

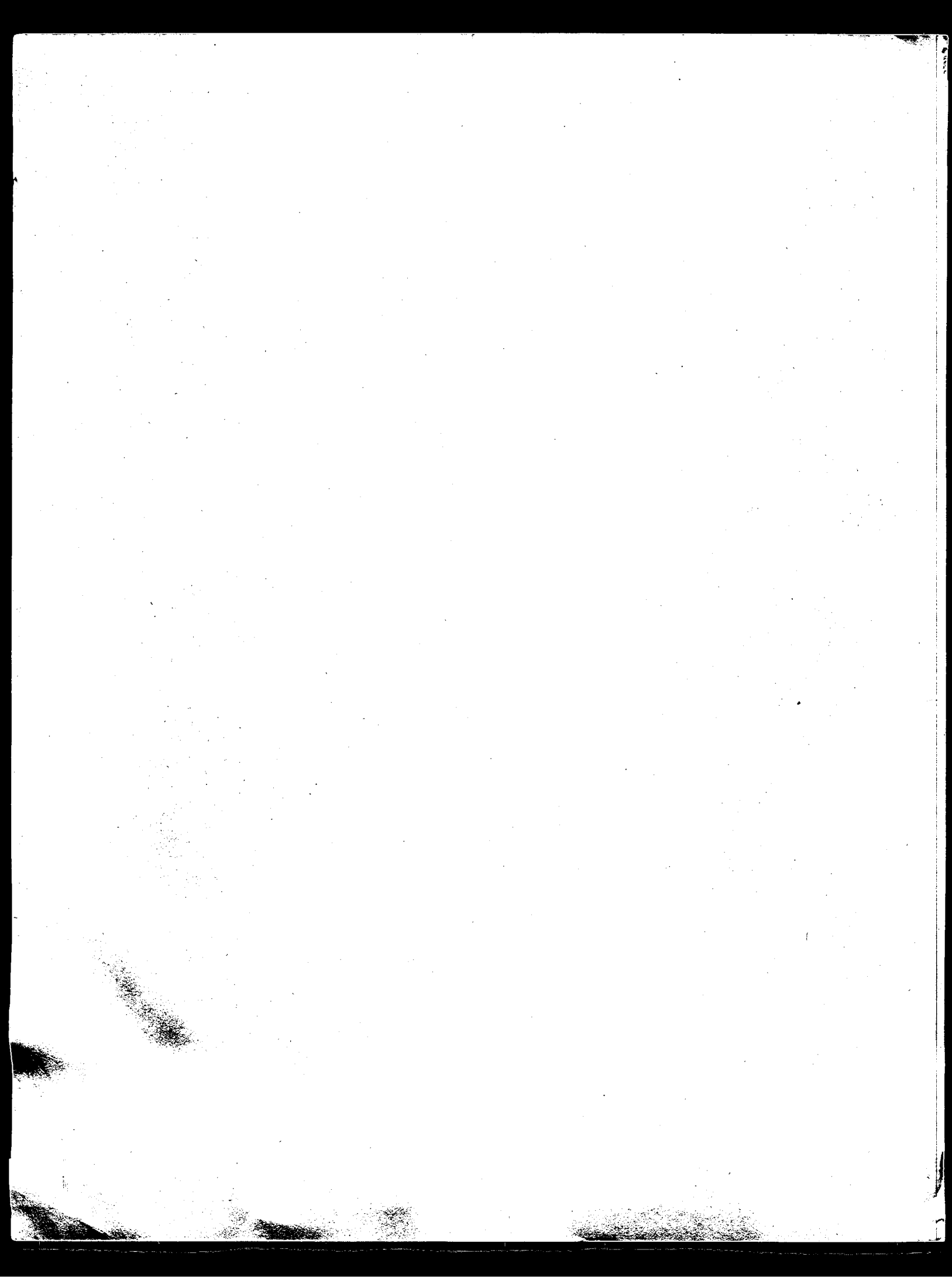
UTSA

INFORMATION
2000-2001



BULLETIN OF

THE UNIVERSITY OF TEXAS AT SAN ANTONIO



UTSA INFORMATION 2000-2001

BULLETIN OF THE UNIVERSITY OF TEXAS AT SAN ANTONIO
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*Office of Admissions and Registrar
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The University of Texas at San Antonio 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. The policies, regulations, and procedures stated in this bulletin 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. University 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 THE UNIVERSITY OF TEXAS AT SAN ANTONIO AND THE UNIVERSITY OF TEXAS SYSTEM. FAILURE TO READ AND COMPLY WITH POLICIES, REGULATIONS, AND PROCEDURES WILL NOT EXEMPT A STUDENT FROM WHATEVER PENALTIES HE OR SHE MAY INCUR.

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, sexual orientation, age, veteran status, or disability.

Academic structure: The University of Texas at San Antonio is currently undergoing changes in its academic structure. This bulletin reflects the structure for the academic year 2000–2001. Effective Fall 2000, UTSA has six colleges: College of Business, College of Education and Human Development, College of Engineering, College of Liberal and Fine Arts, College of Sciences, and College of Urban Professional Programs. Beginning with the Fall 2001 semester, the University will move toward a departmental structure founded upon the principle of discipline-based academic units. For a current listing of colleges, divisions, and disciplines, see page 14 of this publication.

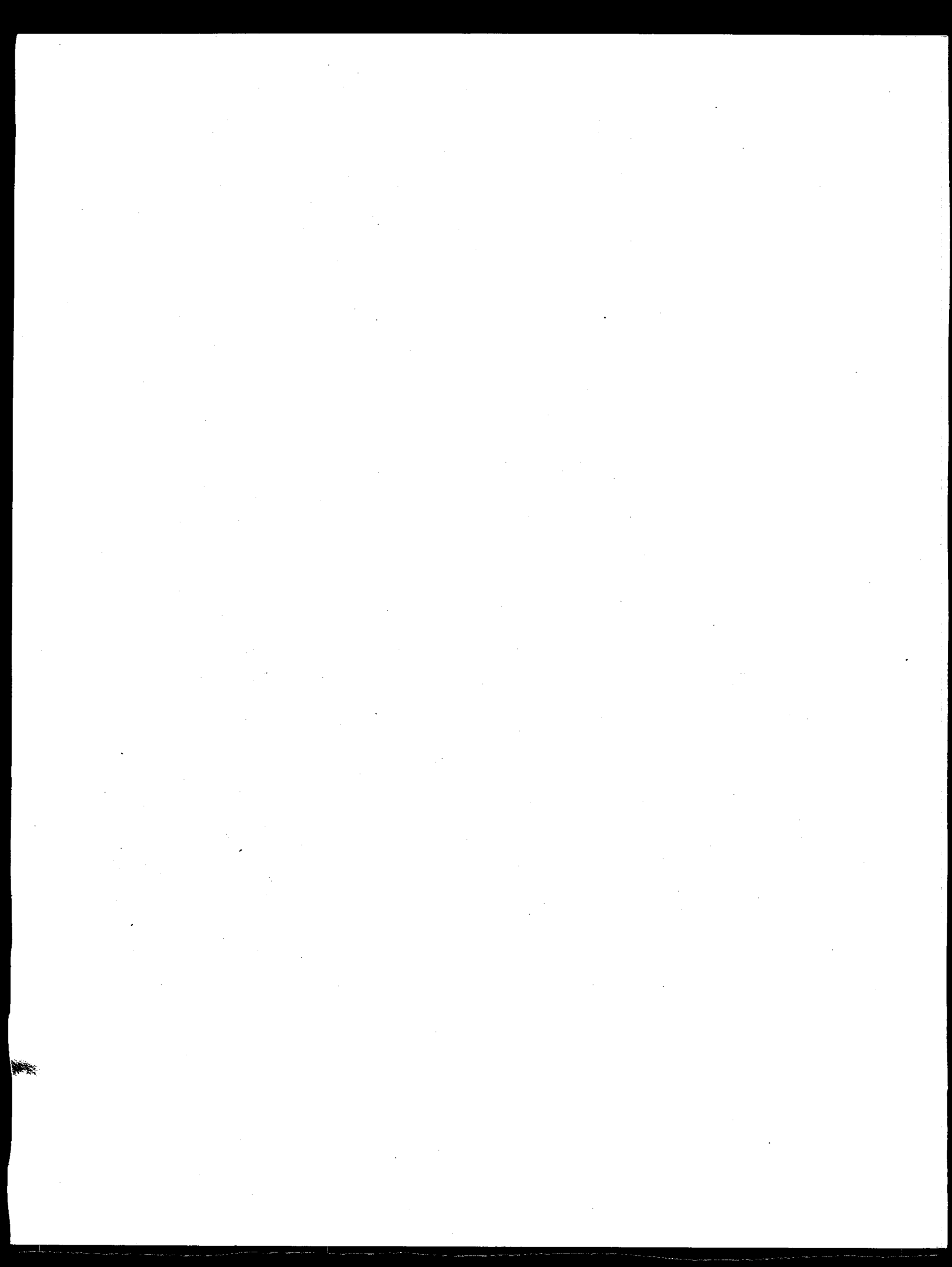
University publications: For the first time, information included in previous UTSA catalogs has been divided into two publications. *UTSA Information* gives important information about academic policies and procedures that apply to all students, regardless of the catalog under which they are seeking their degree. It includes the official academic calendar, admission procedures and residence requirements, and policies on grades and the grade point average, credit by examination, adding and dropping courses and withdrawal from the University, and scholastic probation and dismissal. This publication also gives historical and current information about the University's organization and physical facilities.

The *UTSA Undergraduate Catalog* provides information about degrees offered by the undergraduate divisions and lists the faculty. The chapter for each college describes the degree requirements for all majors offered by the college and lists the college's undergraduate courses.

Advising: UTSA views sound academic advising as a significant responsibility in educating its students. Students are encouraged to seek academic advising prior to selecting a specific major to ensure that they complete degree requirements in an appropriate and timely manner. Prospective students can seek information about UTSA academic programs from UTSA's Visitor Center or the colleges in which the degree programs are located. New students with less than 30 credit hours and undeclared majors with less than 45 hours should go to the Tomás Rivera Center for Student Success for advising. Other students should go to the advising center of the college housing the degree program in which they are interested.

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UNDERGRADUATE CALENDAR *FALL SEMESTER 2000

| | |
|---|---|
| April 10-August 20 and August 24-27 | Registration. |
| June 1 | Registration. |
| June 15 | Thursday. International student admission application deadline. |
| July 1 | Thursday. Deadline to file Petition for Reinstatement for students who have been academically dismissed a second or subsequent time. |
| August 28 | Saturday. Deadline to apply for admission and provide supporting documents. |
| September 4 | Monday. Classes begin. |
| September 13 | Monday. Labor Day Holiday. |
| September 15 | Wednesday. Census Date. Last day to drop or withdraw without a grade; choose credit/no-credit grading option; drop an individual course and receive a refund. |
| October 27 | Friday. Deadline for degree candidates to apply for graduation. |
| November 23-25 | Friday. Last day to drop an individual course or withdraw from all classes and receive an automatic grade of "W." |
| December 4 | Thursday-Saturday. Thanksgiving Holidays. |
| December 9-15 | Monday. Last day to withdraw from all classes. Saturday-Friday. Final examinations. |

*SPRING SEMESTER 2001

| | |
|--|--|
| October 15, 2000 | Sunday. International student admission application deadline. Deadline to file Petition for Reinstatement for students who have been academically dismissed a second or subsequent time. |
| November 6, 2000 thru January 7, 2001 and January 11-14, 2001 | Registration. |
| December 1, 2000 | Registration. |
| January 15 | Friday. Deadline to apply for admission and provide supporting documents. |
| January 16 | Monday. Martin Luther King, Jr. Holiday. |
| January 31 | Tuesday. Classes begin. |
| February 1 | Wednesday. Census Date. Last day to drop or withdraw without a grade; choose credit/no-credit grading option; drop an individual course and receive a refund. |
| March 12-17 | Thursday. Deadline for degree candidates to apply for graduation. |
| March 23 | Monday-Saturday. Spring Break. |
| April 30 | Friday. Last day to drop an individual course or withdraw from all classes and receive an automatic grade of "W." |
| May 5-11 | Monday. Last day to withdraw from all classes. Saturday-Friday. Final examinations. |

*For the most current and detailed calendar of semester events, see the Schedule of Classes for each semester.

*SUMMER SEMESTER 2001

| | |
|--|--|
| March 1 | Thursday. International student admission application deadline for the Summer Semester. |
| March 15 | Thursday. Deadline to file Petition for Reinstatement for students who have been academically dismissed a second or subsequent time. |
| March 19-May 22 and May 25-29 May 1 | Registration for all summer terms. |
| May 30 | Tuesday. Deadline to apply for admission and provide supporting documents for the Summer Semester. |
| June 5 | Wednesday. Classes begin for first five-week and 10-week terms. |
| June 15 | Tuesday. Census Date. Last day in the first five-week and 10-week terms to drop or withdraw without a grade; choose credit/no-credit grading option; drop an individual course and receive a refund. |
| June 19 | Friday. Deadline for degree candidates to apply for graduation. |
| June 26 | Tuesday. Last day for students enrolled in the first five-week term to drop an individual course or withdraw from all classes and receive an automatic grade of "W." |
| July 2 and 3 | Tuesday. Last day to withdraw from all classes for the first five-week term. |
| July 4 | Monday and Tuesday. Final examinations for courses in the first five-week term. |
| July 5 | Wednesday. Independence Day Holiday. |
| July 11 | Thursday. Classes begin for second five-week term. |
| July 11 | Wednesday. Census Date. Last day in the second five-week term to drop or withdraw without a grade; choose credit/no-credit grading option; drop an individual course and receive a refund. Last day for students enrolled in the 10-week term to drop an individual course or withdraw from all classes and receive an automatic grade of "W." |
| July 25 | Wednesday. Last day for students enrolled in the second five-week term to drop an individual course or withdraw from all classes and receive an automatic grade of "W." |
| July 31 | Tuesday. Last day to withdraw from all classes for the 10-week and second five-week terms. |
| August 7-9 | Tuesday-Thursday. Final examinations for courses in the 10-week and second five-week terms. |

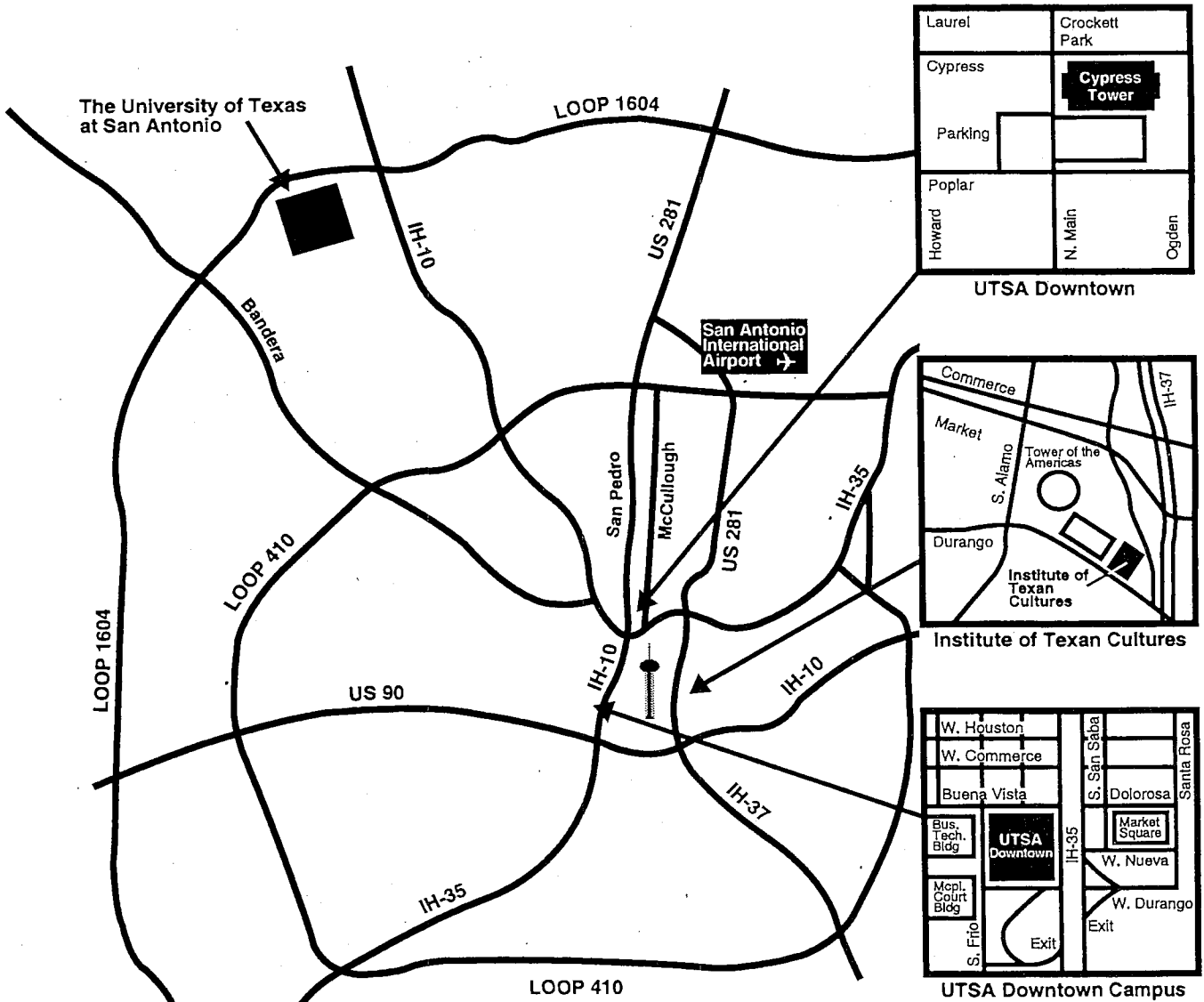
*For the most current and detailed calendar of semester events, see the Schedule of Classes for each semester.

INFORMATION DIRECTORY

Requests for information should be directed to the offices below. The University's 1604 Campus address is The University of Texas at San Antonio, 6900 North Loop 1604 West, San Antonio, TX 78249. The main telephone number is (210) 458-4011. The address of the Downtown Campus is 501 West Durango Boulevard, San Antonio, Texas 78207. The main telephone number is (210) 458-2500.

Academic Advisement

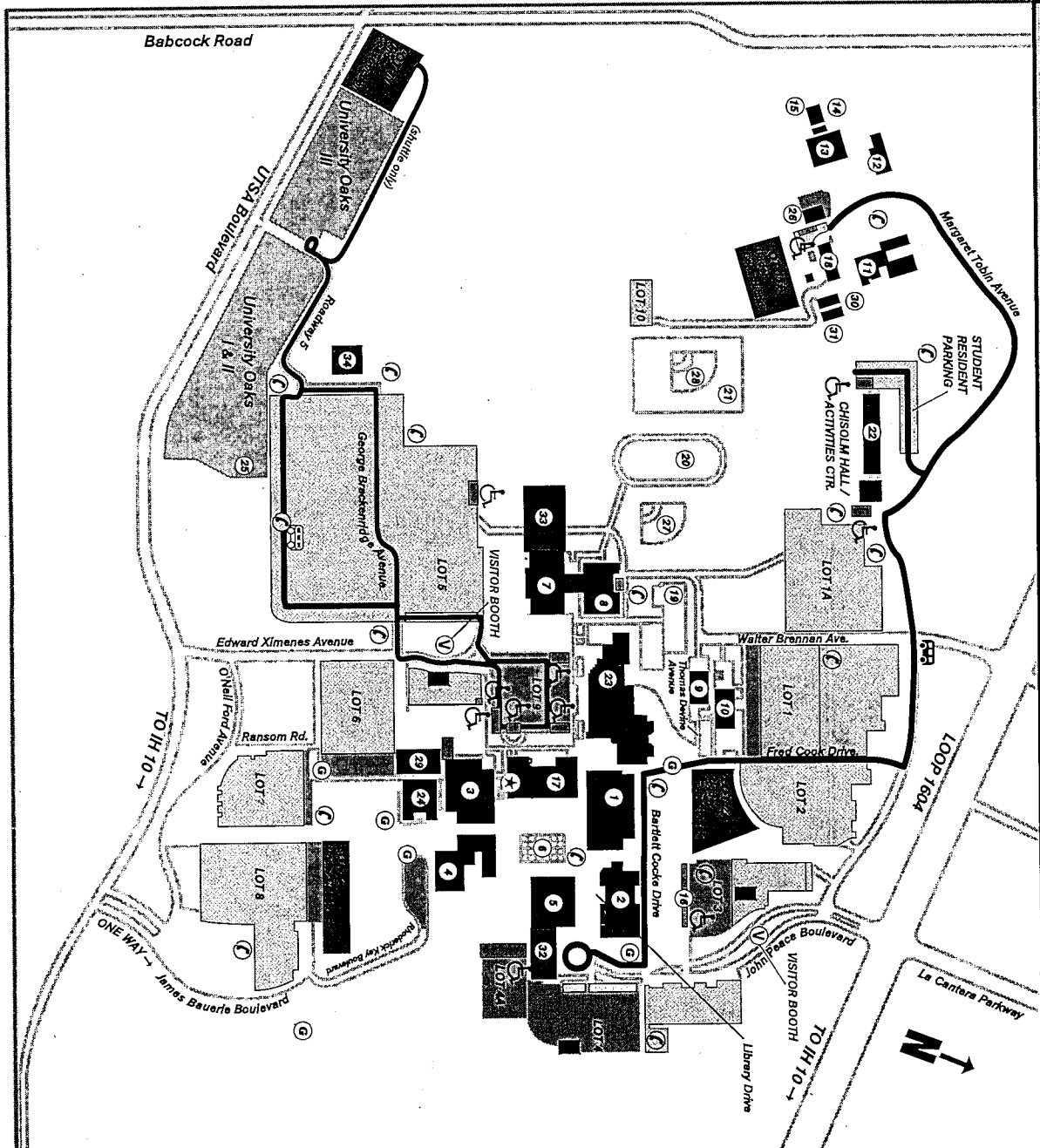
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| Declared majors with more than 30 hours | College Advising Centers |
| Undeclared majors | Tomás Rivera Center for Student Success |
| New and transfer students with less than 30 hours | Tomás Rivera Center for Student Success |
| Academic Degree Programs and Courses | College Deans |
| Admission | |
| Undergraduate | Office of Admissions and Registrar |
| Graduate | Office of Graduate Studies |
| Career Planning | Career Services |
| Changes in Enrollment | Office of Admissions and Registrar |
| Continuing Education | Extended Education |
| Credit by Examination | Testing Services |
| Degree Application | Office of Admissions and Registrar |
| Financial Aid, Loans, or Scholarships | Office of Student Financial Aid |
| Financial Matters | Business Manager |
| General Information | Enrollment Services Center |
| Health Services | Student Health Services |
| International Students | Office of International Programs |
| Parking | University Police |
| Placement Service | |
| Teacher | Office of Teacher Advising, Certification, and Placement |
| Nonteacher | Career Services |
| Psychological Counseling | Counseling Services |
| Recreational Activities | Athletic Department |
| Refunds | Business Manager |
| Registration | Office of Admissions and Registrar |
| Residency | Office of Admissions and Registrar |
| Student Activities | Student Activities |
| Student Employment | Office of Student Financial Aid, Career Services |
| Student Services, General | Office of Vice President for Student Affairs |
| Students with Disabilities | Disability Services |
| Teacher Certification Program | Office of Teacher Advising, Certification, and Placement |
| Transfer of Credit | Office of Admissions and Registrar |
| Transcripts | Office of Admissions and Registrar |
| Veterans Affairs | Office of Veterans Certification |
| Withdrawal from the University | Office of Admissions and Registrar |



The University of Texas at San Antonio Map of Campus Sites

CAMPUS PARKING AND SHUTTLE ROUTES

THE UNIVERSITY OF TEXAS AT SAN ANTONIO



North Shuttle Route
 South Shuttle Route
 FALL: 7 am - 10:35 pm
 SUMMER: 7 am - 10:45 pm

LEGEND

- GENERAL PARKING
- RESERVED AND F/S PARKING
- DISABLED PARKING
- VISITOR PARKING (Metered)
- STUDENT HEALTH SVCS. PARKING
- UNDER CONSTRUCTION
- MOTORCYCLE PARKING
- UNIVERSITY POLICE
- TRAFFIC CONTROL GATE
- EMERGENCY TELEPHONE
- VISITOR BOOTH
- 1 Humanities and Social Sciences Building
- 2 Business Building
- 3 Science Building
- 4 Arts Building and Arts Addition
- 5 John Peace Library Building
- 6 Central Plaza and Somplia
- 7 Convocation Center
- 8 Physical Education Building
- 9 Central Energy Plant
- 10 Physical Plant
- 11 Science Laboratories
- 12 Central Receiving and Purchasing (C.A.P.) Center for Archaeological Research
- 13 Soil and Concrete Laboratory
- 14 Greenhouse
- 15 VIA Bus Terminal / Lot 3
- 16 Multidisciplinary Studies Building
- 17 Sculpture and Ceramics Studio
- 18 Tennis Courts
- 19 Track and Playing Field
- 20 Multipurpose Recreation Center
- 21 Dormitory Complex
- 22 University Center
- 23 Engineering Building
- 24 University Oaks Apartments
- 25 Human Resources and Business Services Building
- 26 Softball Field
- 27 Baseball Field
- 28 Biosciences Building
- 29 Power and Dynamics Lab
- 30 Science and Engineering Lab
- 31 Academic Building III
- 32 Wellness Center
- 33 Child Care Center
- 34 Under construction

THE UNIVERSITY OF TEXAS SYSTEM

BOARD OF REGENTS

OFFICERS

Donald L. Evans, Chair
Tom Loeffler, Vice Chair
Rita Crocker Clements, Vice Chair
Francie A. Frederick, Executive Secretary

MEMBERS

TERMS EXPIRE FEBRUARY 1, 2001

Rita Crocker Clements
Donald L. Evans
Tom Loeffler

Dallas
Midland
San Antonio

TERMS EXPIRE FEBRUARY 1, 2003

Patrick C. Oxford
A. W. "Dub" Riter, Jr.
A. R. (Tony) Sanchez, Jr.

