



STUDENT POLICIES

2022–2023

The University of Texas at San Antonio™

August 2022

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The University of Texas at San Antonio

Published August 15, 2022

This online version of The University of Texas at San Antonio (UTSA) *Student Policies* is the official version. This publication was last updated on July 21, 2023 (p. 3).

Disclaimer

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

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

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

July 21, 2023: Updated Transfer Coursework (p. 9); applicability of coursework toward the UTSA degree.

April 11, 2023: Updated Section 401(A) of the Student Code of Conduct (p. 87).

General Information

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

About UTSA

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

UT System Board of Regents

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

Executive Leadership

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

Institutional Accreditation

The University of Texas at San Antonio is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and doctoral degrees. Questions about the accreditation of The University of Texas at San Antonio may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org) (<https://www.sacscoc.org/>).

Statement of Equal Educational Opportunity

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

University Catalogs

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

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

Calendars

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

Detailed calendars of academic deadlines for each semester, as well as registration and final exam schedules, are located on the One Stop Enrollment site (<https://onestop.utsa.edu/resources/calendar-pdfs/>).

Admission application deadlines for undergraduate, graduate and international students may be found on the Admissions website (<https://www.utsa.edu/admissions/>).

Admission Policies

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Undergraduate Students

Philosophy

Admission requirements for undergraduate study at UTSA are designed to facilitate the enrollment of well-prepared students. UTSA places a strong emphasis on preparing students to excel in a global economy. UTSA will consider all candidates for admission who meet our admission criteria and who are deemed admissible by direct admission or committee review.

Offers of admission are valid only for the semester indicated in the acceptance letter. Admitted students wishing to change the semester of initial enrollment must reapply as indicated in the “Admission Procedures (p. 13)” section.

Undergraduate Classifications and Requirements

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

Application, Application Fee, and Supporting Documentation

UTSA uses either the State of Texas ApplyTexas Application (https://www.applytexas.org/adappc/gen/c_start.WBX) or the Common Application (<https://www.commonapp.org/>) as its 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 or use the Common Application. Detailed on-line information about undergraduate admission to UTSA, including a link to the ApplyTexas Application and the Common Application may be found on the UTSA Future Roadrunner website (<https://future.utsa.edu/admissions/>).

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

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

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

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

A student’s application may be rejected and/or offer of admission may be rescinded if UTSA determines a student knowingly falsified academic information or provided misleading information during the admission process.

First-Time Freshman Admission

UTSA classifies the following students as first-time freshmen:

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

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

- Successfully completed the Distinguished, Advanced, Recommended, Foundation with an Endorsement, Foundation, or Minimum High School Program or complete the portion of the program that was available to them; or
- Successfully completed a curriculum that is equivalent* in content and rigor to the Distinguished, Advanced, Recommended, Foundation

with an Endorsement, Foundation, or Minimum High School Program at a high school that is exempt from offering such programs; or

- Satisfied the College Readiness Benchmarks on the SAT or ACT assessment:

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

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

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

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

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

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

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

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

Application Procedures

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

Admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date, final high school ranking (if applicable), curriculum information, STAAR or TSI scores for students from public Texas high schools must be provided to ensure enrollment, financial aid eligibility

and registration for future semesters. In order for the transcript to be considered the official final transcript that verifies high school graduation, the student must have completed coursework from the school providing that transcript.

Admission Requirements

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

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

Guaranteed Freshman Admission Criteria

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

*Old SAT – SAT taken prior to March 2016.

*New SAT – SAT taken March 2016 and after.

Admission By Committee Review

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

*Old SAT – SAT taken prior to March 2016.

*New SAT – SAT taken March 2016 and after.

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

Admission By Committee Review

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

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

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

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

1. Applicants are encouraged to submit at least one essay (Topic A from ApplyTexas or Writing supplement from CommonApp).
2. Up to two letters of recommendation, based on community involvement, high school academics or employment

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

General Educational Development (GED) Applicants

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

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

Denial of Admission

If an applicant is denied after an initial review for not meeting admission requirements, the student will be encouraged to reapply after completion of a minimum of 30 transferable credit hours at an accredited college or university with a grade point average of at least a 2.25. Students who are denied pending 30 transfer credit hours are encouraged to take advantage of the transfer advising services offered by the Office of Undergraduate Admissions, to use transfer guides found at the UTSA Transfer Admissions website (<https://future.utsa.edu/transfer/>) to assist in course selection during the period of deferment, and to reapply to UTSA according to the procedures outlined in the "Transfer Student Admission (p. 9)" section.

LEAD Student Success

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

Students are offered LEAD based on UTSA's admission requirements. A student's overall status shows that they would benefit from participating

in LEAD after a holistic review of their application. Once a student completes the summer term, they will continue for fall.

Alamo On-TRAC

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

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

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

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

Alamo Runners

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

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

Coordinated Admission Program – The University of Texas at Austin

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

CAP students who are eligible for CAP at UTSA and who designate UTSA as their partner school when submitting their CAP acceptance agreement to UT Austin will have their initial application forwarded to UTSA from UT Austin; they do not need to submit a second application to UTSA but will need to submit the \$70 application fee to UTSA. Also, students who send AP and Dual Credit Scores/Grades to UT Austin must also request

that this documentation be sent to UTSA for evaluation. The admission decision is often made prior to high school graduation; therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting the student's graduation date, final high school ranking, if applicable, and curriculum information must be requested to be sent to UTSA to ensure admission status, financial aid eligibility and registration for future semesters.

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

Early Admission of High School Students

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

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

First-Time Early Admission Criteria

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

*Old SAT – SAT taken prior to March 2016.

*New SAT – SAT taken March 2016 and after.

Procedures

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

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

concerning these procedures and requirements are available from the University coordinator for the program.

Continuing Student Early Admission Procedure

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

Enrollment Procedures

1. Early Admission student advising and course registration are coordinated by the Department of Instructional Outreach 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 ¹

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

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

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

Enrollment Requirements

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

Procedures

- Submission of the ApplyTexas application to the UTSA office managing the agreement with the school district on or before the application deadline for the requested semester of enrollment

- Submission of the nonrefundable application fee unless otherwise waived or paid by a sponsoring grant program
- Submission of an official high school transcript and official college transcript, if applicable
- Submission of official ACT or SAT scores, if required by the program, sent directly to UTSA from the testing company
- Dually enrolled students will receive academic advisement from the UTSA office managing the agreement with the school district

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

Transfer Student Admission

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

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

Application Procedures

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

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

Transfer Applicants with fewer than 12 Semester Credit Hours Completed

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

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

Transfer Applicants with 12 to 29 Semester Credit Hours Completed

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

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

Transfer Applicants with 30 or More Semester Credit Hours Completed

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

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

Applicants for admission to UTSA who have completed 30 or more college-level transferable semester credit hours with a 2.00 – 2.24 cumulative grade point average on a 4.00 scale may be offered admission on academic probation. Academic probation has minimum GPA requirements and registration limitations for the first semester of enrollment. For more information on academic probation, refer to the Academic Standing section of UTSA Student Policies

(<https://catalog.utsa.edu/policies/generalacademicregulations/academicstanding/>).

Transfer Coursework

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

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

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

Outreach to Prospective Transfer Students

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

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

Colleges with Articulation Agreements with UTSA

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

In addition to the above-mentioned degree/transfer plans, UTSA also provides a host of transfer resources on the Undergraduate Admissions website (<https://www.utsa.edu/transfer/>). To determine what credits you earned may apply for your intended major, view the transfer guide for the community college that has an articulation agreement with UTSA (<https://www.utsa.edu/advising/transfer/transfer-equivalency.html>). In addition, our Transfer Credit Calculator allows you to enter every college you have attended and credit earned and see how courses could transfer to UTSA. If a course is not in the calculator, the Office of Undergraduate

Admissions will evaluate that course and notify you if an equivalency can be assigned to your entries.

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

For more information on transferring to UTSA, please visit the Undergraduate Admissions website (<https://future.utsa.edu/admissions/transfer/>) or call 210-458-8000.

Declaration of Previous College Work Attempted

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

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

Credit for Military Service

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

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

Veterans entering UTSA as undergraduate students should meet with an academic advisor to discuss military service credit options, as elective credits may affect eligibility for the tuition rebate program and the Texas B-On-Time Loan forgiveness program or result in additional tuition for

excess credit hours. Students must provide proof of eligibility (i.e., DD Form 214 or disability discharge documentation) to the academic advisor and complete the Military Service Credit Notice with the academic advisor. The Military Service Credit Notice is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>) and in the UTSA Veterans Certification Office in the John Peace Library (JPL) Building, room 1.01.14.

Academic Fresh Start

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

Applicants seeking admission under the Academic Fresh Start statute must inform Undergraduate Admissions, **in writing at the time of application**, of their intent by submitting an Academic Fresh Start form (<https://onestop.utsa.edu/forms/admissions/>). Students admitted under this program will not receive any credit for courses taken 10 or more years before enrollment. Students must enroll at UTSA for the semester in which their form of intent was submitted.

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

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

Special Undergraduate Student Admission

Special undergraduate students are non-degree-seeking transfer students who enroll in courses only at the undergraduate level without pursuing a degree at UTSA. Special undergraduate students include those seeking to enroll at UTSA on a transient or post-baccalaureate basis. Unless applying with a UTSA coordinated admission program, first-time freshman 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 or CommonApp application (<https://future.utsa.edu/apply/>)
- A nonrefundable \$70 application processing fee
- An official transcript(s) from the most recently attended accredited institution(s) reflecting the last 30 undergraduate semester credit hours earned

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

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

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

Applicants who have earned 30 or more undergraduate semester credit hours at the time of application must have at least a 2.25 cumulative grade point average on a 4.00 scale in the last 30 hours attempted and be in good academic standing at the last college or university attended. Even though admission is based on the last 30 undergraduate semester credit hours attempted, students must list all colleges and universities attended on the admission application. Special students desiring to be regular degree-seeking students must reapply for admission and meet the same admission requirements as those listed for transfer students. Applications must be submitted in accordance with the application dates (p. 13) stated in this publication.

International Undergraduate Student Admission

Definition

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

All international students, including first-time freshmen and transfer students, must prove proficiency in English by submitting scores from an approved English language proficiency exam. Approved English language proficiency exams include: TOEFL, IELTS, PTE Academic, iTEP Academic, Cambridge C1 Advanced. Passing an approved English language proficiency exam does not guarantee admission to UTSA.

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

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>).

PTE Academic is managed by Pearson. For more information, visit <https://pearsonpte.com/>. iTEP Academic is managed by iTEP. For more information, visit <https://www.itepexam.com/>. Cambridge C1 Advanced is managed by Cambridge Assessment. For more information, visit <https://www.cambridgeenglish.org/exams-and-tests/advanced/>.

The English language proficiency exam score requirement will be waived if:

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

Applicants from the following countries are exempt from submitting English language proficiency exam scores:

- American Samoa
- Australia
- Bahamas
- Barbados
- Belize
- Canada (except Quebec)
- Dominica
- Ghana
- Grand Cayman
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Nigeria
- Sierra Leone
- Singapore
- South Africa
- Trinidad/Tobago
- Turks and Caicos Islands
- United Kingdom
- U.S. Pacific Trust

International First-Time Freshmen

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

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

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

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

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

International Transfer Students

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

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

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

Transfer Coursework

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

International Application Deadlines

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

Automatic Admission for Children of Certain Deceased Public Servants

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

are subject to certain post-admission requirements when the University determines that the applicant could benefit from additional preparation for college-level work or from inclusion in a retention program, as set out in Texas Education Code, Section 51.803 (f).

Inactivation of Admission

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

Restrictions

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

Procedures

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

Conditions

- Students who cancel admission and later wish to enroll at UTSA must reapply for admission according to the requirements and procedures stated in the UTSA Student Policies current at the time of application.
- Application fees submitted as part of an application process that is later cancelled are nonrefundable.
- Documents submitted as part of an application process that is later cancelled remain the property of UTSA.
- Students who cancel their admission after attending an Orientation session 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.
- If any financial aid has been awarded or disbursed in good faith prior to the cancellation, the student, or the parent or guardian of a minor student, must immediately contact the One Stop Enrollment Center to discuss next steps.

Admission Procedures

Each applicant for admission is responsible for ensuring that an application through ApplyTexas, CommonApp or Scarlet (for Online Programs) and all required application materials (nonrefundable application processing fee, SAT or ACT test results sent directly from the testing company, official transcripts, etc.) are on file in the Undergraduate Admissions Office by the application deadlines. 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 application and nonrefundable application processing fee to apply for any future semester. Any subsequent applications must be in accordance with current admission requirements. New transcripts, test scores, and other supporting documents may be required since files for admitted students who do not register are not retained indefinitely, and to ensure the application file reflects the applicant's complete academic record prior to enrollment at UTSA.

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

Application Dates

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

Priority (Domestic) Application Deadlines

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

Freshman (Domestic) Final Application Deadlines

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

Transfer (Domestic) Final Application Deadlines

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

Students must have all application materials (application, nonrefundable application processing fee, and all required supporting documents) on file in the Undergraduate Admissions Office by the application deadlines. It is the responsibility of the student to ensure that this happens. If required documents are received beyond these dates without significant reason for additional time to review, 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 Admission Forms (<https://onestop.utsa.edu/forms/admissions/>)) on the Undergraduate Admissions website).

