based and agree to the sanctions Student Conduct and Community Standards assesses, the student may execute a written waiver of the hearing procedures, yet retain the right to appeal the decision of Student Conduct and Community Standards only on the issue of the sanction.
 - b. The complainant may agree and elect not to dispute the facts upon which the charges are based, and agree to the sanctions Student Conduct and Community Standards assesses.
2. Formal Hearing
 - a. Complainant(s) may request a hearing:
 - i. if they disagree with the respondent(s) choice to complete a written waiver of the hearing procedures;
 - ii. if the complainant(s) disagree with the sanctions in the waiver, the hearing will be to determine sanctions only; or
 - iii. the complainant(s) always retain(s) the right to request and receive a hearing.
 - b. The respondent(s) may dispute the facts upon which the charges are based and elect the formal hearing as the decision-making approach, or refuse to execute a written waiver of a hearing.
 - c. When a hearing is requested, the charges shall be heard and determined by a fair and impartial Hearing Officer. A Hearing

Officer will be chosen in accordance with the procedures of the institution.

Sec. 804. Burden of Proof

EOS will determine if the student is responsible for violating the University's Policy on Sexual Harassment and Sexual Misconduct, HOP 9.24, and the Dean shall find the student responsible for violating the *Student Code of Conduct* if the greater weight of the credible evidence, or more likely than not the violation occurred, supports the alleged violation(s).

Sec. 805. Interim Discipline

1. During the investigation of an alleged violation pursuant to Section 801, EOS may recommend the Dean take interim disciplinary action. The Dean may take interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution, pending a disposition of the allegations against a student. This includes, but is not limited to an immediate suspension and bar from the campus when it reasonably appears from the circumstances the continued presence of the student poses a potential risk that harassment will continue to harm the complaining student, other members of the University community, or any visitor. The Dean may take such actions pending a disposition of the sexual harassment, sexual misconduct, or sexual assault case, and/or exhaustion of appellate rights.

When interim disciplinary action has been taken, a disposition of the charges against the student will be held under the procedures specified in Section 803, *et seq.* A decision pursuant to Section 803 following interim disciplinary action will generally be held within ten (10) business days after the interim disciplinary action was taken; however, at the discretion of the Dean, the 10 business day period may be extended for a reasonable period.

Sec. 806. Hearing Procedures

In a hearing of the disciplinary charges, both the complainant(s) and the respondent(s) have the right to be present throughout the hearing. Each may have an advisor(s), and both may submit questions to witnesses.

Appeal

Sec. 807. Right to Appeal

1. Both the complainant(s) and respondent(s) may appeal a disciplinary sanction(s) assessed by Student Conduct and Community Standards in accordance with Section 803.
2. The complainant(s), respondent(s), and/or Student Conduct and Community Standards may appeal the decision of the Hearing Officer.

Sec. 808. Appeal of Sanction Assessed by Student Conduct and Community Standards

1. A written appeal of the sanction assessed by Student Conduct and Community Standards must state the specific reasons for the appeal and any argument to the Vice President with copies provided to the non-appealing parties and to Student Conduct and Community Standards. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) business days after both the appealing and non-appealing parties have been notified of the sanction assessed by Student Conduct and Community Standards. If the sanction assessed by Student Conduct and Community Standards is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) business day

period for the appeal. Student Conduct and Community Standards and the non-appealing party should be notified by the Office of the Vice President for Student Affairs that an appeal has been received. Student Conduct and Community Standards and the non-appealing party may submit a response to the appeal which must be received by the Office of the Vice President for Student Affairs no later than five (5) business days after receipt of the appeal with a copy to the other party.

2. An appeal of the sanction assessed by Student Conduct and Community Standards will be reviewed solely on the basis of the written arguments of the appealing party, non-appealing party, and Student Conduct and Community Standards.
3. The action of the Vice President shall be communicated in writing to the appealing party, non-appealing party, and Student Conduct and Community Standards within thirty (30) business days after the appeal and related documents have been received.
4. The decision of the Vice President is final.

