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**UTSA  
INFORMATION BULLETIN  
2013–2014**

The University of Texas at San Antonio

July 2013

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

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, staff and faculty. 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. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at San Antonio.

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

**Academic Advising:** UTSA views sound academic advising as a significant responsibility in educating its students. Students are encouraged to seek academic advising to ensure that they complete degree requirements in an appropriate and timely manner. The partnership established with an academic advisor is intended to assist students with learning about their options, degree requirements, academic policies and procedures, and appropriate University resources. This supportive, helpful relationship will assist students to plan and pursue programs that support their interests and educational goals.

New and transfer freshmen (under 30 semester credit hours accepted by UTSA) are advised by either the [Colleges' Freshman Advising Center](#) or the [Tomás Rivera Center](#). 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. Students who are accepted into the Honors College are advised by the [Honors College](#) advisors.

Continuing and new undergraduate transfer students (30 earned semester credit hours and more), with declared or decided majors, are advised through the college undergraduate advising center of their major or by the Honors advisors if they are accepted into the Honors College. Undecided students continue with the Tomás Rivera Center until a major is decided, with the exception of Honors students. On the UTSA Downtown Campus, freshmen through seniors with declared majors are advised through the [Downtown Undergraduate Advising Center](#), and students who have not decided upon a major or have a provisional status are advised through the [Downtown Tomás Rivera Center](#). Special students who are non-degree-seeking undergraduates and continuing students who have declared a major in Multidisciplinary Studies are advised through the office of [Undergraduate Studies Support and Technology Services](#).

All students, regardless of classification or major, accepted into the Honors College are advised by the Honors College advisors. Scholarship athletes are dually advised through the center of their major and the Athletics advisor. Students pursuing careers in the health professions are dually advised by the [University Health Professions Office](#) and the advising center of their major.

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## ACADEMIC CALENDAR

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

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

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

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## INFORMATION DIRECTORY

The University's Main 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 César E. Chávez Boulevard, San Antonio, Texas 78207. The main telephone number is (210) 458-2700. Visit UTSA on the Web at <http://utsa.edu>.

[UTSA Directory](#)

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## MAPS

[Main Campus](#)  
[Downtown Campus](#)  
[HemisFair Park Campus](#)



# THE UNIVERSITY OF TEXAS SYSTEM BOARD OF REGENTS

## **OFFICERS**

Wm. Eugene “Gene” Powell, Chairman  
Paul L. Foster, Vice Chairman  
R. Steven “Steve” Hicks, Vice Chairman  
James D. Dannenbaum, P.E., Vice Chairman

Francie A. Frederick, General Counsel to the Board of Regents

## **MEMBERS**

TERMS SCHEDULED TO EXPIRE FEBRUARY 1, 2013

James D. Dannenbaum  
Paul L. Foster  
Printice L. Gary

TERMS SCHEDULED TO EXPIRE FEBRUARY 1, 2015

R. Steven “Steve” Hicks  
Wm. Eugene “Gene” Powell  
Robert L. Stillwell

TERMS SCHEDULED TO EXPIRE FEBRUARY 1, 2017

Alex M. Cranberg  
Wallace L. Hall, Jr.  
Brenda Pejovich

TERM SCHEDULED TO EXPIRE MAY 31, 2012

Ashley M. Purgason (Student Regent)

## **SYSTEM ADMINISTRATION**

Francisco G. Cigarroa, 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  
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 is dedicated to the advancement of knowledge through research and discovery, teaching and learning, community engagement and public service. As an institution of access and excellence, UTSA embraces multicultural traditions, and serves as a center for intellectual and creative resources as well as a catalyst for socioeconomic development and the commercialization of intellectual property – for Texas, the nation and the world.

### HISTORY

UTSA 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 now has over 91,000 alumni including 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 68 undergraduate degree programs, 57 master's degree programs, and 24 doctoral degree programs in nine 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-three of UTSA's faculty members have won Fulbright Fellowships to teach and conduct research in foreign countries. As of Fiscal Year 2011, UTSA ranks eighth in research expenditures of Texas public universities.

The Fall 2012 enrollment was 30,474 which is in line with the enrollment management plan. Based on the number of bachelor's degrees awarded to Hispanic students, UTSA is 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. In 2009, the Institute of Texan Cultures site was designated the UTSA HemisFair Park Campus. The UTSA Downtown Campus opened at the Cypress Tower Building in 1994, moving to its permanent site in 1997. Space on all three campuses now totals over 5 million square feet.

The most current information on UTSA is also available on the Fast Facts page at <http://utsa.edu/about/glance/>.

## ORGANIZATION

UTSA is an 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 of UTSA](#) is assisted by a staff including the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Community Services, the Vice President for Research, the Vice President for Student Affairs, and the Vice President for External Relations. The President's Office also includes the Office of Legal Affairs, the Office of Equal Opportunity Services, and the Office of Audit, Compliance and Risk Services.

[The Provost and Vice President for Academic Affairs](#) is the university's chief academic officer. The provost is charged with ensuring the quality of academic programs and with supporting the hiring of top faculty. A high priority of this office is to guide UTSA toward its goal of being a Tier One research institution. UTSA's provost reports directly to the president and oversees the eight academic colleges, the Graduate School, Honors College, the Libraries, Information Technology and many other initiatives.

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 budgeting and financial forecasting, human resources, facilities and capital improvement projects, campus police operations and emergency preparedness, environmental health and safety, purchasing and auxiliary services, including food service, bookstore operations and parking and transportation operations.

The Vice President for Community 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, the Office of Community Outreach, the Office of Extended Education, the Downtown Campus Special Events Office, the UTSA Mexico Center, the Office of P-20 Initiatives, and the Child and Adolescent Policy Research Institute.

The Vice President for Research oversees all support services for research and other creative endeavors among all colleges, research institutes and collaborating partners. This is accomplished through the following offices: Vice President for Research, Senior Associate Vice President for Research, Sponsored Project Administration, Research Support, Research Integrity, Commercialization and Innovation.

The Vice President for Student Affairs is responsible for overseeing student life; financial aid and enrollment services; admissions, orientation and family programs; registrar; athletics and athletic 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 External Relations provides the President with advice and counsel for all areas of development, marketing, communications and alumni programs. The Vice President serves as Chief Development Officer and acts as a liaison between the Office of the President and University Development Board and the University's Campaign Committee and serves as an executive-level representative of the President in the community. The Vice President is responsible for the development and management of plans and programs to produce and promote the University identity as a premier public research university. 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 more than 900 students. Today, the campus houses the College of Architecture, the College of Public Policy, the Department of Counseling, the Department of Educational Psychology, and the Institute for Economic Development. It has an enrollment of nearly 6,000 students. The Downtown Campus consists of the Frio Street, the Buena Vista Street, the Durango, and the Monterey academic buildings; an on-campus parking facility; and several adjacent parking lots.

Those who live or work in the downtown area—both traditional and nontraditional students—are drawn to the campus because of its easy access and location, and also for the variety of programs offered. Programs particular to this campus attract students from all over Texas.

The full UTSA undergraduate core curriculum is offered at the Downtown Campus, as well as a variety of courses leading to both bachelor's and master's degrees for several disciplines in architecture, 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. Doctoral degrees in Applied Demography and Counselor Education and Supervision are offered at the Downtown Campus.

The Downtown Campus provides professional development and career advancement for learners and helps identify solutions for rapidly changing public-sector needs. UTSA Downtown's faculty, staff, and students 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 is available to assist students with admission 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, sports court, 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 students who began at UTSA in Fall 2005 as first-time freshmen enrolled full time as UTSA degree-seeking students, the graduation rate from UTSA within a six-year period was 29 percent. An additional 10 percent earned their bachelor's degree from another Texas institution within six years. This rate does not include students who were part of the Coordinated Admission Program with the University of Texas at Austin. Students who began at UTSA as transfer students or who started as part-time students are also excluded from this rate.

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 to award baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at San Antonio.

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 Vice Provost and Dean of the Graduate School serves as an ex officio member. 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. 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. The discretionary authority to make such admissions decisions is generally delegated to the Office of Undergraduate Admissions.

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” section of this chapter.

### UNDERGRADUATE CLASSIFICATIONS AND REQUIREMENTS

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

UTSA uses the State of Texas [ApplyTexas 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 ApplyTexas Application for International Undergraduate Admission.

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

The application fee is nonrefundable and is required from ALL applicants. The application fee is \$60.00, beginning with the Fall 2013 semester.

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

The first-time freshman admission criteria stated below are effective beginning Fall 2013.

### UTSA classifies the following students as first-time freshmen:

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

A first-time freshman, regardless of when the student graduated from high school, must have either:

1. successfully completed the curriculum requirements for the recommended or advanced high school program or its equivalent; or
2. satisfied ACT's College Readiness Benchmarks on the ACT assessment or earned on the SAT assessment a score of at least 1500 out of 2400 or the equivalent.

*The ACT College Readiness Benchmarks are: English=18, Math=22, Reading=21, Science=24.*

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

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

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

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

### Application Procedures

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

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



## Admission Requirements

The following table shows the minimum total scores required, where applicable, for students meeting the first-time freshman curriculum requirement, based on high school rank-in-class and on either the SAT or the ACT.\*

**UTSA Freshman Admission Criteria for Fall 2013\***

<b>High School (HS) Rank in Class</b>	<b>Minimum Combined SAT Scores (Math and Critical Reading)</b>	<b>Minimum Total Composite ACT Score</b>
Top 25%	Guaranteed Admission	Guaranteed Admission
Second 25%	<ul style="list-style-type: none"> <li>• SAT score of 1100 or higher: Guaranteed Admission</li> <li>• Others by Committee Review: Min. SAT = 900 for consideration</li> </ul>	<ul style="list-style-type: none"> <li>• ACT score of 24 or higher: Guaranteed Admission</li> <li>• Others by Committee Review: Minimum ACT = 19 for consideration</li> </ul>
Third 25%	<ul style="list-style-type: none"> <li>• Committee Review: Min. SAT = 1000 for consideration</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Review: Min. ACT = 21 for consideration</li> </ul>
Fourth 25%	<ul style="list-style-type: none"> <li>• Committee Review: Min. SAT = 1100 for consideration</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Review: Min. ACT = 24 for consideration</li> </ul>
Non-Ranking Accredited HS	<ul style="list-style-type: none"> <li>• SAT score of 1100 or higher: Guaranteed Admission</li> <li>• Others by Committee Review: Min. SAT = 900 for consideration</li> </ul>	<ul style="list-style-type: none"> <li>• ACT score of 24 or higher: Guaranteed Admission</li> <li>• Others by Committee Review: Minimum ACT = 19 for consideration</li> </ul>
GED, Unaccredited HS, Home School	<ul style="list-style-type: none"> <li>• Committee Review</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Review</li> </ul>

\* Minimum completion of the Texas Recommended Curriculum (or its documented equivalent), or satisfaction of College Readiness Benchmarks established by ACT and SAT as stated above in the section titled “UTSA classifies the following students as first-time freshmen” is a requirement for admission.

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

### Admission By Committee Review

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

- achievement in academic or nonacademic endeavors
- first-generation college student status
- extracurricular activities
- leadership
- community activities
- work experience
- socioeconomic background

- experience surmounting obstacles to pursue higher education.

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

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

- A. A one-page, single-spaced, essay from the ApplyTexas application, Topic C:

Topic C: There may be personal information that you want considered as part of your admissions application. Write an essay describing that information. You might include exceptional hardships, challenges, or opportunities that have shaped or impacted your abilities or academic credentials, personal responsibilities, exceptional achievements or talents, educational goals, or ways in which you might contribute to an institution committed to creating a diverse learning environment.

- B. Up to two letters of recommendation, based on community involvement, high school academics or employment.

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

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

Applicants who did not graduate from an accredited high school but who have successfully passed all five subject tests and earned a GED<sup>®</sup> may be considered for admission to UTSA by satisfying the ACT's College Readiness Benchmarks or earning a score of at least 1500 out of 2400 or the equivalent on the SAT.

*NOTE: The ACT College Readiness Benchmarks are: English=18, Math=22, Reading=21, Science=24.*

### **Provisional Admission at UTSA**

Applicants who are Texas residents, first-time freshmen, and graduates of an accredited high school, but who do not qualify for admission because of inadequate SAT or ACT scores or high school records, but who do meet the first-time freshman curriculum requirements, 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.

Provisional admission is an option for first-time freshmen only. Students who completed dual credit courses prior to graduation from high school may be eligible to be admitted on a provisional basis. However, due to the academic structure of the program, students with excessive college hours are not a good match for provisional admission.

The admission decision is often made prior to high school graduation, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript from an **accredited** high school that reflects the 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 12 semester credit hours of courses, including any needed developmental education courses, in the first long semester of enrollment. With proper approval, provisional students may be eligible to enroll in up to 15 semester credit hours in their initial semester at UTSA.

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.

While still under provisional admission status, students may not enroll in May Mini-mester courses.

### ***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 to ensure program eligibility. *Enrollment in the program is first-come, first-served, and can reach capacity at any time.* 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.

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.

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.

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 will be academically dismissed from UTSA. Provisional students who are academically dismissed from the University must complete at least 12 semester credit hours of coursework at another accredited college or university with a minimum 2.25 grade point average and reapply for admission following the same procedures and meeting the same deadlines as outlined within this chapter.

### **Denial of Admission**

If an applicant is denied after initial review for not meeting admission requirements, the student will be encouraged to reapply after completion of a minimum of 30 transferable credit hours at an accredited college or university with a grade point average of at least a 2.25. Students who are denied pending 30 transfer credit hours are encouraged to take advantage of transfer advising services offered by the Office of Undergraduate 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 Participating University in the University of Texas at Austin's Coordinated Admission Program (CAP). For complete information concerning the UT Austin's Coordinated Admission Program, consult the University of Texas Web site at <http://bealorghorn.utexas.edu/cap>.

CAP students who are eligible for CAP at UTSA and who designate UTSA as their partner school when submitting their CAP acceptance agreement to UT Austin will have their initial application forwarded to UTSA from UT Austin; they do not need to submit a second application to UTSA but will need to submit the \$60.00 application fee to UTSA. Also, students who send AP and Dual Credit Scores/Grades to UT Austin must also request that this documentation be sent to UTSA for evaluation. The admission decision is often made prior to high school graduation; therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting the student's graduation date, final high school ranking, if applicable, and curriculum information must be requested to be sent to UTSA to ensure admission status, financial aid eligibility and registration for future semesters.

CAP students enrolled at UTSA are advised by the [Colleges' Freshman Advising Center \(CFAC\)](#). 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.

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

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

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

#### ***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 Combined SAT Scores of Math and Critical Reading</b>	<b>Minimum Total Composite ACT Score</b>
1100	24
(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 Undergraduate Admissions on or before the application deadline for the requested semester of enrollment.
2. Submit a nonrefundable application processing fee.
3. Submit an official high school transcript.
4. Submit a letter of recommendation from a high school counselor.
5. Submit official SAT or ACT scores sent directly from the testing company.

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

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

Early Admission students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to regular policy and procedures. Students must meet the admissions requirements for First-time Freshmen for the term for which they will be applying.

#### ***Enrollment Procedures***

1. Early Admission student advising and course registration are coordinated by the [Office of P-20 Initiatives](#) and take place following notification of admission.
2. Advising and course registration for Special Admission Program students is the responsibility of and coordinated by the office managing the Special Admission Program.
3. Early admission students are enrolled as non-degree-seeking.

### Dual Credit Program 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.

- Students with dual credit work must have at least a cumulative grade point average of a 2.0 or above and be in good standing at the institution from which the dual credit is earned.
- Dual credit work must be documented on an official transcript sent directly from the awarding institution.

### Enrollment Requirements

1. As required by the Texas Success Initiative, 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 <http://utsa.edu/success/tsi.html>
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 P-20 Initiatives](#) and the appropriate faculty (selected by the academic departments). Such restrictions will be documented and monitored by the imposing school district or office.

### Procedures

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

\* 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 regionally accredited college or university and may have coursework in progress at the time of their application to UTSA.

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

## Application Procedures

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

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

### With 1 to 29 Semester Credit Hours Completed

Applicants for admission who have completed fewer than 30 semester credit hours at the time of application from accredited colleges or universities must:

- meet the guaranteed admission rank-in-class and SAT/ACT requirements that apply to first-time freshmen;
- have a minimum 2.25 cumulative grade point average on a 4.00 scale on college coursework attempted at a regionally accredited institution;
- be eligible 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 Completed

Applicants for admission to UTSA who have completed 30 or more semester credit hours at the time of application from accredited colleges or universities must:

- have a minimum 2.25 cumulative grade point average on a 4.00 scale on college coursework attempted at a regionally accredited institution;
- be eligible 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 Science (A.A.S.) degree. UTSA offers a B.A.A.S. degree in Infancy and Childhood Studies.

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

- have graduated from a regionally accredited, two-year college with an Associate of Applied Science (A.A.S.) degree prior to the anticipated semester of enrollment at UTSA;
- have a minimum 2.25 cumulative grade point average on a 4.00 scale on college coursework attempted at a regionally accredited institution;
- be eligible 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.

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

- submit the ApplyTexas application for Transfer Students on or before the published application deadline for the desired semester of enrollment;
- submit the nonrefundable application processing fee;
- submit official academic transcripts from all previously attended institutions;
- submit an official college transcript indicating the award of the A.A.S. degree; and
- upon acceptance by UTSA Admissions, contact the College of Education and Human Development Advising Center to obtain an individualized degree plan and formally declare the major.

See the *UTSA Undergraduate Catalog* for B.A.A.S. degree requirements.

## **Declaration of Previous College Work Attempted**

When applying for admission to UTSA, students are not at liberty to disregard previous college work attempted. All schools from which any college-level work was attempted must be listed on the ApplyTexas application at the time of application. Furthermore, the application process requires that official academic transcripts from each previously attended regionally accredited institution be submitted to the UTSA Office of Undergraduate Admissions on or before the application deadline for the requested semester of enrollment. Failure to do so may result in the rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

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

## **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*.

## **Credit for Military Service**

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

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

Veterans entering UTSA as undergraduate students should meet with an academic advisor to discuss military service credit options, as elective credits may affect eligibility for the tuition rebate program and the Texas B-On-Time Loan forgiveness program or result in additional tuition for excess credit hours. Students must provide proof of eligibility (i.e., DD Form 214 or disability discharge documentation) to the academic advisor and complete the Military Service Credit Notice with the academic advisor. The Military Service Credit Notice is available on the Office of the Registrar’s Web site (<http://utsa.edu/registrar/>) and in the UTSA Veterans Certification Office in the McKinney Humanities (MH) Building (formerly HSS Building), room 3.01.26.

## Outreach to Prospective Transfer Students

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

UTSA currently offers 14 articulation agreements with two-year institutions that assist students with course selections and course transferability. Following a degree/transfer plan maximizes the 66 transferable hours a student can take at a community college prior to transferring to UTSA.

### Colleges with Articulation Agreements with UTSA

Austin Community College	Palo Alto College
Coastal Bend College	San Antonio College
Dallas County Community College	South Texas College
Del Mar College	Southwest Texas Junior College
Houston Community College	St. Philip's College
Laredo Community College	Texas State Technical College – Harlingen
Northwest Vista College	Victoria College

In addition to the above-mentioned degree/transfer plans, UTSA also provides a host of transfer resources on the UTSA Office of Undergraduate Admissions Web site: [utsa.edu/transfer](http://utsa.edu/transfer). The online equivalency table can assist transfer students in evaluating how their existing course credits might satisfy the requirements of a UTSA degree plan.

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

For more information on transferring to UTSA, please visit the Undergraduate Admissions Web site at [utsa.edu/transfer/](http://utsa.edu/transfer/) or call (210) 458-2000.

## Academic Fresh Start

Texas residents may apply for admission to UTSA under the Academic Fresh Start statute (Texas Education Code, § 51.931). Under this program, academic course credits or grades earned 10 or more years before the semester for which the student seeks enrollment are not considered for admission purposes.

Applicants seeking admission under the Academic Fresh Start statute must inform the Office of Admissions in writing *at the time of application*, of their intent by submitting an Academic Fresh Start form. This form is available from the Undergraduate Admissions Web site: <http://utsa.edu/admissions/undergrad/>. 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 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 initiate the request in writing to the UTSA Office of Undergraduate Admissions stating the desire to cancel the application for admission.
- It is preferred to have the request submitted via a letter or e-mail that provides the student's full name, date of birth, and student ID number to ensure correct identification.

## Conditions

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

## Special Undergraduate Students

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

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

- An ApplyTexas Transient Application
- A nonrefundable \$60.00 application processing fee
- An official transcript(s) from the most recently attended accredited institution(s) reflecting the last 30 undergraduate semester credit hours earned.

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

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

Applicants who have earned fewer than 30 undergraduate semester credit hours attempted at an accredited college or university at the time of application must meet the same admission requirements as first-time freshmen, have at least a 2.25 cumulative grade point average on a 4.00 scale on all college-level coursework, and be in good standing at the last institution attended.

Applicants who have earned 30 or more undergraduate semester credit hours at the time of application must have at least a 2.25 cumulative grade point average on a 4.00 scale in the last 30 hours attempted and be in good academic standing at the last 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 Undergraduate Students

### Definition

Applications from individuals who plan to enroll while residing in the United States on a non-immigrant visa are processed as international students. International students can apply by submitting the International Student [ApplyTexas Application](#) (electronic 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 Paper	IELTS
English Language Assessment Program (ELAP) Exempt	100	600	7
Admission Qualification*	61	500	5

\* The UTSA English Language Assessment Program (ELAP) is required of all new students. Students may be assigned to take up to four English as a Second Language courses based on ELAP test results.

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

The TOEFL or IELTS will be waived if:

- The applicant graduated from a U.S. high school and completed two years of regular English courses.
- The applicant has successfully completed 30 semester hours but fewer than 45 semester hours of transferable credit from a U.S. college or university that includes college-level English Composition I with a grade of “B-” or better.
- The applicant has successfully completed 45 or more semester hours of transferable credit from a U.S. college or university.
- The applicant graduated with a bachelor’s degree from a U.S. college or university.
- The applicant scored 500 or greater on the critical reading section of the SAT.
- The applicant scored 21 or greater on the English section of the ACT.

**Conditional Admission:** Students who do not submit *or* earn scores that prove English proficiency but who meet *all* other admission requirements can be admitted to the Intensive English Program (IEP) on the condition that they are accepted to the bachelor’s degree program of their choice when the appropriate level of English proficiency has been achieved. Conditional admission is not available to graduate students.

2. 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 (AACRAO) or from NAFSA: Association of International Educators.
3. Submit all application materials including application for admission, nonrefundable application fee, evaluation of foreign credentials, and all supporting documents to International Undergraduate Admissions, [Office of International Programs](#).

### **International First-Time Freshmen**

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

1. Have qualifications equivalent to those of students entering from accredited secondary schools in the United States, as determined by UTSA International Undergraduate Admissions.
2. Have above-average grades on work completed in secondary school, as determined by UTSA International Undergraduate Admissions.
3. If you have graduated from a U.S. high school, an American high school in a foreign country, or a high school in a native English speaking country, applicants **must** submit an SAT or ACT test score corresponding to rank-in-class requirements for first-time freshmen. SAT or ACT scores are highly recommended from students studying in high schools abroad. If you are required to take the SAT or ACT, refer to the “First-Time Freshmen” Admission Requirement section in this chapter.

Consult the UTSA International Undergraduate Admissions website at [utsa.edu/international](http://utsa.edu/international) for detailed freshman admission criteria.

### **International Transfer Students**

***Transferring from Schools outside the United States.*** International transfer students who have earned 30 or more transferable credit hours from an accredited college or university in a country other than the United States must have a 2.75 cumulative grade point average on a 4.0 scale, as determined by International Undergraduate Admissions.

***Transferring from Schools within the United States.*** International transfer students who have earned 30 or more transferable credit hours from a regionally accredited college or university in the United States must have a 2.25 cumulative grade point average on a 4.0 scale all college work attempted.

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

Consult the UTSA International Undergraduate Admissions website at [utsa.edu/international/transfer](http://utsa.edu/international/transfer) for detailed transfer admission criteria.

### **International Application Deadlines:**

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

### **Automatic Admission for Children of Certain Deceased Public Servants**

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

## **ADMISSION PROCEDURES**

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

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

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

## **APPLICATION DATES**

Students are urged to apply for admission as early as possible so that matters regarding admission can be resolved well in advance of the beginning of a semester. It is the responsibility of the individual applicant to assure that all required documents are received by the institution by the FINAL deadline. Applicants whose files are completed by the priority application deadlines have increased availability of courses and other campus resources during registration. Deadlines which fall on a weekend or UTSA holiday will be extended until 5:00 p.m. the following business day.

U.S. Resident PRIORITY Processing Application Deadlines:

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

TRANSFER U.S. Resident FINAL Application Deadlines:

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

FRESHMEN U.S. Resident FINAL Application Deadlines:

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

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

## ADMISSION APPEAL PROCESS

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

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

Fall Semester	August 1
Spring Semester	December 17
Summer Semester	May 15

## READMISSION

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

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

Eligibility for readmission depends on the student's academic status at the conclusion of the last UTSA semester of enrollment and performance on any subsequent college or university work attempted since last enrolled at UTSA.

Evaluation of any subsequent coursework attempted is based on the same admission requirements for new transfer students. The only transferable college-level work evaluated is that earned since last enrolled at UTSA. The former student applying after a first dismissal with work in progress at the time of the application will be deferred for receipt of grades from the work in progress.

Former UTSA students who were academically dismissed during their previous period of enrollment and wish to return to UTSA, **MUST** follow the guidelines outlined in the "Academic Standing/Academic Dismissal and Reinstatement Policy and Procedures" section in Chapter 4, General Academic Regulations – Undergraduate, of this bulletin.

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

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

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

## **ADMISSION TO COLLEGES, DEPARTMENTS, AND SPECIAL PROGRAMS (IN ADDITION TO UTSA ADMISSION)**

### **College of Architecture**

#### **Admission Criteria for Freshman and Freshman-Transfer Students**

Available openings within the [College of Architecture](#) are limited and, therefore, entry is competitive. Successful applicants entering the College from high school and freshman-transfer students (who have attempted less than 30 semester credit hours of college-level coursework) will be directly admitted, as a pre-major (pre-ARC for B.S. in Architecture, pre-CSM for B.S. in Construction Science and Management, or pre-IDE for B.S. in Interior Design), into the Foundation Year Program. The 28-semester-credit-hour Foundation Year Program (FYP) is designed to provide a broad exposure to the professions of the built environment and provide a strong foundation for future study in each of the College's three academic majors.

An applicant for a College of Architecture major will be admitted to the respective pre-major by holistic review by the College of Architecture. The holistic review will consider applicants' SAT or ACT scores, high school grade point average, high school rank, and any college-level work. The priority deadline is March 1; applications will be accepted until all spaces are filled or by July 1, whichever occurs first.

Students admitted to the University as pre-Architecture majors, pre-Construction Science and Management majors, and pre-Interior Design majors must follow the current policy and will be considered for admission to the applicable College of Architecture major only after completing the FYP and applying for admission via a Gateway Application to their chosen major (see below).

#### **Admission to a Major**

Students must successfully complete the FYP (28 semester credit hours) in order to be eligible to apply for the Gateway review process and subsequent admission into a major in the College of Architecture. Students who have completed the FYP must submit a Gateway Application (an application to a major in the College of Architecture) by the first Monday in May for review and consideration for admission into one of the College of Architecture majors for the following Fall semester. Applications are available on the College Web site. Gateway reviews are conducted at the conclusion of each Spring semester (once annually), for entry in the subsequent Fall semester. Students not accepted into any one of the three majors within the College of Architecture will be exited from the College (see Academic Standing and Exiting the College of Architecture in the *UTSA Undergraduate Catalog*).

#### **Admission Criteria for Transfer Students**

Transfer applicants from outside UTSA (who have attempted 30 or more semester credit hours of college-level coursework) who wish to transfer to one of the three academic majors with advanced standing must comply with the FYP and application requirements indicated above and must apply to the Associate Dean for Academic Affairs and Undergraduate Studies by the first Monday in May for review and consideration for advanced standing. External transfer applicants who have completed architecture coursework elsewhere must submit application packages that include their cumulative grade point average, a letter of interest, and a portfolio of studio work for students transferring into Architecture and Interior Design.

Transfer students who have attempted 30 or more semester credit hours of college-level coursework, have met University transfer admission criteria, and have applied for a College of Architecture major must meet the following requirements:

1. An applicant must submit a Gateway Application (i.e., an application to a major in the College of Architecture) by the first Monday in May for review and consideration for admission into one of the College of Architecture majors or pre-majors for the following Fall semester. Transfer students will not be

considered for admission into College of Architecture majors or pre-majors for Spring and Summer semesters. Transfer students admitted to the University for Spring or Summer semesters may apply for a change of major to a College of Architecture major or pre-major for a subsequent Fall semester (see the *UTSA Undergraduate Catalog*). Gateway applications are available on the College Web site.

2. An applicant for admission into the Architecture or Interior Design majors who has completed architecture coursework elsewhere must include his or her cumulative grade point average, a letter of interest, and a portfolio of studio work in the application package. The portfolio should be sent directly to the College of Architecture.
3. An applicant who has completed the equivalent of the Foundation Year and Gateway requirements elsewhere will be reviewed for admission into a College of Architecture academic major of Architecture, Construction Science and Management, or Interior Design by holistic review by the College and appropriate department or program. Transfer students who have completed the equivalent of the Foundation Year and Gateway requirements will not be considered for admission into a College of Architecture pre-major.
4. An applicant who has not completed the equivalent of the Foundation Year and Gateway requirements elsewhere will be reviewed for admission into a College of Architecture pre-major by holistic review by the College and appropriate department or program. Transfer students who have not completed the equivalent of the Foundation Year and Gateway requirements will not be considered for admission into a College of Architecture academic major.

Transfer students admitted as pre-Architecture majors, pre-Construction Science and Management majors, or pre-Interior Design majors must follow the policies described above and may be considered for the corresponding College of Architecture academic major after completing the Foundation Year and Gateway requirements.

See the [UTSA Undergraduate Catalog](#) for additional details regarding the College of Architecture admissions and academic standing policies.

## Department of Biology

Students interested in pursuing a Biology major must meet [Department of Biology](#) admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Bachelor of Science degree in Biology are listed in the *UTSA Undergraduate Catalog*. Applicants meeting all UTSA undergraduate admission requirements will be admitted to the Department of Biology as prebiology students. Subsequent eligibility of students admitted as prebiology students will be based on grade point averages and the successful completion of certain lower-division college coursework. Internal transfer students and external applicants who have successfully completed all prebiology requirements should meet with an advisor in the College of Sciences to declare the Biology major.

The [UTSA Undergraduate Catalog](#) has additional details regarding these provisions and the requirements for students to remain in good academic standing with the Department of Biology, College of Sciences and the University.

## 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. The College of Business provides academic advising, tutoring, and other support services to help students succeed academically. All business students

receive professional development training and assistance in finding internships and jobs through the Center for Student Professional Development. Students who are the first in their family to attend college can receive academic support and professional development through the Business Scholars Program.

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

**Freshman Students:** 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, successful completion of the Texas Success Initiative (TSI), plus placement into or completion of MAT 1033 and WRC 1013.

**Transfer Students:** 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 who do not meet the criteria for direct admission will be admitted to the College as prebusiness (PRB) students if they transfer in with at least a 2.0 grade point average, have successful completion of the Texas Success Initiative (TSI), plus placement into or completion of MAT 1033 and WRC 1013. Students who do not meet these criteria will be admitted to the University as undeclared (UND). Students who were previously dismissed from UTSA or the College of Business will be re-admitted as UND and must seek a major outside of the College of Business.

Students must maintain good academic standing with the University and with the College of Business to remain in the College. The *UTSA Undergraduate Catalog* has additional details regarding the College of Business admissions and academic standing policies. Students are expected to understand the difference between the UTSA grade point average policy and the College of Business grade point average policy.

## College of Engineering

The admission to any undergraduate program in the [College of Engineering](#) at UTSA is based on UTSA's undergraduate admission requirements plus the following additional admission criteria for the College of Engineering. A student may be admitted to the College of Engineering in two ways: directly into a major or as a pre-engineering student. A student is admitted directly into a major only if all College of Engineering admission criteria are met. Students interested in pursuing the Biomedical Engineering major must meet additional requirements. See the Department of Biomedical Engineering section in the *UTSA Undergraduate Catalog* for information on admission to the Biomedical Engineering major.

The following are the requirements for direct admission to the College of Engineering majors including Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering:

1. Requirements for direct admission to a College of Engineering major for new freshmen or freshman transfers who have been admitted to the University (freshman transfers are transfer students who have earned fewer than 30 hours):
  - a. Must have completed MAT 1214, Calculus I, or the equivalent with a grade of "C-" or better, or have met a prerequisite for taking MAT 1214.
  - b.
    - i. Must have graduated in the top quartile of their high school graduating class, or
    - ii. Must have graduated in the second quartile of their high school class and have a SAT score of at least 1050 or an ACT score of at least 22, or
    - iii. Must be granted admission into a College of Engineering major by holistic review by the College of Engineering if not meeting the criteria in i. and ii. above.