The appeal and all required documentation must be received by the Appeal Deadline for the term of the application. Deadlines which fall on

Readmission

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

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

Readmission

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

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

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

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

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

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

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

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

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

Carlos Alvarez College of Business

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

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

Klesse College of Engineering and Integrated Design

Students interested in pursuing a major within the Klesse College of Engineering and Integrated Design must meet program admission requirements in addition to University-wide admission requirements.

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

College of Sciences Department of Chemistry

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

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

Department of Computer Science

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

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

Honors College

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

honors.utsa.edu/admissions/the-process (<http://honors.utsa.edu/admissions/the-process/>).

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

Teacher Certification Programs

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

Admission to Teacher Certification

UTSA is approved by the State Board for Educator Certification to recommend students for teaching certificates in various baccalaureate degree areas. Students seeking a standard teaching certificate should apply for admission to the certification program through the Interdisciplinary Education (IDED) Advising Center. See admission requirements below for those students who are still seeking a degree. Accelerated Teacher Certification students (those who already hold a degree) should visit the COEHD website under "Certification Programs" for more information.

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

Specific information regarding admission requirements to the Teacher Certification undergraduate certification programs may be obtained in the IDED Advising Center and online at the COEHD website under Certification Programs (<https://education.utsa.edu/programs/professional-preparation/certification-programs.html>). Requirements for admission to the undergraduate Teacher Certification Program include:

1. Completing all core requirements;
2. Having a cumulative grade point average of 2.75 (on a 4.0 scale). Students with less than 2.75 overall cumulative GPA, who demonstrate a 2.5–2.74 GPA can petition GPA if they meet the requirements of the Texas Education Code §21.0441. Students with 3.0 GPA overall cumulative GPA and have a 3.5 GPA in the major at UTSA can be considered for Department Honors.
3. Having completed 12–15 hours of content coursework. Math and Science certification tracks must have 15 hours completed.
4. Reading and acknowledging by signing the Criminal History Policy (<https://education.utsa.edu/programs/professional-preparation/resources.html>)
5. Submitting authorization for a Texas Department of Public Safety criminal background report
6. Having no active case pending with the UTSA's Office of Student Conduct and Community Standards (SCCS)

7. Demonstrating TSI has been met or minimum composite passing scores on one of the following: SAT (1040 or higher) or ACT (23 or higher)
8. Demonstrating English Language Proficiency by earning a "C+" or better in a public speaking course (WRC 1013 , WRC 1023, COM 1043 , COM 1053 , COM 2113) (AP and CLEP credit for WRC 1013 and WRC 1023 is accepted.)
9. Reading and signing the Texas Educators' Code of Ethics (https://utsa.az1.qualtrics.com/jfe/form/SV_bayKBGbrjAFCZvL/).
10. Passing the Teacher Candidate Quiz with a 72 or higher (https://utsa.az1.qualtrics.com/jfe/form/SV_3XfKj7wSv96gdZH/).
11. Completing the teacher candidate interview screening (https://utsa.az1.qualtrics.com/jfe/form/SV_0eyfyqPukjTvZUF/).
12. EC-6 BBL, 4-8 BBL, 7-12 BBL Supplemental certificate students will be required to take the ALPS test.

Coursework Policy

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

Criminal History Checks

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

Students are encouraged to initiate and maintain contact with an academic advisor in the Academic Advising Center (<https://www.utsa.edu/advising/>) in order to stay informed of certification and graduation requirements.

Criminal History Policy and Acknowledgement

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

All COEHD prospective students in a licensure or certification program are required to acknowledge that they have been made aware of these requirements and that they have read the COEHD Criminal

History Policy (<https://education.utsa.edu/programs/professional-preparation/resources.html>). For more information and for completing the acknowledgement form, please visit the Office of Professional Preparation, Assessment, and Accreditation in the College of Education and Human Development.

UTSA Office of Student Conduct and Community Standards

To be admitted to the Teacher Certification Program students must be in good standing with 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 of Professional Preparation and Partnerships (or designee) in determining whether to grant admission to the Program. Admission is at the discretion of the Associate Dean of Professional Preparation and Partnerships (or designee). 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 (<https://education.utsa.edu/programs/professional-preparation/resources.html>) can be accessed from the COEHD website.

Graduate Students Philosophy

Admission requirements for graduate study at UTSA are designed so that admitted students will have a high probability of success in graduate-level academic work. Graduate study is much more than a continuation of undergraduate work; it is an intellectual pursuit that requires independent thought and investigation.

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

Keep Running with Us Programs

UTSA offers two streamlined admission programs to retain current highly qualified students and alumni.

VIP Graduate Admission Program

The VIP Graduate Admission Program allows Graduate Faculty and Graduate Faculty Scholars to recommend outstanding UTSA undergraduate and graduate students for admission. This encourages students with excellent academic records to remain at UTSA for their graduate education. Graduate program faculty may nominate a select number of outstanding undergraduate and graduate students.

Outstanding undergraduate candidates in their junior or senior year may be extended an offer of admission, conditional upon completion of their baccalaureate degree from UTSA in the area of nomination. All test scores and supplemental documentation are waived during the application process resulting in a streamlined application that helps fast-track the recommended students through the admission process.

Exceptional graduate candidates in their last 12 hours of study may be extended an offer of admission, conditional upon completion of the master's degree from UTSA in the area of nomination.

Auto-Admit Admission Program

The Auto-Admit Graduate Admission Program is designed to retain talented undergraduate and graduate UTSA students and alumni in pursuit of graduate education. Students are identified by faculty and staff as having potential to successfully complete a graduate degree and are invited to apply for a participating program.

Outstanding undergraduate candidates in their senior year may be extended an offer of admission, conditional upon completion of their baccalaureate degree from UTSA in the area of invitation. All test scores and supplemental documentation are waived during the application process resulting in a streamlined application that helps fast-track students through the admission process.

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

Graduate Classifications and Requirements

Classifications of graduate admission require approval by the Dean of the Graduate School, the administrative officer responsible for graduate

education. The criteria for the various classifications of admission to UTSA are set forth in the admission section.

Graduate Degree-Seeking Student Admission

University-Wide Admission Requirements

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

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

Students granted admission to a master's or doctoral program at UTSA who do not register for courses by census date of their first admitted semester must reapply for admission unless they have deferred their admission start date. Students who request and are granted a deferral can defer admission up to one year (three semesters) beyond original term of admission.

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

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

Please note that meeting the above minimum standards does not guarantee admission because the number of qualified applicants far exceeds the number of spaces available. Consequently, many well-qualified applicants may not be admitted.

Admission Classifications

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

Graduate Degree-Seeking

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

Unconditional Admission

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

Conditional Admission

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

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

Conditional Admission on Academic Probation

An applicant who has insufficient preparation in his or her intended graduate degree program and does not meet the criteria for conditional admission basis may be admitted on academic probation upon recommendation of the appropriate Graduate Program Committee and approval by the Dean of the Graduate School. Such admission requires that coursework taken during the first semester be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better. Failure to earn this average will result in academic dismissal. The dismissal cannot be petitioned by the department.

Denial of Admission as a Graduate Degree-Seeking Student

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

Special Graduate Student Admission

A special graduate student (non-degree-seeking) is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.

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

1. Earned a baccalaureate degree from an accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) from an awarded master's or bachelor's degree. Departments may consider the grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours.
3. Program specific, an official GRE/GMAT score may be required. Please check program requirements.
4. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section.
5. Meet additional admission criteria set forth by the graduate program of interest (see Graduate Catalog, Table of Contents).

Special graduate students are advised that:

1. In order to be eligible to enroll in a master's-level course, students must meet the necessary prerequisites, space must be available, and students must obtain the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.
2. Students who wish to enroll in a undergraduate-level course must obtain prior approval by completing the Permission For Enrolling in Undergraduate Courses While a Graduate Student Form.
3. A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree, and then only when the student has been admitted as a graduate degree-seeking student and the credits earned for these courses have been evaluated and approved for this purpose by the appropriate Graduate Program Committee.
4. 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.
5. To continue as a special graduate student in a subsequent semester, the student must meet the standards required to remain at UTSA as indicated in the section on Academic Standing.

Denial of Admission as a Special Graduate Student

An applicant who is denied admission as both a graduate degree-seeking student and a special graduate student may be eligible for admission as a special undergraduate student, if admission requirements for that classification have been met. The applicant will need to submit an undergraduate application to be considered (see "Special Undergraduate Student Admission (p. 11)").

Students holding bachelor's degrees who are admitted as special undergraduate students may enroll in undergraduate courses only. If they

wish to take courses at the graduate level, they must obtain permission from the course instructor and the department chair on the form provided for this purpose. Students may not have active applications at the graduate and undergraduate levels for the same term and year.

International Graduate Student Admission

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

All applicants (domestic and international) who have taken university/college coursework outside of the United States must have the coursework and degree evaluated from Educational Credentials Evaluators (<https://www.ece.org/>). It is the responsibility of the applicant to ensure the foreign credential evaluation arrives by the posted deadline. Any evaluation which is received after the posted deadline will not guarantee the applicant an admissions decision. Because transcripts from foreign universities require special evaluation, prospective students with foreign credentials are advised to submit their application, test scores, upload transcripts, and submit evaluations well in advance of deadlines. Early submission gives the University enough time to process the application and gives the international applicants enough time to obtain visas and make travel arrangements if admission is granted.

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

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

	TOEFL Internet	TOEFL Paper	IELTS
Graduate Admission Qualification ¹	79	550	6.5

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

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

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

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

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

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

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

The above criteria serve as guidelines for admission for international students. The credentials of each applicant are examined on an individual basis by the Graduate School and the appropriate Graduate Program Committee. Please note that meeting the above minimum standards does not guarantee admission because the number of qualified applicants far exceeds the number of spaces available. Consequently, many well-qualified applicants may not be admitted.

Academic Fresh Start

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

Procedures for Teacher Certification at the Graduate Level

An applicant who desires to work on teacher certification at the graduate level can do so in the following areas: Bilingual EC-6 Core Subjects with the Science of Teaching Reading (STR), Bilingual 4-8 Core Subjects with STR, Bilingual 7-12 Supplemental, ESL EC-6 Core Subjects with STR, ESL 4-8 Core Subjects with STR, ESL 7-12 Supplemental, 4-8 Math/Science and 4-8 Language Arts/Reading/Social Studies with STR.

Applicants who hold a bachelor's degree should apply as a graduate degree-seeking student to the Graduate Program Committee for the M.A. in Bicultural-Bilingual Education, or the M.A. in Teaching English as a Second Language, or the M.A. in Curriculum and Instruction for teacher certification. A student who is simultaneously seeking a master's degree should apply for admission to the master's degree program.

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

A graduate student who wishes to work on a program to meet the requirements for teacher certification must be admitted as a graduate degree-seeking student or special graduate student (not a special undergraduate student). He or she must apply to the Certification Officer to have an official analysis of the requirements that must be met before he or she can be recommended for certification.

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

Any student seeking a teaching certificate in the state of Texas must meet the basic state requirements for admission to the Teacher Certification Program as well as the UTSA admission requirements. Applicants must have acceptable identification to support fingerprinting and testing. Refer to the following websites for acceptable identification:

- Texas Educator Certification Examination Program, ID Policy (http://www.tx.nesinc.com/TestView.aspx?f=TXCBT_TestingPolicies.html&t=TX160)
- Texas Department of State Health Services, Acceptable Identification (ID) (<https://www.dshs.texas.gov/vs/identification.aspx>)
- Texas Department of Public Safety, Documents to Prove Identity for Fingerprinting (pdf) (https://www.dps.texas.gov/administration/crime_records/docs/ProvIdForFingerprinting.pdf)

For further information on these and other requirements, please review the application materials located under COEHD's Certification Programs (<https://education.utsa.edu/programs/professional-preparation/certification-programs.html>) website.

Criminal History Checks

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

Criminal History Policy and Acknowledgement

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

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

Fitness to Teach Policy

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

[professional-preparation/resources.html](https://education.utsa.edu/programs/professional-preparation/resources.html)) can be accessed from the COEHD website.

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

Information summarizing education certificate and endorsement requirements is available from the College of Education and Human Development Advising and Certification Center and online at the COEHD website under Certification Programs (<https://education.utsa.edu/programs/professional-preparation/certification-programs.html>).

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

Credentials, Application Deadlines, and Fees

- Credentials (p. 20)
- Deadlines (p. 21)
- Nonrefundable Application Fees (p. 21)

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

Credentials

Transcripts

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

Declaration of Previous Work Attempted

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

Graduate Admissions Tests

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

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

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

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

Deadlines

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

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

Master's Application Deadlines

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

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

Doctoral Application Deadlines

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

Nonrefundable Application Fees

Domestic applicants	\$50
International applicants	\$90

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

Readmission

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

Master's Level

UTSA master's students who have attended a semester but have not been in attendance for one full year (three continuous semesters) are required to reapply and submit an application for graduate admission, and pay a nonrefundable application fee (see application fee table (p. 20)), by the application deadline. Please note, students must be registered by census date of the third continuous semester or they must reapply for admission.

Doctoral Level

UTSA doctoral students must be enrolled every semester unless specified otherwise by the Graduate Program Committee. Doctoral students who have not been in attendance for one semester and do not have an approved leave of absence must submit an application for graduate admission, and pay a nonrefundable application fee (see application fee table (p. 20)), by the application deadline.