Sec. 809. Appeal of Decision of Hearing Officer

1. A written appeal of the decision of the Hearing Officer must state the specific reasons for the appeal and any argument to the Vice President with a copy to the non-appealing parties. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) business days after the appealing party has been notified of the decision of the Hearing Officer. If the notice of the decision of the Hearing Officer is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) business day period for the appeal. The Office of the Vice President for Student Affairs shall notify the non-appealing parties that an appeal has been received and they may submit a response to the appeal that must be received by the Office of the Vice President for Student Affairs no later than five (5) business days after receipt of the appeal with a copy to the other parties. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.
2. Student Conduct and Community Standards will submit the record from the hearing to the Vice President as soon as it is available to their office.
3. The action of the Vice President shall be communicated in writing to the appealing and non-appealing parties within thirty (30) business days after the appeal and related documents have been received.
4. The Vice President may approve, reject, or modify the decision in question, or may require the original hearing be reopened for the presentation of additional evidence and reconsideration of the decisions.
5. The decision of the Vice President is final.

Sec. 810. Effect of Appeal Upon Disciplinary Action

1. An appeal of the decision of the Hearing Officer or of a sanction assessed by Student Conduct and Community Standards shall suspend the imposition of the prescribed disciplinary action pending final disposition of the appeal.
2. If upon final disposition of any case in which the action has been suspended during appeal, the Vice President, whose decision becomes final, finds the original action can no longer be imposed because of passage of time, may specify a new period of time for which the original action will be imposed, or in any case where imposition of the original action will no longer be effective because of a change in the status of the student(s) involved, the Vice President

shall prescribe a substitute disciplinary action deemed appropriate to the conduct involved.

Sec. 811. Communication of Sanctions

The complainant(s), respondent(s), and Student Conduct and Community Standards will be notified, in writing, about the outcome of both the complaint and the appeal.

Student Grievances

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. The Director of Student Ombudsperson Services assists students who are encountering challenges within the campus community by listening to concerns, providing and clarifying information, identifying and evaluating options, acting as a facilitator or mediator, serving as a referral agent, and making recommendations for change to enhance the mission of the University.

The Director of Student Ombudsperson Services helps students navigate the University structure in a welcoming and safe environment and communicates with various representatives and offices to respond to and help resolve concerns in a timely and impartial manner. To contact the Director of Student Ombudsperson Services (<http://www.utsa.edu/students/ombudsperson>), visit their webpage for more information.

For student employee related concerns within the University, students may seek assistance from the University Ombuds.

The University Ombuds provides informal and neutral support to student employees in a safe and welcoming space. The Ombuds listens to concerns or challenges student employees may have and helps the visitor evaluate and develop options that lead to a resolution in a timely manner. The Ombuds serves as a referral agent making recommendations for change to enhance the mission of the University.

To contact the University Ombuds (<https://www.utsa.edu/ombudsperson>), visit their webpage for more information.

Student Complaint Process

Please follow the following steps below to initiate a complaint or grievance against the university. UTSA aspires to resolve student grievances, complaints and concerns fairly and amicably.

1. To submit an official grievance to UTSA, please refer to the "General Grievance Procedures" or "Academic and Grade Grievance Procedures" below and file the grievance as outlined. It is our hope that issues can be resolved internally.
2. If the issue is unable to be resolved internally, students may file a complaint with the Texas Higher Education Coordinating Board (THECB) as outlined on the THECB Student Complaints webpage (<http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8-BC500050560100A9>).
 - THECB Student Complaint and Authorization Forms are available for download in one combined document here (<http://www.thecb.state.tx.us/reports/PDF/8616.PDF?CFID=74916598&CFTOKEN=32269308>). The required documentation can be submitted in one of three ways: online, by email, or by regular mail.
 - To submit a student complaint online, click here (<https://www1.thecb.state.tx.us/Apps/CRAFT/Home/Create>). Under Contact Reason, select Student Complaint Against a Higher

Education Institution. Once you click Submit, wait for an online student complaint form to appear.

- Alternatively, students can send the required forms and supporting documentation in a PDF by email to studentcomplaints@thecb.state.tx.us, or by regular mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. Original documents should not be submitted, as the THECB cannot return documents received.

