

## **Addenda**

1. Deleted 10-13-2006: "Personal checks up to \$5 may be cashed in the University Bookstore."  
Deleted from Chapter 3. Tuition, Fees, Charges, and Deposits - Methods of Payment.

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# **UTSA INFORMATION**

## **2006–2007**

The University of Texas at San Antonio

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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.

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**University publications:** *UTSA Information* gives important information about academic policies and procedures that applies to all students, regardless of the catalog under which they are seeking their degree. It includes residence requirements, policies on grades and the grade point average, credit by examination, adding and dropping courses and withdrawal from 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.

Two centers provide academic advising for new and transfer freshmen (under 30 semester credit hours accepted by UTSA). With the exception of Honors freshmen, all freshmen who have not decided upon a major or have provisional status are advised through the [Tomás Rivera Center](#). Freshmen who have decided upon a major are advised through the [Colleges' Freshman Advising Center](#).

Honors freshmen are advised by the [Honors College](#). Scholarship athletes are dually advised by the center of their major and the athletic advisor.

Beyond the freshman year (30 earned semester credit hours and more), declared majors are advised through the advising center of the major. Undecided students continue with the Tomás Rivera Center until a major is decided. On the UTSA Downtown Campus freshmen through seniors with declared majors should contact the [Colleges' Downtown Advising Center](#).

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## ACADEMIC CALENDAR

The [Administrative/Academic Calendar](#) lists all academic deadlines, University holidays, and commencement services.

For the most current and detailed calendar of semester events, see the [online registration instructions](#) for each semester.

[Undergraduate Admission Deadlines](#)  
[Graduate Admission Deadlines](#)  
[Graduation & Commencement Dates](#)

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## INFORMATION DIRECTORY

The University's 1604 Campus address is The University of Texas at San Antonio, One UTSA Circle, 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) 458-2700. Visit UTSA on the Web at [www.utsa.edu](http://www.utsa.edu).

[UTSA Directory](#)  
[UTSA Administrative Offices](#)  
[Find People/Offices](#)

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## MAPS

[1604 Campus](#)  
[Downtown Campus](#)  
[Institute of Texas Cultures](#)

# THE UNIVERSITY OF TEXAS SYSTEM BOARD OF REGENTS

## **OFFICERS**

James Richard Huffines, Chair  
Rita Crocker Clements, Vice Chair  
Cyndi Taylor Krier, Vice Chair  
Francie A. Frederick, Counsel and Secretary

## **MEMBERS**

TERM SCHEDULED TO EXPIRE FEBRUARY 1, 2005\*

Robert A. Estrada, Dallas

TERMS SCHEDULED TO EXPIRE FEBRUARY 1, 2007

Rita Crocker Clements, Dallas  
Judith L. Craven, M.D., Houston  
Cyndi Taylor Krier, San Antonio  
Brian J. Haley (Student Regent), Denton

TERMS SCHEDULED TO EXPIRE FEBRUARY 1, 2009

John W. Barnhill, Jr., Brenham  
H. Scott Caven, Jr., Houston  
James Richard Huffines, Austin

TERMS SCHEDULED TO EXPIRE FEBRUARY 1, 2011

Robert B. Rowling, Dallas  
Colleen McHugh, Corpus Christi

## **SYSTEM ADMINISTRATION**

Mark G. Yudof, Chancellor

\* Each Regent's term expires when a successor has been appointed, qualified, and taken the oath of office.



# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## **Ricardo Romo, President**

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### **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.

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### **Mascot**

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

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### **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 blue to the orange and white for UTSA’s school colors.

# Chapter 1

## ABOUT UTSA

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### MISSION

The University of Texas at San Antonio (UTSA) 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.

### HISTORY

UTSA celebrated its 35th anniversary in 2004. 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; 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 64,000 degrees to students from South Texas and around the world.

UTSA received full accreditation by the Southern Association of Colleges and Schools in February 1974. 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 and became the UTSA Honors College in Fall 2002.

UTSA now has 60 undergraduate degree programs, 42 master's degree programs, and 16 doctoral degree programs in eight colleges. 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-two of UTSA's faculty members have won Fulbright Fellowships to teach and conduct research in foreign countries. UTSA is also 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 2005 enrollment was 27,291. UTSA's growth in bachelor's degrees awarded to 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 3 million square feet.

### 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 for

six-year, staggered terms by the Governor, with the advice and consent of the Senate. The Board of Regents delegates administrative authority to the Chancellor of The University of Texas System. In turn, the administrative authority of each institution, such as UTSA, is delegated to the President of that institution.

The President at UTSA is assisted by a staff including a Provost and Executive Vice President, a Vice President for Business Affairs, a Vice President for Extended Services, a Vice President for Research, a Vice President for Student Affairs, and a Vice President for University Advancement. The President's Office also includes the Office of Legal Affairs and the Office of Institutional Diversity.

The Provost and Executive Vice President 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, information technology, 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 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, University Police, General Services, Human Resources, 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 provides the President with advice and counsel on outreach and community engagement. The Vice President is responsible for extending the University beyond its campuses and into San Antonio and South Texas through public service, extension, outreach, and community education. This is accomplished through the following: the Institute for Economic Development, the Institute of Texan Cultures, the Prefreshman Engineering Program, Proyecto Access, the Office of Community Outreach, the Office of Extended Education, the Downtown Campus Special Events Office, and the UTSA Mexico Center.

The Vice President for Research is responsible for overseeing UTSA's research support services, including review of proposals, grant recruitment, and budgeting. The Vice President also has jurisdiction over the administration of research institutes at UTSA.

The Vice President for Student Affairs is responsible for overseeing student life; financial aid; admission; registration; athletics; 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**

The UTSA Downtown Campus began operation in 1994 with over 500 students. Today, the campus houses the College of Architecture, the College of Public Policy, and the Institute for Economic Development and has an enrollment of over 6,000 students. The campus consists of the Frio, Buena Vista, and Durango Boulevard academic buildings; an on-campus parking facility; and several adjacent parking lots. The Downtown Campus also includes the Monterey Building across the street from the campus and the Urban Loop Studio only a few blocks away.

Those who live or work in the downtown area—both traditional and nontraditional students—are drawn to the campus not only because of its easy access and location, but also for the variety of undergraduate and graduate programs offered. Programs particular to this campus attract students from all over Texas.

The full UTSA undergraduate core curriculum is offered, as well as courses leading to both bachelor's and master's degrees for several disciplines in business, liberal and fine arts, public policy, education, and the sciences. Many of the undergraduate courses required in transfer agreements with area community colleges and the coursework necessary to complete teaching certification programs are also offered.

The Downtown Campus also provides professional development and career advancement for learners and helps identify solutions for rapidly changing public-sector needs. Through research, the University's faculty, staff, and students foster technology 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 sponsor cultural enrichment opportunities.

Each of UTSA's colleges offers support for students at the Downtown Campus. Staff are available to assist students with admissions and enrollment, tutoring, supplemental instruction, academic advising, and health and counseling services. The campus is equipped with a state-of-the-art student-computing center, a library, distance-learning facilities, a bookstore, a food court, and a visitor center. A student center, art gallery, recreation facility, and a professional-level theater enhance the academic experience.

## 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 time or part time and extend their education over a longer period of time, and some students enroll in classes for personal or professional enrichment but choose not to pursue a degree.

For the portion of UTSA's students who began their first semester of attendance at UTSA in Fall 1998 as first-time freshmen enrolled full time as degree-seeking students, the graduation rate within a six-year period was 35.5 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.

## 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, (404) 679-4500, to award baccalaureate, master's, and doctoral degrees. Refer to [Appendix H](#) for more information and a complete list of accredited programs.

## UNIVERSITY GOVERNANCE

### University Assembly

The University Assembly is a governance body that operates to support The University of Texas at San Antonio. It is a broad-based informational organization whose membership is made up of faculty, staff, undergraduate and graduate students, and administrators. The purpose of the Assembly is to propose to the President recommendations concerning subjects such as the conduct of members of the UTSA community now covered by the Campus Code of Conduct, the Statement of Student Rights, or any other issues relevant to the operation of the University as a whole that may affect its member population.

### Faculty Senate

The Faculty Senate at The University of Texas at San Antonio is an academic advisory body that makes recommendations concerning academic affairs to the University President and the Provost. The Senate's authority is in accordance with the *Rules and Regulations* of The University of Texas System Board of Regents. Subject to approval by the President and the Provost, the Faculty Senate provides and distributes faculty rules and procedures.

The Faculty Senate also has the authority to propose recommendations concerning issues related to academic policies; requirements for admission, graduation, honors, scholastic performance; and approval for degree candidates.

### 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 the Graduate School and the Dean 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.

### Staff Council

The University of Texas at San Antonio's Staff Council is an advisory organization that functions to communicate recommendations to the President which are unique to UTSA staff. The Staff Council is comprised of classified and administrative and professional staff. The President and the Board of Regents of The University of Texas System give the Staff Council the responsibility of continually promoting staff involvement in campus governance and building a sense of community. Staff Council is the consultative voice providing staff with advice on university policy and procedures, advising the University on staff nominations to various University Standing Committees, and encouraging staff development.

## Chapter 2

# ADMISSION

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## UNDERGRADUATE STUDENTS

### 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 who are designated admissible by the President of the University.

Offers of admission are valid only for the semester indicated in the acceptance letter. Admitted students wishing to change the semester of initial enrollment must reapply as indicated in the Admission Procedures portion of this chapter.

### UNDERGRADUATE CLASSIFICATIONS AND REQUIREMENTS

#### Application, Application Fee, and Supporting Documentation

Sections 51.762 and 51.763 of the [Texas Education Code](#) establish a common application (both electronic and printed versions) to be used by general academic teaching institutions statewide. UTSA uses the State of Texas Common Application as its sole undergraduate application for admission for U.S. citizens and permanent residents. International applicants who plan to enroll while residing in the United States using a nonpermanent visa may submit the State of Texas Common Application for International Undergraduate Admission (electronic version), or use UTSA's International Student Application for Admission (printed version). Electronic versions of both regular and international Common Applications may be accessed at [www.applytexas.org](http://www.applytexas.org).

In addition to filing the application for admission, applicants must also provide the appropriate supporting documentation and a nonrefundable application fee to complete the application file.

The application fee is nonrefundable and is required from all applicants who have not previously registered and paid for academic credit coursework at UTSA. For applicants planning to enroll prior to Spring 2007, the fee is \$30.00. Beginning Spring 2007, the application fee is \$40.00.

Requirements for additional supporting documentation such as official high school and/or college transcripts, official test scores, and other documents are stated in the following sections.

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

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 the General Educational Development (GED) test and their date of application. If an applicant graduated within five years of application, a minimum rank-in-class and either the SAT Reasoning Test of the College Board or the ACT Assessment 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.

Admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure enrollment and financial aid eligibility and to facilitate registration for future semesters.

## High School Graduates

### *Home School Programs*

Texas residents who have scored at least 970 on the combined math and critical reading portions of the SAT composite or 20 on the ACT and are graduates of home school programs will be considered for admission. In addition to the application and application fee, documentation of the student's high school coursework should be forwarded to the Office of Admissions early in the student's senior or final year of study. Appropriate documentation that is signed and dated by the person supervising the student's educational experience may include any one of the following items:

- partial transcript indicating courses taken, grades earned to date, and the expected date of graduation (if student has not yet graduated)
- final transcript indicating courses taken, grades earned, and the date of graduation (if student has graduated).

The admission decision is often made prior to high school graduation and, therefore, admission decisions are conditional until verification is received that the student has graduated from high school. An original signed and dated copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

### *Applying within Five Years of Graduation*

A State of Texas Common Application, nonrefundable application fee, and sixth-semester 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.

Admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

*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 organized within the American 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 SAT Reasoning Test of the College Board or the ACT Assessment.

<b>High School Rank-in-Class</b>	<b>Minimum Combined SAT Scores of Math and Critical Reading*</b>	<b>Minimum Total Composite ACT Score*</b>
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, non-ranking high school, or unaccredited high school	970	20

\* Notice: The Writing score of the SAT and/or the score on the Writing Test of the ACT will not be considered in the admission decision. However, these scores must be submitted in order to help UTSA determine future University admission criteria.

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 a minimum composite score of 20 on the ACT or a combined score of 970 on the math and critical reading portions of the SAT will be admitted contingent upon high school graduation. Students scoring below those minimums will be evaluated using 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 whose class rank as determined by grade point average places them 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 is conditional upon graduation from high school. (Applicants who have not graduated from high school should refer to the section below addressing General Educational Development.)

### **Admission by Individual Approval**

Applicants who are graduates of high schools that are not accredited or that do not rank their senior classes, or applicants who have obtained a GED or International Baccalaureate diploma will be considered according to the individual approval policy delineated below. A State of Texas Common Application and nonrefundable application fee must be forwarded to the Office of Admissions in addition to a current official high school transcript, official GED scores, or official transcript of the International Baccalaureate, whichever is appropriate. Each application is reviewed individually. Exceptional circumstances should be addressed, in writing, to the Admission Committee.

<b>Individual Approval</b>	<b>Minimum Combined SAT Scores of Math and Critical Reading</b>	<b>Minimum Composite ACT Score</b>
Unaccredited high schools, high schools that do not rank, 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 standard minimum requirement for admission to UTSA. However, Texas residents who earn a composite score of 20 on the ACT or a combined score of 970 on the math and critical reading portions of the SAT 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 if they have earned a composite score of 20 on the ACT or a combined score of 970 on the math and critical reading portions of the SAT. In addition to the application and the nonrefundable 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. The admission decision is often made prior to high school graduation and, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

#### ***General Educational Development (GED) Applicants***

Applicants who did not graduate from an accredited high school but who received a GED certificate may be considered for admission to UTSA. Applicants are required to have an average standard GED score of 450 or above on the five tests, with no score lower than 410 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. An official copy of the GED score report reflecting satisfactory performance must be provided to confirm that admission requirements have been met. Financial aid can be applied toward tuition and fees upon submission of the GED score report reflecting satisfactory performance.

#### ***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. An official copy of the IB transcript reflecting graduation date must be provided to confirm that admission requirements have been met and to ensure financial aid eligibility and registration for future semesters. Students who receive an International Baccalaureate diploma will be awarded 24 hours of course credit based upon

scores of “4” or greater on diploma examinations. An articulation table of course credits is available in the Testing Services Office and on their [Web site](#).

### **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 or ACT scores or high school records, may be admitted to a Fall or Spring Semester on a provisional basis.

Students who are admitted on a provisional basis are given an opportunity to demonstrate that they can perform college-level work and can reasonably be expected to make progress toward a degree. Applicants must demonstrate their ability to perform at the college level by obtaining an overall “C” grade point average (2.0 on a 4.0 scale) in 18 college credit hours. Upon completion of at least 18 college credit hours of approved courses at UTSA with a grade point average of at least 2.0, students admitted provisionally will be in academic good standing at the University.

Students who completed dual credit courses prior to graduation from 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 toward the 18 semester-credit-hour requirement.

The admission decision is often made prior to high school graduation and, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

### ***Enrollment Requirements***

Students admitted provisionally may take developmental education courses, but developmental education courses taken as a provisional student do not count toward the 18 college semester-credit-hour requirement. Provisional students must take at least 12 semester credit hours of courses, including any needed developmental education courses, in the first long semester of enrollment.

Provisional students must enroll as undeclared majors. When a student successfully clears his or her provisional status, the student may then declare a major within a college, subject to college requirements.

Students in a provisional admission status in a Spring Semester may not enroll in the following May Mini-semester unless special permission is received from the Tomás Rivera Center or from the Dean of Undergraduate Studies.

### ***Program Requirements***

All students admitted under provisional admission are required to participate in the Academic Development Program (ADP) administered through the [Tomás Rivera Center](#). Participation requires the submission of the ADP agreement form by the determined deadline date to ensure program eligibility. The Academic Development Program is designed to help provisional students successfully complete their first year of college. Students in the program must take COR 1203, Freshman Seminar, and courses selected from English, mathematics, natural sciences, social sciences, humanities, and foreign languages.

Enrollment in COR 1203, a 3 semester-credit-hour course that integrates study skills with academic content, is required in the first semester of enrollment.

COR 1203 counts as part of UTSA’s core curriculum requirement.

Until a student’s provisional status is removed, the student may not take courses at UTSA in disciplines other than English, mathematics, natural sciences, social sciences, humanities, and foreign languages except for COR 1203.

Provisional students who fail to receive at least a 2.0 overall UTSA grade point average at the end of a semester in which they have completed 18 or more semester credit hours of college-level work at UTSA may not continue in the program. Students not meeting the requirement to continue in the program must complete at least 12 semester credit

hours of coursework at another accredited college or university with a minimum 2.0 grade point average and reapply for admission before returning to UTSA. In all circumstances, students who are admitted provisionally must meet the same academic standards as other students to maintain satisfactory academic standing (see Chapter 4, *General Academic Regulations – Undergraduate*).

### **Deferred Admission**

If the applicant does not meet admission requirements after initial review, admission may be deferred pending completion of a minimum of 30 transferable credit hours at an accredited college or university with a grade point average of at least a 2.0. Applicants offered Deferred Admission are encouraged to take advantage of transfer advising services offered by the Office of Admissions, to use transfer guides found at the [UTSA Web site](#) to assist in course selection during the period of deferment, and to reapply to UTSA according to the procedures outlined in the “Transfer Students” section of this chapter.

### **Coordinated Admission Program – The University of Texas at Austin**

UTSA is a University of Texas System Component Partner in the UT Austin’s Coordinated Admission Program (CAP). Some Texas freshman applicants who are not admitted to UT Austin are offered participation in the Coordinated Admission Program (CAP). The program offers students the opportunity to begin their undergraduate studies at a UT System university and earn the right to complete their undergraduate coursework at The University of Texas at Austin. These students receive the CAP offer from UT Austin and must submit an acceptance contract to UT Austin no later than May 1, 2006. If students designate UTSA as their partner school when submitting the contract, their initial application information is forwarded to UTSA from UT Austin; they do not need to submit a second application to UTSA. However, students who send AP and Dual Credit Scores/Grades to UT Austin must request that this documentation be sent to UTSA for evaluation. The admission decision is often made prior to high school graduation and, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting the student’s graduation date must be requested to be sent to UTSA to ensure admission status, financial aid eligibility and registration for future semesters.

Students who are admitted to the UT Austin Coordinated Admission Program in Fall 2006 must complete, by June 1, 2007, 30 transferable semester credit hours from a selected curriculum in residence at UTSA and maintain a minimum cumulative 3.2 grade point average in all prescribed hours with no grade lower than “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. 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.

CAP students cannot count placement credit or other coursework not earned in residence at UTSA as part of the 30 hours, although this work will be evaluated and may be accepted by UT Austin later according to UT Austin policies. UTSA students admitted into this program must select courses from a list approved by UT Austin and be advised by the Colleges’ Freshman Advising Center (CFAC). Students who do not complete the requirements by June 1, 2007, 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. CAP students who decide to remain at UTSA rather than transfer to UT Austin should complete a CFAC Opt-out Letter which is available from the academic advisors at UTSA’s [Colleges’ Freshman Advising Center](#) (CFAC).

### **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:

<b>Subject</b>	<b>Units</b>
English	4
Mathematics (algebra, geometry, trigonometry, and advanced mathematics)	3 or more
One foreign language	2 or more
Natural science	3
Social science	3.5
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 4, *General Academic Regulations – Undergraduate*, of this bulletin.

### **Early Admission of High School Students**

High school students who have junior or senior class standing may be admitted under the Early Admission Program and enroll in UTSA courses while completing their high school studies. This policy is designed to address the needs of individual high school students who want to start earning college credit while in high school.

Early Admission is not intended for students who want to earn simultaneous credit toward high school graduation and a university degree, or for students who enroll as part of a group of students under the terms of an agreement between UTSA and the student's school district. Such applicants should refer to the policy under the heading *Dual Credit Program Admission* in this chapter.

Early Admission status is granted for one semester and requires an abbreviated admission procedure for students wishing to continue as an Early Admission student beyond the initial semester of enrollment.

#### ***First-Time Early Admission Criteria***

To qualify for Early Admission, students must take the SAT or the ACT test and earn the following scores:

<b>Minimum Total SAT Score</b>	<b>Minimum Total ACT Score</b>
1070	23
(With no less than 500 on the Critical Reading Section and 500 on the Math Section)	(With no less than 19 on the English Section and 19 on the Math Section)

#### ***Procedures***

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

#### ***Continuing Student Early Admission Procedure***

Early admission is granted for one semester only. As such, students enrolled under the Early Admission status who wish to continue beyond the initial semester of enrollment should:

- submit a UTSA Application for Admission on or before the application deadline for the requested semester of enrollment; and
- submit an updated official high school transcript.

### ***Enrollment Procedures***

1. Early Admission student advising and course registration are coordinated by the Tomás Rivera Center and take place following notification of admission.
2. 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 to the Tomás Rivera Center (first-time, early admission only).
3. Early Admission students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to regular admission policy and procedures.

### **Dual Credit Program Admission\***

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

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

### ***Enrollment Requirements***

1. As required by the Texas Success Initiative, students must take an approved assessment test to determine readiness to enroll in college-level courses, unless otherwise exempted. Information on the Texas Success Initiative can be accessed at [www.utsa.edu/success](http://www.utsa.edu/success).
2. Dually enrolled students are admitted as non-degree-seeking.
3. Dually enrolled students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to applicable admission policy and procedures.
4. Minimum SAT or ACT admission score requirements must be consistent with regular UTSA policy for admission of high school graduates.
5. Applicants who do not meet regular admission requirements and who apply as part of a group of students under the terms of an agreement between UTSA and the student's school district may be admitted with restrictions addressed in the agreement or at the discretion of the [Office of K–16 Initiatives](#) and the Faculty Advisement Committee (selected by the academic departments). Such restrictions will be documented and monitored by the imposing school district or office.

### ***Procedures***

- Submission of a UTSA Application for Admission to the UTSA office managing the agreement with the school district on or before the application deadline for the requested semester of enrollment.
- Submission of the nonrefundable application fee unless otherwise waived or paid by a sponsoring grant program.
- Submission of an official high school transcript.
- Dually enrolled students will receive academic advisement from the UTSA office managing the agreement with the school district.

\* In accordance with Chapter 4 under the Texas Higher Education Coordinating Board Rules ([Texas Administrative Code](#), Title 19, Part 1). Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter D, Dual Credit Partnership Between Secondary Schools and Texas Public Colleges.

## **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 the grade point average for transfer students to determine eligibility for admission, all college-level courses considered transferable to the University are used in the 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. 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.

Submission of an official copy of the college transcript(s) reflecting all coursework attempted prior to enrollment at UTSA is required. Financial aid can be applied toward tuition and fees upon submission of the complete college transcript(s) indicating all college coursework attempted. Registration for future semesters is also contingent upon receipt of the college transcript(s).

### **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:

- meet the same rank-in-class (or GED) and SAT/ACT requirements as first-time freshmen;
- have a minimum “C” (2.0 on a 4.0 scale) admission grade point average on college coursework attempted;
- not be ineligible to return to the most recently attended institution for academic reasons. Transcripts or additional documentation may be required to demonstrate that this requirement has been met; and
- not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

### **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:

- have a minimum “C” (2.0 on a 4.0 scale) admission grade point average on college coursework attempted;
- not be ineligible to return to the most recently attended institution for academic reasons. Transcripts or additional documentation may be required to demonstrate that this requirement has been met; and
- not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

## **Bachelor of Applied Arts and Sciences Admission Criteria and Procedures**

UTSA offers a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree for students who have graduated from a regionally accredited, two-year college with an Associate of Applied Sciences (A.A.S.) degree. The following B.A.A.S. degrees are offered: Early Childhood Language and Literacy Studies; Children, Family, Community; Criminal Justice; and Mexican American Studies.

Applicants to the B.A.A.S. program must:

- have graduated from a regionally accredited, two-year college with an Associate of Applied Sciences (A.A.S.) degree prior to the anticipated semester of enrollment at UTSA;
- have at least a “C” (2.0 on a 4.0 scale) admission grade point average;
- be in good standing at the last institution attended; and
- be eligible to return (e.g., free of suspension, dismissal, or enforced withdrawal) to all previous institutions attended (documentation must be provided).

To apply for admission in the B.A.A.S. program, applicants must:

- submit the Texas Common Application for Transfer Students on or before the published application deadline for the desired semester of enrollment;
- submit the nonrefundable application fee;
- submit official academic transcripts from all previously attended institutions;
- submit an official college transcript indicating the award of the A.A.S. degree prior to class registration at UTSA; and
- upon admission, contact the B.A.A.S. Advisor at (210) 458-4302.

See the [UTSA Undergraduate Catalog](#) for B.A.A.S. degree requirements.

### **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 Coursework**

Upon admission, UTSA grants credit for college-level transfer coursework, earned with a grade of “D” or higher, from regionally-accredited colleges and universities. Applicability of such coursework toward the UTSA degree plan is at the discretion of the major academic department. General information about transferring courses may be found in Chapter 1 of the [UTSA Undergraduate Catalog](#).

### **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 College, Del Mar College, Laredo Community College, Northwest Vista College, Palo Alto College, San Antonio College, St. Philip’s 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.

## **Transient Status**

Applicants actively seeking a degree at a college or university (home institution) other than UTSA may be considered for admission to UTSA as a transient student. Transient enrollment is limited to one semester only. Transient students are non-degree-seeking and are not eligible for Financial Aid. Applicants wishing to attend UTSA for a period longer than one semester, or in a degree-seeking status, must reapply for admission for the following semester according to the transfer application guidelines outlined in the current *UTSA Information* bulletin. Transient students assume responsibility for selecting courses at UTSA that meet the home institution requirements.

### *Requirements*

Qualified applicants will be in good academic standing, eligible to return to the home institution, and enrolled there during the semester/quarter immediately preceding the selected semester at UTSA. Transient students are not required to participate in the Texas Success Initiative while enrolled at UTSA.

### *Transient Applicant Procedures*

Submit to the UTSA Admissions Office:

- A State of Texas Common Application requesting transient admission for the appropriate semester. The application must be received on or before the application deadline for the selected semester.
  - A nonrefundable application fee.
  - A completed transient form signed and dated by an authorized official of the home institution.
- OR
- An official transcript from the home institution reflecting the student's enrollment during the semester/quarter immediately prior to the selected semester at UTSA, as well as proof of meeting the above UTSA requirements.

## **Academic Fresh Start**

Texas residents who otherwise would not meet UTSA's admission requirements because of college grades 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 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.

## **Inactivation of Admission**

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



## Restrictions

Applicants and admitted students may cancel their admission any time prior to the first day of class for the expected semester of enrollment as indicated on the application for admission.

## Procedures

- Admitted students who meet the above restrictions should submit a letter to the UTSA Office of Undergraduate Admissions stating the desire to cancel the application for admission.
- The letter must be legible, signed, and dated.
- The letter must provide the student’s full name, date of birth, and student “Banner” ID number to ensure correct identification.
- Students who cancel admission and later wish to enroll at UTSA must reapply for admission according to the requirements and procedures stated in the *UTSA Information* bulletin current at the time of application.

## Conditions

- Application fees submitted as part of an application process that is later cancelled are non-refundable.
- Documents submitted as part of an application process that is later cancelled remain the property of UTSA.
- Any outstanding financial obligations to UTSA incurred prior to cancellation of admission remain in effect after cancellation of admission.

## 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 academic 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.

Special students desiring to be regular degree-seeking students must reapply for admission and meet the same admission requirements as those listed for transfer students. Applications must be submitted in accordance with the application dates stated in this bulletin.

## International Students

### Definition

Applications from individuals who plan to enroll while residing in the United States using a nonpermanent visa are processed as international. This includes applications received from other countries as well as applications received from students currently attending U.S. high schools, colleges, or universities. International students are encouraged to use the [International Student Common Application](#) (electronic version) but may use UTSA’s International Student Application for Admission (paper version).

All international students, including first-time freshmen and transfer students, must:

1. Prove proficiency in the English language by taking either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) examination. English as a Second Language courses will be required for those students who need additional language training.

	TOEFL Internet	TOEFL Computer	TOEFL Paper	IELTS
English Language Assessment Program (ELAP) Exempt	100	250	600	7
Admission Qualification*	61	173	500	5
Conditional Admission**	32	97	400	3.5
Ph.D. Admission	79	213	550	6.5

\* The UTSA English Language Assessment Program is required of all new students. Students will be assigned to take up to three English as a Second Language classes if it is judged the courses will benefit the student.