New freshmen and freshman transfers applying for admission to the College of Engineering and not meeting the above criteria will be admitted to the University as pre-engineering majors.



2. Requirements for direct admission to a College of Engineering major for transfer students who have earned 30 or more hours and have been admitted to the University:
  - a. Must have completed MAT 1214, Calculus I, or the equivalent with a grade of “C-” or better, or have met a prerequisite for taking MAT 1214.
  - b.
    - i. Must have a transfer grade point average of at least 2.50 and a grade point average of at least 2.50 in all mathematics, sciences, and engineering coursework, or
    - ii. Must have a transfer grade point average of at least 2.00 and a grade point average of at least 2.00 in all mathematics, sciences, and engineering coursework, and be granted admission to the College of Engineering major by holistic review by the College of Engineering.

Transfer students not admitted directly to a College of Engineering major may be granted admission to the pre-engineering major by holistic review by the College of Engineering.

Transfer students not admitted directly to a College of Engineering major, nor granted admission as a pre-engineering major must select a different major at the University.

Pre-engineering majors who have at least a 2.00 grade point average in each of the three components of the Three Calculation Grade Point Average (see [UTSA Undergraduate Catalog](#)) may apply for admission to a College of Engineering major after completing MAT 1214 with a grade of “C-” or better. Admission of a pre-engineering major into a College of Engineering major will be determined by a holistic review by the College of Engineering.

All transfer students to the College of Engineering must complete at least 42 credit hours from their required major courses at UTSA before graduation.

The UTSA Engineering Summer Camp is a one-week camp open to incoming High School juniors. All participants will learn about engineering through hands-on workshops, team building activities, exciting seminars, research lab tours, and fun. Each student has the choice to stay overnight on campus in a Residence Hall or only participate in the day portion.

See the [UTSA Undergraduate Catalog](#) for additional details regarding the College of Engineering admissions and academic standing policies.

## Honors College

The mission of the [Honors College](#) is to provide enhanced educational opportunities for selected, motivated, enthusiastic, diverse, and inquisitive students and to foster the pursuit of excellence in undergraduate higher education. The underlying philosophy of the program is that well-educated individuals should understand broad, interdisciplinary perspectives while demonstrating expertise in their chosen field.

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 and internship experiences. All these activities are designed to challenge talented students.

Although members of the Honors College may earn a Bachelor of Arts degree in Honors Studies, participation in the Honors College typically supplements, but does not replace, work in a major field. Credits earned in Honors College courses may be used to satisfy Core Curriculum requirements or specific degree requirements, when appropriate.

Honors College advisors work with advisors in other colleges to assure that students meet all requirements of their major and Honors curriculum.

Students must submit an Honors application to be considered for admission to the Honors College either as an entering freshman or as a continuing UTSA or transfer student. In general, threshold application requirements for incoming freshmen are a composite SAT (critical reading and math only) of 1200 or above, a composite ACT score of 27 or above, and/or graduation in the top 10 percent of the high school class. However, the Honors College applies a holistic review approach to student admission, considering such factors as writing skills, student leadership, special skills and abilities, and special circumstances. Therefore, students whose SAT, ACT, or class rank do not meet the threshold requirement may still gain admission if they offer a compelling reason why they should be part of the program, just as students who meet those requirements are not guaranteed admission. For continuing UTSA students and transfer students, eligibility to apply is based on a college grade point average (GPA) of 3.4 or better. Although students are admitted throughout the year, high school and transfer students must submit their applications by February 15 to be considered for 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. Admission is competitive and contingent upon the pool of applicants for any given year. Admission information is available online at <http://utsa.edu/honors/>.

## Teacher Certification Programs

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

### Admission to Teacher Certification

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

Undergraduates seeking elementary, special education, or middle level teacher certification must complete the Interdisciplinary Studies degree as outlined in the *UTSA Undergraduate Catalog* or on the [COEHD Web site](#) under Certification Program. 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. Individuals seeking teacher certification in physical education or school health should refer to the *UTSA Undergraduate Catalog* and the Department of Health and Kinesiology for 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 and online at the COEHD Web site under Certification Program. Requirements for admission to the undergraduate Teacher Certification Program include:

1. viewing the Teacher Certification Information tutorial online;
2. taking and passing a quiz on the tutorial and completing an online application;
3. attaining junior standing (60 semester credit hours) with at least 9 hours completed at UTSA;
4. completing all core requirements (Music students: see a certification advisor);
5. having a cumulative grade point average of 2.5 (on a 4.0 scale) (these requirements may change due to changes in state teacher certifications);
6. submitting authorization for a Texas Department of Public Safety criminal background report;
7. having no active case pending with the UTSA's Office of Student Conduct and Community Standards (SCCS);

8. attaining minimum passing scores on one of the following: THEA, ACCUPLACER, ASSET or COMPASS, or meeting exemption requirements for the THEA as outlined by the COEHD guidelines;
9. earning a grade of “C” or better in WRC 1023 and a “C” or better in WRC 1013 or one of the following courses: COM 1043, COM 1053, COM 2123, SPN 3003, or SPN 3033;
10. purchasing a LiveText subscription. Students will be required to turn in a copy of the receipt and keycode to MB3.214 (advising office);
11. reading and signing the Texas Teacher Code of Ethics Standards Practice and turning in the last page of the document signed and dated to MB 3.214; and
12. EC-6 BBL, and 4-8 BBL students must take and pass the ALPS test.

### **Coursework Policy**

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

### **Criminal History Checks**

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

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

### **UTSA Office of Student Conduct and Community Standards**

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

### **Fitness to Teach Policy**

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

### **LiveText Portfolio and Assessment System**

The College of Education and Human Development is responsible for developing a conceptual framework and related outcomes that demonstrate a teacher candidate’s ability to meet the Texas state standards for teacher education preparation programs. The COEHD is also responsible for assessing and reporting to the state their

teacher candidates' progress in meeting those outcomes. LiveText is the chosen system for completing these requirements at UTSA. Each teacher education candidate, upon admission to the program, is required to purchase a one-time subscription to LiveText at the beginning of their program. Further information about LiveText can be accessed from the [COEHD Web site under Certification Program](#).

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

*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, which may include scores on the Graduate Record Examination (GRE) aptitude test, the Graduate Management Admission Test (GMAT), other standardized examinations, letters of recommendation, a statement of purpose, a résumé, a portfolio, an audition, or other indicators of preparation for graduate study. Information on the GRE may be obtained from the Educational Testing Service, [www.gre.org](http://www.gre.org), P.O. Box 6000, Princeton, NJ 08541-6000 or by calling 1-866-473-4373. GMAT information may be obtained from the Graduate Management Admission Council, [www.mba.com](http://www.mba.com), or by calling 1-800-717-GMAT. The institution code for UTSA is 6919, for both the GRE and the GMAT. At the time the student enrolls, the test score must be less than five (5) years old. UTSA Testing Services office also has information available on the GRE, GMAT, MAT, and other tests. Applicants should refer to individual degree descriptions for additional admission requirements.

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

## 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 or foreign institution equivalent of coursework taken.
3. Have completed at least 18 semester credit hours (12 of which must be at the upper-division level) or foreign institution equivalent coursework in the area or areas in which the graduate degree is sought or in related areas as determined by the Graduate Program Committee for the proposed major.
4. Be in good standing at the last institution attended.
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.
6. Have approval of the Dean of the Graduate School.

Admission is based on the last 60 semester credit hours, or foreign institution equivalent coursework, attempted in all undergraduate, graduate, and postgraduate coursework. Students must list on the application for graduate admission all community colleges, colleges, and universities attended and request an official transcript from each institution attended be sent to the Graduate School. Official transcripts from the institution conferring the last degree must be on file at the Graduate School, prior to enrollment. 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. Holding 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. Submission of test scores or other indicators of preparation for graduate study that are unavoidably lacking at the time of admission.
3. Completion of additional coursework or other study to remove deficiencies, with such makeup work to be in addition to the regular degree requirements; any undergraduate courses in addition to coursework to remove deficiencies must not exceed 18 hours and must be completed with a grade point average of “B” (3.0 on a 4.0 scale) or better.
4. 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 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 as 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 “Graduate 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 may result 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 or foreign institution equivalent 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.
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.

Admission is based on the last 30 semester credit hours, or foreign institution equivalent coursework, attempted in all undergraduate, graduate, and postgraduate coursework. Students must list on the application for graduate admission all community colleges, colleges, and universities attended and request an official transcript from each institution attended be sent to the Graduate School. Official transcripts from the institution conferring the last degree must be on file at 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.

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 that students 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.

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 at UTSA as indicated in the section on Academic Standing.

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

An applicant who is denied admission as both a graduate degree-seeking student and a special graduate student may be eligible for admission as a special undergraduate student, if admission requirements for that classification have been met. The applicant will need to submit an undergraduate application to be considered (see “Special Students” in Chapter 2, Admission – 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. 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 in 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 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 or foreign institution equivalent of coursework for the baccalaureate degree as well as in all graduate-level coursework taken.
3. Be in good standing at the last institution attended.
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.

Admission is based on the last 30 semester credit hours, or foreign institution equivalent coursework, attempted in all undergraduate, graduate, and postgraduate coursework. Students must list on the application for graduate admission all community colleges, colleges, and universities attended and request an official transcript from each institution attended be sent to the Graduate School. Official transcripts from the institution conferring the last degree must be on file at 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.

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 Graduate Students

Applications from non-U.S. citizens or nonpermanent residents will be processed as international.

Applicants must meet the following criteria:

1. Meet the graduate admission requirements as a degree-seeking applicant.
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. For qualifying minimum IELTS scores, refer to the Graduate School Web site (<http://graduateschool.utsa.edu>). Scores must be sent directly to the Graduate School from the ETS or IELTS testing center, copies of scores are not accepted as official. At the time the student enrolls, the official test score must be less than two (2) years old. Our institution code is 6919.



	<b>TOEFL Internet</b>	<b>TOEFL Paper</b>	<b>IELTS</b>
English Language Assessment Program (ELAP) Exempt	100	600	7
Graduate Admission Qualification*	79	550	6.5

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

Participation in UTSA’s English Language Assessment Program (ELAP), before registration, is required of students with TOEFL scores below 600 (paper version) or 100 (Internet based) or an IELTS score below 7. Based on this assessment, students needing additional instruction in English are required to enroll in appropriate English for International Students (EIS) courses.

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

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

American Samoa	Dominica	Liberia
Australia	Grand Cayman	New Zealand
Bahamas	Grenada	Sierra Leone
Barbados	Guyana	Trinidad/Tobago
Belize	Ireland	United Kingdom
Canada (except Quebec)	Jamaica	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 for The College Board. For more information, visit [www.ets.org/toefl](http://www.ets.org/toefl).

3. Submit a financial statement guaranteeing the 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. The application, nonrefundable application fee (\$80 online), and official supporting credentials should be 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 Deadlines and Fees” below.

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 (Standard or Supplemental) at the Graduate Level**

An applicant who desires to work on teacher certification in EC–6, Special Education, 4–8 Mathematics or Science, or Secondary Mathematics or Science, and who holds a bachelor’s degree should apply as a graduate degree-seeking student to the Graduate Program Committee for the M.A. in Education for teacher certification. A student who is simultaneously seeking a master’s degree in education should apply for admission to the M.A. in Education Program.

Students interested in graduate teacher certification programs in EC–6, Special Education, 4–8 Mathematics or Science, or Secondary Mathematics or Science must complete an application to the Graduate School in the College of Education and Human Development, and an application packet for admission to the Teacher Certification Program. Admission to graduate school does not automatically admit a candidate to Teacher Certification, nor does the completion of degree requirements guarantee completion of Texas certification requirements. However, students must be accepted to graduate school before they can be accepted to the Teacher Certification Program. Students must meet the requirements for graduation for the M.A. in Education, and also meet the TExES state requirements for certification to complete their program.

Information and application materials for graduate teacher certification are located on the COEHD Web site (<http://education.utsa.edu/>) and are submitted to the Graduate Teacher Certification Program (GTCP) in the Department of Interdisciplinary Learning and Teaching. These programs follow a cohort model with new cohorts accepted once a year in the Spring Semester. Upon review of the application for teacher certification by the GTCP Coordinator, potential candidates will be notified of their status with regard to admission to the Teacher Certification Program.

Any student seeking a teaching certificate in the state of Texas must meet the basic state requirements for admission to the Teacher Certification Program as well as the UTSA admission requirements. This includes passing scores on the Texas Higher Education Assessment (THEA). For further information on these and other requirements, please review the application materials located on the COEHD Web page.

### **Criminal History Checks**

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

### **Fitness to Teach Policy**

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

In accordance with Texas Education Code, § 22.083, an examination of each teacher candidate’s criminal history will be conducted by the independent school district (ISD) prior to participation in field-based coursework, including student teaching. Criminal history record information, which includes both conviction and arrest records is obtained. An ISD or other school field-based entity may deny placement of students with a criminal background. If the offense is one that will preclude field work, the student will be dismissed from the Teacher Certification Program.

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

Information summarizing education certificate and endorsement requirements is available from the College of Education and Human Development Advising and Certification Center and online at the COEHD Web site under Certification Program.

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

### **Declaration of Previous College Work Attempted**

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

## **APPLICATION DEADLINES AND FEES**

### **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, applicants 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 at <http://graduateschool.utsa.edu> or from the Graduate School.

Master application deadlines may vary by program. Please consult the Graduate School Web site for more information and application requirements. It is the applicant's responsibility to ensure that his/her application meets the deadline set by the graduate program. Applicants should also note some programs grant admission only for the Fall semester. Some master's programs may have priority application deadlines. Please contact the appropriate academic program or visit the Graduate School Web site at <http://graduateschool.utsa.edu> for more information.

It is the applicants' responsibility to ensure completion and submission of application, a nonrefundable application fee, and all required supporting documents are on file with the Graduate School by the appropriate application deadline.

### **Doctoral Level**

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

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

It is the applicant's responsibility to ensure individuals providing recommendations are aware of these program-specific deadlines, so that the program can assess your complete file as quickly as possible.

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

UTSA graduates or degree candidates	\$30
Non-UTSA graduates	\$45
International applicants	\$80

## **ADMISSION PROCEDURES**

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

Students granted admission to a master's program at UTSA, who do not register for courses the semester of admittance or for the following long semester must reapply for admission.

Doctoral students who are admitted but do not register for courses the semester of admittance are required to reapply and pay a nonrefundable application fee for the next available term, by the application deadline. Any subsequent application for admission must be in accordance with current admission requirements and deadlines. New transcripts, test scores, and other supporting documents are required after one academic year, since files for admitted students who do not register for courses are not retained after that period. (See program descriptions in "Chapter 6, Graduate Program Requirements and Course Descriptions," of the *UTSA Graduate Catalog* for specific program admission requirements.)

## **READMISSION**

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

### **Master's Level**

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

### **Doctoral Level**

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

### **Military Service**

Students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) will not have to requalify for admission and may be readmitted by the Office of the Registrar upon a request made within one year of being released from active military service. A returning student must submit in writing a statement indicating he/she did not attend another university during this time. If a returning student has

attended another institution long enough to receive grades, the student must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student's withdrawal. If the student was deployed in combative military operations outside the United States, he or she will be readmitted regardless of how much time has passed since initial admission. Any test scores the student previously submitted will be accepted and any course credit previously earned will be applied.

## Chapter 3

# TUITION, FEES, CHARGES, AND DEPOSITS

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

The student tuition and fees described in this chapter are authorized by the Texas Education Code. The rates of designated tuition and other fees to be charged are recommended by the University administration subject to approval by The University of Texas System Board of Regents, or as otherwise allowed. As tuition and fee rate changes are approved, the changes will be made in the semester following the date of approval.

### METHODS OF PAYMENT

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

#### Full Payment

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

#### Tuition and Fees Short-term Loan

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

#### Installment Program

Under the installment option, the student pays 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 per semester 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 plans, orientation, and property deposits are not eligible for the installment payment program and must be paid in full when initially billed.

Installment payment plans are available during the Fall and Spring semesters only. 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 banking regulations. Students paying by check should include their Student ID number on the check. Payments made by mail must be postmarked four working days before the payment deadline. Students may pay by “e-check” or credit card on *ASAP*. Students may not obtain cash by writing a check for a larger amount. Students who make their payment by credit card will be charged a 2% 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 “Returned Check Fee” in this chapter). Many local merchants will not cash out-of-town checks. It is recommended that students set up checking accounts in local banks before enrolling so they can cash checks easily in the city.

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

## **PAYMENT AND REFUND POLICIES**

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

### **Residence Regulations**

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 students’ residence status for tuition purposes, using as guidance § 54.052 *et seq.* of the Texas Education Code, as

well as the Texas Higher Education Coordinating Board's *Rules and Regulations for Determination of Resident Status and Waiver Programs for Certain Nonresident Persons* 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 21.25 requires that each student applying to enroll at an institution must respond to a set of core residency questions. The core residency questions and more detailed information may be found at: <http://collegeforalltexas.com> (search "residency information").

The following persons shall be classified as Texas residents and entitled to pay the resident tuition at all Texas institutions of higher education: A person who meets the requirements set forth in § 54.052 *et seq.* of the Texas Education Code and Texas Higher Education Coordinating Board rule 21.24 *et seq.* A domicile in Texas is presumed if, at least 12 months prior to enrollment, the person has been gainfully employed in Texas, or meets one of the criteria in the table pertaining to Part B of the Core Residency Questions form, or has their primary support through public assistance from legitimate social service agencies located in Texas. Gainful employment other than work-study can also be a basis for establishing a domicile. A person establishing domicile may provide documentation in support of their claim to the resident tuition in Texas for the 12 consecutive months immediately preceding the Census Date of the term in which the person enrolls. (Supporting documents Part B website: <http://info.sos.state.tx.us/fids/201100457-2.html> )

Texas residency 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*. International students eligible to establish domicile in the U.S. based on their visa type are also entitled to pay resident tuition provided they meet the same requirements as U.S. citizens and domicile in the state and have physically resided in the State of Texas. Information about these exceptions and waivers may be found at <http://info.sos.state.tx.us/fids/200804066-1.html>.

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. To be entitled to pay resident tuition, the military duty statement must be submitted by the student to the Office of the Registrar at least once a year prior to the Census Date of the term in which 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://collegeforalltexas.com> (search "military and veterans").

A recent change to the Texas Education Code, § 54.241 (k) and (l), provides the option of paying resident tuition for Veterans and their family members who are eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 (Post-9/11 GI Bill) or any other federal law authorizing educational benefits for certain veterans or service members and their spouses and dependent children. The eligible person is entitled to pay tuition and fees at a Texas institution of higher education at the rates provided for Texas residents without regard to the length of time the person has resided in the state. The person must file a letter of intent to establish residence in Texas and reside in Texas while enrolled in the institution. The letter of Intent to Establish Residence in Texas (Chapter 33/GI Bill) may be obtained from the Office of the Registrar Web site at <http://utsa.edu/registrar/forms.html>. The person must also provide proof of eligibility for benefits under the Post-9/11 GI Bill by submitting a copy of the Certificate of Eligibility (COE). More information can be found at <http://utsa.edu/va/>.

Graduate /Doctoral students -Graduate School website:  
<http://graduateschool.utsa.edu/current-students/category/assistantships/>



Other categories of nonresidents or foreign students who may be entitled to pay resident tuition include faculty, their dependents, and teaching or research assistants and their dependents ([UTSA Handbook of Operating Procedures, Chapter 5, 5.05](#)). A teacher or professor of a Texas public institution of higher education and the spouse and children of such a teacher or professor may be entitled to pay the tuition and other fees charged to Texas residents without regard to the length of time the teacher or professor has resided in Texas. The teacher or professor must be employed at least one-half time on a regular monthly salary basis. A teaching assistant or research assistant and the spouse and children of such a teaching or research assistant may be entitled to pay the tuition and other fees charged for Texas residents without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position and the position relates to the assistant's degree program. Additional information about waivers of nonresident tuition may be found under Types of Financial Aid on the [College for All Texans Web site](#).

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. An undergraduate student classified as a nonresident may request reconsideration and reclassification from the Office of the Registrar. Graduate and Doctoral students can request reconsideration of their residence status and reclassification through the Graduate School. A student may request reclassification based on additional or changed information. The reclassification does not apply to an academic term if the reclassification is made on or after the Census Date of that term. 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 have paid nonresident tuition. Failure to notify UTSA is a violation of the oath of residency and may result in disciplinary action or other penalties.

A student's residency classification is based on residency information completed by the student on the admission application. A student who is classified as a nonresident but feels they have satisfied the residence requirements can submit the required Core Residency Questions form, supporting documentation, and proof of their citizenship for non-U.S. citizens. Furthermore, if you are a non-U.S. citizen and are eligible for a residency classification change based on Texas Education Code § 54.055, you will be required to fill out and submit the notarized I-485 adjustment for permanent residence affidavit (the affidavit form can be found on the last page of the residency questionnaire at <http://collegeforalltexas.com>).

These rules and regulations may change based on current United States Citizenship and Immigration Services (USCIS) statutes. Since USCIS may cancel eligibility at any time, higher education institutions must confirm the student's current USCIS status each time the student registers. To comply with current USCIS rules, refer to the USCIS Web site at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis).

Residency documents can be mailed to the following address:

The University of Texas at San Antonio  
Office of the Registrar  
One UTSA Circle  
San Antonio, TX 78249-0608

Supporting documents for reclassification of residence status, including the completed Core Residency Questions, supporting documents and proof of citizenship (for non-U.S. citizens), permanent residency card or current immigration status from USCIS for international students, should be submitted to the Enrollment Services Center at UTSA. Faxed documents will not be accepted or acknowledged.

See the exemption table below for additional exemptions from tuition, fees, and charges. For further information on these exemptions, contact the [Fiscal Services Office](#).

## Refund Policy for Withdrawal or Dropped Courses

### Withdrawing from UTSA

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

Undergraduate students other than athletes and international students may withdraw from the University via *ASAP*. Athletes who wish to withdraw must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw must contact the Office of International Programs.

Graduate students who wish to withdraw from the University must submit a completed and signed Withdrawal Form to the Enrollment Services Center. The form may be obtained on the [Registrar's Web site](#). International graduate students must also have the approval of the Office of International Programs.

Refer to section "Withdrawal from the University" in Chapter 4, General Academic Regulations—Undergraduate/Graduate for additional requirements and procedures for withdrawing from the University.

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

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

<b>Semester</b>	<b>Time of Withdrawing</b>	<b>Amount of Refund of Tuition and Returnable Fees and Charges*</b>
Regular (Fall or Spring) Semester or Summer term of 10 weeks or longer	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first 5 class days	80% of applicable tuition and returnable fees and charges
	During the second 5 class days	70% of applicable tuition and returnable fees and charges
	During the third 5 class days	50% of applicable tuition and returnable fees and charges
	During the fourth 5 class days	25% of applicable tuition and returnable fees and charges
	After the fourth 5 class days	No refund of tuition, fees, or charges
Term or session of more than five (5) weeks, but less than 10 weeks	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first, second, or third class day	80% of applicable tuition and returnable fees and charges
	During the fourth, fifth, or sixth class day	50% of applicable tuition and returnable fees and charges
	After the sixth class day	No refund of tuition, fees, or charges
Term or session of five (5) weeks or less	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first class day	80% of applicable tuition and returnable fees and charges
	During the second class day	50% of applicable tuition and returnable fees and charges

Semester	Time of Withdrawing	Amount of Refund of Tuition and Returnable Fees and Charges*
	After the second class day	No refund of tuition, fees, or charges

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

### Dropping Courses

Dropping refers to the removal of one or more individual courses from a student's schedule (refer to section "Dropping Courses" in Chapter 4, General Academic Regulations—Undergraduate/Graduate). Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawal policy.

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

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are electronically deposited or mailed to the address indicated when the student withdraws from the University. Students entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund.

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

### Concurrent Tuition

Students who register concurrently at more than one public institution of higher education in Texas may receive the benefits of a lower tuition rate. If, at the time of registration, a student can produce evidence of having already paid his or her tuition at another public institution of higher education in Texas, the student should present such evidence to the Fiscal Services Office during registration.

### Exemption from Tuition, Fees, and Charges

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

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

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

### **Tuition, Fees, and Charges Exemptions**

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#### ***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.

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#### ***Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers***

<b>Who is Eligible</b>	Children under 21 of full-paid or volunteer firefighters; full-paid or volunteer municipal, county, or state peace officers including a game warden; or custodial officer of the Department of Criminal Justice who died or became disabled in the line of duty.
<b>Requirements</b>	Student must have his/her eligibility certified by the Texas Higher Education Coordinating Board.
<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.

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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 and Children of Texas Veterans)***

<b>Who is Eligible</b>	(a) A veteran may qualify for benefits under the Hazlewood Act if she or he: <ul style="list-style-type: none"> <li>• entered the service at a location in this State, declared this State as the person's home of record in the manner provided by the applicable military or other service, or would have been determined to be a resident of this State at the time of entry into the armed forces of the United States</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 or she 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</li> </ul>
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serving on active military duty, excluding training, for more than 180 days and who served a portion of their active duty during:

- A) the Cold War which began on the date of the termination of the national emergency cited above;
  - B) the Vietnam era which began on December 21, 1961, and ended on May 7, 1975;
  - C) the Grenada and Lebanon era which began on August 24, 1982, and ended on July 31, 1984;
  - D) the Panama era which began on December 20, 1989, and ended on January 21, 1990;
  - 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;
  - F) the national emergency by reason of certain terrorist attacks that began on September 11, 2001; or
  - G) any future national emergency declared in accordance with federal law.
- received an honorable discharge, a general discharge under honorable conditions, or an honorable release from active duty
  - has attempted fewer than 150 credit hours of college courses since the fall of 1995 using the Hazlewood exemption
  - has exhausted eligibility for federal veterans' or survivor's educational benefits during the semester/term in which they are enrolled
  - is not in default on any education loans made or guaranteed by the Federal Government or the State of Texas, and
  - is enrolled in an eligible program of study. An institution may not grant a Hazlewood Act exemption for continuing education courses for which they do not receive state tax support, unless the institution's board has specifically granted them permission to do so.

(b) The exemptions provided for in Subsection (a) of this section also apply to the spouse or children of members of the armed forces of the United States who:

- are or were killed in action
- die or died while in service
- are missing in action
- whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States
- who becomes totally disabled for the purposes of employability as defined by the Department of Veterans Affairs.

Subsection (b) provisions also apply to the spouse or children of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of their state or the United States.

However, to qualify for this exemption (b) the spouse or child must be classified as a resident on the date of the spouse's or child's registration.

(c) A person who becomes eligible for an exemption provided by Subsection (a) may waive any unused portion of their eligibility to their child. To be eligible to receive an exemption under this subsection, the child must:

- be classified as a resident when the child enrolls,
- make satisfactory academic progress in accordance with the policy of the institution's financial aid department, except for the requirement to enroll in a

- minimum course load, and,
- be 25 years of age or younger on the first day of the semester or term for which the exemption is claimed (a child who suffered from a severe illness or debilitating condition that affected their ability to use the exemption, may be granted additional time to use the exemption corresponding to the time the child was unable to use the exemption because of the illness or condition).

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**Requirements**

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

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

A student continuing to use the exemption must:

- sign a release form, and
- meet other program requirements as in the past.

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**Tuition, Fees, and Charges Exempted**

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

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

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

**Who is Eligible**

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

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**Requirements**

To be eligible, a student must:

- be the eligible surviving spouse or child of an individual listed in Government Code, Sec. 615.003
- be a full-time student
- provide certification from parent’s workplace to the Fiscal Services Office.

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**Tuition, Fees, and Charges Exempted**

Tuition.  
 Required fees and charges.  
 Cost of contract for food and housing (if qualified).  
 Cost of textbooks.  
 (Exemptions valid until student receives a bachelor’s degree or 200 semester credit hours, whichever occurs first.)

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***Good Neighbor Scholarship***

**Who is Eligible**

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

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**Requirements**

To be eligible, a student must:

- show evidence of native citizenship and proof of five years residency in that country
  - demonstrate scholastic eligibility
  - not be a member of the Communist Party
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- 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.

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<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>	<p>To be eligible, a student must:</p> <ul style="list-style-type: none"> <li>• enroll in one or more courses offered as part of the fire science curriculum,</li> <li>• be employed as a firefighter by a political subdivision of the State of Texas, or</li> <li>• be currently, and has been for at least one year, an active member of an organized volunteer fire department in this State, as defined by the firefighters' pension commissioner, who holds:             <ul style="list-style-type: none"> <li>○ an Accredited Advanced level of certification or equivalent, under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, or</li> <li>○ Phase V (Firefighter II) certification or equivalent, under the Texas Commission on Fire Protection's voluntary certification program</li> </ul> </li> <li>• make <a href="#">Satisfactory Academic Progress</a> in accordance with the policy of the institution's financial aid department, with the exception of:             <ul style="list-style-type: none"> <li>○ a paid firefighter who used this exemption prior to Fall 2009 and who continues to be enrolled in the same degree or certificate program and continues to be employed as a firefighter by a political subdivision of the State.</li> </ul> </li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	<p>Tuition and laboratory fees only for eligible fire science courses (only applies to courses that are specifically related to a degree or certificate program; does not apply to general education core curriculum or courses unrelated to fire science that are included in the degree or certificate program in which a student is enrolled).</p> <p>Unless the student is a paid firefighter who used this exemption prior to Fall 2009 and who continues to be enrolled in the same degree or certificate program and continues to be employed as a firefighter by a political subdivision of the State, this exemption does not apply to:</p> <ul style="list-style-type: none"> <li>• additional tuition charged a resident undergraduate or graduate student who has taken excess hours under Texas Education Code, sections 54.014(a) or (f) and 61.059(1)(1).</li> </ul>
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***Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses***

<b>Who is Eligible</b>	Peace Officers
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<b>Requirements</b>	<p>To be eligible, a student must:</p> <ul style="list-style-type: none"> <li>• be an undergraduate student,</li> <li>• provide proof of employment as a peace officer of the State of Texas or political subdivision of the State of Texas on letterhead of their employing agency,</li> </ul>
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- be enrolled in a criminal justice or law enforcement-related program,
- be making [Satisfactory Academic Progress](#),
- not have exceeded by 30 or more semester credit hours beyond that required for completion of their degree program or programs,
- apply for the exemption at least one week before the last date of the regular registration period.

The Texas Higher Education Coordinating Board (THECB) has adopted rules governing the granting or denial of this exemption, including rules related to the determination of a student’s eligibility, and a uniform listing of degree programs covered by this exemption.

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

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

<b>Tuition, Fees and Charges Exempted</b>	Tuition and laboratory fees for eligible criminal justice or law enforcement courses (only applies to courses that are specifically related to a degree or certificate program; does not apply to general education core curriculum or courses unrelated to criminal justice or law enforcement that are included in the degree or certificate program in which a student is enrolled).
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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 (under 25) who receives majority of support from parent.
<b>Requirements</b>	Parent must be a resident of Texas on active duty and be classified by the Department of Defense as a Prisoner of War or Missing in Action at the time of registration, and certification must be provided to the Fiscal Services Office.
<b>Tuition, Fees and Charges Exempted</b>	All tuition, fees, and charges.

***Prisoners of War***

<b>Who is Eligible</b>	Students who were first classified as a prisoner of war by the United States Department of Defense on or after January 1, 1999.
<b>Requirements</b>	A student must: <ul style="list-style-type: none"> <li>• be a resident of Texas and must have been a resident of Texas at the time of the student’s original entry into the United States armed forces</li> <li>• be enrolled for at least 12 semester credit hours.</li> </ul> <p>Exemption from payment may not exceed a total of 120 semester credit hours.</p>
<b>Tuition, Fees, and Charges Exempted</b>	Tuition and required fees. Lodging and board. Costs of books and similar educational materials required for coursework awarded as a scholarship.

***Students in Foster Care***

<b>Who is Eligible</b>	Students who are under the conservatorship of the Department of Family and Protective Services: <ul style="list-style-type: none"> <li>• on the day preceding the student’s 18th birthday,</li> <li>• on or after the day of the student’s 14th birthday if the student was also eligible for adoption on or after that day, or</li> </ul>
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- on the day the student graduated from high school or received equivalent of a high school diploma, or
- on the day preceding the date the student is adopted (if on or after September 1, 2009), or
- on the day preceding the date permanent managing conservatorship of the student is awarded to a person other than the students' parent (if on or after September 1, 2009).

And enrolls as an undergraduate no later than:

- the student's 25th birthday.

Effective with the Spring 2010 semester:

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

<b>Requirements</b>	Certification from the Texas Department of Family and Protective Services must be provided to the Fiscal Services Office.
<b>Tuition, Fees, and Charges Exempted</b>	All tuition, fees, and charges.

***Adopted Students Formerly in Foster or other Residential Care***

<b>Who is Eligible</b>	Certain adopted students.
<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>
<b>Tuition, Fees, and Charges Exempted</b>	All tuition, fees, and charges.

