

**UTSA**  
**INFORMATION**  
**2002–2003**



**BULLETIN OF**  
**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

## The Alma Mater

*"Hail* UTSA"

From our hills of oak and cedar  
To the alamo,  
Voices raised will echo  
As, in song, our praises flow  
Hail Alma Mater!  
Through the years our loyalty will grow.  
The University of Texas at San Antonio

## The Mascot

The roadrunner, a bird representative of the Texas Hill Country and the Southwest, was voted the UTSA mascot in 1977.

## The School Colors

Official colors of The University of Texas System are orange and white. Upon recommendation from the UTSA Student Representative Assembly, the Board of Regents approved the addition of navy to the orange and white for UTSA's school colors.

## UTSA INFORMATION 2002-2003

BULLETIN OF THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
USPS #982940 VOLUME XXI JUNE 2002 NUMBER 3

*Published monthly (one issue in February, one in March,  
two in June, and one in October)  
by The University of Texas at San Antonio.  
Office of the Registrar  
6900 North Loop 1604 West  
San Antonio, TX 78249-0608.*

Periodicals Postage Paid at San Antonio, Texas  
POSTMASTER: Send address changes to  
BULLETIN OF THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
Office of the Registrar  
6900 North Loop 1604 West  
San Antonio, TX 78249-0608

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

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, age, veteran status, or disability.

---

**Academic structure:** The University of Texas at San Antonio has recently made changes in its academic structure. This bulletin reflects the structure for the academic year 2002-2003. Effective Fall 2002, UTSA has seven colleges and one school: College of Business, College of Education and Human Development, College of Engineering, College of Liberal and Fine Arts, College of Public Policy, College of Sciences, Honors College, and School of Architecture. Beginning with the Fall 2001 semester, the University adopted a departmental structure founded upon the principle of discipline-based academic units. For a current listing of colleges, departments, and disciplines, see page 11 of this publication.

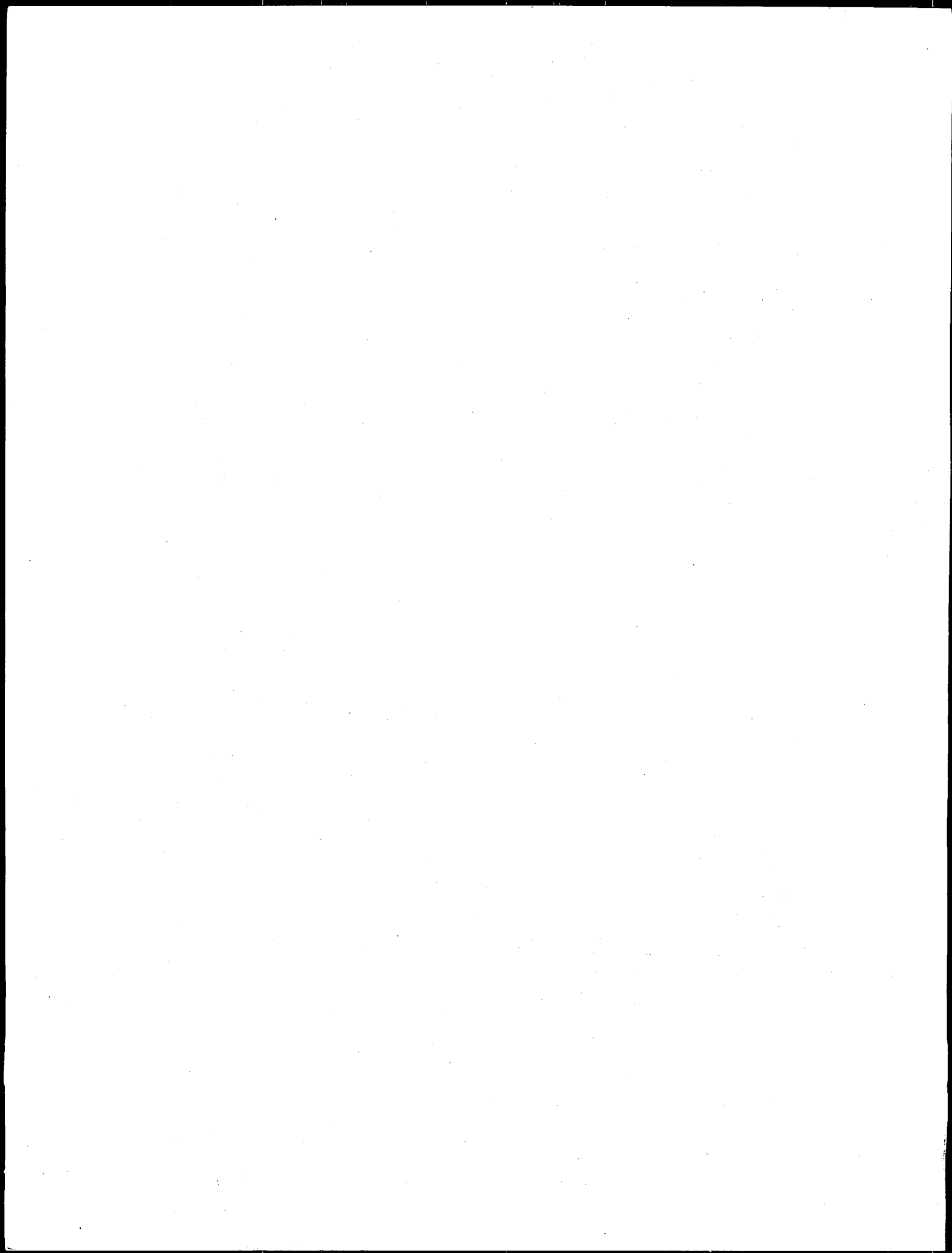
**University publications:** *UTSA Information* gives important information about academic policies and procedures that apply to all students, regardless of the catalog under which they are seeking their degree. It includes the official academic calendar, admission procedures and residence requirements, 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* and the *UTSA Graduate Catalog* provide information about degrees offered by the colleges, degree requirements for all majors, courses offered in the departments, and the faculty in each area.

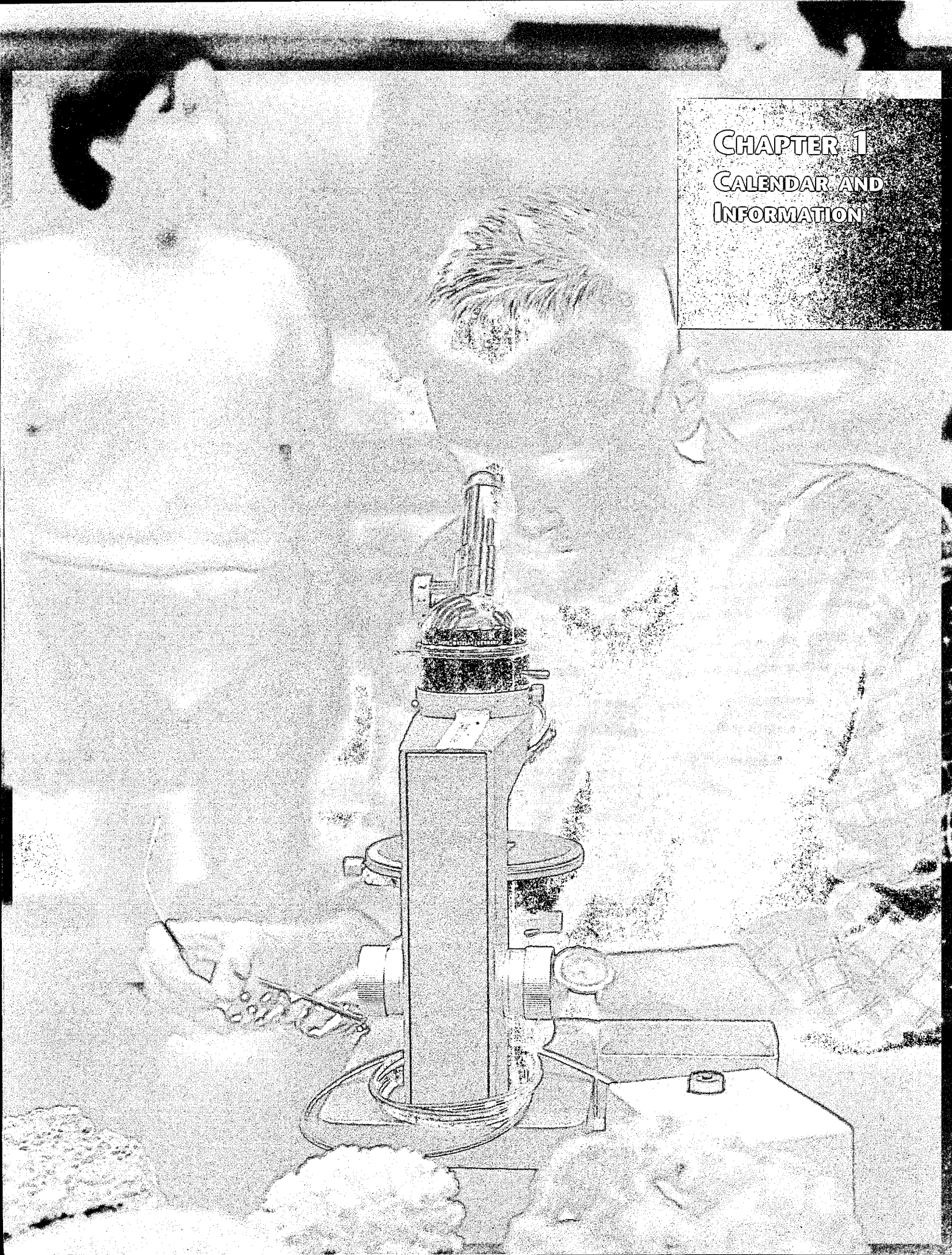
**Advising:** UTSA views sound academic advising as a significant responsibility in educating its students. Students are encouraged to seek academic advising prior to selecting a specific major to ensure that they complete degree requirements in an appropriate and timely manner. Prospective students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

## TABLE OF CONTENTS

<b>1. Calendar and Information</b> .....	5
Calendar .....	7
Information Directory .....	9
Directory of Selected Offices .....	10
University of Texas System Board of Regents .....	11
Administration .....	12
Colleges, Departments, and Disciplines .....	13
Maps .....	14
<b>2. About UTSA</b> .....	17
History, Mission, and Organization .....	19
Administrative Policies and Services .....	22
Campus Resources .....	33
Student Life .....	42
Health and Counseling .....	45
Research Organizations .....	47
<b>3. Tuition, Fees, Charges, and Deposits</b> .....	53
Changes to Tuition, Fee, and Charge Amounts .....	55
Methods of Payment .....	55
Payment and Refund Policies .....	56
Procedural Fees .....	62
Semester Fees and Charges .....	63
Fees for Resource Use .....	67
Penalty Fees .....	75
<b>4. Admission</b> .....	77
Philosophy .....	79
Undergraduate Classifications and Requirements .....	79
Application Dates .....	88
Admission Procedures .....	89
Admission Review and Appeal Process .....	89
Readmission .....	89
Admission to Special Programs (in addition to UTSA Admission) .....	90
<b>5. General Academic Regulations</b> .....	93
Registration Procedures .....	95
Records and Classification of Students .....	100
Courses .....	102
Grades .....	103
Academic Standing .....	108
Graduation .....	109
Academic Honesty .....	110
Scholastic Dishonesty .....	111
<b>Appendices</b> .....	113
Students' Rights and Responsibilities .....	115
Student Code of Conduct .....	116
University Policies .....	127
Crime Awareness and Campus Security Report 2001 .....	131
Student Grievances .....	134
Drug Free Schools & Communities Act .....	136
Texas Education Code §54.0065, Tuition Rebates for Certain Undergraduates .....	140
<b>Index</b> .....	143



CHAPTER 1  
CALENDAR AND  
INFORMATION



[The page contains extremely faint and illegible text, likely bleed-through from the reverse side of the document. No specific words or phrases can be discerned.]



## ACADEMIC CALENDAR

### \*FALL SEMESTER 2002

<b>February 1, 2002</b>	Friday. Deadline for doctoral applicants to apply for admission and provide supporting documents for Fall 2002.
<b>April 1</b>	Monday. Deadline for graduate international students to apply for master's level admission and provide supporting documents for Summer and Fall 2002.
<b>April 8-August 14</b>	Monday-Sunday. Registration.
<b>June 1**</b>	Saturday. Deadline for international students to apply for undergraduate level admission and provide supporting documents for Fall 2002.
<b>June 15**</b>	Saturday. Deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time.
<b>July 1</b>	Monday. Deadline to apply for undergraduate and master's level admission and provide supporting documents for Fall 2002.
<b>August 26</b>	Monday. Classes begin.
<b>September 2</b>	Monday. Labor Day Holiday.
<b>September 11</b>	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.
<b>October 1</b>	Tuesday. Deadline for Fall 2002 degree candidates to apply for graduation.
<b>October 25</b>	Friday. Last day to drop an individual course or withdraw from all classes and receive an automatic grade of "W."
<b>November 28-30</b>	Thursday-Saturday. Thanksgiving Holidays.
<b>December 2</b>	Monday. Last day to withdraw from all classes.
<b>December 7-13</b>	Saturday-Friday. Final examinations.

### \*SPRING SEMESTER 2003

<b>September 1, 2002**</b>	Sunday. Deadline for international students to apply for master's level admission and provide supporting documents.
<b>October 15, 2002</b>	Tuesday. Deadline for international students to apply for undergraduate level admission and provide support documents. Deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time.
<b>November 1, 2002</b>	Friday. Deadline to apply for master's level admission and provide supporting documents.
<b>November 4, 2002 thru</b>	Registration.
<b>December 31, 2002</b>	Sunday. Deadline to apply for undergraduate level admission and provide supporting documents.
<b>December 1, 2002</b>	Monday. Classes begin.
<b>January 13, 2003</b>	Monday. Martin Luther King, Jr. Holiday
<b>January 20</b>	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.
<b>January 29</b>	Saturday. Deadline for Spring 2003 degree candidates to apply for graduation.
<b>February 15</b>	Friday. Last day to drop an individual course or withdraw from all classes and receive an automatic grade of "W."
<b>March 14</b>	Monday-Saturday. Spring Break.
<b>March 17-22</b>	Monday. Last day to withdraw from all classes.
<b>April 28</b>	Saturday-Friday. Final examinations.
<b>May 3-9</b>	

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

\*\*When a deadline falls on a weekend or holiday, the deadline is extended to the following business day.

**\*SUMMER SEMESTER 2003**

<b>March 1**</b>	Saturday. Deadline for international students to apply for undergraduate level admission and provide supporting documents.
<b>March 15</b>	Saturday. Deadline to file Petition for Reinstatement for graduate students who have been academically dismissed and undergraduate students who have been academically dismissed a second or subsequent time.
<b>March 24–May 8</b>	Registration for all summer terms.
<b>April 1</b>	Tuesday. Deadline for international students to apply for master's level admission and provide supporting documents.
<b>May 1</b>	Thursday. Deadline to apply for undergraduate and master's level admission and provide supporting documents for the Summer Semester.
<b>May 12</b>	Monday. Classes begin for Summer 2003 mini-mester
<b>May 13</b>	Tuesday. Census Date. Last day in the Summer 2003 mini-mester to drop or withdraw without a grade; choose credit/no credit grading option; drop an individual course and receive a refund.
<b>May 21</b>	Wednesday. Last day in the Summer 2003 mini-mester to drop an individual course and receive an automatic grade of "W."
<b>May 27</b>	Tuesday. Last day in Summer 2003 mini-mester to withdraw from all classes.
<b>May 30</b>	Friday. Final examinations for courses in the Summer 2003 mini-mester.
<b>June 2</b>	Monday. Classes begin for first five-week and 10-week terms.
<b>June 5</b>	Thursday. 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.
<b>June 15**</b>	Sunday. Deadline for degree candidates to apply for graduation.
<b>June 19</b>	Thursday. 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."
<b>June 26</b>	Thursday. Last day to withdraw from all classes for the first five-week term.
<b>July 2 and 3</b>	Wednesday and Thursday. Final examinations for courses in the first five-week term.
<b>July 4</b>	Friday. Independence Day Holiday.
<b>July 7</b>	Monday. Classes begin for second five-week term.
<b>July 10</b>	Thursday. 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."
<b>July 24</b>	Thursday. 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."
<b>July 31</b>	Thursday. Last day to withdraw from all classes for the 10-week and second five-week terms.
<b>August 6–8</b>	Wednesday–Friday. 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.

\*\*When a deadline falls on a weekend or holiday, the deadline is extended to the following business day.

## 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 Advising

Declared majors with more than 30 semester credit hours .....	College Advising Centers
Undeclared majors .....	Tomás Rivera Center
New and transfer students with fewer than 30 semester credit hours .....	Tomás Rivera Center
Academic Degree Programs and Courses .....	College Deans
<b>Admission</b>	
Undergraduate .....	Office of Admissions
Graduate .....	Office of Graduate Studies
Career Planning .....	Career Services
Change of Catalog, Major or Minor .....	College Advising Centers
Changes in Enrollment Status .....	Office of the Registrar
Child Care .....	Office of Student Services
Continuing Education .....	Extended Education
Credit by Examination .....	Testing Services
Degree Application .....	Office of Fiscal Services
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 .....	International Programs Office
Job Placement Service .....	Career Services
Parking .....	University Police
Psychological Counseling .....	Counseling Services
Recreational Activities .....	Campus Recreation
Refunds .....	Business Manager
Registration .....	Office of the Registrar
Residency (State of Texas) .....	Office of the Registrar
Student Activities .....	Student Leadership and Cultural Programs
Student Employment .....	Office of Student Financial Aid, Career Services
Student Services, General .....	Office of Student Services
Students with Disabilities .....	Disability Services
Teacher Certification Program .....	College of Education and Human Development Advising and Certification Center
Transfer of Credit .....	Office of Admissions
Transcripts .....	Enrollment Services Center
Veterans Assistance .....	Office of Veterans Certification
Withdrawal from the University .....	Enrollment Services Center

## DIRECTORY OF SELECTED OFFICES

Any number that begins with the prefix 458 may be dialed on campus using the last four numbers only.

*Italics indicate a UTSA Downtown location*

<b>Admissions</b>		<b>Library</b>	
JPL 1.01.12 .....	458-8000	JPL 2.01.26 .....	458-4570
<i>FS 1.528</i> .....	<i>458-2000</i>	<i>BV 2.314</i> .....	<i>458-2440</i>
<b>Air Force ROTC</b>		<b>Orientation and Transition Programs</b>	
MS 4.03.36 .....	458-4624	UC 1.02.06 .....	458-4724
<b>Aramark Food Service</b>		<b>Problem Solving/Conflict Resolution</b>	
UC 1.01.14 .....	458-4209	MS 2.02.46 .....	458-4662
<b>Army ROTC</b>		<b>Registrar</b>	
MS 3.03.38 .....	458-4622	JPL 1.01.12 .....	458-8000
<b>Athletics</b>		<b>Scholarship Office</b>	
P.E. 2.01.02 .....	458-4161	JPL 1.03.08 .....	458-4855
<b>Bookstore</b>		<i>FS 1.500</i> .....	<i>458-2400</i>
UC 1.02.02 .....	458-4220	<b>Student Activities</b>	
<i>BV 1.342</i> .....	<i>458-2865</i>	<i>BV 1.302</i> .....	<i>458-2816</i>
<b>Campus Dining</b>		<b>Student Health Services</b>	
UC 1.01.14 .....	458-4209	SB 1.03.02 .....	458-4142
<b>Campus Recreation</b>		<i>BV 1.308</i> .....	<i>458-2930</i>
UC 1.01.24 .....	458-7575	<b>Student Leadership and Cultural Programs</b>	
<b>Career Services</b>		UC 1.02.08 .....	458-4160
UC 2.02.04 .....	458-4589	<i>DB 1.302</i> .....	<i>458-2815</i>
<i>BV 1.304</i> .....	<i>458-2914</i>	<b>Student Life Office</b>	
<b>Copy Express Plus</b>		UC 2.02.18 .....	458-4720
UC 1.00.42 .....	458-4239	<b>Student Organization Complex</b>	
<b>Counseling Services</b>		UC 1.02.20 .....	458-7133
UC 2.01.04 .....	458-4140	<i>DB 1.306</i> .....	<i>458-2816</i>
<i>BV 1.308</i> .....	<i>458-2930</i>	<b>Student Services</b>	
<b>Disability Services</b>		UC 2.02.18 .....	458-6220
MS 2.03.18 .....	458-4157	<b>TASP Advising</b>	
<i>BV 1.302</i> .....	<i>458-2945</i>	UC 1.01.02 .....	458-5170
<b>English as a Second Language</b>		<b>Teacher Advising and Certification Center</b>	
MS 3.02.05 .....	458-7677	MS 4.01.74 .....	458-4424
<b>Enrollment Services Center</b>		<b>Testing Services</b>	
JPL 1.01.08 .....	<i>FS 1.500</i>	BSA 1.01.12 .....	458-4125
<b>Extended Education</b>		<i>BV 1.302</i> .....	<i>458-2945</i>
<i>BV 1.320</i> .....	<i>458-2411</i>	<b>Ticketmaster</b>	
<b>Financial Aid</b>		UC 1.02.04 .....	458-4735
JPL 1.01.04 .....	458-8000	<b>Tomás Rivera Center</b>	
<i>FS 1.500</i> .....	<i>458-2400</i>	UC 1.01.02 .....	458-5170
<b>Fiscal Services</b>		<i>DB 2.114</i> .....	<i>458-2838</i>
JPL 1.03.06 / MS 1.02.04 .....	458-8000	<b>University Police</b>	
<i>BV 1.500D</i> .....	<i>458-2820</i>	MS 1.02.04 .....	458-4242
<b>Graduate Studies</b>		<i>BV 1.303</i> .....	<i>458-2790</i>
JPL 4.03.16 .....	458-4330	<b>Upward Bound</b>	
<b>Honors College</b>		MS 3.02.49 .....	458-5852
HSS 4.02.20 .....	458-4106	<b>UTSA Card Office</b>	
<b>Housing</b>		JPL 1.01.18 .....	458-4639
Chisolm Hall .....	458-6700	<i>FS 1.506</i> .....	<i>458-2965</i>
University Oaks Apartments .....	877-3091	<b>Veterans Certification</b>	
<b>International Programs</b>		HSS 3.01.24 .....	458-4540
UC 1.04.02 .....	458-7202	<i>FS 1.500</i> .....	<i>458-2075</i>
<b>Learning Communities</b>		<b>Visitor Center</b>	
MS 2.02.11 .....	458-7490	BB 1.01.04 .....	458-5142

# THE UNIVERSITY OF TEXAS SYSTEM

## BOARD OF REGENTS

### OFFICERS

Charles Miller, Chair  
Rita Crocker Clements, Vice Chair  
Woody L. Hunt, Vice Chair  
A. W. "Dub" Riter, Jr., Vice Chair  
Francie A. Frederick, Counsel and Secretary to the Board

### MEMBERS

#### 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

Robert A. Estrada  
Woody L. Hunt  
Charles Miller

Dallas  
El Paso  
Houston

#### TERMS EXPIRE FEBRUARY 1, 2007

Rita Crocker Clements  
Judith L. Craven, M.D.  
Cyndi Taylor Krier

Dallas  
Houston  
San Antonio

### SYSTEM ADMINISTRATION

R.D. Burck, Chancellor

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
ADMINISTRATIVE OFFICES**

**Office of the President**

Ricardo Romo..... President

**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  
 James Almazan..... Vice Provost for Research and International Initiatives  
 Richard A. Diem.....Vice Provost for K-16 Initiatives and the Honors College  
 Dorothy A. Flannagan..... Interim Dean of Graduate Studies  
 Sandra T. Welch..... Associate Vice Provost for Faculty Affairs  
 Jesse T. Zapata.....Vice Provost for the Downtown Campus and Dean, College of Public Policy  
 Rose Marie Galindo..... Assistant Provost for Academic Budgets, Planning, and Compliance  
 Michael F. Kelly..... Executive Director, Libraries  
 J. Terri Leal..... Executive Director, Office of Institutional Effectiveness  
 Ronald M. Ayers..... Director, Teaching and Learning Center

**Office of the Vice President for Administration**

Gerard H. Barloco..... Vice President for Administration  
 Margaret F. Anderson..... Executive Director, Office of Institutional Diversity  
 Elizabeth T. Mitchell..... Director, Office of Legal Affairs  
 Rodolpho Sandoval..... Associate Vice President for Administration  
 Rex H. Ball..... Executive Director, ITC

**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..... Chief Information Officer and Associate Vice President for Information Technology  
 Ysabel D. Trinidad..... Associate Vice President for Business Affairs  
 Patti R. Cutler..... Assistant Vice President for Budgets and Institutional Compliance  
 Lynn Hickey..... Director, Intercollegiate Athletics

**Office of the Vice President for Extended Services**

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

**Office of the Vice President for Student Affairs**

Rosalie N. Ambrosino..... Vice President for Student Affairs  
 Lawrence R. Williams..... Associate Vice President for Academic Support and Undergraduate Studies  
 Lisa G. Blazer.....Assistant Vice President for Financial Aid  
 Joseph R. DeCristoforo..... Assistant Vice President and University Registrar  
 George E. Norton..... Assistant Vice President for Admissions and Outreach  
 Richard S. Reynolds.....Assistant Vice President for Student Life  
 Sarah Russe.....Assistant Vice President for Student Services

**Office of the Vice President for University Advancement**

Gerard H. Barloco..... Interim Vice President for University Advancement  
 David L. Gabler..... Assistant Vice President for University Communications  
 Sonia V. Konradi..... Executive Director of Development  
 Jane E. Findling..... Director, Alumni Programs

## COLLEGES, DEPARTMENTS, AND DISCIPLINES

Calendar and Information / 13

### College of Business

- General Business Administration
- Department of Accounting
  - Accounting
- Department of Economics
  - Economics
- Department of Finance
  - Finance
- Department of Information Systems
  - Information Systems
- Department of Management
  - Business Law
  - Management
  - Management of Technology
  - Military Science
- Department of Management Science and Statistics
  - Management Science
  - Statistics
- Department of Marketing
  - Marketing

### College of Education and Human Development

- Division of Bicultural-Bilingual Studies
  - Bicultural-Bilingual Studies
  - English as a Second Language
  - English for International Students
- Department of Counseling, Educational Psychology, and Adult and Higher Education
  - Adult and Higher Education
  - Educational Psychology
- Department of Educational Leadership and Policy Studies
  - Education
  - Educational Leadership
  - Leadership
- Department of Health and Kinesiology
  - Health
  - Kinesiology
  - Kinesiology and Health Promotion
  - Nonprofit Management
- Department of Interdisciplinary Studies and Curriculum and Instruction
  - American Sign Language
  - Curriculum and Instruction
  - Early Childhood and Elementary Education
  - Instructional Leadership
  - Interdisciplinary Studies
  - Reading
  - Secondary Education
  - Special Education

### College of Engineering

- Engineering
  - Aerospace Studies
- Department of Civil Engineering
  - Civil Engineering
- Department of Electrical Engineering
  - Electrical Engineering
- Department of Mechanical Engineering
  - Mechanical Engineering

### College of Liberal and Fine Arts

- Department of Anthropology
  - Anthropology

### Department of Art and Art History

- Art
  - Art History and Criticism
- ### Department of Communication
- Communication
- ### Department of English, Classics, and Philosophy
- Classics
  - English
  - Humanities
  - Latin
  - Philosophy
  - Theater
- ### Department of History
- American Studies
  - History
  - Women and Gender Studies
- ### Department of Modern Languages and Literatures
- Arabic
  - Comparative Studies in the Humanities
  - Foreign Languages
  - French
  - German
  - Italian
  - Japanese
  - Linguistics
  - Russian
  - Spanish

### Department of Music

- Music
- ### Department of Political Science and Geography
- Geography
  - International Studies
  - Political Science
- ### Department of Psychology
- Psychology
- ### Department of Sociology
- Sociology

### College of Public Policy

- Legal Studies
- ### Department of Criminal Justice
- Criminal Justice
- ### Department of Public Administration
- Public Administration

### College of Sciences

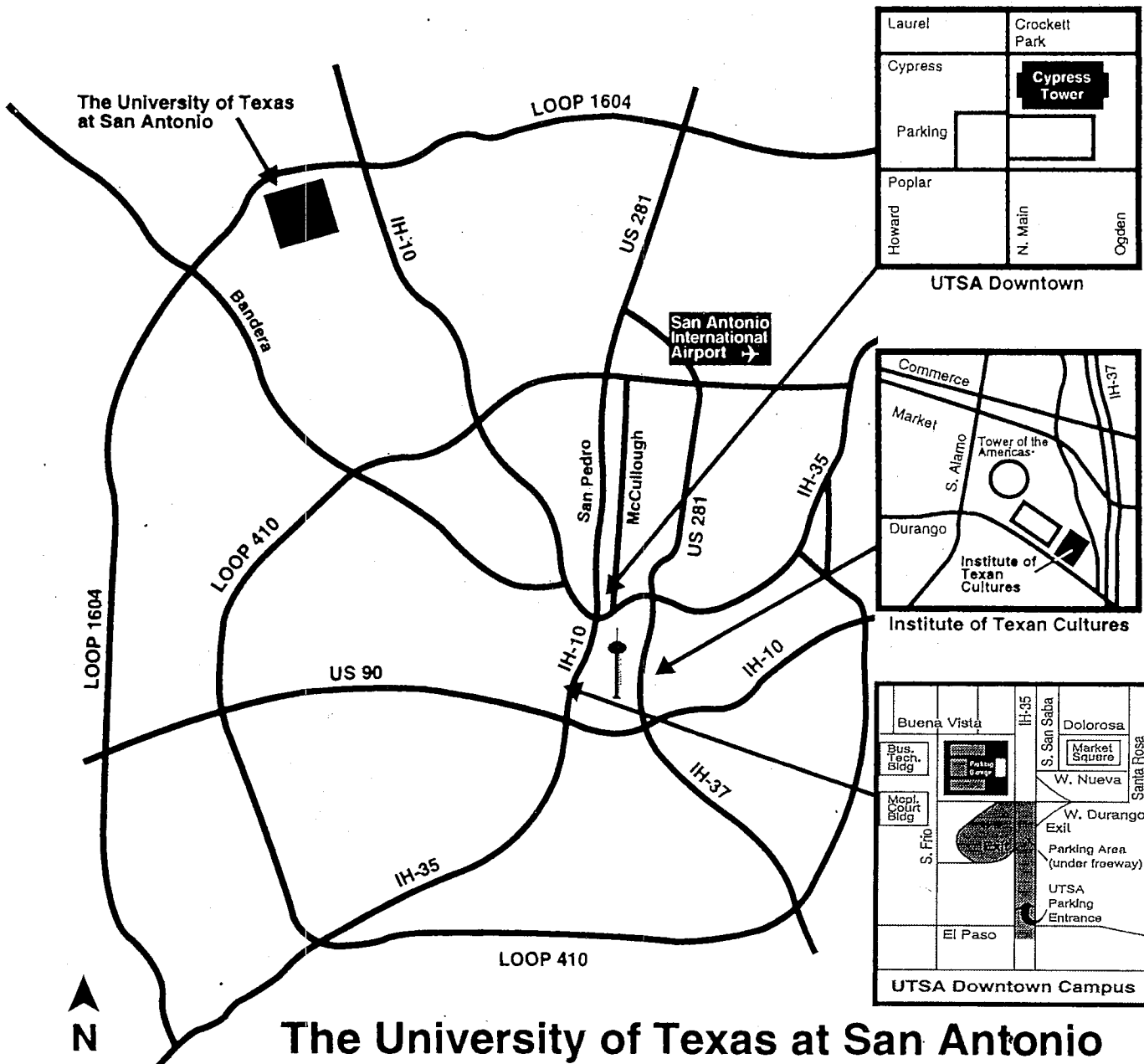
- Department of Biology
  - Allied Health Sciences
  - Biology
- Department of Chemistry
  - Chemistry
- Department of Computer Science
  - Computer Science
- Department of Earth and Environmental Science
  - Environmental Science
  - Geology
- Department of Mathematics
  - Mathematics
- Department of Physics and Astronomy
  - Astronomy
  - Physics