Military Service

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

Tuition, Fees, Charges, Deposits, and Refunds

- Additional College and Course Fees and Incidental Charges (p. 22)
- Changes to Tuition, Fee, and Charge Amounts (p. 32)
- Fees for Resource Use (p. 32)
- Financial Aid and Scholarships (p. 33)
- Mandatory Semester Fees and Charges (p. 35)
- Methods of Payment (p. 36)
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 - Refund Policy for Withdrawal or Dropped Courses (p. 38)
 - Concurrent Tuition (p. 39)
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 - Taxpayer Relief Act of 1997 (p. 44)
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Additional College and Course Fees and Incidental Charges

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

- Incidental Course and Program Fees (p. 22)
- Online Programs Fees (p. 31)
- Parking Fees (p. 32)

Incidental Course and Program Fees

Charge/Fee Name	Code	Amount	Charged Per	Charge/Fee Description
Certification Charge (COEHD) - College of Liberal & Fine Arts Majors	SELS	\$20	Semester	This charge is assessed all undergraduate College of Liberal and Fine Arts and College of Sciences majors seeking teacher certification to defray costs associated with group advising, individual advising, processing applications for admission to the Program, processing applications for certification to the State Board, outreach via classroom visits and mobile advising at student events.
Certification Charge (COEHD) - Graduate Students	SEGR	\$20	Semester	This charge is assessed graduate students seeking various professional certifications. Services for graduate students are provided only during their final semester. The fee will be attached to EDL 6941-3 for Educational Leadership students and may be assessed for other professional certification courses for principals, school counselors and Master Reading teachers.
Certification Charge (COEHD) - Post-Baccalaureate Students	SECC	\$105	Semester	This charge is assessed all post-baccalaureate students seeking initial teacher certification to defray costs of providing transcript evaluation, group and individual advising, and processing of certification applications to the State Board.

College of Engineering and Integrated Design (CEID) Programs Fee	SAP1	\$25	Course	This fee is assessed students enrolled in certain lower-division undergraduate courses in the architecture curriculum who use any of the studios under the direction of the College of Engineering and Integrated Design (CEID). This fee is to defray costs of supplies, materials, equipment, and services for students enrolled in Architecture, Interior Design, and Construction Science and Management curriculum
Counseling Support Fee	COUN	\$35	Course	All students registered in certain counseling department courses are charged this fee to defray costs of services and training designed to prepare counselors.
Dietetics and Nutrition Program Service Charge	DNPS	\$75	Semester	This charge is assessed all undergraduate and graduate students enrolled in the Coordinated Program in Dietetics (CDP) to defray costs associated with annual student orientation, training for students and off-site preceptors, administrative services to support student internship placement, tracking of practicum/internship hours, and other reports and systems required for ACEND accreditation.
Dietetics Teaching Kitchen Fee	DNMF	\$225	Credit Hour	This fee is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with the purchase of foods, consumable supplies and materials to be used in a kitchen laboratory.
Dietetics and Nutrition Practicum Fee	DNPF	\$20	Credit Hour	This fee is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with supervision of students at affiliation sites at various locations; including student liability coverage costs associated with the practicum courses, related faculty travel, recruitment and meetings with preceptors, field trips, instructional support materials, recognition events and training for the preceptors.
Dietetics and Nutrition Testing Fee	DNTM	\$112	Credit Hour	This fee is assessed all students enrolled in certain Dietetics and Nutrition Program capstone courses to defray costs associated with the purchase of educational materials for assessing student learning using computer-based testing in preparation for the national credentialing exam and including, but not limited to, the purchase of revised materials and annual subscriptions to online manuals.
Digital Learning Fee	DL01	\$25	Credit Hour	This fee is assessed each student enrolled in certain hybrid or online courses with a maximum charge of \$150 per semester to defray costs associated with managing, maintaining, upgrading and general operations of the University's Learning Management System (LMS) and online course development activities.
Education Assessment Course Fee (COEHD)	LEA1/ LEA2	\$15/ \$25	Course	A fee of \$15 per undergraduate course and \$25 per graduate course will be assessed all students registered in certain College of Education and Human Development courses to defray costs of development and maintenance of a collection of professional assessment materials.
Education TExES Charge	CETC	\$65	Semester	This charge is assessed all students pursuing teaching or professional certification through the College of Education and Human Development to defray costs associated with providing materials and services mandated by the Texas Education Agency, to support student success on the Texas Examinations of Educator Standards (TExES). Services offered include individual and group tutorials, workshops and large review sessions, implementation of Practice TExES exams, instructional materials, supplies, and salaries.

Additional College and Course Fees and Incidental Charges

Educational Field Clinical Instruction Fee - College of Education and Human Development	STF1	\$75	Course	This fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practica, and student internships to defray costs associated with providing materials and services associated with field-based courses and practica, to include supervision of student teachers, interns, and students in field placement at both the graduate and undergraduate levels, appreciation items for student teaching supervisors, mileage costs and salaries, training in the use of educational technology, and travel to mandatory state-wide Texas Education Agency training.
Educational Field Instruction Fee - KIN	STFK	\$57	Semester	This fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practica, and student internships to defray costs associated with providing materials and services associated with field-based courses and practica, to include supervision of student teachers, interns, and students in field placement at both the graduate and undergraduate levels, appreciation items for student teaching supervisors, mileage costs and salaries, training in the use of educational technology, and travel to mandatory state-wide Texas Education Agency training.
Equipment and Materials Fee - Department of Physics and Astronomy	MEPA	\$18	Course	This fee is assessed all students registered for certain courses in the Department of Physics and Astronomy to defray costs associated with purchase and maintenance of demonstration equipment, printing supplies, and acquisition of WEBASSIGN to enhance learning and wages.
Equipment and Materials Fee - Political Science and Geography, Media Equipment and Materials	MST1	\$30/ \$35	Course	A fee of \$30 per undergraduate student and \$35 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of the media studio and salaries for tutorial instruction.
Equipment and Materials Fee - Political Science and Geography, Geographic Information Systems Materials	GIS1	\$32/ \$40	Course	A fee of \$32 per undergraduate student and \$40 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of printing equipment and supplies and salaries for tutorial instruction.
Field Trip Fee - Biology	STFB	\$40	Course	A supplementary fee is assessed students in certain Biology and Environmental Science and Ecology courses to pay for the expenses of field trips.
Field Trip Fee - Environmental Science and Ecology	STFE	\$40	Course	A supplementary fee is assessed students in certain Biology and Environmental Science and Ecology courses to pay for the expenses of field trips.
Foreign Language Multimedia Learning Center Fee	MM01	\$7	Course	This fee is assessed each student who registers at UTSA in a foreign language course to defray costs of supplies, printing, equipment and part-time lab helpers in the Multimedia Learning Center.
Global Business Skills Charge - College of Business International Programs	BISP	\$10	Course	This fee will be assessed all students enrolled in certain lower-division undergraduate College of Business classes to defray costs of programs that develop students' global business skills including: programs that give participating students on-campus or U.S.-based access to study, research, or practicums related to global business; programs that immerse participating students in global business environments for study, research or practicums in U.S. or international locations; and, costs to administer programs related to developing global business skills.

Graduate Services Charge - College of Education and Human Development	GH01	\$30	Credit Hour	This charge is assessed all students enrolled in graduate or doctoral courses in the College of Education and Human Development to defray costs associated with advising, orientation, certification, placement, research support, recruitment, professional education, meetings, and other administrative and support services.
Graduate Services Charge - College of Engineering and Integrated Design (CEID)	CEGS	\$60/ \$30	Semester	A charge of \$60 per semester (\$30 per summer session) is assessed all students enrolled in graduate courses of the College of Engineering and Integrated Design (CEID) curriculum to defray the cost of providing advising, orientation, and administrative services.
Graduate Services Charge – College for Health, Community and Policy	GHC1	\$25	Credit Hour	This charge is assessed all students enrolled in graduate courses in the College for Health, Community and Policy (HCAP) to defray cost of hiring graduate assistants; support graduate student travel to present their research at national conferences; orientation, recruiting and reception for new graduate students; support for hiring teaching assistants for grad student summer teaching; and staff support.
Graduate Services Charge - College of Liberal and Fine Arts	GL01	\$30	Credit Hour	This charge is assessed all students enrolled in graduate courses of the College of Liberal and Fine Arts to defray costs associated with services to master's and doctoral students including advising, orientation, graduation, certification, placement, research support, professional education meetings, seminars, administrative services, graduate student travel, assistantships, and other support services.
Graduate Services Charge - College of Sciences	GS01	\$30	Credit Hour	This charge is assessed all students enrolled in graduate or doctoral courses of the College of Sciences curriculum to provide advising, research support, recruitment, professional meetings, assistantships, administrative services, and seminars.
Honors Experiential Enrichment Fee	EEHC	\$240	Fall/Spring Semester	A fee of \$240 per Fall and Spring semester is assessed all students enrolled in the Honors College to defray costs associated with specialized counseling within Honors, specialized advising within student majors, design of new opportunities for study-abroad, purchase of consumables for undergraduate research, faculty training and access to experiential tutorial sequences to improve readiness for graduate school and professional/board exams.
Individual Instruction Fee – Art Studio	SAF2	\$50	Credit Hour	A fee is assessed each student enrolled in Art studio classes will be used to defray the instructional costs associated with individual instruction as required by individual competencies held by students who take Art studio courses.
Individual Instruction Fee – Music	M001	\$154	Credit Hour	This fee is assessed all students in certain Music courses to defray the costs associated with instrument purchases, sponsoring artist teachers, master class and workshops for music majors, better tutoring opportunities for performing ensembles and to establish an opera budget.
Installment Plan Fee	IPP3	\$16	Semester	This charge is assessed when a student elects to pay tuition, fees, and charges under the installment payment plan. This charge is normally included in the first installment payment. A \$10 charge is assessed for each delinquent installment payment.
Instrument Users Fee (COS) - Department of Chemistry	IUC1	\$15	Course	This fee is assessed all students registered in certain Department of Chemistry courses to defray costs of repairing and replacing teaching equipment and salaries for technicians.

Additional College and Course Fees and Incidental Charges

Instrument Users Fee (COS) - Department of Computer Science	IUCS	\$15	Credit Hour	This fee is assessed all students registered in certain Department of Computer Science courses to defray costs of hardware and software instruments, peripheral devices, software licenses and maintenance of the computer science lab equipment, and administrative support.
Instrument Users Fee (COS) - Department of Earth and Planetary Sciences	IUE1	\$15	Course	This fee is assessed all students registered in certain Department of Earth and Planetary Sciences courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Integrative Biology	IUS1	\$15	Course	This fee is assessed all students registered in certain Department of Integrative Biology courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Molecular Microbiology and Immunology	IUB2	\$10	Course	This fee assessed all students registered in certain Department of Molecular Microbiology and Immunology courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Neuroscience, Developmental and Regenerative Biology	IUB1	\$10	Course	This fee assessed all students registered in certain Department of Neuroscience, Developmental and Regenerative Biology courses to defray costs of repairing and replacing teaching equipment.
Instrument Users Fee (COS) - Department of Physics and Astronomy	IUP1	\$20	Course	This fee is assessed all students registered in certain Department of Physics and Astronomy courses to defray costs of purchase, repair and maintenance of teaching equipment and salaries for technicians.
Instrument Users Fee (COLFA) - School of Music	IUM1	\$30	Credit Hour	This fee is assessed all students registered in certain Music courses to defray costs of musical instrument technical training and the replacement and maintenance of musical instruments.
International Student Insurance Fee	HIF1/ HIF2/ HIF3	Varies		All international students are required to purchase the UT System Student Health Insurance Plan, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency's regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided 1) the student presents proof of coverage by a comparable U.S. health plan, and 2) UTSA approves the comparable health coverage.
International Student Program Charge	OIP1	\$125	Semester	This charge is assessed all international students to defray costs of programs and services for international students in the Office of International Programs.
Internship Fee - College of Education and Human Development	INT1	\$50	Credit Hour	This fee is assessed each student enrolled in designated internship courses in the departments of BBL, ILT, ELPS, EDP, COU, KHN, and REGSS. To defray costs associated with the creation, development, coordination, placement, and supervision of students engaged in these internship courses and support administrative cost for an internship coordinator.
Internship Fee - Department of Criminal Justice	CJIF	\$65	Semester	This fee is assessed each student enrolled in Department of Criminal Justice courses to defray costs associated with creating, developing, and implementing internships including salaries and material costs.
ISCS Course Resource Fee (COB) - Department of Information Systems & Cyber Security	ISCS	\$25	Credit Hour	This fee is assessed all undergraduate and graduate students enrolled in certain Information System courses in the College of Business to defray the cost of providing materials including but not limited to technology maintenance, administrative and equipment support, and direct and indirect costs to upgrade the student's classroom and virtual learning experience such as Virtual Desktop Infrastructure (VDI), cyber range time and specialized software.