***Nursing Preceptors and Dependents***

<b>Who is Eligible</b>	Preceptors to professional nursing education programs and their eligible children.  An individual's eligibility for the program ends when the person has previously received exemptions under this program for 10 semesters or summer sessions at any institution or institutions of higher education, or received a baccalaureate degree. For the purposes of this program, a summer session that is less than nine weeks in duration is considered one-half of a summer session.
<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: <ul style="list-style-type: none"> <li>• be a Texas resident</li> <li>• have a parent who meets the above criteria.</li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	Tuition, up to \$500 per semester.
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***State Military Forces Receiving Tuition Assistance from the Adjutant General***

<b>Who is Eligible</b>	Students who are certified as receiving tuition assistance from the Adjutant General of the State military forces.
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<b>Requirements</b>	A student must: <ul style="list-style-type: none"> <li>• be certified by the Adjutant General of the State military forces as receiving tuition assistance for the semester enrolled.</li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	Tuition and mandatory fees not to exceed 12 semester credit hours. If student is not charged resident tuition, exemption may not exceed the resident rate.
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***Students Sounding “Taps” at a Veteran’s Funeral***

<b>Who is Eligible</b>	Students who volunteer to play “Taps” at military funerals in Texas.
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<b>Requirements</b>	A student must: <ul style="list-style-type: none"> <li>• have volunteered to play “Taps” under a program established by the Texas Veteran’s Commission (TVC)</li> <li>• present voucher(s) awarded by the TVC for this program, at the rate of \$25, for each military funeral at which the student plays.</li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	Tuition and required fees up to the total amount of vouchers presented.
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***Wrongfully Convicted Persons***

<b>Who is Eligible</b>	A person who served in whole or in part, a sentence in prison under the laws of this State and has:
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- received a full pardon on the basis of innocence for the crime for which the person was sentenced, or
- been granted relief on the basis of actual innocence of the crime for which the person was sentenced.

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

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<b>Requirements</b>	A student must: <ul style="list-style-type: none"> <li>• first apply for compensation on or after September 1, 2009</li> <li>• request reimbursement by the seventh anniversary of the date the claimant received a pardon or was granted relief.</li> </ul>
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<b>Tuition, Fees, and Charges Exempted</b>	Tuition and mandatory fees  <i>Note: This program is a reimbursement program from the State of Texas, rather than an exemption to be applied by the University.</i>
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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 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 \$1,200, plus 50% of the second \$1,200; \$1,800 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.

For complete information regarding these credits, see [IRS Publication 970: Tax Benefits for Education](#).

### 2013–2017 Changes

The American Opportunity Tax Credit (AOC) modified the existing Hope Credit for tax years 2013 through 2017. The credit was extended by the American Taxpayer Relief Act of 2012. This is a modification of the Hope Credit.

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

For more information, see Chapter 2 of [IRS Publication 970: Tax Benefits for Education](#).

## 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
- excluding course credit that is earned to satisfy requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program
- excluding course credit, other than credit earned exclusively by examination, that is earned before graduating from high school.

See [Appendix G](#), Tuition Rebate for Certain Undergraduates and the Texas Higher Education Coordinating Board Laws and Rules Web site ([Chapter 13, Subchapter E](#)) and *FACTS* sheet on this program.

## **Title IV Program Refund**

*Source: Federal Student Aid Handbook 2012-2013, Volume 5, Department of Education*

The Office of Student Financial Aid and Enrollment Services is required by regulation to calculate a Return of Title IV Funds amount for all students who withdraw during a semester. The policy applies to students who discontinue enrollment in all classes, on or after the first day of the term. The Return of Title IV Funds is the amount of unearned aid received at the beginning of the term that must be returned to the federal aid programs. Any aid received in excess of the earned amount is considered unearned. The earned portion is calculated on a daily basis using calendar days from the first day of instruction. See Withdrawal from the University in Chapter 4, General Academic Regulations —Undergraduate/Graduate for information about officially withdrawing.

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

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

For additional information, including examples of refund calculations, contact the [Student Financial Aid and Enrollment Services office](#).

## **Cost of Attendance**

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

## **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 \$60 nonrefundable application fee that is required of all applicants.

### **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 Department Chair of the department in which the course is offered, audit courses by paying an auditing charge of \$25 per course. The audit charge is nonrefundable.

A nonstudent auditor must pay an auditing charge of \$50 per course. The charge is nonrefundable. Nonstudents over 65 are permitted to audit without paying a charge, provided space is available and an Audit Course Form is approved. Nonstudent auditors who wish to have library privileges may receive them by completing a Friends of the UTSA Library application at the circulation desk in the UTSA Library, 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 Business Auxiliary Services Parking Division office with his or her validated Audit Course Form.

### **Child Development Center Replacement Access Card Charge**

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

**Credit Card Expense Charge**

A charge of 2% 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 (charge includes a \$50 prepayment requirement) is assessed to 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 resources, and include academic advising and course registration. Orientation is mandatory for new freshmen and freshman-transfer students and preregistration is required for these programs. Transfer students (who transfer 30 or more semester credit hours to UTSA from another college) who select to participate in Orientation are assessed \$55 and attend a one-day program tailored to their specific needs. Further information is available from [Orientation and Family Programs](#).

**Tuition and Mandatory Fees**

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

**Tuition.** Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UTSA is required to pay tuition (see "Exemption from Tuition, Fees, and Charges" 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](#)).

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

**Automated Services and Computer Access Charge.** Each student who registers at UTSA is required to pay a \$25 per semester-credit-hour charge. The minimum charge is \$100, and the maximum charge is \$300 per semester. This

fee is to defray costs associated with managing, maintaining, upgrading, and general operations of the University's technology infrastructure, electronic resources and online services.

**Green Fee.** A student fee of \$5 is assessed each semester to provide environmental improvements at UTSA through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, irrigation or as cost matching for grants to obtain environmental improvements.

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

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

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

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

**Student Data Management Fee.** A \$10 per semester charge will be assessed to all students enrolled at UTSA to defray costs associated with the management of student data across the various functional areas of the Registrar's Office including but not limited to: maintenance of student records in Banner, grade and transcript processing, residency and athletic eligibility certification, data reporting and related Registrar's Office administrative activities.

**Student Services Fee.** A compulsory student services fee of \$15.40 per semester credit hour, with a maximum of \$184.80 per semester is charged all students. This fee provides services and activities that are separate and apart from the regularly scheduled academic functions of the University and directly involve or benefit students. These services and activities include student government and organizations, financial aid, counseling, and career services, and other student activities and services.

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

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

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

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

**UTSA Card 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.

### **Additional College and Course Fees and Incidental Charges**

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

**Advising Charges**

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

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

All post-baccalaureate students seeking initial teacher certification are charged \$75 per semester to defray costs of providing transcript evaluation, group and individual 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 6941-3 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 Sciences Majors*

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

**College of 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, Interior Design, and Construction Science and Management curriculum.

**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.

**Deficiency Plan Charge – College of Education and Human Development**

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

**Dietetics and Nutrition Fees***Materials Fee*

A fee of \$112 per semester credit hour is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with the purchase of foods, consumable supplies and materials to be used in a kitchen laboratory.

*Practicum Fee*

A fee of \$20 per semester credit hour is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with supervision of students at affiliation sites at various locations; including related faculty travel, recruitment and meetings with preceptors, field trips, instructional support materials, recognition events and training for the preceptors.



### **Distance Learning Fee**

A fee of \$25 per semester credit hour may be assessed distance learning students to defray costs associated with managing, maintaining, upgrading and general operations of the University's Learning Management System (LMS) and online course development activities.

### **Education Assessment Course Fee**

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 practica, 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 and Materials Fee**

#### *Department of History*

A fee of \$5 per course is assessed all students registered for certain courses in the Department of History to defray costs of supplies, printing and distribution of materials, computer equipment and maintenance, instructional materials and salaries.

#### *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 to defray costs associated with purchase and maintenance of demonstration equipment, printing supplies, and acquisition of WEBASSIGN to enhance learning and wages.

#### *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 and salaries for tutorial instruction.

**Geographic 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 and salaries for tutorial instruction.

#### *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 and materials.

**Extended Studies Registration Charge**

A charge of \$100 per semester 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 Biology and Geology courses to pay for the expenses of field trips.

**Foreign Language Multimedia Learning Center Fee**

A fee of \$7 per course is assessed each student who registers at UTSA in a foreign language course to defray costs of supplies, printing, equipment and part-time lab helpers in the Multimedia Learning Center.

**Global Business Skills Charge – College of Business International Programs**

A fee of \$10 per course will be assessed all students enrolled in certain lower-division undergraduate College of Business classes, a fee of \$20 per course will be assessed all students enrolled in certain upper-division undergraduate College of Business classes, and a fee of \$20 per course will be assessed all students enrolled in certain graduate College of Business classes to defray costs of programs that develop students' global business skills including: 1) programs that give participating students on-campus or U.S.-based access to study, research, or practicums related to global business; 2) programs that immerse participating students in global business environments for study, research or practicums in U.S. or international locations; and 3) costs to administer programs related to developing global business skills.

**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 (\$30 per summer session) is assessed all students enrolled in graduate courses of the College of Engineering curriculum to provide additional advising, orientation, and administrative services.

*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 instrument purchases, sponsoring artist teachers, master class and workshops for music majors, better tutoring opportunities for performing ensembles and to establish an opera budget.

**Installment Tuition Charges**

A charge of \$16 per academic term 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***College of Sciences**Environmental Science Courses*

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

*Department of Biology*

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

*Department of Geological Sciences*

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

*Department of Physics and Astronomy*

A fee of \$20 per course is assessed all students registered in certain Physics and Astronomy courses to defray costs of purchase, repair and maintenance of teaching equipment and salaries for technicians.

***Department of Music***

A fee of \$30 per course is assessed all students registered in certain Music courses to defray costs of musical instrument technical training and the replacement and maintenance of musical instruments.

**International Student Insurance Fee**

All international students are required to purchase the UT System Student Health Insurance Plan, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency's regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided (1) the student presents proof of coverage by a comparable U.S. health plan, and (2) UTSA approves the comparable health coverage.

**International Student Program Charge**

A charge of \$75 per semester will be assessed all international students to defray costs of programs and services for international students in the Office of International Programs.

**International Student Application Charge**

A charge of \$100 per application is assessed each international student application to defray costs associated with evaluation and processing.

**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, Writing Program 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, College of Sciences courses, and certain University College 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 Writing Program 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; \$5 per Mathematics semester credit hour; \$5 per College of Sciences semester credit hour, and \$12 per University College semester credit hour.

**Manipulatives Fee – Department of Mathematics**

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

**Music Course Fee**

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

**National Student Exchange Program Application Fee**

A fee of \$95 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 Business Auxiliary Services office and online at <http://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, 2014.

<b>Types of Permits</b>	<b>Amount</b>
Commuter	\$135
Resident	\$240
North/DTC Garage	\$485
South Garage	\$755
Flex	\$240
Nightrunner	\$180
Twilight	\$60
Motorcycle	\$53
Commuter Daily	\$5
Resident Daily	\$5
Alumni Permit	\$37

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

### Physical Education Fees

**Golf Activity Fee.** A fee of \$80 for a semester or summer term is required for physical education golf activity courses to defray costs of equipment for use of driving range.

**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.

### 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 (\$15 per summer semester) to defray costs associated with providing personnel, instruction, and other support for professional development programs, placement, and internship support services.

### Program Charges

**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.

### School Psychology Support Fee

A fee of \$14 per semester credit hour is assessed all students enrolled in the School Psychology Master's Program to defray costs associated with services and training necessary to prepare School Psychologists for practicum, school-based internships, job placement, and for clinic operations and support.

### 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 to defray costs associated with set up and maintenance of the art studios, instructional exhibitions, wages for graduate assistants and costs of supplies and materials.

### Supplementary and Special Fees

Some art, music, and other courses may require supplementary or special fees. When such fees are assessed, the online schedule of classes indicates the associated fee.

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

### *College of Architecture*

A charge of \$5 per semester credit hour is assessed all students enrolled in any undergraduate or graduate College of Architecture classes to defray costs associated with providing personnel and equipment support for instruction, including both direct and indirect costs.

### *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 \$10 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 of 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 additional personnel and equipment support for instruction, technology support for Web design and maintenance, Web accessible course information, support for academic reporting and distance learning, service contracts, and other support necessary to maintain laboratory equipment.

### *Writing Program*

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

## **Three-Attempt Enrollment Charge**

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

## **Undergraduate Credit Limitation Charges**

### *45-Hour Undergraduate Credit Limitation*

Resident undergraduate students who initially enrolled from the Fall 1999 Semester through the Summer 2006 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$121 per semester credit hour to defray UTSA's loss of formula funding revenue from the state.

***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 to defray UTSA's loss of formula funding revenue from the state.

Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advising center.

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

**UTSA Card 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 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 Charge**

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

**Thesis and Dissertation Copyright Service Charge**

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

**Thesis and Dissertation Publishing Charge**

A microfilming publishing charge 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****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 Conduct and Community Standards and subject to disciplinary action.

**Property Damage Charges**

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

**Returned Check Fee**

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

**TUITION**

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

**Notice to Students Regarding Tuition Set Aside for Financial Assistance**

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

## 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 Family Programs (OFP) 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 offer academic advising and guidance to empower students to realize their full potential.

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

Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. All students, regardless of classification or major, accepted into the Honors College are advised through the [Honors College](#). 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, with the exception of those accepted into the Honors College. On the UTSA Downtown Campus, freshmen through seniors with declared majors are advised through the [Downtown Undergraduate Advising Center](#), and students who have not decided upon a major or have a provisional status are advised through the [Downtown Tomás Rivera Center](#). Special students who are non-degree-seeking undergraduates and continuing students who have declared a major in Multidisciplinary Studies are advised through the office of [Undergraduate Studies Support and Technology Services](#).

Students may need to consult with advisors in the Athletics program, secondary teacher certification, Health Professions Office, or another college advising center if they are student-athletes, are seeking teacher certification at the secondary level, are pursuing a career in the health professions, or are seeking majors or minors outside their primary majors.

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. 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 and filed a degree plan with an anticipated graduation date. Undergraduates are expected to meet with their advisors regularly to update their filed degree plans to ensure timely progress toward graduation.

In addition, students are required to meet with their academic advisors to complete a *pregraduation degree audit* before they meet 90 semester credit hours. The pregraduation audit is intended to inform the student about which courses are still needed to graduate, ensure that all courses needed for graduation are included in the student's filed degree plan, and identify required prerequisites which are missing and whether scheduling accommodations are necessary. Holds will be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pregraduation 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*). The Curriculum Advising and Program Planning (CAPP) system is the degree auditing/checking system within Banner. Students are able to run a degree evaluation in the Student Services area of [ASAP](#).

## 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 on different campuses, one at the Main 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.

## **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 calendar 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 University College for undergraduate courses.

Appeals to add a course after Census Date must have final approvals and be processed through Enrollment Services no later than one month after Census Date for long Fall and Spring semesters or one week after Census Date for shorter terms of Summer, Fall and Spring semesters. For information on Census Date and deadlines for adding classes, students should refer to the Academic Calendar or the registration calendar online each semester.

## **Enrollment in Graduate Courses**

### **For Undergraduate Credit**

An undergraduate student with a cumulative grade point average of 3.0 or higher may enroll in graduate courses and apply the credits earned to an undergraduate degree after obtaining approval from the student’s advisor, the instructor, the Graduate Advisor of Record, and the Dean of the college in which the course is offered. Approval forms are available in the deans’ offices, the Enrollment Services Center, and on the Office of the Registrar Web site at <http://utsa.edu/registrar/>. All approvals must be obtained and the form filed by the time of registration. Students are encouraged to begin collecting the appropriate authorizations before the start of the registration period.

### **For Graduate Credit**

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 12 semester credit hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:

1. All hours required for the student’s undergraduate degree must be completed in the term in which the graduate course is being taken.
2. In order to earn graduate credit, the student must graduate at the end of the semester in which the course(s) is taken; otherwise, the course(s) count as undergraduate credit.
3. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program.
4. The student must obtain permission from the student’s advisor, the instructor, the Department Chair and the Dean of the college in which the course(s) to be taken is offered. Approval forms are available in the deans’ offices, the Enrollment Services Center, and on the Office of the Registrar Web site at <http://utsa.edu/registrar/>. The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 30 semester credit hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:

1. The student is in good academic standing in an accelerated bachelor/master's degree program or is in good academic standing in the Honors College.
2. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program.
3. The student must obtain permission from the student's advisor, the instructor, the Graduate Advisor of Record, and the Dean of the college in which the course(s) to be taken is offered. Approval forms are available in the deans' offices, the Enrollment Services Center, and on the Office of the Registrar Web site at <http://utsa.edu/registrar/>. The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

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

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

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

### **Undergraduate Credit Limitation**

Section 54.014 of the Texas Education Code was amended during the 76th legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. The law applies only to new undergraduate resident students beginning in Fall 1999 or later. The 79th legislative session reduced the semester-credit-hour limitation to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter.

The 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 their advising center.

### **Three-Attempt Rule**

The Texas Legislature enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration calendar 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 all undergraduate students; however, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the “course count” begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule, such as independent study, special topics courses with differing content, and developmental and remedial courses up to the 18-semester-credit-hour limit established by the Texas Higher Education Coordinating Board (19 Texas Administrative Code, § 13.106). Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the third or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

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

Undergraduate students may drop courses from their schedules for a limited time each semester. The online registration calendar for each semester indicates the deadlines for students to drop courses.

Courses officially dropped before the Census Date do not appear on a student’s transcript. See the online registration calendar 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.”

### Automatic “W” Date for Undergraduate Students

<b>Fall or Spring Semesters</b>	No later than the third class day preceding final examinations.
<b>Summer Terms</b>	No later than the third class day preceding final examinations. See the online registration calendar each Summer Semester for the dates for different parts of the term.

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 *myUTSAmail* e-mail accounts or their preferred e-mail accounts designated in *ASAP* to determine if they have been dropped from a class.

After the Automatic “W” Date, 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 the sections “Undergraduate Credit Limitation” and “Three-Attempt Rule” in this chapter for information about the financial consequences of receiving “W” grades.

### **Six-Drop Policy**

Effective Fall 2007, the legislated and enacted six-drop policy limits each student to drop no more than six courses throughout his or her undergraduate college career at Texas public institutions of higher education. Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.”

The statute applies to students who enroll in a public institution of higher education as first-time undergraduates in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if:

1. the student was able to drop the course without receiving a grade or incurring an academic penalty (for courses taken at UTSA, this means the student was able to drop the course without receiving a grade of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “F,” “CR,” “NC,” or “IN,” but did receive a grade of “W” for the course which results in no academic penalty);
2. the student’s transcript indicates or will indicate that the student was enrolled in the course; and
3. the student is not dropping the course in order to withdraw from the institution.

This would not include courses dropped before the semester begins or before the Census Date.

There are exemptions that may allow a student to drop a course without having it count against the six-drop limit, but it is the student’s responsibility to demonstrate good cause. A Student Petition for a Course Drop Exemption to the Six-Drop Policy form may be obtained from the student’s academic advising center. Students who petition for an exemption are encouraged to do so as soon as possible after dropping the course for which the exemption is requested.

This statute applies across Texas public institutions, and procedures for implementation may vary among institutions. A UTSA student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

### **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, with the exception of the Learning Management System (i.e., Blackboard).

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 Division 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**

Undergraduate students, other than athletes and international students, who find it necessary to withdraw from the University may do so via *ASAP* during long Fall and Spring semesters. During Summer terms, all students must submit a withdrawal form to Enrollment Services. The withdrawal form is available at <http://utsa.edu/registrar>. Athletes who wish to withdraw from the University must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw from the University must contact the Office of International Programs.

Undergraduate students who officially withdraw from the University after Census Date receive grades of “W” in all classes. Undergraduates may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall semesters.

Refer to the sections “Undergraduate Credit Limitation” 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.

## **Withdrawal for Military Service**

A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (IN) in each course (refer to section “Explanation of Credit, Grading System, and Symbols” in this chapter); or (3) at the instructor’s discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

As a benefit to those students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) and have not attended another institution long enough to receive grades, UTSA will not require them to requalify for admission. In order to take advantage of this benefit, the students must request readmission from the Office of the Registrar within one year of being released from active military service, and submit in writing a statement indicating he/she did not attend another university during this time period. Returning students who have attended another institution long enough to receive grades, must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student’s withdrawal.



**Medical Withdrawal from the University**

Students are advised to contact [Student Health Services](#) for more information at (210) 458-4142.

**Mental Health Withdrawal from the University**

Students are advised to contact [Counseling Services](#) for more information at (210) 458-4140.

**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) or 61 and 100 (Internet version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

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

**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 and on the Texas Success Initiative Web site (<http://utsa.edu/success/tsi.html>).

**RECORDS AND CLASSIFICATION OF STUDENTS**

**Classification**

UTSA undergraduate students are classified according to the following table:

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

## Time Status Terms

<b>Undergraduate Time Status</b>	<b>Number of Credit Hours Enrolled Per Fall, Spring, or Entire Summer Semester</b>
Full time	12 or more semester credit hours
Three-quarter time	9 to 11 semester credit hours
Half time	6 to 8 semester credit hours
Less-than-half time	Fewer than 6 semester credit hours

## 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.

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

## Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the Enrollment Services Center or online through *ASAP*.

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

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

## Reverse Transcripts

Texas Education Code Sec. 61.833 states that if a student transfers to a university after a lower division institution of higher education, and then earns enough credits to possibly qualify for an Associate's degree, the university is required to send the student's transcript to the lower division college, after permission is granted by the student to release the transcript. The lower division college will review the transcript and determine if an Associate's degree has been earned.

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

- Transferred to the university in Fall 2011 or a subsequent semester

- Transferred from or previously attended a lower-division institution of higher education (a community college or junior college)
- Earned at least 30 credit hours for coursework successfully completed at the lower division institution of higher education
- The 30 credit hours must have been earned at a single lower division institution of higher education
- Has earned a cumulative total of at least 90 credit hours for coursework
- Students may log in to *ASAP* in order to grant UTSA permission to send their UTSA transcript to the lower division institution they previously attended

## 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. An academic year includes Fall, Spring and Summer semesters.

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 makes the change in the Student Information System. Major changes are effective immediately. An undergraduate student may declare up to three majors.

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

Students may submit classification changes to their status as degree-seeking to non-degree-seeking at the Enrollment Services Center. The classification change form is available on the [Office of Admissions Web site](#) and the [Office of the Registrar Web site](#). 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. After Census Date, changes are effective for the next semester.

Non-degree-seeking students desiring to be regular degree-seeking students must reapply for admission and meet the same admission requirements as those listed for transfer students. Applications must be submitted in accordance

with the application dates stated in this bulletin. Students wishing to change status from degree-seeking to non-degree-seeking will not have previous college transfer credit posted to the UTSA academic transcript, will not be eligible for financial aid, and do not have priority registration.

### **Change of Name**

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

### **Change of Address**

Currently enrolled students who have changed their addresses 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**

### **Undergraduate Classroom Course Information**

Information on undergraduate classroom courses offered for credit by the University, including course syllabi and faculty curriculum vitae for each instructor, can be found at the following Web site: <http://bluebook.utsa.edu>.

### **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. The prerequisites for courses are those listed in the current undergraduate catalog.

The UTSA automated registration system through *ASAP* will screen for designated prerequisites on specific departmental courses. 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 for courses in the catalog and 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 *myUTSAmail* electronic mail accounts (or the preferred e-mail account they designated in *ASAP*).

### **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**

Online courses and programs are offered and supported by individual UT institutions participating in the UT Online Consortium (UTOC). At the undergraduate level, UTSA does not participate as a host school. For information on the UTOC visit the Web site at [www.utcoursesonline.org/](http://www.utcoursesonline.org/). The Texas Information System (TIS) Web site (<https://tis.telecampus.utsystem.edu/>) is the central data hub for UTOC students. Students should check with their academic advisors to ensure that enrollments in UTOC courses will satisfy their degree requirements. For more information, see UT Online Consortium in Chapter 6, Academic Resources and Student Services, of this bulletin or visit the UTOC 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+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “F,” “W,” or “CR” except as provided for repeated courses.

**Hours Earned.** The hours earned by a student are the number of semester credit hours in which grades of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” or “CR” have been received. Refer to the 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, credits earned by examination, or hours in which grades of “CR” were earned are not included in the UTSA grade point average.

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

Credit courses taken through the UT Online Consortium (UTOC) count as transfer credit and apply to a UTSA degree as determined by the student’s academic advisor. At the undergraduate level, UTSA does not participate in UTOC as a host school.

The following table explains UTSA grade symbols.

Grade Symbol	Grade Points	Meaning of Grade Symbol
A+	4.00	<i>Outstanding</i>
A	4.00	<i>Outstanding</i>
A-	3.67	<i>Outstanding</i>
B+	3.33	<i>Above Average</i>
B	3.00	<i>Above Average</i>
B-	2.67	<i>Above Average</i>
C+	2.33	<i>Average</i>
C	2.00	<i>Average</i>
C-	1.67	<i>Average</i>
D+	1.33	<i>Below Average but Passing</i> (see credit/no-credit grading policy)
D	1.00	<i>Below Average but Passing</i> (see credit/no-credit grading policy)
D-	0.67	<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 dropped the course or withdrew from the University.
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 student does not need to re-register for the course. 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+,” “D,” “D-,” or “F.” Credit can be counted for only one of the courses. **RECEIPT OF A HIGHER GRADE IN A REPEATED COURSE IN A SUBSEQUENT SEMESTER DOES NOT ALTER THE STUDENT’S ACADEMIC STANDING IN THE SEMESTER WHEN THE ORIGINAL GRADE WAS EARNED.** Students may repeat any course in which they received a grade of “NC” in order to improve their grade; however, this does not alter the student’s overall grade point average.

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

### *Limitations on Repeating Courses to Improve a Grade*

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

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

If a student repeats a course in which a grade of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” or “CR” was earned, and the course description does not indicate that the course “may be repeated for credit,” then the repeated

course is marked as a duplication and the grade and semester credit hours for the repeated course are not used in the calculation of the student's grade point average or the number of hours earned at UTSA.

### **Credit by Examination**

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

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

Credit earned by examination may not be used to satisfy minimum UTSA residence requirements (except for credits earned by challenging UTSA courses; 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 are permitted to receive credit by examination (including CLEP credit) for courses in which they have received grades of "F," "NC" or "W" (and have no other grade for those courses) since these grades do not represent hours earned. Students may not receive credit for a course for which credit by examination has already been awarded. It is not necessary to be a UTSA student to take credit by examination; however, credit is not awarded unless the individual is a current or former UTSA student, including a newly admitted and registered UTSA student. Credit for a given exam is awarded based on the date tested, not undergraduate catalog term. If the score requirements change prior to a student's test date, the new changes are effective for the student's results. For students who have earned credits at UTSA, credit by examination is awarded by logging into the *ASAP* student account to verify acceptance of each credit, with the exception of POL 1013, for which Advanced Placement (AP) credit or CLEP credit can be earned only after the student has completed POL 1133. Other exceptions for certain course credits can be found in the footnotes below the UTSA credit table on the Office of Testing Services Web site at <http://utsa.edu/testing>.

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

### **Posting Credit Earned By Examination to Transcripts**

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

### **Challenging a UTSA Course**

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

Credits earned by challenging UTSA undergraduate courses by examination apply to degree requirements as though the courses had been completed in the normal manner, except that since a grade of "CR" is awarded, such courses



are not included in the UTSA grade point average. These credits are also counted toward the minimum UTSA residence requirements. Students may challenge the same UTSA course only once.

To challenge a UTSA undergraduate course, the student must enroll in the course and request the challenge examination from the instructor. A Challenge Examination Request form must be filed with the Office of the Registrar, and the test must be administered within the first three weeks of a Fall or Spring Semester or the first week of a five- or 10-week Summer Term.

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

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

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

## Credit/No-Credit Option

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

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

- A maximum of 24 semester credit hours may be attempted on an optional credit/no-credit basis.
- Credit/no-credit courses appear on the permanent record as a grade of "CR" if the student's grade is an "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," or "D-" or as a grade of "NC" if the student's grade is "F." Neither grade will affect the student's grade point average at UTSA. The credit/no-credit grade cannot be changed to a regular grade once the credit has been awarded.
- Students who choose to take the course on an optional credit/no-credit basis must submit a Credit/No-Credit Option Request form 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 Academic Calendar and in the online registration calendar for each semester. After the deadline, students will not be allowed to add the credit/no-credit option or remove the option and take the course on a regular basis.
- Only free electives may be taken on an optional credit/no-credit basis. Courses to be applied to the Core Curriculum or to major, minor, or support work must be taken on a regular or mandatory credit/no-credit basis as specified in *Undergraduate Catalog* degree requirements.
- Transfer students who transfer to UTSA for their last 30 semester credit hours may not count optional credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
- The Office of the Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them.
- The student's academic advisor must approve the Credit/No-Credit Option Request form.
- Courses taken for credit/no-credit may not count toward the 45 hours required for University Latin Honors.

- A course taken for credit/no-credit may not replace a letter grade.
- The credit/no-credit option is not available if the student has previously received a letter grade.

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

## **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+,” “D,” “D-,” or “F.” Freshmen receiving early grade reports of “D+,” “D,” “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+,” “D,” “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+,” “D,” “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*. Students who are removed from, placed on, or continued on academic warning or academic probation, and students who are dismissed from UTSA, will receive notification from the Office of the Registrar.

Transcripts may be withheld from any student who owes tuition and fees to the University. Grades and transcripts may be withheld from any freshman who has not completed the AlcoholEdu program.

### **Change of Grades**

Grade changes from “IN” (Incomplete) to a letter grade must be made no later than the end of the final examination period, one year from the semester the Incomplete was received, and before the student’s graduation. An undergraduate student cannot graduate with an “IN” on his or her record. If the student wishes to graduate and if the course is not needed for a degree requirement, the “IN” will have to convert to an “F” regardless of whether a year has passed or not. The instructor must submit either an online Change of Grade or a paper Change of Grade Form to the office of the Dean. The college will file the paper form with the Office of the Registrar. Courses with an “IN” grade that have not been changed by the deadline will automatically be converted to a grade of “F.”

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

**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 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, § 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. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9).

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration calendar will receive a grade of “F.” Refer to the 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 regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

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

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

## Student Study Days

At the end of each Fall and Spring Semester, the 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. There are no Student Study Days during the Summer Semester.

## 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 15 semester credit hours in a Fall or Spring semester, or at least 12 semester credit hours in a Summer semester, excluding grades of "CR," and who receive no grades of "IN" or "NC."

**Dean's List.** Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 3.75 to 3.99 in at least 15 semester credit hours in a Fall or Spring semester, or at least 12 semester credit hours in a Summer semester, excluding grades of "CR," and who receive no grades of "D+," "D," "D-," "F," "IN," or "NC."

**Honor Roll.** Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 3.5 to 3.74 in at least 9 semester credit hours in a Fall, Spring, or Summer semester, excluding grades of "CR," and who receive no grades of "D+," "D," "D-," "F," "IN," or "NC."

In a given semester, a student will be recognized for only the highest of the above honors for which he or she qualifies.

To determine eligibility for graduation with honors, see Graduation with University Latin Honors 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 or the College of Engineering, or planning to major in Biology, should refer to the *UTSA Undergraduate Catalog* for additional minimum grade requirements.

### Academic Warning

First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and earn a semester grade point average between 1.0 and 1.99 during their first semester at UTSA are placed on academic warning. 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 7 semester credit hours in a Summer Semester. Students on academic warning during a Spring Semester may not enroll in the following May Mini-mester.

### **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 7 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 nonacademic, 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 the college of their 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, November 15 for the Spring Semester, and May 1 for the 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. If a student does enroll at another institution, an admission decision will be made upon receipt of an official transcript that reflects grades on coursework taken at that institution during the period of dismissal from UTSA.

Typically, a student subject to dismissal will be dismissed; however, each UTSA college 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 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 Dean of University College who has final authority for determinations of reinstatements.

Students seeking reinstatement must apply for admission to the Admissions Office and pay the reinstatement fee. The application for admission may be filed online. In addition to the application and fee payment, the applicant must complete a petition packet. The packet, including instructions, may be found on the [Admissions Web site](#). 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 2.25 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, November 15 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 reinstatement committee in the college of the student's major or the reinstatement committee based in the Tomás Rivera Center (for students without a declared major) approves the Petition for Reinstatement, the Office of Admissions will process the application for admission for the requested semester of enrollment. If the petition for reinstatement is disapproved, a student may not file another petition until the following semester. Appeal of a denial for reinstatement may be made to the Dean of University College within two weeks after notice of the denial is postmarked. The decision of the Dean of University College is final.

All students who are reinstated from academic dismissal are placed on academic probation and must maintain a minimum semester 2.0 grade point average every semester until they reach a UTSA cumulative grade point average of 2.0. Students who have been reinstated following an academic dismissal must be advised prior to registration. At that time, the student and the advisor will develop a remedial plan specifying expectations the student will be required to meet during the semester. Students who fail to follow the requirements set by the Dean or the Tomás Rivera Center 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 Bulletin*, 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 who have a Texas Success Initiative (TSI) deficiency are required to be advised and holds are placed on their registration records to ensure that the student meets with an advisor. Students may also be required to meet with 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 Fall, Spring, and Summer semester. All degree requirements must be completed on or before the end of the term. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. Students who graduate at the end of the Summer Semester may participate in either the May or the December commencement ceremony.