Houston
Tyler
Laredo

TERMS EXPIRE FEBRUARY 1, 2005

W. L. (Woody) Hunt
Charles Miller
Raul R. Romero

El Paso
Houston
Houston

SYSTEM ADMINISTRATION

R.D. (Dan) Burck, Interim Chancellor

THE UNIVERSITY OF TEXAS AT SAN ANTONIO ADMINISTRATIVE OFFICES

Office of the President

Ricardo Romo President
 Elizabeth T. Mitchell Director, Office of Legal Affairs
 Rodolpho Sandoval Associate Vice President for Administration

Office of the Provost and Vice President for Academic Affairs

Guy H. Bailey Provost and Vice President for Academic Affairs
 David R. Johnson Executive Vice Provost
 Rosalie N. Ambrosino Vice Provost for Undergraduate Studies and Enrollment Services
 Richard A. Diem Vice Provost for K-16 Initiatives and Dean, Honors College
 Jeanne C. Reesman Interim Dean of Graduate Studies
 James Almazan Vice Provost for Research and International Initiative
 Jesse T. Zapata Vice Provost for the Downtown Campus and Dean, College of Urban Professional Programs

Office of the Vice President for Business Affairs

David R. Larson Vice President for Business Affairs
 Ernest DeWinne Associate Vice President for Financial Affairs
 Jeffrey W. Noyes Associate Vice President for Information Technology
 Ysabel D. Trinidad Associate Vice President for Business Affairs

Office of the Vice President for Extended Services

Jude Valdez Vice President for Extended Services
 Robert McKinley Assistant Vice President for Economic Development

Office of the Vice President for Student Affairs

Patricia A. Graham Interim Vice President for Student Affairs
 Richard S. Reynolds Interim Associate Vice President for Student Life

Office of the Vice President for University Advancement

David Gabler Interim Associate Vice President for University Communications

Institute of Texan Cultures

Rex H. Ball Executive Director

COLLEGES AND DIVISIONS

College of Business

- General Business Administration
- Division of Accounting and Information Systems
 - Accounting
 - Information Systems
- Division of Economics and Finance
 - Business Law
 - Economics
 - Finance
- Division of Management and Marketing
 - Management
 - Management of Technology
 - Management Science
 - Marketing
 - Tourism Management

College of Education and Human Development

- Division of Education
 - Adult and Higher Education
 - American Sign Language
 - Curriculum and Instruction
 - Early Childhood
 - Educational Leadership
 - Educational Psychology
 - Education
 - Health
 - Instructional Leadership
 - Interdisciplinary Studies
 - Kinesiology
 - Kinesiology & Health
 - Leadership
 - Reading
 - Youth and Human Services
- Division of Bicultural-Bilingual Studies
 - Bicultural-Bilingual Studies
 - English as a Second Language
 - English for International Students
 - Mexican American Studies

College of Engineering

- Engineering
 - Civil Engineering
 - Electrical Engineering
 - Mechanical Engineering

College of Liberal and Fine Arts

- School of Architecture and Interior Design
 - Architecture
 - Interior Design
- Division of Behavioral and Cultural Sciences
 - American Studies
 - Anthropology
 - History
 - Psychology
 - Women and Gender Studies

Division of English, Classics, Philosophy, and Communication

- Communication
- Classical Studies
- English
- Humanities
- Latin
- Philosophy
- Theater
- Division of Foreign Languages
 - French
 - German
 - Spanish
 - Comparative Studies in the Humanities
 - Foreign Languages
 - Linguistics
 - Russian
 - Chinese
 - Italian
 - Japanese
- Division of Music
 - Music
- Division of Social and Policy Sciences
 - Geography
 - International Studies
 - Political Science
 - Sociology
 - Social Science
- Division of Visual Arts
 - Art
 - Art History and Criticism

College of Sciences

- Division of Computer Science
 - Computer Science
- Division of Earth and Physical Sciences
 - Chemistry
 - Environmental Sciences
 - Geology
 - Physics
 - Astronomy
- Division of Life Sciences
 - Biology
 - Allied Health Sciences
- Division of Mathematics and Statistics
 - Mathematics
 - Statistics

College of Urban Professional Programs

- Division of Criminal Justice
 - Criminal Justice
 - Legal Studies
- Division of Public Administration
 - Public Administration

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CHAPTER 2

ABOUT UTSA

HISTORY, MISSION, AND ORGANIZATION

History

UTSA celebrated its 30th anniversary in 1999. It was created by a mandate from the 61st Texas Legislature on June 5, 1969, to be a university of the first class offering bachelor's, master's, and doctoral degrees "as are customarily offered at leading American universities." The first class of 671 graduate students was admitted in June 1973; upper-division undergraduates were admitted in September 1975; and lower-division undergraduates were admitted in June 1976. The first commencement ceremony was in August 1974. The UTSA Alumni Association was formed in 1978.

UTSA received full accreditation by the Southern Association of Colleges and Schools in December 1976. UTSA's first endowed professorship was established in 1981 in the life sciences. The first endowed chair was established in 1985 in the College of Business. The UTSA Honors Program was initiated in September 1985.

UTSA now has 51 undergraduate degree programs, 34 master's degree programs, and three doctoral degree programs. UTSA will be introducing several new programs at each level during the next few years.

Ninety-eight percent of tenured and tenure-track faculty hold a doctorate or terminal degree in their fields. Forty-one of UTSA's faculty members have won Fulbright Fellowships to teach and conduct research in foreign countries. UTSA is in the top 30 percent of public universities in the state in research expenditures.

UTSA is one of the fastest-growing universities in the state. The Fall 1999 enrollment was 18,608. UTSA's growth in Hispanic students places it in the top five of all Hispanic-serving public universities in the continental United States.

In 1986, the Institute of Texan Cultures became a part of the University of Texas at San Antonio. The UTSA Downtown Campus opened in 1997. Space on all three campuses now totals over 2 million square feet. A Wellness Center and a third building at the UTSA Downtown Campus are being constructed, and plans are under way for additional academic buildings.

Mission

UTSA, a comprehensive public metropolitan university, is committed to freedom of inquiry and the creation of an environment in which people can teach, discover, learn, and enrich themselves and their community. Through its instructional, research, and public service programs, UTSA's three campuses seek to fulfill their mission, serve the needs of the multicultural population of San Antonio and the South Texas region, and emphasize programs that contribute to the technological, economic, and cultural development of the city, region, and state.

UTSA is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees. It also seeks to offer other appropriate doctoral programs in selected fields. The University offers students the knowledge and skills required to succeed in their chosen fields. In addition, UTSA provides the opportunity for all undergraduates to develop into truly educated individuals by mastering the newly redefined core curriculum.

UTSA provides access to its various degree programs to a broad constituency at multiple sites and maintains rigorous academic standards in requirements for successful completion of its programs. Through flexible scheduling, varied course offerings, and student support services, UTSA encourages attendance by both traditional and nontraditional students.

UTSA emphasizes a balance of excellent teaching, research and creative activities, and scholarship. The University recruits and retains faculty who exemplify this balance and encourages faculty to engage in public service activities appropriate to their academic fields. UTSA encourages and facilitates multidisciplinary instruction, research, and public service efforts through its administrative structure, degree programs, and personnel policies.

Through its broad research efforts, UTSA adds to the knowledge base and applies that knowledge to today's problems. UTSA seeks to facilitate the transfer of research findings to the work environment through continuing education and graduate-level programs that maintain and upgrade the specialized skills of professionals employed in San Antonio and the South Texas region.

UTSA seeks to enrich the cultural environment of the University and the community through its fine arts and humanities programming.

Organization

UTSA is a component institution of The University of Texas System. Governance of the University is vested in the nine-member Board of Regents of The University of Texas System, whose members are appointed biennially by the Governor, with the advice and consent of the Senate, for six-year, staggered terms.

The Board of Regents delegates administrative authority to the Chancellor of The University of Texas System. The administrative authority of each component institution, such as UTSA, is in turn delegated to the President of that component.

The President at UTSA is assisted by a staff including a Provost and Vice President for Academic Affairs, a Vice President for Business Affairs, a Vice President for Student Affairs, a Vice President for University Advancement, and an Executive Director of the Institute of Texan Cultures.

The Provost and Vice President for Academic Affairs provides the President with advice and counsel on academic matters; acts as a liaison between the Office of the President and faculty committees concerned with academic affairs; and has direct responsibility for the development, administration, and quality of all academic programs, admission and registration, the administration of the academic budget, development and implementation of academic policy, and all matters directly affecting faculty. The Associate Provost for the UTSA Downtown Campus has the responsibility for coordinating the development and delivery of the University's academic program at the UTSA Downtown Campus.

The Vice President for Business Affairs provides the President with advice and counsel on fiscal affairs and has direct responsibility for the business operation of the University, including operation of the Physical Plant, Information Technology, University Police, General Services and the Business Manager's Office. This officer is also responsible for budget preparation and analysis, contract and grant administration, and personnel administration.

The Vice President for Extended Services has responsibility for development of UTSA's extended education programs and for the University's business assistance centers.

The Vice President for Student Affairs is responsible for overseeing student life; financial aid; counseling and health services; and for providing advice to administrators on all aspects of student activities at UTSA.

The Vice President for University Advancement is responsible for all areas of advancement, including development, communications, and alumni affairs within the academic colleges and coordination with all three University campuses.

The Executive Director of the Institute of Texan Cultures is responsible for the administration and management of all institute programs, activities, and exhibits; leadership in educational programming and content production; dissemination of historical and cultural information to the public and schools; development and management of volunteer programs; and fund-raising.

UTSA Downtown Campus

The UTSA Downtown Campus has been in operation since January 1994 at its temporary Cypress Tower location and since 1997 at its permanent site on Durango Boulevard. Its mission is to offer bachelor's and master's degree programs to those working and living in or near the downtown area. In addition, the mission of the Downtown Campus is to provide professional development and career advancement for adult learners; provide management and technical assistance for business entrepreneurs; identify solutions for rapidly changing public-sector needs; support technological and international growth; provide research and service to support educational transformation in primary and secondary schools; conduct public policy research; foster urban design creativity; and enhance cultural enrichment opportunities.

The complete UTSA core curriculum is offered at the Downtown Campus. Courses leading to both bachelor's and master's degrees in the humanities, social and behavioral sciences, education, business, math, and sciences also are offered at the Downtown Campus. Many of the undergraduate courses required in 2+2 agreements with area community colleges are included in the course offerings at the Downtown Campus in addition to coursework necessary to complete teaching certification programs.

Each of UTSA's colleges offers support services for students at UTSA Downtown. UTSA's faculty members have offices at the Downtown Campus and travel between both the 1604 and Downtown Campus to ensure the delivery of excellent academic programming.

All UTSA services are available at UTSA Downtown including admissions and enrollment services, a visitor center, a full complement of student support services, distance-learning classrooms, student computing facility, the UTSA Downtown Campus Library, a food court, and a bookstore.

VIA buses provide transportation between the UTSA 1604 Campus and the Downtown Campus. Students, faculty and staff may ride these buses free of charge with a valid UTSA identification card. A UTSA shuttle also provides continuous transportation between the Downtown Campus parking lot, located beneath IH 35, and the campus' west entrance. A parking garage on the campus will become available in 2001.

Accreditation

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097; phone (404) 679-4501 to award baccalaureate, master's, and doctoral degrees.

ADMINISTRATIVE POLICIES AND SERVICES

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 of the Board of Regents of The University of Texas System*, 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 Part One, Chapter VI of the *Rules and Regulations of the Board of Regents of The University of Texas System*, the *Handbook of Operating Procedures*, and the *Student Guide to UTSA*.

The *Rules and Regulations of the Board of Regents*, the *Handbook of Operating Procedures*, and the *Student Guide to UTSA* 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 in the offices of the President, the Vice Presidents, and the Deans, in the UTSA Library, and on the Internet. The *Student Guide to UTSA* is available from the Office of the Associate Vice President for Student Life.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sexual orientation, sex, age, veteran status, or disability (*Rules and Regulations of the Board of Regents*, Part Two, Chapter I, Sec. 6; *UTSA Handbook of Operating Procedures*, Chapter 9, Section 9.1, *Student Guide*, Section *Student Code of Conduct*). Students can notify the University of any violations of this policy by contacting the Office of Student Life or the Equal Employment Opportunity (EEO) Officer. If any student feels he or she has been subjected to prohibited discrimination, including sexual harassment, he or she may file a complaint with the EEO Officer. Students must file a complaint within thirty (30) days from the date the alleged incident or problem occurred.

Hazing

State law (§§ 37.151 through 37.157, Texas Education Code) 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 an organization.”

Hazing includes but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity
- 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
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student
- 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
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Under state law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. According to the statute, a person commits a hazing offense

- by engaging in hazing
- by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing
- by intentionally, knowingly, or recklessly allowing hazing to occur
- by failing to report in writing to the Associate Vice President for Student Life firsthand knowledge that a specific hazing incident is planned or has occurred.

The fact that a person consented to or acquiesced in a hazing activity is not a defense under the hazing law.

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 \$4,000 and/or up to one year 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.

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 Associate Vice President for Student Life, 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. Part One, Chapter VI, § 3.28 of the *Rules and Regulations of the Board of Regents* provides that hazing with or without the consent of the student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities by organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Disciplinary Actions

A student who has engaged in conduct that violates a rule, regulation, or administrative order of UTSA may have any one or more of the actions listed below imposed (Part One, Chapter VI, Section 3, *Rules and Regulations of the Board of Regents*). The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions that existed at the time the student engaged in such conduct, and the results that followed as a natural sequence of such conduct. For further explanation of each of the following actions, see the *Student Guide to UTSA*.

- disciplinary warning
- disciplinary probation
- withholding grades, official transcript, or degree
- bar against readmission or drop from current enrollment and bar against readmission
- restitution
- suspension of rights and privileges
- failing grade
- suspension
- expulsion
- educational programs
- revocation of degree, denial of degree, and/or withdrawal of diploma
- deferral of penalty
- other penalty as deemed appropriate under the circumstances

Solicitation and Distribution of Materials

No individual, group, association, or corporation may use the grounds, buildings, or facilities owned or controlled by any component institution or by the 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" 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 products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization; 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. Exceptions to the prohibition include, but are not limited to, collection of membership dues by faculty, staff, or student organizations and approved fund-raising performed by registered organizations.

Student Right-to-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act (20 U.S.C., § 1092(a), (e), and (f), as amended), UTSA collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators. UTSA will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.

Every September, UTSA publishes and distributes a report of campus security policies and crime statistics to all current students and employees, provides copies of the report to applicants for enrollment or employment upon request, and submits a copy of the report to the Secretary of Education upon request. The annual campus crime statistics report references crimes that occur on property owned or controlled by UTSA and may be supplemented by listing crimes that occur off campus in buildings or property owned or controlled by student organizations that are registered by UTSA, when such statistics are available from local police departments. The annual security report contains UTSA's policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenders, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.

Academic Advisement

All new and transfer freshman students (under 30 semester credit hours accepted by UTSA) must receive academic advisement in the Tomás Rivera Center for Student Success unless they have been accepted into the Honors Program or are scholarship athletes. Honors students are advised by the director of the University Honors Program, and scholarship athletes are advised by the academic counselor in the Department of Intercollegiate Athletics. Undeclared/undecided majors with 30-45 semester credit hours of coursework are also advised in the Tomás Rivera Center for Student Success (TRCSS).

New students entering UTSA with fewer than 30 semester credit hours may immediately declare a major or may elect to remain undeclared/undecided. After the first 30 semester credit hours, students will typically select majors and obtain advisement in the colleges that offer their major programs. Some programs encourage an early declaration of major, while others require one at a later point.

Effective Fall 1998, all students must have taken the Texas Academic Skills Program (TASP) Examination or an institutionally approved alternative test before enrolling in college-level courses. All students with TASP deficiencies (a failure to pass the math, reading, or writing test sections) are required to complete their registration in TRCSS each semester they attend UTSA until they pass the TASP. Students with TASP deficiencies are required by state law to be enrolled in and to satisfactorily attend and participate in a university developmental education program. Students who have failed one or more sections of the TASP and have satisfactorily completed a developmental education program between the two testing dates in the specific section of failure can then be enrolled through the TRCSS in a college-level course in the TASP-applicable section.

UTSA Student Graduation Rate

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- 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 the portion of UTSA's students who began their first semester of attendance at UTSA in Fall 1992 as first-time freshmen enrolled full-time as degree-seeking students, the graduation rate within a six-year period was 42 percent. This percentage includes students who transferred to another college to complete their studies. This percentage is not likely to include students who may have subsequently decided to attend college part-time rather than full-time, extending their education over a longer time period; nor does it likely include students who later chose to become non-degree-seeking students. Additionally, 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 Grievances

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. General grievance procedures are set forth below. Students may consult with the Office of Student Life if additional information is needed concerning the pursuit of any grievance.

A student with a grade grievance should refer to the Grade Grievance Procedure section in the General Academic Regulations chapter of this bulletin.

A student grievance may involve a UTSA employee or other students. A student with a grievance involving a University employee should first seek to resolve the problem 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* may institute a proceeding against a student by filing a complaint with the Office of Student Life.

In conflict situations that do not require a criminal or student conduct response, it is recommended that students pursue resolution of their conflict in the Problem Solving/Conflict Resolution office.

Financial Aid

The Office of Student Financial Aid administers programs to assist students in financing an education at UTSA. Financial aid programs for undergraduate students include Federal or State Work Study, Texas Public Education-State Student Incentive Grants, Texas Grant Program, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Perkins Student Loans, Federal Family Education Loan programs (FFELP), and various scholarships. For more information regarding any of these programs, please contact the Office of Student Financial Aid.

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
2. file a Free Application for Federal Student Aid (FAFSA)
3. meet deadlines set by the Office of Student Financial Aid
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 as required to fulfill federal requirements for financial aid eligibility (see Satisfactory Academic Progress Policy below)
7. be classified by the Office of Admissions and Registrar as a degree-seeking student.

Further,

- Students enrolling at midyear (transfer students, graduate students, and students who have been absent from UTSA for one or more semesters) must submit a financial aid transcript from the institution they attended the previous fall or spring semester, whether or not they received financial aid.
- Students who are not U.S. citizens must provide proof of eligibility.
- Students selected for "verification" by the Department of Education during the processing of the FAFSA application will be asked for additional documentation. This information must be provided to remain eligible for aid.
- To receive state and federal financial aid, male students 18 years of age and older must be registered with the Selective Service or must supply a statement of exemption.

Texas Grant Program (Toward Excellence, Access, & Success Grant Program)

The Texas Grant Program was implemented at UTSA during the 1999–2000 academic year. The purpose of the program is to provide a grant of money to enable academically-prepared eligible students to attend public and private nonprofit institutions of higher education in Texas.

In order to apply for the Texas Grant Program a student must

- be a Texas resident;
- have graduated from a public or accredited private high school in Texas no earlier than fall 1998;
- have completed the recommended or advanced high school curriculum or its equivalent;
- have documented financial need;

- have applied for any available financial aid or assistance;
- be enrolled at least 3/4 time in an undergraduate degree or certificate program; and
- have not been convicted of a felony or a crime involving a controlled substance.

Awards are made through the UTSA Office of Student Financial Aid.

Financial Aid Satisfactory Academic Progress

The Higher Education Act of 1965, as amended, mandates that institutions of higher education establish a standard of satisfactory academic progress for students receiving financial aid. This standard applies to a student's entire academic history at UTSA, as well as attendance at other postsecondary schools regardless of whether Title IV aid was received. Financial aid satisfactory academic progress determines a student's eligibility for financial aid only while he or she is attending UTSA.

1. Definitions. The following definitions are applicable to the Satisfactory Academic Progress policy at UTSA:

- Academic year: Two long semesters plus the Summer Semester.
- Full-time enrollment: Enrollment in at least 12 semester credit hours in both long semesters and the entire Summer Semester.
- Three-quarter-time enrollment: Enrollment in 9 to 11 semester credit hours in both long semesters and the entire Summer Semester.
- Half-time enrollment: Enrollment in 6 to 8 semester credit hours in both long semesters and the entire Summer Semester.
- Incremental progress: Completion of required hours in a given year. The Office of Student Financial Aid determines the hours a student must complete by the end of each academic year based on the enrollment status on the University's official census date. To determine these hours, a student should calculate the total number of hours he or she takes in an academic year. For example, if a student enrolls for 10 semester credit hours in the first long semester (row 2) and 13 hours in the second long semester (column 3), 21 hours must be completed (the intersection of row 2 and column 3).

| | | Second Long Semester Enrollment (Hours) | | |
|---|------------|---|-----------|------------|
| | | 6-8 | 9 or more | 12 or more |
| First Long Semester Enrollment (Hours) | 6-8 | 12 | 15 | 18 |
| | 9-11 | 15 | 18 | 21 |
| | 12 or more | 18 | 21 | 24 |
| | | | | |

Note: The Satisfactory Academic Progress policy does apply on a semester basis according to enrollment status.

2. Satisfactory academic progress. In order to be considered making satisfactory academic progress, a full-time student must

- Maintain 2.0 or higher UTSA cumulative grade point average.
- Complete the minimum number of hours required, as outlined in the table above.
- Complete bachelor's degree within five academic years of full-time study.