### Honors College

- Honors

### School of Architecture

- Architecture
- Interior Design



## The University of Texas at San Antonio Map of Campus Sites

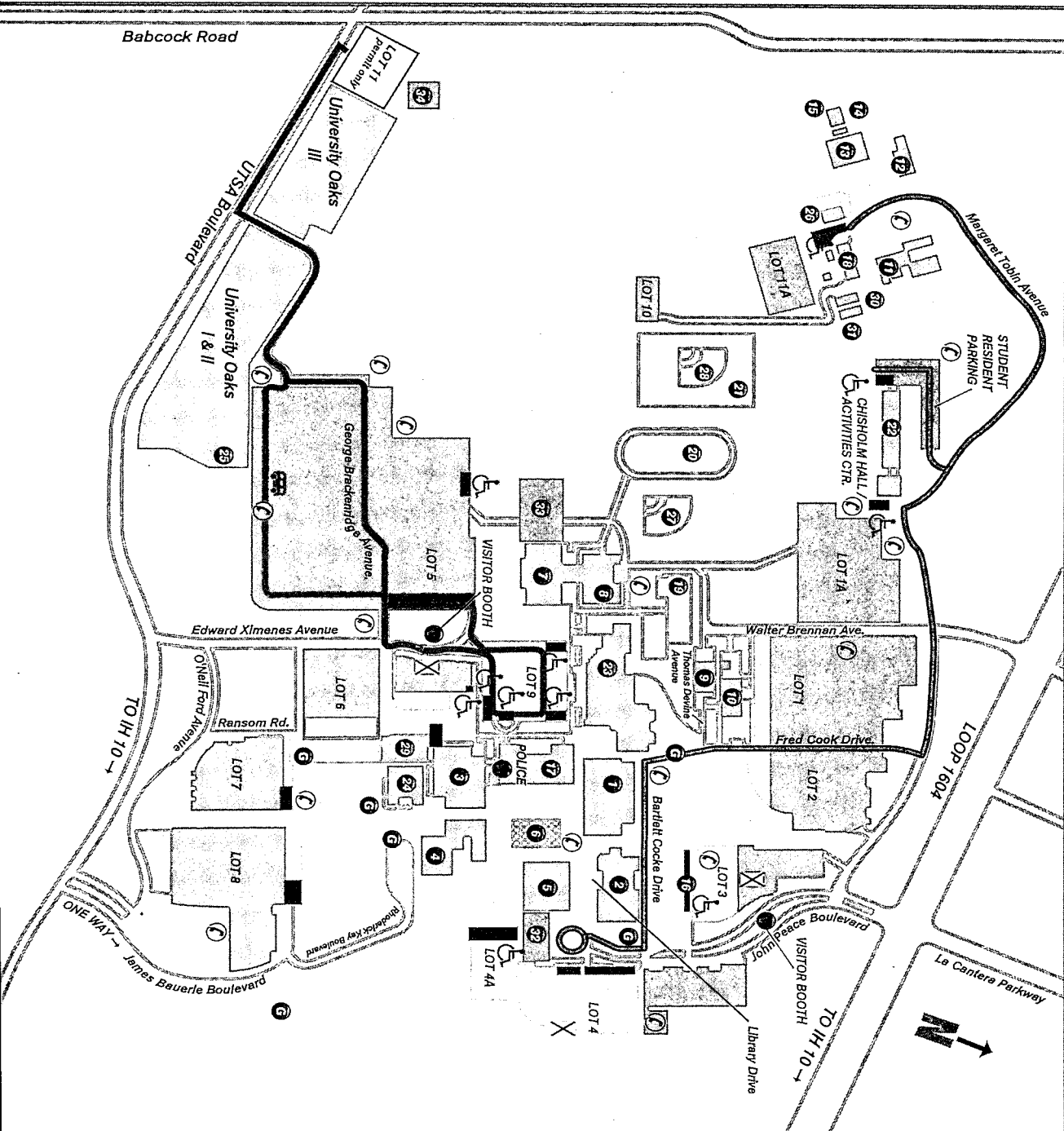


# CAMPUS PARKING AND SHUTTLE ROUTES

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

699 North Shuttle Route 699 South Shuttle Routes

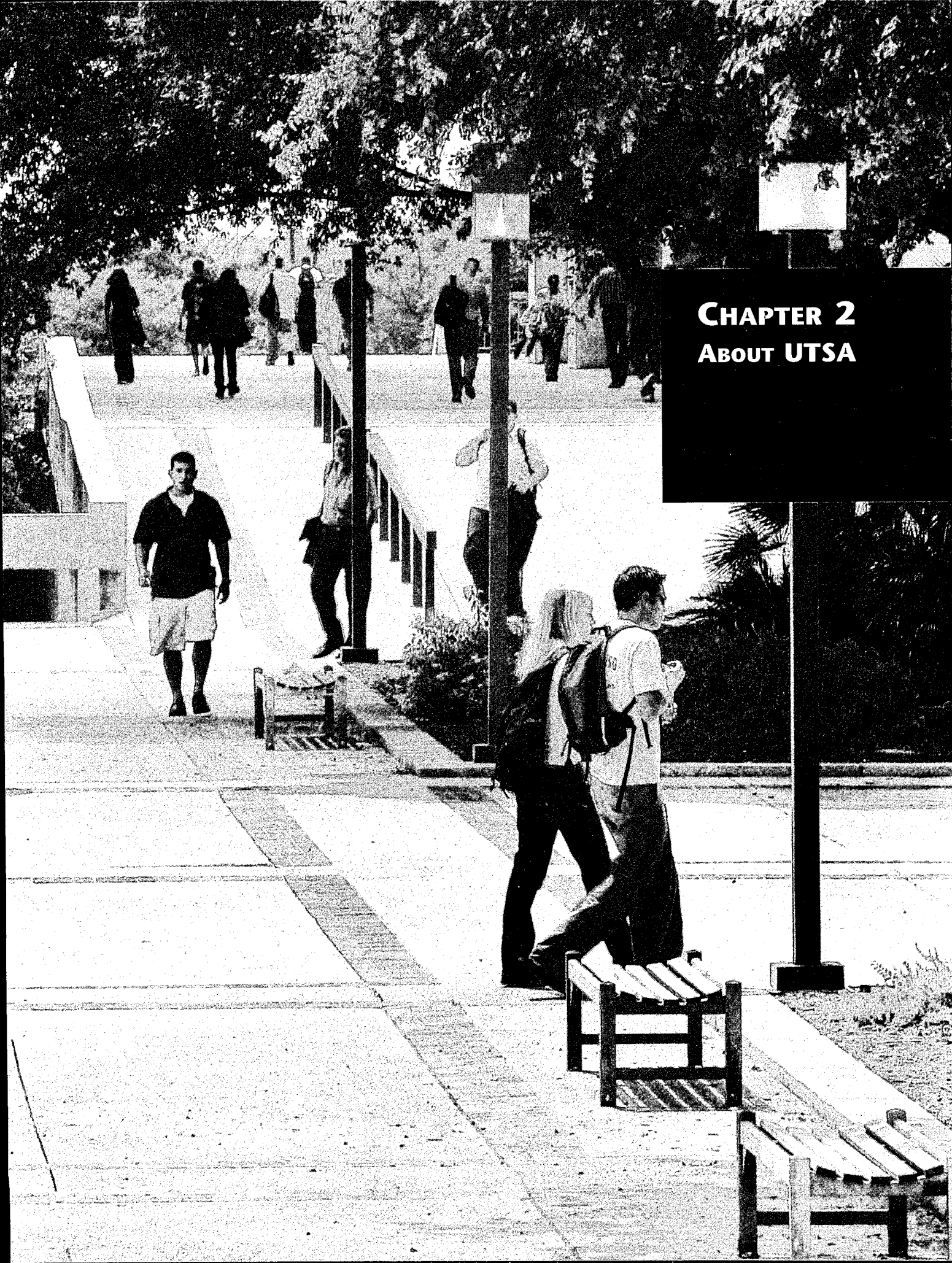
FALL: 7 am - 10:45 pm SUMMER: 7 am - 10:45 pm



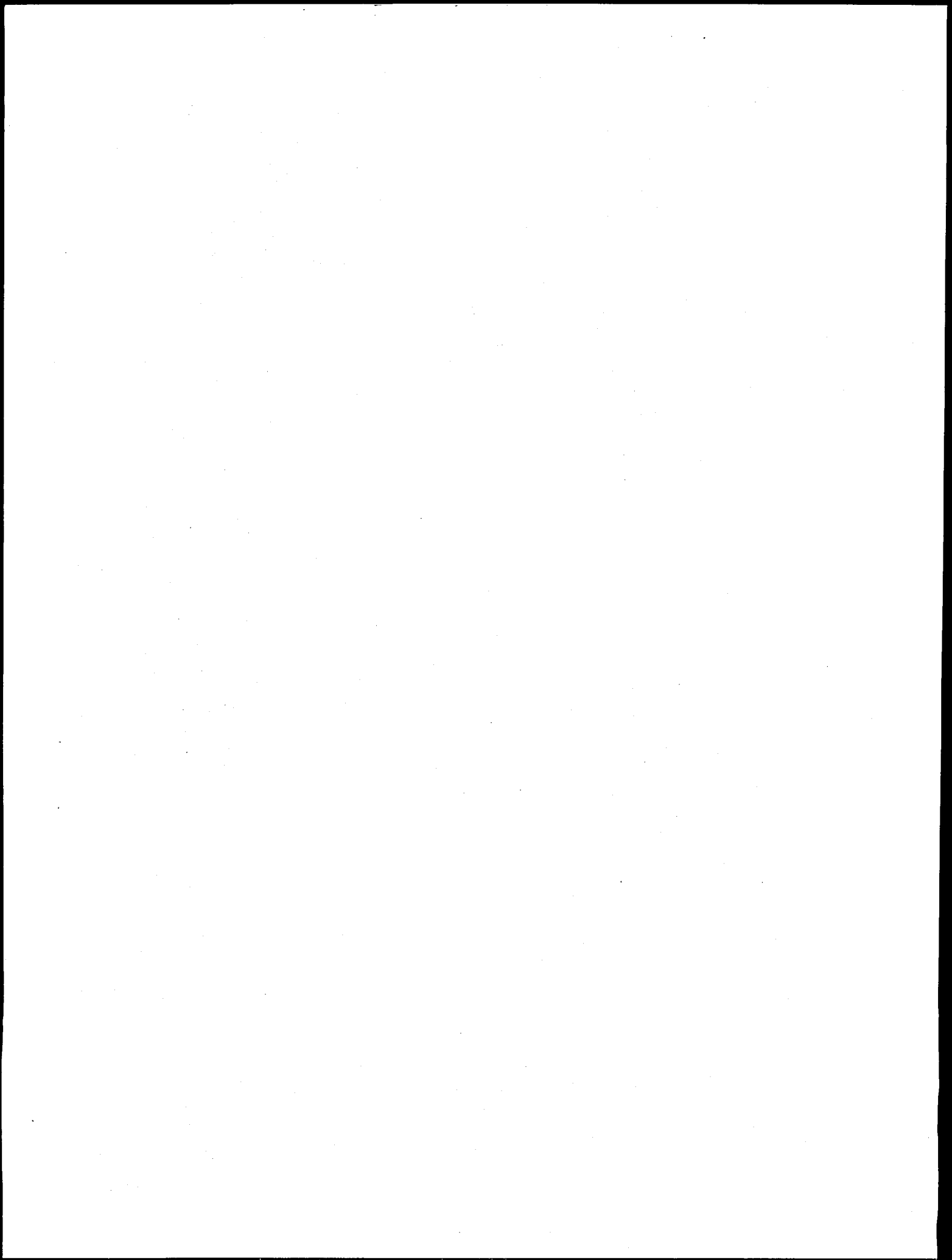
## LEGEND

- 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 Sombilla Convocation Center
- 7. Physical Education Building
- 8. Central Energy Plant
- 9. Physical Plant
- 10. Science Laboratories
- 11. Central Receiving and Purchasing (C.A.R.) Center for Archaeological Research
- 12. Soil and Concrete Laboratory
- 13. Greenhouse
- 14. VIA Bus Terminal / Lot 3
- 15. Multidisciplinary Studies Building
- 16. Sculpture and Ceramics Studio
- 17. Tennis Courts
- 18. Track and Playing Field
- 19. Multipurpose Recreation Center
- 20. Dormitory Complex
- 21. University Center
- 22. Engineering Building
- 23. University Oaks Apartments
- 24. Human Resources and Business Services Building
- 25. Softball Field
- 26. Baseball Field
- 27. Biosciences Building
- 28. Power and Dynamics Lab
- 29. Science and Engineering Lab
- 30. Academic Building III\*
- 31. Wellness Center\*
- 32. Child Care Center\*
- 33. \*Under construction
- 34.





**CHAPTER 2**  
**ABOUT UTSA**



# ABOUT UTSA

## HISTORY, MISSION, AND ORGANIZATION

### History

The University of Texas at San Antonio 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, and UTSA has now conferred more than 50,000 degrees to students from South Texas and around the world.

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. Effective Fall 2002, the Honors Program becomes the UTSA Honors College.

UTSA now has 52 undergraduate degree programs, 35 master's degree programs, and seven doctoral degree programs in six colleges and one school. 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. Fifty-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 2001 enrollment was 19,841. 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. The Durango Building at the UTSA Downtown Campus opened for classes in Fall 2001, and an addition to house the Institute of Economic Development is anticipated for start of construction during 2002. The UTSA 1604 Campus has several projects under way, including an academic building which will include classrooms and office space; a campus recreation facility; and an Engineering/Biotechnology Building.

### Mission

The University of Texas at San Antonio is the premier public institution of higher education in South Texas, with a growing national and international reputation. Renowned as an institution of access and excellence at both the undergraduate and graduate levels, UTSA is committed to research and discovery, teaching and learning, and public service. UTSA embraces the multicultural traditions of South Texas, serves as a center for intellectual and creative resources, and is a catalyst for the economic development of Texas.

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. 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 its core curriculum in an environment that promotes personal growth, academic success, and life-long learning.

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. UTSA encourages attendance of both traditional and nontraditional students by offering flexible scheduling, varied course offerings and extensive student support services.

UTSA emphasizes a balance of excellent teaching, research and creative activities, and scholarship. UTSA recruits and retains faculty who exemplify this balance and encourages faculty to engage in public service activities appropriate to their academic fields. The University 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 through basic research and applies that knowledge to today's problems through applied research. UTSA seeks to facilitate the transfer of research findings to the work environment through continuing education and graduate-level programs that enhance the specialized skills of professionals employed in San Antonio and the South Texas region.

## 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 Administration, a Vice President for Business Affairs, a Vice President for Student Affairs, and a Vice President for University Advancement.

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, the administration of the academic budget, development and implementation of academic policy, and all matters directly affecting faculty. The Vice Provost for the UTSA Downtown Campus has the responsibility for coordinating the development and delivery of the University's academic programs at the UTSA Downtown Campus.

The Vice President for Administration provides the President with advice and counsel on matters relating to administrative practices and procedures for the University. These include executive management responsibilities for the development of plans and programs to enhance cost effectiveness and efficiency with respect to University operations. The Vice President also has jurisdiction over personnel administration, Affirmative Action and Equal Employment Opportunity Programs, Legal Affairs, and the Institute of Texan Cultures.

The Vice President for Business Affairs provides the President with advice and counsel on fiscal affairs and has direct responsibility for the business operations 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 and contract and grant 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; admission; registration; academic support programs; student services, including counseling and health services; and for providing advice to administrators on all aspects of student activities at UTSA.

The Vice President for University Advancement provides the President with advice and counsel for all areas of advancement; acts as a liaison between the Office of the President and University advancement and development committees; has direct responsibilities with respect to the Office of Communications; serves as an executive-level representative of the President in the community; and is responsible for the development of new plans and programs to produce and promote the University identity as a premier public university for the South Texas region. The Vice President is also directly responsible for alumni affairs with the academic colleges and coordination of the three University campuses.

## **UTSA Downtown Campus**

UTSA Downtown 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 undergraduate and graduate 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 liberal and fine arts, public policy, education, and the sciences also are offered at the Downtown Campus. Many of the undergraduate courses required in transfer agreements with area community colleges are included in the course offerings at the Downtown Campus. In addition, coursework necessary to complete teaching certification programs is offered.

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 the 1604 and Downtown Campuses 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. Additional parking is available at the UTSA parking garage on the campus and the "Durango Loop" parking lot south of the campus at the corner of Durango Boulevard and Pecos-La Trinidad Street.

## **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) 679-4500, to award baccalaureate, master's, and doctoral degrees.

## **Graduate Council**

The Graduate Council at The University of Texas at San Antonio is an operating unit of the Faculty Senate, with representation developed independently of the Senate. The Council recommends graduate program policies and monitors their implementation across graduate programs and by the various graduate studies committees. Specific functions include developing recommendations concerning content of disciplinary and interdisciplinary programs and graduate curricula for existing graduate degrees and the establishment of new graduate degree programs; recommending and reviewing all graduate courses of instruction at UTSA; reviewing graduate programs and monitoring their quality; and recommending policies and standards for appointment of graduate students to be teaching assistants, teaching associates, research assistants, and recipients of university fellowships.

Members are elected to the Graduate Council by the members of each graduate program committee, and by members of the graduate faculty of the programs' graduate program committees. The Dean of Graduate Studies and the Director of Libraries serve as ex officio members. A student representative to the Graduate Council is elected by the members of the graduate faculty in each college, and from these representatives one student is elected to represent the Council on the University Assembly.

## 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*, and the *Handbook of Operating Procedures*.

The *Rules and Regulations of the Board of Regents*, the *Handbook of Operating Procedures*, and *UTSA Information* 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.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, gender, age, veteran status, or disability (*Rules and Regulations of the Board of Regents*, Part Two, Chapter I, § 6; *UTSA Handbook of Operating Procedures*, Chapter 9, § 9.1; *UTSA Information*, Appendix B, *Student Code of Conduct*.) Students can notify the University of any violations of this policy by contacting the Office of Student Life or the Executive Director of the Office of Institutional Diversity. 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 Executive Director of the Office of Institutional Diversity. 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 and 51.936, 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 (§§ 37.151 through 37.157 and 51.936, Texas Education Code), 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 Assistant 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 Office of 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. (For additional information, see Appendix C, page 127 of this bulletin)

## 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, § 3.6, *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. See Appendix B of this bulletin for further explanation of each of the following actions:

- 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.

Effective July 1, 1993, The University of Texas at San Antonio will calculate and disclose annually institutional completion or graduation rates to all prospective and current students.

Effective September 1, 1993, The University of Texas at San Antonio will publish in the annual security report its policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.

Prior to the offer of athletically-related student aid to a potential student athlete, The University of Texas at San Antonio will provide certain information on graduation rates specified by the Student Right-to-Know and Campus Security Act to the prospective student and to the student's parents, guidance counselor, and coach.

## **Orientation**

All new freshmen (with 0-29 semester credit hours) are required to participate in an Orientation Program. The Orientation Programs are coordinated by Orientation and Transition Programs.

## **Academic Advising**

All new and transfer freshman students (under 30 semester credit hours accepted by UTSA) must receive academic advising in the Tomás Rivera Center, unless they have been accepted into the Honors College or are scholarship athletes. Honors students are advised through the Honors College, 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 (TRC).

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 advising 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 mathematics, reading, or writing test sections) are required to complete their registration in TRC 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 TRC 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 1994 as first-time freshmen enrolled full time as degree-seeking students, the graduation rate within a six-year period was 36 percent. This percentage includes students who transferred to another four-year 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 or who transferred from UTSA to a two-year institution. 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 Chapter 5, *General Academic Regulations* in 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 - General**

The primary purpose of financial aid is to provide resources to students who would otherwise be unable to pursue a post-secondary education. UTSA believes that all students should be able to attend the university that best suits their academic and personal needs. The UTSA Office of Student Financial Aid (OSFA) will meet the direct costs or financial need of all eligible students until funds have been exhausted. All students are awarded on a first-come, first-served basis, subject to the availability of funds, academic performance, and demonstrated financial need.

Financial aid programs available for *undergraduate students* include: Federal PELL Grants, Federal Supplemental Educational Opportunity Grants, Texas Public Education Grants, TEXAS Grants, Public State Incentive Grants, Federal and State Work-Study, Federal Family Education Loans, Federal Perkins Loans, Alternative Loans, and various scholarships.

Financial aid programs available for *graduate students* include: Federal and State Work-Study, Texas Public Education Grants, Public State Student Incentive Grants, Federal Perkins Loans, Federal Family Education Loans, Alternative Loans, and various scholarships.

For more information regarding any of these programs, contact the Office of Student Financial Aid.

### **Financial Aid Eligibility**

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

1. be officially admitted to UTSA as a degree-seeking student
2. file a Free Application for Federal Student Aid (FAFSA)
3. meet deadlines set by the Office of Student Financial Aid and the Scholarship Office
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 (see policy on page 27).

Further,

1. Students who are not U.S. citizens must provide proof of eligibility.
2. Students selected for "verification" by the Department of Education will be asked for additional documentation. This information must be provided to remain eligible for aid.
3. 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.

### **Teach for Texas Conditional Grant Program**

The Teach for Texas Conditional Grant Program was developed to encourage students to become certified teachers and to teach in a field having a critical shortage of teachers or in communities having a critical shortage of teachers.

Eligibility requirements for the Teach for Texas conditional Grant Program include:

- Current grade point average of at least 2.5 on a 4.0 scale
- Seventy-five percent completion of the semester-credit-hours attempted in the most recent academic year
- Financial Aid Application
- Three-fourths enrollment in an approved educator-certification program at the junior or senior level; as a renewal recipient in the final fifth year; or in a post-baccalaureate program for the first time in a traditional educator certification program
- No felony convictions or offenses as stated under Chapter 481, Health and Safety Code, or under the law of another jurisdiction involving a controlled substance.

Students must obtain a letter of recommendation from their college dean or department chair/division director. Students are also required to sign a promissory note acknowledging the conditional nature of the grant and promise to repay the grant plus interest at an annual fixed interest rate of seven percent and other charges stated in the promissory note. Funds are awarded on a first-come, first-serve basis based upon eligibility with a lifetime award maximum of \$10,752.

Students must begin a teaching service obligation within 18 months after their completion date. Students must also maintain continuous full-time teaching and complete a five-year teaching obligation within six years of beginning their service obligation. If students are unable to begin and/or complete the service obligation, the grant will become a loan per the promissory note signed by the student. Students will have 10 years to repay the loan.

For more information on the Teach for Texas Conditional Grant Program, contact the Scholarship Office.

### **Toward Excellence, Access, & Success Grant Program (TEXAS Grant)**

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

In order to apply and be eligible 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
- submit a completed FAFSA
- be enrolled at least three-fourths time in an undergraduate degree or certificate program
- have not been convicted of a felony or a crime involving a controlled substance.

### **Financial Aid – Satisfactory Academic Progress (SAP)**

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

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

#### **1. Academic Standards**

Students must maintain a cumulative grade point average minimum requirement at the end of each academic year for all credit hours attempted at UTSA: Undergraduate Freshmen (with fewer than 30 hours) must have a 1.8 cumulative grade point average at the end of the first academic year; Undergraduate students with 30 hours or more must have a 2.0 cumulative grade point average; Graduate students must have a 3.0 cumulative grade point average. If the cumulative grade point average drops below the minimum requirement, the student will no longer be eligible for financial aid.

#### **2. Maximum Time Frames**

The number of semester credit hours a student **attempts** may not exceed 150 percent of the number of semester credit hours required for graduation in his or her program of study, as published in the University catalog. For example, if the published number of semester credit hours required for graduation is 120, a student may not attempt more than 180 semester credit hours ( $120 \times 1.5 = 180$ ) and continue to receive financial aid. All periods of enrollment must be considered, even those for which the student did not receive financial aid as well as hours transferred from another school. If the number of attempted hours reaches 150 percent of the hours required for graduation, the student will no longer be eligible for financial aid.

**Attempted** hours include all registered hours per semester whether or not the student earns a grade or receives credit. The following are considered hours attempted, but not completed:

- a. "F" grades for undergraduate students
- b. "D" or "F" grades for graduate students
- c. "W" or withdrawal from courses

Completed hours include all semester hours for which the student earns a grade:

- a. "A" through "D" grades for undergraduate students
- b. "A" through "C" grades for graduate students
- c. all transfer hours accepted for credit

### 3. Enrollment Status:

During the academic year (Fall/Spring/Summer) a student who receives financial aid must successfully complete a minimum of 75 percent of all **attempted** course work. If the number of completed hours drops below 75 percent of attempted hours, the student will no longer be eligible for financial aid.

Examples:

- a. If a student attempts (registers for) 30 semester credit hours in an academic year, he or she must complete a minimum of 22 semester credit hours ( $75\% \times 30 = 22.50$ ) in order to make SAP for the year.
- b. If a student attempts 36 semester credit hours, he or she must complete a minimum of 27 semester credit hours ( $75\% \times 36 = 27$ ) to be making SAP.  
Note: All partial credit hours will be rounded down to the nearest hour.
- c. If at the end of the second year a student has attempted 60 semester credit hours, he or she must have completed a minimum of 45 credit hours ( $75\% \times 60 = 45$ ) to be making SAP.

### Review Policy

At the end of each Academic Year (Spring semester) the Office of Student Financial Aid will review the progress of each financial aid recipient for SAP. Students will be reviewed to ensure that they are meeting the following criteria:

1. cumulative grade point average of 1.8 (undergraduate freshmen) or cumulative grade point average of 2.0 or higher (undergraduate sophomore through senior) or cumulative grade point average of 3.0 or higher (graduate students)
2. successful completion of at least 75 percent of all attempted coursework for all periods of enrollment (cumulative), even those for which the student did not receive financial aid
3. total attempted hours does not exceed 150 percent of the published length of the program of study.

### Financial Aid Termination

In the event the student does not meet the requirements for SAP, he or she will be placed on Financial Aid Termination. This means that the student will not be eligible for any type of federal, state, or institutional aid until he or she returns to satisfactory academic progress.

### Conditions for Reinstatement

Students whose eligibility for financial aid has been terminated may appeal the decision, in writing, to the Office of Student Financial Aid (OSFA) if they believe that they had extenuating circumstances that led to their unsatisfactory progress. The OSFA will notify the student in writing of the decision.

To appeal for the reinstatement of financial aid eligibility, students must complete and submit a Termination Review Form. A completed form must include:

1. A letter from the student documenting the extenuating circumstances (i.e., personal illness or medical problems, death in the family, etc.) This letter should provide a detailed explanation of the situation.
2. If the student has exceeded the maximum time frame and is appealing based on a change of major, he or she should state the reason for the change and indicate the number of hours remaining to be taken in the new major. The student must also provide a statement from his or her academic advisor indicating the number of credit hours from the previous major that will apply to the new major.
3. The student's name, social security number and/or TSA ID number, and e-mail address.

Students who have been placed on Financial Aid Termination because they do not meet the grade point average or Enrollment Status requirements may do the following if they decide not to appeal, or if their appeal is not approved: (1) they may attend UTSA during a semester or summer term without financial aid, or (2) apply for alternative loans to cover balance. When they meet the SAP requirements again, their eligibility for aid will be reviewed for reinstatement.

## Scholarship Office

The UTSA Scholarship Office is committed to assisting students with financing their education. The Office provides students with updated information and applications for scholarships, graduate fellowships, and assistantships.

The Scholarship Office administers general scholarships, which require completion of a general application form. The Scholarship Office also monitors the academic progress of scholarship recipients to ensure scholarship requirements are met. The deadline to apply for general scholarships is February 15 of each year; however, department 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, § 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 specifically 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

Further information and applications forms are available in the UTSA Scholarship Office.

## Veterans Assistance

Educational benefits are available to veterans, dependents of veterans, and personnel actively serving in the United States Armed Forces. The UTSA Office of Veterans Certification provides the required forms and information regarding educational benefits available to eligible veterans and their dependents.

Students receiving veterans assistance are responsible for understanding and meeting 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

The UTSA *Card* is a photo identification and all-campus debit card. With a prepaid debit account, it can be used at various locations campus-wide. In order to have a UTSA *Card* processed, present a drivers's license or military ID card. A \$3 nonrefundable ID card fee is assessed each semester at the time of registration at UTSA. A \$10 fee is charged for replacing an ID card. The card is valid as long as the student remains enrolled at UTSA. Students must apply for a card in person at the UTSA *Card* Office on the first floor of the John Peace Library Building (JPL 1.01.18) at the 1604 Campus, (210) 458-4639, or at the Frio Street Building (FS 1.506) at the Downtown Campus, (210) 458-2965.

## Social Security Number as a Student Identifier

Under the provisions of the Federal Privacy Act of 1974, a student is not required to provide a Social Security number; this is voluntary. The new student information system, being implemented in 2002, will assign all students a UTSA identification number which will be different than the student's Social Security number.

## 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. The University has adopted the following policy and procedures. Individuals are informed of their rights under these laws through the policy stated in this section. Catalogs are available in the Office of the Registrar, the Office of Graduate Studies (graduate) and on the UTSA Web site. 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:

1. to appropriate school officials who have legitimate educational interests
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 or student's parent is notified and receives a copy of the record if desired
3. to federal officials or state educational authorities
4. in connection with a student's application for or receipt of financial aid
5. state and local officials or authorities to whom such information is allowed to be reported or disclosed pursuant to state statute
6. to organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained
7. accrediting organizations in order to carry out their accrediting functions
8. to the parents of a dependent student as defined in § 152 of Title 26 of the Internal Revenue Code of 1954
9. in an emergency situation if the information is necessary to protect the health or safety of the students or other persons
10. in compliance with a judicial order or subpoena, or Federal grand jury subpoena provided a reasonable effort is made to notify the student in advance, unless such subpoena specifically directs the institution not to disclose the existence of a subpoena



11. to an alleged victim of a crime of violence or a nonforcible sex offense; the final results of the alleged perpetrator's disciplinary proceeding with respect to such crimes may be released.

In item 1 above, "school official" means a person either (1) employed by the University in an administrative, supervisory, academic, research, or support staff position, (2) serving on a University governing body, (3) under contract to the University to perform a special task or service, or (4) who is a student serving in an official capacity for the University. "Legitimate educational interest" means any authorized interest or activity undertaken in the name of the University for which access to a student education record is necessary or appropriate to the proper performance of the undertaking within the course and scope of the person's employment and authority in order to further the educational or business purposes of the student or the University.

For records maintained by the Office of the Registrar, a record of requests for disclosure and such disclosure of personally identifiable information from student education records is maintained by the Office of the Registrar for each student and is made available for inspection pursuant to this policy. If the University discovers that a third party who received student records from UTSA released or failed to destroy such records or information from such records in violation of FERPA, UTSA may not allow that third party access to personally identifiable information from education records for at least five years. Records subject to disclosure are purged according to regular schedules when no longer subject to audit or presently under request for access.

### **Directory Information**

Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

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

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

Students may have all directory information withheld by notifying the Office of the 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. The request for confidentiality applies to insurance companies, potential employers, and other interested parties. Students are advised to consider carefully the impact of having directory information withheld.

### **Access to File**

Upon written request, the University will provide a student with access to his or her educational records. Educational records covered by FERPA are made available within 45 days of the request. Students wishing to review their educational records must submit written requests including the item(s) of interest to the appropriate office listed below.

#### **Academic Records**

Assistant Vice President and University Registrar, Office of the Registrar  
College, department/division, advising and faculty offices

#### Student Services Records

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

#### Financial Records

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

Educational records do not include the following:

1. records of instructional, administrative, supervisory, and educational personnel ancillary to those persons kept in the sole possession of the maker of the record and not accessible or revealed to any other person except a temporary substitute for the maker of the record
2. records of a law enforcement unit of the educational institution
3. employee records
4. records of a student who is 18 years of age or older or is attending an institution of postsecondary education, which are made by a physician, psychiatrist, psychologist, or other recognized professional
5. records that only contain information about an individual after the individual is no longer a student at the institution
6. records of applicants for admission who are denied acceptance or choose not to attend.

Limitations on Right to Inspect:

1. If any material or document in the educational record of a student includes information on more than one student, the parent or eligible student shall have the right to inspect and review only such part of such material or document as it relates to such student.
2. The University does not have to permit a student to inspect and review educational records:
  - a. that are financial records of the parents of the student
  - b. that are confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975
  - c. if the student has signed a waiver of the student's right of access.

#### Challenge to Record

Parents or students may challenge the accuracy of the educational records. Students who believe their educational records contain inaccurate, misleading, or information that is otherwise in violation of their privacy rights may discuss their problems informally with the office responsible for maintaining the records. If agreement is reached with respect to the student's request, the appropriate records will be amended. If not, the student is notified within a reasonable period of time that the records will not be amended and is informed by the Assistant Vice President for Student Life of his or her right to a formal hearing. The purpose of the hearing is to challenge the content of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the privacy rights of the student.

Student requests for a formal hearing must be made in writing to the Assistant Vice President for Student Life, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer who adjudicates such challenges is appointed by the Vice President for Student Affairs in nonacademic matters and by the Provost and Vice President for Academic Affairs in academic matters. Decisions of the hearing officer are final, are based solely on the evidence presented at the hearing, and include a written summary of the evidence and the reasons for the decision. The decision should be delivered to all parties concerned.

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 educational records, statements specifying reasons for disagreement with the decision of

the hearing officer, or both. The statements are placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges are unfair or are not in keeping with the provisions of FERPA may request assistance in writing from the President of the University.

### **Copies**

Students may have copies of their educational records and this policy. Copies will be made within 45 days at the student's expense at rates authorized in the Texas Public Information Act. Official transcripts are not released for students who have a delinquent financial obligation or financial "hold" at the University.

### **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**

Lost and found articles may be claimed from 8 a.m. to 5 p.m., Monday through Friday, at the Lost and Found Office in MS 1.02.04, and at the UTSA Downtown Campus in BV 1.303. Found articles may be claimed by individuals with proper identification. A valid driver's license or a UTSA ID is required at the time of release. Unclaimed found articles remain in Lost and Found for a period of 60 days, after which time they are transferred to the Business Manager for disposition.

## **CAMPUS RESOURCES**

### **Academic Common Market**

The Academic Common Market is an interstate agreement for sharing academic programs through an exchange of students across state lines. Fifteen southern states take part in the Academic Common Market. Texas and Florida participate at the graduate level only. Selected out-of-state programs that are not offered in a student's home state can be accessed through the Academic Common Market at in-state tuition rates.

For information on the graduate programs at The University of Texas at San Antonio available through the Academic Common Market and states that have access to those programs, contact the Office of Graduate Studies or the Academic Common Market coordinator in the home state.

Further information on the Academic Common Market may be obtained from the Texas State Coordinator for the Academic Common Market, Texas Higher Education Coordinating Board, P. O. Box 12788, Austin, Texas, 78722, Phone: (512) 483-6525, e-mail: [mcdonougla@thechb.state.tx.us](mailto:mcdonougla@thechb.state.tx.us).

### **UTSA Art Gallery**

The UTSA Art Gallery enhances the teaching, research, and outreach missions of the Department of Art and Art History 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, graduation rings, 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, pizza, 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 on the 1604 Campus or the Frio Street Building on the Downtown Campus.

## **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 cooperative 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/cooperative 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/cooperative employers.

For seniors nearing graduation, finding a full-time, entry-level career position is 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 employers 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.

## Child Development Center

UTSA's new child development center is scheduled to open during the Fall 2002 semester. Located off of UTSA Boulevard on the southwest side of the campus, the facility will serve the early childhood educational needs of infants, toddlers, and preschoolers. The Center will house approximately 100–120 children, with spaces for classrooms, gross motor skills rooms, and outdoor play areas. The Center will be licensed by the Texas Department of Protective and Regulatory Services. More information on the Center can be obtained by calling the Office of Student Services at 458-6220 or visiting: [www.utsa.edu/students/toc\\_ssvc.htm](http://www.utsa.edu/students/toc_ssvc.htm).

## Cooperative Consortium

A cooperative arrangement between The University of Texas System and The Texas A&M University System allows a graduate student at one institution to use unique facilities or access courses at the other institution with a minimum of paperwork. The graduate student registers and pays fees at the home institution and may retain any fellowship or financial assistance awarded by it. Space must be readily available, and the instructor or laboratory director of the proposed work must consent to the arrangement. Approval must be given by the graduate dean of each institution.

## Disability Services

Disability Services (DS) coordinates support services and equipment to ensure equal access to all University programs and activities for students with disabilities. 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.