Information regarding Graduation and Commencement is available at <http://utsa.edu/registrar/graduation.cfm>.

### Applying for the Degree

It is the student's responsibility to officially apply for his or her degree by submitting an Application for Graduation online through *ASAP*. Students must have earned at least 90 semester credit hours to apply online for graduation. Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).

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

The following are deadlines for submitting an application for graduation:

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

Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and print the application from the Office of the Registrar [Student Forms Web site](#), 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. Students must apply one semester prior to the intended graduation semester to ensure that all degree requirements are met. Students should contact the college advising center of their major for more information.

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

Letters of Degree Completion are prepared by the student's college advising center up to the close of the End of Term date of the semester in which all degree requirements have been met.

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

### Degree Verification

Graduation verification is a two-step process.

1. The 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 his or her college

advising center by the end of the term (see the Academic Calendar for End of Term dates) in which graduation is expected:

- Outstanding transcripts
  - CLEP, AP, and IB credit
  - Petitions or substitutions
  - Change of major/minor
  - Change of catalog
2. A final degree verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed by the student's college advising center once again and the college Dean authorizes the certification for graduation.

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

### **Applying for an Undergraduate Certificate**

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

### **Graduation with University Latin Honors**

Students may graduate with University Latin Honors provided they complete a minimum of 45 semester credit hours 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) and meet the following requirements:

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

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

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

### **Commencement Honors**

Students may receive honors at Commencement if they have completed at least 45 hours with the above grade point average requirements at the time of the ceremony.



## 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.

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA *must list all* colleges attended on their UTSA application for admission. While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if coursework has been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

### **Fraudulent Degrees**

Under Chapter 61, Subchapter G, 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. Academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. Many individuals within the UTSA community contribute to the advising process, including faculty and staff academic advisors. Students also are 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* at <https://asap.utsa.edu>. 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 on different campuses, one at the Main 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.

### Late Registration

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

Appeals to add a course after Census Date must have final approvals and be processed through Enrollment Services no later than one month after Census Date for long Fall and Spring semesters or one week after Census Date for shorter terms of Summer, Fall and Spring semesters. For information on Census Date and deadlines for adding classes, students should refer to the University Calendar or the online registration calendar 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 4, General Academic Regulations – Undergraduate, of this bulletin.

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

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

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

### **Dropping Courses**

Students may drop courses from their schedules for a limited time each semester. The [online registration calendar](#) for each semester indicates the deadlines for students to drop courses each term.

Courses officially dropped before the Census Date do not appear on a student’s transcript. See the online registration calendar each semester for 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 calendar for the Automatic “W” Date. The change becomes official after it is processed by the Office of the Registrar.

The Automatic “W” Date for graduate students is the end of the ninth week of classes for Fall and Spring semesters, the end of the third week of classes for a five-week Summer term, and the end of the sixth week of classes for a ten-week Summer term. Appropriate adjustments are made for the Automatic “W” Date for shorter Summer terms (see the online registration calendar).

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

Faculty and staff will not drop a student from a course automatically for nonattendance; 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 e-mail accounts to determine if they have been dropped from a class.

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

## 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, with the exception of the Learning Management System (i.e., Blackboard).

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 Division 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

Continuing graduate students who wish to withdraw (drop all courses for which they are enrolled during a specific semester) from the University before the first class day of the Fall or Spring Semester may do so via [ASAP](#). Students who wish to withdraw from the University before the start of Summer classes may withdraw via [ASAP](#) through the Friday prior to the start of the May Mini-semester. All other Summer withdrawals must be completed as stated in the following paragraph.

Students who find it necessary to withdraw (drop all courses for which they are enrolled during a specific term) must submit a completed Withdrawal Form at the Enrollment Services Center. The Withdrawal Form must have all required signatures for the withdrawal to be processed. The Withdrawal Form is available online on the [Office of the Registrar's Web site](#).

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University after Census Date receive grades of "W" in all classes.

Students who withdraw from all classes are subject to the University's academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

Withdrawals for international graduate students also require the consent of the Office of International Programs.

Academic appointments (Teaching Assistant and Graduate Assistant positions) may not extend beyond the effective date of a student's withdrawal.

### **Withdrawal for Military Service**

A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (IN) in each course (refer to section Explanation of Credit, Grading System, and Symbols in this chapter); or (3) at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

As a benefit to those students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) and have not attended another institution long enough to receive grades, UTSA will not require them to requalify for admission. In order to take advantage of this benefit, the students must request readmission from the Office of the Registrar within one year of being released from active military service, and submit in writing a statement indicating he/she did not attend another university during this time period. Returning students who have attended another institution long enough to receive grades, must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student's withdrawal. If the student was deployed in combative military operations outside the United States, he or she will be readmitted regardless of how much time has passed since initial admission. Any test scores the student previously submitted will be accepted and any course credit previously earned will be applied.

### **Medical Withdrawal from the University**

Students are advised to contact [Student Health Services](#) for more information at (210) 458-4142.

### **Mental Health Withdrawal from the University**

Students are advised to contact [Counseling Services](#) for more information at (210) 458-4140.

### **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) or 61 and 100 (Internet version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

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

## **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 or online through *ASAP*. See the UTSA Web site at <http://utsa.edu/registrar/transcripts.cfm> for details on how to request a transcript.

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

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

## 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 as degree seeking to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. If a student drops out for one or more long semester (Spring or Fall), 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.

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

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

Students who wish to change their majors, degree objectives, or classifications, are required to submit a new Graduate School application along with a nonrefundable application fee by the application deadline and follow the policy as specified in Chapter 1, Admission, of the *UTSA Graduate Catalog*.

### **Change of Name**

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

### **Change of Address**

Currently enrolled students who have changed their address *must* notify the Graduate School on the appropriate form or on the UTSA Web site in *ASAP* at <https://asap.utsa.edu>. 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 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 to register from the instructor of the course. Some colleges may also require the permission of the Department Chair and the Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

## 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 Online Consortium (UTOC). Degree-seeking graduate students taking courses through this system, that are not hosted by UTSA, must still meet all UTSA residence requirements. For more information see UT Online Consortium in Chapter 6, Academic Resources and Student Services, of this bulletin or visit the UTOC Web site at [www.utcoursesonline.org](http://www.utcoursesonline.org).

## Independent Study Courses

No more than six hours of independent study courses or directed research, 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+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," "F," "W," or "CR" except as provided for repeated courses.

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

**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.

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

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



The following table explains UTSA grade symbols.

<b>Grade Symbol</b>	<b>Grade Points</b>	<b>Meaning of Grade Symbol</b>
A+	4.00	<i>Outstanding</i>
A	4.00	<i>Outstanding</i>
A-	3.67	<i>Above Average</i>
B+	3.33	<i>Above Average</i>
B	3.00	<i>Above Average</i>
B-	2.67	<i>Average</i>
C+	2.33	<i>Average</i>
C	2.00	<i>Average</i>
C-	1.67	<i>Below Average</i>
D+	1.33	<i>Below Average (see Graduate Academic Probation)</i>
D	1.00	<i>Below Average (see Graduate Academic Probation)</i>
D-	0.67	<i>Below Average (see Graduate Academic Probation)</i>
F	0	<i>Failure (see Graduate 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 MUS 6903, 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 at <https://asap.utsa.edu>. 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+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” or “F” might be changed. In this case, the formal appeals process stated in 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.

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

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 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, § 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. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9).

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

### **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 regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

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

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

### **Student Study Days**

At the end of each Fall and Spring Semester, the 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. There are no Student Study Days during the Summer Semester.

## **ACADEMIC STANDING**

A student's academic standing, whether the student is a doctoral student, 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+," "D," or "D-" in any course in a term and a grade point average of 3.0 or higher.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have a grade point average of at least a 3.0 (on a 4.0 scale) and be in good academic standing.

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 is admitted on probation with conditions and fails to meet a condition.
4. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth above. If, however, the student's UTSA grade point average for the term is at least 3.0, he or she will continue on academic probation.
5. When a student at the graduate level is unable to pass an oral or written exam (such as the Comprehensive Examination or Qualifying Examination) required for the degree after the maximum of two attempts. Some programs may have more stringent requirements.
6. When a student at the graduate level fails to make satisfactory progress toward the degree, as defined by University regulations and the regulations of the graduate program in which the student is enrolled.

### **Graduate Reinstatement**

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

The Graduate School prepares the petition for reinstatement and submits it to the department's Graduate Program Committee. The Graduate Program Committee will review the petitioner's letter and academic record and make a

recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

## **GRADUATION**

### **Graduation Dates**

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

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

Information regarding Graduation and Commencement is available at <http://utsa.edu/registrar/graduation.cfm>.

### **Applying for the Degree**

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

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

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

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

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

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

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

## **Applying for a Graduate Certificate**

It is the student's responsibility to apply for his or her certificate by submitting a completed Application for Graduate Certificate to the Enrollment Services Center no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester (see *UTSA Graduate Catalog*). The application of any student applying for a certificate after the established deadlines will be processed the following semester. The application form is located at <http://utsa.edu/registrar/forms.html>. Students with questions about the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).

## **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.

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA *must list all* colleges and universities attended on their UTSA application for admission. While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if coursework has been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

### **Fraudulent Degrees**

Under Chapter 61, Subchapter G, 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 50000, Rule 50101, Sec. 2 of the [Rules and Regulations](#) of the Board of Regents of The University of Texas System, and the [Handbook of Operating Procedures](#).

The [Rules and Regulations](#) of the Board of Regents, the [Handbook of Operating Procedures](#), and the [UTSA Information Bulletin](#) have full force and effect as they concern all UTSA students. The [Rules and Regulations](#) of the Board of Regents and the [Handbook of Operating Procedures](#) may be consulted on the Internet.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its institutions on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy ([Rules and Regulations](#) of the Board of Regents, Series 10000, Rule 10701, Sec. 1; [UTSA Handbook of Operating Procedures](#), Chapter 9, § 9.1; [UTSA Information Bulletin](#), [Appendix B, Student Code of Conduct](#)). Students can notify the University of any violations of this policy by contacting the [Office of Student Conduct and Community Standards](#) or the Office of Equal Opportunity Services. 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 Equal Opportunity Services](#). 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 \$2,000 and/or up to 180 days in jail to individual fines of up to \$10,000 and/or a state jail term of not less than 180 days or more than two years. Organizational penalties include fines of not less than \$5,000 or more than \$10,000. If the organizational hazing activity resulted in personal injury, property damage, or other loss, the penalty is a fine of not less than \$5,000 or more than double the amount lost or expenses incurred because of the injury, damage, or loss.

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. (For additional information, see [Appendix C](#) of this bulletin.)

## **UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL**

Unauthorized copying or distribution (including peer-to-peer file sharing) of copyrighted works, including without limitation, books, periodicals, software, multimedia and musical works, may be unlawful and may infringe the owner's copyright. Any use of UTSA computer or duplicating facilities by students, faculty or staff for the unauthorized duplication or distribution of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law (UTSA [Handbook of Operating Procedures, Chapter 9, 9.11](#)). The University of Texas System's policy statement on "[Fair Use of Copyrighted Materials](#)" can help you determine whether your use of a copyrighted work is a fair use or requires permission. Information on UTSA's Unauthorized File Sharing Standard limiting the use of peer-to-peer applications may be found at [http://utsa.edu/oit/std/sec\\_file\\_std.html](http://utsa.edu/oit/std/sec_file_std.html).



## 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 50000, Rule 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 “[Academic and 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 Conduct and Community Standards](#).

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](#).

## OFFICIAL COMMUNICATION

The official means of student communication from The University of Texas at San Antonio regarding administrative issues is the UTSA [myUTSAmail](#) e-mail address. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to the [myUTSAmail](#) e-mail address. The e-mail address, e-mail user name, and initial password are on the [ASAP](#) (*Automated Student Access Program*) Welcome page after the student has accessed [ASAP](#). Students are given the option of selecting their preferred e-mail address which will become their designated e-mail address for all official communication with

UTSA. When logging in to *ASAP*, students may designate their *myUTSAmail* e-mail account or another personal e-mail account as their official method of communication.

## **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, provided a reasonable effort is made to notify the student in advance
9. in an emergency situation if the information is necessary to protect the health or safety of the student or other persons
10. when the student has violated a law or the school's rules or policies governing alcohol or substance abuse, if the student is under age 21
11. in compliance with a judicial order or subpoena, or federal grand jury subpoena provided a reasonable effort is made to notify the student in advance, unless such subpoena specifically directs the institution not to disclose the existence of a subpoena
12. an alleged victim of a crime of violence or a nonforcible sex offense; the final results of the alleged perpetrator's disciplinary proceeding with respect to such crimes may be released.

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

For records maintained by the Office of the Registrar, a record of requests for disclosure and such disclosure of personally identifiable information from student educational records is maintained by the Office of the Registrar for each student and is made available for inspection pursuant to this policy. If the University discovers that a third

party who received student records from UTSA released or failed to destroy such records or information from such records in violation of FERPA, UTSA may not allow that third party access to personally identifiable information from educational records for at least five years. Records subject to disclosure are purged according to regular schedules when no longer subject to audit or presently under request for access.

The Federal Educational Rights and Privacy Act does not extend to research papers and theses authored by students; these documents are available to interested members of the public.

## Directory Information

Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. FERPA regulations specifically prohibit the disclosure of a student's Social Security Number as directory information.

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

- name, address, and telephone number
- e-mail address
- date and place of birth
- major field of study
- enrollment status
- dates of attendance (in person or by correspondence, video conference, Internet, or other electronic information and telecommunications technologies)
- 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 submitting the [Restrict Student Directory Information Request form](#) to Enrollment Services. The request for confidentiality will remain in effect until the student makes written authorization releasing the information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties. All UTSA e-mail addresses, including Blackboard course e-mail addresses, are subject to restriction. Students are advised to consider carefully the impact of having directory information withheld.

## Access to File

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

### Academic Records

Associate Vice 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  
Associate Vice President for Student Life, Office of Student Life

## Financial Records

Vice President for Business Affairs, Office of Business Affairs  
Associate 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, unless the individual's employment position is dependent upon the individual's student status;
- 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 Associate Vice President for Student Life of his or her right to a formal hearing. The purpose of the hearing is to challenge the content of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the privacy rights of the student.

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

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

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

## Copies

Students may 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 20202-5920.

## SOLICITATION AND DISTRIBUTION OF MATERIALS

No individual, group, association, or corporation may use the grounds, buildings, or facilities owned or controlled by any institution or by The University of Texas System except as permitted by the provisions of the *Rules and Regulations* of the Board of Regents and approved institutional rules and regulations. The term "solicitation" 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 U.S.C. 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 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 property," "residential facilities," "noncampus property," 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).

## **CAMPUS FIRE PREVENTION POLICIES, FIRE LOG, AND ANNUAL FIRE REPORT**

The UTSA Department of Environmental Health, Safety, and Risk Management (EHSRM; <http://utsa.edu/safety>) serves as the campus authority having jurisdiction and fire marshal for all fire prevention activities. The [UTSA Fire and Life Safety Plan](#) details current fire prevention policies and procedures.

EHSRM publishes an annual Campus Fire Report that includes the prior three calendar years of fires in on-campus student housing at UTSA. The report is available to all current and prospective students and employees through the UTSA EHSRM Campus Fire Report Web site (<http://utsa.edu/safety/#/fire/log>). A copy of these statistics is also provided to the U.S. Department of Education. UTSA EHSRM maintains a fire log at the same Web site.

The annual report discloses fire statistics for on-campus student housing, and includes descriptions of fire protection systems and fire prevention activities in on-campus student housing. The UTSA Police Department includes the Campus Fire Report in its Campus Security Report, presented in Appendix D of this bulletin.

## **GANG-FREE ZONES**

Premises owned, rented or leased by The University of Texas at San Antonio, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

## **STUDENT TRAVEL POLICY**

The Student Travel Policy promotes safe travel by students to and from activities or events that advance the University’s mission of research and discovery, teaching and learning, community engagement and public service. The policy serves as a guide for student travel and supports compliance with relevant state and University of Texas System regulations. Detailed information regarding this policy can be accessed in the [Handbook of Operating Procedures](#), the [Student Travel Web page](#), or by contacting the Office of the Vice President for Student Affairs.

## **MAKING A FALSE ALARM OR REPORT**

Pursuant to Section 42.06 of the Texas Penal Code, it is a state jail felony to report a present, past, or future bombing, fire, offense, or other emergency that a person knows to be false relating to an institution of higher education.

## Chapter 6

# ACADEMIC RESOURCES AND STUDENT SERVICES

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## ACADEMIC RESOURCES

### UNIVERSITY COLLEGE

The [University College](#) directs the activities of several areas at UTSA, including Academic Advising, Air Force Reserve Officer Training Corps, Army Reserve Officer Training Corps, Office of Core Curriculum and Quality Enhancement Plan, Graduation Initiative, the Institute for Law and Public Affairs, Learning Communities, Testing Services, the Tomás Rivera Center, Undergraduate Studies Support and Technology Services, the University Health Professions Office, and the Writing Program. The office also serves as the academic home for the Bachelor of Arts in Multidisciplinary Studies and the Bachelor of Science in Public Health, and oversees the coordination of UTSA's undergraduate curriculum and UTSA's undergraduate academic policies and procedures.

Beginning Fall 2014, the University College will begin to implement the Freshman Focus Initiative whereby all freshmen will be admitted to the university as members of the University College. The goals of the Freshman Focus Initiative are to ease the transition of freshmen from high school to college and to enhance the academic success of freshmen in order to place them on track toward a four-year graduation at the end of the freshman year.

### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its undergraduate students. Employing developmental advising principles, UTSA academic advisors offer academic advising and guidance to empower students to realize their full potential.

New and transfer freshmen (under 30 semester credit hours accepted by UTSA) are advised by either the Colleges' Freshman Advising Center or the Tomás Rivera Center. 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. Students who are accepted into the Honors College are advised by the Honors College advisors. Scholarship athletes are dually advised by the center of their major and the Athletics advisor.

Continuing and new transfer undergraduate students (30 earned semester credit hours and more), with declared or decided majors, are advised through the college undergraduate advising center of their major or by the Honors advisors if they are accepted into the Honors College. Undecided undergraduate students continue with the Tomás Rivera Center until a major is decided, with the exception of Honors students. On the UTSA Downtown Campus, freshmen through seniors with declared majors are advised through the Downtown Undergraduate Advising Center, and students who have not decided upon a major or have a provisional status are advised through the Downtown Tomás Rivera Center.

All undergraduate students, regardless of classification or major, accepted into the Honors College are advised by the Honors College advisors. Scholarship athletes are dually advised through the center of their major and the

Athletics advisor. Students pursuing careers in the health professions are dually advised by the University Health Professions Office and the advising center of their major.

Special students who are non-degree-seeking undergraduates and continuing students who have declared a major in Multidisciplinary Studies are advised through the Office of Undergraduate Studies Support and Technology Services.

The Power of Academic Advising:

- Academic advisors promote insight into academic, social, and personal experiences and individual needs.
- Academic advisors connect to the academic community to encourage sound academic and personal goals, which lead to successful learners.
- Academic advisors serve an interpretive role with students, administration, faculty, and staff in a collaborative approach.
- Academic advisors possess the knowledge and skills necessary to teach in an inclusive and innovative manner.
- Academic advisors engender in students a great deal of trust in the advisors' guidance.

For more information, please visit the undergraduate advising Web site: <http://utsa.edu/advise/advisors.html>.

### **Air Force Reserve Officer Training Corps (AFROTC) Program**

The Air Force Reserve Officer Training Corps (AFROTC) is a voluntary program open to all qualified students, male and female. It trains students to become United States Air Force officers while completing their college degree. The program options offered through AFROTC combine traditional college education with military instruction. The General Military Course (GMC) option gives students an opportunity to participate in the AFROTC program, without initial commitment for military service. During the GMC trial period, students can compete for admission to the Professional Officer Course (POC). Participation in the POC program gives students an opportunity to be commissioned as an officer in the United States Air Force. In this program, participants pursue a baccalaureate degree in one of the disciplines offered by UTSA and complete additional requirements for AFROTC. The AFROTC program requirements are described in detail in the [UTSA Undergraduate Catalog](#).

All students in Air Force ROTC are issued books and uniforms for use in ROTC classes. In addition, all POC students enlisted in the Air Force Reserve receive a monthly subsistence allowance. Cadets may apply for Air Force ROTC scholarships. Three-and-a-half-, three-, two-and-a-half-, and two-year scholarships are available on a competitive basis to cadets who meet the basic minimum requirements of a 2.5 cumulative grade point average, passing a physical fitness test, and passing a Department of Defense physical. For further information, contact the AFROTC office at (210) 458-4624. Walk-ins are also welcome on the first floor of the North Paseo Building (NPB), Room 1.220.

### **Army Reserve Officer Training Corps (ROTC) Program**

The Army Reserve Officer Training Corps (ROTC) program gives students the opportunity to obtain a commission as an officer in the United States Army. The program offers the option of completing either a four-year program or a two-year program in Military Science while pursuing a baccalaureate or graduate degree in one of the disciplines offered by UTSA. Students who may want to try military science without incurring a military commitment can register for the first- and second-year courses in Military Science. The requirements for the Army ROTC program are described in detail in the [UTSA Undergraduate Catalog](#).

The Army ROTC program offers competitive scholarships for up to four years to select students. These scholarships provide tuition, fees, book allowance and a monthly subsistence allowance. In addition, students enrolled in Army ROTC courses are furnished, free of charge, complete uniforms, texts, and necessary equipment. For further information, contact the Army ROTC office at (210) 458-5607.



## Core Curriculum and Quality Enhancement Plan

This office provides administrative oversight and support for the implementation and assessment of the University's Core Curriculum and Quality Enhancement Plan (CCQEP). It is responsible for the coordination of the on-going development, implementation, and evaluation of UTSA's core curriculum. The office works with the academic departments, the colleges, the Faculty Senate, and the Dean of the University College to facilitate the implementation, review, and revisions of both the Core Curriculum and the QEP.

## Graduation Initiative

The [UTSA Graduation Initiative](#) is an institutional resource that through research, information sharing, and direct student programs, seeks to increase the University's graduation rate and the number of students earning an undergraduate degree.

## Institute for Law and Public Affairs

The Institute for Law and Public Affairs (ILPA) implements the Summer Law School Preparation Academy (SLSPA) to enhance pre-law educational opportunities and increase the number of Texas students who gain admission to and excel in high-quality law schools. The Institute's SLSPA was designed and executed as collaboration between UTSA and The University of Texas at Austin School of Law. Incorporating the Law School Admissions Test (LSAT) preparation into the program, the SLSPA encompasses 12 hours of coursework designed to hone the reading and writing skills students need to successfully gain admission to and succeed in their legal education. Students apply for Phase I of the SLSPA as sophomores and attend the academy during the summer between their sophomore and junior years. Students enroll in Phase II during the summer after their junior year and before their senior year. In each phase, students attend six hours of specially designed academic hours of law school preparatory classes. Students completing 12 hours during Phases I and II earn the ILPA's *Certificate in Legal Reasoning*. Admission to the SLSPA is competitive.

ILPA traditionally receives annual grants to take students to the Law School Admission Council (LSAC) events and law school recruitment conventions, and hosts approximately 100 law school admission representatives at the UTSA Law School Fair. The Institute's pre-law advisor, recognized by the LSAC, provides information concerning legal education and counsels and assists students on the law school application process. For more information about the ILPA's programs, call (210) 458-2990 or visit the ILPA Web site at <http://utsa.edu/ilpa/>.

## Office of Testing Services

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

Main Campus location: MS 1.01.04; (210) 458-4125

Downtown Campus location: BV 1.302; (210) 458-2941

The Office of Testing Services provides University-wide testing services for UTSA current, graduated and prospective students as well as faculty and community members. The Office provides both national and institutional testing for the purposes of admission, placement, and course credit. The following tests are offered:

ACCUPLACER

ACT

ACT Residual

Chemistry Placement

CLEP (College Level Examination Program)

Correspondence Testing

DSST (DANTES Standardized Subject Test)

FACT (Financial Accounting Competency Test)

IS 1403 Test-Out Series

LSAT (Law School Admission Test)

Math Placement

NCEES (National Council of Examiners for Engineering and Surveying)

PACE (Principles of Accounting Competency Exam)

Practice TExES

TExES (Texas Examinations of Educator Standards) PBT & iBT

THEA QT (Texas Higher Education Assessment Quick Test)

TOEFL (Test of English as a Foreign Language)

### **ACCUPLACER**

ACCUPLACER is a Texas Success Initiative (TSI) exam which is computer based and administered to admitted UTSA students only, who are not exempt from the TSI state law by their ACT, SAT or TAKS scores. Students who have already begun remediation in a content area at this institution or any other institution may not take the ACCUPLACER. ACCUPLACER may only be taken once every thirty days.

### **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 at the Downtown Campus just prior to every admission deadline for students who have submitted an application to UTSA but have missed the national dates. ACT Residual test scores are only good at UTSA. Information on the national ACT, which can be used at any college or university, can be found by visiting [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 every two years. Students who achieve the appropriate cutoff score and meet the math prerequisite requirement 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. Visit <http://utsa.edu/testing/clep.html> for the current list of courses available. CLEP tests are administered by computer at both the Main and Downtown campuses. Advanced registration and payment is required through the Testing Services Web site <http://utsa.edu/testing/>. Study suggestions are available through the College Board's Web site at [www.collegeboard.com/CLEP/](http://www.collegeboard.com/CLEP/).

### **Correspondence Testing**

Correspondence testing is offered September through April 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 by check or money order at time of test session. No correspondence exam times are offered in the summer months. Certification exams do not fall under the correspondence service. Correspondence exams must be part of a college course to qualify.

### **DSST (DANTES Standardized Subject Test)**

UTSA currently administers and awards course credit for several of these exams. Visit <http://utsa.edu/testing/Dantes.html> for a list of courses for credit as well as test location and registration information.

### **FACT (Financial Accounting Competency Test)**

Testing Services administers the FACT for the Finance Department. Passing the FACT exam is a prerequisite to registering for FIN 3023 Intermediate Corporate Finance. Further information from the Finance Department can be found by visiting the following Web site: [http://business.utsa.edu/finance/fin\\_factexamdates.aspx](http://business.utsa.edu/finance/fin_factexamdates.aspx). Students register for a FACT test session through *ASAP* at the Testing Services link.

### **IS 1403**

IS 1403 is a Test-out Series offered through the Testing Services offices for the College of Business. Students use this four-month test-out series instead of registering for the course to earn credit. An access code must be purchased and installed on the student's personal computer. Before testing can begin, the student must complete a disclaimer at

the Testing Services office. Specific information regarding this process can be found on the Office of Testing Services' Web site: <http://utsa.edu/testing/>.

### **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).

### **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 math placement test unless the student met a TSI exemption or the required score for the math 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). Test registration is done through *ASAP*.

### **NCEES (National Council of Examiners for Engineering and Surveying)**

This is a national engineering certification test administered twice a year for the College of Engineering.

### **PACE (Principles of Accounting Competency Exam)**

Testing Services administers the PACE for the Accounting Department. Passing the PACE exam is a prerequisite to registering for ACC 3023 Intermediate Accounting I. Further information from the Accounting Department can be found by visiting the following Web site: [http://business.utsa.edu/accounting/acc\\_competency\\_exam.aspx](http://business.utsa.edu/accounting/acc_competency_exam.aspx). Students register for a PACE test session through *ASAP* at the Testing Services link.

### **Practice TExES**

The Offices of Testing Services administers the Practice TExES exam for the College of Education and Human Development, TExES & Student Teaching office. All inquiries regarding test dates, prep classes and test scores should be directed to the TExES & Student Teaching office. Registration for a test session is done through *ASAP*.

### **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 Main and Downtown campuses. Students who have obtained a barcode from Teacher Certification may register for a test session at the following Web site: [www.texas.ets.org](http://www.texas.ets.org).

### **THEA QT**

THEA Quick Test is offered once a month at the Downtown Campus. Advanced registration and payment is required through the Testing Services Web site <http://utsa.edu/testing/>.

### **TOEFL**

TOEFL testing is administered by computer at both Testing Services locations according to the schedule established by ETS and Prometric. TOEFL schedule and registration information can be accessed at [www.ets.org/toefl/](http://www.ets.org/toefl/).

**Visit the Testing Services Web site for information on the following tests not given at UTSA:**

### **GMAT (Graduate Management Admission Test)**

The GMAT is required of students who wish to pursue graduate work in business. The GMAT is administered through Prometric. Students interested in registering for the GMAT examination should call 1-800-717-GMAT (4628) or visit [www.mba.com](http://www.mba.com).

### **GRE (Graduate Record Examination)**

The GRE is required of students who wish to pursue graduate work in any area other than business. Students interested in registering for a GRE examination should visit the ETS Web site at [www.ets.org/gre/](http://www.ets.org/gre/).

## 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 in a number of courses including quantitative-based subjects and foreign languages;
- academic coaching and study strategies;
- workshops;
- Supplemental Instruction (SI) to accompany difficult courses;
- non-course-based developmental instruction in reading, writing, and mathematics;
- graduate learning assistance; 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 Main 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 Multidisciplinary Sciences Building, room 1.02.02, at the Main Campus or in the Durango Building, room 2.114, at the Downtown Campus, for personalized help.

### Learning Communities and Freshman Seminar Programs

The Learning Communities Program, a division of the Tomás Rivera Center, is designed to ease the transition to college. In the fall semester, first-year students are enrolled in linked classes with the same group of 25 students. Students in the program will be enrolled in a Freshman Seminar, also a part of the Core Curriculum, to provide frequent interaction with faculty, the opportunity to learn about tools and resources for academic success, and promote critical thinking skills. There are a variety of linked courses to meet the needs of students who may have Advanced Placement (AP) and/or dual credit in some core freshman classes. There are Learning Communities for students in various majors, undeclared students, and provisional students. In addition, because students attend several classes together, a greater opportunity to connect with peers exists. There is no additional cost to participate in a Learning Community. For additional information contact the office at (210) 458-7490.

### Undergraduate Studies Support and Technology Services

As an extension of the University College, the Office of Undergraduate Studies Support and Technology Services ([USSTS](#)) provides support to all UTSA undergraduate students and the academic advising community that serves them with educational and technical services for achieving academic and professional goals. Two support programs are housed within this office: academic advising for Special Undergraduates 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, and coordinates academic advising activities across the UTSA campuses.

### National Student Exchange

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

## University Health Professions Office

The University Health Professions Office (UHPO) provides advising and support to students interested in pursuing careers in the health professions. This includes academic preparation at the undergraduate level, as well as information about health careers, application procedures, and entrance exams. UTSA offers courses that fulfill entrance requirements in most health professions fields, including Medicine and Dentistry, Nursing, Occupational Therapy, Physical Therapy, Physician Assistant, Pharmacy, Veterinary Medicine, Podiatry, Chiropractic, and Optometry. Several dual-degree programs exist as opportunities for students to gain early admission to programs in medicine, dentistry, physician assistant studies, physical therapy and occupational therapy. Admission to professional schools is highly competitive and involves a separate application process. Admission to UTSA does not guarantee admission into health professions programs at The University of Texas Health Science Center at San Antonio (UTHSCSA).

Students are encouraged to seek advice and consult with the UHPO advising staff early in their college career. The UHPO is located at the Main Campus (Multidisciplinary Studies Building, room 3.02.10). For more information about the UHPO, including the appointment schedule, call (210) 458-5185, or visit the Web site at <http://utsa.edu/healthprofessions/advising.htm>.

## Writing Program

The faculty and staff of the Writing Program are committed to helping students further develop their writing skills through its writing courses. The Program offers Freshman Composition I and Freshman Composition II, as part of the University's core curriculum; Developmental Writing, to help students satisfy the TSI requirement; and Writing Strategies for Pre-Law, in affiliation with the Summer Law School Preparation Academy. The Writing Program also directs the Judith G. Gardner Center for Writing Excellence, a comprehensive writing center providing writing tutors at two different locations, one on the Main Campus, JPL 2.01.12D, and one at the Downtown Campus, FS 4.432. The Center tutors assist UTSA undergraduate and graduate students, faculty, and staff with their writing projects. The Center also provides other writing resources, such as the computer lab (JPL 2.01.12C) and workshops on academic writing. For further information about the Writing Program, visit <http://utsa.edu/twp> or call (210) 458-5340.

For further information about The Writing Center, visit <http://utsa.edu/twc> or call (210) 458-6096.

## OFFICE OF ESL (ENGLISH AS A SECOND LANGUAGE) SERVICES

The [Office of ESL Services](#) provides ESL classes for 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 noncredit 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 INTERNATIONAL PROGRAMS

International cross-cultural awareness and understanding on the part of all UTSA students and scholars is crucial to their attainment of effective leadership, competitiveness, prosperity, and success in a global world. Making it possible for international students and scholars to attend and teach at UTSA and offering UTSA students and scholars the opportunity 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](#) is to enhance 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 and the Department of State;
- 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; and
- influencing university policy toward embracing and institutionalizing the internationalization of UTSA curriculum, faculty, and student body.