General Grievance Procedures

A student grievance may involve a UTSA employee (faculty, staff or student employee) or other students. A student with a grievance involving a University employee should first seek to resolve the issue with the employee. If the matter cannot be resolved with the employee, the grievance can be forwarded to the employee's supervisor.

A student who believes another student has violated the Student Code of Conduct (p. 82) may file a complaint with the Student Conduct and Community Standards (<http://utsa.edu/studentlife/conduct>).

In conflict situations that do not require a criminal or student conduct response, or have not been resolved through regular grievance channels, it is recommended that students pursue resolution of their conflict with the Director of Student Ombudsperson Services (<http://www.utsa.edu/students/ombudsperson>) or University Ombuds (<https://www.utsa.edu/ombudsperson>) for student employee related matters.

Students who believe they have been discriminated against or harassed based upon a protected class and students who are victims of sexual harassment, sexual violence or intimate partner violence can file a complaint with the Office of Equal Opportunity Services (<https://www.utsa.edu/eos>).

Academic and Grade Grievance Procedures

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair (Academic and Grade Grievance Form (<https://onestop.utsa.edu/wp-content/uploads/2018/07/StudentAcademicGradeGrievance.pdf>)). The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decisions of the Deans of University College

and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

For an allegation of discrimination or if a grade appeal contains an allegation of discrimination, the faculty member or Department Chair must notify the student to contact the Equal Opportunity Services (EOS) office and the administrator must also contact EOS to report the student's claim. The student may simultaneously file a discrimination complaint with the EOS office. If there is a foundation for the discrimination complaint, EOS will notify the appropriate administrator to place the academic and grade grievance on hold until an investigation has been completed. Once the investigation has been completed, EOS will notify the student and the administrator of the outcome. Based upon the outcome, the academic and grade grievance review process will continue or be closed.

Under no circumstances will grades be changed after one calendar year.

Student Identification Number

UTSA assigns a student identification number to all students. While a student's Social Security number is requested at the time of admission, under the provisions of the Federal Privacy Act of 1974, a student is not required to provide the Social Security number. Although providing the Social Security number is voluntary at the time of admission, some students who do not provide it initially may be required to do so later in order to meet federal and state financial aid and other fiscal requirements.

Student Right-to-Know

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>.

UTSA serves undergraduate and graduate students from a wide range of backgrounds. Some undergraduate students are recent high school graduates; others are completing a degree after pursuing other goals. Some students work full time or part time and extend their education over a longer period of time, and some students enroll in classes for personal or professional enrichment but choose not to pursue a degree.

For students who began at UTSA in Fall 2011 as first-time freshmen enrolled full time, the graduation rate from UTSA within a six-year period was 36.6 percent (see UTSA First-Time, Full-Time Cohort Information in the Fall 2017 Fact Book (<http://www.utsa.edu/ir/pub/factbook/2017/NewUndergraduates.pdf>)). An additional 24 percent of Fall 2011 entering first-time students graduated within six years from other institutions of higher education. Not considered in the calculation of this graduation rate are students who initially enrolled at UTSA as part-time students,

who transferred to UTSA to complete their degrees after attending elsewhere, or who attended for reasons other than to obtain a degree.

Student Travel Policies

The Student Travel Policy promotes safe travel by students to and from activities or events that advance the University's mission of research and discovery, teaching and learning, community engagement and public service. The policy serves as a guide for student travel and supports compliance with relevant state and University of Texas System regulations. Registration with International SOS (<http://www.utsa.edu/financialaffairs/dts/intISOS.cfm>) is required for faculty, staff, students and student-employees who travel internationally. Detailed information regarding this policy can be accessed in the Handbook of Operating Procedures (<http://www.utsa.edu/hop/chapter5/5-18.html>), the Student Travel Web page (<http://utsa.edu/students/travel>), or by contacting the Office of the Vice President for Student Affairs (<http://www.utsa.edu/students>).