## Office of ESL (English as a Second Language) Services

The Office of ESL Services provides support services and ESL classes for all students who speak English as a second language. It also provides the UTSA community with accurate information regarding the needs of ESL learners. During orientation week for incoming students, the Office conducts the English Language Assessment Procedure (ELAP) for international students with TOEFL scores between 500 and 600. Those students requiring further English support are placed in English for International Students (EIS) classes. Students who are conditionally admitted as undergraduates are enrolled in the noncredit Intensive English Program.

## 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 to visit numerous offices to obtain information.

Some of the services include:

- Providing efficient and courteous service to students
- Assisting students with financial aid, admission, registration, and miscellaneous student services information
- Disbursing, accepting, and documenting admissions and registration paperwork
- Providing information on how to apply for financial aid
- Answering questions regarding financial aid status, missing documents, special circumstances, and appeals for financial aid Satisfactory Academic Progress
- Disbursing, accepting, and documenting financial aid paperwork
- 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 and processing Emergency Loans
- Printing and distributing official UTSA transcripts and accepting official transcripts from other institutions
- 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.

## **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 of Extended Education works collaboratively with academic and nonacademic units of the University to develop and present seminars, online courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. The UTSA Extended Education Web page provides information on seminars, online courses, conferences, and programs that are open to the UTSA and local communities. The Office of Extended Education also provides specialized training to organizations needing customized training programs for their employees.

## **Information Technology (Computing Resources)**

### **University Network**

The UTSA Local Area Network is based on a high-speed (Gigabit Ethernet backbone) network that connects UTSA facilities, provides links to wide-area networks, and provides services such as electronic mail, file transfer, and remote login capabilities. Switched 100 Mb/s Ethernet is used throughout most campus classrooms, laboratories, and offices, from the backbone to the desktop. A DS3 connection links the backbone to the Internet, allowing students, faculty, and staff to access electronic data quickly from any computer on the network. The Chisholm Residence Hall also has connections to UTSA's network and the internet for residents in their rooms.

### **Student Computing**

Three large, general-purpose, all-access computer labs provide over 550 workstations with full Internet access for student use. Two labs on the 1604 Campus and one located at the Downtown Campus offer the same desktop "look and feel" throughout with similar capabilities. Students may laser print their academic projects from any workstation, or on color inkjet by reservation. Network folders are available for faculty to store data files for student access. All labs include areas of adaptive technology for students with unique physical requirements.

The labs are staffed with full-time help-desk professionals who, along with part-time and student assistants, work diligently to enable student customers to acquire the skills and knowledge necessary to fulfill their quest for successful academic and professional endeavors.

Student Computing also provides technical training in software for faculty, staff, and students. Faculty and staff training is provided in conjunction with the Office of Human Resources Training and Development Program. Students are offered non-credit "short-course" seminars on a repetitive basis to improve their basic computer literacy skills.

### **Administrative Computing**

Support for administrative processing and official record keeping is provided by the Administrative Computing Department. The student records system may be accessed by students through the Automated Student Access Program (ASAP), a Web-based transactional interface. Information in the administrative systems is accessible with a personal identification number and password. Students can conduct functions such as registration and payment of fees on or off campus. The Administrative Computing Department is currently working on replacing the current mainframe-based student information system with a new state-of-the-art client-server system.

### **Center for Distance Learning and Academic Technology**

The mission of the Center for Distance Learning and Academic Technology at UTSA is to support faculty, students, and staff in the use of distance learning and educational technologies.

UTSA has developed a robust interactive video network capable of connecting university classes and programs around the city, state, and world. The Center schedules academic courses that utilize Distance Learning facilities, maintains the video network, manages classroom facilities, and assists faculty in the creative use of computer and web-based technologies, including WebCT and streaming video applications.

The Center is committed to:

- Integrating state-of-the-art advancements in distance learning and instructional technology
- Serving the needs of the University community through video conferencing and distance-learning outreach programs
- Managing and developing the use of distance learning and academic technology to compliment the academic programs of the University.

The Center also distributes classroom presentation equipment, including sound systems, VCRs, high-performance computers, and video projectors. The media resource area schedules and delivers equipment for use in the classroom via a reservation system. It also provides audiovisual support for academic and nonacademic events. Video production facilities are used to create video clips for student and faculty projects. The Center also schedules and records special satellite feeds and cable programs on request.

The Center hosts regular workshops and seminars for faculty and staff on the use of technology and provides on-call assistance for faculty using technology in the classroom. The Center assists faculty members using technology to conduct research and helps students become active participants in the learning process.

The New Media Lab and the Faculty Resource Centers provide individual assistance to faculty developing Web pages and other multimedia materials. The labs also provide access to special software and peripheral devices such as three-dimensional graphics, multimedia authoring, Web page-creation software, slide and hardcopy scanners, audio and video capture boards, digital cameras, color printers, and CD burners.

### **Telephone Services**

Three university-owned telephone systems support the tri-campus community. The systems are networked together to enable four-digit dialing between all locations and to allow shared features including voice mail. More than 1600 faculty and staff extensions utilize AUDIX voice mail. The University uses the State communications network (TEX-AN) for routing long-distance telephone calls. The Chisholm Residence Hall and the University Oaks Apartments are recipients of Enhanced 911 Services.

The campus switchboard is staffed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The switchboard operator provides general campus information and transfers calls to campus offices. The campus switchboard can be reached by dialing 458-4011 off campus or 0 from on-campus extensions.

University-employed communication technicians pull voice and data cables, perform new telephone installations, and relocate existing telephone extensions. University cable record information is maintained in this department.

UTSA offers a hotline number, 458-SNOW, for information regarding campus closures and class cancellations in the event of inclement weather. UTSA's Communications Department updates the hotline information.

### **Information Security Program**

The protection of UTSA's electronic data and automated records is the focus of the Information Security Program. This group is charged with several on-going activities: maintaining access controls for the major information systems used by students, faculty, and staff; instituting policies and procedures for ensuring continuing integrity of the networks and computers in use on campus; conducting awareness programs and other security training; and responding to security incidents with the cooperation of other departments as needed.

There are information security representatives in most departments, and their activities are coordinated by the Information Security Group. Systems alerts and further training are also provided to the systems administrators of other facilities on campus. The staff of the Information Security Group is available for consultation with departments on campus with regard to policy and best practice in the area of data protection and electronic records.

### **International Programs Office**

The International Programs Office offers programs and provides support to the international population at UTSA and services to international students participating in UTSA's undergraduate, graduate, and intensive English programs. The Office also promotes student and faculty participation in international research; 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; and provides services to international faculty and staff who have been offered employment with UTSA.

The following services are available in the International Programs Office:

- Advising is provided on F-1 student visa immigration issues and procedures such as changes of visa status, reinstatement of F-1 visa status, employment authorization, and other non-immigrant issues. A mandatory orientation is held each semester to provide assistance to international students during their transition into the United States and to UTSA. Orientation will provide students with current information on immigration, health insurance, English placement, academic advising, testing, registration, and housing. Programs are also available to help new students adjust to their new environment, encouraging academic and cultural success during their stay at UTSA and in the United States.
- Assistance is provided with the H-1B process for international faculty and staff who have been offered employment at UTSA. Immigration-related inquiries should be directed to this office.
- UTSA maintains J-1 visa bilateral exchanges and consortia agreements with a number of international institutions that allow for study abroad at a very reasonable cost. For example, students can participate at Kyoto University of Foreign Studies in Japan; Queensland University of Technology in Australia; La Universidad Nacional Autonoma de Mexico in Mexico City; La Universidad Autonoma de Nuevo Leon in Monterrey, Mexico; Keele University in England; and The University of British Columbia in Canada. Agreements are pending with several other institutions.

### **National Student Exchange Program**

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. Financial aid and scholarships may be used toward program cost. Information on all exchange programs, including available scholarships, participating requirements, deadlines, and costs are available from the International Programs Office.

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 admission 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
- has 2.5 grade point average or better.

Students should be aware that 24 of their last 30 semester hours must be completed in residence at UTSA.

### **Border County Program**

The International Programs Office also coordinates the Border County Program. This program was developed to encourage students from Mexico with limited financial resources to enroll in Texas public institutions of higher education, and to facilitate completion of upper-level and graduate programs by Mexican students enrolled in programs offered by general academic teaching institutions. If approved to participate in the Program, students are eligible to pay Texas tuition rates instead of the nonresident rates normally assessed.

To be eligible, students must:

- be a citizen or permanent resident of Mexico
- meet the admission requirement at UTSA
- enroll on a full-time basis
- demonstrate financial need
- provide proof of a significant change in their family's financial status if already enrolled at UTSA.

### **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 the development of the skills needed to find, evaluate, and use all types of library resources. The Library provides both electronic and physical access to a wealth of information resources and services, including a collection of over 550,000 books and 2,000 print periodicals, electronic access to more than 2,000 full text/full image journals, indexing and abstracting tools, and databases; 3 million microforms; and significant collections of maps, CD's, and videotapes. The Library is also a selective depository for state and federal government documents with collections in excess of 10,000 items. A courier service operates between facilities enabling materials to be retrieved within 24 to 48 hours.

In addition to traditional study and stack areas, the Library maintains a computer lab, multimedia viewing and listening facilities, carrels, group study rooms, and faculty study rooms. The Library also offers many instructional and consultative services through innovative combinations of delivery methods including brochures, Web resources, e-mail, telephone, and class presentations as well as traditional individualized assistance. In order to maximize access for the UTSA community, the library participates in library consortia and specific resource-sharing programs, such as the UT System Digital Library at the local, state, regional, and national levels. The Library's Web page ([www.lib.utsa.edu](http://www.lib.utsa.edu)) serves as a gateway to the wide range of resources and instructional services available to students, faculty, and staff.

The Special Collections and Archives Department is a resource center for research on San Antonio, South Texas, and the Southwest. The Department operates two facilities with distinct holdings. Special Collections is located in the John Peace Library at the 1604 Campus and concentrates on book, print, and manuscript collections with particular focus on the history of San Antonio and South Texas from the Spanish Colonial period to the present. The Archives is located at the UTSA Institute of Texan Cultures and 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.

## **Orientation and Transition Programs**

The mission of Orientation and Transition Programs is to provide academic and support services and programs for new students and their families during their first year at UTSA.

One of the primary functions of this office is to provide comprehensive orientation programs for new students and their family members. Orientation programs for all new students are offered in November, December, and January for the Spring Semester; in 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 strongly encouraged to do so. The program includes a campus tour, information about university services and resources, and the opportunity to meet new students, current students, faculty, and staff.

Since 1993, Orientation and Transition Programs has held Roadrunner Camp, a two-day, one-night social and leadership development program for freshmen the week before fall classes begin. The office coordinates the Week of Welcome (WOW) program, a retention initiative designed to connect all students to the University during the first week of classes. Guidebooks, published by this office, include the *Roadrunner Planner* and the *Transitions* family guidebook. *Family Focus* newsletter is also mailed at the beginning of each semester.

## **Office of Research Development**

The Office of Research Development assists faculty and staff seeking external support for their professional and scholarly activities. Grants and contracts provide support for research, creative projects, training, equipment acquisition, community enrichment, professional development, travel to professional meetings and collections, and institutional development. Services include funding agency information; access to funding references; computerized searches; electronic submission of proposals; daily review of funding notices and grant alerts; contacts at agencies, foundations, and corporations; guidelines and application forms; conferences on funding opportunities; and grantsmanship workshops. The Office also assists faculty with interpreting funding regulations and with project development, proposal preparation, and multidisciplinary proposals, editing, and budget preparation. Strategic and technical advice on how to develop a successful proposal is also offered.

## **UT TeleCampus**

The UT TeleCampus is the student support center for distance education and online degrees from The University of Texas System and its 15 component campuses. TeleCampus-based courses and degree programs can be completed entirely at a distance and meet all of the same criteria as the onsite equivalent.

The UT System currently offers several graduate degree programs through UT TeleCampus including the MBA Online, MEd in Educational Technology Online, ESL Endorsement, Master's Degree in Kinesiology, Master's Degrees in Electrical Engineering and Computer Science, and the Master's Degree in Reading. Core Curriculum courses at the undergraduate level and other courses at both the undergraduate and graduate levels are also offered. For additional information, visit the Web site: [www.telecampus.utsystem.edu/](http://www.telecampus.utsystem.edu/)

## Testing Services

1604 Campus: BSA 1.01.012

Downtown Campus: BV 1.302

<http://www.utsa.edu/testing>

(210) 458-4125

The Testing Services Office provides university-wide testing services for UTSA and prospective students. For an additional fee, some tests are available to non-UTSA students. Testing Services provides both national and institutional testing for the purposes of admission, placement, and course credit.

The following tests are offered:

American College Test (ACT)

ACT Residual

Accuplacer

Chemistry Placement

College Level Examination Program (CLEP)

Computerized Texas Academic Skills Program (TASP)

Graduate Management Admission Test (GMAT)

Graduate Records Examination (GRE)

Law School Admission Test (LSAT)

Math Placement

Medical College Admissions Test (MCAT)

Quick TASP

TASP

### ACT

The national ACT and ACT Residual examinations are given for the purpose of admission. While the national ACT is given only six times a year, the ACT Residual is given just prior to every admission deadline for students who missed the national dates and who have submitted an application to UTSA. For more information on the national ACT, which can be used at any college or university, visit: [www.act.org](http://www.act.org).

### Accuplacer

The Accuplacer examination can be substituted for the TASP test for students who have not previously taken the TASP or any of the approved alternates to the TASP such as MAPS, Compass, Asset or T-Com. Accuplacer examinations are generally administered by appointment Monday–Friday in the Testing Services Office.

### Chemistry Placement

The Chemistry placement examination is mandatory prior to students registering for the General Chemistry course. Students who achieve the appropriate cutoff score can register for the General Chemistry course. If the cutoff score is not reached, the student may enroll in Basic Chemistry but not General Chemistry.

### CLEP

The CLEP testing gives students the opportunity to gain course credit by examination and covers many of the core courses in a student's graduation track. CLEP tests are administered by computer in the Testing Services Office. Testing is handled by appointment. A student must submit payment when registering for a testing appointment. Study suggestions are available through the College Board's Web site at: <http://www.collegeboard.org/clep/clepstud/html/stud001.html>.

### Computerized TASP

Computerized TASP is an opportunity for students who have missed the statewide TASP dates to take TASP and receive automatic scores on every section except the writing section.

### GMAT

The Graduate Management Admission Test is required of students who wish to pursue graduate work in business. The GMAT is not given on the UTSA campus, but is administered through the Sylvan Learning Centers. Students interested in registering for the GMAT examination should call 1-800 GMAT-NOW or visit the Educational Testing Service (ETS) Web site at: [www.GMAT.org](http://www.GMAT.org).

### **GRE**

The Graduate Records Examination is required of students who wish to pursue graduate work in any area other than business. The GRE is not given on the UTSA campus but is administered through the Sylvan Learning Centers. Students interested in registering for a GRE examination should call 1-800 Call-4GRE or visit the ETS Web site at: [www.gre.org](http://www.gre.org).

### **LSAT**

LSAT testing is administered to students seeking admission to law school. LSAT registration is handled through the LSAT registration bulletin available in Testing Services in the Business Service Annex or the Visitor Center in the Business Building. Students may contact Law Services at [www.LSAC.org](http://www.LSAC.org)

### **Math Placement**

All students wishing to enroll in their first college mathematics course at the level of college algebra or higher are REQUIRED to take a mathematics placement test. Students can access more information on tests that are required prior to orientation and registration at the Testing Services Web site: [www.utsa.edu/students/index.htm](http://www.utsa.edu/students/index.htm).

### **MCAT**

The MCAT examination is administered twice a year to students seeking admission to medical school. To register, students should complete the MCAT registration form, available in the Testing Services Office; Business Service Annex; or Visitor Center, located on the first floor of the Business Building

### **The Quick TASP**

The Quick TASP examination is administered to students at various times throughout the academic year through the Testing Services Office. The Quick TASP is given in an effort to afford students an additional opportunity to take the TASP. Quick TASP test results are available five working days from the date of the examination. Quick TASP tests may only be taken every 90 days.

### **TASP**

The TASP test is required for all entering students who do not have college credit prior to the fall of 1989 unless the student meets one of the approved exemptions and is notified of an exemption qualification by the Admissions Office. The TASP test is a paper/pencil test administered on six appointed, statewide dates throughout the calendar year. Registration for the TASP is handled through a registration bulletin which can be picked up in the Testing Services office and mailed into National Evaluation Systems (NES) by the student. Registration dates and corresponding deadline are listed in the registration bulletin. NES maintains a Web site: [www.tasp.nesinc.com](http://www.tasp.nesinc.com). If a student has not taken the TASP an alternate TASP test called Accuplacer can be given by the Testing Services office with score available immediately after the examination. Accuplacer is given several time weekly. For more information, see the Accuplacer section on page 41 of this bulletin.

### **Visitor Center**

The Visitor Center serves as UTSA's front door. An 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, provides these services for campus visitors.

## **STUDENT LIFE**

### **UTSA Alumni Association**

The UTSA Alumni Association seeks to strengthen its ties among the University — its past, present, and future students — and the community in order to promote and support programs and initiatives that advance academic excellence. The Association provides scholarships to new and current students.

Alumni-sponsored activities include:

- An annual gala at which the Alumnus of the Year and Distinguished Alumnus Service Award recipients are honored
- The Diploma Dash™/City Championship 5K Run
- The official class ring program and a ring ceremony each semester at which students are presented with their rings
- Homecoming activities, college events, and opportunities for students to network with alumni

The Association was established in 1977 and incorporated in 1978 as a 501c3 organization in the State of Texas. It is a dues-paying membership organization governed by a 21-member elected board of directors. The Office of Alumni Programs was established in 1991 to manage the daily operations of the Alumni Association. The Student Alumni Association was established in 1995 to encourage active relationships between students and alumni. The Office of Alumni Programs manages the daily operations.

For more information, call 1-888-ONE-ALUM, e-mail to [alumni@utsa.edu](mailto:alumni@utsa.edu), or visit on the Web at [www.utsa.edu](http://www.utsa.edu).

## Campus Recreation

UTSA will open the doors to its first Campus Recreation Center during the 2002-2003 school year. This 69,000 square foot facility will offer students, faculty, and staff of UTSA an outstanding opportunity to participate in numerous recreational activities.

The Center will have two levels with the first level housing mostly space for sports activities. Over 16,000 square feet of multipurpose flooring will accommodate activities such as basketball, volleyball, and badminton. Two racquetball courts and 3,000 square feet of locker room space are also located on the first floor. Locker rooms with shower facilities, lockers, and towel service will be available for members. The equipment issue area, fitness assessment room, and a vending/lounge area are all housed on the first level.

The second level of the Recreation Center will be the headquarters for fitness activities. The fitness space has three main areas: weight training, cardiovascular, and group exercise. The weight room will have free weights, plate-loaded weights, and selectorized weight equipment. In the cardiovascular area, participants will be welcomed by "Cardio Theater" and have over 40 workout machines from which to choose. Group exercise participants will enjoy two wood floor aerobic rooms with specialized sound systems, totaling 4500 square feet.

The office suite on the second level will be the home to the Campus Recreation Staff. For more information about specific Campus Recreation intramural or fitness programs, call (210) 458-7575 or visit [www.utsa.edu/recreation](http://www.utsa.edu/recreation).

## 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.

## Living Accommodations

**Campus Residence Hall.** Chisholm Hall is a traditional residence hall providing students with convenience in an active-student living environment. Chisholm offers spacious furnished rooms with private baths, large closets, and cable access. All utilities are paid, including local-rate phone service, electricity, and internet access. Other amenities include a junior olympic-size swimming pool, sand volleyball court, community kitchen, and 24-hour monitored card access door system. Double and single occupancy lease contracts are available for Fall/Spring or Spring Semesters. Additional tutoring in the 24-hour study lounge is part of the Living and Learning Center. Rent rebates are honored for students who achieve grade point averages of 3.25 or higher. For further information, contact the office at (210) 458-6700 or (800) 377-6933.

**Campus Apartments.** University Oaks Apartments offers five different floor plans; all include a full-service kitchen. Amenities include three swimming pools and hot tubs, fitness areas and wellness activities, laundry facilities, sand volleyball courts, basketball court, and limited-access gates. Housing is available year-round, and 9- and 12-month leases are offered. Shuttles are provided directly to campus, as well as to neighborhood grocery stores and retail shops on scheduled Saturdays. Roommate matching is provided for both properties. For further information, contact the office at (800) 379-3974.

**Off-Campus.** Student Housing Services, located within the Office of Student Life and Student Services suite, distributes an off-campus housing directory to help students find accommodations in the San Antonio area. Contact the Office of Student Life and Student Services for on- or off-campus housing information at (210) 458-4720.

## **Learning Communities Program**

The Learning Communities program is designed to ease the transition to college for UTSA students. First-year students are enrolled in two or three core curriculum classes per semester with the same group of 25 students. Core curriculum classes taken by students in the Learning Communities program are as academically rigorous as other sections of core curriculum courses; however, students frequently interact with faculty, learn about tools and resources for academic success, and develop critical thinking skills that promote academic success across the curriculum. Because students attend several classes together, a greater opportunity to make friends also exists.

A wide variety of classes is available in conveniently scheduled blocks of time. During the Fall Semester, students take Freshman Seminar (COR 1203) and one or two other core curriculum classes together. In the Spring Semester, students take two additional core curriculum classes with their Learning Community. There is no additional cost to participate. Students pay the same tuition and fee rate as all other UTSA students. For further information, contact the Office of Learning Communities, MS 2.02.11, (210) 458-7490, [www.utsa.edu/lc](http://www.utsa.edu/lc). To register for a Learning Community, see an advisor in the Tomás Rivera Center, UC 1.01.02, (210) 458-4694 on the 1604 Campus, and at the Downtown Campus, BV 1.302, (210) 458-2838.

## **Student Leadership and Cultural Programs**

The cornerstones of student leadership, involvement and cultural programs at UTSA are the Student Leadership and Cultural Programs (SLCP) and the Student Activities (SA) Offices. The SLCP Office (located at the 1604 Campus) and SA Office (located at the Downtown Campus) provide the University's diverse student population with a broad range of programs in a student-centered learning environment. Programs and services include leadership development, service learning, cultural events, campus-wide entertainment events, community service opportunities, for-credit leadership courses, and annual student recognition programs. The multicultural component of the SLCP Office provides college transition support services to help minority students and underrepresented groups have successful and rewarding college experiences.

With over 160 student organizations, UTSA provides a dynamic campus student life. Students can become involved in a variety of organizations including academic, honorary, social, Greek, professional, and special interests. Student leaders are integral to the planning of Homecoming, campus festivals, Week of Welcome, Latino Heritage Pride Week, Black Heritage Pride Week, and a host of other campus programs.

## **Office of Student Life**

The Office of Student Life develops and directs the activities of several areas at UTSA, including the University Center, Student Leadership and Cultural Programs, Campus Recreation, Special Events Office, the UTSA Downtown Campus Student Activities Office, and the Student Judicial Affairs Program.

## **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 Cultural Programs, Office of Student Life, Student Ambassadors, Special Assistant to the Vice President for Student Affairs,

Orientation and Transition Programs, Student Judicial Affairs, Counseling Services, Alumni Programs, Career Services, Campus Recreation, Campus Dining, Special Events Office, Tomás Rivera Center, University Center administration, and the Office of the Assistant Vice President for Student Services.

Services in the University Center include the UTSA Bookstore, food service outlets, a game room, lounge space, 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 Volunteer Organization Involving Community Education and Services (V.O.I.C.E.S.) office, and a central mailbox area for all campus Registered Student Organizations.

## HEALTH AND COUNSELING

### 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 help students assess career choices or screen possible learning disabilities.

### 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.

#### *Immunizations*

*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. More importantly, most cases can be prevented. Fact sheets, as required by the Texas Education Code, discussing this disease are widely distributed to incoming freshmen, international students, and transfer students during the admission process, at orientation, and attached to Student Health information forms. Return of student signature section of the fact sheet to Student Health Services is required.

It is **mandatory** for students to return the Student Health History Form prior to registration. Students should complete immunizations prior to their first semester of attendance. Check with Student Health Services or the San Antonio Metropolitan Health District for current costs. Students can provide immunization records to Student Health Services at the following address: The University of Texas at San Antonio Student Health Services, 6900 North Loop 1604 West, San Antonio, Texas 78249-0684, (fax: 210-458-4151).

### *Health Insurance*

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*

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 United States. The T.B. test may be obtained from the Student Health Services clinic (SB 1.03.02) but must be completed prior to registering for classes. **Students who do not complete this test will not be allowed to register for classes.** A student with positive results must have proof of appropriate follow-up and treatment and a confirmatory report submitted to Student Health Services.

INTERNATIONAL STUDENTS ARE AUTOMATICALLY ENROLLED IN THE UT SYSTEM HEALTH INSURANCE PLAN AT THE TIME OF REGISTRATION, unless proof of United States 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 United States dollar equivalent. J-1 students are also required to show proof of United States 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.**



## RESEARCH ORGANIZATIONS

### Center for Advanced Computing and Network Research

The Center for Advanced Computing and Network Research is devoted to advancing the state of the art in parallel and distributed computing techniques for applications in real-world multidisciplinary studies and applied research. Affiliated faculty and advanced computational and networking facilities within the Center provide the key resources needed to meet these multidisciplinary research goals. Educational grants are sought and administered to provide competitive research-sponsored scholarships and academic fellowships for students interested in computer science, engineering, and other science career disciplines affiliated with the Center's research program.

The Center for Advanced Computing and Network Research conducts innovative precollege educational activities aimed at communicating and encouraging higher education and careers in science and engineering, particularly for underrepresented students. The Center also actively promotes industry-supported student internships and cooperative education commitments with focus on specific industry/center goals.

The Center for Advanced Computing and Network Research organizes and offers course-emphasis graduate education to serve San Antonio and regional technical industry. The Center also promotes and conducts an interactive program of industry/university cooperative research intentionally designed to be flexible and responsive to specific industry needs. Supplemental industry and community grants are sought to provide support for extended program enhancement, including support for seminars, guest lecturers, visiting faculty, and other professional career development activities of interest to all Center participants and to the public.

### Center for Archaeological Research (CAR)

The mission of UTSA's Center for Archaeological Research (CAR) is to bring the past into the present through programs of research, preservation, and education to serve the multicultural population of San Antonio and South Texas. CAR collaborates with UTSA faculty, students, the schools (K-12), and the community in such disciplines as archaeology, anthropology, architecture, history, geology, biology, the Classics, and other areas that have a commitment to learning about the past. CAR provides opportunities for UTSA graduate and undergraduate students to participate in research and educational activities. South Texas' past is closely linked with that of Mexico, and CAR is committed to enhancing relationships with Mexico and Latin America through research and outreach efforts. The Center produces and distributes knowledge of the highest quality and provides leadership in the preservation of the area's diverse cultural heritage.

The Center's staff includes about 45 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 400 volumes in 10 publications series including: *Archaeological Survey Reports*, *Regional Studies*, and *Special Reports*.

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 has been able to provide seed grants to faculty and students as well as research assistant stipends to 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.

## **Cajal Neuroscience Research Center (CNRC)**

The Cajal Neuroscience Research Center (CNRC) promotes interaction between neuroscientists and computer scientists in the emerging discipline of computational neuroscience. Neurocomputation involves high-performance computing in the mapping and analysis of the brain's response to stimuli. Researchers look for ways to better understand and mathematically replicate the brain's problemsolving circuitry through computer simulations and visualizations. The effects of the aging process and Alzheimer's disease on the brain are earmarked for study.

The mission of the CNRC is to facilitate neuroscience research at The University of Texas at San Antonio by strengthening the research environment. With collaborative efforts at nearby institutions, the CNRC will become the focal point of neuroscience research in South Texas. In addition, the CNRC will have a positive impact on the number and role of minority scientists in the technological advances of the 21<sup>st</sup> century and beyond.

## **Center for Drug and Social Policy Research (CDSPR)**

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.

## **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 local school districts (Edgewood ISD, Harlandale ISD, North East ISD, Northside ISD, San Antonio ISD, and South San Antonio ISD); Education Service Center, Region 20; and the Office of K-16 Initiatives and the local business community. CEDE partners are currently working in numerous 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 1604 Campus.

## **Hispanic Research Center (HRC)**

UTSA's Hispanic Research Center (HRC) was founded in 1989 and functions under the College of Public Policy. The HRC's mission is to provide an interdisciplinary University focus on research regarding Mexican American and Latino populations in the United States in general and in Texas and South Texas in particular. The HRC creates opportunities for individual faculty members and/or teams of faculty and staff members to conduct research on topics important to Hispanics in the San Antonio and South Texas areas. Major areas of research conducted by the faculty include: drug use, linguistics, history, culture, business, economics, health policy, education, social and political issues, community development, and United States-Mexico relations and immigration patterns.

Through the Center's educational and social research efforts, researchers not only examine problems, but also attempt to identify solutions. Social, historical, political, and cultural research taking place at the Center describes and examines diverse aspects of the Mexican American and Latino populations. Aspects of that history and politics are being preserved through the HRC's Archives Collection. The HRC's Publications Series and research forums disseminate information relevant to the Mexican American population.

## Center for Infrastructure Assurance and Security (CIAS)

The Center for Infrastructure Assurance and Security (CIAS) provides a multidisciplinary approach to the many issues involved in information assurance and security. The CIAS is composed of academic, business and government stakeholders interested in addressing the technical and policy issues of information assurance and security. Services provided by the CIAS include University undergraduate and graduate coursework, research, K-12 educational programs, consulting, and industry seminars.

San Antonio has a concentration of information assurance and security talent. The United States Air Force has one of the best information assurance complexes in the world located at Kelly USA. The Air Force Information Warfare Center (AFIWC) and the 67<sup>th</sup> Information Operations Wing (67 IOW) are Department of Defense leaders in information operations. Adjacent to the AFIWC and 67 IOW, the Joint Information Operations Center focuses on supporting the worldwide missions of the Army, Navy, Marines, and Air Force. Private industry supporting commercial and government sectors has flourished and concentrated in San Antonio. This large pool of security professionals is a resource used by the CIAS to provide a broad, diversified outlook to infrastructure assurance problems and programs.

With a wide range of issues ranging from technical to legal and policy, there is a need to address information assurance from an interdisciplinary perspective. The CIAS incorporates various academic areas, industry, and government agencies to provide an integrated effort to understand and solve problems associated with information assurance methodologies and practices.

## UTSA Office of K-16 Initiatives and the Honors College

The UTSA Office of K-16 Initiatives and the Honors College strives to increase UTSA's partnerships and collaborations with schools, business and industry, and community-based organizations and foundations to strengthen the quality of education in San Antonio and South Texas from kindergarten to college. As a comprehensive University-wide effort, the Office of K-16 Initiatives and the Honors College seeks to provide leadership in education reform and facilitate University involvement in public education through research and service. In addition, the Office of K-16 Initiatives and the Honors College seeks to increase the level of Advanced Placement training opportunities for local educators and the number of students matriculating at UTSA who participate in Advanced Placement in their pre-college education.

The Honors College aims to provide enhanced educational opportunities for motivated students. The philosophy of the college is that well-educated individuals understand broad, interdisciplinary perspectives as well as demonstrate expertise in their chosen field. The Honors College offers students an enhanced curriculum which includes specialized interdisciplinary seminars and opportunities for advanced research.

## Institute for Law and Public Affairs

The Institute for Law and Public Affairs began on September 1, 2001, with an academic partnership between UTSA and the University of Texas School of Law. The Institute operates at the Downtown UTSA Campus under the auspices of the Office of the Vice Provost for UTSA Downtown. The Institute has a three-part mission:

1. *Education:* The Institute plans to develop and coordinate one of the nation's premier prelaw programs, enhancing the number of students from UTSA's geographic region that gain admission to and excel in high-quality law schools. The Institute will conduct its first annual Summer Law School Preparation Academy in 2002.
2. *Research:* The Institute seeks to establish and coordinate a consortium of scholars and professionals that collaborate on major multidisciplinary research projects in the areas of law and public affairs having special interest to the region.
3. *Service:* The Institute seeks to enrich the University's contributions to and communications with the community through lecture series, symposia, and town meetings on topics of high importance to South Texas.

## Metropolitan Research and Policy Institute

UTSA's Metropolitan Research and Policy Institute, located at the Downtown Campus, is a multidisciplinary research unit that coordinates the resources of the University to address issues and problems that confront the greater San Antonio metropolitan area and the South Texas region. This includes identifying policy issues and providing high quality data that help others form a better understanding of the San Antonio and South Texas areas. Activities include surveys, focus groups, evaluation research, and secondary analyses of national and regional data sets. (<http://mrpi.utsa.edu/>)

## **Institute for Music Research (IMR)**

The Institute for Music Research was established to promote research in music psychology, music technology, and the integration of the two. Research activities at the IMR include a series of brain imaging studies of musicians, conducted in collaboration with the Research Imaging Center of the University of Texas Health Science Center at San Antonio (UTHSCSA). A recent \$250,000 grant from the Texaco Foundation will sponsor three additional such studies. Other research projects are concerned with issues in music perception and cognition and in the application of technology to music instruction. The IMR hosts a number of conferences, including the annual Technological Directions in Music Learning Conference that brings music technologists from around the country to San Antonio. Along with the UTHSCSA, the IMR co-hosted two international music medicine conferences and, in conjunction with the music therapy program at the University of Incarnate Word, cohosted a summer music camp for cognitively impaired musicians. The IMR provides a number of online services at <http://imr.utsa.edu>, including a bibliographic database of more than 16,000 music research articles and the online *TDML ejournal*. The IMR Press has published two books, seven volumes of conference proceedings, two multimedia CD-ROMs, and three audio CDs. A proposal for a doctorate in music psychology is in the process of being approved.

## **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 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 supports learning communities to define needs and explore ways in which university and community resources can be effectively coupled to address them.

## **Institute of Texan Cultures (ITC)**

The Institute of Texan Cultures 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 61<sup>st</sup> 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.