ISCU Education Abroad Course Fee	ISCU	\$40	Credit Hour	This fee is assessed all students attending Study-Abroad courses in Urbino, Italy, to defray cost associated with the oversight, administration, program accounting, creation/adjustment, and on-site management of courses taught in Urbino.
Laboratory Fee	L001	\$2 - \$30	Course	In certain courses, a laboratory fee, not to exceed the actual cost of materials and supplies and no less than \$2 nor more than \$30, may be charged. When a laboratory fee is charged, the online schedule of classes indicates the associated fee.
Learning Resource Fee - Core Curriculum	LRC1	\$4	Credit Hour	A fee is assessed each student enrolled in Core Curriculum courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - Writing Program	LRF1	\$10	Credit Hour	A fee is assessed each student enrolled in Writing Program courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - Academic Inquiry (AIS)	LRU1	\$12.50	Credit Hour	A fee is assessed each student enrolled in certain University College courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Business	LRB1	\$15.41	Course	A fee is assessed each student enrolled in certain lower-division undergraduate College of Business courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Education and Human Development	LRH1	\$20.54	Course	A fee is assessed each student enrolled in College of Education and Human Development undergraduate and graduate courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - College of Engineering and Integrated Design (CEID)	LRE1	\$25	Course	A fee is assessed each student enrolled in certain lower-division undergraduate College of Engineering and Integrated Design (CEID) courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resources Fee - College for Health, Community and Policy	LRHC	\$10	Course	This fee is assessed all students registered in certain Departments of Kinesiology, Health & Nutrition, Sociology, & Psychology in the College for Health, Community and Policy (HCAP) to defray costs to provide materials & course supplies, individual and/or group advising, hiring supplemental instruction reader/graders, coaching, tutorials, discussions and study skills sessions, reviews and instructional support lab materials.
Learning Resource Fee - College of Liberal and Fine Arts	LRLF	\$10.27	Course	A fee is assessed each student enrolled in College of Liberal and Fine Arts courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.

Additional College and Course Fees and Incidental Charges

Learning Resource Fee - College of Sciences	LRS1	\$15.40	Credit Hour	A fee is assessed each student enrolled in certain lower-division undergraduate College of Sciences courses to provide materials, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - Multidisciplinary Studies	LRMS	\$12.50	Credit Hour	This fee is assessed all students enrolled in Multidisciplinary courses to provide materials, providing personnel and equipment support of instructional design incorporating new technologies, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - Non-Course Based Instruction (NCB)	LRNC	\$12.50	Credit Hour	This fee is assessed all students enrolled in NCB courses to provide materials, providing personnel and equipment support of instructional design incorporating new technologies, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee - ROTC	LRRT	\$12.50	Credit Hour	This fee is assessed all students enrolled in ROTC courses to provide materials, providing personnel and equipment support of instructional design incorporating new technologies, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Learning Resource Fee – School of Data Science	LRDS	\$12.50	Credit Hour	This fee is assessed all students enrolled in Data Science course to provide materials, providing personnel and equipment support of instructional design incorporating new technologies, services and administrative support to enhance student success and to defray costs for funding Graduate Assistants, Teaching Assistants and materials to upgrade the student's classroom experience.
Manipulatives Fee - Department of Mathematics	MFSM	\$30/ \$35	Course	A fee of \$30 per undergraduate course and \$35 per graduate course is assessed all students in certain mathematics courses to defray costs of manipulatives used in courses for pre-service and in-service mathematics teachers and payment of salaries for assistance with manipulatives.
Music Course Fee	MC01	\$25	Credit Hour	This fee is assessed Music majors and non-Music majors that perform in and/or attend university ensemble concerts, dance minors, and students registered in music courses that are in the core curriculum and thus required to attend university performances. To defray costs of concert quality instruments, custom music chairs, music stands, sheet music, lighting, sound, and storage equipment, residency activities and guest artists/performers.
National Student Exchange Program Application Fee	NSEC	\$95	App.	This fee is assessed students participating in the National Student Exchange program to defray costs associated with the application fee charged by NSE for student participation.
Physical Education - Golf Activity Fee	PAH1	\$80	Semester	A fee of \$80 for a semester or summer term is required for physical education golf activity courses to defray costs of equipment for use of driving range.
Physical Education - Kinesiology Activity Fee	PAG1	\$20	Course	This fee is assessed students in certain Kinesiology courses to defray costs associated with equipment used in the instruction of kinesiology activity classes including golf, tennis, soccer, football, basketball, badminton, volleyball, resistance training and elementary PE activities. Additional expenses include the rental of exercise and sport facilities for course instruction.

Physical Education - Kinesiology Supply and Maintenance Fee	KSM1	\$10	Course	This fee is assessed all students registered in certain Kinesiology courses to defray costs associated with purchase of disposable or consumable materials and maintenance of equipment in instructional classes.
Physical Education - Outdoor Activity Fee	PARC	\$40	Semester	This fee is assessed all students enrolled in certain Kinesiology courses to defray costs associated with repair and purchase of equipment and transportation.
PreClinical & Outbound Clinical Fee	OCTF	\$500	Semester	This fee is assessed certain COEHD teacher candidates during their clinical teaching semester to defray costs associated with hiring a clinical faculty member to supervise the students and to pay for faculty travel to school sites outside of Bexar county.
Professional Affiliation, Accreditation, and Development Fee – College of Education and Human Development	EHPA	\$20	Semester	To defray costs associated with maintaining affiliations and accreditations with national professional organizations, administrative staff support, professional development of faculty, staff and students associated with various organizations.
Professional Affiliation and Development Fee - Department of Social Work	SWPA	\$25	Semester	This fee is assessed each student enrolled in certain social work courses to defray costs associated with affiliation expenses for professional organizations (accreditation fees, membership, travel, etc.) and professional development for social work graduate students (registration, travel, honorarium, etc.).
Professional Development and Enrichment Fee - College of Liberal and Fine Arts	LFPE	\$60	Semester	This fee is assessed to College of Liberal and Fine Arts students each semester to defray the costs associated with providing student enrichment experiences including experiential learning, immersion/alternative break experiences, and programming to develop marketable skills, professional development & growth, internship & externship support services, and associated personnel & operational costs.
Professional Development Charge - College of Business - Undergraduate	BPD1	\$60	Semester	This fee is assessed all Sophomore, Junior and Senior College of Business students each semester to defray costs associated with providing personnel, training, and other support for professional development programs, placement, and internship support services.
Professional Development Charge - College of Business - Graduate	BPD2	\$150	Semester	This fee is assessed all Graduate College of Business Students each semester to defray costs associated with providing personnel, training and other support for professional development programs, placement, and internship support services.
Program Charge - Education Abroad Application Fee	SAAF	\$75	Semester	This fee is assessed all students applying to participate in study abroad and exchange programs.
Program Charge - Education Abroad Program Fee	SARF	\$150/ \$75	Semester	A charge of \$150 per semester is assessed all students registered in for-credit study abroad and exchange programs, and \$75 per semester for research and non-credit programs.
Program Charge - Education Abroad Services Health Insurance Fee	SAHF	\$20	Week	This fee is assessed all students each week they are abroad, while enrolled in a study-abroad program, to defray the costs of insurance, International SOS, and administrative expenses.
Program Charge - Honors College	PCHC	\$100	Fall/Spring Semester	A charge of \$100 per Fall and Spring semester is assessed all students enrolled in the Honors College to defray costs associated with providing services for initiatives of the honors student leadership team, such as enhanced community building opportunities and attendance of conferences and programs to provide extensive experiential learning opportunities for both curricular and non-curricular initiatives.
Program Charge - Roadrunner Camp Charge	CAMP	\$125	Student	This fee is assessed each student attending Roadrunner Camp.

Additional College and Course Fees and Incidental Charges

School Psychology Support Fee	SPS1	\$14	Credit Hour	This fee is assessed all students enrolled in the School Psychology Master's Program to defray costs associated with services and training necessary to prepare School Psychologists for practicum, school-based internships, job placement, and for clinic operations and support.
Studio Art Fee	SAF1	\$45	Course	This fee is assessed students enrolled in art (ART) courses in the visual arts curriculum that will use any of the studios under the direction of the School of Art to defray costs associated with set up and maintenance of the art studios, instructional exhibitions, wages for graduate assistants and costs of supplies and materials.
Supplementary and Special Fees		Varies	Course	Some art, music, and other courses may require supplementary or special fees. When such fees are assessed, the online schedule of classes indicates the associated fee.
Technology Services and Instructional Support Charge - College of Business	BTSI	\$15.41	Course	This fee is assessed all students registered in certain lower-division undergraduate College of Business courses to defray costs associated with personnel and equipment support for instruction.
Technology Services and Instructional Support Charge - College of Education and Human Development	STSH	\$10.27	Credit Hour	This fee is assessed all students registered in College of Education and Human Development courses to defray costs associated with providing personnel and technology support for Web design, procurement, maintenance and support, computer hardware and software, and other support necessary to maintain laboratory operations as well as technology for student needs and distance learning. Will improve services through the conversion of computer labs to Technology Teaching and Learning labs where students will receive integrated and graduated training, develop hands-on expertise in ISTE standards appropriate to their future roles as educators, school counselors, school psychologists and educational leaders.
Technology Services and Instructional Support Charge - College of Engineering and Integrated Design (CEID)	STSE	\$10	Credit Hour	This fee is assessed all students enrolled in certain lower-division undergraduate College of Engineering and Integrated Design (CEID) courses to defray costs associated with providing additional personnel, calibration of equipment, computer software/hardware, service contracts, and other laboratory equipment maintenance.
Technology Services and Instructional Support Charge - College for Health, Community and Policy	STHC	\$6	Credit Hour	This fee is assessed all students registered in the College for Health, Community and Policy courses to defray costs to upgrade technology in student labs, purchase software and technology agreements, and to provide new learning resources for distance and collaborative learning. The funds will also support A/V tech fees for student academic programs, meetings and events.
Technology Services and Instructional Support Fee - College of Liberal and Fine Arts	STLF	\$6.16	Credit Hour	This fee is assessed all students registered in COLFA courses to defray costs associated with providing personnel and technology support for Web design, procurement, maintenance and support, computer hardware and software, personnel, and other support necessary to maintain laboratory/computer technology-based teaching, research, and learning operations.
Technology Services and Instructional Support Charge - College of Sciences	STSI	\$7.20	Credit Hour	This fee is assessed all students registered in certain lower-division undergraduate College of Sciences courses to defray costs associated with providing additional personnel and equipment support for instruction, technology support for Web design and maintenance, Web accessible course information, support for academic reporting and distance learning, service contracts, and other support necessary to maintain laboratory equipment.

Technology Services and Instructional Support Charge - Writing Program	STSF	\$2	Credit Hour	This fee is assessed all students enrolled in certain Writing Program courses to defray costs associated with providing personnel and equipment support of instructional design incorporating new technologies.
Three-Attempt Enrollment Charge	TTEC	\$512.85	Credit Hour	This charge is assessed all undergraduate students enrolled in the same course for the third and subsequent times to defray revenue lost as a result of nonfunding by the state.
Undergraduate Credit Limitation Charge - 45-Hour Limitation	CL45	\$512.85	Credit Hour	Resident undergraduate students who initially enrolled from the Fall 1999 Semester through the Summer 2006 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$512.85 per semester credit hour to defray UTSA's loss of formula funding revenue from the state. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advising center. Please refer to "Undergraduate Credit Limitation" in General Academic Regulations.
Undergraduate Credit Limitation Charge - 30-Hour Limitation	CL30	\$512.85	Credit Hour	Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate of \$512.85 per semester credit hour for hours attempted in excess of 30 semester credit hours above those required for completion of a degree to defray UTSA's loss of formula funding revenue from the state. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advising center. Please refer to "Undergraduate Credit Limitation" in General Academic Regulations.
Doctoral Credit Limitation Charges	CL99	\$997.10	Credit Hour	Doctoral students who enroll in courses in excess of 99 semester credit hours of doctoral work will be assessed an additional charge of \$997.10 per semester credit hour to defray UTSA's loss of formula funding revenue from the state.
UTSA Card Replacement Charge	YIR1	\$10		This charge is assessed for replacement of a lost and/or stolen student identification card.
Writing Materials Fee	LB01	\$5	Course	This fee is assessed for composition courses.

Online Program Fees

The table below reflects UTSA Online program fees at the time of publication. For current rates and a full list of online programs, visit the UTSA Online website (<https://online.utsa.edu/>).

Charge/Fee Name	Code	Amount	Charged Per	Charge/Fee Description
Online BA Communication Program Charge	OCOM	\$450	Credit Hour	This fee is assessed all students enrolled in the fully online B.A. in Communication program
Online Cyber Security Program Charge	CYBB	\$450	Credit Hour	This fee is assessed all students enrolled in the fully online B.B.A. in Cyber Security.
Online Data Science Certificate Program Charge	ODSC	\$450	Credit Hour	This fee is assessed all students enrolled in the fully online Data Science Certificate Program
Online Facilities Management Program Charge	OFMG	\$550	Credit Hour	This fee is assessed all students enrolled in the fully online Facilities Management Graduate certificate program.
Online Graduate FM Masters of Science Program Charge	OFMS	\$550	Credit Hour	This fee is assessed all students enrolled in the fully online Graduate Facilities Management Masters of Science Program
Online Medical Devices Communication & Entrepreneurship Charge	OMDG	\$550	Credit Hour	This fee is assessed all students enrolled in the fully online Medical Devices Communication and Entrepreneurship program
Online Multidisciplinary Program Charge	CYMS	\$450	Credit Hour	This fee is assessed all students enrolled in the fully online Multidisciplinary Studies Program

Parking Fees (PP01 / PPG1)

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

The table below reflects parking fees for student permits at the time of publication. For current rates and a full list of permit options, including employee permits, visit the UTSA Parking website (<http://utsa.edu/parking/>).