Financial aid probation. Financial aid for undergraduate students who do not meet the definition of Satisfactory Academic Progress can be placed on financial aid probation for any of the following reasons:

- UTSA cumulative grade point average drops below 2.0.
- 1-6 semester credit hours deficient of incremental progress requirements.
- Accumulated attempted hours equal to or greater than 1.25 times the number of hours required by student's degree program.

Financial aid termination. Undergraduate students who are seriously below the Satisfactory Academic Progress standard for any of the following reasons will be terminated:

- Two consecutive semesters with a UTSA cumulative grade point average below 2.0 regardless of time elapsed between semesters at UTSA.
- A net deficiency of 7 or more semester credit hours.
- Attempted accumulated hours in excess of 1.5 times the number of hours required by student's degree.

Note: Students will receive one probation before termination.

3. Special considerations.

- Students who began their academic career at another school and then transferred to UTSA will have their standing classified by the appropriate academic department. The financial aid eligibility of transfer students is identical to that of UTSA students with comparable hours.
- Students who are working toward a second degree, either undergraduate or graduate, will be allowed the number of hours their advisor certifies on their official degree plan. This degree plan must be submitted with the Financial Aid Appeal form.
- Doctoral students will be handled on an individual basis in the Office of Student Financial Aid.
- The cumulative grade point average is based solely on grades for courses completed at UTSA and does not apply to transfer grades. Successful completion of a course is defined as a course completed with an "A" through "D." Repeated courses can increase the grade point average; however, these hours will also count toward the maximum number of accumulated hours allowed to complete a degree (see item 2 above).
- The following will not be considered satisfactory completion of a class: "EP," "NC," "W," "IN," "NR," and "RP."

4. Appeal process: A student whose financial aid has been terminated may appeal by completing the Financial Aid Appeal form available at the Office of Student Financial Aid. There is no need to appeal a probation status since this does not immediately affect a student's financial aid. Appeals received for probation status will not be reviewed. The appeal form must be accompanied by a written statement describing any extenuating circumstances that were causes for not maintaining satisfactory academic progress, the student's degree plan, and appropriate supporting documentation.

The appeal form and accompanying documentation will be referred to the Committee on Fellowships, Scholarships, and Loan Funds. This committee's decision is final.

Once the application process is complete, financial aid will be granted on a first-come, first-served basis subject to funds availability. Students are strongly encouraged to have their applications completed by March 31 of each year.

Further information and application forms are available from the Office of Student Financial Aid or students may apply online through the UTSA web page at www.utsa.edu.

Scholarship Office

The UTSA Scholarship Office is committed to assisting students with the cost of their education. The office provides students with updated information and applications on scholarships, graduate fellowships, and assistantships.

The Scholarship Office administers general scholarships for which there is one general application form, and monitors the academic progress of these recipients to ensure scholarship requirements are met. The General Scholarship deadline is February 15 of each year; however, division scholarships have varying deadlines. Additionally, the office maintains reference sources, including an extensive list of web sites to help students conduct independent scholarship searches.

Competitive Scholarships

Scholarship and fellowship recipients selected through a competitive process, according to state of Texas requirements, are also entitled to a waiver of their nonresident tuition (Texas Education Code, sec. 54.064). For a scholarship or fellowship to be considered competitive, it must meet the following requirements:

- nonresident students (out of state and international) must be in competition for the scholarships with other students, including Texas residents
- no money may be earmarked for nonresident students
- awarding and disbursement of the scholarship must be conducted by UTSA
- donors may not designate a particular individual to receive a scholarship or fellowship award
- scholarship and fellowship committees must be officially recognized by UTSA
- recipients must receive a total of \$1,000 or more in one or a combination of competitive scholarships.

In addition to specific qualifications required for various competitive scholarships and fellowships awarded by UTSA, the committee responsible for selection of a given scholarship or fellowship may consider factors such as the following in designating recipients:

- major
- classification
- financial need
- residency
- cumulative grade point average
- institutional grade point average
- high school rank
- SAT and/or ACT score
- participation in extracurricular activities and community service
- leadership positions
- first-generation college student status
- work experiences.

Veterans Assistance

Educational benefits are available to veterans, eligible dependents of veterans, and personnel on active service in the Armed Forces. The UTSA Office of Veterans Certification provides the necessary forms and current information about the benefits provided under the law.

Students receiving veterans assistance must keep themselves informed of and meet the academic standards of progress required of all VA recipients. These standards are set by Veterans Administration regulations and are monitored by the Texas Workforce Commission.

Identification Cards

Student identification cards are mandatory. Upon receiving a UTSA Card, a student may participate in a declining balance program that allows use of the card for purchases at UTSA retail outlets. Students must apply in person at the UTSA Card Office on the first floor of the John Peace Library Building.

The card is valid as long as the student remains enrolled at UTSA. A \$10 charge is assessed to replace a lost or stolen card. For additional information about identification cards contact the UTSA Card Office.

Social Security Number as a Student Identifier

UTSA uses a student's Social Security number as the Student Identification number. Under the provisions of the Federal Privacy Act of 1974, a student is not required to provide the Social Security number; this is voluntary. Any student who elects not to submit the Social Security number may request a different Student ID number from the Office of Admissions and Registrar.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Texas Public Information Act, Texas Government Code §552.001 et seq., are respectively federal and state laws providing for the review and disclosure of student educational records. In accordance with these laws, the University has adopted the following policy. Individuals are informed of their rights under these laws through the policy shown here, which is also included in the *Handbook of Operating Procedures* and the *Student Guide to UTSA*. The *Student Guide to UTSA* is available in the Office of the Associate Vice President for Student Life, catalogs are available in the Office of Admissions and Registrar, and the *Handbook of Operating Procedures* is available in the UTSA Library, on the UTSA Web site, and in most administrative offices.

The University will not permit access to or the release of personally identifiable information contained in student education records to any party without the written consent of the student, except as authorized by FERPA. FERPA's authorizations for release without consent include the following:

1. to appropriate University officials who require access to educational records in order to perform their legitimate educational duties
2. to 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 is notified and receives a copy of the record if desired
3. to federal, state, or local officials or agencies authorized by law
4. in connection with a student's application for or receipt of financial aid
5. to accrediting organizations or 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
6. to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance
7. in compliance with a judicial order or 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
8. in an emergency situation if the information is necessary to protect the health or safety of the students or other persons
9. to an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

The University releases information in student education records to appropriate University officials as indicated in item 1 above when such records are needed by administrators, faculty, or staff to further the educational or business purposes of the student or the University.

A record of requests for disclosure and such disclosure of personally identifiable information from student education records is maintained by the Office of Admissions and Registrar for each student and is made available for inspection pursuant to this policy. If the University discovers that a third party who has received student records from UTSA has released or failed to destroy such records in violation of this policy, access to educational records is prohibited for five years. Respective records no longer subject to audit or presently under request for access are purged according to regular schedules.

Directory Information

At its discretion, the University may release directory information, including the following:

- Name, address, and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Most recent previous educational institution attended
- Classification
- Degrees and awards received
- Date of graduation
- Physical factors (height and weight) of athletes
- Class schedules
- E-mail address.

Students may have all directory information withheld by notifying the Office of Admissions and Registrar in writing during the first 12 days of class of a Fall or Spring Semester, or the first four class days of a summer term. The request for confidentiality will remain in effect until the student makes written authorization releasing the information.

Access to File

Upon written request, the University will provide a student with access to his or her educational records. The Vice President for Business Affairs coordinates the inspection and review procedures for student educational records, including admissions, academic, and financial files. Students wishing to review their educational records must make written requests to the Vice President for Business Affairs listing the item(s) of interest. Educational records covered by the act are made available within 45 days of the request.

A list of educational records and those officials responsible for the records is maintained at the Office of Admissions and Registrar. The list includes the following:

Academic Records

- Office of Admissions and Registrar
- College, division, and faculty offices

Student Services Records

- Director, Counseling Services
- Director, Office of Student Leadership and Activities
- Associate Vice President for Student Life, Office of Student Life

Financial Records

- Vice President for Business Affairs, Office of Business Affairs
- Director, Office of Student Financial Aid

Educational records do not include the following:

1. financial records of the student's parents or guardian
2. confidential letters of recommendation placed in the educational records of a student before January 1, 1975
3. records of instruction, administrative, and educational personnel kept in the sole possession of the maker and not accessible or revealed to any other individual except a temporary substitute for the maker
4. records of law enforcement units
5. medical and psychological records
6. thesis or research papers
7. records that only contain information about an individual after the individual is no longer a student at the institution.

Challenge to Record

Students may challenge the accuracy of their educational records. Students who believe their educational records contain inaccurate or misleading information, or information that is otherwise in violation of their privacy or other 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.

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 people of their choice, including attorneys, at the students' 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, consist of the written statements summarizing the evidence and the reasons for the decisions, and are delivered to all parties concerned.

Educational records are corrected or amended in accordance with the decision of the hearing officer if the decision is in favor of the student. If the student finds the decision unsatisfactory, he or she may include with the educational records statements commenting on the information in the records, statements setting forth any 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 the act may request in writing assistance from the University President.

Copies

Students may have copies of their educational records and this policy. Copies will be made at the student's expense at rates authorized in the Texas Public Information Act. Official copies of academic records or transcripts are not released for students who have a delinquent financial obligation or financial "hold" at the University.

Complaints

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

Students with Disabilities

UTSA does not discriminate on the basis of disability. Special assistance is provided to students with disabilities through Disability Services.

Lost and Found

All abandoned articles found on campus are stored in the University Police Lost and Found, located in the lobby of the Multidisciplinary Studies Building. Lost items may be claimed by showing proper identification of ownership. UTSA will dispose of items that are not claimed within 60 days.

CAMPUS RESOURCES

Enrollment Services Center

The mission of the Enrollment Services Center at the University of Texas at San Antonio is to serve students and the community in an efficient, service-friendly atmosphere. The Center provides information and guidance regarding admission, registration, financial aid, scholarships, and various student service related offices. The Enrollment Services Center works closely with other UTSA offices to ensure that current information is provided to students to alleviate the need for students to visit numerous offices to obtain information.

Some of the services provided include:

- Providing efficient and courteous service to current and prospective students
- Assisting students with financial aid, admission, registrar, and miscellaneous student services information
- Providing information on how to apply for financial aid and answering questions regarding financial aid status, missing documents, special circumstances and appeals for financial aid Satisfactory Academic Progress

- Assisting students with University applications, class schedules, changes of address, requests to audit classes, registration in independent study classes, and information about academic policies and procedures
- Processing withdrawals from the University
- Providing Emergency Loan information
- Printing and distributing official transcripts
- Providing problem-solving assistance to students and making referrals to the appropriate University offices, if necessary
- Answering questions related to most student service areas at the University.

Visitor Center

The Visitor Center serves as the University's front door. A trained admission professional provides campus visitors and prospective students with general UTSA information, college information, admission materials, and campus maps and directions. The Visitor Center provides walking tours of the campus; organizes special group visits for schools, colleges, and outreach groups; and hosts various on-campus recruitment events throughout the year. The Visitor Center is located on the first floor of the Business Building at the 1604 Campus. At the Downtown Campus the New Student Admission Center, located on the first floor of the Frio Street Building, performs these same functions for campus visitors.

Library Resources and Services

The University of Texas at San Antonio Library serves the tri-campus UTSA community through locations at the 1604 Campus, Downtown Campus, and the Institute of Texan Cultures.

The goal of the library staff is to assist students, faculty, and staff with their research, information, and educational needs, providing the latest in library and information services, within a learner-centered environment fostering development of the skills needed to find, evaluate, and use all types of library resources.

The library, through its facilities at the UTSA Library in the John Peace Library Building and the UTSA Downtown Library in the Buena Vista Street Building, provides both electronic and physical access to a wealth of information resources and services, including a collection of over 540,000 books and 2,500 periodicals, more than 1,200 electronic resources (including databases, indexes, abstracts, journals, full text and full image resources), 2.7 million microforms, and significant collections of maps, CD's, and videotapes. The library is also a depository for state and federal government documents with collections in excess of 100,000 items. The UTSA Downtown Library emphasizes electronic access but also has a growing core collection of books on site as well as access to collections at the UTSA Library.

The Special Collections and Archives Department is a resource center for research on the history of Texas, with particular focus on San Antonio from the Spanish Colonial period to the present. The Department actively acquires, preserves and makes accessible for research primary and secondary source materials that document the history, politics, arts, industry, social customs, and civic life of South Texas, Bexar County, and San Antonio. The department operates two facilities with distinct holdings that are geographically located to serve the entire UTSA community. Special Collections is located within the UTSA Library on the second floor of the John Peace Library Building and concentrates on book, print, and manuscript collections. The Archives is located downtown in the UTSA Institute of Texan Cultures building and focuses on personal papers and organizational records.

In addition to traditional study and stack areas, the library maintains computer labs, multimedia viewing and listening facilities, carrels, group study rooms, and faculty study rooms. Also, the library offers its many instructional and consultative services to the tri-campus area through innovative combinations of delivery methods including brochures, Web resources, e-mail, telephone, class presentations, individual in-person, and courier. In order to maximize access for the UTSA community, the library extends services through participation in library consortia and in specific resource-sharing programs at the local, regional, state, and national level. A primary point for resources and instructional services is the library Web page at www.lib.utsa.edu.

Tomás Rivera Center for Student Success

The Tomás Rivera Center for Student Success (TRCSS) combines academic advising functions with an array of student support services. The TRCSS assigns each incoming freshman or transfer freshman (including those on academic probation or admitted provisionally) to an individual advisor who advises the student until 30 semester credit hours are completed (up to 45 if the student remains undecided about his or her major). Advising for all students with fewer than 30 semester credit hours is required each semester before registration.

New students entering UTSA with fewer than 30 semester credit hours may immediately declare a major or may elect to remain undeclared/undecided. Some programs encourage an early declaration of major, while others require one at a later point.

Effective Fall 1998, all students must have taken the Texas Academic Skills Program (TASP) test or an institutionally approved alternative test before enrolling in college-level courses. All students with TASP deficiencies (a failure to pass the math, reading, or writing test sections) are required to complete their registration in the TRCSS each semester until they pass the TASP. Students with TASP deficiencies are required by state law to be enrolled in and satisfactorily attend and participate in a university developmental education program. Students who initially fail one or more sections of the TASP must successfully complete the developmental program(s) prescribed and then retake the appropriate section(s) of the TASP. Students who fail the TASP when retaken may be allowed to take an approved college-level course in the skill area in which the deficit was assessed. Students who earn a grade of "B" (3.0 on a 4.0 scale) or better in such a course in the skill area in which the deficit was assessed shall not be required to achieve the minimum passing standard on the TASP and shall not be prohibited from graduating or continuing with their program of study.

The TRCSS provides academic assistance programs designed to help students develop the skills they need to succeed in college work. The Checkpoint and Phoenix programs are provided through the Tomás Rivera Center, as well as the Academic Development Program, a summer program for selected provisionally admitted students.

Learning Assistance, in the TRCSS, offers academic tutorial instruction in specific subject areas and general instruction on successful study habits and techniques. Learning Assistance also coordinates the Supplemental Instruction program, which provides small group discussion and study skills to students in historically difficult classes. Individual and group tutoring sessions are provided in support of freshman and sophomore classes not covered by Supplemental Instruction. Self-paced computer software programs are available on a walk-in basis for students who want to review concepts and practice skills. Study skills workshops and in-class preparations are also provided on a variety of topics.

Office of Extended Education

The Office of Extended Education serves the region's adult, professional, and continuing education needs through a range of targeted programs that match the University's unique resources with the lifelong learning needs of the region. Operating out of the UTSA Downtown Campus, the office works collaboratively with academic and nonacademic units of the University to develop and present seminars, short courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. Instructional staff includes faculty and other professionals. Seminars, short courses, and programs are scheduled at convenient times and locations throughout the city. The UTSA Extended Education bulletin, published semiannually, provides information on seminars, short courses, correspondence courses, and programs that are open to the public. The Office of Extended Education also provides specialized training to businesses, government agencies, and nonprofit organizations needing customized programs for their employees.

International Programs

UTSA supports international components in undergraduate and graduate academic programs; promotes international research by students and faculty; develops and manages cooperative agreements and programs for academic exchanges; provides special services to international exchange students to maximize their academic success and intercultural exchange; maintains active relationships with its international alumni and past participants in study abroad and exchange programs; and provides assistance in obtaining financial aid for students and faculty wishing to study, teach, or conduct research abroad.

Office of Study Abroad

The Office of Study Abroad assists undergraduate and graduate students in locating universities overseas and preparing materials so students can study in foreign universities. The advisor in this office oversees the application process for international students interested in completing a one-year exchange program at UTSA. The office provides limited support for international visiting faculty and is responsible for international outreach programs in South Texas schools and communities.

Exchange Programs

UTSA maintains cooperative programs with the University of British Columbia (Vancouver, Canada), the National Autonomous University of Mexico (UNAM-Mexico City), the Autonomous University of Nuevo León (UANL-Monterrey, Mexico), Queensland University of Technology (Brisbane, Australia), Keele University (England), and Kyoto University of Foreign Studies (Japan). Additional cooperative linkages are being developed in Western Europe, Russia, Asia, and Mexico.

UTSA is a member of the National Student Exchange program, which provides students the opportunity to study at more than 140 campuses in 47 states, Guam, Puerto Rico, and the U.S. Virgin Islands. Member institutions include the University of Alaska system, the University of Hawaii, the University of Maryland, the University of Massachusetts, the University of Oregon, and State University of New York-Stony Brook. Participating UTSA students pay in-state tuition and fees at UTSA or the host exchange institution. Students may also access the international program opportunities of participating National Student Exchange member schools.

A student is eligible to participate in the exchange program if he or she

- has been enrolled for one or more semesters at the originating institution
- is a citizen or permanent resident of a participating nation or an individual enrolled in a public institution of higher education in Texas
- is nominated by his or her originating institution
- meets the admissions requirements and any restrictive enrollment criteria of the receiving institution
- enrolls or studies full time at the receiving institution
- has not participated in an exchange program for more than 12 months.

Office of Multicultural Programs

The Office of Multicultural Programs provides college transition support services to help minority students, other underrepresented groups, and international students have successful and rewarding college experiences.

The office presents programs that educate the UTSA and San Antonio communities about the varied cultural backgrounds of university students, offering culturally diverse students a sense of self-pride and belonging. It seeks to heighten sensitivity to multiculturalism and respect for individual differences. In addition, the office is the principal source of contact between international students and the Immigration and Naturalization Service.

Disability Services

Disability Services (DS) coordinates support services and equipment for students with disabilities. Its goal is to help qualified students participate as fully as possible in university life. Some of the services and equipment available include registration assistance, note taking, test accommodation, TDD, motorized scooters, adaptive computers, CCTVs, and a Braille printer.

Eligible students should contact DS before the beginning of the semester to discuss their needs and make appropriate arrangements. A disability verification letter and an interview with the director begin the process for obtaining services.

UTSA Art Gallery

The UTSA Art Gallery enhances the teaching, research, and outreach missions of the Division of Visual Arts and the College of Liberal and Fine Arts. Exhibitions and presentations in the gallery provide a forum for the consideration and interpretation of art works and for the cultural enrichment of the University and San Antonio communities.

The UTSA Art Gallery is concerned with the education of students pursuing a career in art. Programs reflect the academic curriculum, provide avenues for research, and present opportunities for the interpretation, design, preparation, and installation of exhibits.

In addition to sponsoring a variety of curated art exhibitions of regional and national interest, the UTSA Art Gallery also presents a biennial exhibition of works by art faculty and occasionally serves as a setting for special presentations, including poetry readings, award ceremonies, and lectures.

UTSA Bookstore

The UTSA Bookstore, operated by Barnes and Noble Bookstores, Inc., is located on the first floor of the University Center. The bookstore maintains a complete inventory of required and recommended books for courses, as well as general school supplies, writing instruments, art materials, soft goods, decals, greeting cards, and a variety of gift items.

The UTSA Downtown Campus Bookstore is on the first floor of the Buena Vista Street Building.

Campus Dining

Dining facilities are available in the University Center, John Peace Library Building, Business Building, and Frio Street Building. Menu selections include a deli bar, a self-serve salad bar, entrees and vegetables, burgers, grilled sandwiches, desserts, and beverages.

Students may participate in the UTSA Card program which allows them to make purchases at dining locations against a declining balance. Students may open accounts at the UTSA Card Office on the first floor of the John Peace Library Building.

Information Technology (Computing Resources)

University Network

A campuswide fiber-optic backbone network connects facilities and provides links to wide-area networks with electronic mail, file transfer, and remote log-in capabilities. Switched 10Mb/s and 100Mb/s Ethernet is used throughout most campus classrooms, laboratories, and offices. A T1 connection links the backbone to the Internet, allowing students, faculty, and staff to access electronic data quickly from any computer on the network.

Academic Computing

General-purpose computing labs at both campuses provide access for students. Equipment includes Pentium-based workstations (Windows 95 and NT), Apple Power Macintosh systems, Sun Sparc workstations, and a variety of laser printing, scanning, and media tools. Full Internet access is standard in all labs. Other specialized computing facilities are maintained by each college.

Electronic mail service is available to students, faculty, and staff on UNIX and Microsoft Exchange servers. Off-campus access is through 56K modem banks.

Larger-scale applications in statistics, databases, and other numeric and symbolic computations are supported on a UNIX-based Sun Enterprise 3000 system with 90 gigabytes of disk storage and 1 gigabyte of memory.

Administrative Computing

Administrative computing systems run on an IBM 2003-116/S390 computer system and support the official records of the University for teaching, research, and business transactions. The mainframe-based student records system operates through a Web-based transactional interface called ASAP, the Automated Student Access Program. Information in the administrative systems is accessible with a personal identification number and password. Through an extensive network of electronic connections and facilities, students can conduct functions such as registration and payment of fees on or off campus. The UTSA libraries' system runs on a client-server platform with services for holdings, circulation, and acquisitions. This system is also accessible from the Web.

Center for Distance Learning and Academic Technology

The mission of distance learning at UTSA is to support faculty, staff, and students in the use of distance learning technologies. UTSA has developed a robust video conferencing network capable of connecting university classes and programs around the city, state, and world. The Distance Learning Center schedules academic courses, maintains the video network, manages classroom facilities, and assists faculty in the creative utilization of technology in instruction.

The Center is committed to:

- Integrate state-of-the-art advancements in distance learning and instructional technology.
- Serve the needs of the University's community through distance learning connections.
- Manage and develop the distance learning enterprise to compliment the academic programs of the University.

The center supports faculty's use of technology to conduct research and help students be active participants in the learning process. At the New Media Lab and the Faculty Resource Centers, the center provides individual assistance to faculty developing Web pages and other multimedia materials.

The lab and centers also provide access to special software and peripherals such as three-dimensional graphics, multimedia authoring and Web page-building software, slide and hardcopy scanners, audio and video capture boards, digital cameras, color printers, and CD burners.

At the Audio and Video Lab, faculty create and edit audio and video productions and use the facilities for student-faculty research and class assignments. The center also lends classroom and presentation equipment, including sound systems, VCRs, and high-performance computer and video projects.

Telephone System

The University-owned telephone systems are networked to provide four-digit dialing among campuses and shared features such as voice mail.

STUDENT LIFE

University Center

The University Center is located on the West Paseo between the Humanities and Social Sciences Building and the Physical Education Building. The 141,000-square-foot community center provides essential programs, services, and amenities for students, faculty, and staff. The building includes the following administrative offices: Student Leadership and Activities, Multicultural Programs, Associate Vice President for Student Life, Assistant to the Vice President for Student Affairs for Planning and Special Programs, Student Ambassadors, Special Assistant to the Associate Vice President for Student Affairs, New Student Programs, Student Judicial Affairs, Counseling Services, Alumni Programs, Career Services, Campus Dining, Tomás Rivera Center for Student Success, and University Center administration.