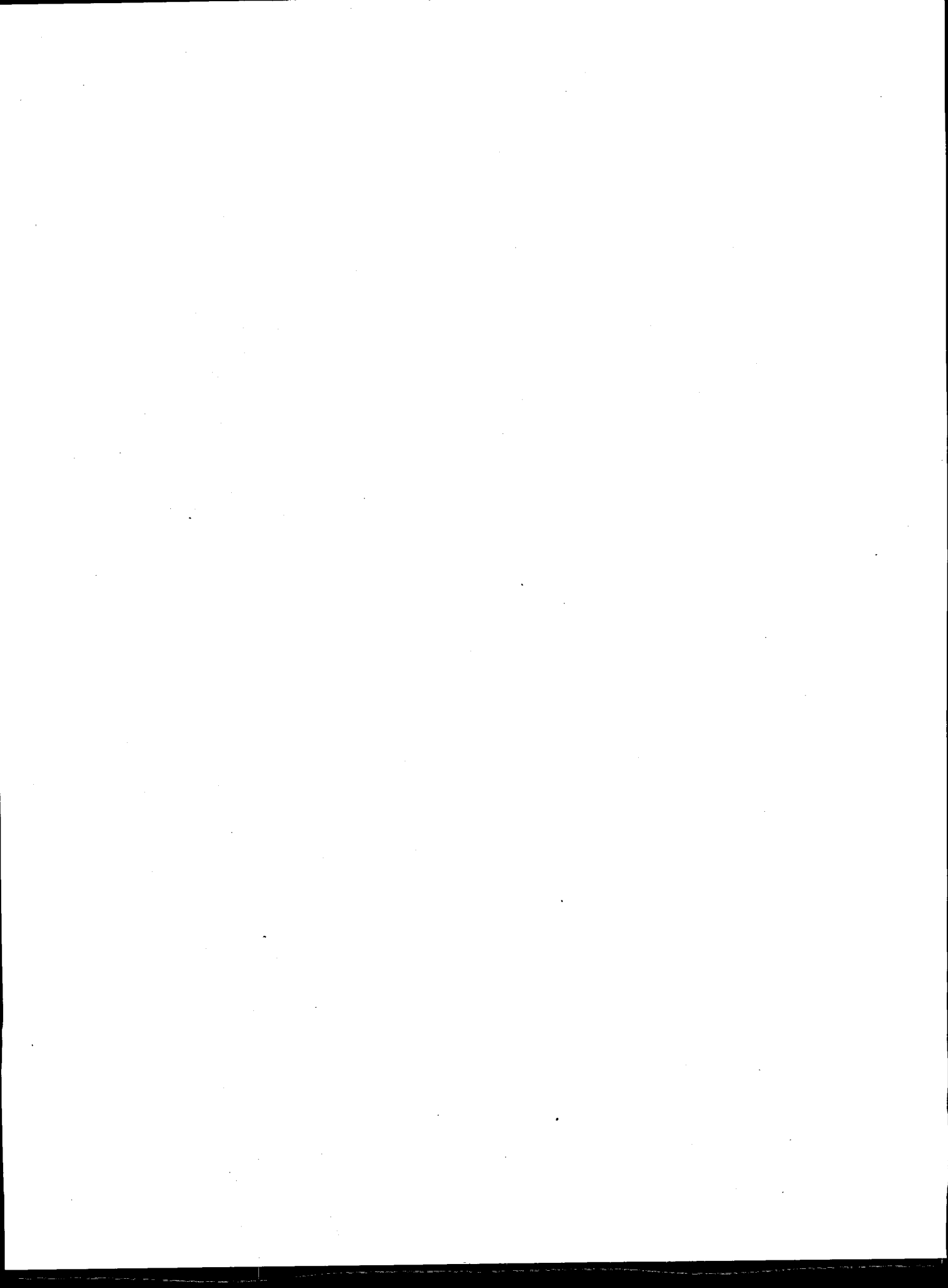
## **Center for Water Research**

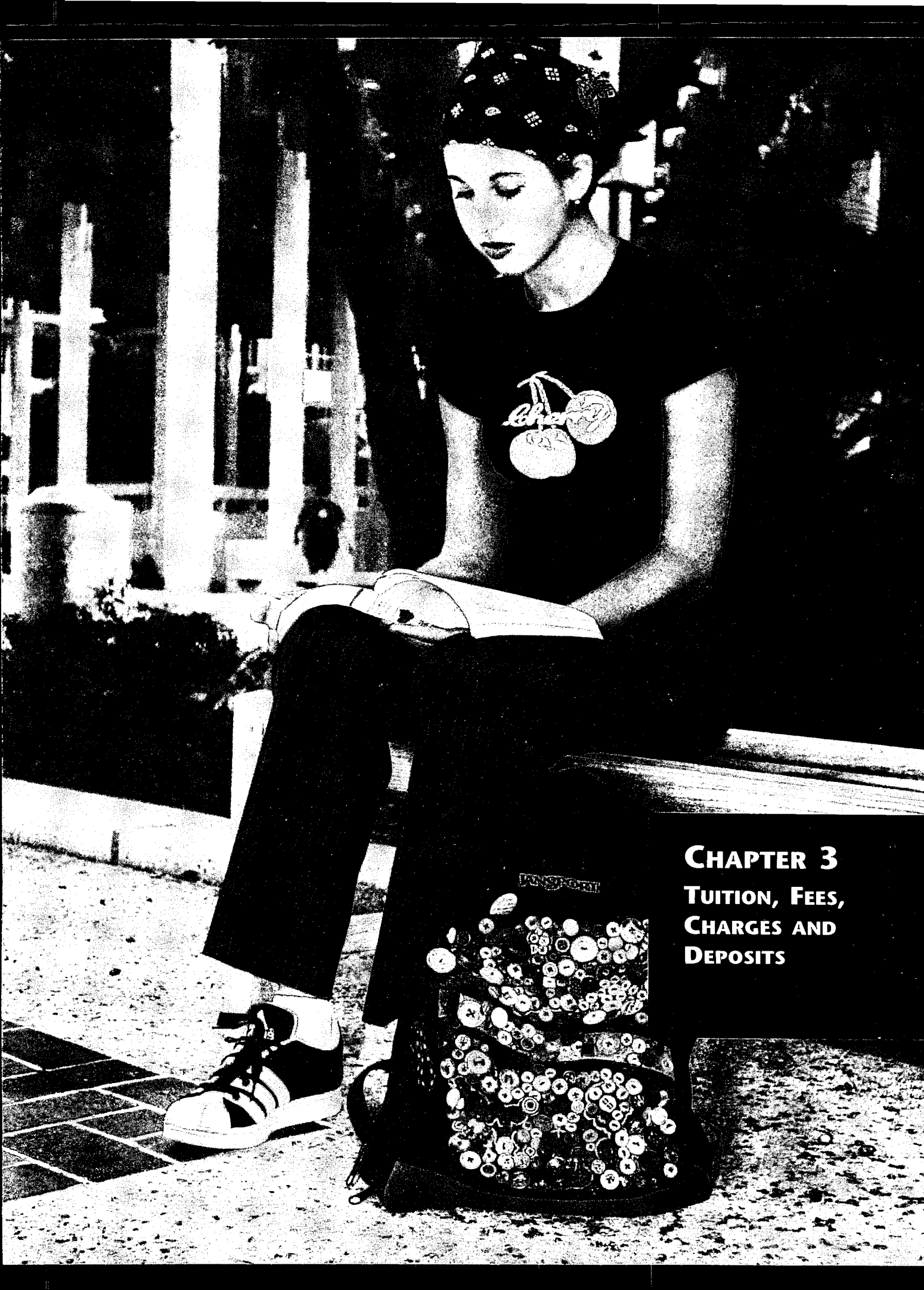
The Center for Water Research, which emphasizes a multidisciplinary approach to solve practical problems related to water as a resource, was organized in January 1987. It is affiliated with UTSA's College of Engineering and College of Sciences. The Center for Water Research serves as a resource for the university, research, education, government, and commercial communities, as well as the public, for education and research concerning issues related to water and the environment. 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 development at the Center for Water Research reflect an increasing concern for the enhancement and preservation of the quality of water resources for all facets of water usage. Research and analysis capabilities include stable isotope geochemistry, water chemistry, borehole geophysical logging, surface geophysical surveys, structural geology of aquifer systems; microbiology of bio-remediation, 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.

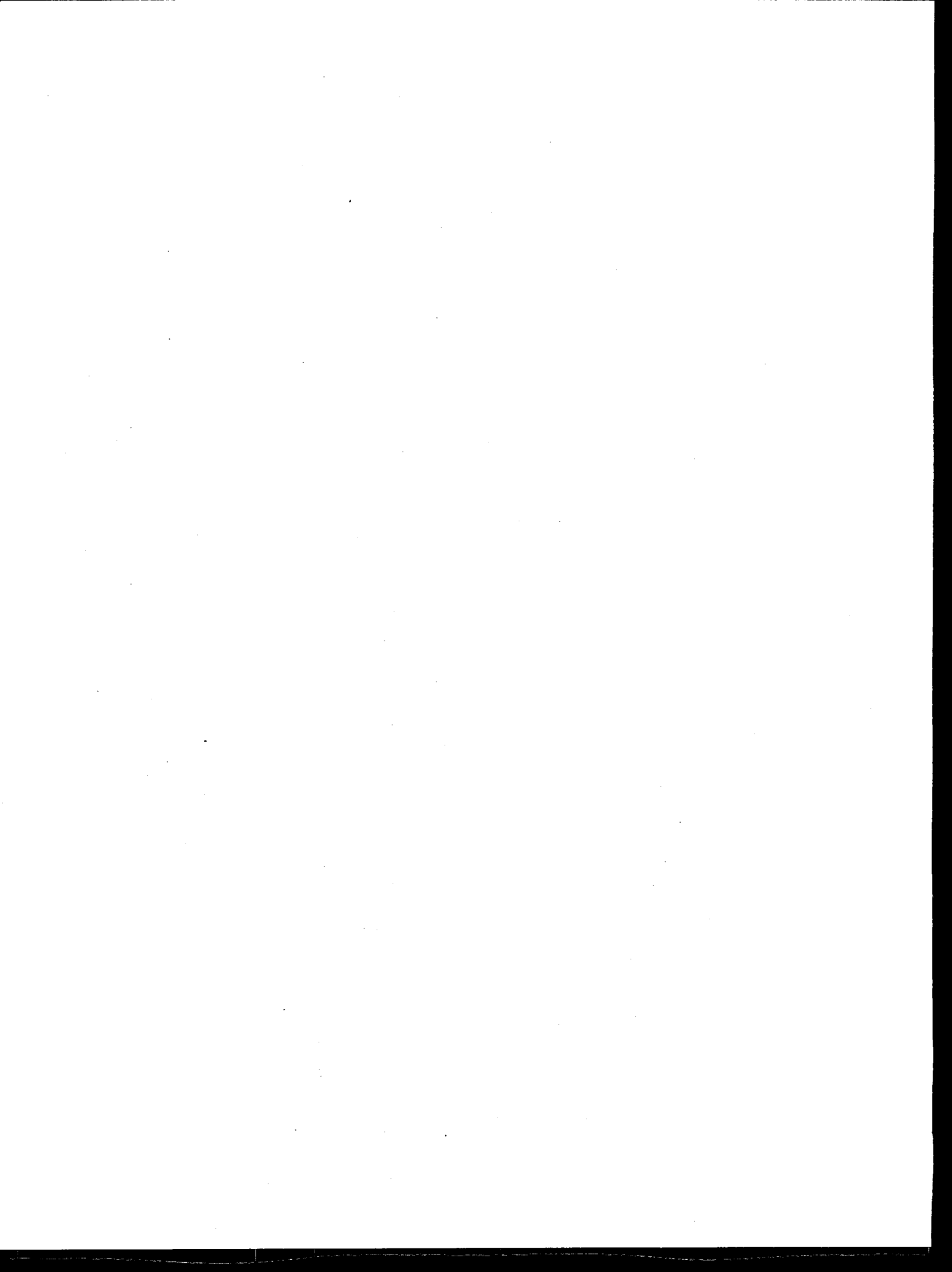
### **Women's Studies Institute**

The recently-reconstituted UTSA Women's Studies Institute, located at the 1604 Campus, will begin operation in Fall 2002. The Institute promotes the advancement of women by expanding and sharing knowledge through the stimulation and support of interdisciplinary research, education, and public information about and for women. The Institute plays an important role in the intellectual life of UTSA and the community by enabling those interested in women's issues to exchange ideas through the sponsorship of lectures, seminars, and workshops, and to secure funding for research focusing on women, gender, and feminist issues. The Institute also assists in the collection of historical materials relating to women and gender issues in South Texas and is working collaboratively with other campus components to develop a major in women's and gender studies.





**CHAPTER 3**  
**TUITION, FEES,**  
**CHARGES AND**  
**DEPOSITS**





## TUITION, FEES, CHARGES, AND DEPOSITS

### CHANGES TO TUITION, FEE, AND CHARGE AMOUNTS

All tuition, fee, and charge 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 amounts charged. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed in this chapter are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and The University of Texas System Board of Regents.

### METHODS OF PAYMENT

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

#### Installment Program

Under the installment option, the student pays one-half of the tuition, eligible fees, and charges 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, fees, and charges 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 and charges 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 cash checks easily 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

Graduate students with questions regarding residence regulations or residence status should be directed to the Office of Graduate Studies.

The Office of the Registrar is responsible for determining undergraduate 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 United States 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 United States 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.

During the 77<sup>th</sup> Legislature, additional legislation was passed that impacted the residency of students who are not United States citizens. Due to the changes, the Texas Higher Education Coordinating Board completed an extensive review of the statutes and rules dealing with the ability of aliens to establish residence for tuition purposes. Depending on the student's visa type, a student may qualify under the new guidelines and will need to provide additional documentation in support of their claim to obtain a waiver for in-state tuition.

The rules include various visa types that now allow individuals to be eligible to establish domicile in the United States; however, students must still meet the same criteria as United States citizens in order to qualify as a Texas resident. For eligible visa types, refer to the Texas Higher Education Coordinating Board Web site at [www.collegefortexans.com/library/pdf/006.pdf](http://www.collegefortexans.com/library/pdf/006.pdf).

An individual may also be considered as a Texas resident based on high school graduation or receipt of a GED certificate under the new provision and conditions regulated by the new legislation. Students must meet all criteria to be able to qualify for this waiver. Additional documentation may be required to determine whether the student meets the requirements under this new legislation.

Effective Fall 2001, a member of the Armed Forces must have resided in Texas for six months to be eligible to establish qualification to pay in-state tuition. The spouse and dependent children of a non-resident member of the United States Armed Forces, members of Texas units of the Army or Air National Guard, or Commissioned Officers of the Public Health Service who previously resided in Texas for at least six months may establish residency for tuition purposes if the member or commissioned officer meets certain requirements. For additional information, refer to the Texas Higher Education Coordinating Board Web site.

State residency requirements are complex and must be considered 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 the Registrar and at [www.collegefortexans.com/library/pdf/006.pdf](http://www.collegefortexans.com/library/pdf/006.pdf).

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 the 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.

See pages 59–61 of this bulletin for additional exemptions from tuition, fees, and charges. For further information on these exemptions, contact the Office of Fiscal Services.

## 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.

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

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

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

\*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, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date.

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 10-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, 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, Fees, and Charges**

The statutes of the State of Texas prescribe certain cases in which students can be exempt from tuition and/or certain fees and charges. The various types of exemptions and the fees and charges 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, fees, and charges 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 use 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 and Charges 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, Fees, and Charges 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"> <li>1. Resident of Texas for 12 months before registration</li> <li>2. Bona fide resident of Texas at the time of entering the service</li> <li>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</li> <li>4. Honorably discharged</li> <li>5. Not eligible for federal educational benefits</li> </ol>	Tuition Laboratory fees Supplementary fees and charges
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 and charges
Early High School Graduation Scholarship Program	<ol style="list-style-type: none"> <li>1. Have written approval of at least one of the student's parents.</li> <li>2. Successfully completed requirements for a public high school diploma in not more than 36 consecutive months and graduated or be eligible for graduation from a Texas public high school.</li> <li>3. Attended high school only in Texas.</li> <li>4. Resident of Texas.</li> <li>5. Eligibility certified by the Texas Higher Education Coordinating Board.</li> </ol>	Tuition (up to \$1000)
Education benefits for surviving spouse or minor child of certain police, security, or emergency personnel killed in the line of duty.	<ol style="list-style-type: none"> <li>1. Eligible surviving spouse or child of an individual listed on Gov't Code, Sec. 615.003</li> <li>2. Full-time student</li> <li>3. Eligibility certified by the Texas Higher Education Coordinating Board.</li> </ol>	Tuition Required fees and charges Cost of contract for food and housing (if qualified) Cost of textbooks (Exemptions valid until student receives a bachelor's degree or 200 semester credit hours, whichever occurs first)
Students who are blind or deaf	Person who is blind; person whose hearing is nonfunctional	Tuition Required fees and charges

Description	Eligibility	Tuition, Fees, and Charges Exempted
Children of Texas veterans	1. Either <ul style="list-style-type: none"> <li>- 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</li> <li>- orphan of members of the Texas National Guard killed since January 1, 1946, while on active duty</li> </ul> 2. Not eligible for federal educational benefits	Tuition Laboratory fees Supplementary fees and charges
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"> <li>- evidence of native citizenship and proof of five years' residency in that country</li> <li>- scholastic eligibility</li> <li>- valid student visa</li> <li>- other documentation as required (inquire at Office of Student Financial Aid)</li> </ul> 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 and charges
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 and charges
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"> <li>-day before student's 18<sup>th</sup> birthday</li> <li>-day of student's 14<sup>th</sup> birthday if student was also eligible for adoption on or after that day</li> <li>-day student graduated from high school or received equivalent of a high school diploma</li> </ul> 2. And enrolls as an undergraduate no later than <ul style="list-style-type: none"> <li>-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</li> <li>-student's 21<sup>st</sup> birthday</li> </ul>	Tuition Required fees and charges

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

(See Appendix G, *Texas Education Code*, §54.0065)

## Title IV Program Refund

*Source: The Student Guide, Department of Education, 2001–2002* The law requires that, when you withdraw during a payment period or period of enrollment (your school can define these periods for you and tell you which one applies to you), the amount of SFA Program assistance that you have “earned” up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. The amount of assistance

that you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance.

If you received excess funds that must be returned, your school can explain what portion of those funds must be returned.

### **Nonpayment of Debts**

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

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 the Registrar is notified. No further services of the University will be provided until all obligations are cleared.

A student who pays tuition, fees, and charges 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, may 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 students applying for admission to UTSA. Former UTSA students applying for undergraduate admission are not required to resubmit the application fee.

### **Application Fee — International Graduate Students**

International students are charged a \$50 nonrefundable fee for applying for admission or readmission to graduate programs at UTSA. This fee is also charged upon reapplication for admission following academic dismissal.

### **Auditing Fee**

All auditors of courses must submit a Request to Audit form, with appropriate approvals, 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.

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.



## Degree Application Fee

*Undergraduate:* A \$30 application fee is required of candidates for a degree. An application for graduation must be submitted to the Office of Fiscal Services, and the fee paid according to the specific dates listed in Chapter 1 (Bachelor's Degree Regulations) of the *UTSA 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.

*Graduate:* A \$30 application fee is required of candidates for a degree. An application for graduation must be submitted to the Office of Fiscal Services, and the fee paid according to the specific dates listed in Chapters 4 and 5 (Master's and Doctoral Degree Regulations) of the *UTSA Graduate 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 from the first day of late registration until the first day of class. Beginning with the first class day, an additional \$2.50 per day is assessed. 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 AND CHARGES

## Mandatory Semester Fees and Charges

### First Semester Only

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

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

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

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

*Orientation Fee.* An orientation fee of \$75 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 Orientation and Transition 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 and charges: student services, University Center, automated services and computer access, library resources, Recreation Center, university publication, international education, medical services, and records processing. All students are assessed these fees and charges each semester. Refer to the Tuition and Mandatory Fees and Charges 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, Fees and Charges 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 and Charges).

**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 and Charges).

**University Center Fee.** The University Center fee is \$4 per semester credit hour. The minimum fee is \$20 and the maximum is \$48 per semester.

**Automated Services and Computer Access Charge.** Each student who registers at UTSA is required to pay a \$15 per semester credit hour charge. The minimum charge is \$60, and the maximum charge is \$180 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 Charge.** A charge of \$4 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 \$18.00 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. This fee will increase to \$5 per semester credit hour, with a maximum of \$30 per semester, in Spring 2003 when the Recreation Center opens.

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

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

**Records Processing Charge.** A \$5 per semester charge 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.

#### **Advising Fee**

A fee is assessed each degree-seeking student enrolled at UTSA to provide advising services. The fee varies based on student classification as a freshman or major as follows: freshmen and undeclared majors \$62 per semester, \$31 each summer session with a maximum of \$62; College of Business undergraduate students: \$60 per semester, \$30 each summer term; College of Education and Human Development: \$55 per semester, \$27.50 each summer session with a maximum of \$55; College of Engineering undergraduate students: \$60 per semester, \$30 each summer session with a maximum of \$60; College of Liberal and Fine Arts: \$45 per semester, \$22.50 each summer session with a maximum of \$45; College of Public Policy: \$45 per semester, \$22.50 each summer session with a maximum of \$45; College of Sciences: undergraduate students \$50 per semester, \$25 each summer session with a maximum of \$50; graduate students \$35 per semester.

**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.

**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.

**College of Business – Graduate Student Services Charge**

A fee of \$50 per credit hour is assessed all students enrolled in graduate courses of the College of Business curriculum to provide additional advising, student orientation, and career and placement services.

**College of Education and Human Development – Certification Charges: Deficiency Plans**

A fee of \$55 is assessed for transcript evaluations and deficiency plans as requested by students seeking teacher certification and employment in local schools.

**College of Engineering – Graduate Student Services Charge**

A fee of \$60 per semester and \$30 each summer term is assessed all students enrolled in graduate courses of the College of Engineering curriculum to provide additional advising, orientation, and administrative services.

**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 \$30 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 Student Health Insurance Plan, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency's regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided (1) the student provides proof of coverage by a comparable United States health plan, and (2) UTSA approves the comparable health coverage.

**Installment Payment Plan Fee**

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

### 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.

### Learning Resource Fee

A fee is assessed each student enrolled in core curriculum courses, College of Business undergraduate courses, College of Education and Human Development undergraduate and graduate courses, and College of Engineering courses to provide materials and services to enhance student success. The fee varies based on course enrollment as follows: \$10 per core curriculum course; \$15 per College of Business undergraduate course; \$10 per College of Education and Human Development undergraduate and graduate course; \$15 per College of Engineering course.

### Music Course Fee

A \$10 per course fee for non-Music majors is assessed students who are registered in a course that uses equipment for instruction purposes.

### 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. University Police strictly adhere to and enforce Texas Vehicle Inspection Laws for all vehicles parking or driving on property owned by the University of Texas at San Antonio.

STUDENT PARKING FEES		
Class	Amount	Type of Permit
G	\$57	General permit (purchased in Fall Semester)
	\$29	General permit (purchased in Spring Semester)
	\$24	General permit (purchased in Summer Semester)
E	\$240	Garage permit (purchased in Fall Semester)
	\$120	Garage permit (purchased in Spring Semester)
	\$120	Garage permit (purchased in Summer Semester)
H	\$57	Handicapped permit (purchased in Fall Semester)
	\$29	Handicapped permit (purchased in Spring Semester)
	\$24	Handicapped permit (purchased in Summer Semester)
C	\$24	Motorcycle, motor scooter, motorbike permit (purchased in Fall Semester)
	\$12	Motorcycle, motor scooter, motorbike permit (purchased in Spring Semester)
	\$9	Motorcycle, motor scooter, motorbike permit (purchased in Summer Semester)

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

**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 \$78 for a semester or summer term is required for physical education bowling courses.

*Golf Activity Fee.* A fee of \$80 for a semester or summer term is required for physical education golf activity courses.

*Swimming Pool Fee.* A fee of \$30 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 Department of Art and Art History.

**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 departments 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.

**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.

**Thesis and Dissertation Publishing Fee**

A microfilming publishing fee of \$45 for the master's thesis and \$55 for the dissertation is charged. A student may choose not to publish the master's thesis, but dissertation publication is required.

**Thesis and Dissertation Copyright Service Fee**

An optional copyright fee of \$45 may be made at the student's request.

**UNDERGRADUATE STUDENT  
TUITION AND MANDATORY FEES AND CHARGES  
FALL 2002**

Number of Hours	TUITION Resident / Military	TUITION Non-Resident	Student Services Fee	Automated Services Charge	University Center Fee	Medical Service Fee	Other Fees and Charges	TOTALS Resident / Military	TOTALS Non-Resident
1	88.00	306.00	17.00	60.00	20.00	18.00	19.00	222.00	440.00
2	176.00	612.00	34.00	60.00	20.00	18.00	24.00	332.00	768.00
3	264.00	918.00	51.00	60.00	20.00	18.00	29.00	442.00	1,096.00
4	352.00	1,224.00	68.00	60.00	20.00	18.00	34.00	552.00	1,424.00
5	440.00	1,530.00	85.00	75.00	20.00	18.00	39.00	677.00	1,767.00
6	528.00	1,836.00	102.00	90.00	24.00	18.00	44.00	806.00	2,114.00
7	616.00	2,142.00	119.00	105.00	28.00	18.00	49.00	935.00	2,461.00
8	704.00	2,448.00	136.00	120.00	32.00	18.00	54.00	1,064.00	2,808.00
9	792.00	2,754.00	153.00	135.00	36.00	18.00	59.00	1,193.00	3,155.00
10	880.00	3,060.00	170.00	150.00	40.00	18.00	64.00	1,322.00	3,502.00
11	968.00	3,366.00	180.00	165.00	44.00	18.00	69.00	1,444.00	3,842.00
12	1,056.00	3,672.00	180.00	180.00	48.00	18.00	74.00	1,556.00	4,172.00
13	1,444.00	3,978.00	180.00	180.00	48.00	18.00	79.00	1,649.00	4,483.00
14	1,232.00	4,284.00	180.00	180.00	48.00	18.00	84.00	1,742.00	4,794.00
15	1,320.00	4,590.00	180.00	180.00	48.00	18.00	89.00	1,835.00	5,105.00
16	1,408.00	4,896.00	180.00	180.00	48.00	18.00	94.00	1,928.00	5,416.00
17	1,496.00	5,202.00	180.00	180.00	48.00	18.00	99.00	2,021.00	5,727.00
18	1,584.00	5,508.00	180.00	180.00	48.00	18.00	104.00	2,114.00	6,038.00
Per Credit Hour	\$88.00	\$306.00	\$17.00	\$15.00	\$4.00				
MIN				\$60.00	\$20.00				
MAX			\$180.00	\$180.00	\$48.00				

Tuition, fee, and charge 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, fees, and charges will be effective upon the date of enactment. Fee increases are determined by the university and not mandated by the legislature. 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 and charges include the Library Resource Charge, \$4 per semester credit hour; Recreation Center Fee, \$1 per semester credit hour; Publication Charge, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Charge, \$5.

**UNDERGRADUATE STUDENT  
TUITION AND MANDATORY FEES AND CHARGES  
SPRING 2003 / TEN-WEEK SUMMER SESSIONS**

Number of Hours	TUITION Resident/Military	TUITION Non-Resident	Student Services Fee	Automated Services Charge	University Center Fee	Medical Service Fee	Other Fees and Charges	TOTALS Resident/Military	TOTALS Non-Resident
1	88.00	306.00	17.00	60.00	20.00	18.00	23.00	226.00	444.00
2	176.00	612.00	34.00	60.00	20.00	18.00	32.00	340.00	776.00
3	264.00	918.00	51.00	60.00	20.00	18.00	41.00	454.00	1,108.00
4	352.00	1,224.00	68.00	60.00	20.00	18.00	50.00	568.00	1,440.00
5	440.00	1,530.00	85.00	75.00	20.00	18.00	59.00	697.00	1,787.00
6	528.00	1,836.00	102.00	90.00	24.00	18.00	68.00	830.00	2,138.00
7	616.00	2,142.00	119.00	105.00	28.00	18.00	72.00	958.00	2,484.00
8	704.00	2,448.00	136.00	120.00	32.00	18.00	76.00	1,086.00	2,830.00
9	792.00	2,754.00	153.00	135.00	36.00	18.00	80.00	1,214.00	3,176.00
10	880.00	3,060.00	170.00	150.00	40.00	18.00	84.00	1,342.00	3,522.00
11	968.00	3,366.00	180.00	165.00	44.00	18.00	88.00	1,463.00	3,861.00
12	1,056.00	3,672.00	180.00	180.00	48.00	18.00	92.00	1,574.00	4,190.00
13	1,444.00	3,978.00	180.00	180.00	48.00	18.00	96.00	1,666.00	4,500.00
14	1,232.00	4,284.00	180.00	180.00	48.00	18.00	100.00	1,758.00	4,810.00
15	1,320.00	4,590.00	180.00	180.00	48.00	18.00	104.00	1,850.00	5,120.00
16	1,408.00	4,896.00	180.00	180.00	48.00	18.00	108.00	1,942.00	5,430.00
17	1,496.00	5,202.00	180.00	180.00	48.00	18.00	112.00	2,034.00	5,740.00
18	1,584.00	5,508.00	180.00	180.00	48.00	18.00	116.00	2,126.00	6,050.00
Per Credit Hour	\$88.00	\$306.00	\$17.00	\$15.00	\$4.00				
MIN				\$60.00	\$20.00				
MAX			\$180.00	\$180.00	\$48.00				

Tuition, fee, and charge 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, fees, and charges will be effective upon the date of enactment. Fee increases are determined by the university and not mandated by the legislature. 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 and charges include the Library Resource Charge, \$4 per semester credit hour; Recreation Center Fee, \$5 per semester credit hour; Publication Charge, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Charge, \$5.



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

Number Of Hours	TUITION	TUITION	Student	Automated	University	Medical	Other	TOTALS	TOTALS
	Resident // Military	Non- Resident	Services Fee	Services Charge	Center Fee	Services Fee	Fees and Charges	Resident // Military	Non- Resident
1	88.00	306.00	17.00	60.00	20.00	9.00	16.00	210.00	428.00
2	176.00	612.00	34.00	60.00	20.00	9.00	25.00	324.00	760.00
3	264.00	918.00	51.00	60.00	20.00	9.00	34.00	438.00	1,092.00
4	352.00	1224.00	68.00	60.00	20.00	9.00	43.00	552.00	1,424.00
5	440.00	1,530.00	85.00	75.00	20.00	9.00	52.00	681.00	1,771.00
6	528.00	1,836.00	90.00	90.00	24.00	9.00	61.00	802.00	2,110.00
7	616.00	2,142.00	90.00	90.00	28.00	9.00	65.00	898.00	2,424.00
8	704.00	2,448.00	90.00	90.00	32.00	9.00	69.00	994.00	2,738.00
9	792.00	2,754.00	90.00	90.00	36.00	9.00	73.00	1090.00	3052.00
10	880.00	3,060.00	90.00	90.00	40.00	9.00	77.00	1,186.00	3,366.00
11	968.00	3,366.00	90.00	90.00	44.00	9.00	81.00	1,282.00	3,680.00
12	1,056.00	3,672.00	90.00	90.00	48.00	9.00	85.00	1,378.00	3,994.00
13	1,144.00	3,978.00	90.00	90.00	48.00	9.00	89.00	1,470.00	4,304.00
14	1,232.00	4,284.00	90.00	90.00	48.00	9.00	93.00	1,562.00	4,614.00
15	1,320.00	4,590.00	90.00	90.00	48.00	9.00	97.00	1,654.00	4,924.00
16	1,408.00	4,896.00	90.00	90.00	48.00	9.00	101.00	1,746.00	5,234.00
17	1,496.00	5,202.00	90.00	90.00	48.00	9.00	105.00	1,838.00	5,544.00
18	1,584.00	5,508.00	90.00	90.00	48.00	9.00	109.00	1,930.00	5,854.00
Per Credit Hour	\$88.00	\$306.00	\$17.00	\$15.00	\$4.00				
MIN				\$60.00	\$20.00				
MAX			\$90.00	\$90.00	\$48.00				

Tuition, fee, and charge 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, fees, and charges will be effective upon the date of enactment. Fee increases are determined by the university and not mandated by the legislature. 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 and charges include the Library Resource Charge, \$4 per semester credit hour; Recreation Center Fee, \$1 per semester credit hour; Publication Charge, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Charge, \$5.

**GRADUATE STUDENT  
TUITION AND MANDATORY FEES AND CHARGES  
FALL 2002**

Number of Hours	TUITION Resident/Military	TUITION Non-Resident	Student Services Fee	Automated Services Charge	University Center Fee	Medical Service Fee	Other Fees and Charges	TOTALS Resident/Military	TOTALS Non-Resident
1	132.00	350.00	17.00	60.00	20.00	18.00	19.00	266.00	484.00
2	264.00	700.00	34.00	60.00	20.00	18.00	24.00	420.00	856.00
3	396.00	1,050.00	51.00	60.00	20.00	18.00	29.00	574.00	1,228.00
4	528.00	1,400.00	68.00	60.00	20.00	18.00	34.00	728.00	1,600.00
5	660.00	1,750.00	85.00	75.00	20.00	18.00	39.00	897.00	1,987.00
6	792.00	2,100.00	102.00	90.00	24.00	18.00	44.00	1,070.00	2,378.00
7	924.00	2,450.00	119.00	105.00	28.00	18.00	49.00	1,243.00	2,769.00
8	1,056.00	2,800.00	136.00	120.00	32.00	18.00	54.00	1,416.00	3,160.00
9	1,188.00	3,150.00	153.00	135.00	36.00	18.00	59.00	1,589.00	3,551.00
10	1,320.00	3,500.00	170.00	150.00	40.00	18.00	64.00	1,762.00	3,942.00
11	1,452.00	3,850.00	180.00	165.00	44.00	18.00	69.00	1,928.00	4,326.00
12	1,584.00	4,200.00	180.00	180.00	48.00	18.00	74.00	2,084.00	4,700.00
13	1,716.00	4,550.00	180.00	180.00	48.00	18.00	79.00	2,221.00	5,055.00
14	1,848.00	4,900.00	180.00	180.00	48.00	18.00	84.00	2,358.00	5,410.00
15	1,980.00	5,250.00	180.00	180.00	48.00	18.00	89.00	2,495.00	5,765.00
16	2,112.00	5,600.00	180.00	180.00	48.00	18.00	94.00	2,632.00	6,120.00
17	2,244.00	5,950.00	180.00	180.00	48.00	18.00	99.00	2,769.00	6,475.00
18	2,376.00	6,300.00	180.00	180.00	48.00	18.00	104.00	2,906.00	6,830.00
Per Credit Hour	\$132.00	\$350.00*	\$17.00	\$15.00	\$4.00				
MIN				\$60.00	\$20.00				
MAX			\$180.00	\$180.00	\$48.00				

\*Tuition for Non-resident Graduate Students in the College of Business is \$400.00/credit hour.