Types of Permits	Amount
Commuter	\$170
Resident	\$284
Garage - Student	\$846
Garage - Night	\$264
Commuter - Night (Twilight)	\$82
Motorcycle	\$71
Commuter Daily Scratch-Off	\$7
Resident Daily Scratch-Off	\$7
Alumni Permit	\$49

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

Changes to Tuition, Fee, and Charge Amounts

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

Fees for Resource Use

Housing Cancellation Fee (CVCC)

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

Housing Damage Fee (CVMI)

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

Housing Late Payment Fee (CVLF)

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

Learning Disability Testing Fee

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

Locker Fee

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

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

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

Placement Test Fee

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

Service Extension Fee - Counseling Services (CSEF)

A one-time charge of \$25 is assessed to students seeking Counseling and Mental Health Services during the summer term(s) to defray costs of

providing counseling, consultation, and psychiatry extended treatment or services past the conclusion of the spring semester.

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

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

Financial Aid and Scholarships

Financial Aid

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

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

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

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

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

Financial Aid Eligibility

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

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

In addition, a student:

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

Top 10 Percent Scholarship

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

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

Satisfactory Academic Progress

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

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

1. Academic Standards

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

2. Maximum Time Frames

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

UTSA Standard Timeframes

Degree	Maximum Hours
1st Bachelor's	180
Master's	54
Doctoral	90

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

Attempted and not earned hours include:

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

Attempted and earned hours include:

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

Completed hours include:

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

3. Enrollment Status

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

Examples:

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

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

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

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

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

Review Policy

After final grades are posted for the Spring Semester, Financial Aid & Scholarships will review the SAP progress of every enrolled student, regardless of whether or not they received financial aid. Students'

academic progress will be reviewed to ensure that they are meeting the following criteria:

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

Financial Aid Termination

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

Conditions for Reinstatement

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

Satisfactory Academic Progress Appeals Process

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

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

Appeals are reviewed by the Financial Aid Review Committee. Students are notified of the committee's decision via their preferred e-mail address.

A student who has an appeal approved will be placed on an academic plan that has mandatory requirements that must be met each term for the length of the plan.

Satisfactory Academic Progress Plan Requirements and Agreement

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

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

Types of Financial Aid Probation

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

Probation with an Academic Plan

If a student has a SAP Appeal approved and it is NOT possible for them to maintain the required Course Completion Rate and grade point average after one semester of enrollment, they will be placed on Probation with an Academic Plan, which will have standard semester goals. 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 *myUTSA* e-mail address. Changes in SAP status can also be viewed by the student by logging in to *ASAP*. Paying out of pocket for classes or sitting out a semester is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have an appeal approved to have aid reinstated. Students who are denied may not appeal continuously (each semester) for the same circumstance. This policy decision does not prevent a student from enrolling in future semesters but, it does prevent financial aid awarding and disbursement. Students on financial aid termination are responsible for paying all educational expenses without the assistance of financial aid.

Scholarship Programs

General Scholarships

Academic and need-based scholarships are offered for qualified first-time incoming freshmen, college transfers and currently enrolled undergraduate and graduate students. All students can apply for UTSA General Scholarships awarded through the Office of Financial Aid and

Scholarships on the UTSA Scholarship HUB (<https://onestop.utsa.edu/scholarships/hub/>).

To receive consideration for general scholarships administered by Financial Aid & Scholarships, first-time high school graduates and transfer students must be admitted to UTSA by January 15 and submit a General Scholarship Application on the UTSA Scholarship Hub (<https://onestop.utsa.edu/scholarships/hub/>). All students are encouraged to sign into the UTSA Scholarship Hub regularly to see if there are any additional opportunities available for them to pursue.

Students selected for a General Scholarship will receive an email notification from the UTSA Scholarship Hub. Students will be required to complete post-acceptance documents, such as a biographical form, essay, thank you letter and photo on the UTSA Scholarship Hub before funds will be disbursed.

College/Department Scholarships

Departmental and Honors College scholarships have varying deadlines and may require a separate application on the UTSA Scholarship HUB (<https://onestop.utsa.edu/scholarships/hub/>).

Outside Scholarships

Scholarships awarded from outside sources can impact a student's financial aid. Therefore, all non-UTSA scholarships must be reported to the Office of Financial Aid and Scholarships as they are a source of financial assistance and by Federal regulation, must fit within a student's cost of attendance. All outside scholarships are to be reported using the UTSA Outside Scholarship Notification Form found on the UTSA Financial Aid website (<https://onestop.utsa.edu/scholarships/outside-scholarships/>).

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 prepayment requirement) is assessed to all new undergraduate students when they

are admitted to UTSA to defray the cost of making improvements to the orientation experience, to include more strategic marketing and communication, enhance online orientation, increase the number of orientation leaders and enhance programs for special populations. Orientation programs provide information about UTSA's academic requirements, campus services and resources, and include academic advising and course registration. New student orientation is mandatory for all undergraduate students and preregistration is required for these programs. Further information is available from Orientation and Family Programs (<http://www.utsa.edu/orientation/>).

Tuition and Mandatory Fees

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

Tuition

Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UTSA is required to pay tuition (see "Exemption from Tuition, Fees, and Charges (p. 39)") according to the number of semester credit hours for which registration is completed and according to his or her residence classification (see the Fiscal Services website (<http://utsa.edu/fiscalservices/>)).

Advising Fee

Undergraduate (UGAF): A charge of \$130.80 per semester is assessed to provide advising services to all enrolled and/or active undergraduates.

Graduate (GRAF): A charge of \$130.80 per semester is assessed to each graduate student enrolled at UTSA to provide advising services, recruitment, and retention.

Athletics Fee (SATH)

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

International Education Fee (IE01)

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

Library Resources Fee (LM01)

A charge of \$17 per semester credit hour is assessed to all students enrolled at UTSA to defray costs of providing library services.

Medical Services Fee (MS01)

A \$34.25 per semester fee is assessed to all students for medical services provided at Student Health Services.

Recreation Center Fee (RF01)

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

Student Data Management Fee (RP01)

A \$15 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 Strategic Enrollment including but not limited to: maintenance of student records in Banner, grade and

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

Student Services Fee (S001)

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

Student Union Fee (U001)

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

Teaching and Learning Services Fee (TEAM)

A charge of \$10 per semester is assessed to defray costs associated with the support of center operations and learning needs of students.

Technology Solutions Fee (CA01)

Each student who registers at UTSA is required to pay a \$32 per semester-credit-hour charge. The minimum charge is \$128, and the maximum charge is \$384 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.

Transportation Fee (TF01)

A \$35.00 Fall/Spring (\$20 Summer) per semester fee is assessed all students to defray the cost of providing transportation services, including capital expenses.

University Publication Fee (SP01)

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

UTSA ID Card Fee (YID1)

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

Methods of Payment

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

Full Payment

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

Tuition and Fees Short-term Loan

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

Installment Program

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

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

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

Housing and meal plan assessments are also eligible for this installment program.

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

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

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

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

Accepted Forms of Payment

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

Credit cards are accepted only for payment online. Students and parents may continue to pay tuition and fees by check or money order in-person,

through the mail, or through any of the online payment options on ASAP, including electronic funds "e-check" transfer.

A returned check (electronic or paper), whether written by mistake or otherwise, unless it is the admitted error of the bank concerned, is likely to delay actual payment and thus result in a penalty (see "Returned Check Fee (p. 46)"). Many local merchants will not cash out-of-town checks. It is recommended that students set up checking accounts in local banks before enrolling so they can cash checks easily in the city.

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

Payment and Refund Policies

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

Residence Regulations

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

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

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

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

See Tuition, Fees, and Charges Exemptions (p. 39) section for additional exemptions from tuition, fees, and charges. For further information on these exemptions, contact the Fiscal Services Office (<http://utsa.edu/fiscalservices/>).

Refund Policy for Withdrawal or Dropped Courses

Withdrawing from UTSA

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

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

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

Refer to section "Withdrawal from the University (p. 69)" in General Academic Regulations for additional requirements and procedures for withdrawing from the University.

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

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

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

	During the second 5 class days	70% of applicable tuition and returnable fees and charges
	During the third 5 class days	50% of applicable tuition and returnable fees and charges
	During the fourth 5 class days	25% of applicable tuition and returnable fees and charges
	After the fourth 5 class days	No refund of tuition, fees, or charges
Term or session of more than five (5) weeks, but less than 10 weeks	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first, second, or third class day	80% of applicable tuition and returnable fees and charges
	During the fourth, fifth, or sixth class day	50% of applicable tuition and returnable fees and charges
	After the sixth class day	No refund of tuition, fees, or charges
Term or session of five (5) weeks or less	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first class day	80% of applicable tuition and returnable fees and charges
	During the second class day	50% of applicable tuition and returnable fees and charges
	After the second class day	No refund of tuition, fees, or charges

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

Dropping Courses

Dropping refers to the removal of one or more individual courses from a student's schedule (refer to section "Dropping Courses (p. 65)" in General Academic Regulations). Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, provided the student remains enrolled for that semester or term. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawal policy.

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

summer, students wishing to drop courses should refer to Census Dates for refund purposes.

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

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

Concurrent Tuition

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

Exemption from Tuition, Fees, and Charges

The statutes of the State of Texas prescribe certain cases in which students can be exempt from tuition and/or certain fees and charges. The various types of exemptions, the fees and charges to which such exemptions apply, required documentation, and appropriate office to submit documentation are described below and can be found at <http://collegeforalltexas.com> (<http://www.collegeforalltexas.com/?ObjectID=699A998A-E7F3-1DCC-3F460F26136EEA05>). However, in each case it is the student's responsibility to initiate the action of applying for an exemption and providing satisfactory evidence that all conditions required for the exemption have been met. Until such time as the exemption is granted, a student will be required to pay all tuition, fees, and charges from his or her own funds.

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

In order to continue to qualify for many of the tuition and/or fee exemptions or waivers a student must maintain a grade point average for making satisfactory academic progress (p. 33) at UTSA and, if an

undergraduate, not complete an excessive number of credit hours (Texas Education Code, Sections 54.2001 and 54.2002).

Tuition, Fees, and Charges Exemptions

- Valedictorian of an Accredited High School (p. 39)
- Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers (p. 39)
- Deaf or Blind Students (p. 40)
- Hazlewood Act (Texas ex-servicemen and Children of Texas Veterans) (p. 40)
- Surviving Spouse and Dependent Children of Certain Deceased Public Servants (p. 41)
- Good Neighbor Scholarship (p. 41)
- Firefighters Enrolled in Fire Science Courses (p. 41)
- Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses (p. 41)
- Children of Prisoners of War or Persons Missing in Action (p. 42)
- Prisoners of War (p. 42)
- Students in Foster Care (p. 42)
- Adopted Students Formerly in Foster or other Residential Care (p. 43)
- Nursing Preceptors and Dependents (p. 43)
- State Military Forces Receiving Tuition Assistance from the Adjutant General (p. 43)
- Students Sounding "Taps" at a Veteran's Funeral (p. 43)
- Children of a Deployed Member of the Armed Forces in Combat Operations Outside the U.S. (p. 43)
- Wrongfully Convicted Persons (p. 44)

Valedictorian of an Accredited High School

Who is Eligible

Highest-ranking graduate of an accredited Texas high school.

Requirements

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

Tuition, Fees, and Charges Exempted

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

Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers

Who is Eligible

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

Requirements

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

Tuition, Fees, and Charges Exempted

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

Deaf or Blind Students

Who is Eligible

Texas residents who are deaf or blind.

Requirements

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

Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

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

Who is Eligible

1. A veteran may qualify for benefits under the Hazlewood Act if she or he:

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

- Received an honorable discharge, a general discharge under honorable conditions, or an honorable release from active duty
- Has attempted fewer than 150 credit hours of college courses since the fall of 1995 using the Hazlewood exemption
- Has exhausted eligibility for federal veterans' or survivor's educational benefits during the semester/term in which they are enrolled
- Is not in default on any education loans made or guaranteed by the Federal Government or the State of Texas, and
- Is enrolled in an eligible program of study. An institution may not grant a Hazlewood Act exemption for continuing education courses for which they do not receive state tax support, unless the institution's board has specifically granted them permission to do so.

2. The exemptions provided for in Subsection (1) of this section also apply to the spouse or children of members of the armed forces of the United States who:

- Are or were killed in action
 - Die or died while in service
 - Are missing in action
 - Whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States
 - Who becomes totally disabled for the purposes of employability as defined by the Department of Veterans Affairs
- Subsection (2) provisions also apply to the spouse or children of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of their state or the United States. However, to qualify for this exemption (2) the spouse or child must be classified as a resident on the date of the spouse's or child's registration.

3. A person who becomes eligible for an exemption provided by Subsection (1) may waive any unused portion of their eligibility to their child. To be eligible to receive an exemption under this subsection, the child must:

- Be classified as a resident when the child enrolls,
- Make satisfactory academic progress in accordance with the policy of the institution's financial aid department, except for the requirement to enroll in a minimum course load, and,
- Be 25 years of age or younger on the first day of the semester or term for which the exemption is claimed (a child who suffered from a severe illness or debilitating condition that affected their ability to use the exemption, may be granted additional time to use the exemption corresponding to the time the child was unable to use the exemption because of the illness or condition).

Requirements

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

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

A student continuing to use the exemption must:

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

Tuition, Fees, and Charges Exempted

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

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

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

Who is Eligible

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

Requirements

To be eligible, a student must:

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

Tuition, Fees, and Charges Exempted

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

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

Good Neighbor Scholarship

Who is Eligible

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

Requirements

To be eligible, a student must:

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

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

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

Tuition, Fees, and Charges Exempted

Tuition only.