Services in the University Center include the UTSA Bookstore, food service outlets, a game room, lounge space, television rooms, a video arcade, an information desk, an ATM, and a TicketMaster outlet.

Space dedicated to student activities includes the Student Organizations complex, a computer room, a graphics room, the Campus Activities Board office, the Student Government office, the V.O.I.C.E.S. office, and a central mailbox area for all campus Registered Student Organizations.

Student Leadership and Activities

Student activities enhance the classroom educational experience, assist students in developing leadership qualities and interpersonal skills, and create a stimulating campus environment. UTSA recognizes approximately 140 student organizations involving more than 5,000 students. These Registered Student Organizations (RSOs) represent a variety of interest areas including academic, service, cultural and minority, honorary, military, political, professional, religious, social, sports and recreation, and special interest.

The Student Leadership and Activities Office provides administrative and advisory support for the Registered Student Organizations in addition to Student Government, the Campus Activities Board, the Volunteer Organization Involving Community Education and Services (V.O.I.C.E.S.), RSO Council, the Greek community, and leadership development programs.

UTSA Alumni Association

The UTSA Alumni Association seeks to strengthen its ties among the University; past, present, and future students; and the community in the interests of academic excellence. It provides scholarships to new and current students. Alumni-sponsored activities include an annual awards dinner, the Dollars for Scholars 5K Run, and receptions for admitted students and career connections.

The association was established in 1977 and incorporated in 1978. It is a dues-paying membership organization governed by a 21-member elected board of governors. The Office of Alumni Programs manages the daily operations.

Intercollegiate Athletics

UTSA fields men's and women's teams for intercollegiate competition in Division I of the NCAA. Men's sports include basketball, baseball, cross country, golf, indoor and outdoor track, and tennis. Women's sports are basketball, cross-country, indoor and outdoor track, softball, volleyball, and tennis.

All currently enrolled students receive free admission to any on-campus UTSA athletic event.

Intramural and Recreational Activities

UTSA offers a wide range of intramural sports programs and fitness activities. Intramural sports offered include: flag football, soccer, basketball, softball, tennis, 3K Run, kickball, volleyball, table tennis, billiards, badminton and weight lifting. Fitness activities include aerobic dance classes and kickboxing classes. UTSA students supervise, officiate and manage the intramural sports program. For more information on how to get involved visit the Wellness and Recreation Web page at <http://www.utsa.edu/students/recreation/main.html>.

Living Accommodations

On-Campus. UTSA, in partnership with the private sector, has developed a contemporary approach to campus housing. Residence hall and apartment housing is available on campus.

Campus Residence Hall Chisholm Hall is a traditional residence hall providing students with convenient, comfortable living accommodations. Chisholm offers spacious rooms, fully furnished, with private baths, large closets and UTSA network connections. All utilities are paid, including local phone service and hook up. Other amenities include a junior olympic-size swimming pool, fitness room, sand volleyball court, food service facilities, and 24-hour electronically monitored card access. Double and single occupancy leases are available.

Campus Apartments University Oaks Apartments (UOA) offers five different floor plans and all include a full-service kitchen. Roommate matching is provided. Amenities include three swimming pools, two Jacuzzis, two fitness centers, three laundry facilities, sand volleyball, basketball, and limited-access gates. Housing is available year-round and offers 9- and 12-month leases.

Off-Campus. Student Housing Services, located within the Office of Student Life, distributes an off-campus housing directory to help students find accommodations in the San Antonio area. Contact the Office of Student Life for on- or off-campus housing information.

HEALTH AND COUNSELING

Student Health Services

Services and Costs. The focus of Student Health Services is to provide first aid for injuries and limited medical and nursing care for minor illnesses. In cases of severe illness or a serious accident, the student will be transferred to a local hospital for treatment and will be responsible for the expenses incurred, including transportation. The student medical service fee allows free medical coverage for general use of the student clinic and for on-campus physician visits. There are reasonable charges for student clinic laboratory tests and medications.

Student Health Services emphasizes interdisciplinary health education, health promotion, prevention, wellness, and outreach programs to the student population and uses nonphysician and physician providers for primary health care.

HIV/HBV. UTSA recognizes that Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV) are serious public health threats. UTSA's policy on HIV and HBV infection, as well as educational pamphlets about methods of transmission and prevention of HIV and HBV infections, are available at Student Health Services.

The National Center for Disease Control, The Texas Department of Health, and The University of Texas at San Antonio recommend immunizations for the following diseases:

TETANUS (A.K.A. Lockjaw) – DIPHTHERIA vaccine – Tetanus results from the poison produced by a bacteria. It is extremely difficult to treat, and prevention is the most appropriate action. Initially a series of three vaccines is administered with the last dose within 10 years. People of all ages should have this vaccine.

MEASLES (A.K.A. Rubeola, Red Measles, Hard Measles, 10-Day Measles) – MUMPS-RUBELLA vaccine – Measles is a highly contagious viral disease. Recent outbreaks of this illness have resulted in many hospitalizations and several deaths among college-age people. Students born after 1957 should have two doses of MMR vaccine administered on or after their first birthday, at least 30 days apart, and prior to beginning classes.

POLIOMYELITIS (A.K.A. Polio) vaccine – This vaccine is administered orally and is recommended for people under 18 years of age.

MENINGOCOCCAL DISEASE – The American College Health Association recommends that students receive immunization against meningococcal disease. While the disease is rare and most cases can be prevented, it can be fatal.

Students should complete immunizations prior to or during their first semester of attendance. Check with Student Health Services or the San Antonio Metropolitan Health District for current costs. Provide immunization records to Student Health Services at the following address: The University of Texas at San Antonio Student Health Services, 6900 N Loop 1604 West, San Antonio, Texas 78249-0684.

Also, international students are required by UTSA to have a tuberculosis (T.B.) skin test or chest x-ray performed and read within 90 days of admission. The results must be read by a physician or nurse licensed to practice in the USA. A student with positive results must have proof of appropriate follow-up and treatment and a confirmatory report submitted to Student Health Services.

Student Group Health insurance is available to UTSA students and their dependents. Brochures and applications for the student health insurance are available in Student Health Services.

INTERNATIONAL STUDENTS ARE AUTOMATICALLY ENROLLED IN THE UT SYSTEM HEALTH INSURANCE PLAN AT THE TIME OF REGISTRATION, unless proof of U.S. comparable coverage as explained in the paragraph below is furnished and a waiver is obtained. The charge for this coverage appears as a required fee on the student fee bill.

International students are required to maintain approved comprehensive health insurance while enrolled at UT System component institutions. This requirement can be fulfilled by 1) purchasing the UT System Student Health Insurance Plan, 2) showing proof of enrollment (if eligible) in the UT System Employee Health Plan and purchasing separate repatriation and medical evacuation coverage, 3) showing proof of a mandatory government sponsored health plan which covers health care in the U.S. and complies with the Federal Civil Rights Restoration Act of 1987 and UTSA requirements, or 4) continuing coverage for a continuously enrolled student that satisfies the requirement of UTSA and USIA (United States Insurance Association) regulations and obtaining a UTSA waiver. To obtain a waiver, the student must furnish to Student Health Services a copy of the policy with an insurance identification card, dates that insurance is in effect, proof that insurance is comparable to UT System Student Health Insurance and is in compliance with USIA, and proof of current medical evacuation and repatriation coverage. Documents must be in English showing U.S. dollar equivalent. J-1 students are also required to show proof of U.S. approved insurance for spouses and dependents accompanying them. Deadline for submission of the waiver card to the Fiscal Services Office is Census Date. **NO WAIVERS ARE ACCEPTED AFTER THIS DATE.**

Counseling Services

Professional services are provided by staff psychologists and professional counselors through Counseling Services to help meet the personal and developmental needs of currently enrolled students. Counseling Services has offices at both the Downtown and 1604 campuses. All services are confidential and voluntary, and most are free to enrolled students.

Services include individual therapy for personal and educational concerns, counseling for couples with relationship difficulties, and group therapy on topics such as vocational choice, assertion training, interpersonal communication skills, stress management, understanding sexual orientation, and living with HIV. Counseling Services also helps students assess career choices or screen possible learning disabilities.

New Student Programs

The mission of New Student Programs is to provide academic and support services and programs to new students during their first year at UTSA.

One of the primary functions of this office is to provide comprehensive orientation programs to new students and their family members. Orientation programs for all new students are offered in November, December, and January for the Spring Semester; in April and May for the Summer Semester; and in June, July, and August for the Fall Semester. All new freshmen (0 to 29 semester credit hours) are required to participate in orientation and will meet with an academic advisor and register for classes as part of the orientation program. Transfer students who are transferring 30 or more semester credit hours to UTSA are not required to participate in orientation but are still strongly encouraged to do so. During orientation, students have the opportunity to meet other new students, current students (Orientation Leaders), faculty and staff. The program also includes a campus tour, a UTSA 101 session, information about campus services and programs, and other informative sessions.

Since 1993, New Student Programs has held Roadrunner Camp, a three-day two-night social and leadership program for freshmen held the week before fall classes begin. This office also sponsors a Freshman Phone-a-thon held the fifth week of classes where current students call new students to find out how they are doing. Three guidebooks are published by this office including the *Preview* freshman guidebook, *Transitions* transfer student guidebook and the *Starting Out* parent guidebook. The *New Student Notebook* and *Family Focus* newsletters are also printed and mailed out by the office at the beginning of each semester. The office coordinates the UTSA Mentor Program, pairing up interested freshmen with a UTSA mentor who is an upper-class student, faculty member or staff member. In addition, the office coordinates the Welcome Week program during the first week of classes and the UTSA Family Day for family members of new students.

Testing Services

Testing Services provides university-wide testing services for UTSA students and prospective students. Standardized tests (paper and pencil versions) are given on national and state testing dates. Computerized standardized tests are given on a daily basis.

The following tests are offered:

- the American College Test (ACT), the Medical College Admissions Test (MCAT), and the Law School Admissions Test (LSAT)
- the state-required Texas Academic Skills Program (TASP) test in a paper and pencil version and by computer
- alternative tests for TASP
- tests for credit by examination in a paper and pencil version (CLEP) and by computer (CLEPLUS)
- math and foreign languages placement tests
- Quick TASP
- Accuplacer

Students are encouraged to satisfy degree requirements through credit by examination (see General Academic Regulations). Testing Services offers a brochure on credit by examination at UTSA that covers the various tests accepted for credit.

Testing Services, located in the Business Annex on West Campus, is open 8 a.m.-7:30 p.m. Monday and Tuesday and 8 a.m.-5 p.m. Wednesday-Friday.

Career Services

1604 Campus – Located in the University Center

Downtown Campus – Located in the Buena Vista Building

Web Site – <http://www.jobbank.utsa.edu>

Career Services provides comprehensive career planning, job search, and employment-related services to students and alumni.

Career planning services assist individuals in exploring career options compatible with their personal goals, interests, and abilities. All freshmen are highly encouraged to make use of this service sometime during their first year. Career-related testing, counseling, and current job market information are available to students needing assistance in selecting a major, clarifying career goals, and confirming their current choice of major.

Employment-related services are designed to assist students in conducting a successful job search. Whether students are seeking part-time jobs to supplement their income, paid co-op or internship experiences, or full-time jobs upon graduation, Career Services provides information on current openings through an on-line job bank.

As students progress in their college coursework, they are encouraged to consider paid internships and cooperative education. These are jobs that enable students to gain hands-on experience in their chosen field prior to graduation. Information about available internship/co-op positions, job search workshops, resumé development, and career counseling is provided to students seeking these types of career building opportunities. Students may also interview on campus with internship/co-op employers.

For seniors nearing graduation, finding a full-time, entry-level career position becomes of paramount importance. Since many companies recruit during the Fall Semester for December, May, and summer graduates, seniors should contact the Career Services Office two semesters before their planned graduation date to begin their search. Services include career counseling, access to on-campus interviews, resumé development, resumé-faxing services, and various job search workshops.

Career Fairs are held during the year, bringing a large group of employers to campus. At these events, students are able to find out about available jobs, apply for positions, and learn more about companies themselves. All students are encouraged to attend.

Many of the office's services can be accessed via the web at <http://www.jobbank.utsa.edu>. Visit this site for more information.

Teacher Placement Service

The Teacher Placement Service is located in the Office of Teacher Advising, Certification, and Placement. It assists all undergraduates, graduates, or alumni who seek employment in the field of education by coordinating communication between students and employers and acting as a clearinghouse for student placement files. The office also sponsors a semiannual educator job fair.

Information concerning services and fees for placement files is available through the Office of Teacher Advising, Certification, and Placement.

RESEARCH ORGANIZATIONS

Institute for Music Research (IMR)

The Institute for Music Research was established to sponsor research primarily in the areas of music psychology and music technology. Activities of the IMR include providing a variety of computer services, hosting national and international conferences, conducting research, publishing conference proceedings and other research projects, and making presentations at state, national, and international meetings. Online computer services are available worldwide via the Internet and include a bibliographic database of music research literature and a database of music-related computer software. Conferences include annual music technology conferences, an international music medicine conference, and a conference on music and the brain. Research projects include a variety of projects in music psychology and music technology, such as a PET scan of musicians and development of multimedia programs for music instruction. Publications and presentations also represent a wide variety of research activities in these fields.

Institute for Studies in Business (ISB)

The Institute for Studies in Business is the research component of the College of Business. Its major objectives are to offer faculty and students business community sponsored research, to establish greater interaction between the business community and the University, and to provide applied economics and business training to students. The Institute also interacts with faculty in other colleges to provide an interdisciplinary approach to research and business education.

The Institute focuses on the application of theories and research techniques to problems encountered in public and private decision making. Specialized data files are maintained, and a research library and computer system guide interested users to sources of information. The knowledge and experience of the University's faculty and professional staff are utilized to undertake specific research projects in strategic planning, marketing studies, economic analysis and modeling, human resource planning, technology and information-system assessments, financial analysis, and economic development research. Customers include both business and government organizations.

Metropolitan Research and Policy Institute

The Metropolitan Research and Policy Institute, located at the Downtown Campus, conducts applied social science research on policy issues, provides training and issue-based education for individuals and agencies involved in policy-making, and provides direct services to nonprofit agencies and community groups in San Antonio and South Texas. Training programs include executive training seminars, conferences and colloquia, and pro bono seminars for community groups and neighborhood associations.

Center for Professional Excellence (CPE)

The Center for Professional Excellence coordinates efforts within the College of Business to support the personal and professional growth of those who will share the responsibility of keeping our institutions vital and on the road to competitive survival. Its mission is to bring University faculty, students, and practitioners together to create a lifelong learning resource that serves their mutual needs.

The CPE offers extracurricular courses, workshops, conferences, seminars, consulting, and research programs to support professional excellence in business and other community institutions. In the spirit of a joint venture with community stakeholders, the CPE conducts focus groups and supports learning communities to define needs and explore ways in which university and community resources can be effectively coupled to address them.

Center for Water Research

The Center for Water Research is a component of the College of Sciences and was organized in January 1987. Major areas of research include hydrogeology, surface water hydrology, geochemistry, geophysics, geographic information systems, and geotechnical engineering. Research is conducted by engineers and scientists on the center's staff, members of the faculty, and undergraduate and graduate students.

Research and analysis capabilities include stable isotope geochemistry, water chemistry, borehole geophysical logging, surface geophysical surveys, structural geology of aquifer systems, microbiology of bioremediation, leakage and contaminant studies, environmental studies, mathematical modeling of ground-water flow and contaminant transport, surface-water modeling, economic analysis of water usage, formulation of decision models for water planning, and study of municipal water supply and treatment systems.

Center for Archaeological Research

The Center for Archaeological Research, located in the College of Liberal and Fine Arts, was established in September 1974. Among its objectives are (1) to provide the opportunity for students to train in archaeology; (2) to promote archaeological research in the South and South Central Texas regions, the Greater Southwest, and Northern Mexico; (3) to carry out archaeological research and services for private, federal, state, and local agencies as required by legislation; (4) to conduct public outreach and education programs for schools and other groups through its Legacy program; and (5) to sponsor conferences.

The center's staff includes about 40 professionals and graduate and undergraduate students who have conducted archaeological investigations throughout Texas and in other states and countries. Results of center investigations are published in more than 350 volumes in 10 publications series: *Archaeological Survey Reports*; *Regional Studies*; *Special Reports*; *Guidebooks in Archaeology*; *Choke Canyon Series*; *Colha Project Interim Reports*; *Colha Project*; *Belize, Working Papers*; *Papers of the Colha Project*; and the *Archaeology and History of the San Juan Bautista Mission Area, Coahuila, and Texas*.

The center has administered more than 400 contracts and grants to date, including a four-year study of a 3000-year-old settled village in Northern Mexico; a multiyear study of the prehistory and history of the Choke Canyon Reservoir area in southern Texas; a study of the early Mogollon farming sites in the Southwest; five seasons of excavation at the Maya site of Colha in Belize, Central America; numerous projects at San Antonio's five Spanish missions; and studies of historic downtown San Antonio. Several projects have also been carried out in Louisiana and New Mexico.

In 1985 the center launched its Friends of Archaeology program of public participation in support of archaeological research. Through this program, the center is able to provide seed grants for faculty and students, and research assistant stipends for graduate and undergraduate anthropology majors. The program also allows the center to sponsor lectures and research projects and to publish special reports. In 1994 the center enhanced its educational outreach activities by launching its Legacy program. In 1999 the center announced the Fox-Lewis endowed award for outstanding contribution to public service.

The center helps identify and coordinate faculty, student, and community interests, needs, and resources. Many of the projects undertaken through the center involve cooperative efforts among UTSA, local school districts, and the community.

Center for the Study of Women and Gender

The Center for the Study of Women and Gender was established in March 1994 in the College of Social and Behavioral Sciences. The goals of the center are to encourage research on women and gender in all academic disciplines; to strengthen and diversify the nonprofit community; to become a leader in curriculum revision and faculty development in the area of women and gender studies; to collect primary historical sources relating to women, gender, nonprofit, and voluntary associations in South Texas; and to sponsor public programming that explores issues related to women, gender and the third sector.

The center has received major grants to support its work. In 1998 the center initiated the Bridging Our Communities program to provide professional training for nonprofit professionals and to recruit young people to careers in the nonprofit sector. The center works with the UTSA Library to support the development of the Archives for Research on Women and Gender that now houses over fifty collections on women and nonprofit organizations in South Texas. The center also provides small grants to members of the UTSA faculty, oversees the minor in Women and Gender Studies, and coordinates campus programming in celebration of Women's History Month.

Center for Educational Development and Excellence (CEDE)

The Center for Educational Development and Excellence (CEDE), established in 1992 as a collaborative endeavor of educational and community institutions in San Antonio, is dedicated to the continuous lifelong development of teachers as learners in a culturally diverse, technologically enriched environment. The CEDE is dedicated to serving the teachers of the greater San Antonio and South Central Texas area with innovative teacher education programs that are field based and technology oriented in order to meet the educational needs of the area's multicultural population.

UTSA is in partnership with four other universities (University of the Incarnate Word, Our Lady of the Lake University, St. Mary's University, and Trinity University); six school districts (Edgewood ISD, Harlandale ISD, North East ISD, Northside ISD, San Antonio ISD, and South San Antonio ISD); Education Service Center, Region 20; Alliance for Education; and the local business community (USAA). CEDE partners are currently working in 22 Professional Development Schools. UTSA's CEDE site is located in the College of Education and Human Development, and the CEDE central office is located on the UTSA campus.

Center for Drug and Social Policy Research

The Center for Drug and Social Policy Research (CDSPR) conducts research on substance use and related social issues including violence, crime, and health related risks. As a University research center, its overall objective is the development of new knowledge in substance use, social problems, and related public policy from a multidisciplinary perspective. The CDSPR encourages the participation of UTSA faculty, graduate and undergraduate students, and staff. The CDSPR's goals include: (1) providing an interdisciplinary University focus on drug research among various populations in the United States, South Texas and the U.S./Mexico border with a special emphasis on Hispanics; (2) stimulating research collaboration among UTSA scholars and students in various disciplines; (3) seeking external funding from public and private foundations for research; (4) providing research initiatives designed to partner communities, institutions, and agencies with UTSA faculty; (5) conducting drug research from both a national and international perspective; and (6) contributing to the development of public policy related to these issues.

Hispanic Research Center

The Hispanic Research Center operates under the auspices of the Provost and Vice President for Academic Affairs. Its mission is to provide an interdisciplinary university focus on research regarding Latinos. The center stimulates research and conducts forums on Latino populations in the United States and Texas. Research areas include social equality, political access, education, substance abuse, culture, linguistics, business, economic development, mental health, and United States-Mexico relations.

Institute of Texan Cultures

The institute was established as the official State of Texas exhibit at San Antonio's HemisFair '68 and was transferred to The University of Texas System Board of Regents by the 61st Legislature in 1969. On February 14, 1986, the Regents approved an enhanced educational mission for The University of Texas Institute of Texan Cultures at San Antonio, along with an administrative affiliation of the institute with UTSA.

Since its inception, the institute has served as an educational center for the interpretation of Texas history and folk culture. Displays of art and artifacts become a teaching laboratory as professionally trained staff members and volunteers use the exhibits as a setting for living history. Outreach programs touch the lives of Texans, especially students, through traveling exhibits, TexKit presentations, and *Lifetimes: The Texas Experience*, an ITC/UTSA statewide radio program. With a commitment to education through technology, the institute continues to use the Internet to train teachers throughout the state in cultural diversity. The annual Texas Folklife Festival, held on the institute's grounds for four days in June, attracts more than 10,000 participants and 70,000 visitors every year.

Alliance for Education

The UTSA Alliance for Education strives to provide leadership in reform of public education and to facilitate university/faculty involvement in public education through research and service. The Alliance for Education was established in January 1990 under the auspices of The University of Texas at San Antonio in order to merge two programmatic efforts. One was primary and secondary level public education programs and linkages involving the private sector, formerly under a San Antonio-wide community planning structure called Target '90/Goals for San Antonio. The other was the Cooperative Engineering Program, an effort funded by the State of Texas to develop cooperative science and engineering programs between The University of Texas-Pan American and The University of Texas at San Antonio. Methodologies are based on the concept of partnerships and collaboration between public schools, college educators, private industry and business, public and private educational institutions and systems, teacher groups, community-based organizations, and foundations. The Alliance serves the role of facilitator in developing these partnerships.

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CHAPTER 3

TUITION, FEES, CHARGES, AND DEPOSITS

TUITION AND FEE CHANGE

All tuition and fee amounts are subject to change by legislative action or by action of the Board of Regents of The University of Texas System. Changes will be effective upon the date of enactment and will be reflected in fees charged.

METHODS OF PAYMENT

Students are entitled to enter a class or laboratory only after payment of their tuition and fees has 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 and fees in advance of the beginning of the semester.

Installment Program

Under the installment option, the student pays one-half of the tuition and eligible fees in advance of the beginning of the semester and one-fourth before the start of the sixth and 11th class weeks. There is a service charge of \$16 for this payment option.

A late fee of \$10 will be added to the student's bill if an installment payment is 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, orientation, add/drop, and the property deposit are not eligible for the installment payment program and must be paid in full on the initial billing.

Installment payments may be chosen only during Fall and Spring Semesters. If the student chooses to use the installment option, a promissory note must be completed and on file in the Fiscal Services Office before the registration process can be considered complete.