Tuition, fee, and charge 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, fees, and charges will be effective upon the date of enactment. Fee increases are determined by the university and not mandated by the legislatures. 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 and charges include the Library Resource Charge, \$4 per semester credit hour; Recreation Center Fee, \$1 per semester credit hour; Publication Charge, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Charge, \$5.

**GRADUATE STUDENT  
TUITION AND MANDATORY FEES AND CHARGES  
SPRING 2003 / TEN-WEEK SUMMER SESSIONS**

Number of Hours	TUITION Resident / Military	TUITION Non-Resident	Student Services Fee	Automated Services Charge	University Center Fee	Medical Service Fee	Other Fees and Charges	TOTALS Resident / Military	TOTALS Non-Resident
1	132.00	350.00	17.00	60.00	20.00	18.00	23.00	270.00	488.00
2	264.00	700.00	34.00	60.00	20.00	18.00	32.00	428.00	864.00
3	396.00	1,050.00	51.00	60.00	20.00	18.00	41.00	586.00	1,240.00
4	528.00	1,400.00	68.00	60.00	20.00	18.00	50.00	744.00	1,616.00
5	660.00	1,750.00	85.00	75.00	20.00	18.00	59.00	917.00	2,007.00
6	792.00	2,100.00	102.00	90.00	24.00	18.00	68.00	1,094.00	2,402.00
7	924.00	2,450.00	119.00	105.00	28.00	18.00	72.00	1,266.00	2,792.00
8	1,056.00	2,800.00	136.00	120.00	32.00	18.00	76.00	1,438.00	3,182.00
9	1,188.00	3,150.00	153.00	135.00	36.00	18.00	80.00	1,610.00	3,572.00
10	1,320.00	3,500.00	170.00	150.00	40.00	18.00	84.00	1,782.00	3,962.00
11	1,452.00	3,850.00	180.00	165.00	44.00	18.00	88.00	1,947.00	4,345.00
12	1,584.00	4,200.00	180.00	180.00	48.00	18.00	92.00	2,102.00	4,718.00
13	1,716.00	4,550.00	180.00	180.00	48.00	18.00	96.00	2,238.00	5,072.00
14	1,848.00	4,900.00	180.00	180.00	48.00	18.00	100.00	2,374.00	5,426.00
15	1,980.00	5,250.00	180.00	180.00	48.00	18.00	104.00	2,510.00	5,780.00
16	2,112.00	5,600.00	180.00	180.00	48.00	18.00	108.00	2,646.00	6,134.00
17	2,244.00	5,950.00	180.00	180.00	48.00	18.00	112.00	2,782.00	6,488.00
18	2,376.00	6,300.00	180.00	180.00	48.00	18.00	116.00	2,918.00	6,842.00
Per Credit Hour	\$132.00	\$350.00	\$17.00	\$15.00	\$4.00				
MIN				\$60.00	\$20.00				
MAX			\$136.00	\$180.00	\$48.00				

\*Tuition for Non-resident Graduate Students in the College of Business is \$400.00/credit hour.

Tuition, fee, and charge 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, fees, and charges will be effective upon the date of enactment. Fee increases are determined by the university and not mandated by the legislature. 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 and charges include the Library Resource Charge, \$4 per semester credit hour; Recreation Center Fee, \$5 per semester credit hour; Publication Charge, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Charge, \$5.

**GRADUATE STUDENT  
TUITION AND MANDATORY FEES AND CHARGES  
FIVE-WEEK SUMMER TERM**

Number Of Hours	TUITION Resident / Military	TUITION Non- Resident	Student Services Fee	Automated Services Charge	University Center Fee	Medical Services Fee	Other Fees and Charges	TOTALS Resident // Military	TOTALS Non- Resident
1	132.00	350.00	17.00	60.00	20.00	9.00	16.00	254.00	472.00
2	264.00	700.00	34.00	60.00	20.00	9.00	25.00	412.00	848.00
3	396.00	1,050.00	51.00	60.00	20.00	9.00	34.00	570.00	1,224.00
4	528.00	1,400.00	68.00	60.00	20.00	9.00	43.00	728.00	1,600.00
5	660.00	1,750.00	85.00	75.00	20.00	9.00	52.00	901.00	1,991.00
6	792.00	2,100.00	90.00	90.00	24.00	9.00	61.00	1,066.00	2,374.00
7	924.00	2,450.00	90.00	90.00	28.00	9.00	65.00	1,206.00	2,732.00
8	1,056.00	2,800.00	90.00	90.00	32.00	9.00	69.00	1,346.00	3,090.00
9	1,188.00	3,150.00	90.00	90.00	36.00	9.00	73.00	1,486.00	3,448.00
10	1,320.00	3,500.00	90.00	90.00	40.00	9.00	77.00	1,626.00	3,806.00
11	1,452.00	3,850.00	90.00	90.00	44.00	9.00	81.00	1,766.00	4,164.00
12	1,584.00	4,200.00	90.00	90.00	48.00	9.00	85.00	1,906.00	4,522.00
13	1,716.00	4,550.00	90.00	90.00	48.00	9.00	89.00	2,042.00	4,876.00
14	1,848.00	4,900.00	90.00	90.00	48.00	9.00	93.00	2,178.00	5,230.00
15	1,980.00	5,250.00	90.00	90.00	48.00	9.00	97.00	2,314.00	5,584.00
16	2,112.00	5,600.00	90.00	90.00	48.00	9.00	101.00	2,450.00	5,938.00
17	2,244.00	5,950.00	90.00	90.00	48.00	9.00	105.00	2,586.00	6,292.00
18	2,376.00	6,300.00	90.00	90.00	48.00	9.00	109.00	2,722.00	6,646.00
Per Credit Hour	\$132.00	\$350.00	\$17.00	\$15.00	\$20.00				
MIN				\$60.00	\$20.00				
MAX			\$90.00	\$90.00	\$48.00				

\*Tuition for Non-resident Graduate Students in the College of Business is \$400.00/credit hour.

Tuition, fee, and charge 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, fees, and charges will be effective upon the date of enactment. Fee increases are determined by the university and not mandated by the legislature. 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 and charges include the Library Resource Charge, \$4 per semester credit hour; Recreation Center Fee, \$1 per semester credit hour; Publication Charge, \$5; International Education Fee, \$1; Identification Card Fee, \$3; and Records Processing Charge, \$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

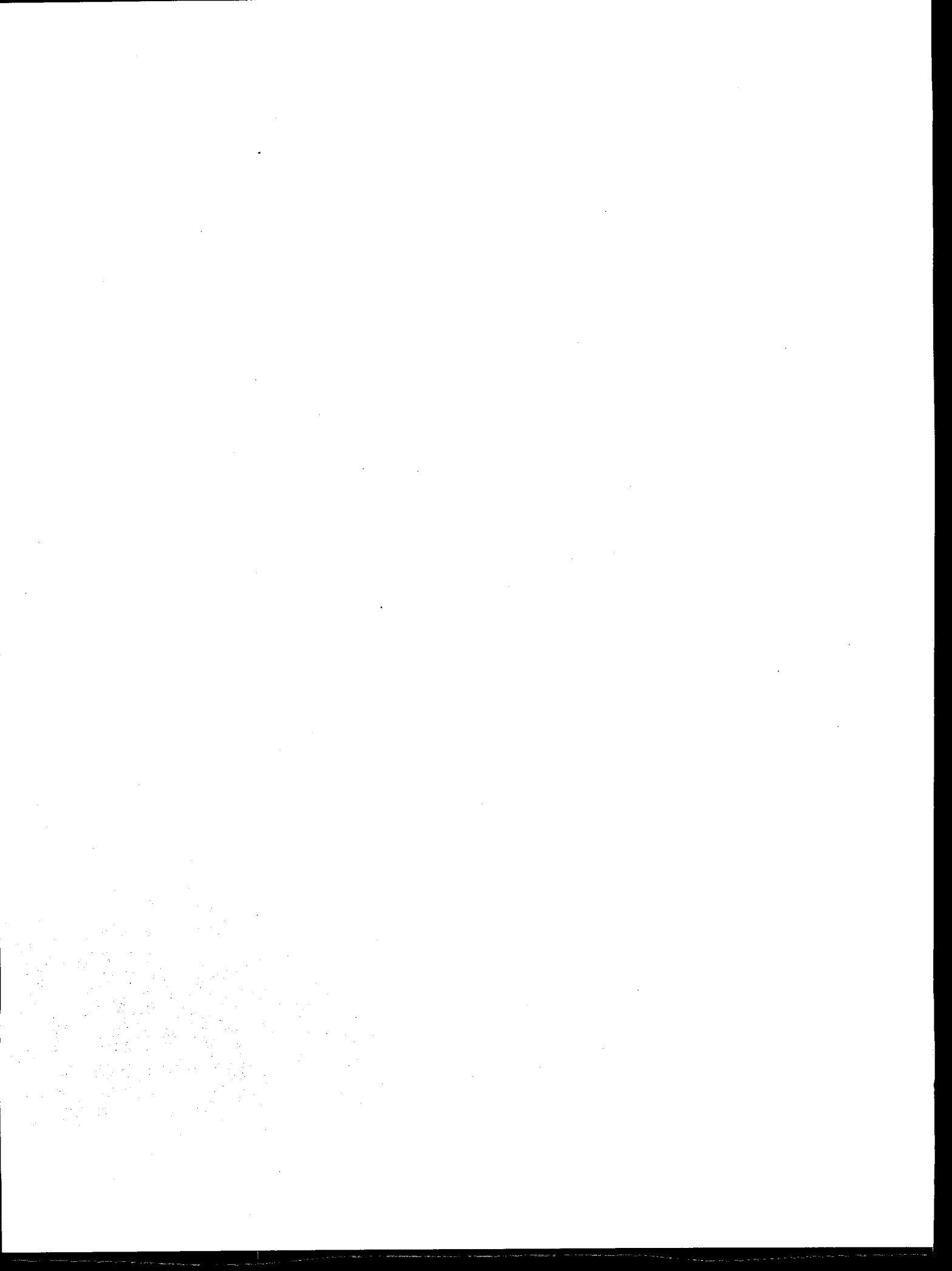
Unpaid parking fines place a financial hold on student records and will interfere in the registration or transcript release processes.

### 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 three insufficient checks.





**CHAPTER 4**  
**ADMISSION**





## ADMISSION

### MASTER'S AND DOCTORAL ADMISSION

For master's and doctoral admission requirements, procedures, and deadlines, refer to the *UTSA Graduate Catalog*.

### UNDERGRADUATE 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.

#### UNDERGRADUATE 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 United States 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](http://www.applytexas.org).

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

#### **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 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 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 one-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.

### **Admission by Individual Approval**

The following applicants must meet the same requirements as a student graduating in the fourth 25 percent 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 in addition to required documents. Each applicant is reviewed individually. Exceptional circumstances should be addressed, in writing, to the Admission Committee.

<b>Individual Approval</b>	<b>Minimum Total SAT Score (Recentred)</b>	<b>Minimum Total ACT Score (Enhanced)</b>
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 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 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 (9<sup>th</sup> grade, 10<sup>th</sup> 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 40 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 at UTSA**

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. Effective for the 2003-2004 academic year, students offered provisional admission may enroll in fall or spring semester classes.

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.

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 provisional student who enrolls in 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. In all other circumstances, students who are admitted provisionally must meet the same academic standards as other students to maintain satisfactory academic standing. (see Chapter 5, Academic Standing)

**Course Requirements.** Once a student has been admitted under the Provisional Admission Program, advising is provided through the Tomás Rivera Center. 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.

### **Provisional Admission – The University of Texas at Austin Cooperative Admission Program**

UTSA is a University of Texas System Component Partner in the UT Austin's Cooperative Admission Program. Students eligible to participate in this program are first-time freshmen who have applied for admission to UT Austin and been offered provisional admission there if they first attend another UT System Component Partner School and meet specific criteria. These students receive a provisional admission letter from UT Austin and must submit an acceptance contract to UT Austin no later than May 1<sup>st</sup>. If students designate UTSA as their partner school when they sign the contract, their application materials are sent to UTSA from UT Austin, and the application fee is waived; they do not need to submit a second application to UTSA.

Those students in the UT Austin Cooperative Admission Program must complete, by July 1<sup>st</sup>, 30 transferable semester credit hours from a selected curriculum in residence at UTSA and maintain a minimum cumulative 3.0 grade point average in all prescribed hours with no grade lower than a "C." Those students who accomplish this are guaranteed admission to UT Austin

into either the College of Liberal Arts or the College of Natural Sciences (excluding Computer Science). Cooperative Admission students cannot count placement credit or other coursework not taken at UTSA as part of the 30 hours, although this work will be evaluated and accepted according to UT Austin policies. Students in this program may compete for admission into other majors at UT Austin, but they are guaranteed admission only into one of these two specific colleges. UTSA students admitted into this program must select courses from a list approved by UT Austin and be advised by designated advisors in the Tomás Rivera Center each semester. Students who do not complete the requirements by July 1<sup>st</sup> will no longer be guaranteed admission to UT Austin, although they may apply there as a transfer student and be evaluated as part of a competitive transfer pool. Only students who are a part of the UT Austin Cooperative Admission program are eligible to participate in this program. Students in this program who decide to remain at UTSA rather than transferring can do so by filing a Change of Status Form. For additional information refer to [www.utexas.edu/student/admissions/provisional2001.htm](http://www.utexas.edu/student/admissions/provisional2001.htm).

### 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 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 before the student may register. The student may enroll in any college-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, 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 coordinates this process.

### *Juniors and Sophomores*

To be considered, juniors and sophomores must forward the following documents to the Honors College 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 Honors College and the Dean of the College in which the student anticipates taking a course will make a recommendation regarding admission to the Office of Admissions, which will make the admission decision. Honors College coordinates this process and forwards applications to the Office of Admissions.

### **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, repeat classes and duplicate classes 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 this bulletin, they will be granted admission.

### **With Fewer Than 30 Semester Credit Hours**

Applicants for admission who have earned fewer 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.

### Transfer Programs

Transfer programs have been 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 transfer programs with Austin Community College, Coastal Bend Community College, Del Mar College, Laredo Community College, Northwest Vista College, Palo Alto College, San Antonio College, St. Philips College, South Texas Community College, Southwest Texas Junior College, and The Victoria College.

Students completing coursework as part of the recommended plan of study that appears in the transfer plan for one of the above colleges may complete their remaining coursework 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 in writing of their intent by submitting an Academic Fresh Start form, available in the Office of Admissions. 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.

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

## 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 advising 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 fewer than 30 undergraduate 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 undergraduate semester credit hours must have at least a "C" average (2.0 on a 4.0 scale) in 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 undergraduate 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 the 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 United States high schools, colleges, or universities. International students are encouraged to use the International Student Common Application (electronic version accessed at [www.applytexas.org](http://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.
2. Have superior grades on work done in secondary school, as determined by the Office of Admissions.
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 United States 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. Enroll in UTSA's Intensive English Program if they do not meet the TOEFL requirement for admission but meet all other admission criteria and are accepted conditionally. When the appropriate level of English language skill is attained and a TOEFL score of 500 (173 computerized version) is earned, they may then enroll in academic courses in their degree program of study.
6. 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.
7. 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 United States citizen who accepts responsibility for the student's financial needs.
8. Submit evaluation of foreign credentials. Request information regarding the designated evaluation agency from the Office of Admissions.
9. 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 by the application deadlines:

Fall Semester	June 1
Spring Semester	October 15
Summer Semester	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. Enroll in UTSA's Intensive English Program if they do not meet the TOEFL requirement for admission but meet all other admission criteria and are accepted conditionally. When the appropriate level of English language skill is attained and a TOEFL score of 500 (173 computerized version) is earned, they may then enroll in academic courses in their degree program of study.
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 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.)
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 United States 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.
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 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 United States 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. Enroll in UTSA's Intensive English Program if they not meet the TOEFL requirement for admission but meet all other admission criteria and are accepted conditionally. When the appropriate level of English language skill is attained and a TOEFL score of 500 (173 computerized version) is earned, they may then enroll in academic courses in their degree program of study.
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.
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 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 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 by the application deadlines. The State of Texas Common Application may be submitted electronically through the common application Web site at [www.applytexas.org](http://www.applytexas.org) or the UTSA Web site at [www.utsa.edu](http://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. 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](http://www.applytexas.org) or the UTSA Web site at [www.utsa.edu](http://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. 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 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)

### Honors College

The Honors College is a community of highly talented and motivated students who want the excitement and stimulation of a comprehensive, urban university and the individual attention available in an Honors College. The Honors College is open to students from all academic disciplines. Members of the Honors College pursue a rigorous academic program which satisfies all requirements of their academic departments and colleges and goes beyond those requirements to provide the basis for outstanding achievement and appropriate recognition for that achievement. The Honors College offers small classes with greater opportunities for student participation, increased student-faculty contact, greater individual attention, lively discussions of important issues, special interdisciplinary seminars, community service opportunities, and supervised research experiences, all designed to challenge talented students.

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

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 are ranked in the top 10 percent of their class or have a combined SAT score of 1100 or have a composite ACT score of 26. Although students are admitted throughout the year, high school and transfer students must submit their applications by February 1 to be considered for Presidential Honors Scholarships.

Students who wish to apply for admission to the Honors College should contact the Office of the Dean of the Honors College. Applications are reviewed and Honors students are selected by members of the Advisory Committee on Honors Education. Selection is based on grades, standardized test scores, letters of recommendation, and writing samples.

### 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 College of Education and Human Development (COEHD) Advising and Certification Placement Center. Applicants may be either degree-seeking or special students.

Specific information regarding admission requirements to the Teacher Certification undergraduate, post-baccalaureate, and professional certification programs may be obtained in the COEHD Advising and Certification Center. Requirements for admission to the undergraduate Teacher Certification Program include:

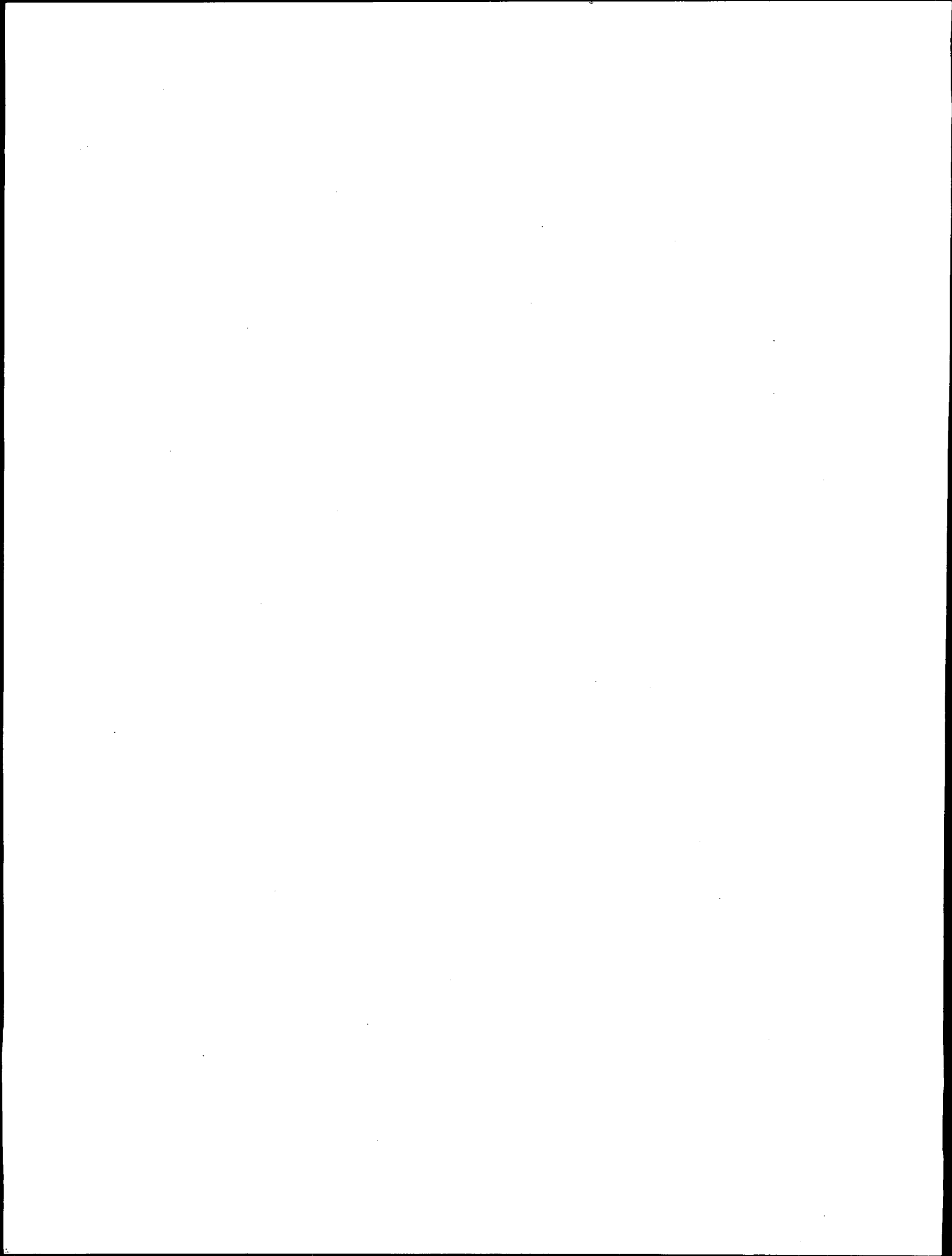
1. completing an application
2. completing at least three courses at UTSA and attaining junior standing (60 semester credit hours of work completed)
3. being in good standing at UTSA
4. completing all core requirements with an average grade of "C" or better
5. having a minimum grade point average of 2.5 (on a 4.0 scale) on all work completed at UTSA and a cumulative grade point average of at least 2.5
6. submitting a Texas Department of Public Safety criminal background report\*
7. attaining minimum TASP scores of 230 (Reading and Mathematics) and 220 (Writing)
8. earning a grade of "C" or better in COM 1043 or COM 2123, and IDS 2003. Those seeking elementary certification must also earn a grade of "C" or better in IDS 2083, while those seeking secondary certification must also earn at least a C in CS 1033.

Undergraduates seeking elementary teacher certification must complete the interdisciplinary studies degree as outlined in the

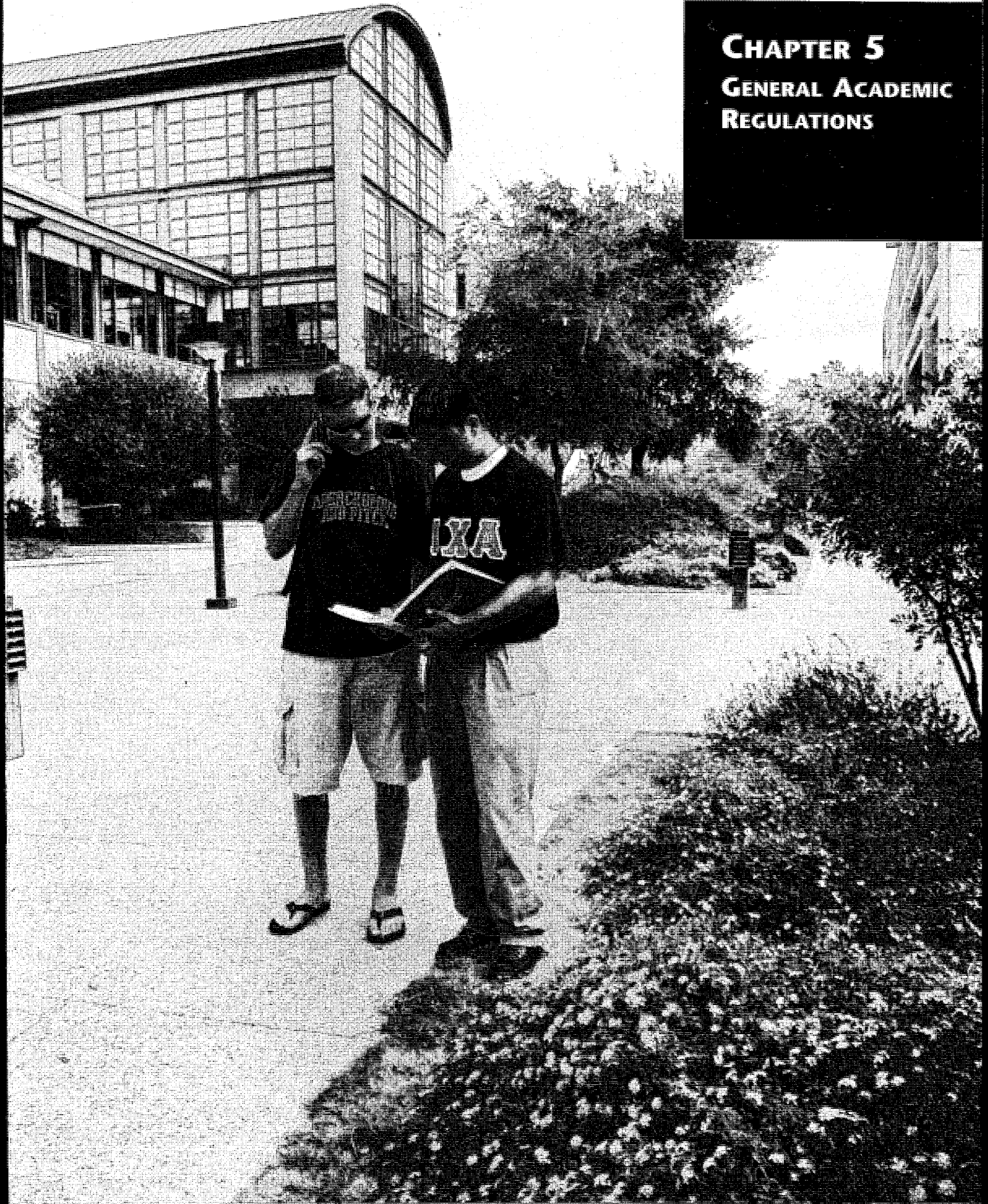
*UTSA Undergraduate Catalog.* Individuals seeking secondary certification should complete the bachelor's degree requirements in their academic specialization while coordinating with the College of Education and Human Development Advising and Certification Center to fulfill certification requirements. Students wishing to add additional teaching fields and endorsements to their provisional teaching certificate or graduate students seeking professional certification must also coordinate with that office.

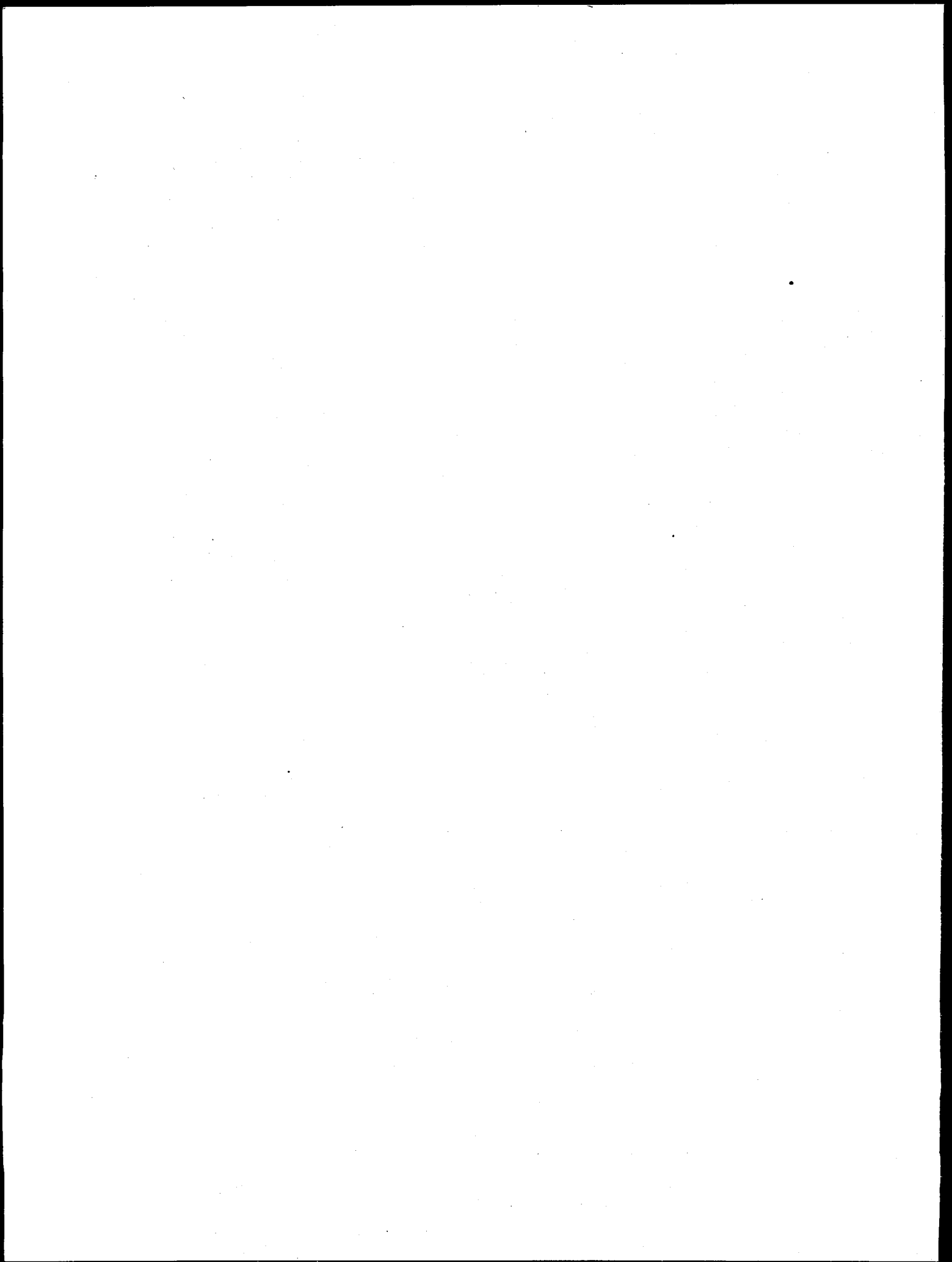
\*Criminal History Checks. UTSA students must submit to a criminal history check upon application for admission to the Teacher Certification Program, and every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity. Students who are unable to provide a clear criminal background check may not be admitted to or be allowed to complete the Teacher Certification Program. In accordance with Article 6252-13c, Texas Civil Statutes, the State Board for Educator Certification (SBEC) may suspend or revoke a teacher certificate or refuse to issue a teacher certificate for a person who has been convicted of a felony or misdemeanor for a crime that directly relates to the duties and responsibilities of the teaching profession.

Students are encouraged to initiate and maintain contact with an academic advisor in the COEHD Advising and Certification Center in order to stay informed of certification and graduation requirements.



**CHAPTER 5**  
**GENERAL ACADEMIC**  
**REGULATIONS**







## GENERAL ACADEMIC REGULATIONS

### MASTER'S AND DOCTORAL GENERAL ACADEMIC REGULATIONS

For master's and doctoral general academic regulations, refer to the *UTSA Graduate Catalog*.

### UNDERGRADUATE GENERAL ACADEMIC REGULATIONS

#### REGISTRATION PROCEDURES

##### Orientation

All new freshmen (with 0–29 semester credit hours) are required to participate in an Orientation Program. The Orientation Programs are coordinated by Orientation and Transition Programs.

##### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. The UTSA professional academic advisors embrace the following mission statement written by the advisors in April 2001.

*We are dedicated, diverse, and caring professional undergraduate academic advisors at the University of Texas at San Antonio. We provide timely, accurate information and professional advice about degree programs, university policies and procedures, and campus resources. We guide UTSA undergraduate students, transfer students, and potential students toward success in achieving their academic goals.*

*As liaisons between students and the institution, we offer our professional expertise in a service-oriented environment. This interaction empowers students to develop their educational plans according to their life goals. Therefore, we positively influence post-secondary education for future generations and foster the growth of our university community and culturally diverse society.*

Many individuals within the UTSA community contribute to the advising process, including faculty mentors and professional staff academic advisors. Students are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalogs and this bulletin. Students are also responsible for seeking adequate academic advice from the appropriate advising center. Students who are on academic probation for the first time or who are reinstated after academic dismissal are required to be advised, and holds are placed on their registration records to ensure that the student meets with the advisor. Each advising center sees students concerning all matters of their academic status, such as progress toward degree completion, graduation status, academic probation, and academic dismissal. Students who are considering changing majors must see an academic advisor of the proposed major to review curriculum requirements and to obtain the advisor's approval to change prior to filing formal paperwork. Students must also meet with academic advisors when changing their catalogs of graduation to verify the applicability of requirements already taken to ensure that degree progress is not impacted significantly.

Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. Students are responsible for seeking academic advising well in advance of any registration period by contacting the advising center for the available advising times. All freshmen (fewer than 30 semester hours of earned credit) and those

students with 30-45 earned semester credit hours who have not committed to a major are advised by the Tomás Rivera Center. Students with 30 semester hours or more of earned credit who have declared majors are advised by the college advising center of the student's major.

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

## Registration for Classes

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

UTSA does not guarantee the availability of particular courses or sections, and admission to classes is permitted only until the maximum number of students allowable in any section has been reached. 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, §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 are active-duty military
- 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)		
Test	Minimum scores required*	
ACT*	Composite score of 23, with	
	Individual English score	19
	Individual mathematics score	19
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 semester credit hours 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
- transfer students if the student has earned a "B" or better in transfer freshman-level courses designed by the Coordinating Board in reading, writing, and mathematics
- students with the grade point average of 3.5 or higher on a 4.0 scale or the equivalent in a recommended or advanced high school curriculum or an equivalent or similar curriculum from a public or accredited private school who enroll within two years of the date of graduation from high school.