Firefighters Enrolled in Fire Science Courses

Who is Eligible

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

Requirements

To be eligible, a student must:

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

Tuition, Fees, and Charges Exempted

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

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

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

Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses

Who is Eligible

Peace Officers

Requirements

To be eligible, a student must:

- Be an undergraduate student,
- Provide proof of employment as a peace officer of the State of Texas or political subdivision of the State of Texas on letterhead of their employing agency,
- Be enrolled in a criminal justice or law enforcement-related program,
- Be making Satisfactory Academic Progress (p. 33),
- Not have exceeded by 30 or more semester credit hours beyond that required for completion of their degree program or programs,
- Apply for the exemption at least one week before the last date of the regular registration period.

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

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

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

Tuition, Fees and Charges Exempted

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

Children of Prisoners of War or Persons Missing in Action

Who is Eligible

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

Requirements

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

Tuition, Fees and Charges Exempted

All tuition, fees, and charges.

Prisoners of War

Who is Eligible

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

Requirements

A student must be:

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

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

Tuition, Fees, and Charges Exempted

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

Students in Foster Care

Who is Eligible

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

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

And enrolls as an undergraduate no later than:

- The student's 25th birthday.

Additional Considerations:

- Applies to all persons under the conservatorship of the Department of Family Protective Services (DFPS) 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.
- The following populations are eligible for the Texas Tuition and Fee Waiver, regardless of whether parental rights are terminated or not:
 - Youth age 14 or older who are in DFPS's permanent managing conservatorship on or after the effective date of this rule, and who subsequently exit conservatorship to the legal responsibility of a parent.
 - Youth age 16 or older who are in DFPS's temporary managing conservatorship on or after the effective date of this rule, and who

subsequently exit conservatorship to the legal responsibility of a parent.

Requirements

Certification from the Texas Department of Family and Protective Services must be provided to the Fiscal Services Office. State PAL staff or Adoption Eligibility Assistance staff will give student a signed college Tuition Fee Waiver letter to provide to UTSA

Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

For assistance in determining your Tuition and Fee Waiver eligibility, please contact the UTSA Foster Care Liaison at 210-458-6958. You may also visit www.utsa.edu/fosteringsuccess (<https://www.utsa.edu/fosteringsuccess/>) for more information.

Adopted Students Formerly in Foster or other Residential Care

Who is Eligible

Certain adopted students. No age limit to enroll. To verify eligibility, contact your Regional Adoption Staff (https://www.dfps.state.tx.us/Child_Protection/Adoption/adoption_support.asp#contacts) or call 1-800-233-3405.

Requirements

To be eligible, a student must have been:

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

Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

For assistance in determining your Tuition and Fee Waiver eligibility, please contact the UTSA Foster Care Liaison at 210-458-6958. You may also visit www.utsa.edu/fosteringsuccess (<https://www.utsa.edu/fosteringsuccess/>) for more information.

Nursing Preceptors and Dependents

Who is Eligible

Preceptors to professional nursing education programs and their eligible children.

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

Requirements

To receive an exemption, the preceptor must be:

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

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

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

Tuition, Fees, and Charges Exempted

Tuition, up to \$500 per semester.

State Military Forces Receiving Tuition Assistance from the Adjutant General

Who is Eligible

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

Requirements

A student must:

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

Tuition, Fees, and Charges Exempted

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

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

Students Sounding "Taps" at a Veteran's Funeral

Who is Eligible

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

Requirements

A student must:

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

Tuition, Fees, and Charges Exempted

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

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

Who is Eligible

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

Requirements

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

- A dependent child of a member of the Armed Forces of the United States who is a Texas resident or entitled to pay resident tuition; and

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

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

Tuition, Fees, and Charges Exempted

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

Note: This exemption has been suspended, but may be reinstated once state funding has been made available.

Wrongfully Convicted Persons

Who is Eligible

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

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

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

Requirements

A student must:

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

Tuition, Fees, and Charges Exempted

Tuition and mandatory fees

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

Taxpayer Relief Act of 1997

Certain taxpayers who pay qualified tuition and related expenses (QTRE) may claim the American Opportunity Tax Credit (AOTC) or the Lifetime Learning Credit (LLC) 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 credits may be claimed by the taxpayer for himself or herself, his or her spouse, or any dependents. Payments by a taxpayer's dependents must be treated as having been made by the taxpayer.

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

- The maximum amount of the AOTC is \$2,500 per student. The credit is not allowed if your modified adjusted gross income (AGI) is between \$90,000 if single, head of household or qualifying widow(er) 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 AOTC is now a refundable credit for most taxpayers, which means that you can receive up to \$1,000 even if you owe no taxes.
- The term "qualified tuition and related expenses" has been expanded to include expenditures for "course materials." For this purpose, the term "course materials" means books, supplies, and equipment needed for a course of study whether or not the materials must be purchased from the educational institution as a condition of enrollment or attendance.

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

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

- 20% of the first \$10,000 per taxpayer
- The credit is not allowed if your modified adjusted gross income (AGI) is greater than \$90,000 if single, head of household or qualifying widow(er) (\$180,000 if you file a joint return)
- not limited to first two years of education
- no minimum course load requirement
- no limit on number of years credit can be taken
- cannot combine with Hope Scholarship Credit for same student in same tax year.

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

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

Tuition Rebate for Certain Undergraduates

Purpose

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

Authority

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

Eligible Students

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

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution.
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
4. Have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. For example, if the degree requires the student to have a minimum of 120 semester credit hours to graduate, the student must graduate with no more than 123 hours attempted to qualify for a rebate.
 - a. Hours attempted include transfer credits, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, repeated courses, and course credit earned exclusively by examination that is in excess of nine semester credit hours. [For the purpose of the rebate program, hours attempted taking UTSA developmental courses are not counted toward the total semester credit hours attempted.]
 - b. Hours earned to satisfy the requirements for a Reserve Officers' Training Corps (ROTC) program but that are not required to complete the degree program shall not be counted.
 - c. Hours earned before graduating from high school (dual credit hours), other than hours earned exclusively by examination, shall not be counted.
 - d. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
 - e. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.
5. If enrolled for the first time in the Fall 2005 semester or later, graduate within four calendar years for a four-year degree. If the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete, the student must graduate within five calendar years. A student unable to meet the provisions of this paragraph because of a hardship may seek an exception to this requirement from the Associate Vice Provost of Undergraduate Studies.

Amount of Tuition Rebate

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

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

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

amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

Responsibilities of Students

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

Further Information

For more information on the tuition rebate program, visit the website [www.CollegeForAllTexans.com](http://www.collegeforalltexans.com/) (<http://www.collegeforalltexans.com/?objectid=DC4DB553-F16B-6CB0-DAC20F8B6623AD15>) and the Texas Higher Education Coordinating Board Laws and Rules website (Chapter 13, Subchapter E ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC/?tac_view=5&ti=19&pt=1&ch=13&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC/?tac_view=5&ti=19&pt=1&ch=13&sch=E&rl=Y))).

Title IV Program Refund

Source: Federal Student Aid Handbook (<https://ifap.ed.gov/ilibrary/document-types/federal-student-aid-handbook/>) 2022-2023, Department of Education

Financial Aid and Scholarships is required by regulation to calculate a Return of Title IV Funds amount for all students who withdraw during a semester. The policy also applies to students who discontinue enrollment in all classes, on or after the first day of the term. The Return of Title IV Funds is the amount of unearned aid received at the beginning of the term that must be returned to the federal aid programs. Any aid received in excess of the earned amount is considered unearned. The earned portion is calculated on a daily basis using calendar days from the first day of instruction. See "Withdrawal from the University (p. 69)" in General Academic Regulations for information about officially withdrawing.

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

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

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

Cost of Attendance

The Cost of Attendance (COA) is determined by the Student Financial Aid and Enrollment Services office each year and is based on the average costs a student will incur for each semester. Included in the

COA are average tuition and fee costs, a book allowance, a room and board allowance (on-campus, off-campus and at-home), transportation and personal/miscellaneous expenses. See information located on the UTSA One Stop Enrollment website (<https://onestop.utsa.edu/financialaid/cost-of-attendance/>) for the components of the various Cost of Attendance budgets as well as financial aid opportunities at UTSA.

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

Nonpayment of Debts

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

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

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

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

Penalty Fees

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

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

Parking Fines (PF01)

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

Property Damage Charges

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

readmission or re-enrollment and in the University's refusal to issue the student's transcript.

Late Payment Fee (LATE)

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

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

No Show Charge - Counseling Services (CSNS)

A charge of \$15 is assessed all students who do not attend their scheduled appointment.

No Show Charge - Health Services (HSNS)

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

Returned Check Fee (RCF1)

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

Procedural Charges

Application Charge - Housing (HAF1)

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

Application Charge - Undergraduate Students (AF03)

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

Application Charge - Graduate Students (AF02 / AF04)

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

Auditing Charge (AU01)

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

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

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

Child Development Center Replacement Access Card Charge (CDC6)

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

Credit Card Expense Charge (CCDC)

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

Duplicate Diploma Charge (DPR1)

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

Tuition

UTSA now offers two tuition rate plans:

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

Differential Tuition

Differential Tuition is assessed all students taking upper-division Undergraduate College of Business, College of Engineering/Architecture, and College of Science courses at the following rates:

- College of Business upper-division courses (DBU1 / DBU2 / DBU3): \$42 per semester credit hour.
- College of Engineering and Integrated Design upper-division courses (DEU1 / DEU2 / DEU3): \$55 per semester credit hour.
- College of Science upper-division courses (DSU1 / DSU2 / DSU3): \$50 per semester credit hour.

Differential Tuition is assessed all students taking Graduate and PHD College of Business, College of Engineering/Architecture, and College of Science courses at the following rates:

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

- College of Engineering and Integrated Design graduate-level courses (DEG1 / DEG2 / DEG3): \$55 per semester credit hour.
- College of Science graduate-level courses (DSG1 / DSG2 / DSG3): \$50 per semester credit hour

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

Notice to Students Regarding Tuition Set Aside for Financial Assistance

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

Tuition Assistance Programs

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

Teach for Texas Financial Assistance Program

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

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

General Academic Regulations

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- Academic Common Market (p. 48)
- Academic Honesty (p. 49)
- Academic Standing (p. 49)
- Auditing Courses (p. 51)
- Courses (p. 51)
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- President's List, Dean's List, and Honor Roll (p. 61)
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 - Bacterial Meningitis Vaccination (p. 64)
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Academic Advising

The University of Texas at San Antonio recognizes that academic advising is an essential and critical component of our students' educational experience and success. Academic Advising is a partnership between students and academic advisors. Every student is assigned a professional academic advisor to guide them through their journey at UTSA. Advisors engage students in their educational planning, teach them how to navigate the University system, and encourage them to take responsibility for their decisions.

It is Academic Advising's mission to support the holistic development of students by cultivating trusting and collaborative relationships. It is an interactive and student-focused process. As a partnership, it is important for students to understand the responsibilities for themselves and their academic advisor.

Student Responsibilities

- Read your e-mail communications from your academic advisor.
- Learn and know where to find information about curriculum requirements, academic policies, and university procedures.
- Schedule and prepare for your academic advising appointment.
- Accept responsibility for decisions and actions that affect your educational progress and goals.
- Understand the importance of registering early

Academic Advisor Responsibilities

- Communicate curriculum requirements, academic and state policies, and university procedures.
- Refer students to applicable support resources.
- Encourage and guide students as they define and cultivate goals.
- Teach decision-making skills and how to take responsibility for education progress.
- Engage in training facilitated by the department to stay current and knowledgeable of department, college and university-wide programs and requirements.

Students are encouraged to meet with their assigned academic advisor at least once a semester to ensure they remain on track with their intended degree plan. To schedule an appointment, students may call or visit.

Website: <https://www.utsa.edu/advising/>

Phone: 210-458-4900

E-mail: advising@utsa.edu

Graduate Advising

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

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

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

Academic Common Market

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

Further information on the Academic Common Market may be obtained from the Texas State Coordinator for the Academic Common Market (<http://www.thecb.state.tx.us/institutional-resources-programs/public-universities-health-related-institutions/other-institutional-resources/academic-common-market/>), Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711, or by calling 512-427-6518.

Academic Honesty

Ethical Standards

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

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in Sec. 203 (<http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/>) of the code of conduct.

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

Fraudulent Degrees

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

Academic Standing

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

Undergraduate Students

Minimum Grade Requirements

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

Academic Warning

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

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

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

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

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

Academic Probation

Undergraduate students 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.

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

In order to be removed from academic probation, a student must achieve an overall UTSA grade point average above 2.0 at the end of every term.

A student remaining below an overall UTSA grade point average of 2.0 but who maintains a 2.0 or higher term grade point average remains on probation.

Students cannot graduate while on academic probation.

Students on academic probation may enroll in a maximum of:

- 13 semester credit hours in a Fall or Spring Semester
- 7 semester credit hours in a Summer Semester.

If students enroll in more than the maximum number of credit hours, their schedule will be reduced to the appropriate number of hours 10 days prior to the start of the semester.