All financial aid will be applied to total tuition and fees before calculation of the payment plan. Partial installment payments will not be accepted. However, 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 incurred from the add/drop process will be added to the balance due from registration, and the installment payments will be recalculated.

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 Bank regulations. Students may not obtain cash by writing a check for a larger amount.

A bad check, 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). If a check used for payment of advance registration is returned and is not cleared before the start of the semester, a late registration fee of \$15 will be charged to the student.

Personal checks up to \$5 may be cashed in the University Bookstore. 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 easily cash checks in the city.

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

The Office of Admissions and Registrar is responsible for determining students' residence status for tuition purposes, using as guidance §54.052 et seq. of the Texas Education Code, as well as the Texas Higher Education Coordinating Board's Rules and Regulations for Determining Residence Status, and University regulations. Students or prospective students are classified as Texas residents, nonresidents, or international students.

- A person who meets state requirements under circumstances specified in the Rules and Regulations for Determining Residence Status will be eligible for classification as a resident. A resident is a U.S. citizen, a national or permanent resident alien, or an alien whom Congress has permitted to adopt the United States as a domicile while in the country.
- An alien who is not a permanent U.S. resident and has not been permitted by Congress to adopt the United States as his or her domicile while in the country will be classified as an international student.

State residency requirements are complex and should be referred to on a case-by-case basis. A person classified as a nonresident or international student may qualify to pay resident tuition rates under certain exceptions specified in the Rules and Regulations for Determining Residence Status. Information about residency, tuition exceptions, and waivers is available in the Office of Admissions and Registrar and at www.theccb.state.tx.us/rules/rulemain.htm.

Under §54.0521 of the Texas Education Code, students are responsible for registering under the proper residence classification and for providing documentation as required by a public institution of higher education. Texas residents must affirm the correctness of that classification as part of the admission procedure. If classification as a Texas resident is in question or is inappropriate for any reason, students must notify the Office of Admissions and Registrar before or at the time of enrollment. Failure to notify UTSA is a violation of the oath of residency and may result in disciplinary action or other penalties.

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's dropping *all* classes. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees. The forms and exit survey needed for withdrawing from UTSA may be obtained in the Enrollment Services Center.

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

UTSA will refund tuition and fees 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.

| Semester | Time of Withdrawing | Amount of Refund of Tuition and Returnable Fees ¹ |
|-----------------------------------|--|--|
| Regular (Fall or Spring) Semester | Prior to the first class day | 100% of applicable tuition and returnable fees |
| | During the first 5 class days | 80% of applicable tuition and returnable fees |
| | During the second 5 class days | 70% of applicable tuition and returnable fees |
| | During the third 5 class days | 50% of applicable tuition and returnable fees |
| | During the fourth 5 class days | 25% of applicable tuition and returnable fees |
| | After the fourth 5 class days | No refund of tuition or fees |
| Summer Semester | Prior to the first class day | 100% of applicable tuition and returnable fees |
| | During the first, second, or third class day | 80% of applicable tuition and returnable fees |
| | During the fourth, fifth, or sixth class day | 50% of applicable tuition and returnable fees |
| | After the sixth class day | No refund of tuition or fees |

1. Supplementary, laboratory, student services, University Center, medical services, Recreation Center, library resources, publication, international education, and class related.

Dropping Courses

Dropping refers to the removal of one or more individual courses from a student's schedule while that student remains enrolled in at least one course. Refunds of applicable tuition and fees 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.

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.

The first five-week summer term and the ten-week summer term are considered as one semester for refund and drop purposes. The second five-week summer term is considered as a separate term for refund and drop purposes. If courses are to be dropped in either summer term, please refer to Census Dates for refund purposes.

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are 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.

Concurrent Tuition

Students who register concurrently at more than one public institution of higher education in Texas 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 at the Fiscal Services Office during registration.

Exemption from Tuition and Fees

The statutes of the State of Texas prescribe certain cases in which students can be exempted from tuition and/or certain fees. The various types of exemptions and the fees to which such exemptions apply are described below; however, in each case it is the student's responsibility to initiate the action of applying for an exemption through the Enrollment Services Center 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 and fees from his or her own funds.

Students who might be eligible for an exemption should apply for the exemption at the Enrollment Services Center at least one month before registration for the term in which they plan to utilize the exemption provision. (Applications for the Good Neighbor Scholarship are accepted in the Office of Student Financial Aid in January and February before the academic year in which students plan to attend UTSA.) Note that Required Fees consist of the following: supplementary, laboratory, student services, University Center, medical services, Recreation Center, library resources, publication, international education, and class related.

| Description | Eligibility | Tuition and Fees Exempted |
|--|--|---|
| Accredited School Scholarship | Highest-ranking graduate of an accredited Texas high school | Tuition during first two regular (Fall and Spring) semesters following graduation |
| Texas ex-servicemen | <ol style="list-style-type: none"> 1. Resident of Texas for 12 months before registration 2. Bona fide resident of Texas at the time of entering the service 3. Served in the armed forces in World War I, World War II, the Korean War, the Cold War, the Vietnam, Grenada, Lebanon and Panama eras, and the Persian Gulf War 4. Honorably discharged 5. Not eligible for federal educational benefits | Tuition Laboratory fees Supplementary fees |
| Children of disabled Texas firefighters and peace officers | Child (under 21) of full-paid or volunteer firefighters; full-paid municipal, county, or state peace officers; custodians of the Department of Corrections; or game wardens who died or became disabled in the line of duty | Tuition Required fees |
| Students who are blind or deaf | Person who is blind; person whose hearing is nonfunctional | Tuition Required fees General Property Deposit |

| Description | Eligibility | Tuition and Fees Exempted |
|---|--|--|
| Children of Texas veterans | 1. Either <ul style="list-style-type: none"> - child of a member of the armed forces who died in service during World War I, World War II, the Korean War, the Cold War, the Vietnam War, Grenada, Lebanon, and Panama eras, of the Persian Gulf War - orphan of members of the Texas National Guard killed since January 1, 1946, while on active duty 2. Not eligible for federal educational benefits | Tuition Laboratory fees Supplementary fees |
| Good Neighbor Scholarship (The University is limited to 235 Good Neighbor Scholarship recipients a year.) | Native-born students from other designated nations of the American hemisphere. The following must be provided: <ul style="list-style-type: none"> - evidence of native citizenship and proof of five years' residency in that country - scholastic eligibility - valid student visa - other documentation as required (inquire at Office of Student Financial Aid) 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 |
| Firefighters enrolled in fire science courses | Enrolled in course offered as part of the fire science curriculum | Tuition Laboratory fees Supplementary fees |
| Children of Prisoners of War or Persons Missing in Action | Child (under 21) or a dependent who receives majority of support from parent; parent must be classified by Department of Defense as a Prisoner of War or Missing in Action at the time of registration | Tuition Required fees |
| Students in foster care | 1. Student in foster or other residential care under conservatorship of Dept. of Protective and Regulatory Services on or after: <ul style="list-style-type: none"> -day before student's 18th birthday -day of student's 14th birthday if student was also eligible for adoption on or after that day -day student graduated from high school or received equivalent of a high school diploma 2. And enrolls as an undergraduate no later than <ul style="list-style-type: none"> -third anniversary of date student was discharged from foster or other residential care, date student graduated from high school, or date student received equivalent of a high school diploma, whichever is earliest; or -student's 21st birthday | Tuition Required fees General Property Deposit |

| Description | Eligibility | Tuition and Fees Exempted |
|--|---|--|
| Certain students who received Aid to Families with Dependent Children (AFDC) / Temporary Assistance to Needy Families (TANF) | <ol style="list-style-type: none"> 1. Graduated from a Texas public school 2. Successfully completed attendance requirements 3. Received financial assistance during the last year of public high school in Texas under Chap. 31, Human Resources Code, for at least six months 4. Is less than 22 years old on the enrollment date 5. Enrolled at UTSA as an undergraduate no later than one year after the date of graduation from a Texas public high school 6. Met UTSA's entrance examination requirements before the enrollment date 7. Is classified as a Texas resident | Tuition (first year only) Required fees (first year only) |
| Educational aides | <ol style="list-style-type: none"> 1. Texas resident 2. Certified as an educational aide by State Board for Educator Certification 3. Has two years of school experience as a certified educational aide working directly with students in a school district 4. Employed as a certified educational aide working directly with students in a school district throughout the term for which exemption is received 5. Established financial need as determined by the Texas Higher Education Coordinating Board 6. Enrolled in UTSA classes necessary for teacher certification 7. Maintained acceptable grade point average as determined by the Texas Higher Education Coordinating Board 8. Eligibility certified by the Texas Higher Education Coordinating Board | Tuition Required fees (other than class or laboratory fees) |

Tuition Rebate

Resident students entering a baccalaureate degree program on or after September 1, 1997, may be eligible for a tuition rebate of up to \$1,000 if the student

- is awarded a baccalaureate degree
- has attempted no more than 3 semester credit hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credits and credit earned by examination.

Title IV Program Refund

As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended, The University of Texas at San Antonio is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, loan, or work assistance under Title IV of the act or whose parents have received a loan on their behalf under 20 U.S.C. § 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is 60 percent of the period of enrollment for which the charges were assessed. A student who withdraws before that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in §54.006, Texas Education Code, or a pro rata refund calculated pursuant to §484B of the act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed \$25. UTSA will use the pro rata method for determining refunds of tuition and fees, as in the following example:

| Fall Semester | | | |
|---------------|----------|---------|----------|
| Week | % Refund | Week | % Refund |
| 1 | 90 | 5 and 6 | 60 |
| 2 and 3 | 80 | 7 and 8 | 50 |
| 4 | 70 | 9 | 40 |

Nonpayment of Debts

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

1. denial of readmission, including further registration
2. withholding of official transcripts
3. withholding a degree to which the student would otherwise be entitled
4. withholding of grades
5. 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 Admissions and Registrar is notified. No further services of the University will be provided until all obligations are cleared.

A student who pays tuition and fees with a check 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, will be withdrawn from the University by the Registrar for nonpayment of tuition and fees.

PROCEDURAL FEES

Add/Drop Fee

A \$5 fee will be charged for each add or drop transaction processed during the add/drop period (beginning the first class day and ending on the Census Date). The fee is not charged before the first class day or for transactions initiated by UTSA. This fee is nonrefundable.

Application Fee

UTSA charges a nonrefundable application fee of \$25 to all undergraduates applying for admission to the University. Former UTSA students applying for undergraduate admission are not required to resubmit the application fee.

Auditing Fee

All auditors of courses must submit for approval a Request to Audit form to the Enrollment Services Center. Students registered at UTSA may, with the approval of the instructor and Dean of the college in which the course is offered, audit courses by paying an auditing fee of \$25 per course. The audit fee is not refundable.

Upon approval of a Request to Audit form, a nonstudent auditor must pay an auditing fee of \$50 per course. The fee is nonrefundable. Nonstudents over 65 are permitted to audit without paying a fee, provided space is available and a Request to Audit form is approved. Nonstudent auditors who wish to have library privileges may receive them by filling out a Friends of the UTSA Library application at the circulation desk in the UTSA Library, John Peace Library Building, second floor, and by paying a nonrefundable fee. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the circulation desk.

Permission to audit may be obtained and fees paid beginning the first day of class through the Census Date.

All auditors of courses must register their vehicles and obtain parking permits from the Office of Fiscal Services.

Credit by Examination Fee

A fee of \$20 per examination is required of students who challenge UTSA undergraduate courses. Procedures for challenging courses by examination are in chapter 5 (General Academic Regulations) of this bulletin.

Degree Application Fee

A \$30 application fee is required of candidates for a degree. Application for a degree must be made at the Enrollment Services Center and the fee paid according to the specific dates listed in chapter 1 (Bachelor's Degree Regulations) of the Undergraduate Catalog. This fee is nonrefundable and must be paid each time an application for degree is filed. The degree application fee does not cover cap and gown rental or purchase.

Duplicate Diploma Fee

A \$15 fee will be charged for each request for a duplicate diploma.

Late Registration Fee

A late registration fee of \$5 is charged for the first day of late registration, and an additional \$2.50 per day is assessed thereafter. The maximum late registration fee for any one term is \$15. This fee may be waived only in extenuating circumstances by the President or his delegate. The late registration fee is not refundable.

SEMESTER FEES

Mandatory Semester Fees

First Semester Only

Students are assessed the following onetime 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 is refunded upon request, less outstanding charges, 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 be used to pay his or her first year's dues in the UTSA Alumni Association. The form for requesting a refund or that the deposit to 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.

International Student Program Fee. A \$45 fee is assessed new international students for programs in the Office of Multicultural Programs.

Orientation Fee. An orientation fee of \$55 is assessed all new freshmen and transfer students when they are admitted to UTSA. Orientation programs provide information about UTSA's academic requirements, campus services, and student activities. Almost all of the programs also include academic advising and registration. Students must preregister for these programs. Further information is available from the Office of New Student Programs.

Every Semester

Certain services and benefits are provided every semester by UTSA to all students. These are supported by tuition and the following fees: student services, University Center, automated services and computer access, library resources, Recreation Center, university publication, international education, and medical services. All students are assessed these fees each semester. Refer to the Tuition and Mandatory Fees tables for semester totals.

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 and Fees in this chapter) according to the number of semester credit hours for which registration is completed and according to his or her residence classification (see Tuition and Mandatory Fees).

Student Services Fee. A compulsory student services fee is charged to 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 recreational activities, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, student government, and any other student activities and services specifically authorized and approved by the Board of Regents. Students are assessed this fee based on the number of semester credit hours they register for (see Tuition and Mandatory Fees).

University Center Fee. The University Center fee is \$4 per semester credit hour. The minimum fee is \$20 and the maximum is \$44 per semester.

Automated Services and Computer Access Fee. Each student who registers at UTSA is required to pay a \$14 per semester credit hour fee. The minimum fee is \$56 and the maximum fee is \$168 per semester.

International Education Fee. A \$1 per semester fee will be assessed all students enrolled at UTSA to cover the costs of the international education program.

Library Resources Fee. A fee of \$2 per semester credit hour is charged all students who register at UTSA to defray costs of providing increased direct services and supplies, including online access to full-text databases, academic indexes, and increased printed books and journals.

Medical Services Fee. A \$15 per semester fee is assessed all students for medical services provided at Student Health Services.

Recreation Center Fee. The Recreation Center fee is \$1 per semester credit hour, with a maximum of \$30 per semester.

Student Identification Card Fee. A fee of \$3 a student is assessed each regular semester (Fall and Spring) and \$1.50 each summer term for the issuance of a student photo identification card.

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

Records Processing Fee. A \$5 per semester fee will be assessed all students enrolled at UTSA to cover the cost of providing student transcripts.

Possible Additional Semester Fees

Depending on the major pursued or the courses selected by a student, additional fees may be required. Students should become aware of additional fees incurred by their major or course selection. Some (not all) of these fees are noted by the course listing in the Schedule of Classes.

Architecture Studio Use Fee

A fee of \$25 per course is assessed students enrolled in courses in the architecture curriculum who use any of the studios under the direction of the School of Architecture and Interior Design.

Architecture Resource Fee

A \$25 fee is assessed students who are registered in certain architecture courses to provide materials and supplies for various projects and experiments.

Communication Materials Fee

A \$5 fee is assessed students who are registered in certain communication courses to provide materials and supplies used during the semester.

Educational Field Instruction Fee

A \$40 fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practicums, and student internships.

EIS Auxiliary Fee

A \$20 per course fee is assessed international students taking courses in English for International Students (EIS).

Field Trip Fee

A supplementary fee is assessed students in certain courses to pay for the expenses of field trips.

Foreign Language Multimedia Learning Center Fee

Each student who registers at UTSA in a foreign language course is required to pay a \$7 per course fee.

Foreign Student Insurance Fee

All international students are required to purchase the UT System Medical Insurance Plan for students, 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 provides proof of coverage by a comparable U.S. health plan, and (2) UTSA approves the comparable health coverage.

Graphic Art Centre Fee

A fee of \$1,666 per semester is assessed students who participate in ART 4593 at the Santa Raparata Graphic Art Centre.

Installment Payment Plan Fee

A \$16 charge is assessed when a student elects to pay tuition and fees under the installment payment plan. This charge is normally included in the first installment payment.

Laboratory Fee

In certain courses a laboratory fee, not to exceed the actual cost of materials and supplies and no less than \$2 or more than \$30, may be charged. When a laboratory fee is charged, the Schedule of Classes indicates the associated fee.

Music Course Fee

A \$10 per course fee for nonmusic majors is assessed students who are registered in a course that uses equipment for instruction purposes. All music majors are charged \$25 per semester to defray the cost of equipment maintenance.

Music Instrument User Fee

In certain music courses, an instrument user fee of \$20 per course may be charged. A notation of this fee appears with the course listing in the Schedule of Classes.

Parking Fees

All vehicles parked on campus must comply with UTSA Parking and Traffic Regulations. Copies of these regulations are available during registration and in the University Police Traffic Office. Parking fees for students are shown in the table.

| Class | Amount | Type of Permit |
|-------|--------|--|
| G | \$50 | General permit (purchased in Fall Semester) |
| | \$26 | General permit (purchased in Spring Semester) |
| | \$21 | General permit (purchased in Summer Semester) |
| H | No fee | No fee for permanently disabled persons or disabled veterans |
| C | \$20 | Motorcycle, motor scooter, motorbike permit (purchased in Fall Semester) |
| | \$17 | Motorcycle, motor scooter, motorbike permit (purchased in Spring Semester) |
| | \$12 | Motorcycle, motor scooter, motorbike permit (purchased in Summer Semester) |
| W | \$6 | Bicycle permit (purchased at any time) |

Parking permits are available for persons with disabilities in accordance with applicable statutory law and UTSA Parking and Traffic Regulations.

Refunds for unused portions of parking permits must be requested on the Refund Request form available in the University Police Traffic Office. Refunds will be made in accordance with the current UTSA Parking and Traffic Regulations, Section 6, paragraph I.

Physical Education Fees

Physical Education Activity Fee. A fee of \$10 for a semester or summer term is required for all physical education courses or activities. Lockers, towels, and locks are provided.

Equipment and Lane Fee. A fee of \$60 for a semester or summer term is required for physical education bowling courses.

Driving Range Fee. A fee of \$44 for a semester or summer term is required for physical education golf activity courses.

Swimming Pool Fee. A fee of \$22 for a semester or summer term is required for physical education swimming activity courses.

Studio Art Fee

A fee of \$25 per course 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 Division of Visual Arts.

Supplementary and Special Fees

Some art, music, and other courses may require supplementary or special fees. When such fees are charged, the Schedule of Classes indicates the associated fee.

Visual Resource Collections Fee

A charge of \$7 per course is assessed to defray the costs of course support materials, such as the slide library, for art history and criticism (AHC) courses.

Writing Materials Fee

A \$5 per course fee is assessed for English composition courses.

FEES FOR RESOURCE USE

Foreign Language Testing Fee

A charge of \$15 per course is assessed for testing to evaluate students for placement in foreign language programs.

Locker Fee

Students who wish to use lockers in the library and in the music, architecture and interior design, and visual arts divisions will be required to pay a \$15 per semester fee.

Placement Test Fee

Certain courses require a placement test before course enrollment. Students should contact Testing Services for information about placement testing and test fees.

TASP Alternative Test Fee

Students taking a TASP Alternative Test will be assessed a fee not to exceed \$29.

Teacher Placement Service Fee

Currently enrolled students and alumni may register for teacher placement services with the Office of Teacher Advising, Certification, and Placement for a setup fee of \$5. Others who wish to establish a placement file are charged a setup fee of \$35. A handling fee of \$5 is charged for each set of credentials provided after initial registration. All fees are payable in advance.

Thesis and Dissertation Binding Fee

A fee of \$10 per copy is charged for binding the five official copies of the thesis and five official copies of the dissertation filed with the University.

**UNDERGRADUATE STUDENT
TUITION AND MANDATORY FEES
FALL AND SPRING SEMESTERS / TEN-WEEK SUMMER SESSIONS**

| Number of Hours | TUITION | TUITION | Student | Automated | University | Medical | Other | TOTALS | TOTALS |
|-----------------------|------------------------|------------------|-----------------|-----------------|---------------|----------------|-------|------------------------|------------------|
| | Resident \ Military | Non- Resident | Services Fee | Services Fee | Center Fee | Service Fee | Fees | Resident \ Military | Non- Resident |
| 1 | 160.00 | 295.00 | 16.00 | 56.00 | 20.00 | 15.00 | 17.00 | 284.00 | 419.00 |
| 2 | 160.00 | 590.00 | 32.00 | 56.00 | 20.00 | 15.00 | 20.00 | 303.00 | 733.00 |
| 3 | 240.00 | 885.00 | 48.00 | 56.00 | 20.00 | 15.00 | 23.00 | 402.00 | 1,047.00 |
| 4 | 320.00 | 1,180.00 | 64.00 | 56.00 | 20.00 | 15.00 | 26.00 | 501.00 | 1,361.00 |
| 5 | 400.00 | 1,475.00 | 80.00 | 70.00 | 20.00 | 15.00 | 29.00 | 614.00 | 1,689.00 |
| 6 | 480.00 | 1,770.00 | 96.00 | 84.00 | 24.00 | 15.00 | 32.00 | 731.00 | 2,021.00 |
| 7 | 560.00 | 2,065.00 | 112.00 | 98.00 | 28.00 | 15.00 | 35.00 | 848.00 | 2,353.00 |
| 8 | 640.00 | 2,360.00 | 128.00 | 112.00 | 32.00 | 15.00 | 38.00 | 965.00 | 2,685.00 |
| 9 | 720.00 | 2,655.00 | 144.00 | 126.00 | 36.00 | 15.00 | 41.00 | 1,082.00 | 3,017.00 |
| 10 | 800.00 | 2,950.00 | 150.00 | 140.00 | 40.00 | 15.00 | 44.00 | 1,189.00 | 3,339.00 |
| 11 | 880.00 | 3,245.00 | 150.00 | 154.00 | 44.00 | 15.00 | 47.00 | 1,290.00 | 3,655.00 |
| 12 | 960.00 | 3,540.00 | 150.00 | 168.00 | 44.00 | 15.00 | 50.00 | 1,387.00 | 3,967.00 |
| 13 | 1,040.00 | 3,835.00 | 150.00 | 168.00 | 44.00 | 15.00 | 53.00 | 1,470.00 | 4,265.00 |
| 14 | 1,120.00 | 4,130.00 | 150.00 | 168.00 | 44.00 | 15.00 | 56.00 | 1,553.00 | 4,563.00 |
| 15 | 1,200.00 | 4,425.00 | 150.00 | 168.00 | 44.00 | 15.00 | 59.00 | 1,636.00 | 4,861.00 |
| 16 | 1,280.00 | 4,720.00 | 150.00 | 168.00 | 44.00 | 15.00 | 62.00 | 1,719.00 | 5,159.00 |
| 17 | 1,360.00 | 5,015.00 | 150.00 | 168.00 | 44.00 | 15.00 | 65.00 | 1,802.00 | 5,457.00 |
| 18 | 1,440.00 | 5,310.00 | 150.00 | 168.00 | 44.00 | 15.00 | 68.00 | 1,885.00 | 5,755.00 |
| Per Credit Hour | \$80.00 | \$295.00 | \$16.00 | \$14.00 | \$4.00 | | | | |
| MIN | \$160.00 | | | \$56.00 | \$20.00 | | | | |
| MAX | | | \$150.00 | \$168.00 | \$44.00 | | | | |

Tuition and fee amounts are subject to change by legislative action or by action of the Board of Regents of The University of Texas System. Changes in tuition and fees will be effective upon the date of enactment. Refer to each semester's Schedule of Classes for current tuition rates, fee amounts, and additional fees that may be charged for specific courses. Other semester fees include the Library Resource Fee, \$1 per semester credit hour; Recreation Center Fee, \$1 per semester credit hour; Publication Fee, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Fee, \$5.