\*\* Students are admitted to the Intensive English Program with a guarantee that they are accepted to the bachelor's degree program of their choice as soon as the appropriate level of English proficiency has been achieved. Conditional admission is not available to graduate students. The I-20 issued by the university covers both programs.

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

The TOEFL or IELTS will be waived if:

- The applicant graduated from a U.S. high school and completed two years of regular English courses.
  - The applicant graduated with a bachelor's degree from a U.S. college or university.
  - The applicant has successfully completed 45 or more semester hours of transferable credit from a U.S. college or university.
2. 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.
  3. Submit evaluation of foreign credentials. UTSA will accept evaluations from credential evaluation services that adhere to the published credential evaluation guidelines of the American Association of Collegiate Registrars and Admissions Officers or from NAFSA: Association of International Educators. Further information is available on the web at [www.utsa.edu/visitor/international.htm](http://www.utsa.edu/visitor/international.htm).
  4. Have all application materials including application for admission, 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 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 completed in secondary school, as determined by the Office of Admissions.
3. If graduated from a U.S. high school, applicants should submit a SAT/ACT test score corresponding to rank-in-class requirements for in-state, first-time freshmen. SAT or ACT scores are recommended from schools abroad.

### **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 superior grades on work completed in college, as determined by the Office of Admissions.
2. International transfer students who have successfully completed one year of full-time study do not need to submit SAT/ACT scores. SAT or ACT scores are strongly recommended for all other international students.

*Transferring from Schools within the United States.* International transfer students who have attended another college or university in the United States must have completed at least 30 semester credit hours with a “C” average (2.0 on a 4.0 scale) on all college work attempted.

## **ADMISSION PROCEDURES**

Each applicant for admission is responsible for ensuring that the State of Texas Common Application and all required application materials (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 University 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 the UTSA 1604 and Downtown campuses. An admission decision is not made until the applicant’s file is complete. All documents submitted in support of an application become the property of UTSA and cannot be returned. Offers of admission are valid only for the semester indicated in the acceptance letter.

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

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

## **APPLICATION DATES**

Students are urged to apply for admission as early as possible so that matters regarding admission can be resolved well in advance of the beginning of a semester. Applicants whose files are completed by the following priority application deadlines have increased availability of courses and other campus resources during registration:

### U.S. Resident PRIORITY Processing Application Deadlines

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

### U.S. Resident FINAL Application Deadlines

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

Students must have all application materials (application, nonrefundable application fee, and all required supporting documents) on file in the Office of Admissions by the application deadlines. Beyond these dates, applications will not be accepted.

## ADMISSION APPEAL PROCESS

A student who is not admitted to UTSA 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. Any evidence of an applicant's ability to be successful in college that was not presented in the initial application should be submitted with the letter. After the Admission Review Committee further evaluates the student's application file, the student is notified in writing of the final decision. During this evaluation process, the Admission Review Committee reserves the right to request additional documentation required to render an admission decision.

## READMISSION

Former UTSA students who have not been in attendance for more than three semesters must submit the State of Texas Common Application by the application deadline. The application may be submitted electronically through the [common application Web site](#) or the [UTSA Web site](#). Printed copies of the application are available in high school and community college counseling centers and at the UTSA 1604 and Downtown 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, for those required to apply for admission, 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. Former UTSA students who were academically dismissed during their previous period of enrollment and wish to return to UTSA should follow the guidelines outlined in the *Academic Standing/Academic Dismissal and Reinstatement Policy and Procedures* portion of this bulletin contained in Chapter 4, *General Academic Regulations – Undergraduate*.

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

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 COLLEGES AND SPECIAL PROGRAMS (IN ADDITION TO UTSA ADMISSION)

### College of Business

The College of Business seeks to use available resources in ways that prepare as many qualified students as possible for careers in business. The undergraduate degree admissions policy of the College of Business seeks to identify those students most likely to succeed in an undergraduate business education. Supporting this admission philosophy is a Business Scholars Program which helps promising students from disadvantaged backgrounds prepare for academic and professional success. In addition, a business minor is available to all UTSA students who seek a strong foundation in business.

The specific criteria for admission to the College of Business are listed in the *UTSA Undergraduate Catalog*. Generally, applicants meeting all UTSA undergraduate admission requirements and entering the University with fewer than 30 hours of college credit will be directly admitted to any College of Business major based primarily on their high school class rankings and successful completion of the University's Success Initiative. Internal transfer students and external applicants who have completed 30 or more hours of transferable college credit will be directly admitted to any College of Business major based primarily on grade point averages and the successful completion of certain lower-division college coursework. Applicants for admission to the College of Business who do not meet the criteria for direct admission will be admitted to the College as prebusiness students.

Subsequent eligibility of students admitted as prebusiness students will be based on several factors, including academic performance in UTSA College of Business courses and the availability of departmental resources to support various academic disciplines. The *UTSA Undergraduate Catalog* has additional details regarding these provisions and the College of Business requirements for students to remain in good academic standing with both the University and the College.

### 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, encouragement of study abroad, learning of foreign languages, and supervised research experiences. All these activities are 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 (on a 4.0 scale) 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

### Admission to Teacher Certification

UTSA is approved by the State Board for Educator Certification to recommend students for teaching certificates in various baccalaureate degree areas. Students seeking a standard teaching certificate or seeking certification endorsements should apply for admission to the certification program through the [College of Education and Human Development \(COEHD\)](#) Advising and Certification Center. Applicants may be either degree-seeking or special students.

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 COEHD Advising and Certification Center to fulfill certification requirements. Students wishing to add additional teaching fields to their standard teaching certificate or graduate students seeking professional certification must also coordinate with the Center.

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

1. attending a Teacher Certification Program information meeting;
2. completing an application;
3. attaining a junior standing (60 semester credit hours) with at least 9 hours completed at UTSA;
4. completing all core requirements with a cumulative grade point average of 2.5 (on a 4.0 scale) or better (Music Students: see a certification advisor);
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 authorization for a Texas Department of Public Safety criminal background report\*;
7. attaining minimum Texas Higher Education Assessment (THEA) scores of 230 (Reading and Math) and 220 (Writing) or meeting exemption requirements as outlined by the COEHD guidelines; and
8. earning a grade of “C” or better in WRC 1023 and a “C” or better in one of the following courses: COM 1043, COM 2123, SPN 3003, or SPN 3033.

\*Criminal History Checks. UTSA students must submit to a criminal history check every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity. Results will be shared with Independent School Districts (ISDs) and/or the receiving agency. Students who are unable to provide a clear criminal background check may not be able 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.

### Fitness to Teach Policy

The College of Education and Human Development (COEHD) has a responsibility to the educational community to ensure that individuals whom the University recommends to the State of Texas for teaching certification are worthy to join the teaching profession. All teacher candidates in the UTSA Teacher Certification Program are expected to demonstrate that they are prepared to teach children and youth. This preparation results from the combination of successful completion of University coursework and the demonstration of important human characteristics and dispositions all teachers should possess. The UTSA Fitness to Teach policy addresses these important aspects of teacher preparation. The Fitness to Teach policy can be accessed from the [COEHD Web page](#). Copies may also be obtained in the COEHD Advising and Certification Center.

## **College of Education and Human Development Texas Higher Education Assessment (THEA) Exemption Guidelines for Students Seeking Admission to the Teacher Certification Program**

### *Coursework Performance*

Students may use performance in specific courses to become exempt from corresponding sections of the THEA. All courses used for exemption purposes must have been taken at UTSA and within five years from the date of admission to the teacher certification program.

For undergraduate students seeking admission to the Teacher Certification Program, a grade of “B” or better in one of the following courses must have been achieved in order to be declared exempt:

THEA Reading – “B” or better in a sophomore level or higher Literature course

THEA Mathematics – “B” or better in College Algebra with Applications (MAT 1023)

THEA Writing – “B” or better in WRC 1013 and WRC 1023

### *Testing Exemptions*

ACT Composite–23 English and Math part scores–19. Taken within the last five years.

SAT Combined Score – 1070 and verbal scores of at least 500 and math scores of at least 500. Taken within the last five years.

TAAS Exit Level Scale Scores: Math = TLI X–86; Reading = TLI X–89; Writing = 1770. Taken within the last three years.

TAKS scaled score of at least 2200 on the mathematics section (for math exemption) and scaled score of at least 2200 on the English Language Arts section (for reading and writing exemption). Taken within the last three years.

### *Exemption for Hearing Impaired Students*

Hearing impaired students who plan to enter a teacher certification program may substitute the Stanford Achievement Test for the THEA. Passing scores are as follows:

Reading Comprehension – 29

Mathematics – 66

Language – 37

Study Skills – 19



# GRADUATE STUDENTS

## PHILOSOPHY

Admission requirements for graduate study at UTSA are designed so that admitted students will have a high probability of success in graduate-level academic work. Graduate study is much more than a continuation of undergraduate work and should be considered only by those students with the capacity for independent thought and investigation. Graduate programs at UTSA use selective entrance requirements in their admission of students. In addition to the university-wide admission requirements listed below, each graduate degree program specifies additional admission requirements, including scores on the Graduate Record Examination (GRE) aptitude test, the Graduate Management Admission Test (GMAT), other standardized examinations, a portfolio, an audition, or other indicators of preparation for graduate study. Information on the GRE, the GMAT, and test applications may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, or from [UTSA Testing Services](#). The institution code for UTSA is 6919, both for the GRE and the GMAT. Applicants should refer to individual degree descriptions for additional admission requirements.

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

## GRADUATE CLASSIFICATIONS AND REQUIREMENTS

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

### Graduate Degree-Seeking Students

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

#### Unconditional Admission

In order to be eligible for unconditional admission as a graduate degree-seeking student, an applicant normally must:

1. hold a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution;
2. have a grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours of coursework taken;
3. have completed at least 18 semester credit hours (12 of which must be at the upper-division level) in the area or areas in which the graduate degree is sought or in related areas as determined by the Graduate Program Committee for the proposed major;
4. be in good standing at the last institution attended; and
5. be recommended for admission by the Graduate Program Committee in the proposed major. The committee may examine a student on his or her previous preparation before a recommendation is made for the student to be admitted to the program.



Even though admission is based on the last 60 undergraduate hours attempted and all graduate coursework taken, students must list on the application for admission all colleges and universities attended and request that an official transcript from each institution be sent to the [Graduate School](#). UTSA graduates only need to order transcripts from any institutions not listed on the UTSA transcript. The Graduate School will obtain the UTSA transcript from the Office of the Registrar.

### **Conditional Admission**

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

Conditions placed on admission may include:

1. submission of test scores or other indicators of preparation for graduate study that are unavoidably lacking at the time of admission;
2. completion of additional coursework or other study to remove deficiencies, with such makeup work to be in addition to the regular degree requirements; and
3. completion of a given number of semester credit hours and the achievement of a minimum grade point average, in no case lower than that required for a student to remain in the University as a graduate degree-seeking or special graduate student, if the student's grade point average is less than that specified for unconditional admission. (See the section on Academic Standing in Chapter 4, *General Academic Regulations – Graduate*.)

Any conditions placed on the student's admission are included in the notification of admission. If conditions placed on admission are not met within the time specified by the Graduate Program Committee and stated in the admission notice, the Dean will direct the Registrar to withdraw the student from the University. The student may petition for reinstatement under the provisions listed in this bulletin. (See Petition for Reinstatement in Chapter 4, *General Academic Regulations – Graduate*.)

### **Conditional Admission on Academic Probation**

An applicant who fails to meet the requirements for unconditional admission and is admitted on a conditional basis may be admitted on academic probation upon recommendation of the appropriate Graduate Program Committee and approval by the Dean of the Graduate School. Such admission requires that coursework taken during the first semester be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better. Failure to earn this average results in academic dismissal.

### **Denial of Admission as a Graduate Degree-Seeking Student**

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

### **Special Graduate Students**

A special graduate student is one admitted to UTSA for the purpose of enrolling in master's level and/or undergraduate courses without currently entering a degree program. An applicant who elects to enroll as a special graduate student normally must:

1. hold a baccalaureate degree from a regionally accredited college or university in the United States or have proof of an equivalent degree from a foreign institution;
2. have a grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of coursework for the baccalaureate degree as well as in all graduate-level coursework previously taken;
3. be in good standing at the last institution attended; and

4. be recommended for admission as a special graduate student by the authorized representative of the discipline offering the graduate course or courses desired. The authorized representative of the discipline offering the course is the discipline Graduate Program Committee acting through its chair or through its graduate advisor of record. If there is no Graduate Program Committee for the discipline, the chair of the department offering the discipline is the authorized representative. If the program is interdisciplinary, the Associate Dean for Graduate Studies and Research of the appropriate college is the authorized representative.

Even though admission is based on the last 30 undergraduate hours attempted for the bachelor's degree and all graduate coursework taken, students must list on the application all colleges and universities attended. Students must request that an official transcript be sent to the Graduate School from all institutions attended. Also, official transcripts must be requested from the institution conferring the last degree, plus all the institutions where graduate hours were earned. UTSA graduates only need to order transcripts from any institutions not listed on the UTSA transcript. The Graduate School will obtain the UTSA transcript from the Office of the Registrar.

Special graduate students are eligible to take any master's level or undergraduate courses for which they have the necessary prerequisites, provided that space is available, and have the approval of the instructor in which the course is taught. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.

Special graduate students are advised that:

1. A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree, and then only when the student has been admitted as a graduate degree-seeking student and the credits earned for these courses have been evaluated and approved for this purpose by the appropriate Graduate Program Committee.
2. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a special graduate student can be applied to a graduate-level teacher certification program.
3. To continue at UTSA as a special graduate student in a subsequent semester, the student must meet the standards required to remain in UTSA as indicated in the section on Academic Standing.

### **Denial of Admission as a Special Graduate Student**

An applicant who is denied admission as both a graduate degree-seeking student and a special graduate student may be eligible for admission as a special undergraduate student if admission requirements for that classification have been met. Applicant will need to submit an undergraduate application to be considered (see Special Students in Chapter 2, *Admissions – Undergraduate*).

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

### **Non-Degree-Seeking Graduate Students**

An applicant who wishes to enroll for courses without pursuing a degree at UTSA should apply for admission as a non-degree-seeking graduate student. In order to qualify as a non-degree-seeking graduate student the applicant must:

1. hold at least a baccalaureate degree from a regionally accredited college or university;
2. have a grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of coursework for the baccalaureate degree as well as on all graduate-level coursework taken;
3. be in good standing at the last institution attended; and

4. be recommended for admission as a non-degree-seeking graduate student by the authorized representative of the discipline offering the graduate course or courses desired. The authorized representative of the discipline offering the graduate course is the discipline Graduate Program Committee, acting through its chair or through its graduate advisor of record. If there is no Graduate Program Committee for the discipline, the chair of the department offering the discipline is the authorized representative. If the program is interdisciplinary, the Associate Dean for Graduate Studies and Research of the appropriate college is the authorized representative.

Even though admission is based on the last 30 undergraduate hours attempted for the bachelor's degree and on good standing at the last institution attended, students must list on the application for admission all colleges and universities attended. Students must request that an official transcript be sent to the Graduate School from all institutions attended.

Non-degree-seeking graduate students may register for any master's level or undergraduate course for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.

Non-degree-seeking graduate students are advised that:

1. Credit earned as a non-degree-seeking graduate student will not count toward a degree at UTSA.
2. If the student plans to obtain a graduate degree at UTSA, an application for admission should be made as either a graduate degree-seeking student or a special graduate student.
3. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a non-degree-seeking graduate student can be applied to a graduate-level teacher certification program.

## International Students

Applications from non-U.S. citizens or nonpermanent residents will be processed as international. This includes applications received from other countries.

Applicants must:

1. Meet the graduate admission requirements.
2. Prove proficiency in the English Language by taking either the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) examinations. Scores must be sent directly to the Graduate School. Our institution code is 6919.

	<b>TOEFL Internet</b>	<b>TOEFL Computer</b>	<b>TOEFL Paper</b>	<b>IELTS</b>
English Language Assessment Program (ELAP) Exempt	100	250	600	7
Master's Admission Qualification*	61	173	500	5
M.S. Environmental Science*		213	550	
Doctoral Admission Qualification	79	213	550	6.5

\* The minimum score required on the TOEFL

TOEFL scores may be waived for international students from countries where English is the primary language of instruction and the principal language spoken in the home; or for noncitizens of the United States earning a bachelor's degree or higher in the United States or other English-speaking countries. Participation in UTSA's English Language Assessment Program (ELAP) before registration is required of students with TOEFL scores below 600 (paper version) or 250 (computerized version) or 100 (Internet based) or 7 (IELTS). Based on this

assessment, students needing additional instruction in English are required to enroll in appropriate English for International Students (EIS) courses.

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

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

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

TOEFL is an examination written by The Educational Testing Service of The College Board. For more information visit [www.toefl.org](http://www.toefl.org).

3. Submit a statement guaranteeing the student's ability to pay all expenses while a student at UTSA if attendance under the F-1 (student) visa is anticipated. The statement may be sent from a parent or guardian when endorsed by a bank or other reliable institution, or from a U.S. citizen who will accept responsibility for the student's financial needs.
4. Have an application, nonrefundable application fee (\$80 online or \$85 paper), and supporting credentials on file in the Graduate School by the appropriate application deadline. The nonrefundable application fee is also charged upon reapplication for admission following academic dismissal. See [Application Dates](#) for deadlines.

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

### **Academic Fresh Start**

An applicant who has earned a baccalaureate degree under the Academic Fresh Start statute, Texas Education Code § 51.931, will be evaluated on only the grade point average of the coursework completed for that baccalaureate degree and the other criteria stated herein.

### **Procedures for Teacher Certification or for Certificate Endorsements at the Graduate Level**

An applicant who desires to work on teacher certification requirements and holds a bachelor's degree should apply either as a graduate degree-seeking student or special graduate student (not special undergraduate student) to the Graduate Program Committee for the M.A. in Education for certification and endorsement requirements other than endorsements in Bilingual Education and English as a Second Language. Applicants for these endorsements should apply for admission as either a graduate degree-seeking student or special graduate student to the Graduate Program Committee for the M.A. in Bicultural-Bilingual Studies. A student who is simultaneously seeking a master's degree in education should apply for admission to the M.A. in Education Program or the M.A. in Bicultural-Bilingual Studies Program.

When admission has been granted, the student should apply to the College of Education and Human Development Advising and Certification Center for an analysis of his or her transcripts and for an official outline of a program that will ensure meeting the requirements to obtain a teacher’s certificate or a certificate endorsement. In some cases it may be possible to meet certification requirements within a degree program; in other cases the student may need to take additional work for the certificate beyond that required for the graduate degree. The completion of degree requirements does not guarantee completion of Texas certification requirements. The student’s program advisor and the College of Education and Human Development Advising and Certification Center will assist the student in planning an appropriate program of study.

Any student seeking a teaching certificate in the state of Texas must pass the Texas Higher Education Assessment (THEA) test. For further information on the THEA requirement and exemptions for teachers, a student should contact the College of Education and Human Development Advising and Certification Center.

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

A brochure summarizing education certificate and endorsement requirements is available from the College of Education and Human Development Advising and Certification Center.

### **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 the University, or other appropriate disciplinary action. Students should consult the admission categories listed above to learn which transcripts they need to have sent to the Graduate School.

## **APPLICATION DATES**

### **Master’s Level**

Applicants for admission as master’s degree-seeking, special, or non-degree-seeking students may apply for admission as early as nine months before the beginning of the semester in which they wish to begin graduate study. Because of the time needed to prepare graduate summaries, students are encouraged to have their admission file completed at least one month before the application deadline. Application forms and instructions are available on the [Graduate School Web site](#) or from the Graduate School. The completed application form, a nonrefundable application fee, and all required supporting documents must be on file with the Graduate School by the appropriate application deadline. Application fees are assessed as follows:

#### **UTSA Graduate Application Fees**

	<b>Online Application</b>	<b>Paper Application</b>
UTSA graduates or degree candidates	\$30	\$35
Non-UTSA graduates	\$45	\$50
International applicants	\$80	\$85

International students are charged a nonrefundable application fee (\$80 online, \$85 paper). The completed application form, the nonrefundable application fee, and all required supporting documents must be on file with the Graduate School by the appropriate application deadline for international students.

The application deadlines for master’s-level applicants are:

<b>Master’s Domestic</b>		<b>Master’s International</b>	
<b>Semester</b>	<b>Deadline</b>	<b>Semester</b>	<b>Deadline</b>
Fall	July 1	Fall	April 1
Spring	November 1	Spring	September 1
Summer (Mini-mester)	April 1	Summer	March 1
Summer (first term and 10-week term)	May 1		
Summer (second term)	June 1		

## Doctoral Level

The deadline for doctoral applicants is February 1. Students enrolling in cooperative or joint programs between UTSA and other institutions must satisfy admission dates (and procedures) of the other institutions as well as those of UTSA. Applicants failing to submit all required admission documents by the doctoral admission deadline will need to reapply for the following year. Doctoral students are admitted during the Fall Semester only.

## ADMISSION PROCEDURES

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

Students who apply for admission to UTSA for any semester and do not register for courses within a year of being admitted must reapply for admission if they wish to enroll at a later date. Any subsequent application for admission must be in accordance with current admission requirements. New transcripts, test scores, and other supporting documents are required after one year, since files for admitted students who do not register for courses are not retained after that period. (See program descriptions in Chapter 7, *Graduate Program Requirements and Course Descriptions*, of the [UTSA Graduate Catalog](#), for specific program admission requirements.)

## READMISSION

UTSA graduate students who have not been in attendance for two full years must file an application for readmission along with a nonrefundable application fee (see application fee table) by the application deadline.

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 of any former student depends on the student’s academic status at the conclusion of the last UTSA semester of enrollment and performance on any subsequent college or university work attempted. Readmission must be recommended by the appropriate Graduate Program Committee.

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

## Chapter 3

# TUITION, FEES, CHARGES, AND DEPOSITS

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### 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 University of Texas System Board of Regents. 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.

#### Tuition and Fees Short-term Loan

Under this option, the student applies for a short-term loan that accrues interest at the rate of 5 percent annually. The application is accessed online on [ASAP](#) (*Automated Student Access Program*). The student must provide an original signature on the promissory note before the loan is complete. The loan is limited to the total amount of tuition and fees assessed less any available financial aid. Students adding semester credit hours after signing the promissory note must reapply for an additional loan for the new balance.

#### Installment Program

Under the installment option, the student pays 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, 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.

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

### **Accepted Forms of Payment**

Payment may be made by credit card or personal check for the exact amount due, provided the bank transit number is encoded on the check in compliance with revised Federal Reserve Bank regulations. Students paying by check should include their Student ID number on the check. Payments made by mail must be postmarked four working days before the payment deadline. Students may pay by “e-check” or credit card on *ASAP* at [www.utsa.edu](http://www.utsa.edu). Students may not obtain cash by writing a check for a larger amount. Students who make their payment by credit card will be charged a 1.855% service charge for each transaction.

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

A 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 section, [Returned Check Fee](#), in this chapter). **[Deleted text, see Addendum 1].** 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 contact the Graduate School for specific information regarding residency.

The University of Texas at San Antonio Office of the Registrar is responsible for determining undergraduate student’s 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 Determination of Resident Status* and University regulations. Students or prospective students are classified as Texas residents, nonresidents, or international students.



Mandated by the Texas legislature, in order to determine a student's eligibility for classification as a resident, Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions. The core residency questions and more detailed information may be found at: <http://www.collegefortexans.com/residency>.

Texas residency still requires a domicile and 12 months of physical presence in the state. 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. A person classified as a nonresident or international student may qualify to pay resident tuition rates under certain exceptions specified in the Texas Higher Education Coordinating Board's *Rules and Regulations for Determination of Resident Status and Waiver Programs for Certain Nonresident Persons*. Eligible nonimmigrants that hold certain visas are also entitled to pay resident tuition provided they meet the domicile and 12 months of physical presence in the State of Texas. Information about these exceptions and waivers may be found at [CollegeForTexans.com](http://CollegeForTexans.com).

Nonresident members of the regular and reserve units of the U.S. Armed Forces (Army or Air National Guard, Army, Air Force, Navy, Marine Corps or Coast Guard) and Commissioned Officers of the Public Health Service who are assigned to duty in Texas, their spouses, and dependent children may pay resident tuition. A Military Duty Statement certifying that the student (or a parent) will be assigned to duty in Texas must be submitted to the Office of the Registrar by the census date of the term they plan to enroll. Students meeting these requirements may pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. Additional residency information concerning military members, their families, and Honorably Discharged Veterans may be found at: <http://www.collegefortexans.com/residency>.

State residency requirements are complex and must be considered on a case-by-case basis. Students are responsible for registering under the proper residence classification and for providing documentation as requested. A person classified as a nonresident may request reconsideration and reclassification from the Office of the Registrar. Errors in classification as a result of false information being provided to the University may result in the student being charged the difference in resident and nonresident tuition for each semester in which the student should not have paid resident tuition. Failure to notify UTSA is a violation of the oath of residency and may result in disciplinary action or other penalties.

See pages 34–39 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 dropping all classes after the semester begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees. The forms needed for withdrawing from UTSA may be obtained at the Enrollment Services Center or advising centers. In order to withdraw, undergraduate students, other than those classified as special undergraduate/non-degree-seeking, must obtain the approval of the college in which the student is enrolled or the Tomás Rivera Center if the student is an undecided or provisional major. International students must also have the approval of the Office of International Programs. Special undergraduate/non-degree-seeking and graduate students may obtain forms and withdraw at 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 (five and 10-week terms)	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. Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawal policy.

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

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are 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, the fees and charges to which such exemptions apply, required documentation, and appropriate office to submit documentation are described below and can be found at [CollegeForTexans.com](http://CollegeForTexans.com). However, in each case it is the student's responsibility to initiate the action of applying for an exemption and providing satisfactory evidence that all conditions required for the exemption have been met. Until such time as the exemption is granted, a student will be required to pay all tuition, fees, and charges from his or her own funds.

Students who might be eligible for an exemption should apply for the exemption at least one month before registration for the semester in which they plan to use the exemption provision. (Applications for the Good Neighbor Scholarship are accepted in the Office of Student Financial Aid 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.

### Tuition, Fees, and Charges Exemptions

#### *Valedictorian of an Accredited High School*

<b>Who is Eligible</b>	Highest-ranking graduate of an accredited Texas high school.
<b>Requirements</b>	Certification from high school must be provided to the Fiscal Services Office.
<b>Tuition, Fees, and Charges Exempted</b>	Tuition during first two regular (Fall and Spring) semesters immediately following their graduation. May be granted for any one of the first four regular semesters immediately following their high school graduation with the permission of the UTSA President.

#### *Children of Disabled Texas Firefighters and Peace Officers*

<b>Who is Eligible</b>	Children 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.
<b>Requirements</b>	Certification from parent's workplace must be provided to the Fiscal Services Office.
<b>Tuition, Fees, and Charges Exempted</b>	Tuition, fees, and charges other than property deposits and fees for lodging. Exemption not to exceed 120 undergraduate credit hours or any semester begun after age 26.

#### *Early High School Graduation Scholarship Program*

<b>Who is Eligible</b>	Students who completed the recommended or advanced high school program in less than the normal time and meet additional eligibility requirements. More information is available from high school counselors and at <a href="http://www.collegefortexans.com/">http://www.collegefortexans.com/</a> .
<b>Requirements</b>	A student must: <ul style="list-style-type: none"> <li>• have written approval of at least one of the student's parents</li> <li>• have 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>• have attended high school only in Texas</li> <li>• be a resident of Texas</li> <li>• have eligibility certified by the Texas Higher Education Coordinating Board.</li> </ul>
<b>Tuition, Fees, and Charges Exempted</b>	Tuition (up to \$1,000).

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### ***Deaf or Blind Students***

<b>Who is Eligible</b>	Texas residents who are deaf or blind.
<b>Requirements</b>	Certification of deafness/blindness from the Texas Commission for the Deaf & Hearing Impaired/Texas Commission for the Blind. Form must be provided to the Fiscal Services Office.
<b>Tuition, Fees, and Charges Exempted</b>	All tuition, fees, and charges.