Any student travel associated with UTSA to areas of the world that are on the UTSA Restricted Regions list (<https://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions>) or are named by U.S. Department of State Travel Warnings and Alerts (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>) system requires approval from the International Oversight Committee (IOC). The IOC is charged with review and recommendation to the Vice Provost for Global Initiatives and Senior International Officer, the approval or disapproval of all requests for travel to restricted areas.

Student travel associated with UTSA can include but is not limited to all study abroad including those with third party providers, research, internships, volunteering, experiential learning including activities by registered student organizations. Students whose travel is associated with UTSA in the manner described above must seek approval even if the university is not paying for the travel.

For information on how to request University approval to travel to countries identified as UTSA restricted regions, follow the Policy on Travel to Restricted Regions (<http://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions>) or contact the executive director of the Office of International Programs (<http://international.utsa.edu/senior-international-officer/office-of-international-programs>). For information about Education Abroad Services (<http://international.utsa.edu/education-abroad-services>) such as study abroad and exchange programs, review the web page or contact Education Abroad.

Students' Rights and Responsibilities

- 1. Constitutional Rights:** Subject to the applicable provisions of *The Rules and Regulations* (<http://www.utsystem.edu/bor/rules>) of the Board of Regents of The University of Texas System and the Handbook of Operating Procedures (<http://utsa.edu/hop>) of The University of Texas at San Antonio, students have the rights accorded to all persons under the United States Constitution regarding freedom of speech, peaceful assembly, and freedom of association. Causes may be supported by individual students and by student organizations, through the use of lawful means that do not disrupt the operations of the University. These rights carry with them the responsibility for each individual student to accord the same rights to other students and student groups and not to interfere with

or obstruct the rights of others to use University facilities. The University regulates the time, place, and manner of these activities on campus and establishes certain guidelines for the activities of student organizations and students to facilitate the orderly use of campus facilities and to prevent disruption of University operations.

2. **Academic Procedures:** Students have the right to be informed about the evaluation methods which will be employed by the instructor and the right to review tests and other written work after the instructor has evaluated it. A student with an academic grievance should first seek to resolve the problem directly with the instructor of the course. If the matter cannot be resolved at that level, the grievance should be submitted in writing to the department chair/division director or other designated administrator. See Academic and Grade Grievance Form (<https://onestop.utsa.edu/wp-content/uploads/2018/07/StudentAcademicGradeGrievance.pdf>). After a decision is issued, the student may appeal the decision to the Dean of the College and then to the Dean of University College for an undergraduate student, or to the Dean of the Graduate School for a graduate student. The decision of the Dean of University College or the Dean of the Graduate School is final.
3. **Discipline Procedures:** A student or an organization accused of violating a Regents' rule or regulation, University regulation, or administrative rule is accorded the rights of procedural due process. An accused student or organization is entitled to a hearing before a University Hearing Officer, although a student may waive the right to a hearing and accept administrative disposition of the case. A student also has the right to appeal a discipline decision. (See Sec. 701, Student Code of Conduct (p. 82).)
4. **Student Records:** The educational records of students are considered to be confidential under both state and federal law. The University's procedures regarding access to student records, including academic, health center, counseling, financial aid, and discipline records shall be in accordance with the applicable provisions of the federal Family Educational Rights and Privacy Act of 1974 (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa>) (FERPA) and the Texas Public Information Act.

Textbooks

A student of this institution is not under any obligation to purchase a textbook from a University-affiliated bookstore (Texas Education Code, § 51.9705; 19 TAC 4.214 et seq.). The same textbook may also be available from an independent retailer, including an online retailer. Information regarding required or recommended textbooks and other course materials, if any, is available on the Schedule of Classes on *ASAP*. The book title, author, International Standard Book Number (ISBN), edition, and price is provided for each class section.

VETERANS ASSISTANCE

UTSA Veterans Certification Office

Educational benefits are available to veterans, dependents of veterans, and personnel actively serving in the United States Armed Forces. The UTSA Veterans Certification Office provides the required forms and information regarding educational benefits available to eligible veterans and their dependents. The office is located at the Main Campus, JPL 1.01.14, 210-458-4540. Information is also available online at the Veterans Certification Office website (<http://utsa.edu/va>).