Academic Dismissal and Reinstatement Policy and Procedures

Undergraduate students on academic probation whose overall UTSA grade point average remains below 2.0, and whose term grade point average falls below 2.0, will be placed on academic dismissal. Students seeking reinstatement must reapply for admission to the Admissions Office (<https://future.utsa.edu/admissions/returning-student/>) and pay the reinstatement fee. The application for admission may be filed online. In addition to the application and fee payment, the applicant must complete a petition packet. The packet, including instructions, may be found on the Admissions website. The application, reinstatement fee, petition form (<https://onestop.utsa.edu/forms/admissions/>) and all required supporting documentation must be on file in the Admissions Office by June 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester.

Academic Dismissal

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

Typically, a student subject to dismissal will be dismissed. A student who wishes to appeal a first dismissal should contact the student's assigned academic advisor or One Stop for processes and deadlines. Students subject to dismissal are not guaranteed readmission into UTSA. The admission decision for students who have been academically dismissed for the first time is made at the College level, and will be communicated to students by the College. The admission decision for students who have been academically dismissed for the second time is made by the Reinstatement Committee and will be communicated to students by the Associate Vice Provost for Undergraduate Students who serves as the chair of the committee.

Length of Academic Dismissal

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

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

Procedures and Requirements following Petitions for Reinstatement

If the student's Petition for Reinstatement is approved by the Dean (for first dismissals) or the Reinstatement Committee (for second dismissals), 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 Senior Vice Provost of Academic Affairs and Dean of University College within two weeks after notice of the denial is dated. The decision of the Senior Vice Provost of Academic Affairs and Dean of University College is final.

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

Advising for Reinstated Students

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

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

Graduate Students

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

Good Standing

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

Academic Probation

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

1. A student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of "D+," "D," or "D-" in any course in a term and a grade point average of 3.0 or higher.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.

4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have an overall grade point average of at least a 3.0 (on a 4.0 scale).

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

Academic Dismissal

Academic dismissal occurs:

1. When a student at the graduate level earns a grade point average of less than 2.0 in any term.
2. When a student at the graduate level earns a grade of "F" in any course.
3. When a student at the graduate level is admitted on probation with conditions and fails to meet a condition.
4. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth above. If, however, the student's UTSA grade point average for the term is at least 3.0, he or she will continue on academic probation.
5. When a student at the graduate level is unable to pass an oral or written exam (such as the Comprehensive Examination or Qualifying Examination) required for the degree after the maximum of two attempts. Some programs may have more stringent requirements.
6. When a student at the graduate level fails to make satisfactory progress toward the degree, as defined by University regulations and the regulations of the graduate program in which the student is enrolled.

Graduate Reinstatement

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

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

Academic Standing and Extracurricular Activities

Generally, a student on academic warning or academic probation is considered in good academic standing for the purposes of extracurricular activities. However, specific programs or activities may impose additional minimum standards for participation in that organization.

Auditing Courses

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

Audit forms are accepted the first day of class through the 12th day of class (census day). No forms will be accepted past this date. Auditing entitles a student to listen and observe. Participation of an auditor in class is at the discretion of the instructor. No UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis. Due to the format of studio/laboratory use, auditors are not approved for art courses. Students not enrolled in courses at the University are not allowed to audit courses that require the use of the University computing system, with the exception of the Learning Management System (i.e., Blackboard).

All auditors must submit a signed Audit Course Form (<https://onestop.utsa.edu/forms/registrar/>) to the Office of the Registrar, no sooner than the first day of class. A UTSA student pays an auditing fee of \$25 per course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 years of age are permitted to audit without paying an auditing fee.

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

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

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

Courses

- Common Course Numbering (p. 51)
- Course Numbering System (p. 51)
- Distance Learning Courses (p. 52)
- Extended Education Courses (p. 52)
- Independent Study Courses (p. 52)
- Internet Access to Course Information and Syllabi (p. 52)
- Prerequisites (p. 52)
 - Undergraduate Students (p. 52)
 - Graduate Students (p. 52)

Common Course Numbering

UTSA is a participant in the Texas Common Course Numbering System (TCCNS). This system provides a standard set of course descriptions to aid in the transfer of lower-division academic courses among colleges and universities in Texas. Most community colleges in Texas have

adopted the TCCNS as their course numbering system; others cross-reference their courses with the TCCNS. Common courses are identified in the UTSA *Undergraduate Catalog* by a common TCCNS designation composed of a four-character discipline identifier and a four-digit course number.

Course Numbering System

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

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

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

Distance Learning Courses

Online courses and programs are offered and supported by individual UT institutions participating in Finish@UT, previously the UT Online Consortium (UTOOC). UTSA participates as a host school at the graduate level. Degree-seeking graduate students taking courses through this system, that are not hosted by UTSA, must still meet all UTSA residence requirements. The Finish@UT website (<https://utsystem.edu/finish/>) is the central data hub for Finish@UT students. Students should check with their academic advisors to ensure that enrollments in Finish@UT courses will satisfy their degree requirements. For more information, visit the Finish@UT website (<https://utsystem.edu/sites/ut-online-consortium/>).

Extended Education Courses

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

Independent Study Courses

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

Internet Access to Course Information and Syllabi

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

Prerequisites

Undergraduate Students

Prerequisites are stated for many courses listed in the *UTSA Undergraduate Catalog*. Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course. The prerequisites for courses are those listed in the current undergraduate catalog.

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

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

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

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

Students who have registered for the requisite courses with the prerequisites currently in progress will be reviewed for satisfactory completion at the end of Fall and Spring Semesters and Summer Terms. If prerequisites are not completed satisfactorily, the requisite registered courses will be deleted from their schedules. Students will be notified of this deletion through their *myUTSA* email electronic mail accounts.

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

Graduate Students

Prerequisites are stated for many courses listed in the UTSA Graduate Catalog (<http://catalog.utsa.edu/graduate/>). Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course. When a student has not met the specific prerequisites listed, he or she may, under special conditions, obtain permission to register from the instructor of the course. Some colleges may also require the permission of the Department Chair and the

Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

Exchange Students

The University of Texas System Student Exchange Program

An undergraduate student who is degree-seeking at another UT System institution and is interested in registering for courses at UTSA through a reciprocal exchange program with the student's home institution must apply as a special undergraduate (non-degree seeking) student. See Special Undergraduate Student Admission (p. 11) requirements in this publication. This program is limited to students with more than 60 semester credit hours of degree-related college-level work. Students may register for undergraduate courses for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor.

For assistance, please contact the Transfer and Transition Student Success Services at (210) 458-8777.

Graduate Exchange Students

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

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

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

For assistance, please contact Graduate Admissions (<https://future.utsa.edu/contact/>).

Final Examinations

Final examinations or other evaluative activities are the accepted standard in all organized courses at The University of Texas at San Antonio (UTSA). The final examinations are scheduled by the Office of the Registrar. These exams and evaluations are held at the close of each semester and summer term. The time and place of final examinations for organized courses are given in the University's Final Examination Schedule which appears in the UTSA Schedule of Classes for each fall and spring semester. Final examinations given during the Final Examination Schedule must be given on the dates and at the times when they are scheduled and in the locations where they are scheduled. During

summer terms, final examinations are held during the last scheduled class period for the course.

For courses that end at times other than the official last day of classes and for courses that are not classified as organized, such as an independent study or internship, instructors are responsible for providing information to their students and their department chairs regarding final examination requirements. For a class that is not scheduled with a standard class meeting time, coordination with the Office of the Registrar is essential to determine the class final exam day and time.

The methods to be used in evaluating the performance of students are the prerogative and responsibility of the individual faculty member, except for the multiple-section courses where the Department provides for the necessary coordination of the evaluation procedures. Students shall be informed in writing as to the methods of evaluation to be used before the end of the add/drop period (beginning the first class day and ending on the Census Date). Students shall be informed in writing on the course's syllabus as to the methods of evaluation to be used before the end of the add/drop period (beginning the first class day and ending on the Census Date).

Final grades are reported by course instructors and are due within three (3) days after the final examination period ends.

Grades

- Explanation of Credit, Grading System, and Symbols (p. 53)
 - Hours Attempted (p. 53)
 - Hours Earned (p. 54)
 - Grade Point Average (p. 54)
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- Reporting of Grades by Faculty (p. 55)
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- Academic Grade and Grievance Procedure (p. 55)
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 - Credit/No-Credit (p. 58)
 - Repeating Courses (p. 58)
 - Change of Grades (p. 58)

Explanation of Credit, Grading System, and Symbols

Hours Attempted

The number of hours attempted is the total number of semester credit hours for which a student has enrolled and received grades of "A+," "A,"

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

Hours Earned

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

Grade Point Average

The UTSA grade point average (GPA) is determined by dividing the number of grade points earned at UTSA by the number of for-credit semester credit hours attempted at UTSA. Credits and grades for work completed at other institutions, credits earned by examination, or hours in which grades of "CR" were earned are not included in the UTSA grade point average.

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

Students who are in a UTSA-hosted degree program through the Finish@UT and declare UTSA as their home institution will have the courses taken at other institutions through the Finish@UT listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the Finish@UT 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 Finish@UT as a host school.

Grade Points and Symbols for Undergraduate Students

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

W	0	Withdrawal. Indicates that the student dropped the course or withdrew from the University.
IN	0	Incomplete. Assigned at the discretion of the instructor; see below.
NR	0	No Report. Assigned only by the Registrar when unusual circumstances do not allow a student's grade to be entered by the deadline for processing grades. It is replaced with the official grade as soon as possible.
EX	0	Expelled

Grade Points and Symbols for Graduate Students

Grade Symbol	Grade Points	Meaning of Grade Symbol
A+	4.00	Outstanding
A	4.00	Outstanding
A-	3.67	Above Average
B+	3.33	Above Average
B	3.00	Above Average
B-	2.67	Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Below Average
D+	1.33	Below Average (see Graduate Academic Probation)
D	1.00	Below Average (see Graduate Academic Probation)
D-	0.67	Below Average (see Graduate Academic Probation)
F	0	Failure (see Graduate Academic Dismissal)
CR	0	Credit. Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.
NC	0	No Credit. Indicates unsatisfactory progress.
W	0	Withdrawal. Indicates that the student was passing at the time of withdrawal or drop.
IN	0	Incomplete. Assigned at the discretion of the instructor; see details below.
NR	0	No Report. Assigned only by the Registrar when unusual circumstances do not allow a student's grade to be entered by the deadline for processing grades. It is replaced with the official grade as soon as possible.
EX	0	Expelled

RP	0	Research in Progress. Used to denote research in progress only for ARC 6991, ARC 6996, MUS 6913, and Master's Thesis and Doctoral Dissertation courses. When the project, thesis, or dissertation is complete, the "RP" grades will be changed to letter grades up to the maximum number of semester credit hours approved for the specific degree.
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with their assigned academic advisor to develop a plan to improve their grades.

Grade Reports

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

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

Academic Grade and Grievance Procedure

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

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

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

Incomplete

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

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

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

In graduate courses, incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student's graduation. If the work is not completed within this time, the "IN" is automatically changed to a grade of "F", and credit may be earned only when the student re-enrolls in the course and completes the entire course satisfactorily. The time limit does not apply to graduate-level thesis, internship, or dissertation courses, except that an "IN" cannot be removed after a degree is awarded. The time limit does apply to all other graduate courses, including special problems and independent study courses. Extenuating circumstances such as required military service will be eligible for exceptions.

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

Reporting of Grades by Faculty

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

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

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

Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. With the exception of UTSA [Handbook of Operating Procedures 5.09](#) relating to class absences for observance of religious holy days, required military service, or attendance at an official University-sanctioned student activity, the instructor determines classroom participation requirements and policies on making up examinations and work missed during an absence.

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

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

Instructor-Initiated Drops

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor's course if the student exceeds the missed assignment or attendance requirements without and approved accommodation from Student Disability Services or an approved excuse as outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only

through the last day that a student may drop themselves. See Instructor-Initiated Drop Policy (p. 65) in this publication.

Undergraduate Students

Repeating Courses

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

Courses That May Be Repeated Not Considered a Duplicate Course

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

Courses That May Be Repeated to Improve a Grade

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

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

Limitations on Repeating Courses to Improve a Grade

An undergraduate student may repeat an individual course only once in an attempt to improve a grade, and may repeat at most four courses in attempts to improve grades. A grade of "W" does not count as an attempt for purposes of grade replacement. For a course in which a student has received two grades of "D+," "D," "D-," or "F," all grades earned in any subsequent enrollments in the course will be included in the computation of the student's grade point average. For a student who already has four total attempts at repeating courses to improve grades, all grades earned in any subsequent enrollments in which the student already has received grades of "D+," "D," "D-," or "F" will be used in the computation of the grade point average.

Upon graduation, students may not repeat a course with the purpose to improve their undergraduate or graduate grade point averages. The grade point average at the time of graduation is the official 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 UTSA Testing Services website (<https://testing.utsa.edu/>).

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

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

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

Information on credit by examination at UTSA is available on the Office of Testing Services website. It describes the various tests that may be accepted for credit at the University, the types of tests available, when

and where they are given, their costs, procedures for having test scores submitted for consideration for credit, the amount of credit that may be earned, and how to obtain additional information on each test.

Posting Credit Earned by Examination to Transcripts

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

UTSA Competency Examinations

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

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

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

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

Challenging a UTSA Course

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

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

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

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

Students who fail the challenge examination must either drop the course or complete the course on a regular basis following the evaluation of the examination for the course challenged. Students who complete

coursework on a credit-by-examination basis are graded on a credit/no-credit basis. Therefore, if a student elects to complete the course, the instructor must notify the Office of the Registrar in writing to remove the credit/no-credit grading option by the Automatic "W" Date.