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### ***Hazlewood Act (Texas ex-servicemen)***

<b>Who is Eligible</b>	<p>A veteran may qualify for benefits under the Hazlewood Act if she or he:</p> <ul style="list-style-type: none"> <li>• was a resident of Texas at the time of entry into the armed forces of the United States</li> <li>• was a nurse, member of the Women's Army Auxiliary Corps, member of the Women's Auxiliary Volunteer Emergency Service, and all honorably discharged members of the armed forces of the United States who served during World War II except those who were discharged from service because they were over the age of 38 or because of a personal request on the part of the person that he be discharged from service</li> <li>• was honorably discharged from the armed forces of the United States and who served during the national emergency which began on June 27, 1950, and which is referred to as the Korean War</li> <li>• was honorably discharged from the armed forces of the United States after serving on active military duty, excluding training, for more than 180 days and who served a portion of their active duty during: <ul style="list-style-type: none"> <li>A) the Cold War which began on the date of the termination of the national emergency cited above;</li> <li>B) the Vietnam era which began on December 21, 1961, and ended on May 7, 1975;</li> <li>C) the Grenada and Lebanon era which began on August 24, 1982, and ended on July 31, 1984;</li> <li>D) the Panama era which began on December 20, 1989, and ended on January 21, 1990;</li> <li>E) the Persian Gulf War which began on August 2, 1990, and ends on the date thereafter prescribed by Presidential proclamation or September 1, 1997, whichever occurs first;</li> <li>F) the national emergency by reason of certain terrorist attacks that began on September 11, 2001; or</li> <li>G) any future national emergency declared in accordance with federal law.</li> </ul> </li> <li>• received an honorable discharge, a general discharge under honorable conditions, or an honorable release from active duty</li> <li>• has resided in Texas at least 12 months or otherwise meets state requirements for being considered a resident of Texas at the time of enrollment in a public institution of higher education in Texas</li> <li>• has attempted fewer than 150 credit hours of college courses since the fall of 1995 using the Hazlewood exemption</li> <li>• has exhausted eligibility for federal veterans' or survivors educational benefits during the semester/term in which they are enrolled</li> <li>• is not in default on any education loans made or guaranteed by the Federal</li> </ul>
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- Government or the State of Texas, and
- is enrolled in an eligible program of study. An institution may not grant a Hazlewood Act exemption for continuing education courses for which they do not receive state tax support, unless the institution's board has specifically granted them permission to do so.

<b>Requirements</b>	<p>A student seeking to use the exemption for the first time must:</p> <ul style="list-style-type: none"> <li>• complete an application</li> <li>• submit a letter from veterans administration at Muskogee attesting to her or his exhaustion of federal veterans educational benefits, and</li> <li>• meet other program requirements as in the past.</li> </ul> <p>A student continuing to use the exemption must:</p> <ul style="list-style-type: none"> <li>• sign a release form, and</li> <li>• meet other program requirements as in the past.</li> </ul>
<b>Tuition, Fees, and Charges Exempted</b>	<p>Tuition, fees, and charges other than property deposits, student services fees, and fees for lodging, board, or clothing. The exemption shall not apply to the payment of fees for services or items that are not required for enrollment in general or for the specific courses taken by the student.</p> <p>No student may use Hazlewood for more than 150 credit hours.</p>

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

<b>Who is Eligible</b>	Surviving spouse or minor child of certain police, security, or emergency personnel killed in the line of duty.
<b>Requirements</b>	<p>To be eligible, a student must:</p> <ul style="list-style-type: none"> <li>• be the eligible surviving spouse or child of an individual listed in Government Code, Sec. 615.003</li> <li>• be a full-time student</li> <li>• have his or her eligibility certified by the Texas Higher Education Coordinating Board.</li> </ul>
<b>Tuition, Fees, and Charges Exempted</b>	<p>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.)</p>

### ***Children of Texas Veterans***

<b>Who is Eligible</b>	<ul style="list-style-type: none"> <li>• Child of a member of the armed forces who died in service during World War II, the Korean War, the Cold War, the Vietnam War, Grenada, Lebanon and Panamas, or the Persian Gulf War.</li> </ul> <p>Orphan of members of the Texas National Guard killed since January 1, 1946, while on active duty.</p>
<b>Requirements</b>	Contact the Office of Student Financial Aid for certification.
<b>Tuition, Fees, and Charges Exempted</b>	Tuition, fees, and charges except property deposit fees, student services fees, and fees for lodging.

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### ***Good Neighbor Scholarship***

<b>Who is Eligible</b>	Native-born students from other designated nations of the American hemisphere.
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<b>Requirements</b>	To be eligible, a student must:
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- show evidence of native citizenship and proof of five years residency in that country
- demonstrate scholastic eligibility
- not be a member of the Communist Party
- be recommended for a scholarship by an eligible institution
- have a valid student visa
- provide other documentation as required (inquire at Scholarship Office).

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

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

<b>Tuition, Fees, and Charges Exempted</b>	Tuition only.
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### ***Firefighters Enrolled in Fire Science Courses***

<b>Who is Eligible</b>	Firefighters enrolled in courses offered as part of fire science curriculum.
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<b>Requirements</b>	Enrollment in courses offered as part of the fire science curriculum.
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<b>Tuition, Fees, and Charges Exempted</b>	Tuition. Laboratory fees. Supplementary fees and charges.
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### ***Children of Prisoners of War or Persons Missing in Action***

<b>Who is Eligible</b>	Child (under 21) or a dependent who receives majority of support from parent.
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<b>Requirements</b>	Parent must be classified by Department of Defense as a Prisoner of War or Missing in Action at the time of registration, and certification must be provided to the Fiscal Services Office.
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<b>Tuition, Fees and Charges Exempted</b>	All tuition, fees, and charges.
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### ***Students in Foster Care***

<b>Who is Eligible</b>	Students who are in foster or other residential care under conservatorship of Dept. of Protective and Regulatory Services on or after:
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- day before student's 18th birthday
- day of student's 14th birthday if student was also eligible for adoption on or after that day
- day student graduated from high school or received equivalent of a high school diploma.

And enrolls as an undergraduate no later than:

- 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
- the student's 21st birthday.

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<b>Requirements</b>	Certification from the Texas Department of Protective and Regulatory Services (Child Protective Services) must be provided to the Fiscal Services Office.
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<b>Tuition, Fees, and Charges Exempted</b>	All tuition, fees, and charges.
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### ***Adopted Students Formerly in Foster or other Residential Care***

<b>Who is Eligible</b>	Certain adopted students
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<b>Requirements</b>	To be eligible, a student must: <ul style="list-style-type: none"> <li>• have been adopted</li> <li>• have been the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Family Code.</li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	All tuition, fees, and charges.
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### ***Temporary Assistance to Needy Families (TANF)***

<b>Who is Eligible</b>	Certain students who received temporary assistance to needy families (TANF).
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<b>Requirements</b>	To be eligible, a student must: <ul style="list-style-type: none"> <li>• have graduated from a Texas public school</li> <li>• have successfully completed attendance requirements</li> <li>• have 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>• be less than 22 years old on the enrollment date</li> <li>• have enrolled at UTSA as an undergraduate no later than one year after the date of graduation from a Texas public high school</li> <li>• met UTSA's entrance examination requirements before the enrollment date</li> <li>• be classified as a Texas resident.</li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	Tuition (first year only). Required fees and charges (first year only).
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### ***Nursing Preceptors and Dependents***

<b>Who is Eligible</b>	Preceptors to professional nursing education programs and their eligible children.
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An individual's eligibility for the program ends when the person has previously received exemptions under this program for 10 semesters or summer sessions at any institution or institutions of higher education, or received a baccalaureate degree. For the purposes of this program, a summer session that is less than nine weeks in duration is considered one-half of a summer session.

<b>Requirements</b>	To receive an exemption, the preceptor must: <ul style="list-style-type: none"> <li>• be a resident of Texas</li> <li>• be a registered nurse</li> <li>• be serving under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled in the program for the semester or other academic term for which the exemption is sought.</li> </ul>
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To receive an exemption, the child of the preceptor must:

- be a Texas resident
- have a parent who meets the above criteria.

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<b>Tuition, Fees, and Charges Exempted</b>	Tuition, up to \$500 per semester.
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### ***Educational Aides***

<b>Who is Eligible</b>	Educational aides.
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<b>Requirements</b>	To be eligible, a student must:
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- be a Texas resident
- have at least one school year of experience as an educational aide during the five years preceding the term or semester for which exemption is received
- be employed in some capacity by a school district in Texas during the school year for which the exception is received
- have established financial need as determined by the Texas Higher Education Coordinating Board
- be enrolled in UTSA classes necessary for teacher certification
- maintain an acceptable grade point average as determined by the Texas Higher Education Coordinating Board.

Eligibility is certified by the Texas Higher Education Coordinating Board.

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<b>Tuition, Fees, and Charges Exempted</b>	Tuition. Required fees and charges (other than class or laboratory fees).
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### **Taxpayer Relief Act of 1997**

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

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

The Hope Scholarship Credit is available for qualified tuition and fees as follows:

- 100% of the first \$1,000, plus 50% of the second \$1,000; \$1,500 maximum PER STUDENT
- must be a half-time student for at least one academic period
- first two years of postsecondary education; available for two tax years.

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

- 20% of the first \$10,000 PER TAXPAYER
- not limited to first two years of education
- no minimum course load requirement



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

## 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, 2005–2006*

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:

- denial of readmission, including further registration
- withholding of official transcripts
- withholding a degree to which the student would otherwise be entitled
- withholding of grades
- all penalties and actions authorized by law.

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

A student who pays tuition, fees, and charges with a check 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 CHARGES**

### **Application Charge – Housing**

A fee of \$25 is assessed all students applying for university housing to defray administrative processing costs.

### **Application Charge – Undergraduate Students**

UTSA assesses a nonrefundable application fee that is required of all applicants who have not previously registered and paid for academic credit coursework at UTSA. For applicants to semesters prior to Spring 2007, the fee is \$30.00. For applicants to Spring 2007 and subsequent semesters, the application fee is \$40.00. Former UTSA students applying for undergraduate admission are not required to resubmit the application charge.

### **Application Charge – Graduate Students**

A nonrefundable charge for applying for admission or readmission to graduate programs at UTSA is assessed as follows: UTSA graduate students \$30 (online), \$35 (paper); non UTSA students \$45 (online), \$50 (paper); International students \$80 (online), \$85 (paper).

**Late Processing Charge** – A charge of \$10 is assessed each student who submits an application after the deadline to defray administrative processing costs.

**Change of Major Charge** – A charge of \$5 is assessed each student changing his or her major to defray administrative processing costs.

### **Auditing Charge**

All auditors of courses must submit an Audit Course 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 charge of \$25 per course. The audit charge is not refundable.

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

Students who park on campus must register their vehicles and purchase a parking permit. Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit the nonstudent auditor should go to the University Parking and Transportation Services with his or her validated Audit Course Form.

### **Credit Card Expense Charge**

A charge of 1.855% of balances paid is assessed all students electing to use a credit card for payment. This charge is assessed to defray the expense incurred by the institution in processing and handling this type of payment transaction.

### **Duplicate Diploma Charge**

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

## 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.

**Orientation Charge.** An orientation charge of up to \$150 is assessed all new freshmen and freshman-transfer students (who transfer fewer than 30 semester credit hours to UTSA from another college), 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, overnight accommodations and several scheduled meals during the three-day orientation program. Orientation is mandatory for new freshmen and freshman-transfer students and pre-registration is required for these programs. Transfer students (who transfer 30 or more semester credit hours to UTSA from another college) who select participation in Orientation are assessed \$55 and attend a one-day program tailored to their specific needs. Further information is available from Orientation and Transition Services.

#### 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, athletics, University Center, automated services and computer access, library resources, university publication, international education, recreation center, Teaching and Learning Center support, UTSA Card, medical services, and records processing. All students are assessed these fees and charges each semester.

**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 the Fiscal Services Web site at [www.utsa.edu/fiscalservices/](http://www.utsa.edu/fiscalservices/)).

**Energy Fee.** An energy fee of \$45 per semester will be assessed all students enrolled at UTSA to defray projected utility cost increases.

**Athletics Fee.** A charge of \$9.40\* per semester credit hour with a maximum of \$112.80 per semester is assessed all students to provide partial funding for UTSA athletic programs, expand scholarships to athletics, increase the number of sports offered, and expand indoor and outdoor athletic facilities. (\*Pending Board of Regents approval, this fee will increase to \$10 per semester credit hour with a maximum of \$120 per semester effective with the Spring 2007 semester.)

**Automated Services and Computer Access Charge.** Each student who registers at UTSA is required to pay a \$23.85 per semester-credit-hour charge. The minimum charge is \$95.40, and the maximum charge is \$286.20 per semester.

This fee is to defray costs associated with provision of specialized automated services, a wireless network, 24-hour computer access, and distance learning facilities and support.

**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 \$11.44 per semester credit hour is assessed all students who register at UTSA to defray costs of providing increased direct services and supplies, including online access to full-text indexes, and increased printed books and journals.

**Medical Services Fee.** A \$23.50 per semester fee is assessed all students for medical services provided at Health Services.

**Records Processing Charge.** A \$10 per semester charge will be assessed all students enrolled at UTSA to defray costs associated with adding and dropping classes, administrative processing of applications for graduation, late registration, processing transcripts, updating student records, and preparing enrollment certifications.

**Recreation Center Fee.** The Recreation Center fee is \$65\* per semester. (\*Pending Board of Regents approval, this fee will increase to \$66 per semester effective with the Spring 2007 semester.)

**Student Services Fee.** A compulsory student services fee of \$14.85 per semester credit hour, with a maximum of \$178.20 per semester is charged all students. This fee provides services and activities that are separate and apart from the regularly scheduled academic functions of the University and directly involve or benefit students. These services and activities include student government and organizations, transportation service, student publications, financial aid, counseling, and career services, and any other student activities and services specifically authorized and approved by the Board of Regents.

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

**University Center Fee.** The University Center fee is \$4.40 per semester credit hour. The minimum fee is \$20, and the maximum is \$52.80 per semester. This fee is used for the sole purpose of financing, operating, and improving the student union building.

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

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

## **Possible Additional Semester Fees and Charges**

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

### **Admissions Reinstatement Charge**

A charge of \$30 is assessed all academically dismissed students who request reinstatement to defray associated costs.

### **Advising Charges**

A charge 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: \$102 per semester; College of Architecture undergraduate students: \$80 per semester; College of Business undergraduate

students: \$95 per semester; College of Education and Human Development undergraduate students: \$87 per semester; College of Engineering undergraduate students: \$91 per semester; College of Liberal and Fine Arts undergraduate students: \$83 per semester; College of Public Policy: \$90 per semester; College of Sciences undergraduate students: \$82 per semester; Bachelor of Applied Arts and Sciences undergraduate students: \$91 per semester.

### **Architecture Programs 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 College of Architecture. This fee is to defray costs of supplies, materials, equipment, and services for students enrolled in Architecture and Interior Design curriculum.

### **Certification Charge – College of Education and Human Development**

All post-baccalaureate students seeking initial teacher certification are charged \$67 per semester to defray costs of providing transcript evaluation, group advising, and processing of certification applications to the State Board.

#### *Graduate*

A charge of \$25 per student is assessed graduate students seeking various professional certifications. Services for graduate students are provided only during their final semester. The fee will be attached to EDL 6943 for Educational Leadership students and may be assessed for other professional certification courses for principals, school counselors and Master Reading teachers.

#### *College of Liberal and Fine Arts and College of Science Majors*

A charge of \$15 per semester is assessed College of Liberal and Fine Arts and College of Science majors seeking initial certification after admission to the program.

### **Certification Plan Charge – College of Education and Human Development**

A charge of \$75 is assessed for transcript evaluations and deficiency plans as requested by students seeking teacher certification and employment in local schools.

### **Counseling Support Fee**

All students registered in certain counseling department courses are charged a fee of \$35 per course to defray costs of services and training designed to prepare counselors.

### **Distance Education Fee – Online Courses**

A fee of \$193 per semester will be assessed all students registered in UT TeleCampus courses.

### **Distance Learning Fee**

A fee of \$25 per semester credit hour may be assessed distance learning students to defray costs associated with maintenance and operation of WebCT hardware, purchase of WebCT disaster recovery system, software upgrade to WebCT version 7.0, Banner/WebCT integration, software and hardware upgrade for WebCT Vista, developing online courses, and archiving courses.

### **Education Assessment Course Fee**

A fee of \$15 per undergraduate course and \$25 per graduate course will be assessed all students registered in certain College of Education and Human Development courses to defray costs of development and maintenance of a collection of professional assessment materials.

### **Education TExES Charge**

A charge of \$32 per semester is assessed all students pursuing teaching or professional certification through the College of Education and Human Development to defray costs associated with providing materials and services to enhance student success on the Texas Examinations of Educator Standards (TExES).

### **Educational Field Instruction Fee**

A \$40 fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practicums, and student internships to defray costs associated with providing materials and services associated with field based courses, to include supervision of student teachers, interns, and practica at both the graduate and undergraduate levels, mileage costs, and instructional support materials and salaries.

### **Equipment & Materials Fee**

#### *Department of History*

A fee of \$5 per course is assessed all students registered for certain courses in the Department of History.

#### *Department of Physics and Astronomy*

A fee of \$18 per course is assessed all students registered for certain courses in the Department of Physics and Astronomy.

#### *Department of Political Science and Geography*

**Media Equipment and Materials.** A fee of \$30 per undergraduate student and \$35 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of the media studio.

**Graphic Information Systems Materials.** A fee of \$32 per undergraduate student and \$40 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of printing equipment and supplies.

#### *Department of Psychology*

A fee of \$5 per course is assessed all students enrolled in certain courses of the Department of Psychology to defray costs associated with providing materials and services to enhance student success through tutorials and instructional support.

### **Extended Studies Registration Charge**

A charge of \$100 is assessed students in the Extended Studies Program enrolled for select undergraduate courses to defray costs associated with the administration of the Extended Studies Program. The program allows non-UTSA students to enroll in selected undergraduate courses on a space-available basis with a simplified admission and registration process.

### **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.

## **Graduate Services Charge**

### *College of Architecture*

A charge of \$50 per semester is assessed all students enrolled in graduate courses of the College of Architecture to defray costs associated with recruitment, advising, orientation, assistantships, internships, placement and administrative services.

### *College of Business*

A charge of \$50 per semester credit hour is assessed all students enrolled in graduate or doctoral courses of the College of Business to defray costs including advising, orientation, graduation, certification, placement, research support, recruitment, professional education meetings, seminars, administrative services, graduate student travel, assistantships and other support services

### *College of Education and Human Development*

A charge of \$25 per semester credit hour is assessed all students enrolled in graduate or doctoral courses in the College of Education and Human Development to defray costs associated with advising, orientation, certification, placement, research support, recruitment, professional education, meetings, and other administrative and support services.

### *College of Engineering*

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

### *College of Liberal and Fine Arts*

A charge of \$40 per course is assessed all students enrolled in graduate courses of the College of Liberal and Fine Arts to defray costs associated with advising, orientation, recruitment, professional meetings, laboratory maintenance, administration, internships, and other services.

### *College of Public Policy – Department of Public Administration*

A charge of \$50 per semester is assessed all students enrolled in graduate courses of the Department of Public Administration to provide advising, recruitment, orientation, internship, placement services, and MPA program accreditation.

### *College of Public Policy –Department of Social Work*

A charge of \$20 per semester credit hour is assessed all students enrolled in graduate social work courses in the College of Public Policy to defray costs associated with processing social work field education applications, administrative support, community field liaisons, travel, orientation, training, printing, equipment and supplies.

### *College of Sciences*

A charge of \$30 per semester credit hour is assessed all students enrolled in graduate or doctoral courses of the College of Sciences curriculum to provide advising, research support, recruitment, professional meetings, assistantships, administrative services, and seminars.

## **Individual Instruction Fee – Music**

A fee of \$100 per course is assessed all students in certain Music courses to defray the costs associated with private instruction related expenses.

### **Installment Tuition Charges**

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. A \$10 charge is assessed for each delinquent installment payment.

### **Instrument Users Fee**

#### *Department of Biology*

A fee of \$10 per course is assessed all students registered in certain Biology courses to defray cost of repairing and replacing teaching equipment.

#### *Department of Chemistry*

A fee of \$15 per course is assessed all students registered in certain Department of Chemistry courses to defray the cost of repairing and replacing teaching equipment.

#### *Department of Earth and Environmental Science*

A fee of \$15 per course is assessed all students registered in certain Department of Earth and Environmental Science courses to defray cost of repairing and replacing teaching equipment.

#### *Department of Music*

In certain music courses, an instrument user fee of \$30 per course may be charged.

#### *Department of Physics and Astronomy*

A fee of \$20 per course is assessed all students registered in certain Physics and Astronomy courses to defray cost of repairing and replacing teaching equipment.

### **International 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 presents proof of coverage by a comparable U.S. health plan, and (2) UTSA approves the comparable health coverage. International students who may be classified as Texas residents for tuition purposes are still required to purchase this plan unless they obtain a waiver.

### **International Student Program Charge**

A charge of \$50 will be assessed all international students to defray costs of programs and services for international students in the Office of International Programs.

### **International Student Program Charge – College of Business**

A charge of \$10 per course will be assessed all students enrolled in lower-division undergraduate College of Business classes, a charge of \$20 per course will be assessed all students enrolled in upper-division undergraduate College of Business classes, and a charge of \$20 per course will be assessed all students enrolled in graduate College of Business classes to support international programs.



### **Internship Fee – Department of Criminal Justice**

A fee of \$65 is assessed each student enrolled in Department of Criminal Justice courses to defray costs associated with creating, developing, and implementing internships including salaries and material costs.

### **Laboratory Fee**

In certain courses a laboratory fee, not to exceed the actual cost of materials and supplies and no less than \$2 nor more than \$30, may be charged. When a laboratory fee is charged, the online schedule of classes indicates the associated fee.

### **Learning Resource Fee**

A fee is assessed each student enrolled in Core Curriculum courses, Freshman Initiative courses, College of Business undergraduate courses, College of Education and Human Development undergraduate and graduate courses, College of Engineering courses, College of Liberal and Fine Arts courses, and College of Sciences courses to provide materials and services to enhance student success. The fee varies based on course enrollment as follows: \$12 per Core Curriculum course; \$4 per Freshman Initiative semester credit hour; \$15 per College of Business lower-division undergraduate course, \$21 per College of Business upper-division course; \$10 per College of Education and Human Development undergraduate and graduate course; \$20 per College of Engineering course; \$10 per College of Liberal and Fine Arts course; and \$5 per College of Sciences semester credit hour.

### **Manipulatives Fee**

A fee of \$30 per undergraduate course and \$35 per graduate course is assessed all students in certain mathematics courses to defray cost of manipulatives used in courses for pre-service and in-service mathematics and science teachers and payment of salaries for assistance with manipulatives.

### **Music Course Fee**

A \$25 per course fee for non-Music majors is assessed students who are registered in a course that uses equipment for instruction purposes.

### **National Student Exchange Program Application Fee**

A fee of \$85 is assessed students participating in the National Student Exchange program to defray costs associated with the application fee charged by NSE for student participation.

### **No Show Charge**

#### *Counseling Services*

A fee of \$5 per missed appointment is assessed all students who do not attend their scheduled appointment.

#### *Health Services*

A fee of \$5 per missed appointment is assessed all students who do not attend their scheduled appointment.

### **Parking Fees**

All vehicles parked on campus must comply with UTSA Parking and Traffic Regulations. Copies of these regulations are available during registration in the UTSA Parking and Transportation Services office and online at <http://www.utsa.edu/parking>. In addition, 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. All permits will be annual, expiring on August 20, 2007.

<b>Types of Permits</b>	<b>Amount</b>
Student General	\$115
Student General Garage	\$230
Student Resident	\$170
Remote Permit	\$75
Student Motorcycle	\$42
Alumni Permit	\$20

Parking permits are available for persons with disabilities in accordance with applicable statutory law and UTSA Parking and Traffic Regulations. Students who park illegally in spaces reserved for persons with disabilities will be referred to San Antonio court as required by law and also subject to a fine up to \$250 and loss of campus parking privileges.

### **Physical Education Fees**

**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.

**Kinesiology Activity Fee.** A fee of \$10 per course is assessed students in certain Kinesiology courses to defray costs of equipment and services associated with providing locks, lockers, and towels.

**Kinesiology Supply and Maintenance Fee.** A fee of \$10 per course is assessed all students registered in certain Kinesiology courses to defray costs associated with purchase of disposable or consumable materials and maintenance of equipment in instructional classes.

**Outdoor Activity Fee.** A fee of \$40 per semester is assessed all students enrolled in certain Kinesiology courses to defray costs associated with repair and purchase of equipment and transportation.

**Swimming Pool Fee.** A fee of \$30 for a semester or summer term is required for physical education swimming activity courses.

### **Professional Affiliation and Development Fee – Department of Social Work**

A fee of \$25 per semester is assessed each student enrolled in certain social work courses to defray costs associated with affiliation expenses for professional organizations (accreditation fees, membership, travel, etc.) and professional development for social work graduate students (registration, travel, honorarium, etc.)

### **Professional Development Charge – College of Business Undergraduate Students**

A charge of \$25 per upper-division undergraduate student is assessed all upper-division College of Business students each semester to defray costs associated with providing personnel, instruction, and other support for professional development programs, placement, and internship support services.

### **Program Charges**

*College of Education and Human Development.* A charge of \$5 is assessed each long semester for all students registered in certain College of Education and Human Development courses to defray costs of the required criminal history check.

*Honors College.* A charge of \$20 per semester is assessed all students enrolled in the Honors College to defray costs associated with providing services and programs to Honors students.

**Roadrunner Camp Charge.** A charge of \$125 is assessed each student attending Roadrunner Camp.

**Study Abroad–Exchange Application and Processing Charge.** A charge of \$50 per semester is assessed all students applying to participate in study abroad and exchange programs.

**Study Abroad–Exchange Registration Charge.** A charge of \$100 per semester is assessed all students registered in study abroad and exchange programs.

### **Studio Art Fee**

A fee of \$35 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 assessed, the online schedule of classes indicates the associated fee.

### **Technology Services and Instructional Support Charge**

#### *College of Business*

A charge of \$15 per course is assessed all students registered in certain College of Business courses to defray costs associated with personnel and equipment support for instruction.

#### *College of Education and Human Development*

A charge of \$5 per semester credit hour is assessed all students registered in College of Education and Human Development courses to defray costs associated with providing personnel and technology support for Web design, procurement, maintenance and support, computer hardware and software, and other support necessary to maintain laboratory operations as well as technology for student needs and distance learning.

#### *College of Engineering*

A charge of \$5 per semester credit hour is assessed all students enrolled in any undergraduate or graduate Engineering course to defray costs associated with providing additional personnel, calibration equipment, computer software/hardware, service contracts, and other laboratory equipment maintenance.

#### *College of Sciences*

A charge of \$5 per semester credit hour is assessed all students registered in certain College of Sciences courses to defray costs associated with providing personnel and equipment support for instruction, technical support for Web design and maintenance and support for academic reporting and distance learning, service contracts, and other support necessary to maintain laboratory equipment.

#### *Freshman Initiative*

A charge of \$2 per semester credit hour is assessed all students enrolled in certain Freshman Initiative courses to defray costs associated with providing personnel and equipment support of instructional design incorporating new technologies.

### **Three-Attempt Enrollment Charge**

A charge of \$121 per semester credit hour is assessed all students enrolled in the same course for the third and subsequent times to defray revenue lost as a result of non-funding by the State.

## **Undergraduate Credit Limitation Charges**

### ***45-Hour Undergraduate Credit Limitation***

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$121 per semester credit hour.

### ***30-Hour Undergraduate Credit Limitation***

Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate of \$121 per semester credit hour for hours attempted in excess of 30 semester credit hours above those required for completion of a degree. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact the Dean of Undergraduate Studies.

Please refer to “[Undergraduate Credit Limitation](#)” section in *Chapter 4, General Academic Regulations*, of this bulletin.

### **UTSACard Replacement Charge**

A charge of \$10 per card is assessed for replacement of a lost and/or stolen student identification card.