Students receiving veteran's assistance are responsible for understanding and meeting the academic standards of progress required of all Veterans Administration (VA) recipients. These standards are set by VA regulations and are monitored by the Texas Veterans Commission.

All students receiving GI Bill® educational benefits must send all post-secondary educational institution transcripts to the UTSA Office of Admissions for evaluation of prior credit. Current and former military members must send a copy of their military transcripts to the University before certification.

Early Registration

Military Veterans who served on active duty and are receiving Federal Education Benefits will have the ability to register for their courses early in the priority registration schedule in order to achieve timely program completion (see the online registration schedule <https://asap.utsa.edu/terms.htm>). Veterans must be certified through the UTSA Veterans Certification Office to receive early registration status.

VetSuccess on Campus Program

The VetSuccess on Campus program is a collaborative effort between UTSA and the Department of Veterans Affairs (VA) with the purpose of providing a supportive on-campus environment for student Veterans. Services provided will enable student Veterans to make a smooth transition to college life and successfully complete their educational programs.

The VA has placed two full-time, experienced Vocational Counselors on the UTSA campus. These counselors will serve as "one-stop liaisons" for Veterans, active duty military and their eligible family members who attend or plan to attend UTSA.

VetSuccess on Campus Counselors can assist with:

- Information on VA educational benefits to include: Montgomery GI Bill® (Chapter 30), Post 9/11 GI Bill® (Chapter 33), and other VA and non-VA educational benefits
- How to apply for and maximize your VA educational benefits should you be eligible for more than one benefit
- Understanding and applying for Vocational Rehabilitation and Employment (Chapter 31)
- Vocational exploration and career counseling services
- Information on college credit for military experience and training
- Job placement assistance and referrals to state employment agencies and services
- Information on applying for other VA benefits to include disability compensation, Life Insurance and Home Loan Guaranty

- Assistance with electing healthcare benefits through the Veterans Health Administration
- Information and referrals for VA medical and mental health services
- Referrals to the local Vet Center for readjustment counseling services
- Referrals to on-campus, community and VA resources to ensure academic success

For more information visit the UTSA Veterans Certification Office website (<http://utsa.edu/va>).

Office of the Associate Provost for Veteran and Military Affairs

The Office of the Associate Provost for Veteran and Military Affairs (<http://provost.utsa.edu/veteran>) strategically aligns all veteran and military connected entities under one department to provide oversight, easing the transition to higher education and enhancing the overall student success of the UTSA military affiliated community.

The Hazlewood Act

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with a tuition exemption of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. There is no minimum course load required to use the Hazlewood Exemption.

The Hazlewood Exemption can be used in conjunction with financial aid (grants, loans, scholarships and work-study). Please note that this exemption must fit within your Cost of Attendance (COA) and your financial need. If financial aid is already disbursed or awarded at the time your Hazlewood exemption is approved, there may be adjustments to your financial aid (grants, loans, scholarships and work-study) to accommodate this exemption. Hazlewood documentation needs to be submitted every semester for which a student would like to have the exemption applied. If you would like more information on how to apply for Hazlewood please visit the Veterans Certification Office website (<http://www.utsa.edu/va/certification/hazlewood.html>).

Disabled Veteran Parking

Upon registration and proper notification to Campus Services, owners of vehicles displaying specialty license plates, as identified in Texas Transportation Code 504.315 (<http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.504.htm#504315>) and 504.316 (<http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.504.htm#504316>) only, are exempt from the payment of fees at paid short term surface parking and are further exempt from the payment of fees for any University surface parking permit for which they are otherwise eligible, in accordance with State Law. The value of the no charge permit received cannot be applied to future permit upgrades and is not refund eligible. This privilege applies to the veteran only and not to anyone else driving the vehicle.

This parking privilege does not apply to 1) a parking space or area located in a controlled access parking facility if at least 50 percent of the number of parking spaces or areas designated specifically for persons with physical disabilities on the property of the institution of higher education are located outside a controlled access parking facility; 2) an area temporarily designated for special event parking; or an area where parking is temporarily prohibited for health or safety concerns.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill (<http://www.benefits.va.gov/gibill>).

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