**UNDERGRADUATE STUDENT
TUITION AND MANDATORY FEES
FIVE WEEK SUMMER TERM**

| Number Of Hours | TUITION | TUITION | Student | Automated | University | Medical | Other | TOTALS | TOTALS |
|-----------------------|------------------------|------------------|-----------------|-----------------|----------------|-----------------|-------|------------------------|------------------|
| | Resident \ Military | Non- Resident | Services Fee | Services Fee | Center IFee | Services Fee | Fees | Resident \ Military | Non- Resident |
| 1 | 100.00 | 295.00 | 16.00 | 56.00 | 20.00 | 7.50 | 10.00 | 209.50 | 404.50 |
| 2 | 160.00 | 590.00 | 32.00 | 56.00 | 20.00 | 7.50 | 13.00 | 288.50 | 718.50 |
| 3 | 240.00 | 885.00 | 48.00 | 56.00 | 20.00 | 7.50 | 16.00 | 387.50 | 1,032.50 |
| 4 | 320.00 | 1,180.00 | 64.00 | 56.00 | 20.00 | 7.50 | 19.00 | 486.50 | 1,346.50 |
| 5 | 400.00 | 1,475.00 | 75.00 | 70.00 | 20.00 | 7.50 | 22.00 | 594.50 | 1,669.50 |
| 6 | 480.00 | 1,770.00 | 75.00 | 84.00 | 24.00 | 7.50 | 25.00 | 695.50 | 1,985.50 |
| 7 | 560.00 | 2,065.00 | 75.00 | 84.00 | 28.00 | 7.50 | 28.00 | 782.50 | 2,287.50 |
| 8 | 640.00 | 2,360.00 | 75.00 | 84.00 | 32.00 | 7.50 | 31.00 | 869.50 | 2,589.50 |
| 9 | 720.00 | 2,655.00 | 75.00 | 84.00 | 36.00 | 7.50 | 34.00 | 956.50 | 2,891.50 |
| 10 | 800.00 | 2,950.00 | 75.00 | 84.00 | 40.00 | 7.50 | 37.00 | 1,043.50 | 3,193.50 |
| 11 | 880.00 | 3,245.00 | 75.00 | 84.00 | 44.00 | 7.50 | 40.00 | 1,130.50 | 3,495.50 |
| 12 | 960.00 | 3,540.00 | 75.00 | 84.00 | 44.00 | 7.50 | 43.00 | 1,213.50 | 3,793.50 |
| 13 | 1,040.00 | 3,835.00 | 75.00 | 84.00 | 44.00 | 7.50 | 46.00 | 1,296.50 | 4,091.50 |
| 14 | 1,120.00 | 4,130.00 | 75.00 | 84.00 | 44.00 | 7.50 | 49.00 | 1,379.50 | 4,389.50 |
| 15 | 1,200.00 | 4,425.00 | 75.00 | 84.00 | 44.00 | 7.50 | 52.00 | 1,462.50 | 4,687.50 |
| 16 | 1,280.00 | 4,720.00 | 75.00 | 84.00 | 44.00 | 7.50 | 54.00 | 1,544.50 | 4,984.50 |
| 17 | 1,360.00 | 5,015.00 | 75.00 | 84.00 | 44.00 | 7.50 | 56.00 | 1,626.50 | 5,281.50 |
| 18 | 1,440.00 | 5,310.00 | 75.00 | 84.00 | 44.00 | 7.50 | 58.00 | 1,708.50 | 5,578.50 |
| Per Credit Hour | \$80.00 | \$295.00 | \$16.00 | \$14.00 | \$4.00 | | | | |
| MIN | \$100.00 | | | \$56.00 | \$20.00 | | | | |
| MAX | | | \$75.00 | \$84.00 | \$44.00 | | | | |

Tuition and fee amounts are subject to change by legislative action or by action of the Board of Regents of The University of Texas System. Changes in tuition and fees will be effective upon the date of enactment. Refer to each semester's Schedule of Classes for current tuition rates, fee amounts, and additional fees that may be charged for specific courses. Other semester fees include the Library Resource Fee, \$1 per semester credit hour; Recreation Center Fee, \$1 per semester credit hour; Publication Fee, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Fee, \$5.

UTSA Athletic Facility Use Fee

Athletic facilities available are the physical education gymnasiums, weight rooms, Tennis Center, and track. Lockers, locks, and towels are provided. In order to use these facilities, a current UTSA student identification card or membership card must be presented. Currently enrolled students may use the athletic facilities at no cost during normal hours of operation. Athletic facility memberships are available to faculty, staff, alumni association members, and spouses. Memberships may be purchased at the P.E. Equipment Room located on the lower level of the Physical Education Building.

Authorized users may be accompanied by two guests per visit. Guest fee is \$5 a visit.

All persons using the athletic facilities must be at least 18 years old. All fees are nonrefundable.

| Category of User | Annual Cost |
|---------------------------------------|---------------|
| UTSA Student-Currently Enrolled | No cost |
| UTSA Student-Spouse | \$12 |
| UTSA Faculty or Staff Member | \$24 |
| UTSA Faculty or Staff Spouse | \$12 |
| UTSA Alumni Association Member | \$24 |
| UTSA Alumni Association Member Spouse | \$12 |
| Guests | \$5 per visit |

PENALTY FEES

Late Payment Fee

A late fee of \$10 is added to a student's bill when an installment payment is not paid by the due date.

Library Fines for Overdue Materials and Lost or Damaged Items

Fines are charged for overdue library materials and library items that are lost or damaged. UTSA Library regulations on borrowing and fines are available at the circulation desk.

Parking Fines

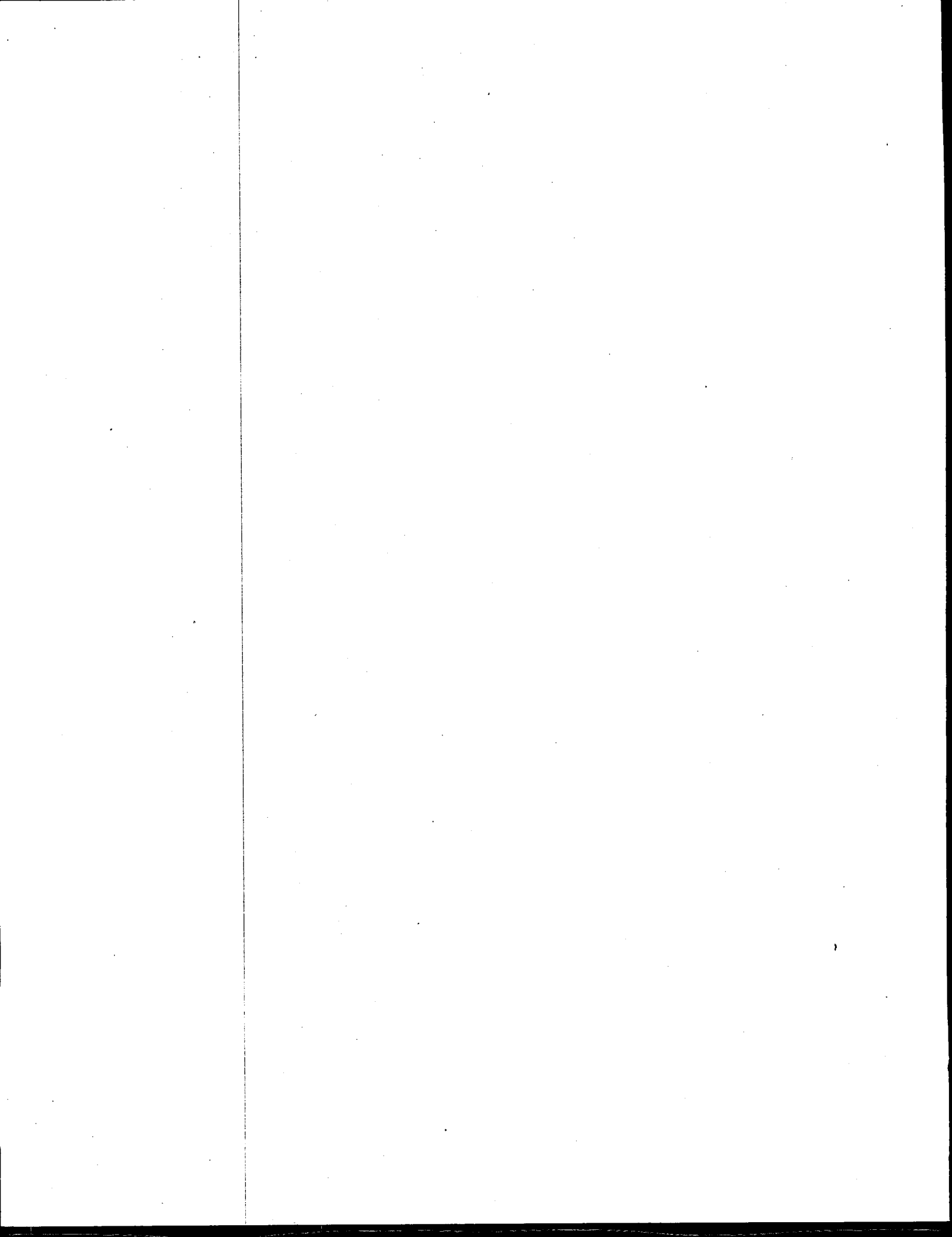
Unpaid parking fines place a financial hold on student records and will interfere in the registration or transcript release processes.

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 reenrollment and in the University's refusal to issue the student's transcript.

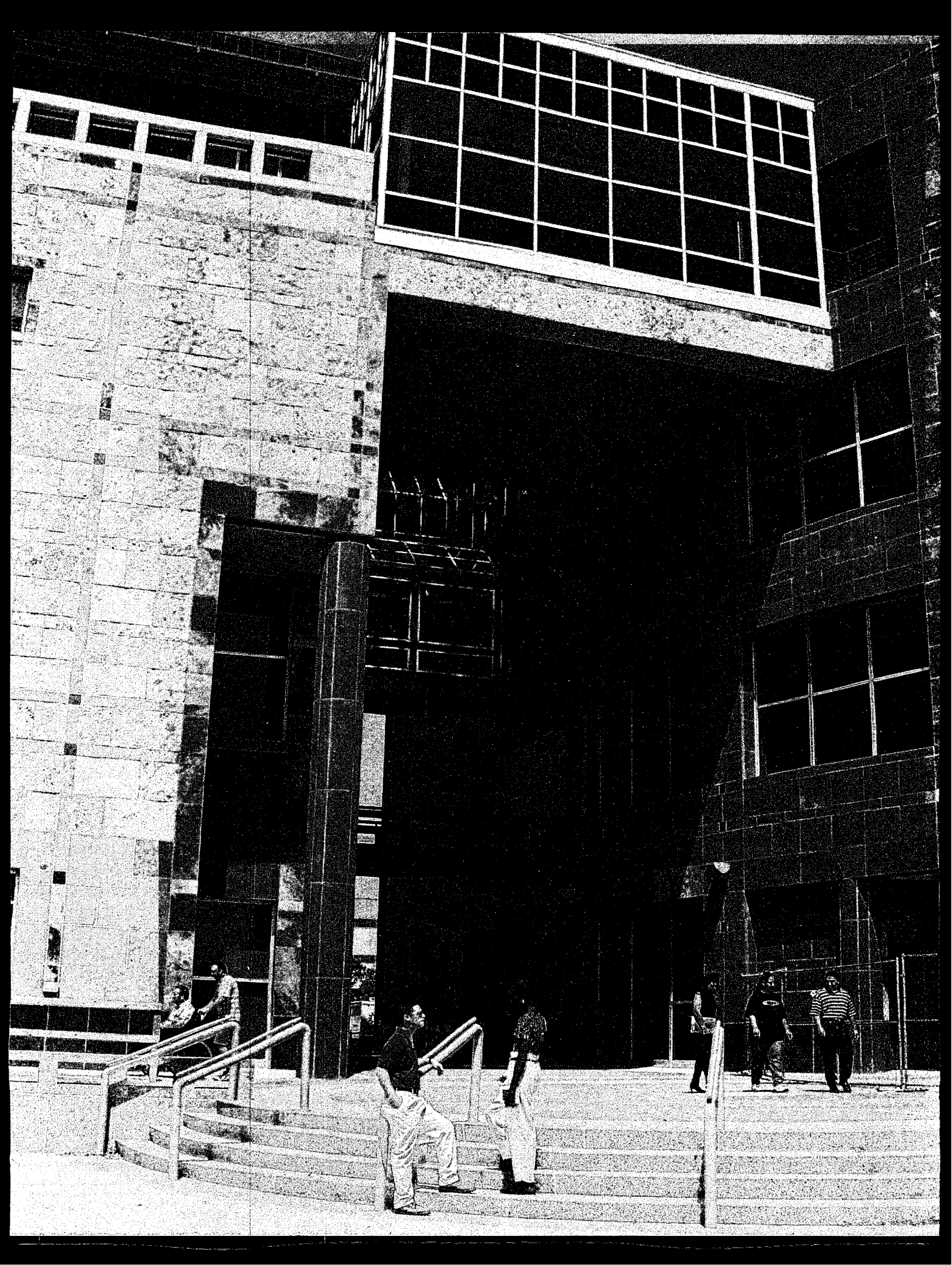
Returned Check Fee

A charge of \$15 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 two bad checks.



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CHAPTER 4

ADMISSION

PHILOSOPHY

Admission requirements for undergraduate study at UTSA are designed to give admitted applicants an opportunity to demonstrate that they can perform college-level work. Each application file is reviewed individually. Exceptional circumstances and appeals should be addressed, in writing, to the Admission Committee. UTSA will admit all applicants who are holders of bona fide University of Texas at San Antonio scholarships designated by the President of the University. For graduate admission requirements, please refer to the Graduate Catalog.

CLASSIFICATIONS AND REQUIREMENTS

Sections 51.762 and 51.763 of the Texas Education Code establish a common application (both electronic and printed versions) to be used by general academic teaching institutions statewide. UTSA uses the State of Texas Common Application as its sole undergraduate application for admission for U.S. citizens and permanent residents. Because of the specific educational history required, an applicant holding a nonpermanent visa may not submit the regular statewide common application but instead must use UTSA's International Student Application for Admission (printed version) or the International Student Common Application (electronic version). Electronic versions of both regular and international Common Applications may be accessed at www.applytexas.org.

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

First-Time Freshmen

UTSA classifies the following students as first-time freshmen:

- those who have not attended a college or university before 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.

Basic requirements for first-time freshmen depend on the length of time between their date of graduation or General Educational Development (GED) test and their date of application. If an applicant has graduated within five years of application, a minimum rank-in-class and either the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Testing Program (ACT) are required. If an applicant graduated more than five years before application, an SAT or ACT score is not required. An applicant who earned a GED more than five years before application is not required to take the SAT or ACT.

High School Graduates

Applying within Five Years of Graduation

A State of Texas Common Application, \$25 nonrefundable application fee, and sixth- or seventh-semester high school transcript should be forwarded to the Office of Admissions and Registrar early in a student's senior year. Applicants for admission as first-time freshmen who are attending high school at the time of application and who meet the rank-in-class and SAT/ACT requirements during their senior year are admitted pending certification of high school graduation. Applicants who do not meet the requirements before graduation will be considered for admission upon submission of final transcripts or new test scores.

In-State. This category covers applicants who have graduated from an accredited Texas high school within five years of the date of application to UTSA. An accredited high school is one that has been accredited by the Texas Education Agency or by an accrediting association approved by the Texas Education Agency. UTSA will also consider any student who graduates from a high school accredited by any of the regional accrediting associations similar to the Southern Association of Colleges and Schools.

The following table shows the minimum total scores required, based on high school rank-in-class and on either the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Testing Program (ACT).

| High School Rank-in-Class | Minimum Total SAT Score (Recentered) | Minimum Total ACT Score (Enhanced) |
|--|---|---|
| Top 10% | No minimum required, but scores must be submitted | No minimum required, but scores must be submitted |
| Top 25% (not in top 10%) | 830 | 17 |
| Second 25% | 870 | 18 |
| Third 25% | 920 | 19 |
| Fourth 25% | 970 | 20 |
| GED, no rank, unaccredited high school, or home school | 970 | 20 |

Texas resident students who are in the top 10 percent of their high school graduating class at an accredited high school are admitted without minimum score requirements on the ACT or SAT, but their scores must be submitted to UTSA. Students scoring 20 on the ACT or 970 on the SAT, contingent upon high school graduation, will be admitted. Students scoring below 20 on the ACT or 970 on the SAT will need to meet the requirements for rank-in-class as shown in the above chart.

If a first-time freshman does not meet the admissions criteria above, the Office of Admissions and Registrar may also take into consideration the following factors to determine admission:

- first-generation college student status
- financial status of applicant's school district
- extracurricular activities
- leadership
- community activities
- work experience
- socioeconomic background
- experience surmounting obstacles to pursue higher education.

Out-of-State. An out-of-state applicant must graduate from a high school accredited by that state's accreditation division. That division's mission and scope must be similar to that of the Texas Education Agency. UTSA will also consider the applications of students who graduate from a high school accredited by any of the regional accrediting associations similar to the Southern Association of Colleges and Schools.

Out-of-state applicants for admission who have graduated within five years of the date of first enrollment at UTSA and who have not attended another college or university must be in the top half of their graduating class. Minimum SAT or ACT scores must correspond to those required of in-state applicants in the first or second quartile of their class.

Applying More Than Five Years after Graduation

Both in-state and out-of-state applicants for admission whose graduation from high school was more than five years before their application for admission and who have never attended another college or university are eligible for admission regardless of both high school rank-in-class and SAT or ACT scores. These applicants must submit a completed application, an official high school transcript, and a nonrefundable application fee to the Office of Admissions and Registrar.

Admission by Individual Approval

The following applicants must meet the same requirements as a student graduating in the fourth 25% of an accredited high school graduating class. A State of Texas Common Application and \$25 nonrefundable application fee must be forwarded to the Office of Admissions and Registrar in addition to required documents. Each applicant is reviewed individually. Exceptional circumstances should be addressed, in writing, to the Admission Committee.

| Individual Approval | Minimum Total SAT Score (Recentered) | Minimum Total ACT Score (Enhanced) |
|--|---|---------------------------------------|
| Unaccredited high schools, high schools that do not rank, home school programs, GED applicants, or International Baccalaureate | 970 | 20 |

See Individual Approval requirements below:

Unaccredited High Schools and Schools That Do Not Rank

Graduation from an accredited high school is the typical minimum requirement for admission to UTSA. However, Texas residents who have scored at least 970 on the SAT or 20 on the ACT but are graduates of unaccredited high schools may be considered for admission. Texas residents who are graduates of either an accredited or unaccredited high school that does not rank its graduating class also may be considered for admission with minimum scores of 970 on the SAT or 20 on the ACT. In addition to the application and application fee, a sixth- or seventh-semester high school transcript and official copies of test scores should be forwarded to the Office of Admissions and Registrar early in a student's senior year. Applicants who meet the SAT or ACT requirements during their senior year are admitted pending certification of high school graduation. Applicants who do not meet the requirements before graduation will be considered for admission upon submission of final transcripts or new test scores.

Home School Programs

Texas residents who have scored at least 970 on the SAT or 20 on the ACT but are graduates of home school programs may be considered for admission. In addition to the application and application fee, supporting documents that will verify the equivalent of high school graduation should be forwarded to the Office of Admissions and Registrar early in a student's senior, or final year of study. Appropriate documentation may include, but is not limited to:

- course syllabi and dates of study
- competencies successfully completed or grades, including dates of completion
- program of study and level (9th grade, 10th grade, etc.)
- final transcript showing completion of program of study, if available
- any additional information as deemed necessary by the Admission Committee.

Applicants who meet the SAT or ACT requirement will be admitted pending documentation of completion of program of study.

GED Applicants

Applicants who did not graduate from an accredited high school but who received a General Educational Development (GED) test certificate may be considered for admission to UTSA. Applicants are required to have an average standard GED score of 45 or above on the five tests, with no score lower than 35 on any individual test. If the GED was taken within five years of application, GED applicants must also furnish official SAT or ACT scores. A minimum score of 970 on the SAT or 20 on the ACT is required. Applicants who received their GED more than five years before application to UTSA are not required to submit SAT or ACT scores; admission for these applicants is based on satisfactory GED scores as outlined above.

International Baccalaureate

Applicants who are graduates of an International Baccalaureate (IB) program may be considered for admission with minimum scores of 970 on the SAT or 20 on the ACT. Applicants who meet the SAT or ACT requirements during their senior year are admitted pending certification of high school graduation or completion of the International Baccalaureate.

Provisional Admission

Applicants who are Texas residents, first-time freshmen, and graduates of any accredited high school, but who do not qualify for admission because of inadequate SAT/ACT scores or high school records may be admitted to a Spring Semester or summer term on a provisional basis.

Students who are admitted on a provisional basis are given an opportunity to demonstrate that they can perform college-level work and can reasonably be expected to make progress toward a degree. Applicants must demonstrate their ability to perform at the college level by obtaining an overall "C" average (2.0 on a 4.0 scale) in 12 semester credit hours of college-level work. Upon successful completion of 12 semester credit hours from approved courses at UTSA, students are allowed to request degree-seeking status in a subsequent semester.

Students who completed dual credit courses prior to graduation from high school and/or developmental education courses after high school are eligible to be admitted on a provisional basis. Credit for these courses, even if they were taken at UTSA, does not count towards the 12-semester-credit-hour requirement.

Enrollment Requirements. While provisional students are expected to complete the 12-semester-credit-hour requirement in their initial semester of enrollment at UTSA, the absolute minimum initial enrollment is 6 college-level semester credit hours. A student who is initially enrolling in the Summer Semester must register for both summer terms.

A provisional student who enrolls for 6 but less than 12 semester credit hours must earn at least a 1.5 grade point average to continue as a provisional student the next term. Upon completion of 12 semester credit hours, students must have a cumulative grade point average of 2.0. Students without a 2.0 grade point average will be placed on academic dismissal. For consideration of reinstatement, a student must submit transcripts from other colleges or universities he or she has attended showing at least 30 semester credit hours of coursework with at least a 2.0 grade point average.

If a provisional student enrolls for less than 12 semester credit hours in the initial semester, all grades will be calculated in the final grade point average during the semester in which the 12th hour is completed.

Course Requirements. Once a student has been admitted under the Provisional Admission Program, advisement is provided through the Tomás Rivera Center for Student Success. Students in the program must take courses selected from English, mathematics, natural sciences, social sciences, humanities, and foreign languages.

Enrollment in EDP 1702, a 2-semester-credit-hour study skills course, is recommended; however, this course does not count toward the 12-semester-credit-hour requirement.

Until a student's provisional status is removed, the student may not take courses at UTSA in disciplines other than English, mathematics, natural sciences, social sciences, humanities, and foreign languages. Students will be dropped from courses in any other disciplines.

Recommended Preparation

UTSA expects each applicant to be prepared for academic work at the university level. High school students who plan to apply to UTSA are strongly encouraged to prepare for university study by taking courses in language skills, quantification skills, and other subjects contributing to a broad academic background (English, foreign languages, speech, social sciences, history, mathematics, sciences, and the fine arts).

The recommended curriculum and number of high school units (a year of study in one subject at an accredited secondary school) follow:

| Subject | Units |
|---|-----------|
| English | 4 |
| Mathematics (algebra, geometry, trigonometry, and advanced mathematics) | 3 or more |
| One foreign language | 2 or more |
| Natural science | 2 or more |
| Social science | 2 or more |
| Fine arts | 1 or more |

These specific units, although not required for admission, are recommended. Students who enroll at UTSA and who have knowledge in certain subjects may be able to earn credit toward graduation through the credit by examination program outlined in chapter 5 (General Academic Regulations) of this bulletin.