### **International Student Services**

Support and assistance are provided to all international students before and after their arrival at UTSA. International Student Services (ISS) conducts orientation programs to help new international students understand federal regulations governing their stay and to inform them about services available at other UTSA offices. ISS advisors assist students with maintaining proper status with the U.S. Citizenship and Immigration Services agency and the Student and Exchange Visitor Information System (SEVIS) that is managed by the federal government. Immigration information, forms, and advice are provided to international students 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 for admission into the program each year.

### **Education Abroad Services**

The Education Abroad Services staff helps students study abroad by providing assistance, support, and resources on program options. Participating in international learning experiences 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 Costa Rica. Participation in education abroad programs allows students to build knowledge skills, cultural awareness, and self-confidence.

These programs provide the opportunity for students to study at another university while acquiring credit toward a degree at UTSA. The Education Abroad Services staff assists UTSA students in finding the right program to match their academic and personal interests. Education abroad programs can help meet major or minor requirements, fulfill general education requirements, or help a student 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 Canada, China, England, Hong Kong, Japan, Korea, and Spain. Under these programs, participants pay tuition to UTSA and all other costs to the partner university, avoiding the need to pay the higher international student tuition fees while attending at the host institution.

### **International Scholar Services**

The International Scholar Services provides support and assistance to University faculty and staff in the recruitment and hiring of foreign nationals. The International Scholar Services staff maintains the most current knowledge of issues related to immigration and nationality law, Social Security Administration, and taxation of foreign nationals in order to assist international faculty and scholars in achieving their goals and objectives while at the University. Additionally, the International Scholar Services ensures University policies and guidelines are observed and that these policies and guidelines conform to federal and state governmental rules and regulations. The International Scholar Services staff ensures effective working relationships with federal and state agencies such as the U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Department of Labor, and U.S. Department of State. The International Scholar Services conducts professional consultation and training for

University departments on issues related to the hiring of foreign nationals. Additionally, the International Scholar Services processes and coordinates all international academic agreements between UTSA and foreign institutions.

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

The Vice President for Community 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, the Office of Community Outreach, the Office of Extended Education, the Downtown Campus Special Events Office, the UTSA Mexico Center, the Office of P-20 Initiatives, and the Child and Adolescent Policy Research Institute.

### **Prefreshman Engineering Program**

The Prefreshman Engineering Program (PREP) identifies achieving middle and high school students with an interest in mathematics, science, engineering and technology, and prepares them for careers in these and other mathematics-related areas. Founded at UTSA in 1979, the seven-week, mathematics-based academic program is held each summer at nine local colleges and universities. PREP is offered over four summers (PREP I through IV) whereby students receive one elective high school credit for each summer completed successfully and University PREP (UPREP) is offered (to students who complete PREP III) for college credit. Designed for students in grades 6–11, 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 twenty-first century workforce, women and members of minority groups—traditionally underrepresented in science and engineering—serve as special target groups. Starting in 2012, UPREP students will have an opportunity to be exposed to research with UTSA faculty. For the local PREP office see [www.prep-usa.org/portal/main/](http://www.prep-usa.org/portal/main/).

### **Office of P-20 Initiatives**

The [Office of P-20 Initiatives](#) provides leadership to increase the college-going rate and success of students in the Greater San Antonio region who want to attend UTSA or other higher education institutions, by establishing strong collaborations with stakeholders to serve and assist students, especially those who have been traditionally underrepresented in higher education. An array of outreach programs are designed to provide essential services such as college tours, test prep, tutoring, mentoring, academic intervention, dual credit, work study and career planning to students in preparation for college. In addition, college readiness camps and bridge programs are offered to students during the summer months. UTSA is one of the few universities in the nation that implements seven TRIO programs. The Office of P-20 Initiatives promotes educational access, college readiness, persistence and educational reform through collaborative research based programming.

### **Office of Community Outreach**

The [Office of Community Outreach \(OCO\)](#) was established to increase UTSA's visibility in targeted communities in South Texas and to foster appropriate, mutually beneficial partnerships with these communities. The OCO works with educational, business and civic leaders in communities served by UTSA to promote higher education as an economic development resource. The OCO, in concert with community leaders, addresses barriers that inhibit or prevent area residents from enrolling at UTSA. Special events bring community leaders to UTSA and take UTSA executive officers into South Texas communities. The OCO works closely with the Admissions Office as well as other University offices in supporting student recruitment efforts.

### **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. Extended Education works collaboratively with academic and nonacademic units of the University to develop and present seminars, online courses, conferences and programs for the general public, professional and governmental agencies, and businesses. Selected courses for college credit are also available through the Office of Extended Education's Extended Studies Program (ESP). The UTSA Extended Education Web site provides information on seminars, online courses, conferences and programs that are open to the University and local communities. Extended Education also provides specialized training to organizations needing customized training programs for their employees.

### **Downtown Special Events Office**

The [Downtown Special Events Office](#) is responsible for scheduling, coordinating and managing special events at the Downtown Campus. The Downtown Campus has clearly become the venue of choice for University organizations as well as many community organizations, and the office operates as a "one-stop shopping" experience for on- and off-campus users of University facilities. The office manages cash handling, logistical operations and designs, implements control systems for managing various resources needed for events and provides logistical support for Extended Education.

## **THE GRADUATE SCHOOL**

### **Graduate Student Resources**

The [Graduate School](#) at UTSA is the centralized office for all graduate-related services. In collaboration with the academic colleges and student services offices, The UTSA Graduate School provides services in the areas of recruitment (including diversity initiatives), admissions, general orientation, retention workshops, evaluation of the graduate experience, faculty and staff resources, as well as thesis and dissertation submission services.

### **Academic Common Market**

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

Further information on the Academic Common Market may be obtained from the Texas State Coordinator for the [Academic Common Market](#), Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711, or by calling (512) 427-6518.

### **Graduate Student Success Series**

The Graduate School is partnering with UTSA academic and student services departments to provide our graduate students the opportunity to take learning beyond the classroom. The Graduate Student Success series allows graduate students the flexibility of weekend and evening workshops coupled with information that will enhance their academic experience at UTSA. These workshops are free to students and their guests. Find more information at [http://graduateschool.utsa.edu/current\\_students/](http://graduateschool.utsa.edu/current_students/).

### **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.



## **Graduate Entrance Exams**

### **TOEFL**

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

### **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.ets.org/gre/](http://www.ets.org/gre/).

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

### **OITConnect**

OITConnect is the one place for all your technology requests. All technology support requests for students, faculty and staff are handled through our OITConnect service. Contact [oitconnect@utsa.edu](mailto:oitconnect@utsa.edu) to submit a request.

### **Academic Technology**

The Office of Information Technology supports faculty, students and staff in the use of traditional and interactive classroom technology.

UTSA has a robust interactive video network capable of connecting University classes and programs around the city, state and world. OIT schedules academic courses that utilize the interactive classroom facilities, maintains the interactive video network, maintains traditional classroom facilities and assists faculty in the creative use of the instructional classroom devices including recording lectures for students to review.

The department is committed to integrating approved state-of-the-art advancements in the use of traditional and interactive classroom technology, as well as to managing and developing the use of academic technology to complement the academic programs of the University.

The department:

- Distributes classroom presentation equipment including sound systems, video players/recorders, high-performance computers and video projectors
- Schedules and delivers equipment to classrooms via a reservation system
- Hosts workshops for faculty and staff on the use of classroom technology
- Provides on-call assistance to faculty who use technology in the classroom
- Assists faculty members who use technology to conduct research
- Helps students become active participants in the learning process.

Technical support is available for:

- Class lectures
- The coordination and set-up of video conference meetings
- Special University campus events that require audio and visual reinforcement
- Scheduling and recording satellite feeds and cable programs on request
- Setting-up, monitoring, and recording ITV courses between the Main Campus and Downtown Campus.

## **Education Technology**

The office of Education Technology is setup to provide services in support of technology enhanced teaching and learning to include the entire continuum from technology enhanced to fully online courses. Our service portfolio includes instructional design services, instructional consulting for technology enhanced, hybrid/blended and online courses, simulation development, high impact instructional videos, etc. We are structured into two groups who work synergistically to optimize and maximize the teaching and learning potential.

## **Online Education**

The Office of Information Technology supports and encourages the development and delivery of instruction through technology to strengthen the mission of improving student learning outcomes. The department provides:

- Instructional design and development assistance for faculty members to effectively implement the use of technology in their curriculum.
- Design and delivery support for Web-enhanced, hybrid and fully online courses.
- Workshops on various educational technologies.
- Ongoing support for faculty members using technology to enhance instruction.

The department is committed to promoting awareness of instructional technology best practices and improving the quality of our institution. Staff members are dedicated to providing professional assistance to and consulting with faculty members on selecting and adopting appropriate technology for maximizing student learning and teaching effectiveness.

## **Video Production**

The Office of Information Technology provides professional video production and post-production services for UTSA principally in the support of its instructional mission. The video production team can provide support in pre-production and production of high-impact videos designed to leverage modern video techniques to enhance the teaching and learning process.

Our staff of producers is ready to assist in planning video production or multi-camera webcasts. Our staff is also available to provide consultation services to students in their media-related, special projects.

In addition to our main focus on instruction and learning, we also provide ancillary services in areas of special event archival (video-taping guest lecturers), live multi-camera webcasts, such as Commencement, UTSA home basketball games and promotional products.

## **Student Computing**

The Office of Information Technology provides students with computing tools and the best possible customer service assistance we can, in order to help facilitate their academic success. OIT practices a philosophy of continuous improvement in order to accomplish our mission and goal of assisting our student customers. Our staff stands ready to assist with anything from account management to software utilization.

The Student Computer labs are open an average of 102 hours per week. The labs include over 500 workstations with full Internet access and printing capabilities. Two labs on the Main Campus and one on the Downtown Campus offer the same desktop “look and feel,” with similar capabilities, so students can easily work in any facility. Documents can be sent to print and be released from any black-and-white or color print station across the Main Campus or the Downtown Campus using PrintSpot.

All labs have collaborative work areas where student groups may interact to complete team projects. Most major software applications are offered and specialty applications may be installed in cooperation with requesting faculty.

All Student Computing labs include areas of adaptive technology for students with unique physical needs and requirements. Specialized hardware and software packages are offered to visually, hearing and mobility-impaired students.

### **Application Development and Support**

The Office of Information Technology provides technical support for administrative processing and official electronic record keeping. The department provides daily, ongoing support for Admissions, Registrar, Financial Aid, Fiscal Services, Advising, Police, Athletics, Institutional Research, Provost/Faculty, Testing Services, Parking, Orientation and Human Resources and 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. This Web-based student information system allows students to register for classes and pay their fees from any computer with an Internet connection.

### **Telephone Services**

The Office of Information Technology supports three University-owned telephone systems which support the tri-campus community. The systems are networked to enable four-digit dialing between all locations and to allow shared features including voicemail. More than 2,200 faculty and staff extensions are equipped with Cisco Unity Voicemail. The University uses the State of Texas communications network (TEX-AN) for routing long-distance telephone calls.

The campus switchboard can be reached 24 hours a day by dialing (210) 458-4011 (off campus) or 0 (on campus), at which time an automated attendant will prompt you for the name of the department or person you wish to reach. The option to reach the switchboard operator is available from 8:00 a.m. – 5:00 p.m., Monday through Friday. The switchboard operator provides general campus information and can provide numbers to campus offices.

University communication technicians manage the installation of 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.

### **Information Security**

The Office of Information Technology oversees the protection of the University 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.

### **University Network**

The University utilizes a high-speed (10 Gigabit Ethernet) backbone network that connects UTSA facilities and provides services such as electronic mail, file transfer and remote log-in capabilities as well as access to external networks.

A switched Gigabit (1 Gb/s) or Fast Ethernet (100 Mb/s) network connects most campus classrooms, laboratories and offices from “the desktop to the backbone.” A 10 Gigabit Ethernet backbone connection links all buildings 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—is available throughout all UTSA locations.

The Office of Information Technology also provides e-mail for faculty, staff and students, as well as the infrastructure for the student registration system (Banner) and the online distance learning application (Blackboard).

## **THE UNIVERSITY OF TEXAS SYSTEM ONLINE CONSORTIUM**

The UT Online Consortium (UTOC) is a student’s gateway to online degrees and courses from the participating University of Texas System institutions. The majority of the programs listed in the UTOC Web site and offered by UT institutions can be completed entirely online. Any exceptions will be noted on the program information pages. Some programs can lead to a degree, endorsement or certificate conferred by the participating institution, while others are a grouping of courses. Online courses follow a semester-based schedule.

Information on courses and programs can be found on the Online Consortium Web site at [www.utcoursesonline.org](http://www.utcoursesonline.org).

Students must be admitted to one of the UT System institutions in order to enroll in the Online Consortium courses. Students should also check with their academic advisors to ensure that enrollments in Consortium courses will satisfy their degree requirements.

## **LIBRARIES**

The [UTSA Libraries](#) provide students and faculty with seamless and comprehensive access to information and learning resources.

### **Locations**

- John Peace Library (JPL) – Located on the Main Campus, JPL is the University’s largest library with three floors of resources, study spaces and 185 computer workstations. JPL is open 24 hours a day, five days a week during the Fall and Spring semesters.
- Downtown Campus Library – Located in the Buena Vista Street Building.
- Applied Engineering and Technology (AET) Library – A bookless, satellite library located in the AET building on Main Campus.
- Special Collections at the HemisFair Park Campus – Located within the Institute of Texan Cultures.

### **Collections**

UTSA students and faculty have access to millions of e-books, e-journals and online databases. In addition, the libraries offer a rich collection of DVDs, CDs and other audiovisual items, educational curriculum materials, books, maps, musical scores, and more.

Students, faculty and staff can access library resources—such as full-text journal articles and e-books—from off campus using their myUTSA ID and passphrase. The libraries’ mobile Web site provides smartphone access to the most popular resources and services.

### **Special Collections**

In addition to general collections, UTSA Libraries’ Special Collections houses the university’s own archives as well as its “treasures”—rare books, personal papers, and other one-of-a-kind historical items documenting the people, history, life and literature of San Antonio and South Texas. Special Collections reading rooms are located on the fourth floor of JPL and at the HemisFair Park Campus.

## Services

The UTSA Libraries offer:

- Assistance from professional librarians to help find and access information resources
- Desktop computer workstations
- Multimedia viewing and listening facilities
- Group study rooms
- Quiet study space
- High-speed scanners, printers and copiers
- Laptop computers for check-out
- DVD players, headphones and calculators for check-out
- “Get It For Me” service—have items located, delivered or borrowed from other libraries

Visit the [UTSA Libraries’ Web site](#) for complete information on the resources and services available in each library location.

## Academic Support

Housed within the JPL are three of UTSA’s most popular academic support services:

- [Supplemental Instruction](#) (Tomás Rivera Center)
- [Tutoring Services](#) (Tomás Rivera Center)
- [The Judith G. Gardner Center for Writing Excellence](#)

## RESEARCH AT UTSA

### Senior Associate Vice President for Research

The Office of the Senior Associate Vice President for Research (SAVPR) oversees the day to day operations of the entire research infrastructure. The SAVPR is the Research Integrity Officer for the University and the Institutional Official for the IRB, IACUC, BioSafety, and Misconduct in Science. The SAVPR is also the Responsible Official for Misconduct in Research and Scholarship. In addition, the following offices are located in the SAVPR area: Offices of the Research Concierge, the Research Ombudsperson, Research Training, Research Security and Military Liaison, Internal Grant Award for Research and Special Projects.

### Sponsored Project Administration

The Office of Sponsored Project Administration (OSPA) promotes, supports, and administers sponsored program awards and provides the highest quality Pre and Post-Award services in generating and administering external awards in the pursuit of research, scholarly activities and public service. OSP ensures that the administration of sponsored programs from proposal submission to award close-out is consistent with applicable laws, regulations and policies. OSPA operates six Research Service Centers designed to provide direct service to faculty and staff in all areas of research administration. The six Research Service Centers are in the following areas: Engineering; Math and Physical Sciences; Life Sciences; Liberal and Fine Arts, Business and Honors College; Education; and UTSA’s Downtown Campus.

The [Office of Contracts and Industrial Agreements](#) (OCIA) facilitates and supports UTSA-sponsored projects and research enterprise by drafting, negotiating, and executing a variety of contracts and agreements.

### Research Support

The Office of Research Support (ORS) provides a variety of services to UTSA researchers including a comprehensive program in professional development for faculty in the areas of scholarly research skill development, grant writing, publishing, collaborative research, research design, and, evaluation of research and other sponsored

projects. ORS also develops strategic partnerships and the expansion of UTSA research and provides support and direction in undergraduate research. Additional services include management support for LARC, the development of large, multidisciplinary research programs, and the development of an electronic research information environment.

### **Laboratory Animal Resources Center**

The Laboratory Animal Resources Center (LARC) advises and educates researchers, staff and students on animal experimentation issues and promotes best practices for the responsible use of animals. LARC provides high-quality, cost-effective research animal resources, veterinary and personnel training, and expertise in laboratory animal technology and medicine.

## **Research Integrity**

The Office of Research Integrity (ORI) serves the UTSA research community by providing independent oversight in coordinating institution-wide research compliance policies, procedures and training. ORI works with researchers to navigate the complex maze of federal, state, and local regulations that impact research undertaken at academic institutions. ORI promotes the ethical conduct of research in the following areas: use of humans and animals in research, biosafety, radiation safety, chemical safety, conflict of interest in research and intellectual property, export control, BSL3 facilities, and the responsible conduct of research.

### **Institutional Review Board**

The Institutional Review Board (IRB) for the protection of human subjects is the university committee that reviews and approves human subject research for the purpose of protecting the rights and welfare of those subjects. The IRB advises and educates researchers, staff and students on research with human subjects and promotes best practices for the ethical conduct of research with these individuals.

### **Institutional Animal Care and Use**

The Institutional Animal Care and Use Committee (IACUC) assures the well-being and proper care of all vertebrate animals used for research and educational purposes at UTSA and serves the public by ensuring institutional compliance with all legal and ethical standards regarding the use of animals in research.

### **BSL3 Laboratory Facilities**

Under the direction of the High Containment Lab Manager, UTSA's BSL3 facilities are managed in support of faculty research in a variety of research areas.

### **Biosafety, Radiation Safety, and Chemical Safety**

Committees are in place to support all faculty and staff whose research involves biosafety, radiation and lasers, and chemicals.

### **Conflict of Interest in Research and Intellectual Property**

The Committee for Conflict of Interest in Research and Intellectual Property assures that a high level of objectivity in the development and reporting of research results will be implemented and maintained at UTSA.

### **Export Control**

The [Office of Export Control](#) has oversight of the export of certain controlled technologies in order to restrict access to goods and technology that could give a military advantage to our enemies, prevent proliferation of weapons of mass destruction (nuclear, biological, chemical), advance foreign policy goals, prevent terrorism, protect the economy, and promote trade goals.

## Commercialization and Innovation

The [Commercialization Council](#) promotes a technology commercialization ecosystem that includes pure, applied, and translational research, intellectual property creation and licensing, and company formation, funding, education, staffing, and incubation. [South Texas Technology Management \(STTM\)](#) is a regional technology transfer office that provides comprehensive and integrated technology development services using the most effective protection and commercialization strategies to capitalize on the University's intellectual property portfolio.

## 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 Main 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, registration, credit card payments by telephone for tuition and fees, billing, and miscellaneous student services information
- accepting and documenting admissions and registration paperwork
- providing financial aid information and counseling sessions
- answering questions regarding financial aid status, missing documents, special circumstances, and appeals for financial aid Satisfactory Academic Progress
- providing general financial aid and scholarship information through presentations to current UTSA students, prospective students and the community
- 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 late registration requests and withdrawals from the University
- providing information and processing for tuition and fee 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
- providing information updates through a variety of social media including Facebook, Twitter, and AskRowdy
- answering preliminary questions related to many 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 Office of Student Financial Aid and Enrollment Services 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 eligible *undergraduate students* include: Federal PELL Grants; Federal Supplemental Educational Opportunity Grants (SEOG); Teacher Education Assistance for College and Higher Education (TEACH) Grants; Texas Public Education Grants (TPEG); TEXAS Grants; Top 10 Percent Scholarship; UTSA Grants; Federal, State and Institutional Work-Study; William D. Ford Federal Direct Loans; Federal Perkins Loans; Parent Loan for Undergraduate Students (PLUS) Loans; Alternative Loans; and various scholarships.

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

Students who are awarded work-study can access a list of work-study employment opportunities sorted by office or academic department on the [RowdyJobs Web site](#) maintained by the University Career Center.

For more information regarding any of these programs, contact the [Office of Student Financial Aid and Enrollment Services](#).

## 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 Enrollment Services
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 whose financial aid files are 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.

## Top 10 Percent Scholarship

The Top 10 Percent Scholarship is awarded to students who graduate in the top 10 percent of their high school class. Qualifying students who submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) by the deadline set by the Texas Higher Education Coordinating Board and have financial need may be eligible to receive up to \$2,000 if they enroll full-time in a Texas public college or university during the following Fall semester.

## Satisfactory Academic Progress

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



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

### 1. Academic Standards

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

### 2. Maximum Time Frames

The number of semester credit hours a student **attempts** may not exceed 150 percent of the number of semester credit hours required for graduation in his or her program of study, as published in the University catalogs. 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+," "D," "D-" or "F" grades for graduate students
- c. "W" or withdrawal from courses
- d. "IN" or incomplete
- e. all transfer hours.

**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's academic progress will be reviewed at the end of each Spring Semester. If the number of completed hours drops below 67 percent of attempted hours, the student will no longer be eligible for financial aid.

Examples:

- 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

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

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

## Financial Aid Termination

In the event the student does not meet the requirements for SAP during the review period, he or she will be placed on financial aid termination, effective beginning the Summer 2013 term. This means that the student will not be eligible for any type of federal, state, or institutional aid until he or she returns to satisfactory academic progress status.

## Conditions for Reinstatement

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

## Satisfactory Academic Progress Appeals Process

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

- Financial Aid Appeal Form
- A typed letter answering the two items below and related supporting documentation:
  - Please provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the evaluation periods of Summer 2012, Fall 2012 and/or Spring 2013. (Examples: extenuating medical/personal issues, change in field of study, dual major, transferred hours not counted, etc.)
  - How has your situation(s) changed to allow you to demonstrate Satisfactory Academic Progress during the Fall 2013 and Spring 2014 evaluation period? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)
- Degree Plan, if applicable for Maximum Time Frame (see Probation with a Graduation Plan below)

Appeals are reviewed by the Financial Aid Review Committee. Students are notified of the committee's decision via their preferred e-mail address. A student who has an appeal approved will be placed on Financial Aid Probation, Probation with an Academic Plan, or Probation with a Graduation Plan status for the following semester of enrollment. Approved appeals will be submitted to the student's academic advisor to determine whether the student will be able to meet the SAP requirements within one term or will need an academic plan. The academic advisor will determine the requirements for the academic plan. The appeal approval notification may list restrictions or requirements to be followed by the student. Failure to follow restrictions or requirements may result in immediate forfeiture of financial aid.

## Types of Financial Aid Probation

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

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

**Probation with a Graduation Plan:** If a student's appeal is approved for Maximum Time Frame, the student will be placed on Probation with a Graduation Plan. This Graduation Plan will be developed with a degree plan that consists of the classes and number of hours needed to graduate as well as the signature of the student's academic advisor. The Graduation Plan will be reviewed at the end of each term. If a student's appeal for Maximum Time Frame, or exceeding 150 percent, is approved, they will ONLY be approved for the number of hours indicated on their Graduation Plan and the required courses needed to graduate. Progress will be checked at the end of each semester until the student graduates.

## Notification of Status

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

## TEACH FOR TEXAS FINANCIAL ASSISTANCE PROGRAM

The Texas Higher Education Coordinating Board administers a loan repayment program for teachers certified in fields in which there is a critical shortage of teachers who take jobs as classroom teachers in those fields in Texas, as well as a grant program to help teachers obtain certification in these fields. Details about this program are found in the Texas Education Code, Subchapter O, Sections 56.352–56.359, and additional information may be obtained by contacting the Office of Student Teaching in the [College of Education and Human Development](#) or on the Teach For Texas Loan Repayment Assistance Program Web site at [www.hhloans.com/borrowers/TFTLRAPFactSheet.cfm](http://www.hhloans.com/borrowers/TFTLRAPFactSheet.cfm).

## SCHOLARSHIP PROGRAMS

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

Continuing UTSA undergraduate and graduate students can apply for UTSA General Scholarships by completing and submitting the online General Scholarship Application on the UTSA Scholarship Web site at <http://utsa.edu/scholarships/>. However, these scholarships are extremely limited for graduate students and students

are encouraged to seek scholarship/fellowship opportunities through their respective college/department. All students can conduct an independent search for scholarships by utilizing the links under Outside Scholarship Opportunities on the Scholarships Web site.

**IMPORTANT:** The deadline for first-time freshmen, transfer and continuing students to apply for General Scholarships is **February 15**. However, the deadline for first-time freshmen and transfer students applying for the Felix and Elizabeth McKinney Distinguished Scholarship is midnight December 1. Students must also be admitted to UTSA by December 1 to be considered for this scholarship.

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

Departmental and Honors College scholarships have varying deadlines and require a separate application. Please review carefully the requirements for all scholarships and obtain applications from the appropriate department. Some scholarships apply to incoming freshmen and transfer students; others apply only to upperclassmen, while others may be appropriate for undergraduate and graduate students.

## ORIENTATION

### Orientation and Family Programs

The mission of [Orientation and Family Programs](#) (OFP) is to provide support services and programs for new undergraduate students and their families.

One of the primary functions of the department is to provide comprehensive orientation programs for new undergraduate 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 May for the Summer Semester; and in June, July, and August for the Fall Semester. All freshmen and freshman-transfer students (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 and current students, faculty, and staff. OFP hosts 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. OFP also produces the *Roadrunner Planner* and *Family Calendar* to assist new students and family members in their transition to UTSA.

Since 1993, Orientation and Family Programs has held Roadrunner Camp, a two-day, one-night spirit and traditions camp for freshmen the week before Fall classes begin. Orientation and Family Programs also provides support services and programming for family members of new students, including UTSA Family Weekend, Family Association, Family Newsletters, and Parent Council.

### Graduate Student Orientation

Graduate Student Orientation provides new master’s and doctoral students the occasion to receive an overview on how to be successful in graduate school and the resources and student services available to them. Graduate Student Orientation takes place prior to the start of the Fall, Spring, and Summer semesters. An online orientation option is available to students as well. New graduate students who attend orientation will have the opportunity to:

- network with faculty, staff and current graduate students
- receive literature on current academic and student services available for graduate students
- take part in a panel discussion on tips to be successful in graduate school

Academic departments also host orientations for their students, as well as the Office of International Programs that offers a mandatory orientation for all beginning international students.

## OFFICE OF STUDENT SERVICES

The Office of Student Services oversees several departments at UTSA's Main and Downtown campuses. These offices include the Budgets and Financial Services, Campus Recreation, Counseling Services, Student Disability Services, Student Health Services, (the AlcoholEdu Program and the Women's Resource Center fall under Student Health Services), and the University Career Center.

### AlcoholEdu Program

The [AlcoholEdu Program](#) is provided to educate students about the use and effects of alcohol. Each member of the first-year class is required to complete the online AlcoholEdu course. The course provides a detailed education about blood alcohol content level and its effects on the body and mind.

### Campus Recreation

The Department of Campus Recreation is proud to offer the UTSA community, including students, faculty/staff, alumni and their spouses or partners, state-of-the-art recreation and wellness facilities. The Recreation Center and Recreational Field Complex are located on the Main Campus, directly across the street from the Convocation Center and there is a Fitness Center and outdoor Sports Court on the Downtown Campus.

The Recreation Center includes the following recreation and leisure spaces:

- 12,000 square foot weight room
- 4 multipurpose courts (4 basketball, 5 volleyball, 2 badminton)
- 1 Multipurpose Activity Court (indoor soccer, basketball)
- Demonstration kitchen
- Fitness assessment/consultation room
- Games lounge
- 1/6 of a mile indoor jogging track
- Smoothie bar
- 3,000 square foot cardio room
- 4 racquetball courts
- 4 group exercise studios
- Massage studio
- 2 meeting rooms
- Women's & Men's locker rooms
- Abs/core and stretching area
- TV lounge

The Recreation Field Complex is an eight-field synthetic turf, lighted complex used for open recreation, intramural sports and club sports activities.

The Fitness Center at the Downtown Campus features weight and cardio equipment with cable TV integrated into each piece of cardio equipment and a group fitness studio for group fitness classes. Campus Recreation also offers fitness programs, lockers and massage therapy service at the Downtown Campus.

Aside from managing facility space, the Department of Campus Recreation is made up of program areas which facilitate recreation and wellness opportunities both on and off campus. Those program areas include: Operations, Intramural Sports, Fitness & Wellness, Club Sports, Aquatics, and Outdoor Pursuits. These program areas offer a variety of opportunities ranging from informal recreation, traditional sports, leagues and tournaments, to group exercise classes and outdoor adventure activities.

For information about memberships, hours of operation, Recreation Center amenities, and the services and/or facilities offered by the Department of Campus Recreation, please visit our Web site at <http://utsa.edu/recreation/> or call (210) 458-7575 during normal business hours.

## Counseling Services

Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Counseling Services has offices at both the Downtown and Main campuses. Our services are free and confidential. Our counseling center is accredited by The International Association of Counseling Services (IACS).

The transitions and stresses of university life affect all students to different degrees. Students coping with these challenging human issues may, at times, need the assistance of a qualified professional. The counseling process helps students resolve personal concerns and acquire the skills, knowledge, and abilities that will enable them to succeed through their college experience.

Services at the Counseling Center include individual brief therapy for personal and educational concerns, couples/relationship counseling, and group therapy on topics such as college adaptation, relationship concerns, sexual orientation, depression and anxiety. Counseling Services also screens for possible learning disabilities and has limited psychiatric services. Visit Counseling Services at <http://utsa.edu/counsel/> or call (210) 458-4140 (Main Campus) or (210) 458-2930 (Downtown Campus).

## Student Health Services

### Services and Costs

The primary mission of Student Health Services is to provide acute ambulatory care for injuries and illness prevention through stellar medical and nursing care. Student Health Services offers nurse evaluations along with limited primary care services for disease management, including Well Woman evaluations. In cases of severe illness or a serious accident, the student may be referred to a local treatment facility or hospital for evaluation at the student's expense. The student medical service fee covers clinic usage and wellness programs. There may be reasonable charges for clinic laboratory tests, medications, supplies, procedures and medical services. Photo identification, such as the UTSA Student ID card, passport, or driver's license, is required to access services.

Student Health Services' Health Education utilizes a holistic, bifurcated philosophy implementing interdisciplinary teamwork through health education and health promotion programming emphasizing prevention, wellness, and outreach to impact health choices in the student population. Student Health Services and the Student Health Services' Health Education Department can be reached by calling (210) 458-4142 (Main Campus, RWC 1.500) or (210) 458-2930 (Downtown Campus, BV 1.308).

### Immunizations

The American College Health Association, the National Center for Disease Control, Texas Department of State Health Services, and The University of Texas at San Antonio recommend the following immunizations.

VACCINE	VACCINATION SCHEDULE
<b>Meningococcal Meningitis</b> (required)	<p>Primary series at age 11–12 years, then a booster at 16 years; if initial dose at 13–15 years, then a booster at 16–18 years.</p> <p>Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the fluid surrounding the brain and spinal cord. Meningococcal disease also causes blood infections. About 1,000–2,600 people get meningococcal disease each year in the United States. Even when they are treated with antibiotics, 10–15% of these people die. Of those who survive, another 11–19% suffers the loss of their arms or legs, become deaf, have problems with their nervous systems, sustain cognitive deficits, or suffer seizures or strokes.</p> <p>Anyone can get meningococcal disease. Among the most common age groups getting meningococcal disease, are those 16–21 years of age. College freshmen living in dorms have an</p>

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**VACCINE                      VACCINATION SCHEDULE**


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increased risk of getting meningococcal disease.

Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an affected person. This can include coughing, sneezing, kissing or sharing items such as utensils, cigarettes and drinking glasses.

The University of Texas at San Antonio complies with Texas Education Code, Subchapter Z, Chapter 51, Section 51.9192, and 19 TAC Part 1, Chapter 21, Subchapter T, requiring all first-time students attending an institution of higher education in the state of Texas, including transfer students, to show evidence of vaccination against bacterial meningitis, allowing for medical or conscientious opt-out exemptions, prior to enrollment. The institution of higher education must receive from an appropriate health practitioner evidence of the student having received the initial bacterial meningitis vaccination or booster dose during the five-year period prior to but no later than 10 days prior to the first day of the first semester of the institution in which the student initially enrolls. Students are exempt if they are (a) 22 years of age and older on the first day of the semester, or (b) enrolled only in online or other distance education courses.