### **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.

### **Housing and Residence Life**

#### *Housing Cancellation Fee*

A fee of \$500 is charged all students leaving UTSA who submit a late cancellation of their housing contract or move out after the contract begins and a fee of \$650 is charged all students remaining at UTSA who submit a late cancellation of their housing contract or move out after the contract begins to defray costs associated with vacancies.

#### *Housing Damage Fee*

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

#### *Housing Mailbox Key Replacement Fee*

A fee of \$10 is charged all students who request replacement of their Housing mailbox key to defray costs associated with replacing lost keys.

#### *Housing Late Payment Fee*

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

**Locker Fee**

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

**Placement Test Fee**

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

**Thesis and Dissertation Binding Fee**

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

**Thesis and Dissertation Copyright Service Fee**

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

**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.

**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. Students with unpaid fines of \$200 or more will be referred to the Office of Student Judicial Affairs and subject to disciplinary action.

**Property Damage Charges**

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

## **TUITION**

The current Tuition and Fees Schedule can be accessed at the [Fiscal Services Web site](#).

## Chapter 4

# GENERAL ACADEMIC REGULATIONS

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## UNDERGRADUATE STUDENTS

### REGISTRATION PROCEDURES

#### Orientation

All new freshmen and freshman transfer students with 0 to 29 semester credit hours are required to participate in new student orientation. These students are not allowed to register for classes without first attending orientation. Although not required, a Transfer Roundup program is strongly recommended for transfer students with 30 or more semester credit hours. Orientation and Transition Services (OTS) assists UTSA's freshmen, freshman transfer, and transfer students by conducting new student orientation seminars called "Roadrunner Roundup." Roadrunner Roundup gives students the opportunity to meet with an academic advisor and register for classes, as well as learn about campus services, resources, and student activities.

#### Graduation Expectations

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

UTSA expects students to graduate in a timely fashion and strongly encourages its undergraduates to set their goals to complete their baccalaureate degrees in four years, or if that is not feasible, in no more than six years. Students who make small sacrifices now to devote as much attention as possible to their academic endeavors in order to achieve timely graduation will realize significant benefits in the future. Students should contact their undergraduate advising center to discuss the benefits of timely graduation.

#### 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.

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 ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalog, the current *UTSA Information*, and the online schedule of classes. Each advising

center sees students concerning all matters of their academic status, such as progress toward degree completion, graduation status, academic warning, academic probation, academic dismissal, and changing majors. Students who are on academic warning or academic probation for the first time or who are reinstated after academic dismissal or with a Texas Success Initiative (TSI) deficiency are required to be advised, and holds are placed on their registration records to ensure that the student meets with the advisor. Students may also be required to meet with an advisor to obtain approval to register for restricted courses.

Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. Freshmen (fewer than 30 earned semester credit hours) who have declared majors are advised in the [Colleges' Freshman Advising Center \(CFAC\)](#). Freshmen and continuing students who are undecided and those who are provisional are advised in the [Tomás Rivera Center \(TRC\)](#). Students who have earned 30 or more semester credit hours and have declared majors are advised through the college advising center of the student's major. Students may need to consult with advisors in the Honors College, Athletics program, secondary teacher certification, or another college advising center if they are members of the Honors College, are student-athletes, are seeking teacher certification at the secondary level, or are seeking majors or minors outside their primary majors.

Beginning Fall Semester 2006, all UTSA undergraduates are required to meet with their academic advisors no later than the first semester of their sophomore year and develop *filed degree plans* showing semester-by-semester course selections and expected graduation dates. Undergraduates are expected to meet with their advisors regularly to update their filed degree plans to ensure timely progress toward graduation.

In addition, beginning Fall Semester 2006, all UTSA undergraduates are required to meet with their academic advisors to complete a *pre-graduation degree audit* before they meet 90 semester credit hours. The pre-graduation audit is intended to inform the student which courses are still needed to graduate; ensure that all courses needed for graduation are included in the student's filed degree plan; identify required pre-requisites which are missing and whether scheduling accommodations are necessary.

Beginning Fall Semester 2007, a registration hold will be placed on the records of each undergraduate who has earned 45 or more semester credit hours and has not met with an advisor to register a filed degree plan with an anticipated graduation date. Likewise, holds will be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pre-graduation degree audit. Undergraduates are urged to monitor their progress toward their degrees by using the online degree evaluation system available through [ASAP \(Automated Student Access Program\)](#).

## Registration for Classes

Students who attend classes at UTSA must be officially registered or approved to audit a course. Registration instructions are online each semester in [ASAP](#). 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.

A student is not permitted to register for classes offered in two consecutive time periods, one at the 1604 Campus and the other at the Downtown Campus, unless there is at least a 40 minute period of time between the end of the first class and the beginning of the second class or the student has received special permission from the Dean of the college of his or her major to register for the two consecutive classes. A student in violation of this policy will have the class scheduled in the second of two consecutive time slots automatically dropped by the University.

## Late Registration

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time just prior to and at the beginning of the semester as indicated in the online registration instructions each semester. Since many courses will have been closed at capacity, late registrants may need to select their courses from a



reduced schedule. *Students are not permitted to register after the close of the late registration period, except in extenuating circumstances. See the section Adding Courses After Late Registration.*

### **Adding Courses After Late Registration**

Adding a course after the Late Registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean of the College offering the course and by the Dean of Undergraduate Studies for undergraduate courses. For information on Census Date and deadlines for adding classes, students should refer to the [University Calendar](#) in the online registration instructions for each semester.

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 Chapter 1, *Bachelor's Degree Regulations* of the [UTSA Undergraduate Catalog](#).

### **Maximum Hours of Enrollment in Summer Terms**

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

### **Undergraduate Credit Limitation**

Section 54.068 of the Texas Education Code was amended during the 76<sup>th</sup> legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. The law applies only to new undergraduate resident students beginning in Fall 1999 or later. The 79<sup>th</sup> legislative session changed the reduction of the semester-credit-hour limitation to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter.

The 45 (or 30) hours include courses which are repeated, duplicated, or courses for which the student received a grade of "W." Although the law allows some exclusions, hours for courses passed, failed, withdrawn, and dropped are counted in the 45 (or 30) hours if the student took them while paying resident tuition at a public institution in Texas. Students are encouraged to seek academic advising and to follow the official degree plan in the approved catalog of graduation.

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$121 per semester credit hour. Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate for semester credit hours attempted in excess of 30 semester credit hours above those required for completion of a degree. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact the Dean of Undergraduate Studies.

### **Three-Attempt Rule**

The Texas Legislature enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration instruction calendars for specific Census Dates for each semester).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. Upon the third or subsequent attempt

to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate. Current tuition, fees, and charges schedules can be accessed on the [Fiscal Services Web site](#). The three-attempt rule applies to both undergraduate and graduate students. However, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the “course count” begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule, such as master’s thesis, dissertation, independent study, and special topics courses with differing content. Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the second or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

Undergraduate students wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in the college advising centers for undergraduate students.

## Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The University Calendar in the online registration instructions each semester indicates the deadlines for students to drop courses.

Courses officially dropped before the Census Date do not appear on a student’s transcript. See the online registration instructions each semester for the Census Dates.

Students who drop courses between the Census Date and the Automatic “W” Date have a record of the courses on their transcripts with an automatic grade of “W.”

<b>Automatic “W” Date</b>	<b>Fall or Spring Semesters</b>	<b>Summer Terms</b>
Students with 30 or more semester credit hours	Ninth week of the Fall or Spring semesters	<ul style="list-style-type: none"> <li>• Third week of a 5-week term</li> <li>• Sixth week of a 10-week term</li> <li>• Shorter terms-see the online registration instructions each Summer Semester.</li> </ul>
Students with fewer than 30 semester credit hours	No later than the third class day preceding final examinations.	See the online registration instructions each summer semester

It is the student’s responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of “F” in the class.

Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

Students may be administratively dropped from courses for failure to attend certain laboratory courses in the first class week, for failure to attend or participate in developmental courses, for failure to complete course prerequisites prior to the start of the semester, or when courses are canceled. Students cannot assume, however, that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are responsible for checking their schedules on *ASAP* and for checking their official UTSA email accounts to determine if they have been dropped from a class.

After the Automatic “W” Date, an undergraduate student may not drop a course except with the approval of the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons.

Students who want to drop all classes after the semester begins should refer to the section, *Withdrawal from the University*, in this chapter.

Refer to sections, Undergraduate Credit Limitation and Three-Attempt Rule, in this chapter 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 space in the classroom after all registered students have been accommodated. The minimum enrollment in a course must be reached 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 an Audit Course Form to the Enrollment Services Center. A UTSA student pays an auditing fee of \$25 per course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 years of age are permitted to audit without paying an auditing fee.

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

Nonstudent auditors who want library privileges may receive them by completing 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 must register their vehicles and purchase a parking permit. To purchase a parking permit nonstudent auditors should go to the [University Parking and Transportation Services](#) with their validated Audit Course 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 (drop all courses for which they are enrolled during a specific semester) from the University after the semester begins must complete a Withdrawal Form. Students who are undergraduate students classified as special/non-degree-seeking or graduate students may obtain forms and withdraw at the Enrollment Services Center. The Withdrawal Form is available on the [Registrar’s Web site](#).

Undergraduate students with declared majors must obtain approval to withdraw from the advising center of the college in which they are enrolled, or if a freshman with a declared major, the [Colleges’ Freshman Advising Center](#). Undeclared majors and provisional students must obtain approval from the [Tomás Rivera Center](#). International students must also obtain approval from the [Office of International Programs](#).

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University during the regular drop period,

from the day after Census Date through the Automatic “W” Date, receive a grade of “W” in all classes. See the online registration instructions each semester for information on the Automatic “W” Date. 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 sections, Undergraduate Credit Limitation and Three-Attempt Rule, in this chapter 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.

### **Medical and/or Mental Health Withdrawal from the University**

Students who find it necessary to withdraw from the University or reduce their course loads (drop some of their courses) after the semester begins due to a medical or mental health issue may write a letter requesting the withdrawal or course load reduction and provide appropriate supporting documentation (for example, a letter from a physician or psychologist, hospital, or other medical professional who is already familiar with the student’s condition). The documentation should be submitted to Health Services for medical conditions and Counseling Services for mental health conditions. Once supporting documentation is reviewed by the service in question, that service will provide the documentation with recommendations to the Dean of Undergraduate Studies, if the student is an undergraduate student, or the Dean of Graduate Studies, if the student is a graduate student.

A student granted a medical and/or mental health withdrawal or course load reduction will be assigned grades of “W” in the affected courses, unless the effective date of the withdrawal or course load reduction is on or before Census Date, in which case no record of the courses appears on the student’s transcript. Any refund of tuition and fees will follow the University’s *Refund Policy for Withdrawal or Dropped Courses* ([Chapter 3](#) of this bulletin) at the time of the effective date of the withdrawal or course load reduction.

### **English Language Assessment Procedure**

The English Language Assessment Procedure (ELAP) is a mandatory UTSA assessment for incoming international students whose Test of English as a Foreign Language (TOEFL) scores are between 500 and 600 (paper version), 61 and 100 (internet 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 Students (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and will jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.

### **Texas Success Initiative**

The Texas Success Initiative (TSI) is a program designed to ensure college readiness of students entering Texas public institutions of higher education. Entering undergraduate students, unless exempt, must take a TSI approved assessment test to determine their readiness to enroll in college-level academic coursework. For those students who are not yet ready to enroll in that coursework, the University must provide advising and educational support necessary to assist them in achieving college success.

The University offers developmental education courses in certain academic areas for students with deficiencies as identified by approved assessment instruments. 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. More information regarding the Texas Success Initiative may be found in the academic advising centers on the [Student Success Initiative Web site](#).

## RECORDS AND CLASSIFICATION OF STUDENTS

### Classification

UTSA undergraduate 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

### Time Status Terms

Undergraduate Time Status	Number of Credit Hours Enrolled Per Fall, Spring, or Entire Summer Semester
Full time	12 or more semester credit hours
Three-quarter time	Nine to 11 semester credit hours
Half time	Six to eight semester credit hours
Less than half time	Fewer than six semester credit hours

### Verification of Enrollment and Degree

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

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

### Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the Enrollment Services Center, by mail, or online. See the [UTSA Office of the Registrar Web site](#) for more details on how to request a transcript.

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

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

### 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 are provided by College Advising Centers.

UTSA transcripts and other information from a student's academic record are released by the Office of the Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under FERPA, or as provided in the policy on releasing directory information set forth in Chapter 5, *Administrative Policies and Procedures*, of this bulletin.

## **Catalog of Graduation**

Undergraduate students have seven years from their semester 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,” or “F.” 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. Freshmen (students with fewer than 30 semester credit hours) who are declared majors requesting a change of catalog must do so through the Colleges' Freshman Advising Center. Freshmen and continuing students who are undeclared majors must request a change of catalog 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.

## **Change of Major, Degree, or Classification**

Undergraduate students requesting to change majors or programs of study must do so through the Colleges' Freshman Advising Center or the College Advising Center of the desired major or program of study. The change is not official until the advisor reviews and approves the request, preferably with the student, and files the change with the Office of the Registrar. Once filed, major changes are effective immediately up to Census Date. Advising fees are adjusted on major changes, if applicable, up to Census Date. After Census Date, changes are effective for the next semester.

Students request classification changes at the Enrollment Services Center. These changes, if approved by the Office of the Registrar, will be effective immediately up to Census Date. Advising fees are adjusted on classification changes up to Census 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 Name and Social Security Number Change 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. Name and Social Security Number Change Forms should be supported by appropriate legal documentation.

## **Change of Address**

Currently enrolled students who have changed their addresses should change their mailing address with the University by accessing [ASAP](#) and following the instructions. Official notification of change of address is necessary for proper identification of student records and for accurate mailing of correspondence and information pertaining to graduation requirements. Students who are applying for graduation will specify on the Application for Graduation the address where their diploma is to be mailed. This does not change the official mailing address with the University.



## COURSES

### Course Numbering System

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

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

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the UTSA *Undergraduate Catalog* and *Graduate Catalog* 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 System (TCCNS). This system provides a standard set of course descriptions to aid in the transfer of lower-division academic courses among colleges and universities in Texas. Most community colleges in Texas have adopted the TCCNS as their course numbering system; others cross-reference their courses with the TCCNS. Common courses are identified in the *UTSA Undergraduate Catalog* by a common TCCNS designation composed of a four-character discipline identifier and a four-digit course number.

### Prerequisites

Prerequisites are stated for many courses listed in the *UTSA Undergraduate Catalog*. Prerequisites advise students of the background expected of all students in the course. It is the student’s responsibility to be sure that all prerequisites are met before enrolling in any course as it pertains to their catalog of curriculum.

The UTSA automated registration system through *ASAP* will screen for designated prerequisites on specific departmental courses offered in Fall and Spring Semesters. Students are expected to access the prerequisite course lists through the relevant UTSA Web site, as advertised on *ASAP* Schedule of Classes, prior to registering for the courses to ensure that prerequisites have been completed appropriately or are currently in progress.

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

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

Students are also subject to meeting the prerequisite requirements as stated on the instructors’ syllabi of courses not automated in the prerequisite checking process. Students who do not meet these requirements may be dropped from the requisite courses.

Students who have registered for the requisite courses with the prerequisites currently in progress will be reviewed for satisfactory completion at the end of Fall and Spring Semesters and Summer terms. If prerequisites are not

completed satisfactorily, the requisite registered courses will be deleted from their schedules. Students will be notified of this deletion through their Lonestar electronic mail accounts.

### **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](#).

### **Distance Learning Courses**

UTSA participates in the UT TeleCampus. Degree-seeking UTSA students taking courses through this system that are not hosted by UTSA must still meet all UTSA residence requirements. For information on the UT TeleCampus, see Chapter 6, *Academic Resources and Student Services*, of this bulletin or the [UT TeleCampus Web site](#).

### **Independent Study Courses**

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

## **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,” “F,” “W,” or “CR” except as provided for repeated courses.

**Hours Earned.** The hours earned by a student are the number of semester credit hours in which grades of “A,” “B,” “C,” “D,” or “CR” have been received. Refer to sections, Undergraduate Credit Limitation and Three-Attempt Rule, in this chapter, 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.

Students who are in a UTSA-hosted degree program through the UT TeleCampus and declare UTSA as their home institution will have the courses taken at other institutions through the UT TeleCampus listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the UT TeleCampus count as transfer credit and apply to a UTSA degree as determined by the student’s academic advisor.



The following table explains UTSA grade symbols.

<b>Grade Symbol</b>	<b>Grade Points</b>	<b>Meaning of Grade Symbol</b>
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 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.
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 remainder 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 semester to receive a grade of “IN.”

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

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

IN 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.

### Courses That May Be Repeated Not Considered a Duplicate Course

Certain courses in the catalog state in their course description that they “may be repeated for credit.” These are the only courses where repeating is not a duplication. All semester credit hours and grade points from each of these courses taken are included in the student’s record.

### Courses That May Be Repeated To Improve a Grade

Students may only repeat a course for credit in which they received a grade of “D” or “F.” Credit can be counted for only one of the courses. 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.

The following repeat policy became effective beginning with the Fall 2005 Semester:

#### *Undergraduate Students Who Have Earned Fewer Than 45 Semester Credit Hours*

Undergraduate students who have earned fewer than 45 semester credit hours of college credit prior to the beginning of a semester when a course is repeated (excluding incomplete coursework, grade changes, outstanding transfer work, or credit by examination that affect cumulative earned credit hours after the semester begins) and are repeating a lower-division course (1000 or 2000 level) may repeat courses in which they received grades of “D” or “F” in order to earn a higher grade.

In these cases, if the student repeats the course and earns a higher grade, the semester credit hours from the original grade of “D” or “F” are excluded from the student’s grade point average and only the semester credit hours from the higher grade are used in calculating the grade point average. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the grade point average, and the repeated course is marked as excluded on the student’s official record. All grades remain on the student’s official academic record.

If the course being repeated is an upper-division course (3000 or 4000 level), the original grade of “D” or “F” is included in the calculation of the grade point average, along with the grade earned when the course is repeated. All grades remain on the student’s official academic record.

#### *Undergraduate Students Who Have Earned 45 Semester Credit Hours or More*

Undergraduate students who have earned 45 or more semester credit hours of college credit prior to the beginning of a semester when a course is repeated (excluding incomplete coursework, grade changes, outstanding transfer work, or credit by examination that affect cumulative earned credit hours after the semester begins) may choose to repeat any class where the original grade is “D” or “F;” however, both grades are included in the calculation of the grade point average. All grades remain on the student’s official academic record.

### **Courses That May Not Be Repeated To Improve a Grade**

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

### **Credit by Examination**

A student at UTSA may, through satisfactory performance on a College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or Defense Activity for Non-Traditional Education Support (DANTES) examinations, show knowledge of the content of an undergraduate course and be awarded credit by examination for that course. Credit by examination may be used to satisfy Core Curriculum and specific degree requirements unless specified otherwise. CLEP, AP, and IB examinations do not exist for all curriculum courses. Students who are interested in finding out more about these tests may visit the [Office of Testing Services Web site](#).

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 unless the individual is a current or

former UTSA student, including a newly admitted and registered UTSA student. For students who have earned credits at UTSA, credit by examination is awarded in the semester the examination was successfully completed, with the exception of POL 1013, for which Advanced Placement (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 the [Office of 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 five- or 10-week summer term.

If the student’s performance on the examination is at the grade level of “C” or higher, a grade of “CR” is submitted at the end of the semester by the instructor for the course. Unsuccessful attempts to earn credit by challenge examination do not become part of the student’s official academic record.

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

Students admitted under the Provisional Admission Program may request to challenge courses by examination in those disciplines to which their enrollment is restricted. However, credit earned by examination does not fulfill the minimum of 18 college-level semester credit hours that must be successfully completed under the Provisional Admission Program.

## Credit/No-Credit Option

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

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

- A maximum of 24 semester credit hours may be attempted on an optional credit/no-credit basis.

- Credit/no-credit courses appear on the permanent record as a grade of “CR” if the student’s grade is an “A,” “B,” “C,” or “D” or as a grade of “NC” if the student’s grade is “F.” Neither grade will affect the student’s grade point average at UTSA. The credit/no-credit grade cannot be changed to a regular grade once the credit has been awarded.
- Students who choose to take the course on an optional credit/no-credit basis must submit a Credit/No-Credit Option Request form at the Enrollment Services Center prior to the end of the eighth week of the Fall and Spring Semesters. Information on deadlines for Summer Terms or for Fall and Spring Semesters can be found in the University Calendar in the online registration instructions for each semester. After the deadline, students will not be allowed to add the credit/no-credit option or remove the option and take the course on a regular basis.
- Only free electives may be taken on an optional credit/no-credit basis. Courses to be applied to the Core Curriculum or to major, minor, or support work must be taken on a regular or mandatory credit/no-credit basis as specified in Undergraduate Catalog degree requirements.
- Transfer students who transfer to UTSA for their last 30 semester credit hours may not count optional credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
- The Office of the Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them.
- The student’s academic advisor must approve the Credit/No-Credit Option Request form.

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

## **Administrative Procedures**

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

Final grades are reported by course instructors every semester and are due 48 hours after the final examination. Final grades cannot be withheld nor can reporting of them be deferred.

Early grade reports are required for all freshmen. Faculty members are required to report early grades seven weeks into the semester during the Fall and Spring Semesters. Additionally, early grade reports are required for all other undergraduates whose course performance at the time early reports are submitted is at the level of a grade of “D” or “F.” Freshmen receiving early grade reports of “D” or “F” are required to participate in a midterm academic assistance program and to see an advisor in their advising center. Freshmen with undeclared majors who receive early grade reports of “D” or “F” are required to participate in the Tomás Rivera Center (TRC) program and see an advisor to develop a plan to improve their grades. Freshmen with declared majors who receive grades of “D” or “F” are required to participate in the Colleges’ Freshman Advising Center program and to see an advisor to develop a plan to improve their grades.

### **Grade Reports**

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available in *ASAP* via UTSA’s Web site, [www.utsa.edu](http://www.utsa.edu). Students who are removed from, placed on, or continued on academic warning or academic probation, and students who are dismissed from UTSA will receive notification from the Office of the Registrar.

Transcripts may be withheld from any student who owes tuition and fees to the University.

### **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. Courses with an “IN” grade that have not been changed by the deadline will automatically be converted to a grade of “F.”

Any other change of grade must be initiated by the instructor on the required form available in their department office and the offices of the Deans. All requests for a change of grade should include a statement explaining the requested change. It is the policy to change a grade (other than Incomplete) only in the case of error. Additional work performed by a student may not be used to raise a grade that has been reported to the Office of the Registrar. Requests for change of grade require the approval of the Chair of the Department in which the course is offered and Dean of the College. The College will file the form with the Office of the Registrar before the Registrar will make the change in the student’s record.

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, active military service, or attendance at an official University sanctioned student activity, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students may be excused from attending classes or other required activities, including examinations, to attend an official University sanctioned student activity (as defined in the [Handbook of Operating Procedures](#)) or for the observance of a religious holy day, including travel for that purpose. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under § 11, 20, Tax Code. A student whose absence is excused for attending an official University sanctioned student activity or for religious holy day reasons may not be penalized for the absence and shall be allowed by the instructor to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under the Texas Education Code, Section 51.9111, may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within reasonable time after the absence.

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration instructions will receive a grade of “F.” Refer to sections, Undergraduate Credit Limitation and Three-Attempt Rule, in this chapter for information about the financial consequences of receiving “W” or “F” grades.

### **Academic and Grade Grievance Procedure**

In resolving any student grievance regarding grades, evaluations or other academically related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is university policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment 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, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then to the Dean of Undergraduate

Studies. Appeals to the Dean of Undergraduate Studies must be submitted on the Student Academic Grievance Form. The decision of the Dean of Undergraduate Studies is final.

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

## Student Study Days

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period, are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, review sessions are to be held, or for any other class-related activities, other than office hours. Also, the scheduling of examinations and quizzes, with the exception of laboratory examinations, is prohibited during the last three class days preceding finals during the Fall and Spring Semesters.

## President’s List, Dean’s List, and Honor Roll

**President’s List.** Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 4.0 in at least 12 semester credit hours, excluding grades of “CR,” and who receive no grades of “D,” “F,” “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, excluding grades of “CR,” and who receive no grades of “D,” “F,” “IN,” or “NC.”

**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, excluding grades of “CR,” and who receive no grades of “D,” “F,” “IN,” or “NC.”

**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,” “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,” “IN,” or “NC.”

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

### Academic Warning

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

warning. New provisional students and students admitted on academic probation are not eligible for the academic warning status.

First time undergraduates at UTSA, including transfer students, who were admitted in good standing and have a semester grade point average below 1.0 during their first semester are placed on academic probation and bypass the academic warning status completely.

Students on academic warning must be advised prior to registration to help ensure their academic success. Freshmen who have declared majors are advised in the [Colleges' Freshman Advising Center \(CFAC\)](#). Students who have earned 30 or more semester credit hours and have declared majors are advised in the advising center of the college of their major. Students who are undecided are advised in the [Tomás Rivera Center \(TRC\)](#).

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

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

## Academic Probation

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

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

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

Students cannot graduate while on academic probation.

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

Students on academic probation during a Spring Semester may not enroll in the following May Mini-mester.

## Academic Dismissal and Reinstatement Policy and Procedures

Students on academic probation who earn a semester grade point average below 2.0 will be placed on academic dismissal. There are three types of academic dismissal, each of which is described below.

If students believe there are non-academic extenuating circumstances that contributed to their inability to do well academically, they may appeal their dismissal. Students with declared majors may appeal the decision through the Dean's Office of their college and major or if students are undeclared or undecided, the Tomás Rivera Center.

***First Academic Dismissal.*** Students, other than those classified as provisional students, who are placed on academic dismissal for the first time will be reinstated if they so choose after not attending UTSA for the next regular semester (Fall, Spring, or entire Summer Semester). Students seeking reinstatement must apply for admission with the Admissions Office by July 1 for Fall Semester, December 1 for the Spring Semester, and May 1 for Summer Semester. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate



coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

Typically, a student subject to dismissal will be dismissed; however, each UTSA college and school has an appeals procedure administered by the College. A student who wishes to appeal a dismissal should contact the student's advising center for procedures and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the Undergraduate Associate Dean.

***Subsequent Academic Dismissal.*** Students placed on academic dismissal for a second or subsequent time may be reinstated after not attending UTSA for one calendar year with the approval of the reinstatement committee in the college of the student's major. Reinstatement decisions for students without a declared major are determined by a reinstatement committee based in the Tomás Rivera Center. Each of these committees reports to a college Dean or Associate Vice President who has final authority for determinations of reinstatement.

Students seeking reinstatement must apply for admission to the Admissions Office and pay the reinstatement fee. The [application for admission](#) may be filed online. Upon application and fee payment, the Admissions Office will forward a petition packet containing the petition form and complete instructions to the applicant. The application, reinstatement fee, petition form and all required supporting documentation must be on file in the Admissions Office by June 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester, to be considered by the appropriate reinstatement committee. The reinstatement committee's decision, and any conditions of the decision, will be communicated to the applicant by the reinstatement committee. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

***Provisional Academic Dismissal.*** Provisionally admitted students who are placed on academic dismissal must attend another college or university and complete a minimum of 12 semester credits of transferable college coursework with a minimum 2.0 grade point average to qualify for reinstatement to UTSA. Provisionally admitted students who have been dismissed, met these qualifications, and wish to be reinstated should apply for admission with the Admissions Office by July 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Semester. The [application for admission](#) may be filed online.

### **Procedures and Requirements Following Petitions for Reinstatement**

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

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

### **Advising for Reinstated Students**

Students are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the UTSA catalog, the current *UTSA Information*, and online schedule of classes. Each advising center sees students concerning all matters of their academic status, such as progress toward degree completion, graduation status, academic probation, academic dismissal, and changing majors. Students who are on academic probation who are reinstated after academic dismissal or with a Texas Success Initiative (TSI) deficiency are required to be advised and holds are placed on their registration records to ensure that the student meets with the advisor. Students may also be required to meet with an advisor to obtain approval to register for restricted courses.



Freshmen (fewer than 30 earned semester credit hours) who have declared majors are advised in the Colleges' Freshman Advising Center (CFAC). Freshmen and continuing students who are undecided and those who are provisional are advised in the Tomás Rivera Center (TRC). Students who have earned 30 or more semester credit hours and have declared majors are advised through the college advising centers of their major(s). Students may also need to consult with the Honors College, Athletics program, advisors in colleges which offer secondary certifications or if seeking a major/minor outside their primary major, advisors within that college.