Concurrent Enrollment of High School Students

Selected high school students may be admitted under the Concurrent UTSA/High School Enrollment Program and enroll in UTSA courses while completing their high school studies. To qualify for the concurrent enrollment program, students must take the SAT or the ACT test and earn the following scores:

| High School Classification | Minimum Total SAT Score | Minimum Total ACT Score |
|----------------------------|---|---|
| Senior | 970 | 20 |
| Junior | 1100 (with no less than 500 on Verbal and Math sections) | 24 (with no less than 19 on English and Math sections) |
| Sophomore | 1180 (with no less than 500 on Verbal and Math sections) | 26 (with no less than 19 on English and Math sections) |

Seniors

To be considered, applicants must submit the following documents to the Office of Admissions and Registrar by the application deadline: application for admission (The State of Texas Common Application); \$25 nonrefundable application fee; letter of recommendation from a high school counselor for the desired program of study; an official high school transcript; and official SAT or ACT scores.

Unless otherwise exempt, TASP (Texas Academic Skills Program) scores in reading, writing, and mathematics skills must be on file in the Office of Admissions and Registrar before the student may register. The student may enroll in any collegiate level courses related to passed sections of the TASP. High school students will not be enrolled in developmental education courses.

After all required documents have been submitted to the Office of Admissions and Registrar, the Dean of the College in which the student anticipates taking a course must provide approval before the student can be enrolled. The Office of Admissions and Registrar coordinates this process.

Juniors and Sophomores

To be considered, juniors and sophomores must forward the following documents to the Office of Admissions and Registrar by the application deadline: application for admission (The State of Texas Common Application); \$25 nonrefundable application fee; letter of recommendation from a high school counselor for the desired program of study; an official high school transcript; and official SAT or ACT scores. After all required documents have been submitted, the Office of University Honors Programs and the Dean of the College in which the student anticipates taking a course must provide approval before the student can be enrolled. The Office of Admissions and Registrar coordinates this process and forwards applications to the Office of University Honors Programs for review.

Transfer Students

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 accredited college or university at the time of their application to UTSA.

Applicants for admission as transfer students must have at least a "C" (2.0 on a 4.0 scale) admission grade point average. When calculating an admission grade point average for transfer students, repeats and duplicates are excluded from the calculation except in cases where the course is allowed to be repeated for credit. Courses completed at another regionally accredited college or university in which grades of "D" or "F" were earned may be repeated at the same institution with the better grade counted in the admission grade point average. In the case of a student repeating a course with a grade of "C" or better, the later attempt is considered a duplicate course and is excluded from the grade point calculation.

Applicants who are enrolled at another regionally accredited college or university at the time of application and have at least a "C" (2.0 on a 4.0 scale) admission grade point average may be admitted pending receipt of final transcripts verifying the grade point average and good standing. For applicants who are currently enrolled in another college or university and do not meet these requirements, determination of eligibility for admission may be deferred until all final transcripts are received. When transfer students have met all of the admission requirements listed in the *UTSA Information* bulletin, they will be granted admission.

With Less Than 30 Semester Credit Hours

Applicants for admission who have earned less than 30 semester credit hours from accredited colleges or universities must

1. meet the same rank-in-class (or GED) and SAT/ACT requirements as first-time freshmen
2. have at least a "C" (2.0 on a 4.0 scale) admission grade point average
3. be in good standing at the last institution attended
4. be eligible to return (i.e., free of suspension, dismissal, or enforced withdrawal) to all previous institutions attended (documentation must be provided).

With 30 or More Semester Credit Hours

Applicants for admission to UTSA who have earned 30 or more semester credit hours from accredited colleges or universities must

1. have at least a "C" (2.0 on a 4.0 scale) admission grade point average
2. be in good standing at the last institution attended
3. be eligible to return (e.g., free of suspension, dismissal, or enforced withdrawal) to all previous institutions attended (documentation must be provided).

Admission by Individual Approval

Applicants who do not meet the admission requirements discussed above are reviewed individually. Exceptional circumstances should be addressed, in writing, to the Admission Committee.

Declaration of Previous College Work Attempted

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. 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.

2+2 Program

This program is designed to help students attending certain community colleges graduate from UTSA without losing credit in the transfer. Students must meet the general admission requirements set forth in this bulletin as well as any additional specific admission requirements of the various degree programs.

UTSA has established 2+2 transfer programs with San Antonio College, Palo Alto College, St. Philips College, Southwest Texas Junior College, Del Mar College, the Victoria College, Laredo Junior College, Coastal Bend Community College, Austin Community College, and Northwest Vista College.

Students completing the first two years of a recommended plan of study that appears in the 2+2 plans for one of the above colleges may complete the remaining years at UTSA and earn a bachelor's degree from UTSA in their respective discipline.

Academic Fresh Start

Texas residents may apply for admission to UTSA under the Academic Fresh Start statute (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.

At the time of application, applicants seeking admission under the Academic Fresh Start statute must inform the Office of Admissions and Registrar in writing of their intent by submitting an Academic Fresh Start form, available in the Office of Admissions and Registrar. Students admitted under this program will not receive any credit for courses taken 10 or more years before enrollment. Students with 3 or more semester credit hours awarded before the Fall 1989 semester are exempt from the Texas Academic Skills Program (TASP) regardless of any election of Academic Fresh Start.

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.

45-Hour Undergraduate Credit Limitation

Section 54.068 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 hours above those required for completion of a degree program. The 45 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 hours if the student took them while paying resident tuition at a public institution in Texas. Students are encouraged to seek academic advisement and to follow the official degree plan in the approved catalog of graduation. The law applies only to new undergraduate resident students beginning in Fall 1999 or later.

Special Students

Special students are transfer students who enroll in courses only at the undergraduate level without pursuing a degree at UTSA. First-time freshmen and international students may not apply as special students. Because special students are not working toward a degree, they may be ineligible for financial assistance.

Applicants with less than 30 semester credit hours attempted at an accredited college or university must meet the same admission requirements as first-time freshmen, have at least a "C" average (2.0 on a 4.0 scale) on all college-level coursework, and be in good standing at the last institution attended.

Applicants who have attempted 30 or more semester credit hours must have at least a "C" average (2.0 on a 4.0 scale) on the last 30 hours attempted and be in good standing at the last accredited college or university attended. Even though admission is based on the last 30 semester credit hours attempted, students must list all colleges and universities attended on the admission application.

To verify that requirements of the Texas Academic Skills Program (TASP) have been fulfilled, special students must provide transcripts showing satisfactorily completed courses before Fall 1989, even if the courses are not part of the last 30 semester credit hours attempted or if they already have a degree.

Special students may later be admitted as regular degree-seeking students by applying for admission and meeting the same admission requirements as those listed for transfer students. Classification changes from special undergraduate to "degree-seeking" must be submitted to the Office of Admissions and Registrar by the Automatic "W" Date and are effective the same semester if approved.

International Students

Definition

Applications from individuals holding nonpermanent visas are processed as international. This includes applications received from other countries as well as applications received from students currently attending U.S. high schools, colleges, or universities. International students are encouraged to use the International Student Common Application (electronic version accessed at www.applytexas.org) but may use UTSA's International Student Application for Admission (paper version).

International 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 Office of Admissions and Registrar.
2. Have superior grades on work done in secondary school, as determined by the Office of Admissions and Registrar.
3. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper version) or 173 (computerized version) on the TOEFL is required. TOEFL scores may be waived for
 - a. international students from countries where English is the primary language of instruction and the principal language spoken in the home, or
 - b. noncitizens of the United States graduating from U.S. high schools and satisfactorily completing a minimum of two years in English. Classes in English as a Second Language do not count toward this waiver requirement.
4. Participate in UTSA's English Language Assessment Program before registration if they earn a TOEFL score below 600 (paper version) or 250 (computerized version). Based on this assessment, students requiring additional instruction in English are placed in English for International Students (EIS) courses.
5. Submit an SAT/ACT test score corresponding to rank-in-class requirements for in-state, first-time freshman applicants if they graduated from a U.S. high school. SAT or ACT scores are strongly recommended from schools abroad.
6. Submit a statement guaranteeing the student's ability to pay all expenses while at UTSA. The statement may be sent from a parent, guardian, or sponsor when endorsed by a bank or other reliable institution, or from a U.S. citizen who accepts responsibility for the student's financial needs.
7. Submit evaluation of foreign credentials. Request information regarding the designated evaluation agency from the Office of Admissions and Registrar.
8. Have all application materials including application for admission, \$25 nonrefundable application fee, evaluation of foreign credentials, and all supporting documents on file in the Office of Admissions and Registrar by the application deadlines:

Fall Semester
Spring Semester
Summer Semester

June 1
October 15
March 1

International Transfer Students

Transferring from Schools Outside the United States. International transfer students who have attended a college or university in a country *other* than the United States must

1. Have qualifications equal to those required for transfer from a college or university in the United States.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper version) or 173 (computerized version) on the TOEFL is required. TOEFL scores may be waived for
 - a. international students from countries where English is the primary language of instruction and the principal language spoken in the home, or
 - b. noncitizens of the United States graduating from U.S. high schools and satisfactorily completing a minimum of two years in English. Classes in English as a Second Language do not count toward this waiver requirement.
3. Participate in UTSA's English Language Assessment Program before registration if they earn a TOEFL score below 600 (paper version) or 250 (computerized version). Based on this assessment, students requiring additional instruction in English are placed in English for International Students (EIS) courses.
4. Submit an SAT/ACT test score corresponding to rank-in-class requirements for in-state, first-time freshman applicants if they graduated from a U.S. high school. SAT or ACT scores are strongly recommended for all other international students. (International transfer students who have successfully completed one year of full-time university study do not need to submit SAT/ACT scores.)
5. Submit a statement guaranteeing the student's ability to pay all expenses while at UTSA. The statement may be sent from a parent, guardian, or sponsor when endorsed by a bank or other reliable institution, or from a U.S. citizen who accepts responsibility for the student's financial needs.
6. Submit evaluation of foreign credentials. Request information regarding the designated evaluation agency from the Office of Admissions and Registrar.
7. Have all application materials including application for admission, \$25 nonrefundable application fee, evaluation of foreign credentials, and all supporting documents on file in the Office of Admissions and Registrar by the application deadlines:

| | |
|-----------------|------------|
| Fall Semester | June 1 |
| Spring Semester | October 15 |
| Summer Semester | March 1 |

Transferring from Schools within the United States. International transfer students who have attended another college or university in the United States must

1. Have completed at least 30 semester credit hours with a "C" average (2.0 on a 4.0 scale) on all college work attempted.
2. Submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper version) or 173 (computerized version) on the TOEFL is required. TOEFL scores are not required for
 - a. international students from countries where English is the primary language of instruction and the principal language spoken in the home, or
 - b. students who have successfully completed 45 or more semester credit hours of transferable, college-level credit at a U.S. college or university, or
 - c. noncitizens of the United States graduating from U.S. high schools and satisfactorily completing a minimum of two years in English. Classes in English as a Second Language do not count toward this waiver requirement.
 - d. noncitizens of the United States graduating from U.S. colleges or universities with at least a bachelor's degree.
3. Participate in UTSA's English Language Assessment Program before registration if they earn a TOEFL score below 600 (paper version) or 250 (computerized version). Based on this assessment, students requiring additional instruction in English are placed in English for International Students (EIS) courses.
4. Submit a statement guaranteeing the student's ability to pay all expenses while at UTSA. The statement may be sent from a parent, guardian, or sponsor when endorsed by a bank or other reliable institution, or from a U.S. citizen who accepts responsibility for the student's financial needs.
5. Submit evaluation of foreign credentials. Request information regarding the designated evaluation agency from the Office of Admissions and Registrar.

6. Have all application materials including application for admission, \$25 nonrefundable application fee, evaluation of foreign credentials, and all supporting documents on file in the Office of Admissions and Registrar by the application deadlines:

| | |
|-----------------|------------|
| Fall Semester | June 1 |
| Spring Semester | October 15 |
| Summer Semester | March 1 |

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. Students must have all application materials (application, \$25 nonrefundable application fee, and all required supporting documents) on file in the Office of Admissions and Registrar by the application deadlines:

| | |
|-----------------|------------|
| Fall Semester | July 1 |
| Spring Semester | December 1 |
| Summer Semester | May 1 |

Failure to meet these application deadlines will defer admission until a subsequent semester. Students whose files are completed by the following priority application deadlines have increased availability of courses during registration:

| | |
|-----------------|------------|
| Fall Semester | April 1 |
| Spring Semester | November 1 |
| Summer Semester | March 1 |

ADMISSION PROCEDURES

Each applicant for admission is responsible for ensuring that the State of Texas Common Application and all required application materials (\$25 nonrefundable application fee, SAT or ACT test results, official transcripts, etc.) are on file in the Office of Admissions and Registrar by the application deadlines. The State of Texas Common Application may be submitted electronically through the common application Web site at www.applytexas.org or the UTSA Web site at www.utsa.edu. Printed copies of the application are available in high school and community college counseling centers and at both UTSA campuses. Admission is not granted until the applicant's file is complete. All documents submitted in support of an application become the property of UTSA and cannot be returned.

Students who apply for admission for any term and do not register for courses must complete a Change of Term form if they want to enroll for the next semester. For subsequent semesters, students must complete a new State of Texas Common Application. Any subsequent application 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 for courses are not retained indefinitely.

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

ADMISSION REVIEW AND APPEAL PROCESS

Applications of new undergraduate students who do not meet admission requirements undergo a special admission review process. A student may appeal the admission decision by submitting a letter of appeal to the Office of Admissions and Registrar. The letter should contain additional information related to the student's academic history and educational goals. After an admission committee further evaluates the student's application file, the student is notified of the final decision.

READMISSION

Former UTSA students who have not been in attendance for one or more long semesters (fall or spring) must submit the State of Texas Common Application by the application deadline. The application may be submitted electronically through the common application Web site at www.applytexas.org or the UTSA Web site at www.utsa.edu. Printed copies of the application are available in high school and community college counseling centers and at both UTSA campuses.

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. Evaluation of any subsequent coursework attempted is based on the same admission requirements for new transfer students.

A former student may appeal the admission decision by submitting a letter of appeal to the Office of Admissions and Registrar. The letter should contain additional information related to the student's academic history and educational goals. After the Admission Committee further evaluates the student's application file, the student is notified of the final decision.

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

ADMISSION TO SPECIAL PROGRAMS (IN ADDITION TO UTSA ADMISSION)

University Honors Program

The University Honors Program is an interdisciplinary, four-year curriculum of special classes, supervised research, and ongoing faculty advisement. The program provides superior students with the opportunity to obtain an education that challenges them to think, question, and excel. The program offers small classes with greater opportunities for student participation, increased student-faculty contact, greater individual attention, lively discussions of important issues, special interdisciplinary classes, and research opportunities. Honors students are also eligible for special scholarships, including Presidential Honors Scholarships, book awards, and Lecture Patrons Scholarships.

Program participants choose from a unique selection of interdisciplinary seminars and Core Curriculum courses while fulfilling their major requirements. Students who fulfill all course requirements of the University Honors Program, including the completion of an Honors thesis, and who maintain a grade point average of 3.25 or above, graduate with University Honors Program Honors. This special distinction appears on the student's transcript and is recognized at the Student Honors Convocation in the student's senior year.

Students wishing to apply for admission to the University Honors Program should contact the director of Honors Programs. Applications are reviewed and honors students are selected by the University Honors Advisory Committee. Selection is based on grades, standardized test scores, letters of recommendation, and a writing sample.

Transfer students and students currently enrolled at UTSA are eligible for admission if they have a grade point average of 3.3 or above. High school students are eligible for admission if they expect to graduate in the top 10 percent of their class and have a combined SAT score of 1000 or an ACT score of 22, *or* if they expect to graduate in the top 20 percent of their high school class and have an SAT score of 1200 or an ACT score of 27. Although students are admitted on a continuing basis, high school students must submit their applications by February 1 to be considered for Presidential Honors Scholarships.

Teacher Certification Programs

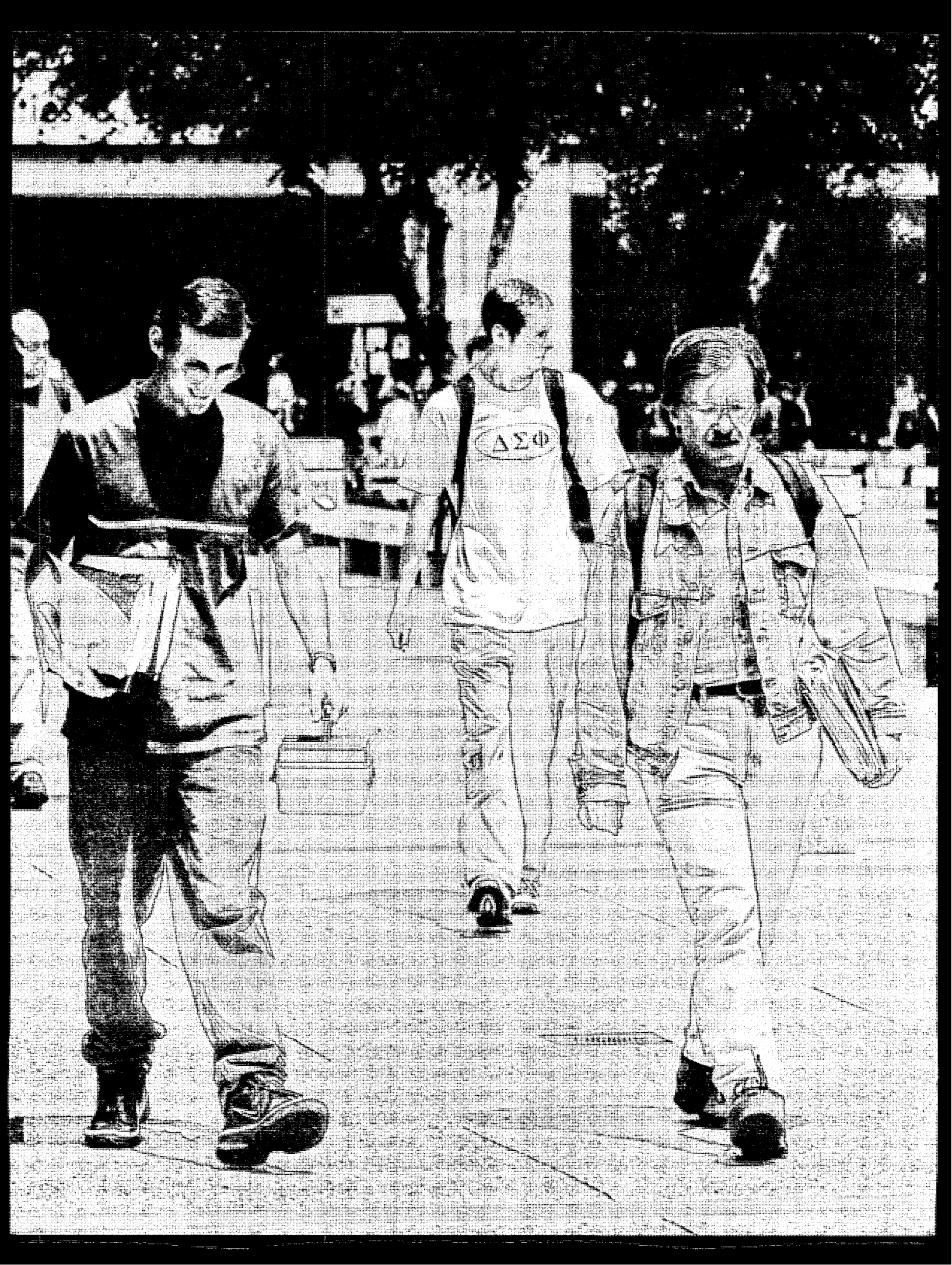
UTSA is approved by the State Board for Educator Certification to recommend students for teaching certificates in various baccalaureate degree areas. Students preparing for a provisional or professional teaching certificate or seeking certification endorsements should apply for admission to the certification program through the Office of Teacher Advising, Certification, and Placement in the Division of Education. Applicants may be either degree-seeking or special students.

Specific information regarding admission requirements to the Teacher Certification undergraduate, postbaccalaureate, and professional certification programs may be obtained in the Office of Teacher Advising, Certification, and Placement. As soon as they are admitted to UTSA, students are encouraged to seek advising regarding the Texas Academic Skills Program (TASP), the semester credit hours required for admission, grade point average requirements, and the appropriate sequence of study.

Undergraduates seeking elementary teacher certification must complete the interdisciplinary studies degree as outlined in the Undergraduate Catalog. Individuals seeking secondary certification should complete the bachelor's degree requirements in their academic specialization while coordinating with the Office of Teacher Advising, Certification, and Placement to fulfill certification requirements. Students wishing to add additional teaching fields and endorsements to their provisional teaching certificate or graduate students seeking professional certification must also coordinate with the office.

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CHAPTER 5 GENERAL ACADEMIC REGULATIONS

REGISTRATION PROCEDURES

Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. Many individuals within the UTSA community contribute to the advising process, including faculty and staff academic advisors.

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. Students also are encouraged to develop mentoring relationships with faculty for additional information and support.

Before registration, new freshmen and transfer students with fewer than 30 semester credit hours of college coursework are required to obtain advisement at the Tomás Rivera Center for Student Success. Advising is also required for students on scholastic probation and those returning to UTSA after being dismissed for scholastic reasons. Students must also meet with an academic advisor when changing majors in order to review degree requirements and obtain approval for the major change.

Registration for Classes

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

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.

Texas Academic Skills Program (TASP) Examination

The TASP is designed to determine whether students possess the basic skills in reading, writing, and mathematics necessary for university courses. In accordance with Texas Education Code, Section 51.306, all students in the following categories who enter public institutions of higher education and have not earned at least 3 college-level semester credit hours before Fall 1989 must take the TASP prior to enrollment, unless exempt: all full-time and part-time freshmen enrolled in a degree program; and any other student, including transfer students from private or out-of-state institutions. The TASP fee is paid by the student. The law exempts the following categories of students:

- those who have earned at least 3 college-level semester credit hours or the equivalent before Fall 1989
- those who have a composite score on the TAAS, ACT, or SAT at or above the level set by the Texas Higher Education Coordinating Board:

| Exemptions (Effective Fall 1997) | | |
|----------------------------------|---------------------------------|----|
| <i>Test</i> | Minimum scores required* | |
| ACT* | Composite score of 23, with | |
| | Individual English score | 19 |
| | Individual mathematics score | 19 |

| Exemptions (Effective Fall 1997) | | |
|--|-------------------------------|----------------------------|
| Test | Minimum scores required* | |
| SAT* (recentered scale for tests taken April 1995 and following) | Composite score of 1070, with | |
| | Verbal score | 500 |
| | Mathematics score | 500 |
| TAAS* | Reading | Texas Learning Index of 89 |
| | Writing | Scale score of 1770 |
| | Mathematics | Texas Learning Index of 86 |

*For exemption purposes, a TAAS score is valid for three years and a SAT or ACT score is valid for five years. Tests may be retaken, but the exempted scores must be achieved in a single administration of the ACT or SAT or the first attempt of the TAAS.

- students with documented vision or hearing loss who have earned at least 3 college-level credits before September 1995
- students who enroll on a temporary basis and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education when the appropriate documentation is submitted
- those who have earned a bachelor's or higher degree and enroll on a temporary basis
- students age 55 years or more who are not seeking a degree and request an exemption
- students with documented cases of dyslexia, other related disorders, or a specific learning disability in mathematics who have met the requirements mandated by the Texas Higher Education Coordinating Board.