<b>Tetanus, Diphtheria, Pertussis</b>	Primary series in childhood (4 doses); one dose of Tdap every 10 years for those 11–64 years old, regardless of interval since last Td booster (alternate diphtheria/tetanus vaccine NOT containing pertussis vaccine component).
<b>Influenza</b>	Given annually to those over the age of 6 months.
<b>Human Papillomavirus</b>	Primary series of three given to females, age 9–26 years (June, 2006), and to males, age 9–26 years for the prevention of cervical cancers and precancers, anal cancer and anal intraepithelial dysplasia, and genital warts (October, 2011) based on manufacturer's recommendation.
<b>Hepatitis A</b>	Primary series in childhood (2 doses).
<b>Hepatitis B</b>	Primary series in childhood (3 doses).
<b>Measles, Mumps, Rubella</b>	Primary series in childhood (2 doses); two doses of MMR at least 28 days apart after 12 months of age.
<b>Polio</b>	Primary series in childhood (4 doses); previously vaccinated adults can receive one (1) booster if traveling to polio endemic areas or to areas where the risk of exposure is high.
<b>Varicella</b>	Primary series in childhood (2 doses).
<b>Zoster</b>	Given to those 60 years or older whether or not history of chickenpox/herpes zoster; if history of herpes zoster, then upon resolution of symptoms; space four weeks between administration of zoster and pneumococcal.
<b>Pneumococcal</b>	Primarily given to those 65 years or older; may be given to those younger who have chronic illness or have other risk factors; space four weeks between administration of zoster and pneumococcal.

Additional information about vaccines and immunizations can be found at the following links:

[www.acha.org/Publications/docs/ACHA\\_RIPI\\_Mar2011.pdf](http://www.acha.org/Publications/docs/ACHA_RIPI_Mar2011.pdf)

[www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize)

[www.cdc.gov/vaccines/pubs/ACIP-list.htm](http://www.cdc.gov/vaccines/pubs/ACIP-list.htm)

### Health History Form and Privacy Notice

It is **mandatory** for students under 18 years of age to return the Health History form and Privacy Notices to Student Health Services prior to registration. The signature of the parent or legal guardian must be on each of the forms. A

copy of the student's Immunization Record is recommended as well. Forms may be downloaded, completed, and sent to UTSA Student Health Services, One UTSA Circle, San Antonio, TX 78249-0684 or faxed to (210) 458-4151.

It is recommended for students over 18 years to return the Health History form and Privacy Notices prior to registration. A copy of the student's Immunization Record is recommended as well. Forms may be downloaded, completed, and sent to UTSA Student Health Services, One UTSA Circle, San Antonio, TX 78249-0684 or faxed to (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 at <http://www.academichealthplans.com>.

### **International Students**

#### *Tuberculosis*

International students are required by UTSA to have a screening for tuberculosis, performed in the United States, within 90 days prior to registration.

This may be done through the tuberculosis (TB) skin test or a physician-ordered Interferon Gamma Release Assay (IGRA) blood test—QuantiFERON TB gold in-tube test (QFT-GIT) or T-Spot TB test (T-Spot).

The TB skin test process must be performed and read by a healthcare professional licensed to practice in the United States. The documentation record needs to note the name of the healthcare provider, designated licensure, date of administration, date of reading, and if possible, number of millimeters of induration rather than whether positive or negative. The address and telephone number of the practice needs to be noted on the documentation record.

The IGRA blood test results documentation record must note the name of healthcare provider, designated licensure, date of laboratory results, and a copy of the laboratory results. The address and telephone number of the practice needs to be noted on the documentation record.

The TB skin test screening is available from Student Health Services (Main Campus, RWC 1.500, or Downtown Campus, BV 1.308) Monday, Tuesday, Wednesday and Friday. The student must be able to return to Student Health Services for the TB skin test reading 48 hours later, but no later than 72 hours.

***Students who do not complete the screening for tuberculosis, either the TB skin test or an IGRA test, will not be allowed to register for classes. Students requiring further testing, such as a chest x-ray based on initial screening results, must have proof of appropriate follow-up before being allowed to register. The chest x-ray is not a substitute for a TB skin test or an IGRA test.***

#### *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.

## **Students with Disabilities**

UTSA does not discriminate on the basis of disability. Students seeking accommodations must go through Student Disability Services.

### **Student Disability Services**

Student Disability Services (SDS) provides accommodations for students with disabilities as well as educational outreach to the UTSA community. UTSA and Student Disability Services are committed to a diverse campus culture which embraces inclusion of all students. Student Disability Services encourages full participation and integration of students with disabilities in all academic student programs. Those students who self-identify and qualify for services will receive equal access by removing possible barriers, both in campus structures and in the classroom environment. This is done through disability counseling, referral services, assistive technology, alternative media, sign language interpreters, reasonable accommodations, and the sharing of disability related information.

Eligible students should contact SDS before the beginning of the semester for information on how to register for services and submit the appropriate documentation. For more information, please contact our offices at (210) 458-4157 (Main Campus) or (210) 458-2945 (Downtown Campus) or visit our Web site at <http://utsa.edu/disability/>.

## **University Career Center**

The mission of the UTSA University Career Center is to assist students and alumni in identifying and developing the skills necessary to pursue their lifelong career goals. The Center provides comprehensive career planning, job search, and employment-related services for students and alumni. All students are encouraged to take advantage of the many services provided.

### **Career Counseling**

Career planning helps students define and explore options that are compatible with their individual goals and abilities. Career planning can also help determine their college major and further clarify options that are available in a chosen field. The professional staff in the Career Center are committed to student success and offer a wide range of career resources and tools.

Individual career counseling is available to discuss any aspect of career development. Several online self-assessments are available to explore interests, values, and personality in terms of potential careers. Career counselors help interpret the assessment results and provide support throughout the career development process.

### **RowdyJobs**

The University Career Center maintains an online job database called RowdyJobs that has current job postings for work study, part-time jobs (on- and off-campus), paid and unpaid internships, co-ops, and full-time professional jobs. The job postings are updated daily and students can apply for the jobs online through the RowdyJobs job bank. Students can also use the Online Résumé Wizard in the RowdyJobs to create a résumé or upload their existing résumé to apply for positions or for employers to view and download. To access the job bank, go to <http://utsa.edu/careercenter/>

### **Professional Development Workshops**

A variety of professional development workshops are offered each semester, including topics such as résumé writing, interviewing skills, job search strategies, dressing for success, salary negotiation and business etiquette.

### **Résumé Reviews**

Students and alumni can e-mail a résumé or can schedule an appointment to meet with a career counselor for a résumé review and/or final editing. Walk in appointments are scheduled every Wednesday from 1:00 p.m.–4:00 p.m. for short, 20-30 minute sessions with a career counselor for résumé reviews or simple career related questions and support.

### **Group Mock Interviews and Individual Mock Interviews**

Practice makes perfect! Appointments for individual mock interviews can be scheduled with one of the professional staff members who will assist with preparation for the real thing. Additionally, group mock interviews are offered at different scheduled times to give students and alumni the opportunity to practice interview questions with our partner employers.

### **Career Fairs**

Multiple career fairs are held each semester. Attended by hundreds of employers from a variety of disciplines, these events offer information about employment opportunities for full- and part-time jobs, internships and more.

### **On-Campus Recruiting**

The University Career Center partners with thousands of employers throughout the United States to post jobs and recruit students and alumni for employment opportunities. The RowdyJobs database allows employers to post vacancies, search résumés and schedule interviews.

Dozens of employers come to campus each year to interview UTSA students and alumni for internship, co-op, and full-time professional positions. Scheduled interview sessions are posted on the Career Center Web site. Students and alumni may submit a résumé to the employer and, if selected for an interview, can sign up for an appointment via the RowdyJobs system.

### **Live CHAT**

Students and alumni can visit online with a career professional about any aspect of career exploration or a job search. CHAT is available Monday–Friday from 1:00–5:00 p.m. via the Web site.

For more information about these and the many other tools and resources offered by the University Career Center, please visit either campus location (Main Campus: UC 2.02.04, Downtown Campus: MNT 1.162), call (210) 458-4589 for the Main Campus location or (210) 458-2910 for the Downtown Campus location, or visit the Web site at <http://utsa.edu/careercenter/>.

## **VETERANS ASSISTANCE**

Educational benefits are available to veterans, dependents of veterans, and personnel actively serving in the United States Armed Forces. The UTSA Veterans Certification Office provides the required forms and information regarding educational benefits available to eligible veterans and their dependents. Offices are located at both the Main Campus, MH 3.01.26, (210) 458-4540, and at the Downtown Campus, FS 1.504, (210) 458-2077. Information is also available on the Internet at <http://utsa.edu/va/>.

Students receiving veteran's assistance are responsible for understanding and meeting the academic standards of progress required of all Veterans Administration (VA) recipients. These standards are set by VA regulations and are monitored by the Texas Veterans Commission.

All students receiving GI Bill educational benefits *must* provide a copy of their DD 214 to the Veterans Certification Office and send all post-secondary educational institution transcripts to the UTSA Office of Admissions for evaluation of prior credit. Current and former military members must send a copy of their military transcripts to the University before certification.

### **VetSuccess Program On Campus**

The VetSuccess on Campus program is a collaborative effort between UTSA and the Department of Veterans Affairs (VA) with the purpose of providing a supportive on-campus environment for student Veterans. Services provided will enable student Veterans to make a smooth transition to college life and successfully complete their educational programs.

The VA has placed two full-time, experienced Vocational Counselors on the UTSA campus. These counselors will serve as “one-stop liaisons” for Veterans, active duty military and their eligible family members who attend or plan to attend UTSA.

For more information go to the Veterans Affairs Web site: [http://utsa.edu/va/resources\\_onsampus.html](http://utsa.edu/va/resources_onsampus.html).

### **WELCOME CENTERS: MAIN CAMPUS AND DOWNTOWN CAMPUS**

The Welcome Centers are a part of the Office of Undergraduate Admissions and serve as the front door to our university at each campus. On the Main Campus, the Welcome Center has its own location apart from the Admissions Office, while the Downtown Campus Welcome Center is part of the Admissions Office. The centers provide campus visitors and prospective students with general UTSA information, college information, admission materials, campus maps, and directions. Campus walking tours are also provided, as well as special group visits for high schools, colleges, and outreach groups. In addition, various on-campus recruitment events are also hosted throughout the year.

The Main Campus Welcome Center is located on the ground floor of the Bauerle Road Garage, room 0.316, in the northwest corner. At the Downtown Campus, The Office of Undergraduate Admissions & Welcome Center is located on the first floor of the Frio Street Building, room 1.528. For more information visit the UTSA Welcome Center Web site or call (210) 458-5145 (Main Campus) or (210) 458-2000 (Downtown Campus).

### **COPIER AND DUPLICATING SERVICES**

There are twenty-one walk-up devices (four are color) which serve as printers/copiers located on the Main and Downtown campuses. These devices are capable of making 8½ x 11 and 8½ x 14 copies for \$0.06 and \$0.12, respectively, for black and white copies and \$0.24 for color copies. If you require special copying ability such as enlargements or more advanced print/copy, please use the Student Computing Labs or the Library. For specialty paper for résumés and charts, use The UPS Store in the University Center.

### **LOST AND FOUND**

All found property that is turned in to the [University Police Lost & Found](#) is stored at the University Police Lost & Found for 60 days. After 60 days, the found property is transferred to the Surplus Property Department for public auctions or further disposition.

To report lost property items, call (210) 458-4242. To claim found property items, individuals must present a valid Texas Driver’s license, UTSA photo ID card or a valid photo ID card from another source; military ID or another state photo ID card. Individuals must be able to accurately describe the property that was lost in order to claim property from the lost and found section.

## **CAMPUS LIFE**

### **OFFICE OF STUDENT LIFE**

The Office of Student Life develops and directs the activities of several areas at UTSA, including the Child Development Center, the Inclusion and Community Engagement Center, the Office of Housing and Residence Life, the Office of Student Activities, the Office of Student Conduct and Community Standards, the Office of Student Leadership Development, the Special Events Center and the University Center. More information is available by calling (210) 458-4720 or visiting the [Student Life Web site](#).

### **Child Development Center**

UTSA's Child Development Center, located off UTSA Boulevard on the southwest side of the Main Campus, serves the early childhood educational needs of infants, toddlers, and preschoolers whose parents are full-time UTSA students, staff, or faculty. The Center can house 96 children, with spaces for classrooms, a gross motor skills room, and outdoor play areas. The Center is licensed by the Texas Department of Family and Protective Services, and is accredited by the National Association for the Education of Young Children. More information on the Center can be obtained by calling (210) 458-6364 or visiting the Child Development Center Web site: <http://utsa.edu/cdc/>.

### **Inclusion and Community Engagement Center**

The Inclusion and Community Engagement Center located on the Main Campus facilitates experiences that provide students with a sense of place and belonging while preparing them to be responsible, engaged citizens in a rapidly changing global environment. The Inclusion and Community Engagement (ICE) Center advances that mission through outreach and programming that promotes cultural appreciation and by facilitating meaningful involvement through volunteer service activities. The ICE Center coordinates volunteer service and service-learning opportunities for the campus community. Additionally, the ICE Center identifies and develops ways to foster a civil and respectful campus climate in which all members of the campus community feel safe, welcome and valued. More information on events and activities can be obtained by calling (210) 458-4770 or visiting the [Inclusion and Community Engagement Center Web site](#).

### **Living Accommodations**

At UTSA, students have a choice of on-campus housing options. Opening in Fall 2013, UTSA will debut its newest residential facility—San Saba Hall. This facility, along with Laurel Village and Chaparral Village, are owned and managed by UTSA. Campus Living Villages (CLV), a for-profit privately owned company, owns and operates both Chisholm Hall and University Oaks Apartments pursuant to a long-term, ground lease with the University. A student choosing one of these two options is contracting with a private company (CLV), not the University. All on-campus housing is on a first-come, first-served basis. Students are encouraged to apply as soon as possible after they are admitted to UTSA.

If a student applies for on-campus housing, UTSA is entitled to check the student's criminal history record. If information contained in the record is used to deny on-campus housing to the student, the student will be notified.

### **Campus Residence Hall (UTSA)**

All 618 San Saba residents will have private rooms with a connecting shared bathroom. UTSA Housing will provide three living learning communities in San Saba Hall; Honors College Housing, the Leadership and Service Lifestyle Floor, and the Engineering Living/Learning Community. All of these housing options provide residents with the opportunity to live in communities with other like-minded residents. All residents are required to purchase a meal plan. For questions regarding Honors College Housing, contact the Honors College at (210) 458-4106 or [honors@utsa.edu](mailto:honors@utsa.edu). For questions about Engineering Housing, contact Brandy Alger at (210) 458-5069. For information about Leadership Housing, contact the Student Leadership Center at (210) 458-7968. Anyone interested in any of these communities should apply online at the Office of Housing and Residence Life Web site.

### **Campus Suites (UTSA)**

Chaparral Village and Laurel Village provide living accommodations to approximately 1,680 students in 2-or 4-private-bedroom units. Each fully furnished unit has a living room and a kitchenette with a microwave, sink and full-sized refrigerator. Rates include extended basic cable, wireless and broadband high-speed Internet, and free laundry. There are several community centers that include laundry facilities, study rooms, full-size kitchens, and recreational/program areas. The City Centers have room for larger gatherings, a computer laboratory, and conference room. Other amenities include basketball courts and a swimming pool. Residential Learning Communities are also available for students. Residents must purchase a meal plan. For more information, call (210) 458-6200, or apply online at the [Office of Housing and Residence Life Web site](#).

### **Campus Residence Hall (CLV)**

Chisholm Hall is a traditional-style residence hall that offers 365-square-foot double- and single-occupancy furnished rooms with private baths and large closets. Utilities include electricity, extended basic cable and Internet access. The facility has a community kitchen and lounge. Meal plans are optional. The Activity Center has an indoor lap pool, digital surround-sound theater with gaming outlets, and computer lab. For further information, contact the office at 1-800-377-6933, or complete an [application and contract online](#).

### **Campus Apartments (CLV)**

University Oaks Apartments offers five different floor plans with private bedrooms, full-service kitchens, and dining areas. Amenities include three swimming pools and hot tubs, three laundry centers, sand volleyball courts, a basketball court, and limited-access gates. There is a student clubhouse (Phase 2) and a computer lab (Phase 3). Rates include an electricity allowance, Internet, and extended basic cable. Meal plans are optional. For further information, contact the office at 1-800-377-6933, or complete an application and deposit form online.

### **Off-Campus**

Although it does not make recommendations regarding off-campus housing options, the Office of Student Life does make information available to help students find accommodations in the San Antonio area. You may contact the Office of Student Life, located in UC 2.02.18, for off-campus housing information at (210) 458-4720, or e-mail them at [StudentLife@utsa.edu](mailto:StudentLife@utsa.edu).

Students also are strongly encouraged to research the safety of the neighborhoods and/or apartment complexes in which they are considering living. Information regarding crime statistics can be found online (including [San Antonio Crime Reports](#); [WOAI Spot Crime](#); [KENS 5 Police Calls](#)) or by contacting local law enforcement (including UTSA Police Department, San Antonio Police Department, the Bexar County Sheriff's Office).

### **Special Events Center**

The Special Events Center coordinates university-wide events such as UTSA commencement ceremonies, Fall Convocation, and the Who's Who Recognition Ceremony. It is also the home to the UTSA Ambassadors and Honors Alliance. The Ambassador Program has 60-70 volunteer members each year who provide over 8,000 hours of service to the University each year by giving tours of the Main and Downtown campuses and assisting administrators and faculty in hosting events. Honors Alliance is a student organization that strives to collaborate with members of various honor societies across campus. Honors Alliance inducts approximately 75 members each semester from various collegiate honor societies and provides over 1,500 hours of service to the San Antonio community through food drives, holiday toy drives, Habitat for Humanity, MS Society volunteer opportunities, and Haven for Hope to name a few.

The Special Events Center is located in the University Center at UC 1.224. For more information on the UTSA Ambassadors, contact the Special Events Center at (210) 458-6110 or visit the Web site: <http://utsa.edu/sec>.

The Honors Alliance Office is located in the University Center at UC 1.228. For more information, contact the Honors Alliance Office at (210) 458-7273 or visit the Web site: <http://utsahonorsalliance.org>.

## Student Activities

The Office of Student Activities (located at both the Main 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 student organizations, campus-wide events, fraternity and sorority life, risk management education, student government, campus activities board, leadership development, cultural events, and annual student recognition programs. Staff members work with students to help tap their potential in a way that will allow them to complete their education by getting involved in a campus activity, club, or organization.

With over 250 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 including, Homecoming, campus festivals such as Fiesta UTSA, Best Fest, Roadrunner Days, and many other programs.

There is something for everyone and participation in activities, programs, and services is encouraged at both the UTSA Main and Downtown campuses. More information on events and activities can be obtained by calling (210) 458-4160 or visiting the Student Activities' Web site at <http://utsa.edu/sa/>.

## Student Leadership Development

The Office of Student Leadership Development creates and coordinates leadership development opportunities for UTSA students. This office serves as a resource both for students that are interested in enhancing their leadership skills and student organizations needing to address specific organizational issues. Programs include, but are not limited to, the Distinguished Lecture Series, Networking Lunches and Leader Summit. This office is located in the University Center on the first floor of UCIII directly under the Roost. More information on events and activities can be obtained by calling (210) 458-7967.

## University Center

The University Center (UC), located on the Main Campus, is the focal point for programs, meetings, dining, and relaxation first for students and then for faculty, staff, and University guests.

Space dedicated to student activities and student organizations consists of the Student Activities Complex and Student Organization Complex with cubicles for student organizations, offices for the Student Activities staff, offices for the Campus Activities Board, the Student Government Association, the Volunteer Organization Involving Community Education and Service (VOICES), Honors Alliance, the Greek Councils, and the University Center Program Council (UCPC).

The UCPC (advised by UC Programs) offers regularly scheduled activities in the University Center throughout the week and special programs throughout the semester. Activities include Coffeehouse Wednesdays, which feature acoustic concerts, Open Mic Nights and Poetry Jams, UCinema movie nights with free popcorn as well as barbecues, karaoke, casino nights and game nights.

Many other University departments are in the UC: Alumni Programs, Associate Dean of Students, University Career Center, Events Management & Conference Services, the Inclusion and Community Engagement Center, the Office of Student Life & Dean of Students, the Office of Student Activities, the Office of Student Conduct and Community Standards, the Special Events Center, the Student Leadership Center and UC Administration.

The UC is also home to a wide range of services and amenities to support daily campus life:

- Campus Technology Store: featuring service and academic pricing for both PC and Apple hardware, software, and peripherals

- Rios Golden Cut Salon: a full-service salon for men and women
- Frost Bank Financial Center: three ATMs and a full-service bank with hours and services designed for the University community
- The UPS Store: offering complete mail and shipping services including UPS and U.S. Mail as well as mailbox rental, document duplication, binding, lamination, posters, banners, etc.
- The Roadrunner Express Retail Center: offering discounted testing supplies (SCANTRONs, PARSCOREs, blue books, pens and pencils) at convenient hours as well as discounted movie tickets, Fiesta Texas tickets, a Ticketmaster® outlet, unique spirit items and the University's official homecoming t-shirt
- The Princeton Review: offering a variety of test prep services designed to provide students with a personalized preparation experience that fits the students' learning style, schedule and budget. Offers preparation for a variety of graduate school entrance exams including the MCAT, LSAT, GMAT, GRE, and DAT/OAT at a 10% discount to UTSA students
- Information Center: providing directions and answering general questions about the campus and San Antonio area
- The Roost: UTSA's student game room with billiards, table tennis, air hockey, foosball, board games, four 42-inch flat screens for video game play and an extensive student-selected video game library for Xbox 360, PS3 and Wii
- Gallery 23: an art gallery in the University Center to showcase student, faculty, staff work as well as the work of local and national artists. Three to four shows per year
- The UTSA Bookstore: your official source for textbooks, UTSA apparel and gifts
- Dining: brand name eateries including Panda Express, Taco Cabana, Starbucks, Burger King, Subway and Chili's Too.

For more information, contact the University Center at (210) 458-4735 or visit the UC Web site at <http://utsa.edu/uctr/>.

## **BUSINESS AUXILIARY SERVICES**

Business Auxiliary Services serves The University of Texas at San Antonio through the bookstore, dining, parking, transportation, vending, and the UTSACARD office. Our mission is to provide quality products and services with integrity, honesty, and professionalism. We are committed to enhancing the campus experience.

### **Dining Services**

Dining facilities are available in the Biotechnology, Sciences and Engineering Building, the Business Building, the John Peace Library Building, the Recreation Center, Roadrunner Café, and the University Center at the Main 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. Visit <http://utsa.edu/dining> to view more information concerning meal plans and rates.

### **Parking Services**

Parking on all UTSA campuses requires either 1) the purchase of a UTSA parking permit, or 2) the payment of an hourly fee at a short-term parking space. Many parking permit options are available to best fit individual needs. For more parking information, including permit types, prices, and parking locations, go to <http://utsa.edu/parking>.

### **Transportation Services**

Shuttle bus service is available on the Main Campus from selected outlying parking lots to the core of campus. Off-campus shuttle bus service is also available for nearby apartment complexes who participate in this program. Information is available online at <http://utsa.edu/transportation>.

VIA buses provide transportation between the Main Campus and the Downtown Campus on routes 93 or 94. Routes 603, 605 and 660 also service the Main Campus. Students, faculty, and staff may ride on any of these routes by paying normal fares or by purchasing a discounted VIA pass. VIA passes include a Monthly Big Pass, a Half-Fare Big Pass if qualified, or a student Semester Pass. For more VIA bus information, go to [www.viainfo.net](http://www.viainfo.net).

## **UTSA Bookstore**

The UTSA Main Campus Bookstore is located on the first floor of the University Center; the Downtown Campus Bookstore is located on the first floor of the Buena Vista Street Building. The bookstores maintain 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. A student of this institution is not under any obligation to purchase a textbook from a University-affiliated bookstore (Texas Education Code, § 51.9705; 19 TAC 4.214 et seq.). The same textbook may also be available from an independent retailer, including an online retailer.

Information regarding required or recommended textbooks and other course materials, if any, is available on the Schedule of Classes on *ASAP* (<https://asap.utsa.edu/>). The book title, author, International Standard Book Number (ISBN), edition and price is provided for each class section.

## **UTSACARD**

The UTSACard is a photo identification and all-campus declining balance card. With a prepaid debit account (Rowdy Dollars), it can be used at various locations campus-wide. 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 Student Health Services. In order to have a UTSACard processed, present a driver's license, state identification card, passport, 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 obtain the card in person at the UTSACard Office on the first floor of the Multidisciplinary Studies Building (MS 1.01.52) at the Main Campus (210) 458-4639, or in the Frio Street Building (FS 1.506) at the Downtown Campus, (210) 458-2965. For more information, visit the <http://utsa.edu/utsacard>.

## **INTERCOLLEGIATE ATHLETICS**

UTSA fields men's and women's teams for intercollegiate competition in Division I of the NCAA. Men's sports include baseball, basketball, cross-country, football, golf, indoor and outdoor track and tennis. Women's sports are basketball, cross-country, golf, indoor and outdoor track, soccer, softball, tennis and volleyball. UTSA is a member of Conference USA, a NCAA FBS (Football Bowl Subdivision) conference.

All currently enrolled students receive free admission to any on-campus [UTSA athletic event](#).

## **UTSA ALUMNI ASSOCIATION**

Since 1977, the UTSA Alumni Association promotes UTSA and its 91,000 alumni by supporting academic, athletic, and alumni events and activities. Moreover, the association is building pride and tradition among the University's students and alumni, as well as the San Antonio community.

The UTSA Alumni Association is an incorporated, 501(c)(3) organization in the State of Texas. As a dues-paying membership organization, it is governed by a 27-member elected board of directors. The Office of Alumni Programs located on the UTSA campus manages the daily operations of the Alumni Association.

Alumni and friends, including students of UTSA, can join as annual members. At the time of graduation, new graduates may sign over their UTSA property deposit for their first year's membership in the association. Members



have access to a wide variety of exclusive benefits including: UTSA football loyalty points, professional networking events, discounted campus Recreation Center membership, low cost insurance, and shopping discounts.

As part of this, the association publishes alumni interest articles and class notes in the Sombrilla, and sends a monthly electronic newsletter. Alumni can join the association, volunteer for a variety of activities, search for other alumni, and register for events on the Web site: [utsa.edu/alumni](http://utsa.edu/alumni). Popular alumni gear such as the UTSA Ring, diploma frames, and Pave the Paseo bricks are also available on the Web site.

In addition, the Alumni Association fosters life-long learning for alumni by giving them access to the University Career Center, the Center for Professional Excellence, and travel opportunities. Membership in the association also gives members access to discounts for extended education courses at UTSA as well as GMAT, LSAT, and GRE preparation workshops.

Lastly, the Alumni Association serves its future alumni by providing scholarships to UTSA students. The Alumni Association Endowment Fund has surpassed \$1,000,000 which will allow the Association to award even more scholarships than the \$150,000 awarded this fiscal year. Since the scholarship fund was established in 1982, the Association has awarded over \$865,000 in scholarships.

Alumni-sponsored activities include:

- The Alumni Gala (Summer)
- The Diploma Dash<sup>®</sup> 5K Run/City Championship Race (Spring)
- Tailgate (Fall)
- The UTSA Ring
- Annual recognition of the Alumnus of the Year, Distinguished Service Award, Outstanding Faculty
- Homecoming activities, college events, and networking opportunities for alumni and students

As UTSA grows, it needs the support of its alumni and friends more than ever. Members of the Alumni Association can get involved with their alma mater as we build pride and tradition at UTSA.

For more information about the UTSA Alumni Association, call (210) 458-4133 or 1-888-ONE-ALUM, visit online at [utsa.edu/alumni](http://utsa.edu/alumni), or email to [alumni@utsa.edu](mailto:alumni@utsa.edu).

## 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 University College for an undergraduate student or the Dean of the Graduate School for a graduate student. The decision of the Dean of University College or the Dean of the Graduate School is final.
3. **Discipline Procedures:** A student or an organization accused of violating a Regents’ rule or regulation, University regulation, or administrative rule is accorded the rights of procedural due process. An accused student or organization is entitled to a hearing before a University Hearing Officer, although a student may waive the right to a hearing and accept administrative disposition of the case. A student also has the right to appeal a discipline decision. (See [Sec. 701, Student Code of Conduct](#).)
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. "referral" 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. "chief student affairs officer" means the administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of institutional regulations that will implement the policies and regulations;
4. "dean or dean of students" refers to the administrative officer or officers responsible for the administration of the disciplinary process;
5. "the Office of Student Conduct and Community Standards" means the vice president's delegates for matters pertaining to student misconduct;
6. "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;
7. "hearing officer" means an individual or individuals appointed by the President pursuant to the recommendation of the Chief Student Affairs Officer to hear disciplinary charges, make findings of fact and, upon a finding of responsibility, impose an appropriate sanction(s);
8. "president" means the President of The University of Texas at San Antonio;
9. "student" means a person who
  - a. is currently enrolled at the University;
  - b. is accepted for admission or readmission to the University;
  - c. has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows;
  - d. is attending an additional program sponsored by the University while that person is on campus; or
  - e. has engaged in prohibited conduct at a time when he or she met the criteria of (a), (b), (c) or (d);
10. "System" means The University of Texas System;
11. "campus" means all real property, buildings, or facilities owned or controlled by the institution;
12. "University" means The University of Texas at San Antonio; and
13. "weekday" means Monday through Friday excluding any day that is an official holiday of the University or when regularly scheduled classes are suspended due to emergent situations; "day" means a calendar day except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergent situations.

**Sec. 103. Application**

- 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, tampering or defacing property, equipment, supplies, buildings, or facilities owned, leased, or controlled by the University or the System and/or damaging, destroying, defacing, or taking without authorization property located on campus and belonging to any student, employee, or visitor;
  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, possession of drug paraphernalia, sale, or distribution on the campus of the substances defined and regulated under Chapters 481, 482, 483, 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 responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction assessed shall be suspension from the institution for a specified period of time; and/or suspension of rights and privileges;
13. unauthorized use, possession, or consumption of any intoxicating beverage is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural facilities, and all other public areas. However, with the prior consent of the President of the University, the foregoing provisions of this section may be waived with respect to any specific event sponsored by the institution. In addition, events scheduled in special use facilities may serve alcohol in accordance with state law and University procedures governing such facilities. An exception to this provision is the use or consumption of alcohol in University Oaks apartments done in accordance with state law and community policy standards. Violations of this policy also include but are not limited to underage possession or consumption of alcohol, providing alcohol to a minor, public intoxication, minor driving under the influence of alcohol, and driving while intoxicated;
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, or unless the person in possession of the weapon or ammunition is a concealed handgun license holder and the weapon and ammunition are kept in the vehicle of the license holder, pursuant to section 411.2032 of the Texas Government Code;
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, threats, intimidation, retaliation, unwanted and/or repetitive contact, coercion, and/or conduct that threatens or endangers the health or safety of any persons on any property owned or controlled by the System or the University, or at any function, program, event, or assembly conducted, sponsored, supervised, or authorized by the University;
18. engages in harassment; harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University;
19. 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;
20. 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 that is not designed and maintained for recreational or

- therapeutic purposes; 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; or damages, defaces, or removes any portion of any fountain, monument, building, statue, structure, facility tree, shrub, or memorial located on the University campus;
21. 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;
  22. failure to notify University authorities of personal knowledge of any violation of the Student Code of Conduct;
  23. making a charge of a violation of the Student Code of Conduct against a member of the University community that is knowingly false;
  24. 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;
  25. engages in an inappropriate or disproportionate use of an information technology resource owned or controlled by the University or System or uses an information technology resource for an illegal, threatening, or disruptive/destructive purpose; prohibited conduct includes but is not limited to circumventing system or network security, committing copyright infringement, transmitting unsolicited e-mail, sharing a University issued password, falsifying an e-mail header, unauthorized entry into or transfer of a file to use, read, or change the contents or for any other purpose and using resources for personal financial gain or profit;
  26. engages in stalking, which is defined as repeated conduct directed specifically at another person that reasonably causes that person, or a member of that person's family or household, to fear for his or her safety or that person's property; such conduct may include, but is not limited to, repeated, close physical or visual contact, watching, following and making direct or implied threats by phone calls, e-mail, letters or messages;
  27. photographing and/or otherwise visually recording someone without that person's consent with the intent to arouse or gratify the sexual desire of any person;
  28. photographing and/or otherwise visually recording, broadcasting, or transmitting a visual image of another person at a location that is a bathroom, private dressing room or on-campus bedroom, without the other person's consent;
  29. engaging in the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the System or the University;
  30. otherwise engaging in conduct that is inappropriate for members of an academic institution (such conduct includes, but is not limited to: pranks, choosing to remain where the odor of marijuana is confirmed by a University official, throwing food at persons or property, public nudity, unwanted communications, unwanted non-physical contact and harassing telephone calls);
  31. 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 Conduct and Community Standards or faculty member may initiate disciplinary proceedings against any student for an alleged potential infraction involving scholastic dishonesty.
- B. "Scholastic dishonesty" is any form of cheating or plagiarism that violates the Student Code of Conduct. Scholastic Dishonesty or academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair 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” is any form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Cheating includes, but is not limited to:
1. copying from another person’s or another student’s work during an examination, test, or while completing an assignment;
  2. using unauthorized assistance, material, or study aids during an examination, quiz or other academic work;
  3. failing to make any effort to prevent another from using unauthorized assistance, material or study aids during an examination, quiz or other academic work;
  4. failing to comply with instructions given by the person administering the test;
  5. 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 the person administering the test has specifically prohibited them;
  6. using, buying, offering money or other valuable things, either for personal use, the free use of others, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, any complete test, test key, homework solution or assignment, computer program or other graded class material without expressed authority from the person or their designee approved by the University to administer the course;
  7. collaborating with, allowing someone to copy from you or seeking aid from another student during a test or other assignment without expressed authorization from the person or their designee approved by the University to administer the course;
  8. discussing the contents of an examination with another student who will take the examination at a later time or date than you;
  9. 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 students;
  10. 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;
  11. 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;
  12. falsifying research data, laboratory reports, and/or other academic work offered for credit;
  13. taking, keeping, misplacing, or damaging the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;
  14. 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; and
  15. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed offenses.
- D. “Plagiarism” is a form of academic dishonesty and intellectual theft that violates long-held and widely recognized principles of academic integrity including, but not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of said work as one’s own academic work offered for credit. Plagiarism also includes, but is not limited to:
1. Failing to credit sources in a work in order to pass it off as one’s own work;
  2. Having someone else complete assigned work and then passing it off as your own;
  3. Plagiarism may occur with respect to unpublished as well as published material: this includes the act of copying another student’s work or other unpublished document and submitting it as one’s own individual work without proper attribution;
  4. Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one’s own without providing proper attribution to the author through quotation, reference, or footnote;
  5. Inadvertent Plagiarism involves the inappropriate, but not deliberate use of another’s words, ideas, or data without appropriate attribution, failure to follow established rules for documenting sources or from being insufficiently careful in research and writing;
  6. Paraphrased Plagiarism involves paraphrasing without acknowledgment of ideas taken from another that the reader might mistake for your own;
  7. Plagiarism Mosaic involves the borrowing of words, ideas, or data from an original source and blending this original material with one’s own without acknowledging the source;

8. Insufficient Acknowledgment involves the partial or incomplete attribution of words, ideas or data from an original source.
- 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 Sanctions

### Sec. 301. Authorized Disciplinary Sanctions

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation, or administrative order of the University, a provision of the Regents’ Rules of The 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, including participation in athletic or extracurricular activities
7. Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit
8. Suspension from the institution for a specified period of time
9. Expulsion (permanent separation from the institution)
10. Educational programs
11. Revocation of degree, denial of degree, and/or withdrawal of diploma
12. Deferral of sanction
13. Other sanction(s) as deemed appropriate under the circumstances.