## GRADUATION

### Graduation Dates

Degrees are awarded at the end of each Spring, Summer, and Fall Semester. Commencement ceremonies are held in May and December at the end of the Spring and Fall Semesters. Students who graduate at the end of the Summer Semester may participate in either the May or December Commencement ceremony. Information regarding Graduation and Commencement is available in the Office of the Registrar or the [Registrar's Web site](#).

### Applying for the Degree

It is the student's responsibility to apply officially for his or her degree by submitting an Application for Graduation no later than October 1 for the Fall Semester, February 15 for the Spring Semester, or June 1 for the Summer Semester. Applications for graduation are to be submitted online through *ASAP*. Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. Students will receive a confirmation number when the application has been accepted. Students who have problems submitting the application should contact Graduation Coordination at (210) 458-8000. Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and print the application from the [Office of the Registrar Student Forms Web page](#), then submit the completed application to the Enrollment Services Center.

The College Advising Center(s) 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. Applying one semester prior to the intended graduation semester allows advisors to verify remaining degree requirements in a timely manner, thereby allowing students to make any necessary adjustments to their schedule for their final semester. A student who has completed all degree requirements but has failed to apply for the degree may obtain a Letter of Degree Completion from the College Advising Center after the close of the semester in which all degree requirements were met.

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

### Degree Verification

Graduation verification is a two-step process. The College Advising Center of the student's degree/major/minor does a preliminary verification. The student is responsible for completing all coursework and submitting any or all of the following to the College Advising Center by the final class day in which graduation is expected: outstanding transcripts; CLEP, AP, and IB credit; petitions or substitutions; and change of major/minor or change of catalog. A student who has completed all degree requirements but failed to apply for the degree may obtain a Letter of Completion from the College Advising Center after the close of the semester in which all degree requirements are met. A final verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed once 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. In the interim, students can request a Letter of Degree Awarded from the Enrollment Services Center.

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

## Graduation with University Honors

Candidates who have completed some portion of the requirements for the baccalaureate degree at other collegiate institutions may graduate with University Honors when they meet the requirements listed below, 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).

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*.

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

Master’s and Doctoral degree candidates are not eligible for University Honors.

## ACADEMIC HONESTY

### Ethical Standards

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

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in [Appendix B](#), Sec. 203 of this bulletin.

### Fraudulent Degrees

Under Chapter 61, Subchapter G, of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

# GRADUATE STUDENTS

## REGISTRATION PROCEDURES

### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Advisors assist students in developing intellectual potential and exploring educational opportunities and life goals.

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

Students are responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs. Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. For more information on academic advising in their departments, graduate students should contact the Graduate Advisor of Record.

### Registration for Classes

Students who attend classes at UTSA must be officially registered or approved to audit a course. Registration instructions are online each semester in [ASAP \(Automated Student Access Program\)](#). 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.

A student is not permitted to register for classes offered in two consecutive time periods, one at the 1604 Campus and the other at the Downtown Campus, unless there is at least a 40 minute period of time between the end of the first class and the beginning of the second class or the student has received special permission from the Dean of the college of his or her major to register for the two consecutive classes. A student in violation of this policy will have the class scheduled in the second of two consecutive time slots automatically dropped by the University.

### Late Registration

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time just prior to and at the beginning of the semester as indicated in the online registration instructions each semester. Since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not permitted to register after the close of the late registration period, except in extenuating circumstances. See the section Adding Courses After Late Registration.*

### Adding Courses After Late Registration

Adding a course after the Late Registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean of the College offering the course and by the Dean of the Graduate School. For information on Census Date and deadlines for adding classes, students should refer to the University Calendar in the online registration instructions for each semester.

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 Chapter 1, *Bachelor's Degree Regulations* of the [UTSA Undergraduate Catalog](#).

## Maximum Hours of Enrollment in Summer Terms

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

## Three-Attempt Rule

The Texas Legislature has enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of “W” were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration instruction calendars for specific Census Dates for each semester).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate. Current tuition, fees, and charges schedules can be accessed on the [Fiscal Services Web site](#). The three-attempt rule applies to both undergraduate and graduate students. However, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the “course count” begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule, such as master’s thesis, dissertation, independent study, and special topics courses with differing content. Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the second or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

Graduate students wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in the Graduate School.

## Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The University Calendar in the online registration instructions 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. See the online registration instructions each semester for the Census Dates.

Students who drop courses between the Census Date and the Automatic “W” Date have a record of the courses on their transcripts with an automatic grade of “W.” See the online registration instructions for the Automatic “W” Date. The change becomes official after it is processed by the Office of the Registrar.

It is the student’s responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of “F” in the class.

Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

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. Students cannot assume that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are still responsible for dropping courses by the official deadline or they will receive a grade of “F” in the class. Students are responsible for checking their schedules on *ASAP* and for checking their official UTSA email accounts to determine if they have been dropped from class.

After the Automatic “W” Date, a student may not drop a course except with the approval of the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons. Students who want to drop all classes after the semester begins should refer to the section *Withdrawal from the University* in this chapter.

Refer to the section, Three-Attempt Rule, in this chapter 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 space in the classroom after all registered students have been accommodated. The minimum enrollment in a course must be reached 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 an Audit Course Form to the Enrollment Services Center. A UTSA student pays an auditing fee of \$25 per course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 years of age are permitted to audit without paying an auditing fee.

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

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

Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit the nonstudent auditor should go to the [University Parking and Transportation Services Office](#) with their validated Audit Course 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 (drop all courses for which they are enrolled during a specific term) from the University after the term begins must complete a [Withdrawal Form](#) at the Enrollment Services Center.

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University during the regular drop period, from the day after Census Date through the Automatic “W” Date, receive a grade of “W” in all classes. See the online registration instructions each semester for information on the Automatic “W” Date. 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, Three-Attempt Rule, in this chapter 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.

### **Medical and/or Mental Health Withdrawal from the University**

Students who find it necessary to withdraw from the University or reduce their course loads (drop some of their courses) after the term begins due to a medical or mental health issue may write a letter requesting the withdrawal or course load reduction and provide appropriate supporting documentation (for example, a letter from a physician or psychologist, hospital, or other medical professional who is already familiar with the student’s condition). The documentation should be submitted to Health Services for medical conditions and Counseling Services for mental health conditions. Once supporting documentation is reviewed by the service in question, that service will provide the documentation with recommendations to the Dean of Undergraduate Studies if the student is an undergraduate student, or the Dean of Graduate Studies, if the student is a graduate student.

A student granted a medical and/or mental health withdrawal or course load reduction will be assigned grades of “W” in the affected courses, unless the effective date of the withdrawal or course load reduction is on or before Census Date, in which case no record of the courses appears on the student’s transcript. Any refund of tuition and fees will follow the University’s *Refund Policy for Withdrawal or Dropped Courses* ([Chapter 3](#) of this bulletin) at the time of the effective date of the withdrawal or course load reduction.

### **English Language Assessment Procedure**

The English Language Assessment Procedure (ELAP) is a mandatory UTSA assessment for incoming international students whose Test of English as a Foreign Language (TOEFL) scores are between 500 and 600 (paper version), 61 and 100 (internet 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 Students (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and will jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.

## **RECORDS AND CLASSIFICATION OF STUDENTS**

### **Classification Terms**

***Graduate Degree-Seeking Student.*** A student who is admitted to a graduate degree program, unconditionally, conditionally, or conditionally on academic probation.

***Special Graduate Student.*** A student who is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.

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



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

## Time Status Terms

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

## Verification of Enrollment and Degree

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

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

## Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the Enrollment Services Center, by mail, or [online](#).

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

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

## 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.

UTSA transcripts and other information from a student's academic record are released by the Office of the Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under FERPA, or as provided in the policy on releasing directory information set forth in Chapter 5, *Administrative Policies and Procedures*, of this bulletin.

## Catalog of Graduation

Graduate students have six years from their term of original registration to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. If a student drops out for one or more long (Spring or Fall) Semesters, he 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 their majors, degree objectives, or classifications can access the required forms on [ASAP](#). The change is not official until the student is admitted to the new degree program or certification program. Classification changes (e.g., special graduate to degree-seeking) requested during any semester will not be effective until the following semester. Each student changing their major is assessed a fee of \$5 to defray administrative processing costs.

## Change of Name

A student's name on official records at UTSA is the name under which the student applied for admission, unless a Name and Social Security Number Change 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. Name and Social Security Number Change Forms should be supported by appropriate legal documentation.

## Change of Address

Currently enrolled students who have changed their addresses *must* notify the Graduate School on the appropriate form or on the UTSA Web site in [ASAP](#). Official notification of change of address is necessary for proper identification of student records, for accurate mailing of correspondence, and information pertaining to graduation requirements. Students who are applying for graduation will specify on the Application for Graduation the address where their diploma is to be mailed. This does not change the official mailing address with the University.

# COURSES

## Course Numbering System

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

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

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

## Prerequisites

Prerequisites are stated for many courses listed in the [UTSA Graduate Catalog](#). Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course. When a student has not met the specific prerequisites listed, he or she may, under



special conditions, obtain permission from the instructor of the course to register. Some colleges and schools may also require the permission of the Department Chair and the Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

## Extended Education Courses

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

## Distance Learning Courses

UTSA participates in the UT TeleCampus. Degree-seeking UTSA students taking courses through this system that are not hosted by UTSA must still meet all UTSA residence requirements. For information on the UT TeleCampus, see Chapter 6, [Academic Resources and Student Services](#), of this publication or the [UT TeleCampus Web site](#).

## 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,” “F,” “W,” or “CR” except as provided for repeated courses. Refer to the section, Three-Attempt Rule, in this chapter for information about the financial consequences of receiving “W” and “F” grades.

**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.

**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.

Students who are in a UTSA-hosted degree program through the UT TeleCampus and declare UTSA as their home institution will have the courses taken at other institutions through the UT TeleCampus listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the TeleCampus count as transfer credit and apply to a UTSA degree as determined by the student’s academic advisor.

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 (see Academic Probation)</i>
F	0	<i>Failure (see Academic Dismissal)</i>
CR	0	<i>Credit.</i> Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.

NC	0	<i>No Credit.</i> Indicates unsatisfactory progress.
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.
EX	0	<i>Expelled</i>
RP	0	<i>Research in Progress.</i> Used to denote research in progress only for MOT 6933, MUS 6913, and Master's Thesis and Doctoral Dissertation courses. When the project, thesis, or dissertation is complete, the "RP" grades will be changed to letter grades up to the maximum number of semester credit hours approved for the specific degree.

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

**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 submit requirements for removal of the incomplete. During the regular grading period this is done electronically. After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted to the Dean's office. The Dean's office will then submit the form to the Office of the Registrar.

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

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

## Repeating Courses

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

## Administrative Procedures

### Reporting of Grades by Faculty

Final grades are reported by course instructors every term and are due 48 hours after the final examination. Final grades cannot be withheld nor can reporting of them be deferred.

## Grade Reports

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available in [ASAP](#) via [UTSA's Web site](#). Students who are removed from, placed on, or continued on academic probation and students who are dismissed from UTSA will receive notification from the Office of the Registrar.

Transcripts may be withheld from any student who owes tuition and fees to the University.

## Change of Grades

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

1. *Circumstances when an assigned grade of "A," "B," "C," "D," or "F" might be changed.* In this case, the formal appeals process stated in this bulletin must be initiated by the student. Because a grade change of this type is related directly to issues of academic freedom, a committee composed of qualified faculty should be appointed by the appropriate graduate program committee to assess the academic merits of the appeal. The committee report should weigh heavily in the subsequent administrative review by the Department Chair, College Dean, and Graduate School Dean. Grades may be changed only if compelling evidence demonstrates discrimination, differential treatment, or factual mistake.
2. *Circumstances when an assigned grade of "IN" or "NC" might be changed.* Under unusual circumstances, a faculty member of record may be unable to assign grades in a timely manner. Examples include death or incapacitation of a faculty member; a faculty member who permanently leaves the University and refuses or fails to respond; and a faculty member who is on leave and cannot be reached.

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, active military service, or attendance at an official University sanctioned student activity, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students may be excused from attending classes or other required activities, including examinations, to attend an official University-sanctioned student activity (as defined in the [Handbook of Operating Procedures](#)) or for the observance of a religious holy day, including travel for that purpose. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under § 11, 20, Tax Code. A student whose absence is excused for attending an official University-sanctioned student activity or for religious holy day reasons may not be penalized for the absence and shall be allowed by the instructor to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under the Texas Education Code, Section 51.9111, may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within reasonable time after the absence.

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration instructions will receive a grade of "F." Refer to section, Three-Attempt Rule, in this chapter 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, in writing, 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 Associate Dean for Graduate Studies and Research of the college and then to the Dean of the Graduate School. Appeals to the Dean of the Graduate School must use the Student Academic Grievance Form. The decision of the Dean of the Graduate School is final.

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

## **Student Study Days**

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, review sessions are to be held, or for any other class related activities, other than office hours. Also, the scheduling of examinations and quizzes, with the exception of laboratory examinations, is prohibited during the last three class days preceding finals during the Fall and Spring Semesters.

# **ACADEMIC STANDING**

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

## **Good Standing**

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

## **Academic Probation**

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

1. A student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of "D" in any course in a term.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have a grade point average of at least a 3.0 (on a 4.0 scale).

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

## Academic Dismissal

Academic dismissal occurs:

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

## Petition for Reinstatement

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

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

# GRADUATION

## Graduation Dates

Degrees are awarded at the end of each Spring, Summer, and Fall Semester. Commencement ceremonies are held in May and December at the end of the Spring and Fall Semesters. Students who graduate at the end of the Summer Semester may participate in either the May or December Commencement ceremony. Information regarding Graduation and Commencement is available in the Office of the Registrar or the [Registrar’s Web site](#).

## Applying for the Degree

It is the student’s responsibility to apply officially for his or her degree by submitting an Application for Graduation no later than October 1 for the Fall Semester, February 15 for the Spring Semester, or June 1 for the Summer Semester. Applications for graduation are to be submitted online through [ASAP](#). Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. Students will receive a confirmation number when the application has been accepted. Students who have problems submitting the application should contact Graduation Coordination at (210) 458-8000. A student who completed all degree requirements but failed to apply for the degree may obtain a Letter of Degree Completion from Graduation Coordination 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.

# ACADEMIC HONESTY

## Ethical Standards

The University can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include

a few students who do not understand, appreciate, or practice these principles. Consequently, alleged cases of academic dishonesty involving UTSA students will inevitably occur.

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in [Appendix B](#), Sec. 203 of this bulletin.

### **Fraudulent Degrees**

Under Chapter 61, Subchapter G, of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

## Chapter 5

# ADMINISTRATIVE POLICIES AND PROCEDURES

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### ***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 Series 50101, Sec. 2 of the *Rules and Regulations* of the Board of Regents of The University of Texas System, and the [Handbook of Operating Procedures](#).

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 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, sex, religion, national origin, age, disability, citizenship, and veteran status (*Rules and Regulations* of the Board of Regents, Series 10701, Sec. 1; [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 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 Office of Institutional Diversity. Students must file a complaint within thirty (30) days from the date the alleged incident or problem occurred.

### **PROHIBITION OF 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 Office of 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. Series 50101, Sec. 2 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](#) 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 (Series 50101, Sec. 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.

## **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 Student Ombudsperson in the Office of the Vice President for Student Affairs 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 4, *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 file 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 with the Student Ombudsperson.

## **OFFICIAL COMMUNICATION**

The official means of student communication from The University of Texas at San Antonio regarding administrative issues is the UTSA Lonestar email address. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to the Lonestar email address. The email address, email user name, and initial password are on the [ASAP](#) (*Automated Student Access Program*) Welcome page after the student has accessed *ASAP*. If students wish to use an email address other than the Lonestar email address, instructions to forward messages are available in the Lonestar system.

## **STUDENT IDENTIFICATION NUMBER**

UTSA assigns a student identification number to all students. While a student's Social Security number is requested at the time of admission, under the provisions of the Federal Privacy Act of 1974, a student is not required to provide the Social Security number. Although providing the Social Security number is voluntary at the time of admission, some students who do not provide it initially may be required to do so later in order to meet federal and state financial aid and other fiscal requirements.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The **Family Educational Rights and Privacy Act (FERPA)**, 20 U.S.C. § 1232g, is the federal law that provides for the review and disclosure of student educational records. The University has adopted the following policy and procedures. Individuals are informed of their rights under these laws through the policy stated in this section.

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

1. appropriate school officials who have legitimate educational interests
2. officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student or student's parent is notified and receives a copy of the record if desired
3. federal officials or state educational authorities
4. in connection with a student's application for or receipt of financial aid
5. state and local officials or authorities to whom such information is allowed to be reported or disclosed pursuant to state statute
6. organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained
7. accrediting organizations in order to carry out their accrediting functions
8. the parents of a dependent student as defined in § 152 of Title 26 of the Internal Revenue Code of 1954
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. an alleged victim of a crime of violence or a nonforcible sex offense; the final results of the alleged perpetrator's disciplinary proceeding with respect to such crimes may be released.

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

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

### **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
- email address
- date and place of birth

- major field of study
- enrollment status
- dates of attendance
- most recent previous educational institution attended
- classification
- degrees, certificates, and awards (including scholarships) received
- date of graduation
- participation in officially recognized activities and sports
- physical factors (height and weight) of athletes
- photographs

Students may have all directory information withheld by notifying the Office of the Registrar in writing by census date of each semester as defined in the online registration instructions. 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 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:

- 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;
- records of a law enforcement unit of the educational institution;
- employee records;
- 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;
- records that only contain information about an individual after the individual is no longer a student at the institution; or
- records of applicants for admission who are denied acceptance or choose not to attend.

Limitations on Right to Inspect:

1. If any material or document in the educational record of a student includes information on more than one student, the parent or eligible student shall have the right to inspect and review only such part of such material or document as it relates to such student.
2. The University does not have to permit a student to inspect and review educational records:
  - a. that are financial records of the parents of the student;

- b. that are confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975; or
- c. if the student has signed a waiver of the student's right of access.

### **Challenge to Record**

Parents or students may challenge the accuracy of the educational records. Students who believe their educational records contain inaccurate or misleading information or information that is otherwise in violation of their privacy rights may discuss their problems informally with the office responsible for maintaining the records. If agreement is reached with respect to the student's request, the appropriate records will be amended; if not, the student is notified within a reasonable period of time that the records will not be amended and is informed by the 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 Executive Vice President in academic matters. Decisions of the hearing officer are final, are based solely on the evidence presented at the hearing, and include a written summary of the evidence and the reasons for the decision. The decision should be delivered to all parties concerned.

If the decision is in favor of the student, educational records are corrected or amended in accordance with the decision of the hearing officer. If the student finds the decision unsatisfactory, he or she may include with the educational records statements commenting on the information in the educational records, statements specifying reasons for disagreement with the decision of the hearing officer, or both. The statements are placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

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

### **Copies**

Students may 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 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.

## **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 University of Texas System except as permitted by the provisions of the *Rules and Regulations* of the Board of Regents and approved institutional rules and regulations. The term "solicitation" means the sale, lease, rental, or offer for sale, lease, or rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material,

merchandise, or product that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law or local ordinances. Contact the Student Activities Office for UTSA regulations regarding solicitation and distribution of material on UTSA campuses.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” codified as 20 USC 1092 (f) as part of the Higher Education Act of 1965, UTSA collects and discloses certain timely and annual information about campus crime and security policies. (See [Appendix D](#) of this bulletin.)

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators.

UTSA publishes an annual Crime Awareness and Campus Security Report that pertains to the prior three years of offenses occurring at UTSA. The report contains certain security policy statements, including sexual assault policies which assure basic victims’ rights, the law enforcement authority of UTSA police, and where students should go to report crimes. The report is available to all current and prospective students and employees through the [UTSA Police Department Web site](#) and in various UTSA publications. A copy of these statistics is also provided to the U.S. Department of Education.

The annual report discloses crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain noncampus facilities that are broken down geographically into “on campus,” “residential facilities for students on campus,” “noncampus buildings,” and “public property,” such as streets and sidewalks.

The annual report contains UTSA’s policy regarding sex-related offenses, including sexual assault prevention programs, educational programs to promote awareness of sex offenders, administrative disciplinary procedures and sanctions for offenders as well as counseling and other student services for victims. Included in the report is a statement advising the campus community where to locate law enforcement agency information concerning registered sex offender information as provided by a state under 42 U.S.C. section 14071 (j).

## **STUDENT TRAVEL POLICY**

The Student Travel Policy promotes safety by specifying the requirements for motor vehicle travel by University students. The policy applies to the use of motor vehicles to and from University organized and/or sponsored activities. These activities are related, but not limited to, the academic, administrative, research, and student life functions of the department initiating the travel. The policy focuses on travel undertaken by one or more currently enrolled students, including members of registered student organizations, in order to reach a University organized and/or sponsored activity located more than 25 miles from the University campuses. Detailed information regarding this policy can be accessed in the [Handbook of Operating Procedures](#), or by contacting the Office of the Vice President for Student Affairs.

## Chapter 6

# ACADEMIC RESOURCES AND STUDENT SERVICES

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## ACADEMIC RESOURCES

### OFFICE OF ACADEMIC SUPPORT AND UNDERGRADUATE STUDIES

The Office of Academic Support and Undergraduate Studies directs the activities of several areas at UTSA, including Academic Advising, Learning Communities, Freshman Initiative Program, the Office of International Programs, Undergraduate Studies Support and Technology Services, Testing Services, Teaching and Learning Center, and the Tomás Rivera Center. The office also oversees the coordination of UTSA's undergraduate curriculum and UTSA's undergraduate academic policies and procedures.

#### Academic Advising

Two centers provide academic advising for new and transfer freshmen (under 30 semester credit hours accepted by UTSA). With the exception of Honors College freshmen, all freshmen who have not decided upon a major or have provisional status are advised through the Tomás Rivera Center. All other freshmen who have decided upon a major are advised through the Colleges' Freshman Advising Center. Scholarship athletes are dually advised by the center of their major and the athletic advisor.

Beyond the freshman year (30 earned semester credit hours and more), declared majors are advised through the advising center of the major. Undecided students continue with the Tomás Rivera Center until a major is decided. On the UTSA Downtown Campus, freshmen through seniors with declared majors should contact the Colleges' Downtown Advising Center.

#### Tomás Rivera Center

The Tomás Rivera Center (TRC) is a comprehensive academic support center for students. Services offered at the TRC include:

- academic advising for students who have not yet decided on majors
- tutoring
- academic coaching and study strategies
- workshops
- Supplemental Instruction (SI) to accompany difficult courses
- a credit course (EDP 1703, College Success Seminar)
- noncourse-based developmental instruction in reading, writing, and mathematics (including computer-mediated modules) and
- retention programs for selected groups.

These programs include the Downtown Campus ACE Scholars Program, which provides scholarships and support for recipients, the Scholar Support Program for designated scholarship holders at the 1604 Campus, and the Academic Development Program (ADP) for provisionally admitted students. Any student in academic difficulty is invited to visit the TRC, located at the University Center, room 1.01.02 at the 1604 Campus or in the Durango Building, room 2.114 at the Downtown Campus for personalized help.

### **Learning Communities and Freshmen Seminar Programs**

The Learning Communities Program, a division of the Tomás Rivera Center, 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.

In the Fall Semester there are several models of linked classes available. Students may take a Freshman Seminar (COR 1203) and one or two other Core Curriculum classes together. Some Learning Communities using this model have been designed for majors in biology, business, and engineering. There are also general Learning Communities for students of all majors. Some Learning Communities involve two core courses without a seminar, such as those designed for international students and for The University of Texas at Austin Coordinated Admission Program (CAP). Freshmen unable to incorporate a learning community into their schedule can usually enroll in a “stand alone” freshman seminar. There is no additional cost to participate in a Learning Community. For further information or to register for a Learning Community, contact the Learning Communities office at (210) 458-7490.

### **Office of International Programs**

International cross-cultural awareness and understanding on the part of all UTSA students and scholars is crucial to the attainment of effective leadership, competitiveness, prosperity, and success in a global world. Recruiting international students and scholars to attend and teach at UTSA and offering UTSA students and scholars opportunities to study abroad at other universities greatly promotes international awareness, understanding, and the exchange of world knowledge.

The core mission of the Office of International Programs (OIP) is to enhance this cross-cultural understanding among UTSA students by:

- welcoming and supporting international students and scholars attending UTSA from other countries while assisting them in meeting the visa requirements set forth by the United States Citizenship and Immigration Service (USCIS);
- encouraging UTSA students to seek out and participate in educational opportunities abroad;
- strengthening scholarly UTSA exchange programs with universities in other countries;
- mobilizing UTSA resources toward the support of international students, scholars, and education;
- influencing university policy toward embracing and institutionalizing the internationalization of UTSA curriculum, faculty, and student body.

### **Study Abroad**

The aim of UTSA’s Study Abroad program is to help students reach their goal of studying abroad by providing assistance, support, and resources on program options. Being able to participate in an international learning experience offers life-changing opportunities, such as living with a host family and learning a new language in Spain, participating in an engineering research project in Germany, or serving as an intern in a clinic in Mexico. Participation in Study Abroad programs allows students to build skills, cultural awareness, and self-confidence.

These programs provide an opportunity for students to study at another university while acquiring credit toward a degree at UTSA. Study Abroad program staff is available to help students find the right program to match individual



academic and personal interests. Study Abroad programs can help meet major or minor requirements, fulfill general education requirements, or achieve proficiency in a second language. Students may also be able to participate in an internship or conduct research for a final thesis while abroad.

### **International Exchanges**

UTSA maintains bilateral exchange and consortia agreements with a number of international institutions, including Australia, Austria, Canada, China, England, Germany, Hong Kong, and Japan. Under these programs, participants pay tuition to UTSA and all other costs to the partner university, avoiding international student tuition fees at the host institution.

### **International Student and Scholar Services**

Support and assistance are provided to all international students and scholars before and after their arrival at UTSA. The Office of International Programs conducts orientation programs to help newcomers understand federal regulations governing their stay and learn about services available at other UTSA offices. OIP advisors assist students with maintaining proper status with U.S. Citizenship and Immigration Services and with SEVIS, the Student and Exchange Visitor Information System of the federal government. Immigration information, forms, and advice are provided to international students and to non-immigrant faculty and researchers who are employed at UTSA.

### **Border County Program**

The Border County Program, coordinated by the Office of International Programs, enables students from Mexico who have limited financial resources to enroll at state institutions at resident tuition rates. A Border County student must: be a citizen or permanent resident of Mexico; meet the admission requirements of UTSA; demonstrate financial need; and re-enroll in the program each year.

### **Office of Testing Services**

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

- ACT Assessment
- ACT Residual
- Chemistry Placement
- College Level Examination Program (CLEP)
- Correspondence Testing
- Foreign Language Placement (Spanish, French, German)
- Law School Admission Test (LSAT)
- Math Placement
- Medical College Admissions Test (MCAT)
- Texas Examinations of Educator Standards (TExES)
- Texas Higher Education Assessment (THEA)
- THEA-CAT (Computer-Administered Test)
- TOEFL (Test of English as a Foreign Language)

### **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).



**Chemistry Placement**

Taking and passing the Chemistry Placement exam is a prerequisite to enrolling in General Chemistry (CHE 1103). The Chemistry placement exam may be taken only once. 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 (CHE 1073) but not General Chemistry.

**CLEP**

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 Office of Testing Services. 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 [www.collegeboard.com](http://www.collegeboard.com).

**Correspondence Testing**

Correspondence testing is offered to students who are taking courses at other universities and are required to have their examinations proctored at a testing facility. The Office of Testing Services must be contacted at least three weeks prior to any proposed examination date. All fees must be paid in advance.

**Foreign Language Placement**

Foreign language placement testing is offered in Spanish, French, and German. Students who want to register for a higher level course that requires a prerequisite must take a foreign language placement test.

**LSAT**

LSAT testing is administered to students seeking admission to law school. LSAT registration is available online at [www.lsac.org](http://www.lsac.org). Registration bulletins are available in the Office of Testing Services in the Business Services Annex or the Visitor Center in the Business Building.