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, §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 unless the student qualifies for one of the above-mentioned exemptions. However, any student seeking a teaching certificate must take and pass the TASP, as it is required for admission into the teacher certification programs. For further information about teacher certification admission and program requirements, students should contact the College of Education and Human Development Advising, and Certification Center.

Freshmen and transfer students who have not sent TASP results to the Office of Admissions 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. Information on TASP examination dates is available from Testing Services and the Tomás Rivera Center.

### **English Language Assessment Procedure (ELAP)**

The ELAP is a mandatory UTSA assessment for incoming international students whose TOEFL scores are between 500 and 600 (paper version) or 173 and 250 (computerized version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

Students who are required to take English for International Student (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.

### **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 included in the Schedule of Classes and are available at the Office of the Registrar. Since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not permitted to register after the close of the late registration period.*

A late registration fee of \$5 is charged from the first day of late registration until the first day of class. Beginning with the first class day, an additional \$2.50 per day is assessed. 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.

### **Adding Courses**

Students who are registered for courses may add courses to their schedules for a limited time prior to and at the beginning of the semester. In Fall or Spring Semesters, courses may be added until the end of the first week of classes. In summer terms, classes may be added through the first two days of the term. Adding a course after the add-period requires the approval of the course instructor and the Chair of the department offering the course.

After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean. The Census Date for Fall or Spring Semesters is the 12th class day; for five- and 10-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 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 for 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 *UTSA 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.

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.

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 the 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 or she will receive a grade of "F" in the class.

Under certain circumstances, students may be dropped from courses administratively by college deans. Students who do not meet course prerequisites or who fail to attend a course prior to Census Date may be dropped from courses. If a dean determines that a student should be dropped from a course for these or other documented circumstances, the student will be notified by the college overseeing the course.

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 Chair of the department 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 the 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.

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 the Registrar. Letters of Degree Completion and Letters of Degree Verifications are provided by College Advising Centers.

UTSA transcripts and other information from a student's academic records are released by the Office of the Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under 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.

## Catalog of Graduation

### *Undergraduate*

Students have seven years from their term of original registration to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, providing the student completed at least one course during a semester in which the selected catalog was in effect with a letter grade other than "W," "NR," "F," or "EP." The student must complete all degree requirements under the subsequent catalog. Choosing a new catalog begins a new seven-year time limit. Students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time. A student must have an approved catalog at the time an application for graduation is filed. Students with fewer than 30 semester credit hours and undeclared students requesting a change of catalog must do so through the Tomás Rivera Center. All other students requesting a change of catalog must do so through the advising center of the student's major.

### *Graduate*

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

## Change of Major, Degree, or Classification

Students who wish to change majors or programs of study must obtain the required forms from the College Advising Center of the desired major or program of study. The change is not official until the student completes the form, preferably with the advisor, and files it with the college of the desired major or program of study.

Students who wish to change their classification ("special undergraduate" to "degree-seeking") must obtain the required form from the Office of the 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 the 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 should notify the Enrollment Services Center on the appropriate form or may change their mailing address by accessing ASAP at [www.utsa.edu](http://www.utsa.edu) and following the instructions. 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 department to distinguish individual courses. The fourth digit indicates the semester-credit-hour value of each course.

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the *UTSA Undergraduate* and *Graduate Catalogs* 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 in the *UTSA Undergraduate Catalog* 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 the *UTSA Undergraduate* and *Graduate Catalogs*. 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. Students who do not meet prerequisites for a course and do not have permission from the instructor to register may be dropped from the course.

### Extended Education Courses

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

### Correspondence and Distance Learning Courses

UTSA does not offer correspondence courses at this time, but it does participate in the UT Telecampus. 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 *UTSA Undergraduate Catalog*. For information on the UT Telecampus, see page 43 of this bulletin or the UT TeleCampus Web site at [www.telecampus.utsystem.edu](http://www.telecampus.utsystem.edu).



## Independent Study Courses

No more than six hours of independent study courses, regardless of discipline, will apply toward a degree.

## 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 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 requirement or option.
NC	0	<i>No Credit.</i> Indicates unsuccessful credit by examination or no credit received under the credit/no-credit requirement or 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 examination. 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. A grade of Incomplete may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the 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. This report must accompany the grade report submitted to the Office of the Dean. The Dean's office will then submit the report to the Office of the Registrar.

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

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

### **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 otherwise.

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. For students who have earned credits at UTSA, credit by examination is awarded in the semester the examination was successfully completed, with the exception for POL 1013 for which AP credit or CLEP credit can be earned only after the student has completed POL 1133.

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 in which the course is offered.

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

To challenge a UTSA undergraduate course, the student must enroll in the course and request the challenge examination from the instructor. A Request for Challenge Examination form must be filed with the Office of the Registrar, and the test must be administered within the first three weeks of a Fall or Spring Semester or the first week of a summer term.

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. Students who complete coursework on a credit-by-examination basis are graded on a credit/no-credit grading basis. Therefore, if a student elects to complete the course, the Office of the 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

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

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

1. A maximum of four courses may be attempted on an optional 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 an optional 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 an optional credit/no-credit basis. Courses to be applied to the Core Curriculum or to major or support work must be taken on a regular or mandatory credit/no-credit basis as specified in *Undergraduate Catalog* degree requirements.
5. Transfer students who transfer to UTSA for their last 30 semester credit hours may not count optional credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
6. The Office of the Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them.

Note: Some graduate schools place students who have taken courses on a credit/no-credit basis at a disadvantage in computing grade point averages for admission; however, graduate admissions committees in some disciplines may look favorably on learning accomplished in credit/no-credit courses.

## **Administrative Procedures**

### **Reporting of Grades by Faculty**

Grades are reported by course instructors every term and are due in the Office of the 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 *Checkpoint Program* and to develop a plan to improve their grades.

### **Grade Reports**

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available via UTSA's Web site, [www.utsa.edu](http://www.utsa.edu), or by calling the automated telephone system at (210) 458-8000. Students who are removed from, placed on, or continued on academic probation and students who are dismissed from UTSA receive written notification. This notification is sent to the permanent address on file in the Office of the Registrar.

Transcripts delineating a student's grades 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 examination period, one year from the semester the Incomplete was received, and before the student's graduation. The instructor must submit a Change of Grade form to the Office of the Dean. The College will file the form with the Office of the Registrar.

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 the 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 the 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 the Registrar. Requests for change of grade

require the approval of the Dean of the College and Chair of the Department 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(s) 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.

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his/her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the 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, factual mistake, or violation of a relevant University policy. If the matter is not resolved, the student may file a formal grade grievance with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the term in which the grade was assigned.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean and then to the Provost and Vice President for Academic Affairs. The Provost's decision is final.

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 that 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 semester 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 this chapter.

## **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.

## GRADUATION

### Graduation Dates

Degrees are conferred at the end of each long semester and at the end of the Summer Semester. Public commencement ceremonies are held at the end of the Fall and Spring Semesters. Students who graduated the previous summer may participate in commencement ceremonies at the close of the Fall Semester. Information on the procedures to be followed is available in the Office of the Registrar. Students may not participate in ceremonies before their actual date of graduation.

### Applying for the Degree

#### *Undergraduates*

It is advisable that students apply for graduation and pay the fee, either by paper application or through the UTSA Web site, as soon as possible after completing 90 semester credit hours or at least one semester prior to the graduation term.

A degree candidate waiting until the final semester of enrollment to apply for graduation must apply no later than October 1 for the Fall Semester, February 1 for the Spring Semester, or June 15 for the Summer Semester. The application for graduation of any student submitted after the established deadlines for that semester is processed for graduation for the following semester.

#### **Degree Verification**

The college in which the student is enrolled is responsible for auditing the student's degree plan to see that uniform requirements for each degree are met.

Graduation verification is a two-step process. The college of the student's degree/major does a preliminary verification in order to clear the student to participate in a fall or spring commencement ceremony. The student is responsible for completing all coursework and providing any adjustments to the college by the end of the semester in which graduation is expected.

A final verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed again, and the college dean authorizes the certification for graduation. At the completion of this process, a diploma is printed and mailed to the eligible graduate.

Students who apply for the degree in a given semester but do not fulfill all requirements must submit a new application for graduation with the appropriate fee before the deadline for the semester in which they intend to graduate.

### **Graduation with Honors**

Undergraduate students who complete degree requirements and earn an overall grade point average of 3.5 in all semester credit hours attempted at UTSA are eligible for graduation *cum laude*.

Those who earn a grade point average of 3.75 in all semester credit hours attempted at UTSA are eligible for graduation *magna cum laude*.

Those who earn a grade point average of 3.9 in all semester credit hours attempted at UTSA are eligible for graduation *summa cum laude*.

Candidates who have completed some portion of the requirements for the baccalaureate degree at other collegiate institutions may graduate with honors when they meet the requirements listed above, in addition to completing a minimum of 45 semester credit hours at UTSA by the time of graduation (excluding courses challenged by examination or taken on a credit/no-credit basis in which only the symbol "CR" is recorded).

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

### **Graduates**

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

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

## **ACADEMIC HONESTY**

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

*Academic* or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed below.

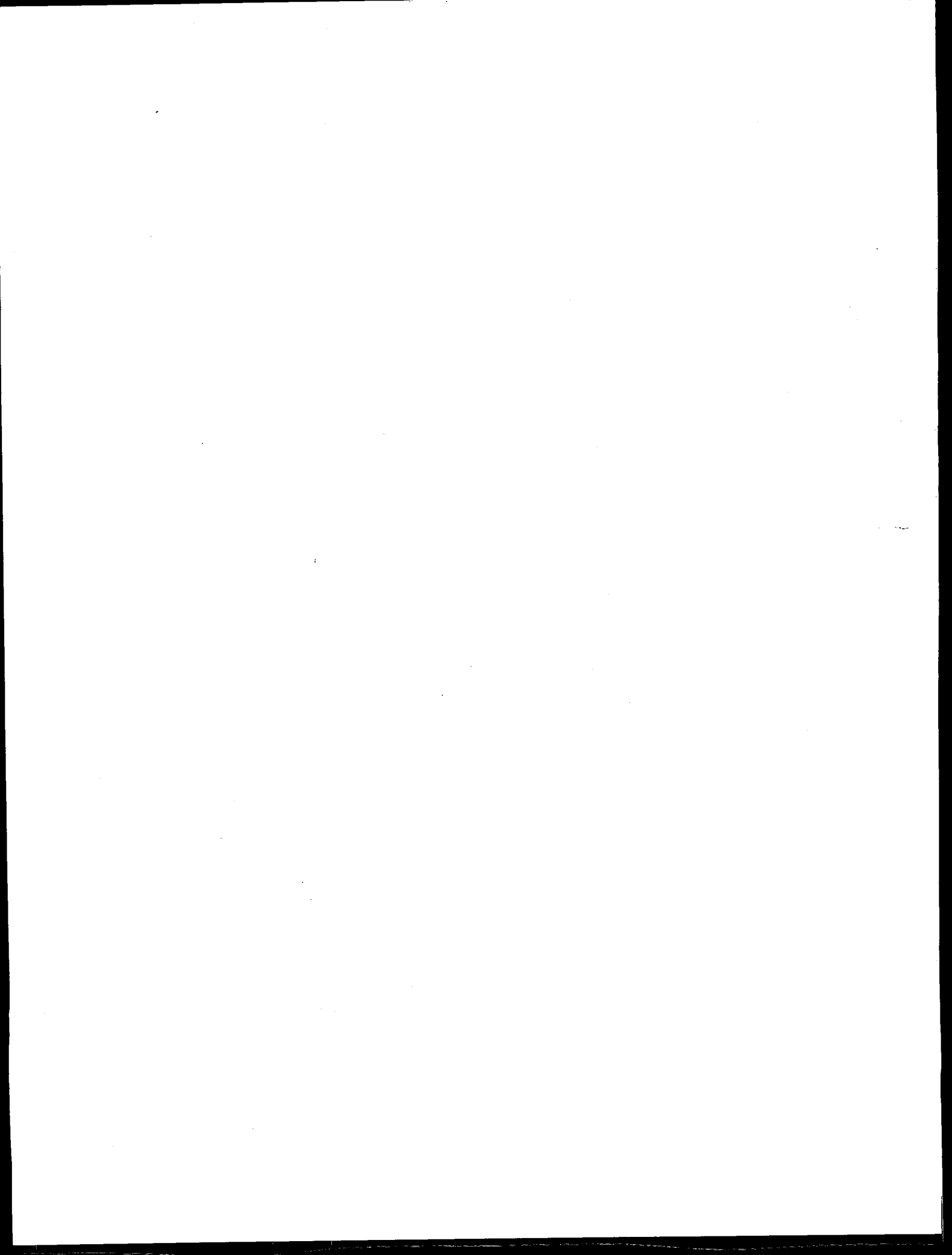


## SCHOLASTIC DISHONESTY

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 Department Chair, the Dean of the college, and the Student Judicial Affairs Coordinator.

- a. The Dean or a faculty member may initiate disciplinary proceedings under Sections 203 and 303, *Student Code of Conduct* (See Appendix B) 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 the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.





**APPENDICES**



## APPENDIX A

## STUDENTS' RIGHTS AND RESPONSIBILITIES

1. **Constitutional Rights:** Subject to the applicable provisions of *The Rules and Regulations of the Board of Regents of The University of Texas System* and the *Handbook of Operating Procedures of The University of Texas at San Antonio*, students have the rights accorded to all persons under the United States Constitution regarding freedom of speech, peaceful assembly, and association. Causes may be supported by individual students, and by student organizations, through the use of lawful means that do not disrupt the operations of the University. These rights carry with them the responsibility for each individual student to accord the same rights to other students and student groups and not to interfere with or obstruct the rights of others to use University facilities. The University regulates the time, place, and manner of these activities on campus and establishes certain guidelines for the activities of student organizations and students to facilitate the orderly use of campus facilities and to prevent disruption of University operations.
2. **Academic Procedures:** Students have the right to be informed about the evaluation methods which will be employed by the instructor and the right to review tests and other written work after the instructor has evaluated it. A student with an academic grievance should first seek to resolve the problem directly with the instructor of the course. If the matter cannot be resolved at that level, the grievance should be submitted in writing to the department chair/division director or other designated administrator. Appeals may be directed to the appropriate academic dean and the dean's decision is final.
3. **Discipline Procedures:** A student or an organization accused of violating a Regents' rule or regulation, University regulation, or administrative rule is accorded the rights of procedural due process. An accused student or organization is entitled to a hearing before a University Hearing Officer, although a student may waive the right to a hearing and accept administrative disposition of the case. A student also has the right to appeal a discipline decision. (See Sec. 601, Student Code of Conduct.)
4. **Student Records:** The educational records of students are considered to be confidential under both state and federal law. The University's procedures regarding access to student records, including academic, health center, counseling, financial aid, and discipline records shall be in accordance with the applicable provisions of the federal *Family Educational Rights and Privacy Act of 1974* (FERPA) and the *Texas Public Information Act*.

# STUDENT CODE OF CONDUCT

## General Provisions

### Sec. 101. Introduction

By enrolling at The University of Texas at San Antonio, a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state and local laws, the Rules and Regulations of the Board of Regents of The University of Texas System, the Rules and Regulations of The University of Texas at San Antonio, and directives issued by an administrative official in the course of his/her duties. A student who enrolls at the University is charged with the obligation to conduct himself/herself in a manner compatible with the University's function as an educational institution; consequently, conduct which interferes with the use or utilization of University facilities by other persons may be punished regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct.

### Sec. 102. Definitions

In this chapter, unless the context requires a different meaning,

1. "complaint" is a written statement of the essential facts constituting a violation of Regents' Rules, University policies, or administrative rules;
2. "vice president" means the Vice President for Student Affairs or the vice president's delegate or representative;
3. "coordinator" means the Coordinator for Student Judicial Affairs, the vice president's delegate for matters pertaining to student misconduct;
4. "faculty member" means a person who is employed by the University for the purpose of teaching a class and who has authority to assign grades for the class;
5. "hearing officer" means a person appointed by the President to hear disciplinary charges, make findings of fact and, upon a finding of guilt, impose an appropriate sanction(s);
6. "president" means the President of The University of Texas at San Antonio;
7. "student" means a person who
  - a. is currently enrolled at the University;
  - b. is accepted for admission or readmission to the University;
  - c. has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows;
  - d. is attending an additional program sponsored by the University while that person is on campus; or
  - e. has engaged in prohibited conduct at a time when he or she met the criteria of (a), (b), (c) or (d);
8. "System" means The University of Texas System;
9. "university" means The University of Texas at San Antonio; and
10. "weekday" means Monday through Friday except for official University holidays; "day" means calendar day.

### Sec. 103. Application

- A. The Student Code of Conduct applies to individual students, prescribes the standards of conduct expected of students enrolled at the University, outlines actions that can be taken when conduct is not in conformity with the prescribed standards and establishes due process procedures for the imposition of such actions.
- B. A student may be punished by the University for conduct that is proscribed by the University even though the student may be punished by local, state or federal authorities for the same conduct, but the penalties imposed by the University shall not be used merely to duplicate penalties imposed by local, state or federal authorities.

### Sec. 104. Miscellaneous

- A. Computation of time: Where the required action must be taken on a specified number of days either before or after the date upon which an act or event takes place or is to take place, the date of the act or event from which the time is computed shall not be included.

- B. Service: Service of every notice, request or decision required by the Student Code of Conduct may be made by delivering a copy of the documentation to the person to be served either in person or by mail. A written notice, request, or decision may be served on a student by mailing to the address appearing in the records of the registrar.

## Student Standards of Conduct

### Sec. 201. Conduct Expected of Students

A student is expected and required to obey federal, state and local laws, to comply with the Regent's Rules and Regulations, with University Rules and Regulations, with directives issued by an administrative official of the System or the University in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

### Sec. 202. Specific Conduct Proscribed

- A. Disciplinary proceedings may be initiated against any student for any of the following acts or violations:
1. the violation of any provision of the Regents' Rules and Regulations of The University of Texas System;
  2. the violation of any rule or regulation of the University, including but not limited to, those relating to on-campus housing, the registration of student organizations, the use of University facilities or grounds, and the time, place, and manner of expression or expression-related conduct;
  3. failure to comply with any order or instruction of an official of the University or The University of Texas System acting in the course of his/her authorized duties;
  4. damaging, destroying, or defacing property, equipment, supplies, buildings or facilities owned, leased or controlled by the University or the System and/or damaging, destroying, defacing, or taking without authorization property located on campus and belonging to any student, employee or visitor;
  5. the unauthorized entry into or upon property owned, leased, or controlled by the University;
  6. forging, altering, mutilating, or destroying any University document or record, entering false information in such documents or records or giving a false response to an inquiry made by an official of the University or The University of Texas System acting in the course of his/her duties;
  7. forging or altering any parking permit, traffic ticket, or parking ticket issued by the System or the University, any ticket for admission to a program or event sponsored by the University, any means of identification issued by the University, any instrument obligating the University to pay any sum of money, any key which may be used for entering any building owned or controlled by the System or the University, or participating in such action with other persons;
  8. using or participating with others in the use of any University record, instrument, or document that does not specifically relate to the person or persons making use of same, except to the extent such use may be authorized by statute, a rule or regulation of the University or the written permission of either the person to whom such record, instrument or document relates or the University official having custody of same;
  9. using or participating with others in the use of any permit, means of identification, or key issued by the University to a person other than the user;
  10. engaging in, or encouraging, aiding or assisting any other person to engage in, any act that is commonly known and recognized as hazing. The term hazing includes, but is not limited to, "walks," "rallies," "paddling" and all other acts that may be now or hereafter defined as such by Section 51.936 of the Texas Education Code. Acts constituting hazing shall not be justified or excused by the fact that they were performed either with the consent of the person subjected to such hazing or as a part of the requirements for becoming a pledge or member of any fraternity, sorority, club, society, association or organization;
  11. failure or refusal to pay any monetary debt or obligation owed to the University. A check, draft, or order tendered to the University shall not discharge a debt or obligation unless the University receives payment upon presentation of such check, draft or order;
  12. use, manufacture, possession, sale, or distribution on the campus of the substances defined and regulated under Chapters 481, 484 and 485 of the Texas Health and Safety Code, except as may be allowed by the provisions of such articles. If a student is found guilty of the illegal use, possession, or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the institution for a specified period of time; and/or suspension of rights and privileges;
  13. use or possession of any intoxicating beverage is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural facilities, and all other public areas. However, with the prior consent of the Vice President for Student Affairs, the foregoing provisions of this

- section may be waived with respect to any specific affair sponsored by the institution. The exception to this provision is the use or consumption of alcohol in nonpublic areas, such as University apartments. With respect to the possession and consumption of alcoholic beverages, state law will be strictly enforced on campus at all times;
14. any conduct which constitutes a violation of a federal, state or local law regardless of whether the conduct takes place on or off campus or results in the imposition of the penalty prescribed by the federal, state, or local law;
  15. possession or use of firearms, imitation firearms, explosives, ammunition, hazardous chemicals, or weapons as defined by state or federal law on University premises or on any property or in any building or facility owned or controlled by the System is strictly prohibited unless authorized by the Vice President for Student Affairs and by federal, state, or local laws;
  16. advocacy, either oral or written, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
  17. physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any persons within any building, structure or stadium owned or controlled by the System or the University, or at any function, program, event or assembly conducted, sponsored, supervised, or authorized by the University;
  18. engaging in conduct, either alone or in concert with other people, that is intended to obstruct, disrupt or interfere with, or that in fact obstructs, disrupts or interferes with any scheduled class, laboratory, education or research activity, athletic event or contest, concert, program, assembly or other activity either sponsored, performed, authorized or participated in by the System or the University, any administrative process, procedure or function of the System or the University, any disciplinary hearing conducted by the University with regard to any student, faculty member or employee, any authorized or lawful use of property owned or controlled by the System or the University, any officer, official, agent or employee of the University or System in the performance of his or her duties or the performance of any service the University has undertaken to perform or has contracted to have performed for the benefit of the students, faculty, officials, officers, agents or employees of the University. Examples include but are not limited to such acts as: stand-ins, sit-ins, lock-ins, lock-outs, parades, marches, picketing, concerts, speeches, solicitations, campaigning or group demonstrations;
  19. entering, walking, running, lying, playing, remaining or being in the water of any University fountain or other artificial body of water located on the campus unless such person has been granted permission by the University president to enter, remain or be in such waters; or dumping, throwing, placing or causing any material, object, trash, waste or debris to be placed in the water of any campus fountain or other artificial body of water;
  20. unauthorized appearance on the campus after having been suspended or expelled from the University or any other component institution of The University of Texas System for disciplinary reasons;
  21. failure to notify University authorities of personal knowledge of any violation of the Student Code of Conduct;
  22. making a charge of a violation of the Student Code of Conduct against a member of the University community that is knowingly false;
  23. attempted or actual theft of or damage to property of the University or property of a member of the University community or other personnel or public property on University property;
  24. theft or other abuse of computer time, including, but not limited to:
    - a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;
    - b. unauthorized transfer of a file;
    - c. unauthorized use of another individual's identification or password;
  25. engaging in "stalking," which is defined as knowingly engaging in conduct that includes following another person on more than one occasion with the same course of conduct or scheme being directed specifically at the person. It should be known that the behavior would cause a reasonable person:
    - a. to feel threatened, fear bodily injury or death for himself/herself or a member of the person's family
    - b. to feel that a crime would be committed against the person's property
  26. engaging in the unauthorized use of property, equipment, supplies, buildings or facilities owned or controlled by the System or the University;
  27. otherwise engaging in conduct that is inappropriate for members of an academic institution (such conduct includes, but is not limited to: pranks, throwing food at persons or property, public nudity and harassing telephone calls).
- B. Neither the President of the University nor any System officer, nor any representative of either of them when dealing with disruptive activities, shall negotiate or attempt to negotiate with any person or persons engaged in any disruptive activity on the campus. When such a situation arises, the President or System officer, or any representative of either of them, shall



take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention.

- C. It is unlawful for any person on any property of the University to refuse to identify himself or herself to an institutional representative in response to a request. A person identifies himself or herself by giving his or her name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and by stating truthfully whether he or she is a student or employee of the U.T. System or a component institution.

### Sec. 203. Scholastic Dishonesty

- A. The coordinator for Student Judicial Affairs or faculty may initiate disciplinary proceedings against any 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 advantage to the student, 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 the student;
  9. substituting for another person, or permitting another person to substitute for one's self, to take a test;
  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 resumés, 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, the altering of grades or other falsification of academic records such as applications for admission, the award of a degree, grade reports, test papers, registration materials and reporting forms used by the Office of the Registrar.

### Disciplinary Penalties

#### Sec. 301. Authorized Disciplinary Penalties

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation or administrative order of the University, a provision of the Regents' Rules of The University of Texas System or a federal, state or local law. The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct.

1. Disciplinary warning
2. Disciplinary probation
3. Withholding of grades, official transcript or degree

4. Bar against readmission or drop from current enrollment and bar against readmission
5. Restitution
6. Suspension of rights and privileges
7. Failing grade
8. Suspension
9. Expulsion
10. Educational programs
11. Revocation of degree, denial of degree and/or withdrawal of diploma
12. Deferral of penalty
13. Other penalty as deemed appropriate under the circumstances

### Sec. 302. Explanation of Disciplinary Penalties

- A. Disciplinary warning is a written statement expressing disapproval of conduct.
- B. Disciplinary probation indicates that further violations will result in suspension or expulsion. Under disciplinary probation, the student will not be considered in "good standing" with the University. Students who are assessed this penalty will be removed from probation automatically upon expiration of the probationary period.
- C. Bar against readmission means that a student may be prohibited from admission or enrollment at the University. This penalty is among those that may be imposed upon a student who fails to respond to a summons from the Office of the Vice President for Student Affairs to discuss allegations that the student has engaged in conduct which may result in disciplinary action.
- D. Restitution requires a student to reimburse the University for loss from, damage to or unauthorized taking or use of property owned or leased by the University when the conduct of the student has caused or contributed to cause such loss. The student shall be advised of the amount of the loss and that failure to make restitution by a specified date will result in suspension from the University until such time as restitution shall have been made.
- E. Suspension of rights and privileges means that a student shall not be eligible to participate in official events or activities of the University, whether athletic or nonathletic, shall not join a registered student organization or participate in any meetings or activities of a registered student organization of which he or she may already be a member and shall not be appointed or elected to or continue to function in any office or position within student government or the staff responsible for publication of a student newspaper. Students may also be barred from entering specified buildings or restricted from using particular facilities. This penalty may be enforced in part or in full.
- F. A failing grade means an "F." This penalty is among those that may be given when a student is found guilty of scholastic dishonesty in a course.
- G. Suspension or expulsion from the University means that during the period of suspension or expulsion a student may not attend any courses for which he or she may be registered, may not enter upon the campus or into any building thereon except in response to an official summons from the Vice President for Student Affairs, may not be initiated into an honorary or service organization and may not receive credit at a component institution of The University of Texas System for scholastic work done in residence, by correspondence, or extension. Suspension may not exceed a period of one calendar year. Any special conditions outlined in the suspension notice must be met before readmission can be granted.
- H. Expulsion from the University means that a student will be dropped from current enrollment and a bar against readmission imposed. Expulsion is permanent separation from the institution.
- I. Educational programs are activities developed to expand the student's understanding of the regulation or policy and/or help the student learn more about himself/herself in relation to the policy or the violation.
- J. Possession or distribution of drugs or alcohol: The University will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.
- K. Debts to the University: Students who owe a debt to the University may be denied admission or readmission to the University and have their official transcripts, grades, diplomas and degrees to which they would otherwise be entitled withheld until the debt is paid. Students who write bad checks to the University for tuition and fees will have their registration canceled. Bad checks written to the University for other purposes will subject the student to legal and/or disciplinary action.

- L. Deferral of penalty (e.g., probation, suspension) may be imposed on a student for whom the specific penalty deferred is appropriate, but for whom there are mitigating circumstances as determined by the Coordinator for Student Judicial Affairs or Hearing Officer. If a student is found to have violated any rule of The University of Texas at San Antonio and/or The University of Texas System while the deferred penalty is in effect, the minimum penalty for such a violation will be the penalty that had been deferred. The facts of the case may be decided by a University Hearing Officer and/or appealed to the Vice President for Student Affairs, but the minimum penalty may not.

The Coordinator for Student Judicial Affairs or Hearing Officer may impose conditions related to the offense. Failure to meet such conditions shall be considered an additional violation.

### **Sec. 303. Authorized Academic Penalties**

- A. A faculty member or the Coordinator for Student Judicial Affairs or Hearing Officer may impose one or more of the following penalties for scholastic dishonesty:
1. written warning that further scholastic dishonesty violations may result in a more severe penalty;
  2. no credit, or reduced credit for the paper, assignment or test in question;
  3. retaking of examination or resubmission of assignment;
  4. failing grade or reduced final grade for the course.
- B. The Coordinator for Student Judicial Affairs, with approval of the student's academic dean, may assign an academic penalty for violation of a University policy concerning scholastic dishonesty to a student who fails without good cause to appear for a preliminary conference or formal hearing.
- C. A student who is in violation of University regulations concerning scholastic dishonesty may also be subject to one or more of the penalties in Section 301.

## **Initiation of Disciplinary Charges**

### **Sec. 401. Investigation**

- A. Upon receiving information that a student has allegedly violated Regents' Rules, University regulations or administrative rules, the Coordinator for Student Judicial Affairs shall investigate the alleged violation. After completing the preliminary investigation, the Coordinator for Student Judicial Affairs may dismiss the allegation as unfounded or summon the student for a preliminary conference.
- B. A student may be summoned by written request of the Coordinator for a meeting to discuss the allegations. The written request shall specify a place for the meeting and a time at least three (3) weekdays after the date of the written request. The written request may be mailed to the address appearing in the records of the registrar or may be hand delivered to the student. If a student fails to appear without good cause, as determined by the Coordinator, the Coordinator may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons, or the Coordinator may proceed to implement the disciplinary hearing procedures provided in Sec. 501, et seq. The refusal of a student to accept delivery of the notice or the failure to maintain a current address with the registrar shall not be good cause for the failure to respond to a summons.
- C. The purpose of the preliminary conference is to allow the Coordinator to discuss the alleged offense(s) with the accused student. At this meeting the student is given a copy of the complaint and a copy of the Student Code of Conduct.

### **Sec. 402. Disposition of the Charges**

The student must choose one of two decision-making approaches: (1) an administrative decision made by the Coordinator for Student Judicial Affairs; or (2) a formal hearing.

- A. When the student does not dispute the facts alleged, the Coordinator for Student Judicial Affairs shall make an administrative decision and a written waiver of the right to a formal hearing must be executed. The student shall be informed of the action taken in writing. The decision of the Coordinator for Student Judicial Affairs may be appealed as in the case of the decision rendered subsequent to a hearing. The appeal is limited to the issue of penalty.
- B. In any case where the accused student selects the formal hearing as the decision-making approach or refuses to execute a written waiver of a hearing, such charges shall be heard and determined by a fair and impartial Hearing Officer. The President or his delegate will select the person who is to serve as the Hearing Officer in a particular case.

**Sec. 403. Immediate Interim Discipline**

- A. Pending a hearing or other disposition of the allegations against a student, the Vice President for Student Affairs or the President of the University may take such immediate interim disciplinary action as is appropriate to the circumstances, including suspension and bar from the campus when it reasonably appears from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the University. The Vice President for Student Affairs or the President may authorize interim withholding of the student's grades, degree, or official transcript when such action is in the best interest of the University.
- B. When interim disciplinary action has been taken, a hearing of the charges against the student will be held under the procedures specified in Sec. 501, et seq., but will be held within ten (10) days after the interim disciplinary action was taken.
- C. As an alternative to a hearing of the charges before a Hearing Officer, the accused student may choose to have the charges disposed of in accordance with an administrative decision as set forth under procedures specified in Sec. 402.

**Hearing****Sec. 501. Notice of Hearing**

- A. The Coordinator for Student Judicial Affairs shall notify the accused student in writing of the name of the person who will act as Hearing Officer, the date, time and place of the hearing and that both the accused student and the Coordinator for Student Judicial Affairs will be accorded the following rights in connection with such hearing:
  1. the right to have actual copies of documents that each intends to present, including a list of the names of witnesses and a brief summary of their testimony;
  2. the right to appear, present testimony of witnesses and documentary evidence, cross-examine witnesses and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, the Coordinator's advisor may be an attorney from the Office of General Counsel of the System. An advisor may confer with and advise the Coordinator or accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer; and
  3. the right to have all proceedings at the hearing recorded electronically. The recording of the hearing shall be made under the direction of the Hearing Officer.
- B. The required notice shall be hand delivered to the student or sent by mail, addressed to the address of the accused student as it appears in the Registrar's records and shall be mailed not less than 10 days prior to the date specified for the hearing. The requirements of this paragraph shall not be applicable in any case where immediate interim action has been taken in accordance with Sec. 403.

**Sec. 502. Postponement of Hearing**

- A. Upon a showing of good cause by either the accused student or Coordinator for Student Judicial Affairs, the Hearing Officer may postpone the hearing.
- B. Application for postponement shall be in writing and shall set forth the facts upon which the party relies as constituting good cause.
- C. The application must be presented to the Hearing Officer and the opposing party no later than the third day preceding the date specified for the hearing. Any application received after that date will be granted only in the case of extreme hardship or emergency.
- D. Upon granting a postponement, the Hearing Officer shall notify the accused student and the Coordinator for Student Judicial Affairs of the new date, time, and place for the hearing. It shall be the responsibility of the accused student and the Coordinator for Student Judicial Affairs to notify their respective witnesses accordingly.

**Sec. 503. Challenge to the Hearing Officer**

- A. An accused student may challenge the ability of the Hearing Officer to render a fair, impartial, and objective decision.
- B. The challenge must be made in writing and presented to the Coordinator for Student Judicial Affairs up to three days preceding the day specified for the hearing. The reason or reasons upon which the challenge is based shall be set forth fully and shall be confined solely to the fairness, impartiality and objectivity of the Hearing Officer.
- C. It shall be up to the Hearing Officer to determine whether he or she can render a fair, impartial, and objective decision in the case. If the challenge is sustained, the Vice President for Student Affairs shall promptly select a qualified person to serve as Hearing Officer.