### Sec. 302. Explanation of Disciplinary Sanctions

- A. Disciplinary warning is a written statement expressing disapproval of conduct.
- B. Disciplinary probation indicates that further violations may result in suspension or expulsion. Students who are assessed this sanction will be removed from behavioral probation automatically upon expiration of the probationary period.
- C. Bar against readmission means that a student may be prohibited from admission or enrollment at the University. This sanction is among those that may be imposed upon a student who fails to respond to a summons from the Office of the Dean of Students or their designee 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 sanction may be enforced in part or in full.

- F. A failing grade means an “F.” This sanction is among those that may be given when a student is found responsible for scholastic dishonesty in a course.
- G. Suspension from the University prohibits the student on whom it is imposed, during the period of suspension, from entering the University campus without prior written approval of the Vice President for Student Affairs, from being initiated into an honorary or service organization, and from receiving credit for academic work done during the period of the suspension. Suspension may also prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of The University of Texas System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. The dean of students or the hearing officer may, however, permit the student to receive credit for academic work completed at another institution during the period of suspension, except when suspension is imposed for academic dishonesty. The dean of students or the hearing officer may impose conditions related to the violation(s), and failure to meet such conditions or terms of the sanction will be considered an additional violation.
- H. Expulsion from the University means that a student will be dropped from current enrollment, and a bar against readmission imposed. Expulsion is a permanent separation from the University and prohibits the student on whom it is imposed from entering the University campus without prior written approval of the Vice President for Student Affairs. Expulsion may prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of The University of Texas System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. Educational programs are activities developed to expand the student’s understanding of the regulation or policy and/or help the student learn more about himself or herself in relation to the policy or the violation.
- I. Possession or distribution of drugs or alcohol: The University will impose at least the minimum disciplinary sanction of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other sanctions that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other sanction as may be deemed appropriate under the circumstances.
- J. 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.
- K. Deferral of sanction (e.g., probation, suspension) may be imposed on a student for whom the specific sanction deferred is appropriate but for whom there are mitigating circumstances as determined by the Office of Student Conduct and Community Standards 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 sanction is in effect, the minimum sanction for such a violation will be the sanction 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 sanction may not.

The Office of Student Conduct and Community Standards 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 Sanctions**

- A. A faculty member, the Office of Student Conduct and Community Standards, or a Hearing Officer may impose one or more of the following sanctions for scholastic dishonesty:
  1. written warning that further scholastic dishonesty violations may result in a more severe sanction;
  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 Conduct and Community Standards, with approval of the student’s academic dean, may assign an academic sanction for violation of a University policy concerning scholastic dishonesty to a student who fails without good cause to appear for a 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 sanctions in Section 301.

### **Initiation of Disciplinary Charges**

*Note:* UTSA is in the process of revising these procedures in cases pertaining to Title IX issues (allegations of sexual harassment, including sexual violence). Any such revisions will become effective immediately upon their publication in this Information Bulletin.

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

- A. Upon receiving information that any student has allegedly violated Regents’ Rules, University regulations, or administrative rules, the Office of Student Conduct and Community Standards shall investigate the alleged violation. The Office of Student Conduct and Community Standards may dismiss the allegation as unfounded or summon the student.
- B. Any student may be summoned by written request of the Office of Student Conduct and Community Standards for a meeting for purposes of the investigation and/or 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 if the request is sent regular mail, or at least two weekdays after the date of the request if the request is sent by e-mail or hand delivered. The written request may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the e-mail address on record with the U.T. institution, or may be hand delivered to the student. If a student fails to appear without good cause, as determined by the Office of Student Conduct and Community Standards, the Office may bar or cancel the student’s enrollment or otherwise alter the status of the student until the student complies with the summons, or the Office may proceed to implement the disciplinary hearing procedures provided in Section 501, et seq. The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the registrar, or failure to read mail or e-mail shall not be good cause for the failure to respond to a summons.
- C. The purpose of the meeting is to allow the Office of Student Conduct and Community Standards to discuss for the purposes of investigation the alleged incident/offense(s) with the student. At this meeting the student is given a copy of the Student Code of Conduct.

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

The student must choose one of two decision-making approaches: (1) an administrative decision made by the Office of Student Conduct and Community Standards; or (2) a formal hearing.

- A. When the student elects not to dispute the facts upon which the charges are based and agrees to the sanctions the Office of Student Conduct and Community Standards assesses, the student may execute a written waiver of the hearing procedures yet retain the right to appeal the decision of the Office of Student Conduct and Community Standards only on the issue of the sanction. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
- B. In any case where the accused student disputes the facts upon which the charges are based and elects the formal hearing as the decision-making approach or refuses to execute a written waiver of a hearing, such charges shall be heard and determined by a fair and impartial Hearing Officer. A Hearing Officer will be chosen in accordance with the procedures of the institution.

#### **Sec. 403. Interim Discipline**

- A. Pending a hearing or other disposition of the allegations against a student, the Dean may take such interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution. This includes but is not limited to an immediate 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. Notwithstanding (B), listed below, the Dean of Students may withhold the issuance of an official transcript,

grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of The University of Texas System or its institutions which would reasonably allow the imposition of such sanction. The Dean may take such actions pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the Dean has provided the student an opportunity to provide a preliminary response to the allegations and in the opinion of the Dean, the best interests of The University of Texas System or the institution would be served by this action.

- B. When interim disciplinary action has been taken, a hearing of the charges against the student will be held under the procedures specified in Section 501, et seq. A hearing following interim disciplinary action will generally be held within 10 days after the interim disciplinary action was taken; however, at the discretion of the Dean of Students, the 10-day period may be extended for a period not to exceed an additional 10 days.
- 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 Section 402.

## Hearing

### Sec. 501. Notice of Hearing

- A. The Office of Student Conduct and Community Standards shall notify the accused student in writing of the statement of charges and a summary statement of evidence supporting the charge; the name of the person who will act as Hearing Officer; the date, time, and place of the hearing; and that both the accused student and the Office of Student Conduct and Community Standards 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 Conduct and Community Standards' advisor may be an attorney from the Office of General Counsel of the U.T. System. An advisor may confer with and advise the Office of Student Conduct and Community Standards or the accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer; and
  - 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 delivered in person to the student or sent by mail, addressed to the accused student at the address appearing in the registrar's records and shall be mailed at least 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, excluding any intervening Sunday. The requirements of this paragraph shall not be applicable in any case where immediate interim action has been taken in accordance with Section 403.

### Sec. 502. Postponement of Hearing

- A. Upon a showing of good cause by either the accused student or the Office of Student Conduct and Community Standards, the Hearing Officer may postpone the hearing or by agreement of the student and the Office of Student Conduct and Community Standards.
- B. Requests 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 Conduct and Community Standards of the new date, time, and place for the hearing. It shall be the responsibility of the accused student and the Office of Student Conduct and Community Standards 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 submitted to the Hearing Officer through the Office of Student Conduct and Community Standards at least three days prior to the hearing. The reason or reasons upon which the challenge is based shall be set forth fully and shall be confined solely to the fairness and objectivity of the Hearing Officer.
- C. It shall be up to the Hearing Officer to determine whether he or she can render a fair and objective decision in the case. In the event the Hearing Officer disqualifies himself or herself, a substitute will be chosen 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 Conduct and Community Standards and the accused student shall be required to disclose to each other the names of the witnesses they expect to be present and actual copies of documents and other evidence relied upon.
- 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 Conduct and Community Standards 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 Conduct and Community Standards.

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

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

**Sec. 507. Order and Decorum**

- 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 Conduct and

Community Standards after giving consideration to the size of the hearing room and necessity for maintaining clear access to all doors to the hearing room. Admission of the public shall be on a first-come basis, 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 Conduct and Community Standards 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 Conduct and Community Standards may recommend a sanction 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 Conduct and Community Standards. The accused student shall be entitled to respond to the recommendation of the Office of Student Conduct and Community Standards.
- 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 Conduct and Community Standards shall have the burden of proceeding with the evidence and have the burden of proving the charges by the greater weight of the credible evidence.
- B. As the party having the burden of proof, the Office of Student Conduct and Community Standards shall have the right to open and conclude both in presenting evidence and in argument.

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

- 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 hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer, the record can be made available to the appealing party by submitting a written request. The official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the hearing officer. At the request of the 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 therefrom. The Hearing Officer may ask

questions of witnesses, the parties, or their counsel as may be deemed appropriate to ascertain the facts, or to aid the Hearing Officer in deciding upon the admissibility of evidence, the credibility of a witness, or the weight given to evidence admitted. 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 render and send to the Office of Student Conduct and Community Standards and the student a written decision that contains findings of fact and a conclusion as to whether the accused student is responsible for the violations as charged. Upon a finding of responsibility, the Hearing Officer shall assess a sanction or sanctions specified in Section 301 and/or Section 303. When an accused student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the assessment of a minimum sanction provided in Section 202 (A) (12) is required.

## **Disciplinary Records**

### **Sec. 601. Disciplinary Record**

- A. The University of Texas at San Antonio shall maintain a permanent written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five years unless the record is permanent in conjunction with the above-stated sanctions.
- B. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed and any other pertinent information.
- C. This disciplinary record shall be maintained by the Office of Student Conduct and Community Standards. It shall be treated as confidential, and shall not be accessible to or used by anyone other than the Office of Student Conduct and Community Standards, the Dean of Students or University official with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena. The record in disciplinary cases where the sanctions are not as described in Subsection (A) of this section may be destroyed by the Office of Student Conduct and Community Standards six years after final disposition of the case or may be considered for destruction at the written request of the student.

### **Sec. 602. Notation of Sanction**

The Office of Student Conduct and Community Standards shall notify the Assistant Vice President for Student Life when one of the following sanctions is assessed in a disciplinary case:

1. bar against readmission;
2. drop from enrollment and bar against readmission;
3. denial of degree or transcript;
4. suspension from the University; or
5. expulsion from the University.

## Appeal

### Sec. 701. Right to Appeal

- A. The accused student may appeal a disciplinary sanction assessed by the Office of Student Conduct and Community Standards in accordance with Section 702 below.
- B. Either the accused student or the Office of Student Conduct and Community Standards may appeal the decision of the Hearing Officer.

### Sec. 702. Appeal of Sanction Assessed by the Office of Student Conduct and Community Standards

- A. A written appeal of the sanction assessed by the Office of Student Conduct and Community Standards must state the specific reasons for the appeal and any argument to the Vice President for Student Affairs with a copy to the Office of Student Conduct and Community Standards. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) days after the appealing party has been notified of the sanction assessed by the Office of Student Conduct and Community Standards. If the sanction assessed by the Office of Student Conduct and Community Standards is sent by mail, the date the notice or decision is mailed initiates the fourteen (14) day period for the appeal. The Office of Student Conduct and Community Standards may submit a response to the appeal which must be received by the Office of the Vice President for Student Affairs no later than five (5) days after receipt of the appeal with a copy to the other party.
- B. An appeal of the sanction assessed by the Office of Student Conduct and Community Standards will be reviewed solely on the basis of the written argument of the student and the Office of Student Conduct and Community Standards.
- C. The action of the Vice President shall be communicated in writing to the accused student and the Office of Student Conduct and Community Standards 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 appeal of the decision of the Hearing Officer must state the specific reasons for the appeal and any argument to the Vice President for Student Affairs with a copy to the Office of Student Conduct and Community Standards. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) 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 the appeal. The non-appealing party may submit a response to the appeal which must be received by the Office of the Vice President for Student Affairs no later than five (5) days after receipt of the appeal with a copy to the other party. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.
- B. The Office of Student Conduct and Community Standards will submit the record from the hearing to the Vice President for Student Affairs as soon as it is available to the Office of Student Conduct and Community Standards.
- C. The action of the Vice President shall be communicated in writing to the accused student and the Office of Student Conduct and Community Standards within thirty (30) days after the appeal and related documents have been received.
- D. The Vice 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 decisions. It is provided, however, that upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction may not be reduced below the sanctions prescribed by Section 202 (A) (12) of the Student Code of Conduct.
- E. The decision of the Vice President may be appealed to the President.

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

- A. A written appeal of the decision of the Vice President for Student Affairs must state the specific reasons for the appeal and any argument to the President's Office with a copy to the Office of Student Conduct and Community

Standards and the Office of the Vice President for Student Affairs. The appeal must be stamped as received by the President's Office no later than fourteen (14) days after the appealing party has been notified of the decision of the Vice President for Student Affairs. If the notice of the decision of the Vice President for Student Affairs is sent by mail, the date the notice or decision is mailed initiates the fourteen (14) day period for the appeal. The non-appealing party may submit a response to the appeal which must be received by the President's Office no later than five (5) days after receipt of the appeal with a copy to the other party.

- B. 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 upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction may not be reduced below the sanction as prescribed by Section 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 Conduct and Community Standards 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 sanction assessed by the Office of Student Conduct and Community Standards 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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### General Statement Regarding Peaceful Public Assembly at UTSA

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.

*Section 9.37(II), University of Texas at San Antonio, Handbook of Operating Procedures.* For the complete Peaceful Public Assembly Policy, please refer to the [Handbook of Operating Procedures](#).

## **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. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy. (Regents' *Rules and Regulations*, Series 10000, Rule 10701, Sec. 1, and [Handbook of Operating Procedures, Chapter 9, 9.01](#)).

## **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 issues and is committed to encouraging an informed and educated response to concerns and questions regarding these infections. Please refer to the [Handbook of Operating Procedures, Chapter 9, 9.22](#), for the most current policy.

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 Student Health Services Office. Contact [Student Health Services](#) at (210) 458-4142 at the Main Campus or (210) 458-2930 at the Downtown Campus or by visiting their offices at RWC 1.500 (Main Campus) or BV 1.308 (Downtown Campus).

## **Posting Materials on Campus**

A student or student organization may publicly post an approved sign on University property. Signs include billboards, decals, notices, placards, posters, and any kind of hand-held signs. Posting is defined as any means used for displaying a sign. A detailed explanation of University posting policy may be obtained from the Student Activities Office at UC 1.210 (Main Campus) or DB 1.302 (Downtown Campus). All materials must be approved for posting by the [Student Activities Office](#).

## **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 \$2,000 and/or up to 180 days in jail to individual fines of up to \$10,000 and/or a state jail term of not less than 180 days or more than two years. Organizational penalties include fines of not less than \$5,000 or more than \$10,000. If the organizational hazing activity resulted in personal injury, property damage, or other loss, the penalty is a fine of not less than \$5,000 or more than double the amount lost or expenses incurred because of the injury, damage, or loss.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with,

holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

- 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.

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, or harassing other organizations;
- intentionally messing up the house or a room for clean-up;
- demeaning names;
- yelling and screaming; and
- requiring boxing matches or fights for entertainment.

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

## **Prohibition of Discrimination and Sexual Harassment**

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 harassment (including sexual violence) 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 Senior Equal Opportunity Investigator serves as UTSA's Equal Employment Opportunity (EEO) Officer and Title IX Coordinator. Title IX of the

Education Amendments of 1972 prohibits discrimination based on gender in educational institutions, including sexual harassment and sexual violence. The Senior Equal Opportunity Investigator, Title IX Coordinator, and the Office of Equal Opportunity Services (EOS) are authorized to investigate complaints. The Office of Equal Opportunity Services is located in University Heights Building 4, Suite 300 (5726 W. Hausman), 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 harassment** is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status; (2) submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile, or offensive environment. Sexual violence is a form of sexual harassment which includes sexual assault, sexual battery and sexual coercion. Sexual violence is a violation of the Texas Penal Code, UTSA policy, and Title IX of the Education Amendments of 1972.

### **Examples**

Behavior that could be considered sexual harassment includes but is not limited to: (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) acts of sexual violence; (3) explicit or implicit propositions or offers to engage in sexual activity; (4) comments of a sexual nature including sexually explicit statements, questions, jokes, or anecdotes; (5) remarks of a sexual nature about a person's clothing or body; (6) remarks about sexual activity, speculation about sexual experience; (7) exposure to sexually oriented graffiti, pictures, posters, or materials; and/or (8) physical interference with or restriction of an individual's movements. Such conduct is expressly prohibited and offenders are subject to disciplinary action.

### **Reporting Responsibilities**

Any person who believes they have been subjected to discrimination or harassment is urged to immediately report the incident to the Office of Equal Opportunity Services. Faculty and/or managerial staff are required to immediately report to EOS 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 in violation of this policy, may take action through an informal resolution process or a formal complaint process, or both. However, the informal resolution process cannot be used for complaints of sexual violence. The informal resolution and formal complaint resolution process described in this policy are not mutually exclusive and neither is required as a precondition for choosing the other; however, they cannot both be used at the same time.

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 Equal Opportunity Services. 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; or (3) modification of the situation in which the offensive conduct occurred. However, the University may take more formal action to ensure an environment is free of discrimination. EOS will document informal resolutions and retain such documentation.

**Formal.** (This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, “complaint” is synonymous with “grievance.”)

UTSA encourages any person who believes that he or she has been subjected to discrimination to immediately report the incident to his or her supervisor, the Office of Equal Opportunity Services, Human Resources, or Student Conduct and Community Standards. The complainant will be advised of the procedures for filing a formal complaint of discrimination. Complaints should be filed as soon as possible after the conduct giving rise to the complaint, 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 Equal Opportunity Services Web site](#).

Within ten (10) working days of receipt of a complaint, the Office of Equal Opportunity Services 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, EOS will notify the complainant to explain the reason for the dismissal and inform the complainant that, within fifteen (15) working days of the notification, he or she may appeal the decision not to proceed with a complaint investigation to the chief legal officer, explaining why the decision was in error. A response will be sent in twenty (20) working days from receipt of the appeal. The chief legal officer’s decision is final.

As part of the investigation process, the accused individual will 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. The report will be sent to the appropriate vice president who has authority over the respondent, and a copy will be provided to the complainant and the respondent.

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 Act (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 Conduct and Community Standards. 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 accompanied by a person of his or her choice; however, this individual may not actively participate in a meeting or interview. An administrator, faculty member, student, or employee who retaliates in any way against an individual who has brought a complaint pursuant to this policy or an individual who has participated in an investigation of such a complaint is subject to disciplinary action, including dismissal. 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 Equal Opportunity Services will document complaints and retain such documentation.

## **Nonsmoking Policy**

Smoking currently is not permitted in any University-owned or leased buildings, University-owned or leased vehicles, indoor facility, or indoor site at UTSA, except in areas permitted under Section 9.36 of the Handbook of Operating Procedures. In addition, the use of any and all tobacco products is prohibited in the building, sidewalks, parking lots, walkways and attached parking structures immediately adjacent to the structure where a Cancer Prevention and Research Institute of Texas (CPRIT) project is taking place. Signage will be posted at the building entrances and outside areas of CPRIT-project buildings. Smoking is permitted outside any non CPRIT project 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](#)).

In addition, UTSA is working towards becoming tobacco free. While there will be a phase-in period, final implementation is expected in 2014, at which time use of any and all tobacco products on any UTSA property will be prohibited. Students, staff, faculty, visitors and contractors are expected to comply fully with the phase-in steps and the final implementation of the Tobacco-Free policy. Please consult HOP Section 9.36 for additional information.

## **Solicitation on Campus**

Series 80000, Rule 80103, of the Regents' *Rules and Regulations* states that no solicitation shall be conducted on any property, street, or sidewalk or in any building, structure, or facility of the UTSA Campus, except by the officers or employees of the University, acting in the course and scope of their authority, or by the Student Government (SG), or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

1. does not disturb any academic programs or administrative activities of the University or any program or activity that is authorized by The University of Texas System;

2. does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
3. does not harass or intimidate the person or persons being solicited; and
4. does not violate applicable State, Federal, or local laws or regulations.

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

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

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs, (210) 458-4201.

Additional information on UTSA's solicitation policy may be obtained at <http://utsa.edu/hop/chapter9/9-10.html> or the Student Activities Office located at UC 1.210 (Main Campus) or DB 1.302 (Downtown Campus).

## Appendix D

# CRIME AWARENESS AND CAMPUS SECURITY REPORT 2012

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### Crime Reporting Policy, Procedures and Responses

The Annual Security Report is prepared by The University of Texas at San Antonio Police Department in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Office of Student Affairs, University Housing, Student Conduct and Community Standards, Counseling Services and other campus departments. Each entity provides updated information on their educational efforts and programs to comply with the Act. Crime statistics are also provided by police agencies surrounding each of UTSA's campuses. Except where noted, policies indicated in this Annual Security Report apply to all campuses that comprise The University of Texas at San Antonio.

This report lists statistics for three previous years of reported crimes that occurred on campus. Included are crimes that occurred in off-campus buildings owned or controlled by UTSA. Also included are crimes that occurred on any public property within or immediately adjacent to, or accessible from the campus. The report describes institutional policies concerning campus security, alcohol and drug use, crime prevention, crime reporting, sexual assault, and crime related issues. You can obtain a copy of this report by contacting the Crime Prevention Unit at (210) 458-6250 or by accessing our Web site at: [http://utsa.edu/utsapd/Crime\\_Statistics/2012SecurityReport.pdf](http://utsa.edu/utsapd/Crime_Statistics/2012SecurityReport.pdf). All prospective employees may obtain a copy of the report from Human Resources at 5723 University Heights Blvd., Suite 500, San Antonio.

### Reporting Crimes or Emergencies

#### POLICE-FIRE-EMS Dial:

**911** (from any on-campus phone)

**(210) 458-4911** (when calling from a cell phone or off-campus phone)

UTSA Police Non-Emergency: (210) 458-4242

The UTSA Police Department (UTSAPD) is responsible for law enforcement, security and emergency response at the UTSA Main Campus, Downtown Campus, Park West, HemisFair Park and University Heights Tech Center. The primary office of the UTSA Police Department is located on the Main Campus in the Bosque Street Building, BOS 1.400. A satellite police office at the Downtown Campus is located at the Buena Vista building, room 1.303. The UTSA Police Department is open 24 hours a day, 365 days a year, and is staffed by commissioned Texas peace officers and supported by civilian personnel and non-commissioned Public Safety Officers. A number of well-marked outdoor emergency telephones are located throughout the campuses in parking lots and elevators to report crimes, emergencies or to request police services. Walk-in reports will be taken at either the Main Campus or Downtown Campus offices; however, for faster service please call the numbers listed. UTSAPD's Silent Witness is for people who have witnessed a crime on campus, want to report it, but also want to remain anonymous or have seen suspicious activity, but are not sure who to contact at the police department. NOTE: This is NOT intended to report crimes in progress. Silent Witness can be accessed at: <http://utsa.edu/utsapd/forms/witness.cfm>.



***Other Campus Security Officials***

UTSA acknowledges that some individuals may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus officials designated as Other Campus Security Officials. Reports of campus crimes can be made to the following Other Campus Security Officials: Vice President for Student Affairs, (210) 458-4136; Dean of Students, (210) 458-4720; Director of University Housing, (210) 458-6200 or (210) 877-4000; Student Conduct and Community Standards, (210) 458-4720; the Athletic Director, (210) 458-4161; or Associate Vice President for Human Resources, (210) 458-4250. These reports may be made by phone, walk-in or by appointment. Other Campus Security Officials may contact the UTSA Police Department for further assistance to refer reports to Student Conduct and Community Standards for possible disciplinary action. Any information disclosed to the UTSA PD is for the purpose of collecting data to be included in the annual crime statistics and/or for creating timely warnings.

A complainant may request to make a confidential statement to an Other Campus Security Official concerning crimes. The statements made to Other Campus Security Officials are confidential unless they pose a continued threat to the safety of the campus community. When no threat is posed, the only information disclosed is for the purpose of collecting data to be included in the annual crime statistics.

A complainant may also make a confidential statement to the Director of Student Counseling at (210) 458-4140 and/or the Director of Student Health Services at (210) 458-4142. These officials are exempt from disclosing information to the UTSA Police Department (except by law in cases where there is an immediate threat to the safety of the individual, other persons, children or the elderly).

***Other Crime Reporting Methods***

Reports of crimes that occur off campus can be made to the San Antonio Police Department at (210) 207-7273 or the Bexar County Sheriff's Office at (210) 335-6000.

**Notifications to the Campus Community**

The UTSA Police Department provides notification to the campus community on a timely basis about campus crime and crime-related issues. These notifications include the following:

***Annual Security Report***

By October 1st of each year, the Annual Campus Security Report must be distributed to all enrolled students and current employees. Distribution may be by direct mailing, campus mail, or electronic mail. The Annual Security Report is posted on the UTSA Police Department Web site at: [http://utsa.edu/utsapd/Crime\\_Statistics/2012SecurityReport.pdf](http://utsa.edu/utsapd/Crime_Statistics/2012SecurityReport.pdf).

***Timely Warnings***

When a reported offense occurs, and is subject to disclosure in the Annual Campus Security Report, the Chief of Police or his/her designee conducts a timely review of the circumstances surrounding the offense as soon as pertinent information is available. This is done to determine if the offense constitutes a continuing threat to students, faculty and staff. If the offense presents a continuing threat to the students, faculty and staff, then a crime bulletin is prepared and posted on the department's Web site (<http://utsa.edu/utsapd>) Facebook, Twitter, and/or the Campus Alerts Web site (<http://alerts.utsa.edu/>). The crime bulletin is also distributed by e-mail to students, faculty and staff and may be printed and distributed throughout campus to include public bulletin boards, free speech areas and office bulletin boards.

***Campus Alerts***

UTSA has launched a Web site called Campus Alerts. The site is designed to keep students, faculty, staff and the general public informed on the status of the University during emergency situations. Managed by UTSA's Office of Emergency Management and the Office of Communications, the site is a single source for information on UTSA closures prompted by inclement weather, health and other emergencies. The Web site is also accessible from a link in the footer of all UTSA Web pages. The goal of the one-stop site is to help reduce confusion by eliminating duplicate messages on various UTSA Web sites. Campus Alerts can be found at <http://alerts.utsa.edu/>.

In addition to notifications regarding campus crime and crime-related issues, UTSAPD also may relay information it receives from a reliable source which is confirmed with the San Antonio Police Department regarding possibly serious and/or violent crimes occurring off-campus in areas where 100 or more students reside in close proximity to UTSA's Main Campus boundary.

## **Security of and Access to Campus Facilities**

### ***Access To Academic Buildings***

Academic campus buildings and support facilities are accessible to members of the campus community, guests and visitors during normal business hours. Academic buildings have a card access equipped, late-hour door for access to buildings that are locked after normal business hours. Access to classrooms and office buildings for special events after normal business hours, weekends and holidays is coordinated with the various campus departments overseeing that particular area or event. Many buildings, offices, labs, computer rooms and other areas of campus are equipped with card key access and door alarms that report to the UTSA Police Department.

### ***Apartments and Residence Halls***

**Chisholm Hall:** Chisholm Hall is operated by Campus Living Villages. The exterior doors remain locked 24 hours a day. Unlimited access is available to residents via an electronic access control system. Each unit has a front door equipped with a mechanical lock. Guests and visitors to the student residence halls may gain admission at a centralized desk and must be escorted when in the residence halls.

**University Oaks Apartments:** The University Oaks Apartments are operated by Campus Living Villages. Access to the University Oaks Apartment complex is through access gates for vehicles to the parking lot as well as access gates for pedestrians to the sidewalks. Each apartment has a front door equipped with a mechanical lock.

**Chaparral Village:** Access to the Chaparral Village complex is through various pedestrian gates or the City Center. Each unit has a front door equipped with an electronic lock. Each bedroom door within each unit is equipped with an electronic lock.

**Laurel Village:** Access to the Laurel Village complex is through various pedestrian gates or the City Center. Each unit has a front door equipped with an electronic lock. Each bedroom door within each unit is equipped with an electronic lock and pin code.

Residents should immediately report lost access cards and keys, malfunctioning locks and gates to their respective Director of Housing.

### ***Security Considerations Used in Maintenance***

UTSA Police Department staff regularly test the emergency telephones and submit work orders for repairs of phone units or lights when needed. Officers also report physical hazards discovered during routine patrols. The Crime Prevention Unit (CPU) staff periodically conducts lighting surveys of the campus grounds and recommends additional lighting to eliminate areas of darkness. Members of the Operations & Maintenance Team from the Office of Facilities Services conduct a monthly lighting survey of campus parking lot lights and building exterior lights in order to schedule lamp and ballast replacements. The CPU staff also recommends the trimming of shrubbery, trees and other vegetation to prevent the obstruction of ample lighting of pedestrian walkways. Periodic security assessments are conducted when repeated crimes occur within a short time frame or when a crime trend at a particular location occurs. Lighting upgrade recommendations are routinely evaluated by the Office of Facilities Services and the Crime Prevention Unit. Improvements include the placement of high intensity sodium vapor lights in buildings and parking lots, in areas with heavy landscaping and along pathways frequently traveled by students.

A total of 128 outdoor emergency telephones are located on the Main Campus and 8 are at the Downtown Campus. Additionally, elevators on campuses have emergency phones. All emergency telephones connect directly to the University Police Department. There are security cameras installed at designated locations on campus based on security needs. These locations include the pedestrian areas of Chaparral Village and Laurel Village, restricted access operations work areas, research laboratories and designated parking lots. The security camera monitors are located in the Communications Center of the Police Department. We encourage students, faculty and staff to report

any safety concerns, exterior lighting and emergency telephone malfunctions to the UTSA Police Department at (210) 458-4242.

## **Campus Law Enforcement Policy**

The UTSA Police Department is located in the Bosque Street Building, BOS 1.400. UTSAPD is responsible for law enforcement, police services, safety and security at all UTSA campuses. The department has an authorized strength of 52 sworn police officers with full arrest authority and 37 Public Safety Officers.

### **Commissioned Peace Officers**

University police officers receive their police authority via Article 2.12 of the Texas Code of Criminal Procedure and Article 51.203 of the Texas Education Code. The primary jurisdiction of peace officers commissioned by The University of Texas System Police includes all counties in which property is owned, leased, rented, or otherwise under the control of The University of Texas System. Additionally, University of Texas System peace officers are authorized by law to function as peace officers outside their primary jurisdiction to assist another law enforcement agency in Texas or to otherwise perform duties as a peace officer on official university business. For UTSA, normal police operations are conducted within the boundaries of property owned, leased or otherwise under the control of UTSA. These properties include Main Campus, Downtown Campus, HemisFair Park, University Heights Tech Center, Park West property and the contiguous areas around each UTSA campus. UTSA police officers must meet specific employment qualifications and training requirements in order to be licensed peace officers by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). UTSA police officers receive their commission as peace officers upon graduation from The University of Texas System Basic Peace Officer Academy or other regional police academy. All officers have been trained in first aid and CPR and are authorized to enforce state and federal laws on the University campuses. UTSA police officers carry firearms and conduct foot, bicycle and vehicular patrols on all UTSA properties including the on-campus housing facilities 24-hours a day.