**Math Placement**

All students who wish to enroll in their first college mathematics course at the level of college algebra are REQUIRED to take a mathematics placement test unless the student met the required college-level score on the mathematics section of an approved TSI examination. Students who wish to enroll in precalculus/calculus must take an advanced math placement examination unless they have met the prerequisite course(s). Students can access more information on tests that are required prior to orientation and registration at the [Office of Testing Services Web site](#).

**MCAT**

The MCAT examination is administered twice a year to students seeking admission to medical school. MCAT registration is available only online at [www.aamc.org/students/mcat](http://www.aamc.org/students/mcat).

**TExES**

TExES is administered to students seeking teacher certification in special content areas. Certain TExES exams are administered by computer in the Testing Services offices at both the 1604 and Downtown Campuses. Students who have obtained a bar code from Teacher Certification may call the National Evaluation System for the schedule of test dates and registration information at 1-800-523-7088.

**THEA**

THEA is offered six times a year at the 1604 Campus for students seeking to register at a Texas public institution. Online registration is available at [www.thea.nesinc.com](http://www.thea.nesinc.com).

**THEA-CAT**

THEA-CAT is usually offered once a week at the 1604 Campus for students seeking to register at a Texas public institution. Registration is available by phone only by calling the National Evaluation System (NES) in Austin at (512) 927-5100.

**TOEFL**

TOEFL testing is administered by computer in the Office of Testing Services 1604 Campus location according to the schedule established by ETS and Prometric. TOEFL schedule and registration information can be accessed at [www.ets.org](http://www.ets.org).

**Contact the Office of Testing Services for information on the following tests:**

**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 Prometric. Students interested in registering for the GMAT examination should call 1-800-717-GMAT or visit [www.MBA.com](http://www.MBA.com).

**GRE**

The Graduate Record 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 Prometric. Students interested in registering for a GRE examination should call 1-800-GRE-CALL or visit the ETS Web site at [www.gre.org](http://www.gre.org).

**Undergraduate Studies Support and Technology Services**

As an extension of the Office of Academic Support and Undergraduate Studies, the office provides support services to academic support programs and the students they serve. Two support programs are housed within this office: academic advising for students pursuing the Bachelor of Applied Arts and Sciences degree and the National Student Exchange Program. In addition, the office provides coordination and support of the transfer articulation processes between UTSA departments and community colleges.

**Bachelor of Applied Arts and Sciences Degree Program Advising**

The B.A.A.S. degree program embraces transfer students who have earned Associate of Applied Sciences degrees with technical course credits that apply to a degree program of specified interest. Refer to the Undergraduate Catalog for a detailed listing of requirements.

The B.A.A.S. academic advisor is committed to providing support and assistance to students through appointments, walk-in hours, and electronic mail advising.

**National Student Exchange**

UTSA is a member of the National Student Exchange (NSE) program, which is the only comprehensive student exchange program in the United States and now includes partners in Canada. The NSE program provides opportunities for undergraduates with 30 or more earned hours (minimum 2.5 grade point average) to study up to one calendar year at another NSE (non-Texas) institution. With more than 175 institutions located in the U.S., three U.S. territories, and five Canadian provinces, students can continue and enhance their academic progress, broaden life experiences, and explore institutions for possible graduate school opportunities at the same cost as UTSA tuition. The application deadline is February 1 for the next academic year's participation.

**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. During orientation for incoming students, ESL Services conducts the English Language Assessment Procedure (ELAP) for international students with Test of English as a Foreign Language (TOEFL) scores between 500 and 600. Those students requiring further English support are placed in English for International Students (EIS) classes. ESL Services operates a non-credit Intensive English Program for conditionally admitted UTSA students, U.S. residents, and other international students who want to study English in a rigorous academic setting. In addition, the office also provides the UTSA and San Antonio community with accurate information regarding the needs of ESL learners.

## **OFFICE OF THE VICE PRESIDENT FOR EXTENDED SERVICES**

### **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 in order to develop and present seminars, online courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. The UTSA Extended Education Web site provides information on training available to UTSA and to the local community. The Office of Extended Education also provides specialized training to organizations needing customized training programs for their employees.

#### **Extended Studies Program**

The Extended Studies Program (ESP) at UTSA is intended for individuals seeking personal and professional development, or for individuals seeking a certificate in a particular discipline sponsored by a UTSA academic department. There is no formal admission to UTSA. No degree may be earned through this program. The program allows non-UTSA students the opportunity to enroll in selected regular undergraduate curriculum courses on a space-available basis. The decision for admission into a particular course belongs to the course instructor.

ESP students pay UTSA regular resident or non-resident tuition. Additional ESP fees include the Extended Studies Registration Charge, parking, "Friends of the Library" card, a records processing charge, and other applicable course-related fees. All UTSA policies and regulations regarding courses will apply to ESP students.

For more information on the Extended Studies Program contact the Office of Extended Education at (210) 458-2411.

### **Prefreshman Engineering Program**

The Prefreshman Engineering Program (PREP) identifies high-achieving middle and high school students with an interest in mathematics, science, engineering, and technology and establishes the foundation for careers in these and other mathematics-related areas. Founded in 1979 at UTSA, the mathematics-based academic program is held each summer at participating colleges and universities in San Antonio. Designed for students in grades six through 11, PREP promotes high achievement and provides students with the necessary reinforcement to successfully pursue higher education and careers in mathematics, science, engineering, and technology. With a focus on building a high quality and diverse 21st century workforce, women and members of minority groups traditionally underrepresented in the areas of science and engineering serve as special target groups.

In 1986, PREP was replicated statewide as the Texas Prefreshman Engineering Program (TexPREP) and is currently operational in 11 Texas cities. The Texas Education Agency has authorized participating school districts to award one elective credit toward high school graduation for each successfully completed summer of PREP. Visit [www.prep-usa.org](http://www.prep-usa.org) for more information.

#### **Proyecto Access**

Proyecto Access is a national consortium modeled after the Texas Prefreshman Engineering Program at The University of Texas at San Antonio (UTSA). Proyecto Access is an academically intense, seven to eight week science/mathematics related summer program, which enhances the development of abstract reasoning, problem solving skills, and their application in students. The purpose of the program is to identify gifted middle and high school students with an interest in and potential for careers in engineering, science, technology, and other mathematics-related areas and to reinforce them in the pursuit of these fields. UTSA is the host/administrator for Proyecto Access and operates in six sites throughout the United States (Colorado, New York, New Jersey, New Mexico, and Florida) and in Puerto Rico.

## **Ford Partnership for Advanced Studies**

Ford Partnership for Advanced Studies (PAS) is an academically rigorous, interdisciplinary curriculum and program that provides students with content knowledge and skills necessary for future success in areas such as engineering, economics, technology, and business. PAS uses an integrated project- and inquiry-based curriculum. Students work with real engineering, science, and business activities designed to promote higher-order thinking, communications, teamwork, research, and problem-solving skills. PAS is aligned with the National Council of Teachers of Mathematics standards, among many others. The two-year pilot includes a seven week summer academy and a regular school year component. The partners in San Antonio include San Antonio ISD, South San Antonio ISD, and Harlandale ISD. A community-based advisory group supports and helps sustain this initiative. The Ford PAS program will be replicated at one TexPREP and one Proyecto Access site in 2006.

## **Office of Community Outreach**

The Office of Community Outreach (OCO), under the Vice President for Extended Services, works with education, business, and civic leaders in communities served by UTSA to promote higher education and UTSA. The OCO, in concert with community leaders, addresses barriers that inhibit or prevent South Texas residents from enrolling at UTSA and develops partnerships or collaborative agreements to address those barriers. The OCO works closely with the Admissions Office, President's Office, and other university offices in supporting student recruitment efforts. The OCO develops special events on campus and in local South Texas cities and towns to promote UTSA and to strengthen relationships with community leaders.

The OCO's mission is consistent with the state's "Closing the Gaps" initiative to significantly increase the college-going rate of Texans over the next decade. The OCO also administers outreach and intervention programs with South Texas school districts to encourage, motivate and prepare underrepresented, low-income and first generation college bound students for higher education.

## **OFFICE OF K-16 INITIATIVES**

The UTSA Office of K-16 Initiatives 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 seeks to provide leadership in education reform and to facilitate University involvement in public education through research and service. In addition, the Office of K-16 Initiatives 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 precollege education.

## **GRADUATE STUDENT 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. (Undergraduate and graduate students interested in participating in exchange programs with other universities, either in the United States or abroad, should contact the Office of International Programs.) Selected out-of-state programs that are not offered in a student's home state can be accessed through the Academic Common Market at in-state tuition rates.

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 Graduate School 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 78711, (512) 427-6525, email: linda.mcdonough@thehb.state.tx.us.

## **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.

## **INFORMATION TECHNOLOGY (COMPUTING RESOURCES)**

### **Administrative Computing**

Technical support for administrative processing and official record keeping is provided by the Administrative Computing Department. The department provides daily, ongoing support for Admissions, Registration, Financial Aid, Fiscal Services, Advising, Degree Audit, Police, Athletics, Institutional Research, and Human Resources. In addition, Administrative Computing provides support to all other departments that may require assistance with administrative processing and reporting.

Students can access their own records by using UTSA's Automated Student Access Program (*ASAP*). Information in the administrative systems is accessible by personal identification number and password. The implementation of this state-of-the-art, Web-based student information system allows students to register for classes and pay their fees from any computer with an Internet connection.

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

The Center for Distance Learning and Academic Technology supports faculty, students, and staff in the use of distance learning and educational technologies.

UTSA has 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 complement the academic programs of the University.

The Center 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. Video production facilities are used to create video clips for student and faculty projects. The Center schedules and records satellite feeds and cable programs on request.

The Center hosts workshops for faculty and staff on the use of computer technology. In addition, on-call assistance is provided to faculty who use technology in the classroom. The Center assists faculty members who use technology to conduct research and helps students become active participants in the learning process.

WebCT Associates in each College provide individual assistance to UTSA faculty by developing WebCT courses and other multimedia materials. The laboratories provide access to special software and peripheral devices including three-dimensional graphics, multimedia authoring, Web page software, slide and hardcopy scanners, audio and video capture boards, digital cameras, color printers, and CD burners.

### **Information Security Services**

The focus of Information Security Services is the protection of the University's networks, computers, electronic data, and records. It is charged more specifically with maintaining access controls for the major information systems used by students, faculty, and staff; instituting policies and procedures for ensuring continuing integrity of the electronic information systems on campus; conducting awareness programs and other security training; and responding to security incidents.

There are information security representatives in many departments, and their activities are coordinated by the Information Security Group. System alerts and training are provided to system administrators of other facilities on campus. The staff of the Information Security Group is available for consultation regarding data protection, information security, and other security services, as needed.

### **Laptop Program**

As part of UTSA's Learning and Technology Initiative, students, faculty and staff are able to purchase laptop computers at special rates. Details are available on the [Student Laptop Initiative Web site](#). The laptops are fully configured, commercial grade computers with Centrino wireless capability and will include an extended warranty, damage insurance and theft protection as well as an extra battery and carrying case. Installed software will include Windows XP Pro, Microsoft Office Suite 2003 and McAfee Antivirus protection. Additional accessories will also be available.

Under the Learning and Technology Initiative, faculty will work to integrate the laptop computers and other technology into courses, including both classroom and non-classroom activities.

### **Student Computing**

Three large, general-purpose, student computer laboratories provide over 550 workstations with full Internet access. Two laboratories on the 1604 Campus and one at the Downtown Campus offer the same desktop "look and feel" throughout with similar capabilities. Students are able to print their academic projects on black and white or color laser printers using PrintSmart technologies. This allows registered students to print up to 200 free pages before print charges occur. Faculty members may store data files in UTSA network folders in order to allow shared student access. All laboratories include areas of adaptive technology for students with unique physical requirements.

To meet new information security guidelines, all student laboratory users must log-in to a workstation with a unique user identification number and password. This log-in will also authenticate student users of UTSA's wireless network.

The laboratories are staffed with full-time, help desk professionals along with part-time and student assistants who work to enable student customers to acquire the skills and knowledge necessary to complete academic assignments.

Student Computing Services provides software training classes for faculty and staff, in conjunction with the Office of Human Resources Training and Development Program. Students are offered noncredit "short-course" seminars on a recurring basis in order to improve their basic computer literacy skills.

Student Computing Services also offers triage services at each of the three lab help desks, supporting the UTSA Laptop Initiative. Hardware and serious software issues are then referred to the Laptop Service Center located within the Business Building Computer Lab at the 1604 Campus.



## Telephone Services

Three university-owned telephone systems support the tri-campus community. The systems are networked to enable four-digit dialing between all locations and to allow shared features including voice mail. More than 2,200 faculty and staff extensions are equipped with AUDIX voice mail. The University uses the State of Texas communications network (TEX-AN) for routing long-distance telephone calls.

The campus switchboard is staffed between the hours of 8 a.m. and 5 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 (210) 458-4011 from off campus or 0 from on-campus extensions.

University communication technicians install voice and data cables, perform new telephone installations, and relocate existing telephone extensions. The department maintains information on all cable installations.

UTSA offers a hotline number, (210) 458-SNOW, for information regarding campus closures and class cancellations in the event of inclement weather. UTSA's Office of Communications updates the hotline information.

## University Network

The UTSA university network is a high-speed (Gigabit Ethernet) network that connects UTSA facilities, provides links to wide-area networks, and provides services such as electronic mail, file transfer, and remote log-in capabilities. Switched 100 Mb/s Ethernet connects most campus classrooms, laboratories, and offices, from the backbone to the desktop. A Gigabit Ethernet connection links the backbone to the Internet and Internet2, allowing students, faculty, and staff to access electronic data quickly from any computer on the network. AirRowdy, UTSA's wireless network, extends throughout all UTSA locations. Technology Support Services (TSS) also provides email for faculty, staff, and students, as well as central services for applications and storage. The UTSA Help Desk provides desktop support for faculty and staff.

## UT TELECAMPUS

The UT TeleCampus (UTTC) is the centralized support center for online education throughout The University of Texas System. To see a full list of courses and host universities for UTTC programs, access the UT TeleCampus Web site at [www.telecampus.utsystem.edu](http://www.telecampus.utsystem.edu). This Web site contains online classrooms, a digital library, free online tutorial services, 24/7 technical support, links to various admissions and registrar offices throughout the UT System and full program descriptions for the online courses and degrees the UT TeleCampus facilitates. Designated contacts at each campus and student services support staff of the UT TeleCampus are available to assist students. Call toll-free: (888) TEXAS-16 or (888) 839-2716 for additional information.

## 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 by providing the latest in library and information services within a learner-centered environment that fosters 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 more than 650,000 books and 2,000 print periodicals; electronic access to more than 35,000 full text/full image journals, indexing and abstracting tools, and databases; 5.8 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 laboratory, 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, email, 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](#) 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.

## **RESEARCH AT UTSA**

### **[Office of Research Development](#)**

### **[Research Organizations](#)**



## STUDENT SERVICES AND RESOURCES

### ENROLLMENT SERVICES CENTER

The mission of the Enrollment Services Center at The University of Texas at San Antonio is to serve students and the community in an efficient, service-friendly atmosphere. The Center provides information and guidance regarding admission, registration, financial aid, scholarships, fiscal services, 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. Service is provided at the 1604 and Downtown campuses as well as through the Enrollment Services Call Center.

Some of the services include:

- providing efficient and courteous service to students
- assisting students with financial aid, admission, credit card telephone payments for tuition and fees, registration, billing, 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.

Students may call (210) 458-8000 or 1-800-669-0919 to speak to a representative for questions and assistance regarding enrollment at the University.

### FINANCIAL AID

The primary purpose of financial aid is to provide resources to students who would otherwise be unable to pursue a postsecondary education. UTSA believes that all students should be able to attend the university that best suits their academic and personal needs. 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 Grant, UTSA Grants, Institutional, 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, UTSA 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 below).

Further,

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

## TEXAS Grant

The TEXAS (Towards Excellence, Access and Success) 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. The priority in making awards is to provide continued funding to recipients already enrolled in the program who are in college and making progress towards their degrees. Because funding for awards to new students is limited, many students who meet the eligibility requirements will not be able to receive awards in the 2006–2007 academic year.

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 with an expected family contribution of not greater than \$4000
- submit a completed FAFSA
- be enrolled at least three-fourths time in an undergraduate degree or certification program
- have not been convicted of a felony or a crime involving a controlled substance.

In order to renew or continue receiving the TEXAS Grant a student must:

- meet UTSA’s satisfactory academic progress standards at the end of the first year
- second and subsequent year students must complete 24 semester credit hours during the previous award year and have a cumulative 2.5 grade point average
- have documented financial need.

## Satisfactory Academic Progress

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

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

### 1. Academic Standards

Students must maintain a cumulative grade point average minimum requirement as determined at the end of each spring term 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; and graduate students must have a 3.0 cumulative grade point average. If the cumulative grade point average drops below the minimum requirement, the student will no longer be eligible for financial aid.

### 2. Maximum Time Frames

The number of semester credit hours a student **attempts** may not exceed 150 percent of the number of semester credit hours required for graduation in his or her program of study, as published in the University 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

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

Examples:

- a. If a student attempts (registers for) 30 semester credit hours in an academic year, he or she must complete a minimum of 21 semester credit hours ( $67\% \times 30 = 20.10$ ) in order to make SAP for the year.
- b. If a student attempts 36 semester credit hours, he or she must complete a minimum of 25 semester credit hours ( $67\% \times 36 = 24.12$ ) in order to make SAP for the year.  
Note: All partial credit hours will be rounded up to the nearest hour.
- 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 41 semester credit hours ( $67\% \times 60 = 40.20$ ) in order to make SAP for the year.

### 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 67 percent of all attempted coursework for all periods of enrollment (cumulative), even those for which the student did not receive financial aid
3. total attempted hours does not exceed 150 percent of the published length of the program of study.

### **Financial Aid Termination**

In the event the student does not meet the requirements for SAP, 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 (e.g., 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 UTSA ID number, and email 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 the balance. When they meet the SAP requirements again, their eligibility for aid will be reviewed for reinstatement.

## **SCHOLARSHIP OFFICE**

The Scholarship Office coordinates, disseminates, and administers a wide range of institutional and external scholarships to assist students in financing their education. A variety of scholarships known as general scholarships are offered through the Scholarship Office and require completion of a general application. The deadline to apply for general scholarships is February 15 each year. Department scholarships require separate applications and, in some cases, have varying deadlines. Students can also access scholarship information, resources, and other pertinent information on the Scholarship Office Web site at [www.utsa.edu/scholarships](http://www.utsa.edu/scholarships).

### **Competitive Scholarships**

Out-of-state and international students selected for scholarships and fellowships through a competitive process in accordance with State of Texas requirements and awarded \$1,000 or more may be entitled to a waiver of nonresident tuition. For a scholarship or fellowship to be approved as competitive, guidelines found in Chapter 5.15 of the [Handbook of Operating Procedures](#) (HOP) must be followed.

Acceptable factors that can be used in the establishment of institutional or private donor scholarships are:

- major
- classification
- financial need
- residency
- cumulative 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 or volunteer experiences.

## **ORIENTATION AND TRANSITION SERVICES**

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

One of the primary functions of the department is to provide comprehensive orientation programs for new students and their family members. Orientation programs for all new students, called “Roadrunner Roundup” are offered in December and January for the Spring Semester; in April and May for the Summer Semester; and in June, July, and August for the Fall Semester. All new freshmen (0 to 29 semester credit hours) are required to participate in orientation and will meet with an academic advisor and register for classes as part of the orientation program. Transfer students who are transferring 30 or more semester credit hours to UTSA are not required to participate in orientation but are 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. OTS hosts “Rowdy Ties,” an orientation program for the family members of new students. This program introduces family members to UTSA’s campus resources, including academic programs, staff, and faculty. OTS also produces the *Roadrunner Planner* and *Rowdy Ties Guidebook* to assist new students and family members.

Since 1993, Orientation and Transition Services has held Roadrunner Camp, a two-day, one-night social and leadership development program for freshmen the week before Fall classes begin. Orientation and Transition Services also provides support services and programming for family members of new students, including UTSA Family Day, Family Weekend, Family Association, and a Family Newsletter.

## **UTSACARD**

The *UTSACard* is a photo identification and all-campus debit card. With a prepaid debit account (Rowdy Dollars), it can be used at various locations campuswide. All UTSA students are required to obtain a current *UTSACard* with their student identification number. It is mandatory that the *UTSACard* is carried at all times while on university property. This card is required to access various UTSA facilities, including student computer laboratories, the Recreation Center, and Health Services. In order to have a *UTSACard* processed, present a driver’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 when lost, stolen, or damaged through neglect. The card is valid as long as the student remains enrolled at UTSA. Students must apply for a card in person at the *UTSACard* 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. For more information, visit the [UTSACard Office Web site](#).

## OFFICE OF STUDENT SERVICES

The Office of Student Services oversees several departments at UTSA's 1604 and Downtown Campuses. These offices include Career Services, Counseling Services, Disability Services, Health Services, Campus Recreation, the Women's Resource Center, the Recovery Center, and the TRIO and Outreach programs.

### Career Services

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 assessment, 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 a variety of resources, including an online 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, résumé development, and career counseling is provided to students seeking these types of career-building opportunities. Students may also participate in on-campus interviews.

For seniors and Master's level students 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, students 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, résumé development, résumé-faxing services, and various job search workshops.

Job and 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.utsa.edu/jobbank>. Visit this site for more information.

### Counseling Services

Counseling Services provides confidential professional services by staff psychologists and professional counselors 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.

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.

Services at the Counseling Center include individual therapy for personal and educational concerns, counseling for couples with relationship difficulties, and group therapy on topics such as understanding sexual orientation and women's issues. Counseling Services also screens for possible learning disabilities.

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. Counseling Services can be reached by calling (210) 458-4140 (1604 Campus) or (210) 458-2930 (Downtown Campus).

### **UTSA Recovery Center**

The UTSA Recovery Center offers professional alcohol and substance abuse recovery resources to the University of Texas at San Antonio community. The Center provides treatment and/or referrals for alcohol and substance abuse disorders. The Center's personnel also consult with and provide substance abuse education for University staff, faculty and administration in an effort to help support students during their recovery. 12-Step meetings are also available on campus. Additional services may be available during the course of the semester, including peer support group meetings and socials. For more information students can come by the University Center, 2.01.04, visit the [Web site](#), or call (210) 458-4140.

### **Students with Disabilities**

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

#### **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.

### **Health Services**

**Services and Costs.** The focus of 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 the student 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.

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. Health Services can be reached by calling (210) 458-4142 (1604 Campus, RWC 1.500) or (210) 458-2930 (Downtown Campus, BV 1.308).

**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 Health Services.

#### **Immunizations**

The American College Health Association, 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 – DIPHTHERIA vaccine – Initially, a series of three vaccines is administered within 10 years. People of all ages should have this vaccine.



MEASLES – MUMPS-RUBELLA vaccine – 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 recommended for people under 18 years of age.

MENINGOCOCCAL DISEASE (bacterial meningitis) – The American College Health Association recommends that students receive immunization against meningococcal disease. While the disease is rare, 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 health information forms. Return of the student signature section of the fact sheet to Health Services is required.

It is **mandatory** for students to return the Health History form prior to registration. Students should complete immunizations prior to their first semester of attendance. Check with Health Services or the San Antonio Metropolitan Health District for current costs. Students can provide immunization records to Health Services at the following address: The University of Texas at San Antonio, 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. Information and applications for the student health insurance can be found on the internet at [www.studentresources.net](http://www.studentresources.net).

### ***International Students***

#### *Tuberculosis*

International students are required by UTSA to have a tuberculosis (T.B.) skin test or chest x-ray performed and read within 90 days prior to registration. 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 Health Services clinic (1604 Campus, RWC 1.500) 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 Health Services.

#### *Health Insurance*

All international students holding nonimmigrant visa status are required, except under certain circumstances as outlined by The University of Texas Board of Regents, to purchase and maintain the UT System approved comprehensive health insurance while enrolled at UTSA. All international students are automatically enrolled in the UT System Student Health Insurance Plan at the time of registration. The charge for the insurance coverage appears as a required fee on the student fee bill. The policy, recommended under the UT System Student Health Insurance Plan, offers \$100,000 (U.S.) in major medical/hospitalization for each illness, accident, and injury, with a \$300 deductible. Repatriation and medical evacuation benefits are also provided. Those international students classified as Texas residents for tuition purposes must still enroll in the UT System Health Insurance Plan.

It is necessary for students to have comprehensive health insurance to ensure that they have the best possible health care and to protect them from unexpected financial crises. The cost of health care in the United States is very expensive. If someone is in an automobile accident or becomes very ill and has to go to the doctor or hospital, it can cost thousands of (U.S.) dollars. To assist in diagnosing an illness, doctors often require laboratory tests. Medications are often also required and can be quite expensive. These medical expenses can cost a significant amount of money.

International students on nonimmigrant visas are not eligible to receive free medical care nor will the United States government pay the medical bills. Therefore, participation in the UT System Student Health Insurance Plan is



required for all international students to protect them from huge financial burdens should they become seriously ill or involved in an accident.

## Campus Recreation

The UTSA Campus Recreation Center is a 65,000-square-foot facility offering students, faculty, and staff an outstanding opportunity to participate in numerous recreation and fitness activities.

The Recreation Center features: a 4,000-square-foot weight room; a 3,500-square-foot cardio workout room; two aerobic studios; two basketball courts or four volleyball courts; and two racquetball/wallyball courts. A variety of healthy vending options are available, as well as full locker rooms and towel service.

Campus Recreation also has a Fitness Center at the Downtown Campus. Visit the Fitness Center in Durango Building Rooms 3.202 and 3.302 weight and cardio equipment is featured with cable TV at each piece of cardio equipment. There is also a group fitness studio for group fitness classes. Campus Recreation also offers fitness programs, lockers and massage therapy service at the Downtown Campus.

Intramural and club sports are two of the programs offered by Campus Recreation. Intramural sports are open to everyone on campus, regardless of the participant's skill level. Club sports are more competitive and require more time and skill. Club teams practice regularly and travel to play club teams at other universities.

Campus Recreation offers a variety of fitness activities. The fitness space has three main areas: weight training, cardiovascular, and group exercise. The weight room provides free weights, plate-loaded weights, and selectorized weight equipment. In the cardiovascular area, participants are welcomed by Cardio Theater® and have over 40 workout machines from which to choose. Group exercise participants can enjoy two wood floor aerobic rooms with specialized sound systems and mirrors. Campus Recreation offers over 50 group exercise classes each week.

Outdoor Pursuits provides a variety of opportunities and resources to the UTSA community. Outings, a 54-foot-tall Rock Wall, and equipment check-out program enable participants to enjoy and learn more about outdoor recreation and adventure. Outdoor Pursuits promotes student development, fitness and learning through safe and well-designed programs, which emphasize discovery, cooperation, and environmental ethics.

Several wellness programs, such as massage therapy, a demonstration kitchen, and stress busters, are offered by Campus Recreation. During study days and final examinations, Campus Recreation works with other departments on campus to help students deal with stress; that might mean free chair massages or food to energize students to study.

For more information about intramural or club sports, call (210) 458-7566 or email [intramurals@utsa.edu](mailto:intramurals@utsa.edu); fitness or wellness programs, call (210) 458-4175 or email [fitness@utsa.edu](mailto:fitness@utsa.edu); outdoor pursuits, call (210) 458-6565 or email [eliot.howard@utsa.edu](mailto:eliot.howard@utsa.edu); Downtown Campus Fitness Center, call (210) 458-2735 or email [fitness@utsa.edu](mailto:fitness@utsa.edu). To check out equipment, make an appointment for chair massage, reserve a locker, or Recreation Center space, contact Recreation Center Operations at (210) 458-7575. For a comprehensive online view, visit [www.utsa.edu/recreation/](http://www.utsa.edu/recreation/).

## TRIO Programs

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO is targeted to serve and assist secondary students who are low-income, first-generation college bound, and students with disabilities as they progress through the academic pipeline from middle school to postbaccalaureate programs. The GEAR UP program is a discretionary grant program designed to increase the number of low-income students prepared to enter and succeed in postsecondary education. This five-year federal grant serves an entire cohort of students beginning no later than the seventh grade and follows the cohort through high school.