**Sec. 504. Disclosure of Evidence**

- A. In order that the case be fully developed for the benefit of the Hearing Officer, the Coordinator for Student Judicial Affairs and the accused student shall be required to disclose to each other the names of the witnesses they expect to be present and actual copies of documents and other evidence relied upon.
- B. The parties are encouraged to exchange this information at the earliest practical time but not later than five days prior to the date of the hearing. Upon objection by the opposing party, witnesses or other evidence not so disclosed will be excluded by the Hearing Officer unless it be shown by the party offering same that the existence of the testimony to be given by the witness or the evidence offered was unknown to the offering party five days prior to the date of the hearing and could not have been discovered by the use of reasonable diligence.
- C. The provisions of this section shall not prohibit either party from offering at the hearing evidence that is strictly in rebuttal to evidence offered by the other party.

**Sec. 505. Request for Public Hearing**

- A. The accused student may request that the hearing be open to the public. In the absence of such a request, the hearing will not be open to the public or representatives of the news media.
- B. A request that the hearing be open to the public must be made in writing and delivered to the Coordinator for Student Judicial Affairs no later than the third day preceding the date specified for the hearing.
- C. An accused student who requests a public hearing is not entitled to require that such hearing be held in any particular place or that the facility in which the hearing is held accommodate any specific number of persons. The determination of the suitability of the facility in which the hearing is to be held will rest solely within the discretion of the Coordinator.

**Sec. 506. Authority of the Hearing Officer**

The Hearing Officer shall have and exercise such power and authority as may be deemed appropriate or necessary to ensure that a fair and impartial hearing of the charges is conducted in accordance with the provisions of the Student Code of Conduct. At the discretion of the Hearing Officer, one or more commissioned peace officers from the police department of the University shall be available throughout the hearing to enforce the orders and rulings of the Hearing Officer, control admission to the hearing, and perform such other duties as the hearing may require.

**Sec. 507. Order and Decorum**

- A. If, in the opinion of the Hearing Officer, the demeanor or conduct of any person or persons in attendance at the hearing causes or contributes to any disruption, disturbance or distraction of the hearing, such person or persons shall be required to leave the hearing room.
- B. No camera or photographic equipment of any kind, nor any equipment which may be used to record or transmit sound, shall be permitted in the hearing room or in the hallway outside of the hearing room during the progress of the hearing or any recess thereof. This prohibition shall not apply to any equipment used under the direction of the Hearing Officer to make the official recording of the hearing.
- C. Persons in attendance at the hearing shall not consume any food or beverage, nor read any newspaper, magazine or book during the progress of the hearing.
- D. If the accused student has requested a public hearing in accordance with Section 505, a reasonable number of seats will be provided within the hearing room for use by persons who wish to attend the hearing. The number of seats to be provided and the arrangement thereof shall be determined by the Coordinator after giving consideration to the size of the hearing room and necessity for maintaining clear access to all doors to the hearing room. Admission of the public shall be on a first-come basis and no one shall be allowed to stand, sit on the floor or bring additional seats into the hearing room. Designation of the hearing as a public hearing does not mean that everyone who wishes to attend will be accommodated, and the refusal to admit persons after seating within the hearing room has been filled will not be a denial of a public hearing.

**Sec. 508. Order of Proceedings**

- A. The hearing shall be called to order and shall proceed in the following manner:
  1. the Hearing Officer shall read the charges against the accused student, explain the rights of the parties and entertain questions from either party concerning the procedures to be followed;
  2. the Coordinator for Student Judicial Affairs shall proceed to present evidence in support of the charges;
  3. the accused student shall present evidence in support of his/her defense to the charges;
  4. each party may then present rebuttal evidence;

5. argument may then be presented by each party; and
  6. the Coordinator for Student Judicial Affairs may recommend a penalty to be assessed by the Hearing Officer. The recommendation may be based upon past practice of the University for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by the Coordinator. The accused student shall be entitled to respond to the recommendation of the Coordinator for Student Judicial Affairs.
- B. An accused student who fails to appear in person at his or her disciplinary hearing shall remain accountable. The hearing will be held without the accused student's presence, and a decision will be rendered by the Hearing Officer.

**Sec. 509. Burden of Proof**

- A. The Coordinator for Student Judicial Affairs shall have the burden of establishing the truth of the charges against the accused student by the greater weight of the credible evidence.
- B. As the party having the burden of proof, the Coordinator for Student Judicial Affairs shall have the right to open and conclude both in presenting evidence and in argument.

**Sec. 510. Oath and Removal of Witness**

- A. Each witness shall swear or affirm that the testimony he or she will give will be true. The Hearing Officer shall administer the required oath or affirmation to each testifying witness.
- B. At the request of either party, all witnesses may be removed from the hearing room so they cannot hear the testimony of any other witness. Neither party nor their advisers shall be placed under the rule. Witnesses removed shall be instructed by the Hearing Officer not to converse with each other or with any other person about the case other than with the parties or their adviser, and that they are not to read any report of or comment upon the testimony given at the hearing while isolated. Violation of such instructions will result in the imposition of such sanction as the Hearing Officer may deem appropriate.

**Sec. 511. Record of the Hearing**

The record of the proceedings may be made electronically. In the event the decision of the Hearing Officer is appealed, an audio recording of the proceeding can be made available to the student appealing the incident by submitting a written request.

**Sec. 512. Evidence**

- A. The term "evidence" refers to the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary or objective exhibits offered by the parties.
- B. The Hearing Officer shall be the sole judge of the admissibility of evidence, the credibility of the witnesses, and the weight to be given to the evidence or any inference drawn therefrom. The Hearing Officer may ask such questions of witnesses, the parties or their counsel as may be deemed appropriate to ascertain the facts, or to aid the Hearing Officer in deciding upon the admissibility of evidence, the credibility of a witness, or the weight given to evidence admitted. Legal rules of evidence do not apply to Student Code of Conduct hearings.
- C. Either party may object to the admission of evidence upon any ground that they deem appropriate. The Hearing Officer shall rule upon such objections and either admit or exclude the objectionable evidence.
- D. Evidence which is irrelevant, immaterial, or unduly repetitious will be excluded by the Hearing Officer upon objection of either party.
- E. Documents, letters, writings, pictures, drawings, or objects that a party plans to offer in evidence shall first be given to the Hearing Officer to be marked and identified as the exhibit of that party and listed by the Hearing Officer. After being marked and identified, each exhibit shall be shown to the opposing party. Unless the opposing party disputes the authenticity of the exhibit or has no knowledge with respect thereto, the exhibit may be offered without authentication; however, the exhibit may be objected to on grounds other than authenticity.

**Sec. 513. Agreements of the Parties**

Any of the provisions of this chapter relating to the time within which an act must be performed or the procedures for conducting the hearing may be altered by written agreement of the parties, duly signed and presented to the Hearing Officer for inclusion in the record of the case.

**Sec. 514. Decision of the Hearing Officer**

The Hearing Officer shall prepare and render a written decision setting forth findings of fact in the case and conclusions with respect to the accused student's responsibility for the charges. If the Hearing Officer concludes that the accused student is

responsible for any charge, the disciplinary action shall be stated in the decision. A copy of the decision shall be given to the accused student and the Coordinator for Student Judicial Affairs, and the original shall be made a part of the student's University record.

## Disciplinary Records

### Sec. 601. Hearing Record

- A. The record in a disciplinary proceeding shall consist of:
  1. a copy of the statement of charges and evidence required by Section 401;
  2. a copy of the notice required by Section 501;
  3. all motions or requests presented to the Hearing Officer by either party;
  4. all agreements entered into by the parties;
  5. the electronic recording of the proceedings and any transcript thereof;
  6. all exhibits admitted into evidence and the Hearing Officer's listing thereof; and
  7. the decision of the Hearing Officer.
- B. Upon rendition of a decision, the Hearing Officer shall certify to the completeness of the record, and it shall become a record of the Office of the Vice President for Student Affairs. The contents of the record shall be separated from the student's academic record. It will not be open to public inspection, but will be available to personnel of the University, The University of Texas System, and the student involved. Parents of students under 18 or anyone with the student's signature on a release form may have access to the student's records. The record may also be available in the event of an appeal of the decision of the Hearing Officer or the University or any court action by the student involved.
- C. The record in a disciplinary case as described in Subsection (A) of this section may be destroyed by the Coordinator for Student Judicial Affairs six years after final disposition of the case. Prior to destroying the record, the Coordinator for Student Judicial Affairs shall prepare a record reflecting the name of the student involved, the nature of the charge, the penalty assessed, final disposition of the case, and such other information as may be deemed pertinent to be maintained as a permanent confidential record which may be released only in accordance with Subsection (B) of this section.

### Sec. 602. Notation of Penalty

- A. The Coordinator for Student Judicial Affairs shall notify the Assistant Vice President for Student Life when one of the following penalties is assessed in a disciplinary case:
  1. bar against readmission;
  2. drop from enrollment and bar against readmission;
  3. denial of degree or transcript;
  4. suspension from the University; or
  5. expulsion from the University.
- B. The Assistant Vice President for Student Life may make a permanent notation of such action on the transcript of the student involved, or a note may be attached to the student's record stating that a hold has been placed on the transcript and/or enrollment. The note shall be removed from the transcript upon expiration of the period for which the action was taken.

## Appeal

### Sec. 701. Right to Appeal

- A. The accused student may appeal a disciplinary penalty assessed by the Coordinator for Student Judicial Affairs.
- B. Either the accused student or the Coordinator for Student Judicial Affairs may appeal the decision of the Hearing Officer.

### Sec. 702. Appeal of Penalty Assessed by Coordinator

- A. A written notice of appeal of the penalty assessed by the Coordinator for Student Judicial Affairs must be delivered to the Vice President within fourteen (14) days after the student has been notified of the penalty assessed by the Coordinator. If the notice of penalty assessed by the Coordinator is sent by mail, the date the notice is mailed initiates the fourteen (14) day period for giving notice of appeal. A copy of the notice of appeal is to be forwarded by the student to the Coordinator.
- B. An appeal of the penalty assessed by the Coordinator will be reviewed solely on the basis of the written argument of the student and the Coordinator. In order for the appeal to be considered, the accused student's written argument must be filed with the Vice President within fourteen (14) days after notice of appeal is given.

- C. The action of the Vice President shall be communicated in writing to the accused student and the Coordinator for Student Judicial Affairs within thirty (30) days after the appeal and related documents have been received.
- D. The decision of the Vice President may be appealed to the President.

**Sec. 703. Appeal of Decision of Hearing Officer**

- A. A written notice of appeal of the decision of the Hearing Officer must be delivered to the Vice President within fourteen (14) days after the appealing party has been notified of the decision of the Hearing Officer. If the notice of the decision of the Hearing Officer is sent by mail, the date the notice or decision is mailed initiates the fourteen (14) day period for giving notice of appeal. A copy of all notices of appeal must be delivered to the opposing party.
- B. Upon receipt of the initial notice of appeal, the Coordinator for Student Judicial Affairs shall assemble the record in the case as set forth in Sec. 601 (A). In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written argument, must be filed with the Vice President within fourteen (14) days after notice of appeal is given.
- C. Arguments either against or in support of the decision under review are to be presented in writing. At the discretion of the Vice President, both parties may present oral argument.
- D. An appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.
- E. The action of the Vice President shall be communicated in writing to the accused student and the Coordinator for Student Judicial Affairs within thirty (30) days after the appeal and related documents have been received.
- F. The decision of the Vice President may be appealed to the President.

**Sec. 704. Appeal of Decision of Vice President**

- A. A written notice of appeal of the decision of the Vice President must be delivered to the President within fourteen (14) days after the appealing party has been notified of the decision of the Vice President. If the notice of the decision of the Vice President is sent by mail, the date the notice or decision is mailed initiates the fourteen (14) day period for giving notice of appeal. A copy of all notices of appeal must be delivered to the opposing party.
- B. Upon receipt of the initial notice of appeal, the Coordinator for Student Judicial Affairs shall assemble the record in the case as set forth in Sec. 601 (A). In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written argument, must be filed with the President within fourteen (14) days after notice of appeal is given.
- C. Arguments either against or in support of the decision under review are to be presented in writing. At the discretion of the President, both parties may present oral argument.
- D. An appeal of the decision of the Vice President will be reviewed on the basis of all previously submitted arguments and records.

**Sec. 705. Consideration by President**

- A. The President may approve, reject, or modify the decision in question, or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that if finding as to guilt is upheld in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the minimum penalty prescribed by Sec. 202 (A) (12) of the Student Code of Conduct.
- B. The action of the President shall be communicated in writing to the accused student and the Coordinator for Student Judicial Affairs within thirty (30) days after the appeal and related documents have been received.
- C. The decision of the President is the final appellate review.

**Sec. 706. Effect of Appeal Upon Disciplinary Action**

- A. An appeal of the decision of the Hearing Officer or of a penalty assessed by the Coordinator for Student Judicial Affairs shall suspend the imposition of the prescribed disciplinary action pending final disposition of the appeal.
- B. If upon final disposition of any case in which the action has been suspended during appeal, the reviewing authority whose decision becomes final finds that the original action can no longer be imposed because of passage of time, such authority may specify a new period of time for which the original action will be imposed, or in any case where imposition of the original action will no longer be effective because of a change in the status of the student involved, such authority shall prescribe a substitute disciplinary action deemed appropriate to the conduct involved.



**APPENDIX C****UNIVERSITY  
POLICIES****Freedom of Speech and Assembly**

Freedom of inquiry and discussion are basic and essential to intellectual development. However, these freedoms must be exercised in a manner that does not intrude upon or interfere with the academic programs and administrative processes of the University. Each component institution may designate one or more appropriate "free speech" areas on the campus where students may assemble and engage in free speech activities without prior administrative approval. At UTSA there are designated "free speech" areas. The areas are: 1604 Campus—the UC patio located immediately southwest of the UC and the south end of the Central Plaza (side closest to Arts Building). Downtown Campus—Bill Miller Plaza area centrally located east of the Frio Street Building. Since these areas are subject to change, contact the Student Leadership and Cultural Programs Office to confirm current locations. Free speech areas are available for use by any UTSA student, staff or faculty unless the area has been previously reserved for a specific event. (Regents' Rules and Regulations, Part One, Chapter VI, Sec. 7).

**Nondiscrimination Policy**

The Regents adopted the following revised statement against discrimination for The University of Texas System and all component institutions: To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of or be subject to discrimination under any program or activity sponsored or conducted by the System or any of its component institutions, on the basis of race, color, national origin, religion, sex, age, veteran status or disability. (Regents' Rules and Regulations, Part Two, Chapter I, Sec. 6. Handbook of Operating Procedures, Chapter 9, 9.1).

**Policy on AIDS, HIV Infection and HBV**

The University of Texas at San Antonio recognizes Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as serious public health threats and is committed to encouraging an informed and educated response to issues and questions concerning these infections.

A complete copy of The University of Texas System Policy and Guidelines on Acquired Immune Deficiency Syndrome, Human Immunodeficiency Virus Infection, and Hepatitis B is available at the Health Services Office. You may contact Health Services at 458-4142 (1604) or 458-2930 (DT) or by visiting their offices at SB 1.03.02 (1604) or BV 1.308 (DT).

**Posting Materials on Campus**

A student or student organization may publicly post an approved sign on University property. Signs include billboards, decals, notices, placards, posters and any kind of hand-held signs. Posting is defined as any means used for displaying a sign. A detailed explanation of University posting policy may be obtained from the Office of Student Leadership and Activities, UC 1.02.20 (1604) or BV 1.306 (DT). All materials must be approved for posting by the Office of Student Leadership and Activities.

**Prohibition of Hazing**

Under state law (§§ 37.151 through 37.157 and 51.936, Texas Education Code) individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the Office of Student Life firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Office of Student Life and immunizes that person from participation in any judicial proceeding resulting from that report.

The penalty for failure to report hazing activities is a fine not to exceed \$2,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury that results; they range from individual fines of \$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.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

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

*Rules and Regulations* of The Board of Regents of The University of Texas System, Part One, Chapter VI, Section 3.28 provides that:

1. hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and person submitting to the hazing subject to discipline.
2. initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Activities that under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of subsection 202(A)(10) of the Student Code of Conduct, include, but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- total or partial nudity at any time;
- the eating or ingestion of any unwanted substances;
- the wearing or carrying of any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing;
- assigning pranks such as stealing, painting objects, harassing other organizations;
- intentionally messing up the house or a room for clean-up;

- demeaning names;
- yelling and screaming; and
- requiring boxing matches or fights for entertainment.

(ARCH Chapter and Undergraduate Councils of Delta Tau Delta Fraternity.)

## **Prohibition of Sexual Harassment**

The policy of The University of Texas at San Antonio is to maintain a workplace free of sexual harassment and intimidation. It is the responsibility of administrative officials at The University of Texas at San Antonio to ensure a harassment-free workplace. Sexual harassment has been defined by the Equal Employment Opportunity Commission as follows:

- a. Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when;
  1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
  2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or
  3. such conduct has purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Such conduct on the part of faculty, supervisors, or co-workers is expressly prohibited, and offenders are subject to disciplinary action. The Executive Director of the Office of Institutional Diversity is authorized to investigate complaints based on sexual harassment. If any student or employee believes that he or she has been subjected to this type of conduct, he or she should immediately report any such incident to the Executive Director of Institutional Diversity located in JPL 4.04.08, telephone number 458-4120. Faculty and staff to whom a student reports a complaint of sexual harassment should immediately report such complaint to the Executive Director of Institutional Diversity.

All sexual harassment complaints should be addressed with discretion and tact. Information about the alleged incident should be restricted only to those persons involved in the resolution of the complaint unless otherwise required by law. The following procedures have been developed to address sexual harassment complaints:

### **Informal**

Students, faculty, and staff who believe they have been sexually harassed at UTSA may report the situation to their supervisor or contact the Executive Director of Institutional Diversity and request informal advice and information on the procedures to follow and options available to them. A person who initially elects to proceed informally may elect at any stage to file a formal complaint.

### **Formal**

Students, faculty and staff who believe they have been subject to sexual harassment may file a formal complaint with the Executive Director of Institutional Diversity. A formal complaint will be initiated upon the submission to the Executive Director of Institutional Diversity of a signed statement from the complainant. The Executive Director of Institutional Diversity will investigate all such complaints.

## **Prohibition of Racial Harassment of Students**

Harassment of any student at The University of Texas at San Antonio will not be tolerated, and anyone believing that he or she is being harassed (other than sexual harassment, which is referred to the Executive Director of Institutional Diversity) should contact the Coordinator for Student Judicial Affairs or the Assistant Vice President for Student Life, located in UC 2.02.18, phone 458-4720.

## Prohibition of Discrimination Based on Sexual Orientation

It is the policy of The University of Texas at San Antonio to strive to maintain an educational and work environment free from impermissible discrimination. In addition to compliance with applicable federal and state laws and regulations, no person is to be subject to discrimination on the basis of sexual orientation regarding admissions, employment, or access to programs, facilities, or services of The University of Texas System. External users of System facilities should also be encouraged to adhere to principles of fair treatment and equal opportunity except as otherwise authorized by laws or governmental regulations.

Anyone believing that he or she is being discriminated against on the basis of sexual orientation should contact the Coordinator for Student Judicial Affairs or the Assistant Vice President for Student Life, located in UC 2.02.18, phone 458-4720, or the University Executive Director of the Office of Institutional Diversity located in JPL 4.04.08, phone 458-4120 (System Administration Policy).

## Smoking Policy

In order to achieve an environment as close to smoke free as possible, the Human Resources Committee recommended and The University Assembly approved the following smoking policy at the University of Texas at San Antonio:

*Smoking is prohibited in all indoor locations, in all University vehicles and within 20 feet of any outside entrance to any building. Violations will be dealt with on a case-by-case basis in accordance with established disciplinary policies of the University (Handbook of Operating Procedures, Administrative Memorandum No. 5.1).*

## Solicitation on Campus

Part One, Chapter VI, Subsection 6.61 of the Regent's Rules and Regulations states that no solicitation shall be conducted on the grounds, sidewalks, or streets of the UTSA Campus, except by the agents, servants, or employees of this institution acting in the course and scope of their employment, or by the Student Government (SG), or by a registered student, faculty, or staff organization of this institution. Such solicitation must adhere to the following rules:

1. Academic or institutional programs being carried on in the buildings shall not be disturbed or interfered with.
2. The free and unimpeded flow of pedestrian or vehicular traffic on sidewalks and streets and at places of ingress and egress to and from campus buildings shall not be interrupted.
3. The person(s) being solicited shall not be harassed, embarrassed or intimidated.

Nonuniversity groups, individuals or associations are not permitted to solicit, distribute, or circulate any petitions, handbills, or other literature in University buildings or on the grounds.

Newspaper vending is permitted only in the areas designated in advance by the President or his delegate. Any requests for other newspapers and/or additional distribution areas should be directed in writing to the Vice President for Business Affairs. Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations). Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will under no circumstances be granted permission to do so.

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs, phone 458-4201.

## APPENDIX D

# CRIME AWARENESS AND CAMPUS SECURITY REPORT 2001

This information is being provided as part of The University of Texas at San Antonio's commitment to safety and security on campus and complies with the Crime Awareness and Campus Security Act of 1990.

## Reporting of Crimes or Emergencies

Police, Fire, EMS—Dial: 911

The University Police Department is responsible for law enforcement, security, and emergency response at all UTSA campuses. The primary office of the University Police Department is located on the 1604 Campus in the Multidisciplinary Studies (MS) Building, 1.00.02. The University Police Department is open 24 hours a day, 365 days a year, staffed by commissioned Texas Peace Officers and supported by civilian personnel and noncommissioned security officers. For non-emergency assistance at all UTSA campuses, dial (210) 458-4242.

A number of well-marked exterior emergency telephones are located throughout the campuses (in some parking lots and all elevators). These emergency telephones can be used to report crimes, emergencies, or to request police services.

University Police Crime Prevention specialists annually survey the campus grounds to ensure that shrubbery, trees, and other vegetation do not impede light disbursement or interfere with walkways. The campus community is encouraged to report any safety concerns, exterior lighting, and emergency telephone malfunctions to the University Police Department at (210) 458-4242.

## Crime Prevention

UTSA strives to prevent crimes from occurring rather than react to crimes after the fact. The following crime prevention programs and services are offered by the University Police Department free of charge:

1. Safety Escort—Safety escorts are provided to locations on campus during hours of darkness.
2. Crime Prevention Presentations—Crime prevention presentations pertaining to personal safety, sexual assault prevention, alcohol and drug awareness, burglary, and theft prevention are conducted as needed for faculty, staff, and students. Specialized crime prevention presentations are available upon special request.
3. Printed Literature—Crime prevention literature related to personal safety, auto theft prevention, and residential security is available at various locations throughout the campus. Specialized crime prevention literature is available upon special request.
4. Operation Identification—Operation Identification is an ongoing program which involves the engraving of driver's license or student identification numbers on valuable items of personal property. Engravers are available at the UTSA Police Department.
5. Sexual Assault Prevention—Sexual assault awareness, education, and prevention presentations are made each year to members of the campus community.
6. Community-Oriented Police Service—SHARP (Safe Haven Atmosphere for Residents and Property) serves the University Oaks Apartments. A University Police Officer is stationed at the University Oaks Apartments to provide an emphasis on the safety and security of residents.
7. Security Surveys—Campus buildings, University Oaks Apartments, Chisholm Hall Dormitory, and other campus areas are surveyed for safety and security concerns regularly.

For additional crime prevention information or to schedule a crime prevention presentation, please call the Crime Prevention Unit at ext. 4227 during normal business hours.

## **Sexual Assault**

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the University Police Department immediately.

It is the policy of The University of Texas at San Antonio Police Department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure, and the Bexar County District Attorney's Office.

All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedures Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault.

Victims of sexual assault are not required to file criminal charges or seek judicial actions through the university disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

Information and assistance is available through the University Counseling Services (458-4140), Student Health Services (458-4142), Rape Crisis Hotline (349-7273), Rape Crisis Center (521-7273), and the Office of Student Life (458-4720). If requested these departments will assist the victim in contacting the University Police Department.

The University of Texas Police Department Crime Prevention Unit is available to all victims to provide information about personal safety, Texas Crime Victims Rights, Texas Crime Victims Compensation Fund, and other information upon request.

The Office of Student Life can assist the victim with issues including, but not limited to, class schedule changes, withdrawal procedures, or campus housing relocation.

## **Alcohol**

The use, possession and distribution of alcoholic beverages on the UTSA Campus must comply with Texas law and University policies and procedures.

All state laws apply and violations can result in criminal citations or arrest. Violations can also result in University disciplinary action. Additional policies may apply at University Oaks Apartments and Chisholm Residence Hall.

## **Drugs**

The medically unsupervised use, possession, sale, manufacture, or distribution of drugs classified as illegal is prohibited by state law.

Individuals determined to be in violation are criminally prosecuted and referred for University disciplinary action. Counseling services are provided by University Counseling Services: UC 2.01.04, 458-4140 (1604) and BV 1.308, 458-2930 (DT).

## **Weapons**

In accordance with Texas Penal Code Ch. 46, it is a felony to intentionally, knowingly, or recklessly possess a firearm, illegal knife, or prohibited weapon (with or without a concealed handgun permit) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution.

## **Crime Reporting**

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

1. Annual Report—Crime statistics are compiled yearly and are available to the media and to any member of the campus community.
2. Student Newspapers—The weekly student paper, *The Paisano*, publishes a summary of crimes that occurred on campus the preceding week. The summary is prepared by the University Police Department.
3. Campus Alert Flyers—In special circumstances, printed crime alerts are prepared and distributed selectively or randomly throughout campus.

### Campus Crime Statistics 1999-2001

	1604 Campus			*1604 Campus Residential Facilities			Downtown Campus			Institute of Texan Cultures		
	1999	2000	2001	1999	2000	2001	1999	2000	2001	1999	2000	2001
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses ( <u>forcible</u> )	0	0	0	2	0	1	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	1	2	0	0	0	0	0	0
Simple Assault	5	8	4	10	10	8	0	0	0	0	0	0
Burglary ( <u>Habitation</u> )	1	3	0	9	8	17	0	0	0	0	0	0
Theft	91	96	67	31	18	27	13	5	20	3	8	12
Motor Vehicle Theft	6	6	1	0	2	1	0	0	1	0	0	0
Arson	0	0	0	0	2	0	1	0	0	0	0	0
Liquor Violation Arrests	14	7	8	21	60	25	0	0	0	0	0	0
Drug Violation Arrests	0	2	2	8	5	19	0	0	0	0	0	0
Weapon Violation Arrests	0	0	1	0	1	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>117</b>	<b>123</b>	<b>83</b>	<b>82</b>	<b>98</b>	<b>100</b>	<b>14</b>	<b>5</b>	<b>21</b>	<b>3</b>	<b>8</b>	<b>12</b>
Non-Campus Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0
**Hate Crimes (Race, Gender, Religion, Sexual Orientation, Ethnicity, Disability)	0	0	0	0	0	0	0	0	0	0	0	0

\*Changes to the Clery Act require that Student Residential Facilities be specified as a separate geographic category beginning with the 1999 statistics.

\*\*Changes to the Clery Act require that Hate Crimes be specified as a separate reporting category beginning with the 1999 statistics.

## STUDENT GRIEVANCES

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. Students may consult with the Office of Student Life if additional information is needed concerning the pursuit of any grievance. The Office of Student Life is located in the University Center 2.02.18 and may be reached at (210) 458-4720.

### General Grievance Procedures

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 located in the Multidisciplinary Studies building 2.02.46 or by calling (210) 458-4662.

### Grade Grievance Procedures

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, factual mistake, or violation of a relevant University policy. If the matter is not resolved, the student may file a formal grade grievance with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the term in which the grade was assigned.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean and then to the Provost and Vice President for Academic Affairs. The Provost's decision is final. Under no circumstances will grades be changed after one calendar year.

*Note:* Graduate students should contact the Office of Graduate Studies.

### Problem Solving/Conflict Resolution Office

The Problem Solving/Conflict Resolution Office provides a variety of alternative dispute resolutions options designed to serve the UTSA community at large.

The program offers a variety of multi-level approaches to communication and conflict resolution, including the following:

#### *Problem Solving*

- listen
- clarify issues
- provide information
- make referrals

#### *Mediation*

- provide neutral third-party facilitation
- to address interpersonal conflicts seek creative solutions in a safe environment
- participate in mediation



***Ombudsing***

- listen to concerns
- clarify policies and procedures
- interact with appropriate University departments
- identify potential resolution

The Problem Solving/Conflict Resolution Office can be reached by calling 458-4662.

**Counseling Services**

Counseling Services provides confidential professional services by staff psychologists and professional counselors to meet the personal and developmental needs of students. Services include individual and group sessions for personal, educational, and vocational concerns as well as services to couples with relationship difficulties.

Group sessions are offered on a regular basis on topics such as assertiveness training, interpersonal communication skills, stress management and living with HIV. Self-help cassette tapes are available for listening in person or by phone on topics from friendship building to suicidal crisis.

The transitions and stresses of university life affect all students to a greater or lesser degree. Students coping with these challenging human issues may, at times, need the assistance of a qualified professional. The counseling process helps the student resolve personal concerns and acquire the skills, attitudes, knowledge, and abilities that will enable her or him to take full advantage of the college experience.

The staff is committed to meeting the needs of UTSA students. To that end, they attempt to be as accommodating as possible in an atmosphere that is welcoming and accessible for all students. All services are confidential and are available on a voluntary basis to enrolled students.

Counseling Services can be reached by calling 458-4140 (1604 Campus) or 458-2930 (Downtown Campus).

## DRUG FREE SCHOOLS & COMMUNITIES ACT

### Health Risks of Alcohol and Drugs

#### *Alcohol*

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than in nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in nonalcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

#### *Drugs*

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

#### *Cocaine*

Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision, and treatment.

#### *Amphetamines*

Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

#### *MDA and MDMA (XTC, ecstasy)*

These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdose can happen. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia, and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

#### *Rohypnol (rophies, roofies, rope)*

This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to

others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

#### *Heroin and other opiates*

These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech and drowsiness. Overdose is manifested by coma, shock and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

#### *Hallucinogens or psychedelics*

These include LSD, mescaline, peyote and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashbacks" consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

#### *Solvent inhalants (glue, lacquers, plastic cement, etc.)*

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

#### *Marijuana (cannabis)*

Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment and impaired coordination. Prolonged use can lead to psychological dependence.

#### *Intravenous drug use*

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV disease, hepatitis, tetanus (lockjaw), and infections in the heart. Permanent damage may also result.

### **UTSA is a Drug-Free School**

The Drug-Free Schools and Communities Act Amendments of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol. Information concerning these programs must be distributed to students annually. The University of Texas at San Antonio has adopted the following:

#### **Standards of Conduct**

Subsection 3.21 of Chapter VI, Part One of the Rules and Regulations of the Board of Regents of The University of Texas System provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession or distribution of drugs and alcohol.

The use or possession of alcohol or drugs by an employee on University premises is defined as misconduct by The University of Texas System's "Policies and Procedures for Discipline and Dismissal of Employees." The unlawful use, possession, or distribution of illicit drugs or alcohol by an employee is prohibited by The University of Texas System's "Policy on Drugs and Alcohol."

#### **University Penalties**

##### *Students*

The University will impose at least a minimum disciplinary penalty of suspension for a specified period of time, or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or other such penalty as may be deemed appropriate under the circumstances.

**Employees**

The unlawful use, possession or distribution of drugs or alcohol will result in a penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

**Student Health Services**

In addition to general health services, Student Health Services also provides information on and referrals for counseling and/or rehabilitation services. SHS is located in the Science Building, room 1.03.02; no appointment is required.

**Student Counseling Services**

Counseling Services provides short-term counseling services for students and employees. The office is located in the University Center, room 2.01.04 (1604 Campus) and in BV 1.308 (Downtown Campus).

**Penalties under State and Federal Law****I. TEXAS LAW**

<b>Offense</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
Manufacture or delivery of controlled substance	Confinement in jail for not more than 2 years nor less than 180 days, and a fine not to exceed \$10,000.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000	Confinement in a state prison for a term of not more than 20 years nor less than 2 years, and a fine of not more than \$10,000.
Public intoxication		Fine not to exceed \$500.
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$250 nor more than \$1,000.
Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Possession of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.

Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000 or confinement in jail for not more than 1 year, or both.
----------------------------	---	---

**II. FEDERAL LAW**

Offense	Minimum Punishment	Maximum Punishment
Manufacture distribution or dispensation of drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana)	Imprisonment for up to 1 year, and a fine of not less than \$1,000.	Imprisonment for not more than 20 years nor less than 5 years and fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

*The Rules and Regulations of the Board of Regents, the Institutional Rules, and state or federal laws are subject to amendment or change; when such changes occur, these changes are incorporated into this document by reference.*

## TEXAS EDUCATION CODE

### §54.0065

## Tuition Rebates for Certain Undergraduates

#### *Purpose*

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

#### 1. *Authority.*

The program is authorized by Section 54.0065 of the Texas Education Code.

#### 2. *Eligible Students.*

To be eligible for rebates under this program, students must meet all of the following conditions:

- a) they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
- b) they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
- c) they must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree, and
- d) they must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

#### 3. *Affected Institutions.*

- a) All Texas public baccalaureate-granting general academic universities are required to offer rebates to eligible students.
- b) All Texas public institutions of higher education are required to notify students of the existence of the tuition rebate program and provide course enrollment opportunities.