### **The University Police Public Safety Officers & Telecommunications Officers**

University police Public Safety Officers are civilian employees who have the same level of arrest authority as a citizen as authorized by the Texas Code of Criminal Procedure. Public Safety Officers serve as support staff for the police department by providing a visible uniform presence in buildings and on University property to deter crime. Public Safety Officers report criminal incidents to police officers who are designated first responders. The police communications center is staffed by 11 certified police telecommunicators who are also certified 911 operators.

### **Working Relationships With State and Local Police**

The UTSA Police Department maintains close working relationships with the San Antonio Police Department, Bexar County Sheriff's Office, federal, state, and other law enforcement agencies.

The UTSAPD routinely shares investigative information with these agencies and also works closely with the San Antonio Fire Department and EMS. UTSAPD has a mutual aid law enforcement agreement with the San Antonio Police Department to provide law enforcement services, investigate crimes and protect life and property within the geographical areas common to the City of San Antonio and UTSA. A number of recognized student organizations maintain meeting and living facilities off campus. These facilities are not owned or controlled by UTSA. UTSA 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 Affairs.

## **Emergency Management**

The Office of Emergency Management is responsible for UTSA's Comprehensive Emergency Management Plan. To assist with the management of campus emergencies, UTSA utilizes an emergency response team made up of representatives from each major operational component of UTSA. Each team member receives specialized training to prepare them for the challenges presented by a critical incident. Emergency management information is available and distributed to ensure that students, faculty and staff have access to emergency response procedures. Emergency response information is distributed via e-mail, messages sent by UTSA's Roam Secure Alert Network (RSAN) and Giant Voice notification systems. Information is also provided by UTSA's emergency recorded message phone line (210) 458-SNOW (7669). Each member of the UTSA community is encouraged to be responsible for their own

safety and the safety of others. More information can be found at <http://alerts.utsa.edu>.

## Security Awareness Programs

The University of Texas at San Antonio encourages all students and employees to be responsible for their own security and the security of others. UTSA has a number of campus-wide educational programs such as orientation for new students, faculty and staff, international student orientation, Roadrunner Camp, Rowdy Bash, Rowdy Wing Fling, Health Services Information Fairs, annual Compliance training and Human Resources training classes, to name a few. These programs are offered throughout the calendar year and all University community members are encouraged to attend. The programs are designed to inform students, faculty and staff about campus security procedures.

## Crime Prevention Programs

The UTSA Police Department has a comprehensive crime prevention program that assists community members to reduce their risk of becoming a victim of crime. The Crime Prevention Unit has certified crime prevention officers on staff that have received specialized training in crime prevention and physical security. Programming and presentations offered include self-defense, alcohol awareness and sexual assault prevention. Other duties include security surveys of resident areas or office areas and threat assessments.

*Safety Escort Program* – Safety escorts are provided at all campuses at any time from one campus destination to another campus destination. Call (210) 458-4242.

*Whistle Defense Program* – The UTSA Police Department offers *free* key chain safety whistles for UTSA students, faculty and staff as a personal defense system for our Tri-Campus community. The Whistle Defense Program is a campus safety program based on the use of whistles to alert patrol officers, students, faculty and staff that an offense or incident has occurred or is about to occur.

*Crime Prevention Presentations* – Crime prevention presentations pertaining to personal safety, sexual assault prevention, acquaintance rape, women’s self-defense, alcohol and drug awareness, burglary and theft prevention and office safety are conducted as needed for students, faculty and staff. The Crime Prevention Unit works closely with campus housing departments and UTSA student groups to develop and schedule presentations. Contact the Crime Prevention Unit at (210) 458-6250 for more information. Classes are also scheduled through the UTSA Police Department Web site. Customized crime prevention presentations are also available upon request.

*Hazing Prevention* – Fraternities, sororities and other registered student organizations can request hazing prevention programs from the UTSA Police Department and Student Activities. These programs address the legal and university consequences of engaging in this behavior and provide appropriate guidelines.

*Printed Crime Prevention Literature* – Crime prevention literature related to personal safety, auto theft prevention and residential security is available at designated locations throughout the campuses. Specialized crime prevention literature is available upon request.

*Operation Identification* – Operation Identification is an on-going program which involves the engraving of a state driver’s license number on valuable items of personal property such as laptops and bicycles. Engravers are available at the UTSA Police Department or contact the Crime Prevention Unit to make an appointment.

*Operation Bookmark* – Operation Bookmark is an on-going program which involves the marking of state driver’s license numbers onto students’ textbooks.

*Runner Beat Newsletter* – The Runner Beat is a monthly campus safety newsletter that is distributed to all students, faculty and staff.

*Crime Statistics Reports* – In addition to the annual crime statistics report required by the Clery Act, the UTSA Police Department posts a weekly crime report on the department’s Web site at <http://utsa.edu/utsapd/blotter/>. Additionally, a public crime log of offenses that occurred within the past 60 days can be found at [http://utsa.edu/utsapd/blotter/UTSAPD\\_Blotter/Daily\\_Blotter.htm](http://utsa.edu/utsapd/blotter/UTSAPD_Blotter/Daily_Blotter.htm)

*Environmental Health, Safety and Risk Management* – EHSRM’s goal is to work with the university community in making The University of Texas at San Antonio a safer and healthier place to work and study through a variety of training classes.

*UTSA Training & Development Department* – Training & Development provides high-quality training programs on safety and security to UTSA staff and faculty. Courses are offered through classroom participation or on-line courses.

For additional crime prevention information or to schedule a crime prevention presentation, call the Crime Prevention Unit at (210) 458-6250 during normal business hours.

## **Drugs and Alcohol Policy**

UTSA is a drug free school and complies with the Drug Free Workplace Act of 1990. The Drug Free School and Communities Act 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. For information regarding these policies, please refer to the following: Drug-Free Schools and Communities Act provided by the Office of the Vice President for Student Affairs; Office of Student Conduct and Community Standards, Subsection 3.21 of Chapter VI, Part One of the *Rules and Regulations* of the Board of Regents of The University of Texas System located at: <http://utsa.edu/infoguide/appendices/f.html>. In addition, consistent with Education Department General Administrative Regulations –Part 86, Complying with the Drug Free Schools and Campuses Regulations: A Guide for University and College Administrators, UTSA’s Human Resources department annually documents the university’s efforts regarding compliance to the act in December. A memo is then generated certifying our compliance to the regulation, along with documentation of all university efforts.

UTSA is committed to maintaining a safe and healthy environment for the campus community. Alcohol and other drugs should not interfere with the university’s educational mission. All UTSA students, faculty, staff, administrators and visitors are subject to local, state and federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs.

### ***Drugs***

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on any UTSA campus or at any UTSA sponsored event off campus is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner that impairs performance of assigned tasks. State law prohibits the medically unsupervised use, possession, sale, manufacture or distribution of drugs classified as illegal or the use, possession, sale, manufacture or distribution of prescription medication used in an illegal manner or used in a manner other than that prescribed. Students determined to be in violation are subject to arrest, criminally prosecuted and referred to the Office of Student Conduct and Community Standards for disciplinary action. Additional policies on drugs regulated by the Housing Office may apply at campus housing facilities. The UTSA Student Code of Conduct prohibits the use, manufacture, possession, sale, or distribution on the campus of the substances defined and regulated under Chapters 481, 482, 483, 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 responsible of the illegal use, possession, or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the institution for a specified period of time; and/or suspension of rights and privileges.

### ***Alcohol***

The use of alcoholic beverages must be in compliance with Texas State Law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited. UTSA police officers enforce laws regulating the use of alcoholic beverages and underage drinking. Officers may issue court appearance citations or affect an arrest if required by law. Student violators are also referred to the Office of Student Conduct and Community Standards. Alcoholic beverages may not be consumed or possessed in public areas of the University.

Additional policies on alcohol regulated by the Housing Office may apply at campus housing facilities. According to

the UTSA Student Code of Conduct, the 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. Regarding the possession and consumption of alcoholic beverages, state law will be strictly enforced on the campuses at all times.

### ***Drug and Alcohol Counseling Services on Campus***

*Student Counseling Services*, (210) 458-4140, provides short-term counseling for students. The office is located in the Recreation and Wellness Center, room 1.810. Counseling Services provides individual alcohol and drug related consultations, substance abuse assessments and feedback. Also provided are referrals for education and other support services to students dealing with alcohol and drug issues, to include maintaining recovery. Students can also seek support and guidance from Counseling Services on starting 12-step recovery groups on campus. The Counseling Center uses online anonymous assessments using E-Chug for alcohol and E-Toke for marijuana to give students feedback on alcohol and drug use, including how it compares to other college students, potential risks of substance use, and ways to reduce harm associated with misuse of substances.

*Student Health Services*, (210) 458-4142, is located in the Recreation and Wellness Center, room 1.500 and no appointment is required. Health Education provides individual alcohol and drug related consultations, substance abuse assessments and feedback utilizing evidence-based interventions such as BASICS (Brief Alcohol Screening Interventions for College Students). Also provided are referrals for education and other support services to students dealing with alcohol and drug issues. Health advocate organizations that are part of Student Health Services include:

**SHADES** – sexual health, alcohol and drugs

**SHO** – general wellness

**The C.U.R.E.** – sexual assault, positive partner relationships

**CAMBassadors** – cancer education and awareness

**BabySTEPS** – teen and young adult pregnancy and barriers to parenting students

All the above are registered student organizations that utilize a peer-to-peer education model focusing on a variety of topics.

### **Sexual Offense Policy**

It is the policy of The University of Texas at San Antonio to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. The University fosters an understanding of difference and cultivates the ethical and moral issues that are the basis of a humane social order. Therefore, the University will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including, but not limited to acquaintance or date rape.

Acts of sexual violence are also forms of Sexual Harassment covered under Title IX of the Education Amendments of 1972 (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX requires UTSA to take immediate action to eliminate harassment, prevent its recurrence, and address its effects.

### ***Educational Programs***

There are many campus resources that can help campus community members to reduce their risk of becoming a victim of sexual assault:

*Whistle Defense Program* – The UTSA Police Department offers *free* key chain safety whistles for UTSA students, faculty and staff as a personal defense system for our Tri-Campus Community. The Whistle Defense Program is a campus safety program based on the use of whistles to alert patrol officers, students, faculty and staff that an offense or incident has occurred or is about to occur.

*Self Defense Program* – The UTSA Police Department has a one-hour introductory self-defense class where physical, non-physical and avoidance techniques are covered as well as resources to continue self-defense education.

*Intimate Partner Violence & The Dating Game* – Dating relationships programs are offered through the Counseling Center as part of their programming for sexual assault awareness.

*Women’s Resource Center* – The Women’s Resource Center (RWC 1.810) aims to provide the men and women of the UTSA community with resources, services, and knowledge of women’s issues. A Sexual Assault Advocate is available at the center. More information is available at <http://utsa.edu/wrc/wrc/>.

*Sexual Assault Awareness* – Through the Tomás Rivera Center for Student Success, Learning Communities’ Freshman Seminar class assists students in the development of strategies and attitudes to maximize academic success. In the Sexual Assault Awareness presentation, students gain an understanding of the definition of sexual assault, how it occurs and ways to avoid sexual assault through active class participation and respect of others.

### ***Procedures to Follow***

Anyone who is a victim of any form of sexual assault should immediately call the UTSA Police Department by dialing 911 on campus or by calling (210) 458-4911. Reporting an assault does not mean that the victim must press charges or take the case to criminal trial or a University disciplinary hearing. Even if a victim is undecided about filing criminal charges, calling the police and going to the hospital will provide for their emotional and medical needs and preserve the option to file criminal charges at a later time. Victims may also report in a confidential manner to University Counseling Services at (210) 458-4140 or Student Health Services at (210) 458-4142.

Student victims of sexual violence or sexual harassment may also contact UTSA’s Title IX Coordinator, Leonard Flaum, who is responsible for administratively investigating claims of sexual harassment and sexual violence, and ensuring there are appropriate grievance procedures for prompt and equitable resolution of student sex discrimination complaints. Mr. Flaum may be reached at any of the following:

Leonard Flaum  
Title IX Coordinator and Sr. Equal Opportunity Investigator  
Phone: 210-458-4120  
Email: [leonard.flaum@utsa.edu](mailto:leonard.flaum@utsa.edu)  
Office Location: 5726 West Hausman, Suite 300, San Antonio, Texas 78249

More information regarding Title IX may also be found at <http://utsa.edu/eos/titleix.html>

The Non-Reported Sexual Assault Evidence Program allows survivors of a sexual assault to obtain a forensic medical exam and have evidence collected, without cost to the victim, even if they do not wish to involve law enforcement personnel at the time of its collection. This will secure the evidence while giving the survivor time to consider if they want to report the assault. Victims can contact UTSAPD’s Crime Prevention Unit at (210) 458-6250 or the Women’s Resource Center at (210) 458-6829.

### ***Notification of Law Enforcement***

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the UTSA Police Department immediately. It is the UTSAPD’s policy 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. The UTSAPD will report all acts of sexual violence to the Title IX Coordinator on campus.

University police officers attend the Sexual Assault Family Violence Investigators Course (SAFVIC). This course is specifically designed to provide law enforcement officers with the tools they need to effectively investigate and prevent sexual assault and family violence. The curriculum covers crucial aspects for law enforcement’s response to these crimes, as well as the creation and use of community-based resources to assist law enforcement’s efforts. All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedures, Article 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. The 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.

***On/Off-Campus Services***

Information and assistance is available through University Counseling Services, (210) 458-4140; Student 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 UTSA Police Department. The UTSA Police Department Crime Prevention Unit is available to all victims to provide information about personal safety, Texas Crime Victims Rights, Texas Crime Victims Compensation Fund and other related information upon request. Reports of sexual assault can also be made to the San Antonio Police Department at (210) 207-7273 or the Bexar County Sheriff's Office at (210) 335-6000. UTSAPD or Other Campus Security Officials will assist the victim in contacting these agencies, if requested.

***Changes in Academic and Living Situation***

The Office of Student Life can assist the victim with issues including, but not limited to, class schedule changes, withdrawal procedures, or campus housing relocation. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, the Office of Student Conduct and Community Standards may take interim disciplinary action against the accused student as appropriate.

***Procedures for Campus Disciplinary Action***

A student may also choose to report the assault to the Office of Student Conduct and Community Standards for disciplinary action regardless of whether or not the student has decided to press criminal charges. A student may also file a report of sexual assault against another student, or a faculty or staff member, by directly contacting the Coordinator for Student Conduct and Community Standards at (210) 458-4720.

***Sanctions That May Be Imposed***

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 the conduct and the results which followed as a natural consequence of the conduct.

***Campus Sexual Assault Victims' Bill of Rights***

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

***Campus Safety Escort Service***

The Police Department's Campus Safety Escort service plays an essential role in the department's effort to promote safety and security on campus. The Safety Escort service is safe and easy to use. It is available to students, staff, faculty, and anyone else who needs an escort. You can call (210) 458-4242 to request a Safety Escort from anywhere on campus to your campus destination and a uniformed officer or Public Safety Officer will respond. The Safety Escort service is a free service provided by the UTSAPD. The objective of the program is to provide a safe alternative to walking alone at night.

**Sexual Offender Registration**

Information concerning Sex Offender Registration information and registered sex offenders is found at the Texas Department of Public Safety Web site for Sex Offender Registration at:

[https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx).



## **Weapons on Campus**

In accordance with Texas Penal Code, Chapter 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. According to the UTSA Student Code of Conduct, 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 University of Texas System is strictly prohibited unless authorized by the Vice President for Student Affairs and by federal, state, or local laws. The possession or use of imitation firearms, BB guns, Air-soft guns, or similar simulated firearms is prohibited in all campus housing areas.

## **Missing Students Who Reside In On-Campus Housing**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the UTSA Police Department at (210) 458-4911. UTSAPD will generate a missing person report and initiate an investigation. Contact information for UTSA Housing and Residence Life (Director and Assistant Director) is (210) 458-6200 and Campus Living Villages (University Oaks Apartments or Chisholm Hall, Director and Assistant Director) is (210) 877-4000 or (210) 697-4400.

Each residential student has the option of identifying an emergency contact person or persons whom UTSA shall notify within 24 hours of the determination that the student is missing. The emergency contact information is confidential and will only be used by authorized campus officials and/or law enforcement in the furtherance of a missing person investigation and in compliance with all applicable privacy laws. After investigating the missing person report, should UTSAPD determine that the student is missing and has been missing for more than 24 hours, UTSA will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UTSA will notify the student's parent or legal guardian immediately after UTSAPD has determined that the student has been missing for more than 24 hours in addition to notifying the additional emergency contact person(s) designated by the student. In addition to registering an emergency contact, students residing in on-campus housing have the option to select a confidential contact person to be contacted by UTSA in the event the student is determined to be missing for more than 24 hours. If a student has selected a confidential contact person, UTSA will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify and select a confidential contact can do so through their respective on-campus housing management. Depending on jurisdictional issues, the UTSA Police Department will lead missing person investigations and/or assist outside law enforcement agencies in the furtherance of a missing person investigation and share relevant investigative information.

## **Fire Safety Report**

New regulations in the Clery Act state that beginning October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

1. Fire statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available.
2. A description of each on-campus student housing facility fire safety system.
3. The number of fire drills held during the previous calendar year.
4. The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
5. The institution's procedures for student housing evacuation in the case of a fire.
6. The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
7. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
8. Plans for future improvements in fire safety, if determined necessary by the institution.

9. Maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.

The UTSA department responsible for the annual fire safety report is the Environmental Health, Safety and Risk Management Department. The annual fire safety report can be found at <http://utsa.edu/safety/#/fire/log/>.

You may also request a copy from the Environmental Health, Safety & Risk Management Department by contacting the UTSA Safety Office at (210) 458-5250. The full fire report is included at the end of this security report.

### Crime Statistics

University of Texas at San Antonio Main Campus One UTSA Circle - San Antonio, TX - 78249						
Offense	Year	On Campus Property	Residential Facilities <sup>1</sup>	Non-Campus Property	Public Property <sup>2</sup>	Total
MURDER/NON-NEGLIGENT MANSLAUGHTER	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2009	0	0	0	0	0
	2010	4	4	0	0	4
	2011	2 <sup>4</sup>	1	0	0	2
SEX OFFENSES, NON-FORCIBLE	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
ROBBERY	2009	1	1	0	0	1
	2010	0	0	0	2	2
	2011	3	3	0	0	3
AGGRAVATED ASSAULT	2009	0	0	0	0	0
	2010	2	1	0	2	4
	2011	6	3	0	0	6
BURGLARY	2009	11	8	0	0	11
	2010	3	3	0	0	3
	2011	13	11	1	0	14
MOTOR VEHICLE THEFT	2009	0	0	0	0	0
	2010	1	0	1	0	2
	2011	3	0	0	0	3
ARSON	2009	1	0	0	0	1

University of Texas at San Antonio Main Campus One UTSA Circle - San Antonio, TX - 78249						
Offense	Year	On Campus Property	Residential Facilities <sup>1</sup>	Non-Campus Property	Public Property <sup>2</sup>	Total
	2010	0	0	0	0	0
	2011	0	0	0	0	0
LIQUOR LAW ARREST	2009	382	293	0	20	402
	2010	341	196	0	32	373
	2011	297	195	5	20	322
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	109	98	0	0	109
	2010	166	166	0	0	166
	2011	49	49	2	0	51
DRUG LAW ARRESTS	2009	114	88	0	7	121
	2010	96	63	0	15	111
	2011	137	106	0	7	145
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	48	46	0	15 <sup>3</sup>	63
	2010	65	65	0	0	65
	2011	49	49	0	0	49
ILLEGAL WEAPON ARREST	2009	3	3	0	0	3
	2010	0	0	0	0	0
	2011	1	1	0	0	1
ILLEGAL WEAPON VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
HATE CRIMES	2009	No hate crimes reported.				
	2010	No hate crimes reported.				
	2011	No hate crimes reported.				
NOTES: <sup>1</sup> Residential Halls numbers are a subset of On Campus numbers. <sup>2</sup> Statistics of Public Property also include statistics from the San Antonio Police Department for areas directly adjacent to the campus. <sup>3</sup> Includes referrals for university sponsored off-campus trip						

University of Texas at San Antonio Downtown Campus 501 César E. Chávez Boulevard - San Antonio, TX - 78249					
Offense	Year	On Campus Property	Non-Campus Property	Public Property <sup>1</sup>	Total
MURDER/NON-NEGLIGENT MANSLAUGHTER	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
NEGLIGENT MANSLAUGHTER	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
SEX OFFENSES, FORCIBLE	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
ROBBERY	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
AGGRAVATED ASSAULT	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
BURGLARY	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
MOTOR VEHICLE THEFT	2009	1	0	0	1
	2010	0	0	0	0
	2011	2	0	0	2
ARSON	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
LIQUOR LAW ARREST	2009	0	0	0	0
	2010	1	0	10	11
	2011	6	0	2	8
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
DRUG LAW ARRESTS	2009	4	0	3	7
	2010	3	0	3	6
	2011	5	0	3	8
DRUG LAW VIOLATIONS REFERRED FOR	2009	0	0	0	0

University of Texas at San Antonio Downtown Campus 501 César E. Chávez Boulevard - San Antonio, TX - 78249					
Offense	Year	On Campus Property	Non-Campus Property	Public Property <sup>1</sup>	Total
DISCIPLINARY ACTION	2010	0	0	0	0
	2011	0	0	0	0
ILLEGAL WEAPON ARREST	2009	0	0	0	0
	2010	1	0	0	1
	2011	0	0	0	0
ILLEGAL WEAPON VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2009	0	0	0	0
	2010	0	0	0	0
	2011	0	0	0	0
HATE CRIMES	2009	No hate crimes reported.			
	2010	No hate crimes reported.			
	2011	No hate crimes reported.			
NOTES: <sup>1</sup> Statistics of Public Property also include statistics from the San Antonio Police Department for areas directly adjacent to the campus.					

## **FIRE SAFETY REPORT**

The University of Texas at San Antonio (UTSA) Environmental Health, Safety and Risk Management (EHSRM) department has summarized the following information:

1. Statistics relating to fires in on-campus student housing, including
  - a. The number of fires and the cause of each fire;
  - b. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
  - c. The number of deaths related to a fire; and
  - d. The value of property damage caused by a fire.
2. A description of each on-campus student housing facility fire safety system.
3. The number of fire drills held during the previous calendar year.
4. The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
5. The institution's procedures for student housing evacuation in the case of a fire.
6. Fire safety education and training programs provided to the students and employees.
7. Titles of each person or organization to which students and employees should report that a fire occurred.
8. Plans for future improvements in fire safety, if determined necessary by the institution.

For the purposes of this report:

“On-campus student housing” refers only to structures containing residential occupancy for students. It does not include neighborhood centers within student housing developments, campus facilities (administrative, academic, library, student life, or support) where students may overnight on a transient basis, vehicles, locations off UTSA property, or outdoor locations of any kind.

“On-campus student housing” consists of four developments. The UTSA Housing and Residential Life department (HRL, <http://utsa.edu/housing/>) operates two of these, Chaparral Village and Laurel Village. Campus Living Villages (CLV, <http://www.campushousing.com/utsa/>) operates two of these, Chisholm Hall and University Oaks apartments.

“Fire” is “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” “Fire” does not include controlled burning, even when that event is contrary to policy, such as candles, smoking, or other open flames, when that open flame does not result in property damage.

### **Fire Safety Systems**

Chaparral Village, built in 2004 with type V-A (protected wood frame) construction, consists of a multibuilding development. Student housing structures within the development have local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. All buildings in the development have full sprinkler coverage. Portable fire extinguishers are provided outside the buildings.

Chisholm Hall, built in 1982 of type II-B (unprotected noncombustible) construction, is a single four-story residential building. Chisholm Hall has local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. The building has a fire pump serving a standpipe system with hoses. Portable fire extinguishers are provided in the building.

Laurel Village, built in two phases in 2007 and 2008 with type V-A (protected wood frame) construction, consists of a multibuilding development. Student housing structures within the development have local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. All buildings in the development have full sprinkler coverage. Portable fire extinguishers are provided outside the buildings.

University Oaks, built in three phases in 1992, 1993, and 1994 with type V-A (protected wood frame) construction, consists of three multibuilding developments. Student housing structures within the development have local alarms with automatic initiation. Portable fire extinguishers are provided in the buildings.

## **Fire Drills**

Occupants of on-campus student housing facilities with centrally monitored fire alarm systems (Chaparral Village and Laurel Village) are drilled on fire evacuation at least once per year per building. CLV performs one fire drill per semester at Chisholm Hall. To create and sustain a culture of preparedness, fire drills are unannounced to residents and occur at times of high expected occupancy.

## **Fire Prevention Policies**

UTSA HRL and CLV policies prohibit open flames, candles, smoking indoors, modification of fire safety devices (sprinklers, smoke detectors, extinguishers, etc.), and initiating false alarms. Further, campus policies prohibit storage and use of propane cylinders.

## **Procedures for Evacuation**

The UTSA Community Emergency Response Guide and Fire and Life Safety Manual include emergency procedures for fire. Current language is below.

### **Text of Evacuation Procedures (as of September 29, 2011):**

#### *Fire:*

Pull the nearest fire alarm and leave via the preplanned evacuation route if safe to do so.

Dial 4911 or 911 (UTSA Phone) and give your name and location of the fire. (If necessary, dial 911 from another building).

When a fire alarm sounds, occupants should:

- Proceed immediately to an exit according to the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.
- Do not use an elevator.
- If there is smoke in the area, remain close to the floor.
- Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.

If you cannot leave the room:

- Open the windows.
- Seal the cracks around doors with clothing or other material, soaked with water if possible.
- Hang an object (bed sheet, jacket, shirt, etc.) out the window to gain attention.
- Shout for help.
- If possible, call 458-4911 or 911 (UTSA phone) and report that you are trapped.
- If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures.

As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans.

## **Fire Safety Education Programs**

Members of the UTSA Housing and Residential Life staff, including Residential Assistants, receive training in fire prevention, emergency response, and emergency management.

Members of the CLV staff, including Residential Assistants, receive training in emergency management protocols, including fire alarm activation.

Some UTSA students and employees receive fire safety training as part of organized safety, health, and environmental protection training programs. Exposure to this training content depends on the roles and responsibilities of the student or employee.

UTSA's Environmental Health, Safety, and Risk Management department makes fire safety and prevention training available to UTSA employees and on-campus student residents upon request.

## **Reporting Fires in On-campus Student Housing**

Fire reporting in UTSA on-campus student housing varies by housing development:

Chaparral Village, Laurel Village:

*The University of Texas at San Antonio Police Department (210) 458-4911*  
*HRL professional staff (210) 458-6200*  
*Associate Director Housing Operations*  
*Associate Director Education and Residence Life*

Chisholm Hall, University Oaks:

*The University of Texas at San Antonio Police Department (210) 458-4911*  
*Resident Assistants*  
*CLV professional staff (210) 877-4000*  
*Residential Life Coordinator*  
*Director of Operations*  
*General Manager*

## **Plans for Future Improvements**

UTSA and CLV intend to expand and develop fire protection and fire drills in on-campus student housing facilities, and fire prevention policies, as necessary. CLV is evaluating processes for fire drills in the University Oaks development.

UTSA is constructing San Saba Hall, a 618-bed four-story residence hall. The building plans call for steel stud construction, with full sprinkler and alarm coverage. The construction schedule calls for the facility to be available for occupancy in August of 2013.



**Fire Statistics for the University of Texas at San Antonio – Calendar Years 2009 to 2011**

Chaparral Village	Number and Causes of Fires	Fire Losses			
		Property Damage (\$)		Injuries (count)	Deaths (count)
		Facility	Occupants		
2011	1 (unattended candle)	300	50	0	0
2010	0	0	0	0	0
2009	0	0	0	0	0

Chisholm Hall	Number and Causes of Fires	Fire Losses			
		Property Damage (\$)		Injuries (count)	Deaths (count)
		Facility	Occupants		
2011	0	0	0	0	0
2010	0	0	0	0	0
2009	0	0	0	0	0

Laurel Village	Number and Causes of Fires	Fire Losses			
		Property Damage (\$)		Injuries (count)	Deaths (count)
		Facility	Occupants		
2011	0	0	0	0	0
2010	0	0	0	0	0
2009	0	0	0	0	0

University Oaks	Number and Causes of Fires	Fire Losses			
		Property Damage (\$)		Injuries (count)	Deaths (count)
		Facility	Occupants		
2011	0	0	0	0	0
2010	0	0	0	0	0
2009	1 (cooking)	2,726.12	No data	0	0

**Fire Drills for the University of Texas at San Antonio – Calendar Year 2011**

Development	On-Campus Student Housing buildings	Drills per building per year	Drills per year
Chaparral Village	12	1	12
Chisholm Hall	1	2	2
Laurel Village	8	1	8
Total	21		22

# 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, room 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.

A student who believes another student has violated the [Student Code of Conduct](#) may file a complaint with the [Office of Student Conduct and Community Standards](#).

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

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals must be submitted on the Student Academic and Grade Grievance Form. The decisions of the Deans of University College

and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

## **Counseling Services**

Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Counseling Services has offices at both the Downtown and Main campuses. Our services are free and confidential. Our counseling center is accredited by The International Association of Counseling Services (IACS).

The transitions and stresses of university life affect all students to different degrees. Students coping with these challenging human issues may, at times, need the assistance of a qualified professional. The counseling process helps students resolve personal concerns and acquire the skills, knowledge, and abilities that will enable them to succeed through their college experience.

Services at the Counseling Center include individual brief therapy for personal and educational concerns, couples/relationship counseling, and group therapy on topics such as college adaptation, relationship concerns, sexual orientation, depression and anxiety. Counseling Services also screens for possible learning disabilities and has limited psychiatric services. Visit Counseling Services at <http://utsa.edu/counsel/> or call (210) 458-4140 (Main 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 50000, Rule 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 or possession of drug paraphernalia.

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

## University Sanctions

### *Students*

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

### *Employees*

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

## Student Health Services

Student Health Services provides information on and referrals for counseling and/or rehabilitation services in addition to general health services. The clinic is located at the Main Campus Recreation and Wellness Center, room 1.500. 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

# TUITION REBATE 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. Hours earned to satisfy the requirements for a Reserve Officers' Training Corps (ROTC) program but that are not required to complete the degree program shall not be counted.
  - c. Hours earned before graduating from high school (dual credit hours), other than hours earned exclusively by examination, shall not be counted.
  - d. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
  - e. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.



5. If enrolled for the first time in the Fall 2005 semester or later, graduate within four calendar years for a four-year degree. If the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete, the student must graduate within five calendar years. A student unable to meet the provisions of this paragraph because of a hardship may seek an exception to this requirement from the Dean of University College.

### **Amount of Tuition Rebate**

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

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

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

### **Responsibilities of Students**

Students must apply for the tuition rebate prior to receiving their baccalaureate degree using forms provided by the institution. The Application for Tuition Rebate form may be downloaded from the UTSA [Office of the Registrar Web site](#).

### **Further Information**

For more information on the tuition rebate program, visit the Web site [www.CollegeForAllTexans.com](http://www.CollegeForAllTexans.com).

# Appendix H

## ACCREDITATION

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### Institutional Accreditation

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

### Accredited Programs

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#### College of Architecture

<i>Master of Architecture</i>	National Architecture Accrediting Board (NAAB); expires 2016
<i>B.S. in Interior Design</i>	Council for Interior Design Accreditation (CIDA); expires 2015

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#### College of Business

<i>B.B.A., M.B.A., E.M.B.A.</i>	Association to Advance Collegiate Schools of Business (AACSB) International; expires 2017
<i>M.B.A. in International Business</i>	AACSB International; expires 2017
<i>Master of Accountancy (MACY)</i>	AACSB International; expires 2017
<i>M.S. in Construction Science and Management</i>	AACSB International; expires 2017
<i>M.S. in Finance</i>	AACSB International; expires 2017
<i>M.S. in Information Technology</i>	AACSB International; expires 2017
<i>M.S. in Management of Technology</i>	AACSB International; expires 2017
<i>Ph.D. in Business Administration</i>	AACSB International; expires 2017
Accounting programs meet standards for additional AACSB International Accounting Accreditation.	

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#### College of Engineering

<i>B.S. in Civil Engineering</i>	Accreditation Board for Engineering and Technology, Inc., (ABET); expires 2017
<i>B.S. in Electrical Engineering</i>	Accreditation Board for Engineering and Technology, Inc., (ABET); expires 2017
<i>B.S. in Mechanical Engineering</i>	Accreditation Board for Engineering and Technology, Inc., (ABET); expires 2017

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#### College of Liberal and Fine Arts

<i>B.F.A. in Art</i>	
<i>B.A. in Art</i>	National Association of Schools of Art and Design (applies to University, not programs); expires 2018
<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>	
<i>B.A. in Music</i>	National Association of Schools of Music; expires 2013
<i>Master of Music</i>	

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#### College of Public Policy

<i>Master of Public Administration</i>	National Association of Schools of Public Affairs and Administration (NASPAA); expires 2013
<i>Master of Social Work</i>	Council on Social Work Education; expires 2020

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#### College of Sciences

<i>B.S. in Chemistry</i>	American Chemical Society
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