UTSA's Educational Talent Search (ETS) program serves over 600 students from Castroville, Crystal City, Del Rio, Eagle Pass, San Antonio, and Uvalde who have the potential to succeed in higher education. The goal of ETS is to

increase the number of youth from disadvantaged backgrounds who complete high school and enroll in the postsecondary education institution of their choice.

Upward Bound (UB) provides fundamental support to participants in their preparation for college entrance. UTSA's program provides opportunities to 110 participants in John Jay, Holmes, and Southside High Schools to succeed in precollege performance and ultimately in higher education pursuits. The goal of UB is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education.

UTSA's Upward Bound Math and Science Program (UBMS) serves 50 participants from Del Rio, Eagle Pass, San Antonio, and Uvalde. The program is designed to strengthen the mathematics and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in mathematics and science and to encourage them to pursue postsecondary degrees in these fields.

UTSA's Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) prepares over 1,600 students from John Jay High School to enter and succeed in postsecondary education through parental involvement and partnerships committed to serving and accelerating the academic achievement of cohorts of students through their high school graduation.

## **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. The office is located at the 1604 Campus, HSS 3.01.24, (210) 458-4540.

Students receiving veterans assistance are responsible for understanding and meeting the academic standards of progress required of all Veterans Administration (VA) recipients. These standards are set by VA regulations and are monitored by the Texas Workforce Commission.

## **UTSA BOOKSTORE**

The UTSA Bookstore is located on the first floor of the University Center at the 1604 Campus. 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 located on the first floor of the Buena Vista Street Building.

## **VISITOR CENTER**

The Visitor Center is part of the Undergraduate Admissions Office and serves as UTSA's front door. An admission professional provides campus visitors and prospective students with general UTSA information, college information, admission materials, campus maps, and directions. The Visitor Center provides walking tours of the campus and also organizes special group visits for schools, colleges, and outreach groups. The Center 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 services for campus visitors. For more information visit the [UTSA Visitor Center Web site](#) or call (210) 458-5145 (1604 Campus) or (210) 458-2000 (Downtown Campus).

## **COPIER AND DUPLICATING SERVICES**

## **LOST AND FOUND**

## **CAMPUS LIFE**

### **OFFICE OF STUDENT LIFE**

The Office of Student Life develops and directs the activities of several areas at UTSA, including the University Center, Office of Student Activities, Special Events Office, the Student Judicial Affairs Program, the Child Development Center, and Campus Housing.

### **Child Development Center**

UTSA's Child Development Center, located off UTSA Boulevard on the southwest side of the 1604 Campus, serves the early childhood educational needs of infants, toddlers, and preschoolers whose parents are UTSA students, staff, or faculty. The Center can house 94 children, with spaces for classrooms, gross motor skills rooms, and outdoor play areas. The Center is licensed by the Texas Department of Protective and Regulatory Services. More information on the Center can be obtained by calling (210) 458-6364 or visiting the [Center's Web site](#).

### **Student Activities**

Students earn a degree by going to classes and participating in class activities and studies, and they round out their education by becoming involved on campus.

The cornerstone of student involvement, cultural programs, leadership, and activities at UTSA is found in the Office of Student Activities. The Office of Student Activities (located at both the 1604 and Downtown Campuses) provides 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, campuswide entertainment events, community service opportunities, for-credit leadership courses, and annual student recognition programs. The cultural component of the Office of Student Activities provides college transition support services to help students from underrepresented groups have successful and rewarding college experiences. The office also helps celebrate the many cultures represented at UTSA.

With over 200 student organizations, UTSA provides a dynamic campus student life. Students can become involved in a variety of organizations, including academic clubs, honorary organizations, social organizations, Greek fraternities and sororities, professional organizations, and special interest groups. Student leaders are integral to the planning of many activities on campus. These include: Homecoming, campus festivals such as Fiesta UTSA and Best Fest, Roadrunner Days, Latino Heritage Month, Black History Month, and many other campus programs.

There is something for everyone and participation in activities, programs, and services is encouraged at both the UTSA 1604 and Downtown campuses.

### **University Center**

The University Center (UC), on the 1604 Campus, is located on the Paseo between the Humanities and Social Sciences Building and the Physical Education Building. The UC is the focal point for programs, meetings, dining, and relaxation for students, faculty, staff, and University guests.

The building houses the following University departments: Alumni Programs, Career Services, Counseling Services, Office of Student Life, Orientation and Transition Services, the Special Events Office, the Office of Student Activities, Student Judicial Affairs, the Student Services Office, the Tomás Rivera Center, and the UC Administration. A variety of services and amenities are provided at the UC to support daily campus life. These include the UTSA Bookstore, food service outlets, The Roost game room, lounge space, an Information Center which houses software and Ticketmaster outlets, the Copy Express, an ATM, and several UTSA e-kiosks.

Space dedicated to student activities consists of the Student Organization Complex, which includes a large area for student organization cubicles and office space for the Campus Activities Board, the Student Government

Association, the Volunteer Organization Involving Community Education and Service (VOICES) Office, and the Greek Life Student Organization Council. For more information, contact the University Center at (210) 458-4735 or visit the [UC Web site](#).

## Living Accommodations

Students can explore the on-campus living accommodations offered at UTSA with the help of the Office of Housing and Residence Life. On-campus housing options include Chaparral Village, UTSA's first owned and managed residential facility Chisholm Hall, and University Oaks, which are both managed by Century Campus Housing Management.

***Campus Residence Hall.*** Chisholm Hall is a traditional residence hall providing students with convenience in an active-student living environment. Chisholm Hall offers 365-square-foot furnished rooms with private baths, large closets, and cable access. All utilities are paid, including local telephone service, electricity, and high speed Internet access. Other amenities include an indoor 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. The Living and Learning Community is available for students who want to make the most of their freshman experience. Rent rebates are honored for students who achieve a grade point average of 3.25 or higher. For further information, contact the office at (210) 458-6700 or 800-377-6933, or download an application from the [Chisholm Hall Web site](#). (Limited availability.)

***Campus Apartments.*** Chaparral Village is UTSA's first residential community, housing over 1,000 students in private 2- or 4-bedroom units. Each fully furnished unit has a living room and kitchenette. The rate includes all utilities, cable, high speed Internet, phone, and free long distance within the United States. There are four neighborhood centers that include laundry facilities, study rooms, full-size kitchens, and recreational/program areas. The City Center has room for larger gatherings, a computer laboratory, classroom and conference room. Other amenities include a swimming pool and basketball courts. Residents of Chaparral Village must select one of the five meal plans offered. Roommate matching is available. For more information, please call (210) 458-6200, or download an application from the [Housing and Residence Life Web site](#).

University Oaks Apartments offers five different floor plans with private bedrooms, full-service kitchens, and built-in dining/ study areas. Amenities include three swimming pools and hot tubs, three laundry centers, sand volleyball courts, a basketball court, and limited-access gates. Housing is available year-round, with 9- and 12-month leases, and 3-month summer term leases. Individual leases are available in which a student is solely responsible for the rent of his/her room. Roommate matching is provided in order to accommodate both parties. Rates include water, garbage, and sewage. Students must provide their own electricity, phone, and cable. For further information, contact the office at (210) 877-3091 or 800-379-3974, or download an application from the [University Oaks Web site](#). (Limited availability.)

***Off-Campus.*** The Office of Housing and Residence Life, located in the City Center of Chaparral Village, distributes off-campus housing information to help students find accommodations in the San Antonio area. Contact the Office for on- or off-campus housing information at (210) 458-4720.

## CAMPUS DINING

Dining facilities are available in the Biotechnology, Sciences and Engineering Building, the Business Building, the John Peace Library Building, and the University Center at the 1604 Campus; the Frio Street Building houses dining facilities at the Downtown Campus. Menu selections vary by location and venues may include entrees and vegetables, burgers, pizza, pasta, grilled sandwiches, desserts, and beverages. UTSA's Roadrunner Café, which provides dining for residents of campus housing and other students on UTSA's meal plan, is also open to the public for a fixed price.

## **TRANSPORTATION AND SHUTTLE SERVICE**

VIA buses provide transportation between the 1604 and the Downtown campuses. Students, faculty, and staff may ride the bus free of charge with a valid UTSA identification card. At the Downtown Campus, permit and metered parking is available in the on-campus parking garage, the “Cattleman’s Square” parking lot north of the campus at the corner of Buena Vista Street and Pecos-La Trinidad Street (access road), and the “Durango Loop” parking lot south of the campus at the corner of Durango Boulevard and Pecos-La Trinidad Street (access road). More permit parking is available under IH 35, south of Buena Vista/Dolorosa Street. Shuttle service is also available on the 1604 Campus from outlying parking lots and residence halls to the central campus.

## **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, soccer, golf, and tennis. UTSA is one of 12 universities from Texas, Louisiana, and Arkansas that comprise the Southland Conference, a NCAA Division IAA football conference.

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

## **UTSA ALUMNI ASSOCIATION**

The mission of the UTSA Alumni Association is to promote and serve the University and its alumni. The Association seeks to strengthen 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 was established in 1977 and incorporated in 1978 as a 501c 3 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.

Alumni-sponsored activities include:

- an annual gala at which the Alumnus of the Year and Distinguished Service Award recipients are honored
- the Diploma Dash™ 5K Run/City Championship Race
- the official UTSA 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.

For more information, call (210) 458-4133 or 888-ONE-ALUM, send an email to [alumni@utsa.edu](mailto:alumni@utsa.edu), or visit the [UTSA Alumni Association Web site](#).

## **UTSA ART GALLERY AND SATELLITE SPACE**

# APPENDICES

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## Appendix A

# STUDENTS' RIGHTS AND RESPONSIBILITIES

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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. The student may appeal the decision to the Dean of the College and then to the Dean of Undergraduate Studies for an undergraduate or the Dean of Graduate Studies for a graduate student. The decision of the Dean of Undergraduate Studies or the Dean of Graduate Studies is final.
3. **Discipline Procedures:** A student or an organization accused of violating a Regents' rule or regulation, University regulation, or administrative rule is accorded the rights of procedural due process. An accused student or organization is entitled to a hearing before a University Hearing Officer, although a student may waive the right to a hearing and accept administrative disposition of the case. A student also has the right to appeal a discipline decision. (See [Sec. 701, Student Code of Conduct](#).)
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*.



# Appendix B

## STUDENT CODE OF CONDUCT

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### 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 or her duties. A student who enrolls at the University is charged with the obligation to conduct himself or 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. "the Office of Student Judicial Affairs" means the Director or Coordinator for Student Judicial Affairs, the vice president's delegates 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 Regents' *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 or her authorized duties; furnishes false information to or withholds material information from any University staff member acting in the course of his or her 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 or 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, and/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 conduct that threatens or endangers the health or safety of any persons on any property owned or controlled by the System or the University, or at any function, program, event, or assembly conducted, sponsored, supervised, or authorized by the University;
  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 or fear bodily injury or death for himself or 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).
  28. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed offenses.
- 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 Office of 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 (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 the student;
  9. substituting for another person, or permitting another person to substitute for one's self to take a course, or a test, or to complete a course-related assignment;
  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 know 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.
  14. Attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed offenses.
- 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 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.

## 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 or reimbursement for damage to or misappropriation of institutional or system property
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 may 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 non-athletic, 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. 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 or 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 Office of 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 Office of 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, the Office of Student Judicial Affairs, or a 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 Office of 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 meeting 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 Office of Student Judicial Affairs shall investigate the alleged violation. After completing the preliminary investigation, the Office of Student Judicial Affairs may dismiss the allegation as unfounded or summon the student for a preliminary meeting.
- B. A student may be summoned by written request of the Office of Student Judicial Affairs for a meeting to discuss the allegations. The written request shall specify a place for the meeting and a time at least three 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 Office of Student Judicial Affairs, the Office may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons, or the Office may proceed to implement the disciplinary hearing procedures provided in 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 Office of Student Judicial Affairs to discuss the alleged offense(s) with the accused student. At this meeting the student is given a copy of the complaint/referral 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 Office of Student Judicial Affairs; or (2) a formal hearing.

- A. When the student does not dispute the facts alleged, the Office of 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 Office of 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. A Hearing Officer will be chosen in accordance with the procedures of the institution.

#### **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, or their designee, 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 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 Office of Student Judicial Affairs shall notify the accused student in writing of the statement of charges and a summary statement of evidence supporting the charge; the name of the person who will act as Hearing Officer; the date, time, and place of the hearing; and that both the accused student and the Office of 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 Office of Student Judicial Affairs' advisor may be an attorney from the Office of General Counsel of the UT System. An advisor may confer with and advise the Office of Student Judicial Affairs or the 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. A notice sent by mail will be considered to have been received on the third day after the date of mailing not to include Sundays. 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 the Office of 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 for postponement must be presented to the Hearing Officer and the opposing party no later than the third day preceding the date specified for the hearing. Any application received after that date will be granted only in the case of extreme hardship or emergency.
- D. Upon granting a postponement, the Hearing Officer shall notify the accused student and the Office of Student Judicial Affairs of the new date, time, and place for the hearing. It shall be the responsibility of the accused student and the Office of 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 Office of 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 Assistant Vice President for Student Life shall promptly select a qualified person to serve as Hearing Officer, in accordance with procedures of the institution.

**Sec. 504. Disclosure of Evidence**

- A. In order that the case be fully developed for the benefit of the Hearing Officer, the Office of 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 Office of 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 Office of Student Judicial Affairs.

**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 Office of Student Judicial Affairs 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 Office of Student Judicial Affairs shall proceed to present evidence in support of the charges;
  - 3. the accused student shall present evidence in support of his or 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 Office of 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 Office of Student Judicial Affairs. The accused student shall be entitled to respond to the recommendation of the Office of 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 Office of 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 Office of 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 advisors shall be placed under the rule. Witnesses removed shall be instructed by the Hearing Officer not to converse with each other or with any other person about the case other than with the parties or their advisor, and 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 will be made electronically. In the event the decision of the Hearing Officer is appealed, the record can be made available to the appealing party by submitting a written request. The official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the



hearing officer. At the request of the President, the recording of the hearing will be transcribed, and both parties will be furnished a copy of the transcript.

**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 there from. 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. The Hearing Officer is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the U.T. System. 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 Office of Student Judicial Affairs, and the original shall be made a part of the student’s University record. Guilt of the illegal use, possession, or sale of a drug or narcotic on campus requires the assessment of a minimum penalty provided in Section 202 (A) 12.

**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. 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 Office of Student Judicial Affairs six years after final disposition of the case. Prior to destroying the record, the Office of 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 Office of 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 Office of Student Judicial Affairs.
- B. Either the accused student or the Office of Student Judicial Affairs may appeal the decision of the Hearing Officer.

**Sec. 702. Appeal of Penalty Assessed by the Office of Student Judicial Affairs**

- A. A written notice of appeal of the penalty assessed by the Office of Student Judicial Affairs must be delivered to the Vice President for Student Affairs within fourteen (14) days after the student has been notified of the penalty assessed by the Office of Student Judicial Affairs. If the notice of penalty assessed by the Office of Student Judicial Affairs 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 Office of Student Judicial Affairs.
- B. An appeal of the penalty assessed by the Office of Student Judicial Affairs will be reviewed solely on the basis of the written argument of the student and the Office of Student Judicial Affairs. 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 Office of 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 for Student Affairs 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 Office of 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 Office of 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 for Student Affairs 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 Office of 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 Office of 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 Office of 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

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### Peaceful Public Assembly Policy (§ 9.37 UTSA [Handbook of Operating Procedures](#))

#### I. Scope

This policy regulates peaceful public assembly on the campuses of The University of Texas at San Antonio (UTSA).

#### II. General Statement

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff, when not operating in their official capacity, have the right to assemble, to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the university or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property.

University staff, faculty and students may peaceably assemble anywhere on the UTSA campuses that they are otherwise permitted to be without advanced permission, as long as there is no disruption to other university activities. In keeping with the university's mission, any program or event sponsored by an academic or administrative unit of the university shall have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit.

No person, including a student or university employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by UTSA if it is obscene, unlawfully defamatory, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. Further, no person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication or persist in demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication. Persons or organizations who are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with the executive director of the University Center or his/her designee (herein referred to as the executive director) as soon as practicable after the point at which the planners anticipate or plan for more than 50 participants.

Persons or organizations planning smaller assemblies are encouraged to consult the executive director if there is uncertainty about applicable university rules, the appropriateness of the planned location, or possible conflict with other events. The executive director has experience in helping student organizations structure events in ways that both comply with the university's rules and achieve the organization's goals for the event. The executive director can help identify appropriate space and potentially conflicting events, as well as help the planners avoid unintended disruption or other violations.

Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference in this policy. For example, libraries typically have highly restrictive rules concerning noise; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways; classroom speech may be confined to the subject matter of the class; and individual professors may have rules of decorum in their classroom. Such rules must be viewpoint neutral and should not restrict speech more than is reasonably necessary to serve their purpose.

### III. Disruption

- A. Except as expressly authorized elsewhere in this policy, no speech, expression, or assembly may be conducted in a way that disrupts or interferes with any
  - 1. teaching, research, administration, or other authorized activities on any UTSA campus;
  - 2. free and unimpeded flow of pedestrian and vehicular traffic on any UTSA campus; or
  - 3. signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this policy.
- B. The term “disruption” and its variants, as used in this policy, are distinct from and broader than the phrase “disruptive activities,” as used in the *Rules and Regulations* of The University of Texas System Board of Regents (Series 30103 and Series 40502). This policy is concerned not only with deliberate disruption, but also with scheduling and coordinating events to manage or minimize the inevitable conflicts between legitimate events conducted in close proximity.

### IV. Amplified Sound

University persons and organizations may use amplified sound (i.e., when sound volume is increased by any electric, electronic, mechanical, or motor-powered means) on any UTSA campus at designated times and locations, subject to the rules in this policy and other applicable laws and university policies. Advanced permission is required (see Section B. for details). However, any event or activity determined to be disruptive to any authorized university activity may be stopped or modified, notwithstanding the amplified sound provisions listed herein.

- A. Location of Amplified Sound Areas
  - 1. Sombrilla – 1604 Campus  
University persons and organizations may use microphones for amplified speech. Acoustic, non-amplified music is also allowed. Amplified music is permissible during university sponsored events, such as Homecoming Week, Roadrunner Days, Fiesta Under the Stars, Best Fest, and Fiesta UTSA.
  - 2. University Center (UC) – 1604 Campus  
Amplified speech/music may be approved under circumstances deemed by the University Center director to not be disruptive to other authorized activities occurring in and around the facility. University persons and organizations may request to use amplified sound on a form provided by the University Center Events Management (UCEM) Office.
  - 3. East Convocation Lawn – 1604 Campus  
University persons and organizations may use microphones for amplified speech and amplified music.
  - 4. Bill Miller Plaza – Downtown Campus  
University persons and organizations may use microphones for amplified speech and amplified music.
  - 5. The Vice President for Student Affairs (VPSA) may designate additional areas for use of amplified sound. If the VPSA concludes that it is unworkable to schedule two or more simultaneous events using amplified sound in different spaces at the same campus, the vice president may refuse to schedule simultaneous events in those areas.
- B. Regulating and Scheduling of Amplified Sound
  - 1. The VPSA may prescribe content neutral rules concerning scheduling, sound levels, the location of speakers and direction in which they are pointed, and other rules to facilitate the use of amplified sound areas, to mediate any conflict with university functions and other nearby activities, and to manage environmental impact.
  - 2. Persons or organizations wishing to use an amplified sound area must reserve a particular area for a particular time. Reservations must be made with the UCEM Office on a form prescribed by that office.

The UCEM Office shall make a reasonable effort to advise each applicant how to correct, if possible, any conditions that preclude approval of its application. Even if an applicant is entitled to have its application approved as submitted, the UCEM Office may give advice about other possible locations, or about modifications to the proposed event, that would avoid potential problems or make the proposed event more workable.

The VPSA shall approve a properly completed form to reserve an amplified sound area, unless the application must be disapproved under the below listed criteria (B.2.a.) or under rules established by the VPSA under the authority of this policy.

- a. Space requests for the use of amplified sound or for exhibits will be denied if any of the following criteria apply:
  - i. The proposed use of the space would violate the Regents' *Rules and Regulations*, university or UT System policy;
  - ii. Another event or exhibit has been scheduled for the proposed time and location, or in sufficiently close proximity that there is a practical conflict;
  - iii. The space requested is inadequate to accommodate the proposed use;
  - iv. The proposed use of the space would violate reasonable and nondiscriminatory fire, health, or safety standards;
  - v. The proposed use of the space would constitute an immediate and actual danger to students, faculty members, or staff members or to the peace or security of the university that available law enforcement officials could not control with reasonable effort;
  - vi. The requesting person/organization is under a disciplinary penalty prohibiting reserving the use of a university space, or prohibiting the proposed use of the space; or
  - vii. The requesting person/organization owes a monetary debt to the university and the debt is considered delinquent.
- b. The VPSA may limit the number or frequency of reservations for each person or organization to ensure reasonable access for all persons and organizations desiring to use amplified sound.
- c. The VPSA may reserve some time slots each week for emergency reservations by persons or organizations responding to events that have occurred, or issues that have arisen since the preceding week.
3. Persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.
4. Any designations of additional areas, any additional rules regulating the designated areas, and the rules and procedures for reserving the right to use a designated area, shall be stated on a website, flyer, or pamphlet available at the UCEM Office.

#### C. Amplified Sound Indoors/Use of University Buildings

Amplified sound sufficient to be heard throughout the room may be used in any room in any building, but the VPSA may limit or prohibit sound that would be disruptive outside the room. Reservations are required. Rules concerning reservations and general use of university buildings may be found in Chapter 8 ([Facilities and University Services](#)) of the [UTSA Handbook of Operating Procedures](#).

### V. Guest Speakers

Registered student, faculty, and staff organizations and academic and administrative units may present guest speakers (i.e., speakers or performers who are not students, faculty members, or staff members) on university property. In the case of registered student organizations, advanced permission from the UCEM Office is required. Individuals may not present a guest speaker.

#### A. Location and Form of Presentation

1. A guest speaker may present a speech or performance, or lead a discussion, at a time announced in advance, in a fixed indoor location, or in a fixed outdoor location approved by the UCEM Office. A guest speaker may distribute literature to persons who attend the speech, performance, or discussion.
2. A guest speaker may not:

- a. harass potential listeners who have not chosen to attend the speech, performance, or discussion; or
  - b. distribute literature to persons who have not chosen to attend the speech, performance, or discussion; or
  - c. help staff a table or exhibit.
- B. Scheduling Guest Speakers
- 1. A registered student organization that wishes to present a guest speaker shall submit to the UCEM Office, a completed form prescribed by the VPSA, at least three (3) business days prior to the event.
  - 2. The VPSA shall approve an application properly made under subsection 1. unless it must be disapproved under the criteria in B.2.a.
- C. Obligations of Presenting Organization
- A student, faculty, or staff organization that presents a guest speaker must make clear that:
- 1. the organization, and not the university, invited the speaker; and
  - 2. the views expressed by the speaker are his or her own and do not necessarily represent the views of the university, the University of Texas System, or any institution of the System.
- D. No off-campus speaker who is to be paid from State funds as consideration for his or her speech shall be permitted to speak on any of the university's campuses unless the university facility in which the speech is to be delivered will be open to the public, including members of the news media, who will be entitled to record, videotape, or telecast live portions of the speech. This does not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests.
- E. No person may in any way obstruct or lessen in any way the opportunity for the audience to take the fullest advantage of the speech, including the opportunity to see and hear the speaker during the entire speech.
- F. All activities held on university property and sponsored by staff, student or faculty organizations are open to the university community only, except as provided in Section V.D. of this policy.

## VI. Signs

- A. Students, faculty, and staff may display a sign on campus by holding or carrying it by hand or otherwise attaching it to their person. No advanced permission is required.
- 1. Any person holding or carrying a sign shall exercise due care to avoid bumping, hitting, or injuring any other person.
  - 2. Any person holding or carrying a sign at a speech, performance, or other event shall exercise due care to avoid blocking the view of any other person observing the speech, performance, or event. Depending on the venue, this may mean that signs may be displayed only around the perimeter of a room or an audience.
- B. Except as provided for herein or in the UTSA [Handbook of Operating Procedures](#), nothing may be written or posted on any building, statue, fountain, walkway surface, road surface, tree, or natural feature of the campus.
- C. General policies related to posting signage/displaying banners may be found in the UTSA [Handbook of Operating Procedures](#) (Section 9.9).

## VII. Distribution of Literature

- A. General Rule on Distribution of Literature
- 1. Subject to the Regents' *Rules and Regulations* and university policies, including those regarding co-sponsorships, solicitation and prohibited expression, registered student, faculty, and staff organizations, and academic and administrative units, may sell, distribute, or display literature on campus. Individual students, faculty members, and staff members may distribute or display literature, but may not sell it. In either case, no advanced permission is required.
  - 2. "Literature" means any printed material, including any newspaper, magazine, or other publication, and any leaflet, flyer, or other informal matter, that is produced in multiple copies for distribution to potential readers.

B. Not-for-Profit Literature Only

1. Except as expressly authorized by Section VII.B.2., or by contract with the university, no person or organization may sell, distribute, or display on campus any publication operated for profit. A registered student, faculty, or staff organization may sell publications operated for profit as part of a fund-raiser authorized by, and subject to the limits of university solicitation policies.
2. Newspapers, magazines, or other publications may be distributed, or offered for sale by means of an unattended rack or vending machine in area(s) designated in advance by the president of the university or his or her delegate for the direction of such activity.
3. A publication is operated for profit if any part of the net earnings of the publication, or of its distribution, benefits any private shareholder or individual.

C. Limits on Advertising

1. Literature distributed on campus may contain the following advertising:
  - a. Advertising for a registered student, faculty, or staff organization, or an academic or administrative unit;
  - b. Advertising for an organization that is tax exempt under Section 501(c) (3) of the Internal Revenue Code;
  - c. Paid advertising in a publication primarily devoted to promoting the views of a not-for-profit organization or to other bona fide editorial content distinct from the paid advertising; and
  - d. Other advertising expressly authorized by the *Rules and Regulations* of the Board of Regents (Series 80103) or by contract with the university.
2. All other advertising in literature distributed on any UTSA campus is prohibited.

D. Clean Up of Abandoned Literature

Any person or organization distributing literature on any UTSA campus shall pick up all copies dropped on the ground in the area where the literature was distributed.

### VIII. Joint Sponsorship

- A. No registered student, faculty, or staff organizations; or individual students, faculty, or staff, may jointly sponsor any event on campus with an off-campus person or organization. Only academic or administrative units with authority delegated from the president of the university may jointly sponsor events with an off-campus person or organization. All joint sponsorships must be consistent with Series 80105 of the *Rules and Regulations* of the Board of Regents.
- B. An event is a prohibited joint sponsorship if an individual or a student, faculty, or staff organization:
  1. Relies on an off-campus person or organization for planning, staffing, funding, advertising or managing the event; or
  2. Advertises the event as jointly sponsored by an off-campus person or organization; or
  3. Operates the event as an agent of, or for the benefit of, an off-campus person or organization, except for solicitation of charitable contributions in accordance with applicable university policies; or
  4. Distributes any proceeds of the event to an off-campus person or organization, except for:
    - a. The proceeds of charitable contributions solicited in accordance with applicable university policies; or
    - b. Payment of a fair market price for goods or services provided to the university person or organization; or
  5. Reserves a room or space for the use of an off-campus person or organization; or
  6. Engages in any other behavior that persuades the VPSA that an off-campus person or organization is in fact responsible for the event, in full or in substantial part.
- C. The following facts do not, in and of themselves, indicate a prohibited joint sponsorship:
  1. That a university person or organization endorses an off-campus person or organization or its message;
  2. That a university person or organization sells, distributes, or displays literature prepared by an off-campus person or organization or containing contact information for an off-campus person or organization;
  3. That a university person or organization has purchased goods or services from an off-campus provider;
  4. That a registered student, faculty, or staff organization has invited a guest speaker under Section V;
  5. That a registered student, faculty, or staff organization has received financial contributions to support the event from an off-campus donor.



- D. Any academic or administrative unit seeking to have a joint sponsorship must complete an application through the UCEM Office and have that application approved by the VPSA.
- E. The fee to be paid by the invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fee must ensure recovery of the cost incurred by the U.T. System or any institution of the System.