#### 4. *Amount of Tuition Rebates.*

- a) The amount of tuition to be rebated to a student under the program is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.
- b) A student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of that tuition paid to other institutions.
- c) Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

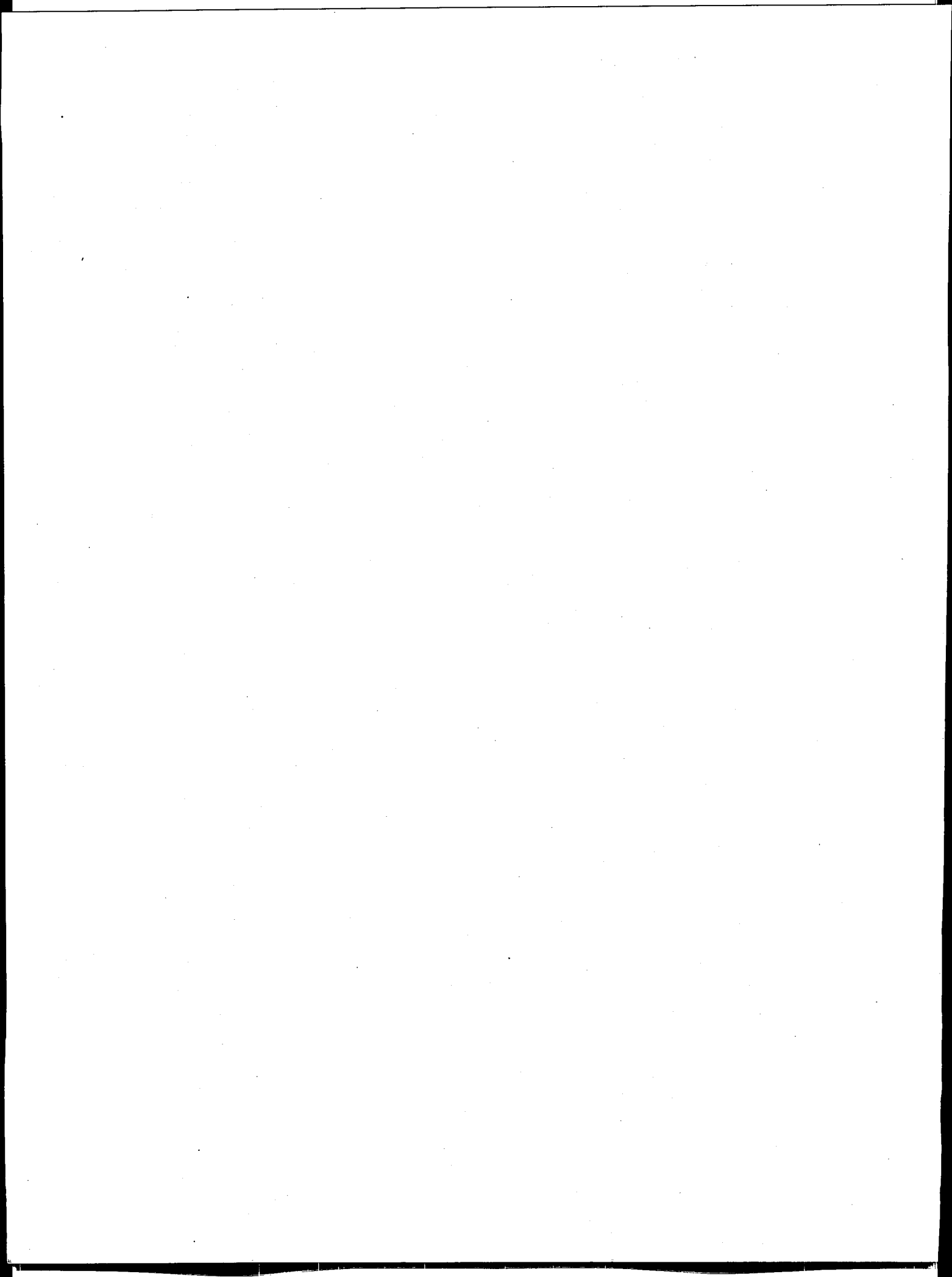
5. *Responsibilities of Institutions*

Affected institutions have the following responsibilities associated with this program.

- a) All Texas public institutions of higher education, including community and technical colleges, shall notify first-time freshman students of the tuition rebate program. A notice in the institution's official catalog is one acceptable form of notice.
- b) If requested by potentially eligible students, public institutions of higher education are required to provide these students opportunities to enroll during each fall and spring semester in the equivalent of at least 12 semester credit hours that apply toward their degree. Institutions are not required to provide students with the opportunity to enroll in specific courses or specific sections. Community and Technical Colleges will comply to the extent that courses for the current semester are being offered that apply to the student's university degree program. The requirement may be met by allowing substitutions for required courses or by allowing concurrent enrollment in courses from another institution, so long as the courses are taught on the student's home campus and the student incurs no financial penalty.
- c) Texas public universities are required to provide students with appropriate forms and instructions for requesting tuition reimbursement at the time that they apply for baccalaureate degrees.
- d) Institutions are required to provide tuition rebates to students who apply for them within 60 days after graduation or provide the student a statement explaining the reason the student is ineligible for the rebate.
- e) Institutions are required to provide a dispute resolution process to resolve disputes related to local administration of the program.
- f) Disputes related to lower division credit transfer should be resolved in accordance with Coordinating Board rules, Chapter 5, Section 5.393.
- g) Institutions may adopt rules and regulations for administering the program. For example, institutions may require students to declare their intent to qualify for a tuition rebate early in their careers or register prior to the beginning of the semester.

6. *Responsibilities of Students.*

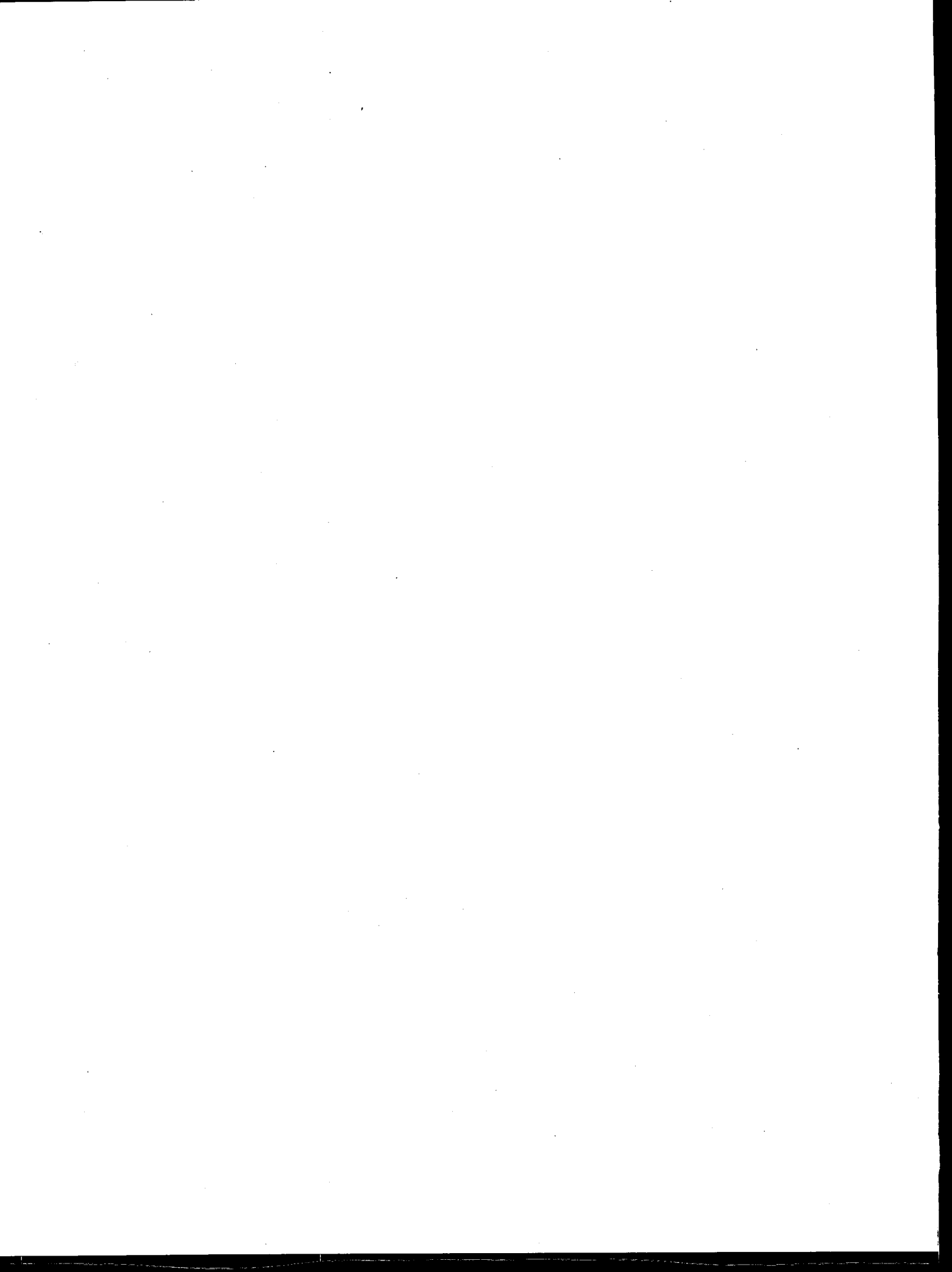
- a) Students desiring to qualify for tuition rebates are responsible for complying with all university rules and regulations related to administration of the program.
- b) Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates.
- b) A student who has transferred from another institution of higher education is responsible for providing to the institution awarding the degree official transcripts from all institutions attended by the student.
- c) Students must apply for rebates prior to receiving their baccalaureate degrees on forms provided by the institution and must keep the institution apprised of their addresses for at least 60 days after their graduation date.





# INDEX





**A**

- Academic
  - advising, 24, 95
  - calendar, 7
  - computing, 37
  - dismissal, 108, 109
  - Fresh Start, 85
  - general regulations, 95
  - honesty, 110
  - probation, 108
  - records, release of 100
  - standing, 108
- Academic Common Market, 33
- Academic Fresh Start, 85
- Academic Technology, Center for Distance Learning and, 37
- Accreditation, 21
- Accredited School Scholarship, 59
- Add/drop fee, 62
- Adding courses, 98
- Address, change of, 101
- Administration, UTSA, 12
- Administrative computing, 37
- Administrative procedures, 106
- Administrative, policies and services, 22
- Admission
  - Academic Fresh Start, 85
  - application dates, 88
  - by individual approval, 81, 85
  - classifications and requirements, 79
  - declaration of previous college work attempted, 85
  - first-time freshmen, 79
  - Graduate, 79
  - high school graduates, 79
  - high school students, 83
  - honors college, 90
  - international students, 86
  - international transfer students, 87
  - Master's and Doctoral, 79
  - philosophy, 79
  - procedures, 89
  - provisional, 82
  - readmission, 89
  - recommended preparation, 83
  - review and appeal process, 89
  - special programs, 90
  - special students, 86
  - teacher certification programs, 90
  - transfer program, 85
  - transfer students, 84
  - undergraduate, 79
  - UT Austin Cooperative Admission Program, 82

- Advising
  - academic, 24, 95
  - fee, 64
- AIDS, HIV Infection, and HBV, Policy on, 127
- Alumni Association, UTSA, 42
- Apartments, campus, 44
- Application
  - dates, 88
  - fee, 62
  - State of Texas, common, 79
- Archaeological Research, Center for, 47
- Architecture
  - resource fee, 65
  - studio use fee, 65
- Art Gallery, UTSA, 33
- Athletic facility use fee, 75
- Athletics, intercollegiate, 43
- Auditing
  - courses, 99
  - fee, 62

**B**

- Board of Regents
  - Rules and Regulations of, 22
  - The University of Texas System, 11
- Bookstore, UTSA, 34
- Border County Program, 39

**C**

- Cajal Neuroscience Research Center, 48
- Calendar, academic, 7
- Campus
  - apartments, 44
  - dining, 34
  - maps, 14-15
  - residence hall, 43
  - resources, 33
  - security, 131
- Campus Recreation, 43
- Cancellation of enrollment, 99
- Career Services, 34
- Catalog
  - change of, 101
  - of graduation, 101
- Center for
  - Advanced Computing and Network Research, 47
  - Archaeological Research, 47
  - Cajal Neuroscience Research, 48
  - Distance Learning and Academic Technology, 37
  - Drug and Social Policy Research, 48
  - Educational Development and Excellence, 48
  - Hispanic Research, 48

Infrastructure Assurance and Security, 49  
 Professional Excellence, 50  
 Water Research, 50  
 Certification charges  
   Deficiency Plans, College of Education  
   and Human Development, 65  
 Challenging a UTSA course, 105  
 Change  
   of address, 101  
   of catalog, 101  
   of classification, 101  
   of degree, 101  
   of fee, 55  
   of grades, 106  
   of major, 101  
   of name, 101  
   of tuition, 55  
 Child Development Center, 35  
 Class participation policy, 107  
 Classification  
   and requirements, 79  
   change of, 101  
   student, 100  
 Code of conduct, student, 116  
 Colleges, departments, and disciplines, 13  
 Common Application  
   State of Texas, 79  
 Common Course Numbering, 102  
 Communication materials fee, 65  
 Competitive Scholarships, 29  
 Computing and Network Research, Center for Advanced, 47  
 Concurrent enrollment of high school students, 83  
 Concurrent tuition, 58  
 Conflict resolution, 134  
 Cooperative Consortium, 35  
 Correspondence and distance learning courses, 102  
 Correspondence courses, 102  
 Counseling services, 45, 135, 138  
 Counseling, health and, 45  
 Course numbering system, 102  
 Credit by examination, 104  
 Credit/no-credit option, 105  
 Crime  
   prevention of, 131  
   reporting of, 131  
 Crime Awareness and Campus Security Report, 131  
 Criminal History Checks, 91

## D

Dean's list, honor roll and, 108  
 Debts, nonpayment of, 62  
 Declaration of previous college work attempted, 85  
 Degree

application fee, 63  
 applying for, 109  
 change of, 101  
 verification, 109  
 Departments, colleges, and disciplines, 13  
 Developmental education courses, 102  
 Dining, campus, 34  
 Directory  
   information, 9  
   of selected offices, 10  
 Disabilities, students with, 33  
 Disability Services, 35  
 Disciplinary actions, 23  
 Disciplines, departments, and colleges, 13  
 Dishonesty, scholastic, 111, 119  
 Dismissal, academic, 108, 109  
 Distance Learning and Academic Technology, Center for, 37  
 Distance learning courses, correspondence and, 102  
 Distribution of materials, 24  
 Doctoral Admission, Master's and, 79  
 Doctoral General Academic Regulations, Master's and, 95  
 Downtown campus, UTSA, 21  
 Dropping courses, 57, 98  
 Drug and Social Policy Research, Center for, 48  
 Drug Free Schools and Communities Act, 136  
 Duplicate diploma fee, 63

## E

Educational Development and Excellence, Center for, 48  
 Educational field instruction fee, 65  
 EIS auxiliary fee, 65  
 English Languages Assessment Procedure (ELAP), 97  
 Enrollment  
   cancellation of, 99  
   requirements, 82  
   verification of, 100  
 Enrollment Services Center, 35  
 ESL (English as a Second Language) services, Office of, 35  
 Exchange Program, National Student, 38  
 Exemption from tuition, fees, and charges, 58  
 Extended Education  
   courses, 102  
   Office of, 36

## F

Family Educational Rights and Privacy Act (FERPA), 30  
   access to file, 31  
   challenge to record, 32  
   complaints, 33  
   copies, 33  
   directory information, 31  
 Fees and charges  
   add/drop, 62

- additional semester fees, 64
  - advising, 64
  - application, 62
  - architecture resource, 65
  - architecture studio use, 65
  - athletic facility use, 75
  - auditing, 62
  - automated services and computer access, 64
  - certification, College of Education and Human Development, 65
  - change, 55
  - communication materials, 65
  - degree application, 63
  - duplicate diploma, 63
  - educational field instruction, 65
  - EIS auxiliary, 65
  - equipment and lane fee, 67
  - exemption from, 58
  - field trip, 65
  - Foreign Language Multimedia Learning Center, 65
  - foreign language testing, 67
  - foreign student insurance, 65
  - general property deposit, 63
  - golf activity, 67
  - graduate student services, College of Business, 65
  - graduate student services, College of Engineering, 65
  - installment payment plan, 65
  - international education, 64
  - international graduate students, application, 62
  - international student program, 63
  - laboratory, 66
  - late payment, 75
  - late registration, 63
  - learning resource, 66
  - library fines, 75
  - library resources, 64
  - locker, 67
  - medical services, 64
  - music course, 66
  - music instrument user, 66
  - orientation, 63
  - parking fees, 66
  - parking fines, 75
  - penalty, 75
  - physical education activity, 67
  - placement test, 67
  - procedural, 62
  - property damage charges, 75
  - publication, University, 64
  - records processing, 64
  - recreation center, 64
  - resource use, 67
  - returned check, 75
  - semester, 63
  - student identification card, 64
  - student services, 64
  - studio art, 67
  - supplementary and special, 67
  - swimming pool, 67
  - TASP alternative test, 67
  - thesis and dissertation binding, 68
  - thesis and dissertation copyright service, 68
  - thesis and dissertation publishing, 68
  - tuition, 64
  - University Center, 64
  - University publication, 64
  - visual resource collections, 67
  - writing materials, 67
  - Fees and charges, 55
  - Field trip fee, 65
  - Final examinations, postponement of, 107
  - Financial Aid
    - conditions for reinstatement, 28
    - eligibility, 26
    - general, 25
    - programs for graduate students, 26
    - programs for undergraduate students, 26
    - review policy, 28
    - satisfactory academic progress, 27
    - scholarships, 29
    - Teach for Texas Conditional Grant Program, 26
    - termination, 28
    - Texas Grant Program, 27
  - Fines
    - library, for overdue materials and lost or damaged items, 75
    - parking, 75
    - property damages, 75
  - Foreign Language Multimedia Learning Center fee, 65
  - Foreign language testing fee, 67
  - Foreign student insurance fee, 65
  - Forms of payment, 55
  - Forty-five Hour Undergraduate Credit Limitation, 86
  - Freedom of speech and assembly, 127
  - Freshmen
    - admission of, 79
    - first-time, 79
  - Full-time undergraduate, definition of, 100
- ## G
- GED applicants, 82
  - General grievance procedures, 134
  - General property deposit, 63
  - Good Neighbor Scholarship, 60
  - Grade
    - grievance procedures, 107, 134
    - reports, 106

Grade point average (GPA), 103

#### Grades

- change of, 106
- explanation of credit, grading system, and symbols, 103
- minimum requirements, 108
- reporting of, 106

Graduate Council, 21

Graduate student services fee

- College of Business, 65
- College of Engineering, 65

Graduation, 109

- catalog of, 101
- cum laude, 110
- dates, 109
- magna cum laude, 110
- summa cum laude, 110
- with Honors, 110

Grievance procedures, general, 134

Grievances, student, 25

## H

Handbook of Operating Procedures, 22

#### Harassment

- Racial, prohibition of, 129
- Sexual, prohibition of, 129

Hazing, 22, 127

HBV, policy on AIDS, HIV Infection, and, 127

Health and Counseling, 45

Health Insurance, 46

Health services, student, 45

High school graduates, admission of, 79

High school students, admission of, 83

Hispanic Research Center, 48

History, Mission, and Organization, 19

History, UTSA, 19

HIV Infection, and HBV, Policy on AIDS, 127

Home school programs, 81

Honesty, academic, 110

Honor roll and dean's list, 108

Honors College

- admission to, 90
- K-16 Initiatives and the Honors College, Office of, 49

Honors, graduation with, 110

#### Housing

- campus apartments, 44
- campus residence hall, 43
- off-campus, 44

## I

Identification card fee, student, 64

Identification cards, 30

Immunizations, 45

Incomplete grades, 104

Independent Study Courses, 103

Information directory, 9

Information Technology (Computing Resources)

- 36
- administrative computing, 37
- distance learning and academic technology, Center for, 37
- information security program, 38
- student computing, 36
- telephone services, 37
- university network, 36

Infrastructure Assurance and Security, Center for, 49

Installment payment plan fee, 65

Installment program, tuition, 55

In-State Applicant, 80

#### Institute

- for Law and Public Affairs, 49
- Metropolitan Research and Policy, 49
- for Music Research, 50
- of Texan Cultures, 50
- Women's Studies, 51

Intercollegiate athletics, 43

International Baccalaureate, 82

International education fee, 64

International graduate students, application fee, 62

International Programs, Office of, 38

- Border County Program, 39
- National Student Exchange Program, 38

International students

- admission of, 86
- definition, 86
- freshmen, 86
- program fee, 63
- transfer students, 87

## K

K-16 Initiatives and the Honors College, Office of, 49

## L

Laboratory fee, 66

Late payment fee, 75

Late registration, 97

Late registration fee, 63

Law and Public Affairs, Institute for, 49

Learning Communities Program, 44

Learning resource fee, 66

#### Library

- resources and services, 39
- resources charge, 64

Library fines for overdue materials and lost or damaged items, 75

Living accommodations, 43  
Locker fee, 67  
Lost and found, 33

## M

Major, change of, 101  
Mandatory semester fees and charges, 63  
Maps, campus, 14-15  
Master's and Doctoral Admission, 79  
Master's and Doctoral General Academic Regulations, 95  
Medical services fee, 64  
Metropolitan Research and Policy Institute, 49  
Minimum grade requirements, 108  
Mission, UTSA, 19  
Music  
    course fee, 66  
    instrument user fee, 66  
Music Research, Institute for, 50

## N

Name, change of, 101  
National Student Exchange Program, 38  
Network Research, Center for Advanced Computing and, 47  
Neuroscience Research Center, Cajal, 48  
Nondiscrimination policy, 127  
Nonpayment of debts, 62

## O

Off-campus housing, 44  
Office of  
    ESL (English as a Second Language) Services, 35  
    Extended Education, 36  
    International Programs, 38  
    Research Development, 40  
    Student Life, 44  
    K-16 Initiatives and the Honors College, 49  
Organization, UTSA, 20  
Orientation, 24, 95  
Orientation and Transition Programs, 40  
Orientation fee, 63  
Out-of-State Applicant, 80

## P

Parking  
    fees, 66  
    fines, 75  
Payment  
    accepted forms of, 55  
    methods of, 55  
    policies, 56  
Payment and refund policies, 56  
Penalty fees, 75

Petition for reinstatement, 108  
Physical Education Fees, 67  
Placement test fee, 67  
Police, University, 131  
Policies and services, administrative, 22  
Policy on AIDS, HIV Infection, and HBV, 127  
Posting materials on campus, 127  
Postponement of final examinations, 107  
Prerequisites, 102  
Probation, academic, 108  
Problem solving/Conflict Resolution Office, 134  
Professional Excellence, Center for, 50  
Prohibition of  
    Discrimination Based on Sexual Orientation, 130  
    hazing, 127  
    Racial Harassment of Students, 129  
    Sexual Harassment, 129  
Property damage charges, 75  
Provisional admission  
    at UTSA, 82  
    UT Austin Cooperative Program, 82  
Public Affairs, Institute for Law and, 49

## R

Racial harassment of students, prohibition of, 129  
Readmission, 89  
Rebate, tuition, 61  
Rebates for certain undergraduates, tuition, 140  
Records  
    and classification of student, 100  
    processing charge, 64  
    release of, 100  
Recreation center fee, 64  
Recreation, campus, 43  
Refund Policy, 56, 57  
Refund, Title IV Program, 61  
Regents, Board of, 11  
    Rules and Regulations, 22  
Registration  
    late, 97  
    procedures, 95  
Registration for Classes, 96  
Reinstatement, petition for, 108  
Release of Academic Records, 100  
Repeating courses, 104  
Research Development, Office of, 40  
Research organizations, 47  
Residence hall, campus, 43  
Residence regulations, 56  
Resources, campus, 33  
Returned check fee, 75  
Rights and responsibilities, students', 115  
Rules and Regulations of the Board of Regents, 22

## S

- Satisfactory Academic Progress, 27
- Scholarship Office, 29
- Scholastic dishonesty, 111, 119
- Semester fees and charges, 63
- Services, administrative policies and, 22
- Sexual Harassment, Prohibition of, 129
- Sexual Orientation, Prohibition of
  - Discrimination Based on, 130
- Smoking policy, 130
- Social Policy Research, Center for Drug and, 48
- Social security number as a student identifier, 30
- Solicitation and distribution of materials, 24
- Solicitation on campus, 130
- Special programs, admission to, 90
- Special students, admission of, 86
- Student
  - classification, 100
  - code of conduct, 116
  - computing, 36
  - counseling services, 45, 138
  - graduation rate, 25
  - grievances, 25, 134
  - health services, 45, 138
  - identification card fee, 64
  - identification card, 30
  - Leadership and Cultural Programs, 44
  - Life, 42
  - records, 100
  - Right-to-Know and Campus Security Act, 24
  - services fee, 64
  - standards of conduct, 117
  - transfer, 84
  - with disabilities, 33
- Student health services
  - immunizations, 45
  - international students, 46
  - services and costs, 45
- Student Life, Office of, 44
- Student Right-to-Know and Campus Security Act, 24
- Students' rights and responsibilities, 115
- Studio art fee, 67

## T

- TASP alternative test fee, 67
- TCCN numbers, 102
- Teach for Texas Conditional Grant Program, 26
- Teacher certification programs, admission to, 90
- TeleCampus, UT, 40
- Telephone services, 37
- Testing Services, 41

## Tests

- Accuplacer, 41
- ACT, 41
- Chemistry placement examination, 41
- CLEP, 41
- ELAP, 97
- GMAT, 41
- GRE, 42
- LSAT, 42
- Math placement, 42
- MCAT, 42
- TASP, 42
  - computerized TASP, 41
  - Quick TASP, 42
- Texas Cultures, Institute of, 50
- Texas Academic Skills Program (TASP)
  - alternative test fee, 67
  - examination, 96
  - exemptions, 96
- Texas Grant Program, 27
- Thesis and dissertation
  - binding fee, 68
  - copyright service fee, 68
  - publishing fee, 68
- Title IV Program Refund, 61
- Tomas Rivera Center (TRC), 24
- Transcripts, 100
- Transfer Programs, 85
- Transfer students
  - admission of, 84
  - international students, 87
- Tuition
  - concurrent, 58
  - exemption from, 58
  - fee and charge amounts, changes to, 55
  - fee, 64
  - installment program, 55
  - payment and refund policies, 56
  - rebate, 61
  - rebates for certain undergraduates, 140
- Tuition and Mandatory Fees and Charges
- Tables, 69-74

## U

- Undergraduate
  - admission, 79
  - credit limitation, 45-hour, 86
  - definition of full-time, 100
  - General Academic Regulations, 95
- University Center, 44
  - fee, 64
- University network, 36
- University Police, 131



*University policies, 127*

- freedom of speech and assembly, 127
- nondiscrimination policy, 127
- policy on AIDS, HIV Infection, and HBV, 127
- posting materials on campus, 127
- prohibition of discrimination based
  - on sexual orientation, 130
- prohibition of hazing, 127
- prohibition of racial harassment of students, 129
- prohibition of sexual harassment, 129
- smoking policy, 130
- solicitation on campus, 130

UT TeleCampus, 40

UTSA Card, 30

**V**

## Verification of

- degree, 109
- enrollment, 100

Veterans assistance, 30

Visitor Center, 42

Visual resource collections fee, 67

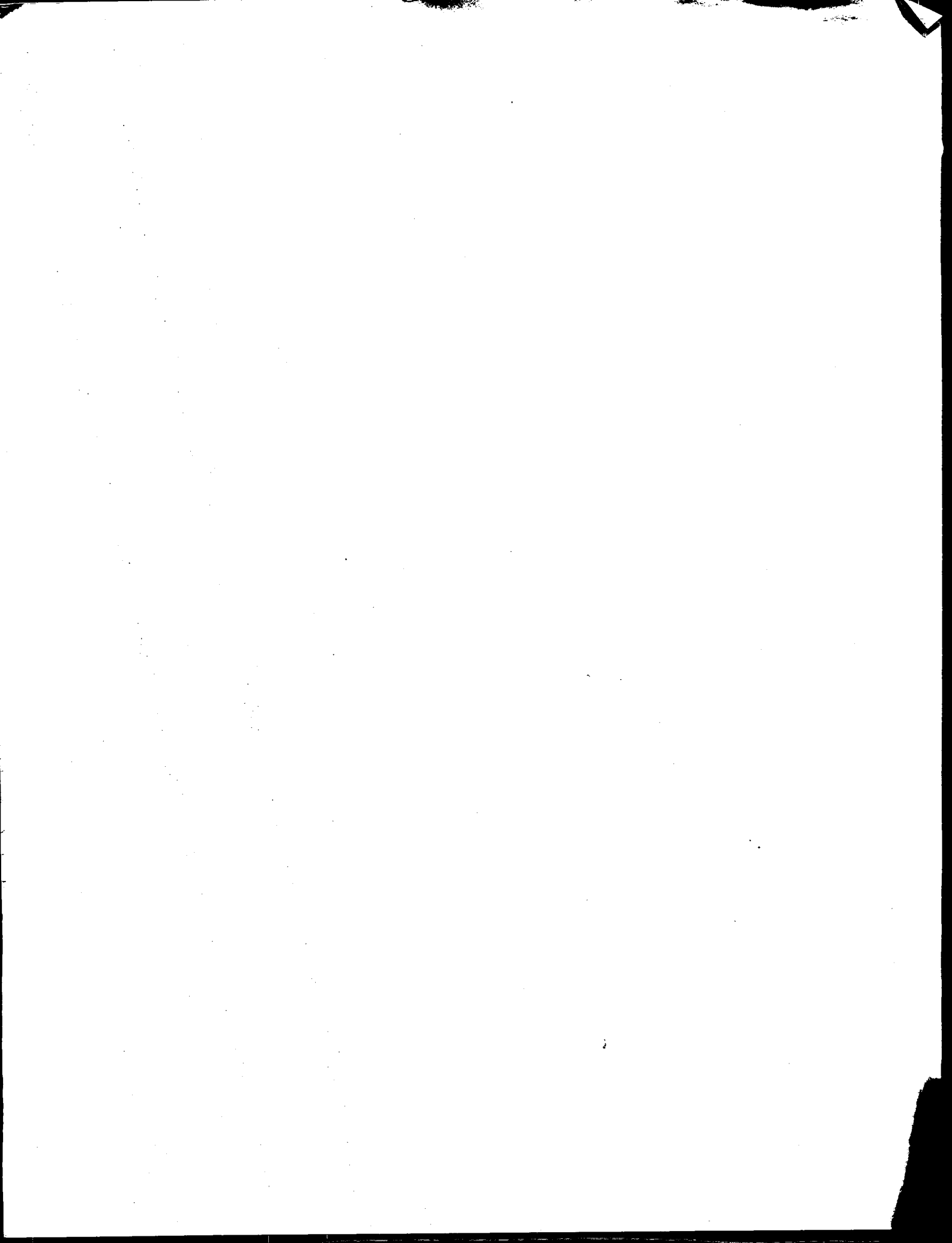
**W**

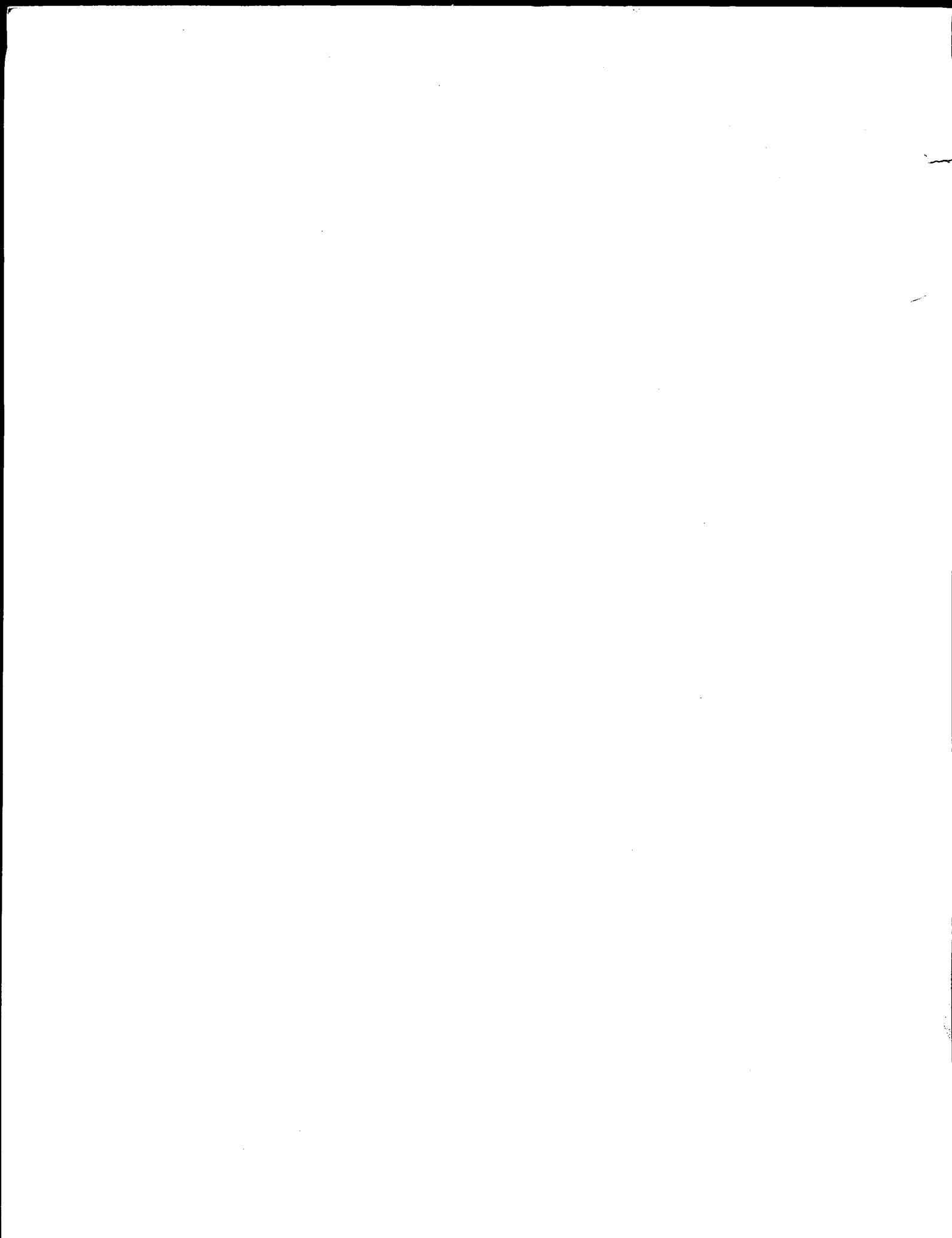
Water Research, Center for, 50

Withdrawal from the University, 57, 99

Women's Studies Institute, 51

Writing materials fee, 67







**BULLETIN OF**  
**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**OFFICE OF THE REGISTRAR**  
**6900 NORTH LOOP 1604 WEST**  
**SAN ANTONIO, TEXAS 78249-0608**

**PERIODICALS POSTAGE PAID AT**  
**SAN ANTONIO, TEXAS 78249**