Students with 3 or more semester credit hours or the equivalent awarded before the Fall 1989 semester are exempt from the Texas Academic Skills Program regardless of any election pursuant to the Academic Fresh Start statute, Section 51.931, Texas Education Code.

A student whose performance on the TASP is below the standard set by the Texas Higher Education Coordinating Board for a tested skill area must participate in an advising and developmental education program and, unless exempted pursuant to law or regulation, may not enroll in upper-division courses, completion of which would give the student 60 or more semester credit hours, until the student meets or exceeds the minimum standards set in all test sections.

All sections of the TASP must be passed before completion of and award of a degree. Any student seeking a teaching certificate must pass the TASP. For further information on requirements for teachers, students should contact the Office of Teacher Advising, Certification, and Placement.

Freshmen and transfer students who have not sent TASP results to the Office of Admissions and Registrar before the application deadline have a registration hold that prevents them from registering until they have taken the TASP. It is essential that students respond early to this requirement in order to obtain the best possible schedule.

Additional TASP information, including the rules adopted by the Texas Higher Education Coordinating Board, and information about special provisions relating to certain disabilities are available in the Tomás Rivera Center for Student Success. Information on TASP examination dates is available from Testing Services and the Tomás Rivera Center for Student Success.

Late Registration

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

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

Students who register late are responsible for completing work missed while the courses were in session before they registered. In addition, since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule.

Adding Courses

Students who are registered for courses may add courses to their schedules for a limited time at the beginning of the semester. In Fall or Spring Semesters, courses may be added during the first week of classes. In summer terms, classes may be added during the first two days of the term. Adding a course after the add period requires the approval of the course instructor and the Director of the division 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. The Census Date for Fall or Spring Semesters is the 12th class day; for five and ten week summer terms, the fourth class day. The University Calendar in the Schedule of Classes, issued each semester, indicates the deadline dates for adding courses.

There is a processing fee for adding courses. The fee is only charged from the first through the 12th class days in Fall or Spring Semesters and from the first through the fourth class days in summer terms. See the Schedule of Classes for information on the fee amount and the procedure for adding courses.

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 section Enrollment in Graduate Courses in the Bachelor's Degree Regulations section in the Undergraduate Catalog.

Dropping Courses

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

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 is the last day of the ninth week of the Fall or Spring Semesters, or of the third week of a five-week summer term, or of the sixth week of a 10-week summer term. The change becomes official after it is processed by the Office of Admissions and Registrar. Students dropping courses after the Census Date are not charged the processing fee.

It is the student's responsibility to drop a course by the appropriate deadline. Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped. If a student fails to drop a course, even if the student does not attend the course, he/she will receive a grade of "F" in the class.

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

After the Automatic "W" date an undergraduate student may not drop a course except with the approval of the instructor of the course and the Dean of the college in which the student is enrolled and then only for urgent and substantiated, non-academic reasons. Students withdrawing from the University should refer to the section Withdrawal from the University in this chapter.

Refer to the section 45-Hour Undergraduate Credit Limitation in chapter 4 (Admission) of this bulletin for information about the financial consequences of receiving "W" grades.

Auditing Courses

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

Auditing entitles a student to listen and observe. Participation of an auditor in class is at the discretion of the instructor. No UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis. Due to the format of studio/laboratory use, auditors are 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.

All auditors must submit a Request to Audit form to the Enrollment Services Center. A UTSA student pays an auditing fee of \$25 a course; auditors who are not registered UTSA students must pay an auditing fee of \$50 a course. People over 65 years of age are permitted to audit without paying an auditing fee if space is available.

Permission to audit must be obtained and fees paid 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 a Request to Audit form.

Nonstudent auditors who want library privileges may receive them by filling out a Friends of the UTSA Library application at the circulation desk in the UTSA Library and paying a nonrefundable fee. There are limits on the services offered to the Friends of the UTSA Library cardholders; further details are available from the circulation desk.

Nonstudent auditors who want UTSA parking privileges should go to the University Police Traffic Office with their validated Request to Audit form.

Cancellation of Enrollment

Students who fail to fulfill admission, registration, or financial requirements or 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.

Withdrawal from the University

Students who find it necessary to withdraw from the University (drop all courses for which they are enrolled during a specific term) must complete a Withdrawal form in the Office of Admissions and Registrar or at the Enrollment Services Center.

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

Refer to the section 45-Hour Undergraduate Credit Limitation in chapter 4 (Admission) of this bulletin 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. Students withdrawing from the University, regardless of the date, are not charged the add/drop processing fee.

RECORDS AND CLASSIFICATION OF STUDENTS

Classification Terms

UTSA students are classified according to the following table.

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

Definition of Full-Time Undergraduate

A full-time undergraduate student is one enrolled in 12 or more semester credit hours during a Fall or Spring Semester, or an entire Summer Semester.

Verification of Enrollment

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

Students should make requests for verification in writing to the Enrollment Services Center. All verifications are prepared and mailed after the Census Date (the 12th class day of Fall or Spring Semesters and the fourth class day of a summer term).

Transcripts

Official transcripts of all coursework taken at UTSA are available at the Enrollment Services Center. Requests for transcripts must be made in writing and bear the signature of the student whose record is requested.

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.

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

Official transcripts are not issued for students who have a financial obligation or other commitment outstanding to the University until the obligation is cleared.

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 Admissions and Registrar.

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

Change of Major, Degree, or Classification

Students who wish to change majors or programs of study must obtain the required forms from their college. The change is not official until the student completes the form and files it with the college in which he/she is enrolled, the student is admitted to the new degree program, certification program, or classification, and the approval form is processed in the Office of Admissions and Registrar.

Students who wish to change their classification ("special undergraduate" to "degree-seeking") must obtain the required form from the Office of Admissions and Registrar. Classification changes requested during any semester, if approved, will be effective immediately up to the automatic grade of "W" withdrawal date.

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

Change of Name

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

Change of Address

Currently enrolled students who have changed their addresses *must* notify the Enrollment Services Center on the appropriate form. Official notification of change of address is necessary for proper identification of students' records and for accurate mailing of correspondence, grade reports, transcripts, registration instructions, and information pertaining to graduation requirements. Students who have submitted an application for graduation should specify if the address change also affects the address to which the diploma is to be mailed.

COURSES

Course Numbering System

All courses are designated by four-digit numbers following a two- or three-letter abbreviation of the subject the course is in. The first digit indicates the level of the course. Courses beginning with "0" are 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 division 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 immediately following the course number and title. For example, (3-0) indicates three hours of lecture and zero hours of laboratory per week.

Common Course Numbering

UTSA is a participant in the Texas Common Course Numbering (TCCN) System. This system aids in the transfer of lower-division academic courses among colleges and universities in Texas. Common courses are identified by a common TCCN designation composed of a discipline identifier and a course number.

Developmental Education Courses

Students who have not been exempted from the Texas Academic Skills Program (TASP) test and who have not passed all parts of the test must be enrolled in at least one developmental education course (or an approved alternate developmental activity) each semester or summer term of enrollment until they pass all parts of the test and all required developmental education courses. 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 may not drop a developmental education course. Class attendance in these courses is mandatory.

Prerequisites

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

Extended Education Courses

The Office of Extended Education develops and presents seminars, short 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 the Vice President for Extended Services.

Correspondence Courses

UTSA does not offer correspondence courses at this time. For UTSA policies on transfer and credit limitations on such courses, see the Transfer of Credit and Minimum UTSA Residence Requirements sections in chapter 1 (Bachelor's Degree Regulations) of the Undergraduate Catalog.

GRADES

Explanation of Credit, Grading System, and Symbols

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

Hours Earned. The hours earned by a student are the number of semester credit hours in which grades of "A," "B," "C," "D," or "CR" have been received. Refer to the section 45-Hour Undergraduate Credit limitation in chapter 4 (Admission) of this bulletin 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 or credits earned by examination are not included in the UTSA grade point average.

The following table explains UTSA grade symbols.

| Grade Symbol | Grade Points | Meaning of Grade Symbol |
|--------------|--------------|--|
| A | 4 | <i>Outstanding</i> |
| B | 3 | <i>Above Average</i> |
| C | 2 | <i>Average</i> |
| D | 1 | <i>Below Average but Passing</i> (see credit/no-credit grading policy) |
| F | 0 | <i>Failure</i> |
| CR | 0 | <i>Credit</i> . Indicates successful credit by examination or credit received under the credit/no-credit option. |
| NC | 0 | <i>No Credit</i> . Indicates unsuccessful credit by examination or no credit received under the credit/no-credit option. |
| W | 0 | <i>Withdrawal</i> . Indicates that the student was passing at the time of withdrawal or drop. |
| IN | 0 | <i>Incomplete</i> . Assigned at the discretion of the instructor; see details below. |
| NR | 0 | <i>No Report</i> . 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. |
| EP | 0 | <i>Postponement of Final Examination</i> . Indicates that a student has been allowed to postpone a final exam. Procedures for such postponement are covered in this bulletin. |
| EX | 0 | <i>Expelled</i> |

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 rest of the student's work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. Incomplete may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the term to receive a grade of "IN".

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

Incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student's graduation. If the work is not completed within this time, the "IN" is automatically changed to a grade of "F" or "NC."

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

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 Request for Challenge Examination form must be filed with the Office of Admissions and Registrar and the test must be administered within the first three weeks of a Fall or Spring Semester or the first week of a summer term. A charge of \$20 is made for each course challenged.

If the student's performance on the examination is at the grade level of "C" or higher, a grade of "CR" (Credit) is submitted at the end of the term by the instructor on the grade report for the course along with a credit by examination notation. 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. Requesting credit by examination puts the class on a credit/no-credit grading option for the student. Therefore, if a student elects to complete the course, the Office of Admissions and Registrar must be notified to remove the credit/no-credit grading option in writing 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 12 college-level semester credit hours that must be successfully completed under the Provisional Admission Program.

Credit/No-Credit Option

The credit/no-credit grading option is provided to encourage undergraduate students to expand their knowledge of fields outside their major areas of interest. The following guidelines apply:

1. A maximum of four courses may be attempted on a credit/no-credit basis.
2. Credit/no-credit courses appear on the permanent record as a grade of "CR" if the student's grade is an "A," "B," or "C," or as a grade of "NC" if the student's grade is "D" or "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.
3. Students must choose to take the course on a credit/no-credit basis at registration and must complete a Credit/No-Credit Option Request form. *After the time limits for adding courses have passed, students will not be allowed to request the credit/no-credit option or remove the option and take the course on a regular basis.*
4. Only free electives may be taken on a credit/no-credit basis. Courses to be applied to the Core Curriculum or to major or support work must be taken on a regular basis.
5. Transfer students who transfer to UTSA for their last 30 semester credit hours may not count credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
6. The Office of Admissions and Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them.

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.

Mandatory Credit/No-Credit Courses. Some academic divisions will require certain courses to be graded on a mandatory credit/no-credit basis. Enrollment in any of these courses does not count toward a student's credit/no-credit limit of four free electives. Courses offered on a mandatory credit/no-credit basis are so designated in the Undergraduate Catalog.

Repeating Courses

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

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 every instance of taking these courses count in the student's record.

To improve their grade, students may only repeat a course in which they received a grade of "D" or "F." However, credit can be counted for only one of the courses. The highest grade earned is used in calculating the student's overall grade point average. Receipt of a higher grade in a subsequent semester does not alter the student's academic standing in the semester when the original grades were 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 reenrolls in a course in which a "D" was received and earns a higher grade, the semester credit hours from the original "D" are excluded from the student's grade point average. However, if the student earns another "D" or a lower grade, then the repeated course grade is not used in computing the grade point average, and the course is marked as "Duplication" on the student's official record.

If a student reenrolls in a course in which an "F" has been received and earns a higher grade, the semester credit hours from the original "F" are excluded from the student's grade point average. However, if the student earns another "F," the repeated course grade is not used in computing the grade point average, and the course is marked as "Duplication" on the student's official record.

Refer to the section 45-Hour Undergraduate Credit Limitation in chapter 4 (Admission) of this bulletin for information about the financial consequences of receiving grades of "W" and "F," and repeating courses.

Credit by Examination

A student at UTSA may, through satisfactory performance on an examination, 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.

Credit earned by examination may not be used to satisfy minimum UTSA residence requirements (except for credits earned by challenging UTSA courses; see section on challenging courses). 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 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 until the individual is registered at UTSA.

A brochure on credit by examination at UTSA is available from Testing Services. 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.

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.

If students have to miss class excessively due to illness or other unforeseen circumstances, it is their responsibility to notify the instructor as soon as possible. Students who enroll in a course and do not attend are 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 Class Schedule will receive a grade of "F."

Refer to the section 45-Hour Undergraduate Credit Limitation in chapter 4 (Admission) of this bulletin for information about the financial consequences of receiving "W" or "F" grades.

Grade Grievance Procedure

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

Grade appeals to the Division Director must be submitted in writing on the Student Academic Grievance for Appeal of a Grade form, available in the offices of Division Directors.

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

Postponement of Final Examination Procedures

Students who are compelled to be absent from a final examination because of illness or other imperative reason should petition their academic Dean for permission to postpone the examination. This request requires prior approval by the instructor and should be made to the Dean as soon as it is known the student will be compelled to be absent.

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

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

Honor Roll and Dean's List

Full-Time Student 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 12 semester credit hours, excluding grades of "CR," and who receive no grades of "D," "F," "EP," "IN," or "NC."

Part-Time Student Honor Roll. Undergraduate students who enroll in 6 to 11 semester credit hours and maintain a grade point average of 3.5 or higher, excluding grades of "CR," and who receive no grades of "D," "F," "EP," "IN," or "NC."

Full-Time Student Dean's List. Undergraduate students who complete at least 12 semester credit hours and who achieve a grade point average of 3.75 or higher for a semester.

Part-Time Student Dean's List. Undergraduate students who complete 6 to 11 semester credit hours and who achieve a grade point average of 3.75 or higher for a semester.

Neither the Honor Roll nor the Dean's List is prepared for summer terms. To determine eligibility for graduation with honors, see Graduation with Honors in the Bachelor's Degree Regulations section in the Undergraduate Catalog.

Administrative Procedures

Reporting of Grades by Faculty

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

Faculty are required to report grades for freshmen at mid-semester during the Fall and Spring Semesters. Students receiving mid-semester grades of "D" or "F" are required to participate in the Tomás Rivera Center for Student Success' Checkpoint Program and to develop a plan to improve their grades.

Grade Reports

The Office of Admissions and Registrar mails final grades as soon as they are compiled after the close of each semester and each summer term. The grade report reflects the grade that appears on the instructor's final grade sheet; subsequent changes are not included. Grades are mailed to the address on file in the Office of Admissions and Registrar. Only one grade report is mailed; additional copies are not available. Grades are also available via UTSA's web site, www.utsa.edu, or by calling the automated telephone system at (210) 458-5000. Grade reports may be withheld from any student who owes tuition and fees to the University.

Change of Grades

Grade changes from "IN" (Incomplete) to a letter grade must be made no later than the end of the final exam period, one year from the semester the Incomplete was received, and before the student's graduation. The instructor must complete a Removal of Incomplete form and file it with the Office of Admissions and Registrar within that time.

Grade changes from "EP" (Postponement of Final Examination) to a letter grade should be made within 30 days after the student has taken the authorized postponed final examination. The instructor may change the "EP" to a letter grade by completing a Change of Grade form and filing it with the Office of Admissions and Registrar. If a postponed final examination is not taken before the end of the next long semester (fall or spring) following the one for which it was approved, the grade in the course will be changed to an "F."

Any other change of grade must be initiated by the instructor on the required form available in the Office of Admissions and Registrar and the Offices of the Deans. All requests for a change of grade should be accompanied by 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 Admissions and Registrar. Requests for change of grade require the approval of the Dean and Director of the Division in which the course is offered before the Registrar will make the change in the student's record.

IN 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 policies on class absences related to observance of the religious holy days, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students who expect to be absent from class for observance of a holy day must notify the instructor of the course(s) no later than the 15th day of classes. The notification must be in writing and must be delivered by the student either personally to the instructor of each class, or by certified mail, return receipt requested, addressed to the instructor of each class. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under § 11, 20, Tax Code. Instructors shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

SCHOLASTIC DISHONESTY

The integrity of a university degree depends on the integrity of the work done for that degree by each student. The University expects a student to maintain a high standard of individual honor in all scholastic work (*Rules and Regulations of the Board of Regents*, Chapter VI, 3.(17)).

If a student is accused of academic dishonesty, the faculty member may initiate disciplinary proceedings through the Division Director, the Dean of the college, and the Student Judicial Affairs Coordinator.

- (a) The dean or a faculty member may initiate disciplinary proceedings under section 11-300 against a student accused of scholastic dishonesty.
- (b) "Scholastic 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 courses without the prior permission of the instructor, 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.
- (c) "Cheating" includes, but is not limited to
 - (1) copying from another student's test paper;
 - (2) using during a test materials not authorized by the person giving the test;
 - (3) failing to comply with instructions given by the person administering the test;
 - (4) possession during a test of materials 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 they have been specifically prohibited by the person administering the test;
 - (5) using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - (6) collaborating with or seeking aid from another student during a test or other assignment without authority;
 - (7) discussing the contents of an examination with another student who will take the examination;
 - (8) divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
 - (9) substituting for another person, or permitting another person to substitute for oneself to take a course, or a test, or to complete any course-related assignment;
 - (10) 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;
 - (11) falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - (12) taking, keeping, misplacing, or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - (13) 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.
- (d) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
- (e) "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.
- (f) "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the University or The University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the University or The University of Texas 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 Office of Admissions and 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.

ACADEMIC STANDING

Minimum Grade Requirements

Students are expected to maintain a level of scholastic achievement that would allow them to meet the grade requirements for graduation. 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 probation or on academic dismissal as appropriate.

Academic Probation

Students whose overall UTSA grade point average falls below 2.0 are placed on academic probation. Academic probation will be cleared when a student achieves a 2.0 overall grade point average.

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 placed on academic probation must make a term grade point average of 2.0 or above in each semester of probation in order to remain enrolled. Students on academic probation whose term grade point average is below 2.0 will be placed on academic dismissal.

Students cannot graduate while on academic probation.

Academic Dismissal

Students on academic probation who earn a grade point average below 2.0 at the end of any term will be placed on academic dismissal. Students placed on academic dismissal must petition for reinstatement or readmission for future enrollment.

Petition for Reinstatement

All students who have been reinstated from an academic dismissal are reinstated on academic probation and must meet academic probation grade point requirements. 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 do not follow this plan will be subject to academic dismissal.

First Academic Dismissal. Students placed on academic dismissal for the first time may be reinstated after not attending UTSA for the next regular semester (fall, spring, or both summer sessions). Students seeking reinstatement must file an application for admission by the appropriate deadline. Students on academic dismissal from UTSA may not attend other institutions for the purpose of raising their UTSA grade point averages.

Subsequent Academic Dismissals. Students placed on academic dismissal for a second or subsequent time may be reinstated after not attending UTSA for one calendar year. After this year, students may petition for reinstatement to the Dean of the college in which they are majoring or intend to major. Undeclared majors petition the University Committee on Probation and Reinstatement. Petition forms may be obtained in the Deans' offices or the Enrollment Services Center.

Petition Procedures. Petition for Reinstatement forms must be filed by the following deadlines:

| | |
|------------|-----------------|
| October 15 | Spring Semester |
| March 15 | Summer Semester |
| June 15 | Fall Semester |

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 Office of the Provost and Vice President for Academic Affairs within two weeks after notice of the denial is postmarked. The decision of the Office of the Provost and Vice President for Academic Affairs is final.



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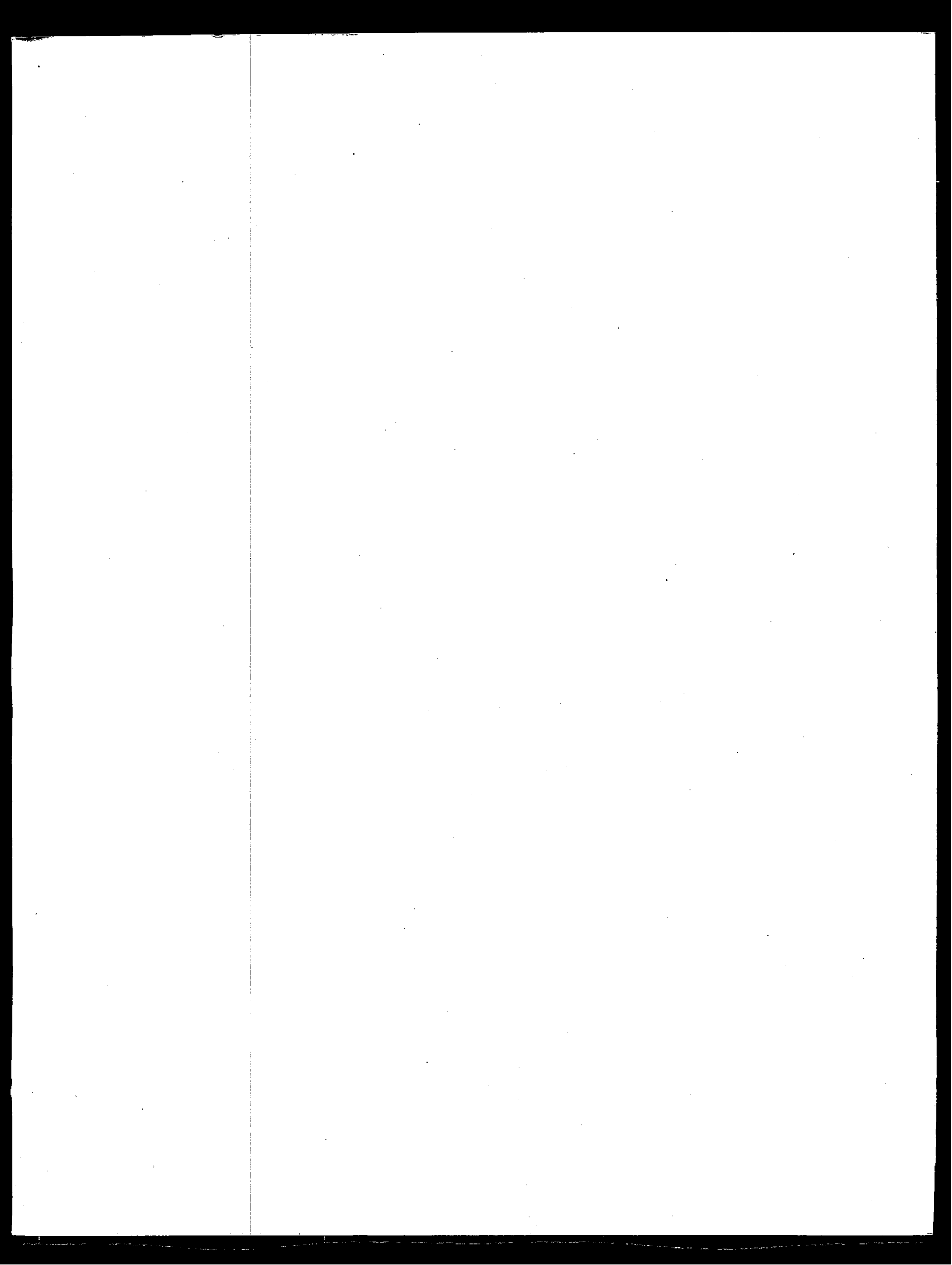
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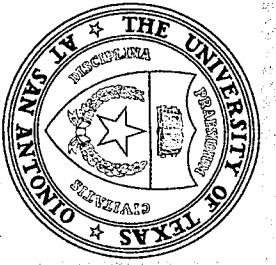
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