## **IX. Tables**

University persons or organizations may set up tables from which to display literature and disseminate information and opinions, subject to the rules of this policy and other applicable university rules and regulations. No advanced permission is required.

### **A. Locations**

1. Subject to the restrictions in paragraph 2. and subject to the rules on disruption of other functions and interference with vehicular and pedestrian traffic, university persons and organizations may set up tables in any outdoor location on the campus and in any large, open, indoor location.
2. Tables may not be set up inside any library, classroom, laboratory, performance hall, stadium, or office, or in any hallway less than ten feet wide, without permission from the academic or administrative unit that controls the space, or from the faculty member or staff member who controls the space at a particular time.
3. An academic or administrative unit may further specify these rules by restricting tables to reasonable locations in spaces occupied by that unit. Academic and administrative units are encouraged to clearly state any such rules in writing, and to publish those rules on a website or on a flyer or pamphlet conveniently available at the chief administrative office of the unit.
4. If any table is set up in a prohibited or disruptive location, any university employee pointing out the violation shall also point out other locations, as nearby as is reasonably possible, where the table is permitted.

### **B. Identification**

Each table must have a sign or literature that identifies the university person or organization sponsoring the table.

### **C. Cleanup around Tables**

Any person or organization sponsoring a table shall remove litter from the area around the table at the end of each day.

### **D. Sources of Tables**

Persons and organizations may supply their own tables. In addition, the Student Activities Office maintains a supply of tables that may be reserved and checked out for use on campus. The UCEM Office shall maintain, on a website or on a flyer or pamphlet conveniently available at the UCEM Office, a current description of the rules and procedures for reserving and checking out tables.

## **X. Exhibits**

University persons and organizations may erect exhibits (i.e., an object or collection of related objects, designed to stand on the ground or on a raised surface, which is not a table, is designed for temporary display, and is not permanently attached to the ground) that are not inconsistent with applicable university policies. Advanced permission is required from the UCEM Office, except that an academic or administrative unit may authorize indoor exhibits in a space that it occupies and controls. Exhibits may not be erected in areas that would impede vehicle or pedestrian traffic or otherwise adversely impact any authorized activity.

### **A. Authorization Process**

A person or organization desiring to erect an exhibit shall apply on a form prescribed by the UCEM Office.

**B. Criteria for Approval**

1. The VPSA shall authorize an exhibit described in a properly completed application unless the vice president or his or her designee finds that use of the proposed space for the proposed exhibit must be disapproved under the criteria listed in Section B.2.a.
2. An exhibit may not be left unattended by the person(s) requesting it unless prior arrangements are made to pay for police protection in their absence pursuant to X.C.2.
3. If approved pursuant to Section VII.B.1., the UCEM Office, in consultation with UTSA police and other appropriate offices, shall specify the location of each exhibit to reduce the hazard to pedestrians, including those who are visually impaired.
4. If the application is denied, the applicant may choose to consult with the UCEM Office regarding how to correct, if possible, any conditions that preclude approval of his or her application. Even if an application may be approved as submitted, the VPSA or the UCEM Office staff may provide guidance about other possible locations, or about modifications to the exhibit, that would avoid potential problems or make the proposed exhibit more workable.

**C. Time Limits**

1. In locations administered by the VPSA, each exhibit may be displayed for five (5) business days. The exhibit may be renewed for an additional five (5) business days if space is available.
2. The exhibit must be removed at the end of each day and may be re-erected each morning. However, the VPSA may authorize overnight exhibits in designated locations, provided that the requesting entity agrees to pay for police protection.

**D. Clean Up Around Exhibits**

Any person or organization sponsoring an exhibit shall remove litter from the area around the exhibit at the end of each day.

**E. Liability**

Any person or organization sponsoring an exhibit assumes full responsibility for the exhibit, including all injuries or hazards that may arise from the exhibit. The university shall not be liable for any damage that may occur to the exhibit, and any person or organization sponsoring the exhibit shall indemnify the university for any claims arising from the exhibit's presence on campus.

**XI. Responding to Speech, Expression, and Assembly**

University persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules in this policy. Responding to another's expression is simply another form of expression, and all applicable rules herein, including rules regarding advanced permission or reservations, such as those related to banners, exhibits and amplified sound, must be followed. When feasible, UCEM Office will make reasonable efforts to expedite approval of banners, exhibits and amplified sound.

**XII. Solicitation**

No person shall make, distribute, or display on any UTSA campus any statement that offers or advertises any product or service for sale or lease, or requests any gift or contribution, except as authorized by the *Rules and Regulations* of the Board of Regents (Series 80103).

**XIII. Police Patrol**

- A. The normal patrolling of officers during regular duty areas that include speakers, public assemblies, persons staffing or viewing exhibits will be at the cost of the university. When the magnitude, timing, or nature of an event requires additional hours from police officers (including contract hours for officers hired from other departments or private security agencies), the university will, to the extent specified in subsections B. and C. below, charge the cost of additional or contract officers to the person or organization sponsoring the event or exhibit that requires additional police protection. The purpose of subsections B. and C. is to charge for additional police presence where reasonably possible, but not to charge for additional police made necessary by the content of speech at the event.

- B. A reasonable and nondiscriminatory fee for the additional police work will be charged for events that require additional police presence, and
  - 1. charge a price for admission, or
  - 2. pay a speaker, band, or other off-campus person or organization for services at the event.
 Persons or organizations planning such events should budget for the cost of police presence.
- C. The university shall have the sole power to decide, after reasonable consultation with the person or organization planning the event, whether and to what extent overtime police presence is required. All fees shall be based on the number of officers required for an event of the same size and kind, in the same place and at the same time of day. No fee shall be charged for officers assigned because of political, religious, philosophical, ideological, or academic controversy anticipated or actually experienced at the event.

#### **XIV. Response to Violations**

- A. A student who violates a prohibition in this policy may be disciplined under the procedures in the Student Code of Conduct.
- B. A faculty member who violates a prohibition in this policy may be disciplined under applicable procedures provided by other rules. If no such procedures exist, violations by faculty members shall be referred to the Office of the Provost and Vice President for Academic Affairs.
- C. A staff member who violates a prohibition in this policy may be disciplined under applicable procedures provided by other rules. If no such procedures exist, violations by staff members shall be referred to the Human Resources Department.
- D. Authorized university personnel may prevent imminently threatened violations, or end ongoing violations of a prohibition in this policy, by explanation and persuasion, by reasonable physical intervention, by arrest of violators, or by any other lawful measures. Alternatively or additionally, they may initiate disciplinary proceedings under paragraph A., B., or C. Discretion regarding the means and necessity of enforcement shall be vested in the Chief of Police, or in university personnel designated by the president, as appropriate, but such discretion shall be exercised without regard to the viewpoint of any speaker.
- E. Persons and organizations on UTSA campuses shall comply with instructions from university administrators and law enforcement officials at the scene. A person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may test the propriety of that order in an appeal under Section XIV.

#### **XV. Appeals**

- A. A person or organization that is denied permission for an activity requiring advanced permission under this policy may appeal the denial of permission.
- B. A person or organization that complies with an on-the-scene order limiting speech, expression, or assembly may, on or before the fifth weekday after complying with the order, file an appeal to determine the propriety of the order limiting the speech, expression, or assembly. The question on appeal shall be whether, under the circumstances as they reasonably appeared at the time of the order, the appellant's speech, expression, or assembly should have been permitted to continue. Such an appeal may be useful to clarify the meaning of a rule, or to resolve a factual dispute that may recur if the appellant desires to resume the speech, expression, or assembly that was limited by the order.
- C. Any person or organization aggrieved by a decision under this chapter is entitled to appeal to the VPSA by providing a written appeal to the assistant vice president for student life on or before the fifth weekday after the day the decision is announced. The written appeal shall contain the person's/organization's name and mailing address, a description of the decision complained of, the organization's reasons for disagreeing with the decision, and the date the decision was announced.

- D. When a timely appeal is received, the assistant vice president for student life shall prepare and send to the VPSA a copy of the written statement of the reason given for the denial of permission/on-the-scene order in question. The vice president shall review both the written appeal and the written statement of the reason(s) for the decision in question. The vice president may render a decision based on the documents provided, or, at his/her discretion, provide the person/organization with an opportunity for a face-to-face meeting at which both the aggrieved party and the person making the decision are present. The decision of the vice president concludes the appellate process.

## **XVI. Definitions**

The following definitions are used for the purpose of this policy.

- A. "Academic or administrative unit" means any office or department of the university.
- B. "Faculty member and staff member" includes any person who is employed by the university, including student employees.
- C. "Off-campus person or organization" means any person, organization, or business that is not an academic unit, an administrative unit, a registered organization (student, faculty, staff), or a student, faculty member, or staff member.
- D. "University person or organization" includes academic and administrative units; registered student, faculty, and staff organizations; and individual students, faculty members, staff members, and other agents of the university serving in an official capacity.
- E. "Registered student, faculty, or staff organization" includes a registered student organization under the Student Organization Relationship Statement, a faculty or staff organization under the *Rules and Regulations* of the Board of Regents (Series 40201), and Student Government and any unit or subdivision thereof.
- F. "Student" means a person who is currently enrolled at UTSA, or attending an educational program sponsored by the university while that person is on campus.
- G. "Amplified sound" means sound where volume is increased by any electric, electronic, mechanical, or motor-powered means.
- H. "Vice President for Student Affairs" means the Vice President for Student Affairs or any delegate or representative of the Vice President for Student Affairs.
- I. "Office of Student Activities" means the office that oversees all registered/sponsored student organizations; this office is under the assistant vice president for student life who reports to the vice president for student affairs.
- J. "Room or space" includes any room or space, indoors or outdoors, owned or controlled by the university.
- K. "University" means The University of Texas at San Antonio (UTSA).
- L. "Weekday" means Monday through Friday except for official university holidays.
- M. "Day" means calendar day.

## **Nondiscrimination Policy**

The Regents adopted the following revised statement against discrimination for The University of Texas System and all 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 institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability. (Regents' *Rules and Regulations*, 10701, Sec. 1, and [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. Contact [Health Services](#) at (210) 458-4142 at the 1604 Campus or (210) 458-2930 at the Downtown Campus or by visiting their offices at RWC 1.500 (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 Student Activities Office at UC 1.02.08 (1604 Campus) or DB 1.302 (Downtown Campus). All materials must be approved for posting by the [Student Activities Office](#).

## 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 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, 50101, Sec. 2.8 provide that:

1. Hazing with or without the consent of a 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.
2. 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.

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 Discrimination and Sexual Harassment and Sexual Misconduct**

It is the policy of The University of Texas at San Antonio (UTSA) to maintain an educational and working environment that provides equal employment opportunity and equal access to use of University programs, services, and activities. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Likewise, sexual misconduct and sexual harassment in any form will not be tolerated. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy. This policy applies to UTSA administrators, faculty, staff, students, visitors, and applicants for employment or admission. The Director of the Office of Institutional Diversity (OID) serves as UTSA's Equal Employment Opportunity (EEO) Officer and is authorized to investigate complaints. The OID Office is located in the John Peace Library building (JPL), telephone number (210) 458-4120.

The University keeps information confidential to the extent permitted by law. If applicable, an individual's desire to maintain anonymity will be honored unless it constrains attempts at establishing facts and eliminating unwanted conduct. In such cases, the University balances the individual's desire for privacy and confidentiality with its commitment to provide an environment free of discrimination. Relevant information will be provided to those with a need to know in order to achieve resolution of the complaint.

### **Definitions**

***Discrimination***, including harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or

education on account of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, or sexual orientation.

**Harassment**, as a form of discrimination, is defined as verbal or physical conduct that is directed at an individual or group because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, or sexual orientation when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered harassment under this policy.

**Sexual misconduct** includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed toward another individual that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace or classroom.

**Sexual harassment** is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status; (2) submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile, or offensive environment.

### **Examples**

Behavior that could be considered sexual misconduct or sexual harassment includes but is not limited to: (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) explicit or implicit propositions or offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes, or anecdotes; (4) remarks of a sexual nature about a person's clothing or body; (5) remarks about sexual activity, speculation about sexual experience; (6) exposure to sexually oriented graffiti, pictures, posters, or materials; and/or (7) physical interference with or restriction of an individual's movements. Such conduct is expressly prohibited and offenders are subject to disciplinary action.

### **Reporting Responsibilities**

Any person who believes they have been subjected to discrimination is urged to immediately report the incident to the Office of Institutional Diversity (OID). Faculty and/or managerial staff are required to immediately report to OID complaints made to them by faculty, staff, students, or visitors.

### **Resolution Options**

**Informal.** A person who believes that he or she has been subjected to discrimination or harassment, including sexual harassment or sexual misconduct in violation of this policy, may take action through an informal resolution process or a formal complaint process, or both. The informal resolution and formal complaint resolution process described in this policy are not mutually exclusive and neither is required as a precondition for choosing the other; however, they cannot both be used at the same time.

The informal resolution process may be used as a prelude or an alternative to filing a formal complaint. Informal resolution may be an appropriate choice where the conduct is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process except as determined by the Office of Institutional Diversity (OID). Assistance is provided in an attempt to resolve possible discrimination if the individual does not wish to file a formal complaint. Such assistance includes: (1) strategies for the individual to effectively inform the offending party that his or her behavior is offensive and should cease; (2) action by an appropriate university official to stop the offensive conduct; (3) modification of the situation in which the offensive conduct occurred, or (4) mediation between the parties. However, the University may take more formal action to ensure an environment is free of discrimination. OID will document informal resolutions and retain such documentation.

**Formal.** (This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, “complaint” is synonymous with “grievance.”)

UTSA encourages any person who believes that he or she has been subjected to discrimination to immediately report the incident to his or her supervisor, the Office of Institutional Diversity (OID), Human Resources, or Student Judicial Affairs. The complainant will be advised of the procedures for filing a formal complaint of discrimination. Complaints should be filed as soon as possible after the conduct giving rise to the complaint, but no later than thirty (30) calendar days after the event occurred. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that semester.

In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant’s name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or information relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint. Complaint forms are located on the [Office of Institutional Diversity’s \(OID’s\) Web site](#).

Within five working days of receipt of a complaint, the Office of Institutional Diversity (OID) may either dismiss the complaint or authorize an investigation. A complaint may be dismissed if the facts alleged would not constitute discrimination; the complaint fails to allege facts relevant to discrimination; or the appropriate resolution or remedy has already been achieved or offered and rejected. If a complaint will not be investigated, OID will notify the complainant to explain the reason for the dismissal and inform the complainant that, within ten (10) working days of the notification, he or she may appeal the decision not to proceed with a complaint investigation to the chief legal officer, explaining why the decision was in error. A response will be sent in twenty (20) working days from receipt. The chief legal officer’s decision is final.

As part of the investigation process, the accused individual will receive a copy of the complaint and allowed a reasonable time to respond in writing. The complainant and accused individual may present documents or information believed to be relevant to the complaint. Any persons who may have relevant information will be interviewed and such interviews will be appropriately documented. The investigation will be conducted as soon as possible and, upon completion of the investigation, a written report will be issued. The report shall include: a recommendation of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, any relevant evidence, and recommended disciplinary action if a violation of the policy occurred. A copy of the report will be sent to the appropriate vice president who has authority over the complainant and the respondent.

The complainant and respondent have seven (7) working days from the date of the report to submit comments regarding the report to the appropriate vice president. Complaints against a student may be protected by the Family Education Rights and Privacy Acts (FERPA) restrictions and copies of the written complaint may not be provided. Within ten (10) working days of receiving any comments submitted by the complainant or respondent, the appropriate vice president who has authority over the respondent may: (1) request further investigation into the complaint; (2) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable credible evidence to support the allegation(s); or (3) find that the policy was violated.

A decision that the policy was violated shall be made into the record provided by the investigator and any comments submitted by the complainant or respondent. If the appropriate vice president who has authority over the respondent determines a violation of policy, he or she will take appropriate disciplinary action based upon the severity of the conduct or delegate such authority and action to the subordinate supervisor, if appropriate. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension, and dismissal.

The complainant and the respondent shall be informed in writing of the administrative official’s decision and be provided a copy of the final statement of findings. If a student is recommended for disciplinary action, the EEO



Officer will notify the Office of Student Judicial Affairs. Implementation of disciplinary action against faculty, employees, and students will be handled in accordance with the University's policy and procedures for discipline and dismissal of faculty, employees, and students.

During the complaint process, a complainant or respondent may be assisted by a person of his or her choice; however, the assistant may not examine witnesses or otherwise actively participate in a meeting or interview. An administrator, faculty member, student, or employee who retaliates in any way against an individual who has brought a complaint pursuant to this policy or an individual who has participated in an investigation of such a complaint is subject to disciplinary action, including dismissal. Any person who knowingly and intentionally files a false complaint under this policy or makes false statements in the course of the investigation is subject to disciplinary action up to and including dismissal from the University. The Office of Institutional Diversity (OID) will document complaints and retain such documentation.

## Smoking Policy

Smoking will not be permitted in any university-owned or leased buildings or vehicles, indoor facility, or indoor site at The University of Texas at San Antonio (UTSA), except in areas permitted. Smoking is permitted outside any building as long as it is 20 feet or more from the entryway, doorway, or common path of travel, with one exception. At the Recreation and Wellness Center, the permissible smoking distance is 100 feet from any outside entrance or doorway. Violations will be dealt with on a case-by-case basis in accordance with established disciplinary policies of the university ([Handbook of Operating Procedures](#), Chapter 9, 9.36).

## Solicitation on Campus

Series 80103, Sec. 1 of the Regents' *Rules and Regulations* states that no solicitation shall be conducted on any property, street, or sidewalk or in any building, structure, or facility of the UTSA Campus, except by the officers or employees of the University, acting in the course and scope of their authority, or by the Student Government (SG), or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

1. does not disturb any academic programs or administrative activities of the University or any program or activity that is authorized by The University of Texas System;
2. does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
3. does not harass or intimidate the person or persons being solicited; and
4. does not violate applicable State, Federal, or local laws or regulations.

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, (210) 458-4201.

Additional information on UTSA's solicitation policy may be obtained at <https://www.utsa.edu/hop/chapter9/9-10.cfm> or the [Student Activities Office](#) located at UC 1.02.08 (1604 Campus) or DB 1.302 (Downtown Campus).

# Appendix D

## CRIME AWARENESS AND CAMPUS SECURITY REPORT 2006

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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.

### **Crime Reporting Policy, Procedures and Responses**

The University of Texas at San Antonio Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the police agencies surrounding each of the UTSA campuses, University Housing, Student Judicial Affairs, the Division of Student Affairs, and Counseling Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by UTSA and on any public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assault, and other matters. The full text of this report is located on the [UTSA Police Department Web site](#).

### **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 Building, MS 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.

## **Working Relationships with State and Local Police**

The University Police Department maintains close working relationships with the San Antonio Police Department, Bexar County Sheriff's Office, federal, state, and other law enforcement agencies and routinely shares investigative information. The University Police Department also works closely with the San Antonio Fire Department and Emergency Medical Services.

A number of recognized student organizations maintain meeting and living facilities off campus. The University Police Department is routinely informed by other local law enforcement agencies of any criminal activities involving UTSA student organizations. The information in these reports is subsequently shared with the Office of Student Life.

## **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 Program—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 Crime Prevention 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. Security Surveys—Campus buildings, University Oaks Apartments, Chisholm Hall Dormitory, Chaparral Village, 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 Division at (210) 877-0046 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 (210) 458-4140, 1604 Campus, and (210) 458-2930, Downtown Campus, Health Services (210) 458-4142, Rape Crisis Hotline (210) 349-7273,

Rape Crisis Center (210) 521-7273, and the Office of Student Life (210) 458-4720. If requested these departments will assist the victim in contacting the University Police Department.

The University of Texas Police Department Crime Prevention Division 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.

Upon the filing of a report, University personnel can assist the victim with issues including, but not limited to, class schedule changes, withdrawal procedures, or campus housing relocation.

Information concerning Sex Offender Registration information is found at the [Texas Department of Public Safety Web site for Sex Offender Registration](#).

## **Alcohol**

The use, possession, and distribution of alcoholic beverages on any 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 regarding alcohol may apply at University Oaks Apartments, Chisholm Residence Hall, and Chaparral Village.

## **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, (210) 458-4140, 1604 Campus; Student Health Services: RWC 1.500, (210) 458-4142, 1604 Campus, and BV 1.308, (210) 458-2930 Downtown Campus.

## **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.

The full text of the Crime Awareness and Campus Security Report is available on the [UTSA Police Department Web site](#).

## Campus Crime Statistics 2003–2005

OFFENSE	1604 CAMPUS			RESIDENTIAL FACILITIES			DOWNTOWN CAMPUS			INSTITUTE OF TEXAN CULTURES			NON-CAMPUS			PUBLIC PROPERTY			TOTAL			
	Year	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
MURDER/ NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	3	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2	3
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
AGGRAVATED ASSAULT	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
SIMPLE ASSAULT	8	14	11	5	13	17	0	0	2	0	0	0	0	0	1	0	0	0	13	27	31	
BURGLARY (Habitation/Building)	5	5	3	7	7	13	0	0	0	0	0	0	0	0	0	0	0	0	12	12	16	
THEFT	74	86	87	21	39	51	13	20	25	2	4	0	1	0	1	0	0	0	111	149	164	
MOTOR VEHICLE THEFT	0	6	0	1	2	3	0	0	2	0	0	0	0	0	0	0	0	0	1	8	5	
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	36	51	84	163	302	329	0	0	0	0	0	0	0	2	5	0	0	0	199	355	418	
<i>Liquor Law Violations Referred for Disciplinary Action</i>	0	0	0	0	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	0
DRUG LAW ARRESTS	9	15	8	18	41	41	0	1	0	0	0	0	0	0	1	0	0	0	27	57	50	
<i>Drug Law Violations Referred for Disciplinary Action</i>	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	0	
ILLEGAL WEAPONS POSSESSIONS ARRESTS	1	0	2	0	2	2	0	1	0	0	0	0	0	0	0	0	0	0	1	3	4	
<i>Illegal Weapons Possessions Violations Referred for Disciplinary Action</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>133</b>	<b>177</b>	<b>196</b>	<b>219</b>	<b>446</b>	<b>460</b>	<b>13</b>	<b>22</b>	<b>29</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>368</b>	<b>651</b>	<b>693</b>	
NON-CAMPUS PROPERTY	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: Liquor Law Arrests for 2003 (199) are Clery Act/DOE defined alcohol violations, (237) total reported alcohol violations.

# Appendix E

## STUDENT GRIEVANCES

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UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. The Student Ombudsperson assists students who are encountering challenges within the campus community by listening to concerns, providing and clarifying information, identifying and evaluating options, acting as a facilitator or mediator, serving as a referral agent, and making recommendations for change to enhance the mission of the University.

The Student Ombudsperson offers confidential services to all students in a welcoming and safe environment and communicates with various representatives and offices to respond to and help resolve concerns in a timely and impartial manner.

The Student Ombudsperson is located in the [Office of the Vice President for Student Affairs](#) in the main Building 4.108 and may be reached at (210) 458-4136.

### 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 in his or her department.

A student who believes another student has violated the [Student Code of Conduct](#) may file a complaint with the [Office of Student Judicial Affairs](#).

In conflict situations that do not require a criminal or student conduct response, or have not been resolved through regular grievance channels, it is recommended that students pursue resolution of their conflict with the Student Ombudsperson.

### Academic and Grade Grievance Procedures

In resolving any student grievance regarding grades, evaluations or other academically-related situations involving a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is university policy that Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment or 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 in writing with the Department Chair within **90 calendar days** from the end of the term in which the grade was assigned or the other concern or incident occurred.

### Undergraduate

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then to the Dean of Undergraduate Studies. Appeals to the Dean of Undergraduate Studies must use the Student Academic Grievance Form. The decision of the Dean of Undergraduate Studies is final.

## **Graduate**

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 Associate Dean for Graduate Studies and Research of the college and then to the Dean of the Graduate School. Appeals to the Dean of the Graduate School must use the Student Academic Grievance Form. The decision of the Dean of Graduate studies is final.

## **Counseling Services**

Counseling Services provides confidential professional services by staff psychologists and professional counselors 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.

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.

Services at the counseling center include individual therapy for personal and educational concerns, counseling for couples with relationship difficulties, and group therapy on topics such as understanding sexual orientation and women's issues. Counseling Services also helps students assess career choices or screen possible learning disabilities.

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. [Counseling Services](#) can be reached by calling (210) 458-4140 (1604 Campus) or (210) 458-2930 (Downtown Campus).

## Appendix F

# DRUG-FREE SCHOOLS & COMMUNITIES ACT

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### 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 10 times more frequent than in nonalcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

#### *Drugs*

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, although frequently those changes are more severe and 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**

Series 50101, Sec. 2 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 on University premises 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.

### Health Services

Health Services provides information on and referrals for counseling and/or rehabilitation services in addition to general health services. The clinic is located at the 1604 Campus Recreation/Wellness Building, Room 1.500. The clinic at the Downtown Campus is located at the Buena Vista Building, Room 1.308. No appointment is required.

## 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

<b>Offense</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
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*

# Appendix G

## TEXAS EDUCATION CODE

### § 54.0065

## Tuition Rebates for Certain Undergraduates

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### Purpose

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

### Authority

The program is authorized by [Texas Education Code](#), § 54.0065.

### Eligible Students

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

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution.
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
4. Have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. For example, if the degree requires the student to have a minimum of 120 semester credit hours to graduate, the student must graduate with no more than 123 hours attempted to qualify for a rebate.
  - a. Hours attempted include transfer credits, courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, repeated courses, and course credit earned exclusively by examination that is in excess of nine semester credit hours. [Note that, for the purpose of this rebate program, UTSA developmental courses are considered to be for-credit developmental courses and the hours attempted taking UTSA developmental courses are counted toward the total semester credit hours attempted.]
  - b. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
  - c. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

5. If enrolled for the first time in the Fall 2005 semester or later, graduate within four calendar years for a four-year degree. If the degree is in architecture, engineering, or any other program determined by the Board to require more than four years to complete, the student must graduate within five calendar years.

### **Amount of Tuition Rebate**

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

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

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

### **Responsibilities of Students**

Students must apply for the tuition rebate prior to receiving their baccalaureate degree using forms provided by the institution. The Application for Tuition Rebate form may be downloaded from the UTSA [Office of the Registrar Web site](#).

### **Further Information**

For more information on the tuition rebate program, visit [CollegeForTexans.Com](#).

# Appendix H

## ACCREDITATION

### Institutional Accreditation

UTSA is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

### Accredited Programs

#### College of Architecture

<i>M. Architecture</i>	National Architecture Accrediting Board (NAAB); expires 2004–2010
<i>B.S. in Interior Design</i>	Foundation for Interior Design Education Research; expires 2003–2009

#### College of Business

<i>B.B.A., M.B.A., E.M.B.A.</i>	The Association to Advance Collegiate Schools of Business (AACSB International); expires 2007
<i>MBA Online</i>	
<i>M.B.A. International Business</i>	
<i>M.S. Accounting</i>	
<i>M.S. Finance</i>	
<i>M.S. Information Technology</i>	
<i>M.S. Management of Technology</i>	
<i>Ph.D. Business Administration</i>	

#### College of Engineering

<i>B.S. Civil Engineering</i>	Accreditation Board for Engineering and Technology, Inc., (ABET); expires 2011
<i>B.S. Electrical Engineering</i>	Accreditation Board for Engineering and Technology, Inc., (ABET); expires 2007
<i>B.S. Mechanical Engineering</i>	Accreditation Board for Engineering and Technology, Inc., (ABET); expires 2011

#### College of Liberal and Fine Arts

<i>B.F.A. in Art</i>	National Association of Schools of Art and Design (applies to University, not programs); expires 2006
<i>B.A. in Art</i>	
<i>B.A. in Art History and Criticism</i>	
<i>M.F.A. in Art</i>	
<i>M.A. in Art History</i>	
<i>Bachelor of Music</i>	National Association of Schools of Music; expires 2012–2013
<i>Master of Music</i>	

#### College of Public Policy

<i>Master of Social Work (in candidacy)</i>	Council on Social Work Education
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#### College of Sciences

<i>Clinical Laboratory Science</i>	National Accrediting Agency for Clinical Laboratory Sciences; expires 2013
<i>B.S. in Chemistry</i>	American Chemical Society

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