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

Credit/No-Credit Option

Mandatory Credit/No-Credit Courses

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

Optional Credit/No-Credit Grading

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

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

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

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

Change of Grades

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

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

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

Graduate Students

Credit/No-Credit

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

Repeating Courses

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

Change of Grades

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

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

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

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

Graduation

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Graduation Dates

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

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

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

Graduation Expectations

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

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

Undergraduate Students

Applying for the Degree

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

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

The following are deadlines for submitting an application for graduation:

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

Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and complete the application from the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>), then submit the completed application via email to graduationcoordination@utsa.edu or by uploading through the Document Uploader.

The student's assigned academic advisor is responsible for auditing the student's degree plan. Students must apply one semester prior to the intended graduation semester to ensure that all degree requirements are

Graduation

met. Students should contact his or her assigned academic advisor for more information.

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

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

Degrees are posted to transcripts within 30 days of the End of Term date for the semester of graduation and diplomas are mailed within 60 days of the End of Term.

Degree Verification

Graduation verification is a two-step process.

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

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

Applying for an Undergraduate Certificate

It is the student's responsibility to apply for the certificate by submitting a completed Application for Undergraduate Certificate via email to graduationcoordination@utsa.edu or by uploading through the Document Uploader no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester. The application form is located on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>). Students with questions about the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

Graduation with University Latin Honors

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

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

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

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

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

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

Commencement Honors

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

Graduate Students

Applying for the Degree

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

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

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

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

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

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

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

Degrees are posted to transcripts within 30 days of the End of Term date for the semester of graduation and diplomas are mailed within 60 days of the End of Term.

Applying for a Graduate Certificate

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

Limitation on Attempting Gateway Courses

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

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

A student may petition to attempt a gateway course a third time because of circumstances beyond the student's control that prevented the student from successfully completing the course on prior attempts. The circumstances must have been severe, ongoing, and must have directly affected the student, such as but not limited to hospitalization of the student. In addition to a letter describing the circumstances, the student must also submit a DegreeWorks Degree Audit, an unofficial transcript from ASAP showing all grades of courses attempted and documentation of the circumstances, such as a physician's statement on letterhead or stationery, with the petition form (<https://www.utsa.edu/advising/documents/forms/Gateway%20Form.pdf>). Students should consult their academic advisor for information on gateway appeals.

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

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

President's List

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

Dean's List

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

Honor Roll

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

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

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

Records and Classification of Students

- Change of Name (p. 62)
- Change of Address (p. 62)
- Verification of Enrollment and Degree (p. 62)
- Release of Academic Records (p. 62)
- Classification of Terms (p. 62)
- Time Status Terms (p. 62)
 - Undergraduate Time Status (p. 62)
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- Transcripts (p. 62)
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- Catalog of Graduation (p. 63)
 - Undergraduate Students (p. 63)
 - Graduate Students (p. 63)
- Change of Major, Degree, or Classification (p. 63)
 - Undergraduate Students (p. 63)
 - Graduate Students (p. 64)

Change of Name

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

Change of Address

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

Verification of Enrollment and Degree

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

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

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

Release of Academic Records

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

UTSA transcripts and other information from a student's academic record are released by the Office of the Registrar only upon written

request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under FERPA, or as provided in the policy on releasing directory information set forth in Administrative Policies and Procedures (p. 75) of this bulletin.

Classification of Terms

Undergraduate students are classified according to the following table:

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

Time Status Terms

Undergraduate Time Status

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

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

Graduate Time Status

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

Transcripts

Official transcripts of all coursework taken at UTSA must be requested online through Parchment/Credential Solutions, Inc. Transcripts are no longer printed on campus. Instructions on how to order official transcripts may be found on the One Stop Enrollment website (<https://onestop.utsa.edu/registration/transcript-services/transcript-account-ordering-instructions/>).

While enrolled at UTSA, both undergraduate and graduate students who attend other colleges or universities are required to submit official

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

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

Reverse Transfer

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

All undergraduate students are given the opportunity to participate in reverse transfer agreements between community colleges and senior colleges in Texas when they apply or re-apply for admission as freshmen or as transfer students to UTSA. They may be asked to renew their interest to comply with FERPA guidelines for issuing transcripts to a community college. This is dependent on the time that may elapse from the indication of initial interest to when the required 30 hours earned at the junior college and the additional hours completed at the senior college total 66 required for the awarding of the associate's degree.

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

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

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

Catalog of Graduation Undergraduate Students

Undergraduate students have six years from their semester of initial registration to complete a degree program under the catalog in effect when they initially registered. An undergraduate student may choose a subsequent catalog under which to complete graduation requirements,

provided the student completed at least one course during a semester in which the selected catalog was in effect with a letter grade other than "W," "NR," or "F." The student must complete all degree requirements under the subsequent catalog.

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

Graduate Students

Master's students have six years from their term of initial registration to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Graduate Program Committee.

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

Change of Major, Degree, or Classification Undergraduate Students

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

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

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

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

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

Graduate Students

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

Registration

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

UTSA does not guarantee the availability or type of 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, at its sole discretion, the right to cancel or change the mode of instruction for any course or section in the event of emergencies, economic conditions, or the number of registrants within a course or section do not warrant its continuation.

Late Registration

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

Adding Courses After Online Registration is Closed

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

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

Maximum Hours of Enrollment in Full Semesters and Shortened Terms

The Texas Higher Education Coordinating Board sets limits on the number of semester credit hours in which a student may enroll

during a term where the courses are offered in a shortened format. Therefore, students may enroll in no more than 3 semester credit hours in a three-week term, no more than 4 semester credit hours in a four-week term, no more than 6 semester credit hours in a five-week term, no more than 9 semester credit hours in an eight-week term, and no more than 12 semester credit hours in a ten-week term.

A student may enroll in no more than 19 semester credit hours during an entire Fall or Spring Semester, and no more than 15 semester credit hours during an entire Summer Semester, regardless of the combination of terms.

Undergraduate students on academic warning or probation (p. 49) 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 an entire Summer Semester.

Bacterial Meningitis Vaccination

The State of Texas requires all students under the age of 22 to provide proof of vaccination for Meningococcal Meningitis (<http://utsa.edu/health/requirements/meningitis.html>). Only the quadrivalent vaccine, which protects against four types of meningococcus bacteria, (MCV4, MPSV4) will be accepted.

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

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

The following students are exempt from the vaccine requirement:

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

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

Proof of Meningococcal immunization must be submitted to Student Health Services (<http://utsa.edu/health/>) by using Med+Proctor (<https://future.utsa.edu/ready/meningitis-immunization/>). Immunization records must be translated in English.

Request for Exemption from Immunizations for Reasons of Conscience

Students must use the official Texas Department of State Health Services (TDSHS) form. The TDSHS form may be obtained from this website: <https://www.dshs.texas.gov/immunize/school/>

exemptions.aspx#conscience. It is then mailed from TDSHS to the student and it may take up to two weeks to receive the form.

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

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

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

Cancellation of Enrollment

Students who fail to fulfill admission, registration, or financial requirements or who otherwise fail to adhere to academic regulations may have their enrollment for the semester canceled. Students may apply for readmission for a subsequent semester provided they have resolved the cause of cancellation.

Dropping Courses

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

Courses officially dropped on or before the Census Date do not appear on a student's transcript. See the online registration calendar (https://onestop.utsa.edu/resources/calendar-pdfs/#_ga=24380515715821681621633384513-1650384151624631726) each semester for the Census Dates.

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

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

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

Faculty and staff will not drop a student from a course automatically for nonattendance (unless the faculty member is utilizing instructor-initiated drops; see below); the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

Students may be administratively dropped from courses for failure to attend certain laboratory courses in the first class week, for failure to attend or participate in developmental courses, for failure to complete course prerequisites prior to the start of the semester, or when courses are canceled. Students cannot assume, however, that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are responsible for checking their schedules on ASAP and for checking their *myUTSA* 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 (p. 69)" in this chapter.

Refer to the sections "Undergraduate Credit Limitation (p. 68)" and "Three-Attempt Rule (p. 67)" in this chapter for information about the financial consequences of receiving "W" grades.

Six-Drop Policy for Undergraduate Students

Effective Fall 2007, in accordance with section 51.907 of the Texas Education Code, a student cannot drop more than six courses throughout his or her undergraduate college career at Texas public institutions of higher education. Under Section 51.907 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51907>) of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education."

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

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

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

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

This statute applies across Texas public institutions, and procedures for implementation may vary among institutions. A UTSA student affected by this statute that has attended or plans to attend another institution

of higher education should also become familiar with that institution's policies on dropping courses.

Effective June 15, 2017, in accordance with amendment S.B 1782 (<https://capitol.texas.gov/tlodocs/85R/billtext/html/SB01782F.HTM>) to Section 51.907, Education Code, a student is permitted to drop one additional course if the student meets the following circumstances:

1. Student has re-enrolled at the institution following a break in enrollment from the institution or another institution of higher education covering the 24-month period preceding the first class of the initial semester or other academic term of the student's re-enrollment.
2. Student has successfully completed at least 50 semester credit hours of coursework at an institution of higher education before the break in enrollment.

Instructor-Initiated Drop Policy

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor's course if the student exceeds the missed assignment or attendance requirements without an approved accommodation from Student Disability Services or approved excuse as outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only through the last day that a student may drop themselves during long semesters. Instructor-Initiated Drop is not used during Summer terms.

The Instructor-Initiated Drop process is part of the revised HOP 5.09 Attendance and Participation Policy (<https://www.utsa.edu/hop/chapter5/5-9.html>). It is a voluntary activity—faculty may choose to drop a student who exceeds limits in any of their courses or choose not to implement instructor drops. However, if they choose to implement instructor drops, the instructor must:

- Inform students in the course syllabus that they will be dropped for exceeding the unexcused absence or missed assignment limit.
- Specify in the syllabus the exact number of unexcused absences and/or missed assignments that will result in a drop.
- NOT count officially excused absences as defined in HOP 5.09.
- Take disability accommodations directly related to attendance and/or turning in assignments into account as noted in an official letter from Student Disability Services and attempt to engage in an interactive process with the student before they initiate a drop.
- Take and record regular attendance.
- Specify in the syllabus the method of taking and recording attendance, and inform the student it is their responsibility to document their attendance using the specified method.
- Send at least one warning to the student using the official notification process in *ASAP* if the student is approaching the absence or missed assignment limit.
- Implement drops consistently for any student who exceeds the limit. In other words, all students in the class must be treated equally, since discrimination or differential treatment is a condition for upholding a student grade grievance.

Instructor-Initiated Drops or course drops by students on their own may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate university personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the

university, restrictions on repeating courses including gateway courses and legislation such as the Six-Drop Policy, Three Attempts Rule and Undergraduate Credit Limitation.

Instructor-Initiated Drops are enforced at the discretion of the instructor. In the event that a student no longer desires to be enrolled in the course, action must be taken by the student to drop the course via *ASAP* by the deadline.

Students wishing to appeal an instructor-initiated drop must submit a completed Course Reinstatement Petition (<https://onestop.utsa.edu/forms/registrar/>) within 3 business days after they have been notified officially that they have been dropped. In turn, the administration must respond to students within 3 business days from the date of the appeal request.

Enrollment in Graduate Courses For Undergraduate Credit

An undergraduate student with a cumulative grade point average of 3.0 or higher and within 30 credit hours of graduation may enroll in a graduate course and apply the credits earned to an undergraduate degree after obtaining approval from the student's academic advisor, the instructor of the course, the chair of the department offering the course, and the undergraduate associate dean of the college offering the course. Approval forms are available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>). All approvals must be obtained and the form filed by the time of registration. Students are encouraged to begin collecting the appropriate authorizations before the start of the registration period.

For Graduate Credit

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 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. To earn graduate credit, the student must graduate at the end of the semester in which the course(s) is taken; otherwise, the course counts as undergraduate credit.
3. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program and become a part of the student's permanent graduate academic record.
4. The student must obtain permission from the student's academic advisor, the instructor of the course, the chair of the department offering the course, and the graduate associate dean of the college offering the course. Approval forms are available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>). The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

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

1. The student is in good academic standing in an accelerated bachelor's/master's degree program or is in good academic standing in the Honors College.
2. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program and become a part of the student's permanent graduate academic record.
3. The student must obtain permission from the student's academic advisor, the instructor of the course, the chair of the department offering the course, and the graduate associate dean of the college offering the course. Approval forms are available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>). The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

International Students and Health Insurance

The University of Texas System Board of Regents (<http://www.utsystem.edu/board-of-regents/rules-regulations/rules/50402-health-insurance-requirements-international-students/>) requires that all international students have medical insurance compliant with the federal Patient Protection and Affordable Care Act (PPACA). All international students holding nonimmigrant visa status are required, except under certain circumstances as outlined by The University of Texas Board of Regents, to purchase and maintain the UT System-approved comprehensive Student Health Insurance Plan (UT SHIP) while enrolled at UTSA. International students are automatically enrolled in the UT SHIP at the time of course registration. The charge for the insurance coverage appears as a required fee on the student fee bill. The policy, recommended under the UT System, offers unlimited maximum benefits per covered person, per policy year in major medical/hospitalization for each illness, accident, and injury, with a deductible. Medical evacuation and repatriation benefits are also provided. It is necessary for students to have comprehensive health insurance to ensure that they have the best possible health care and to protect them from unexpected financial crises.

The UT System has established criteria in which an international student can request a waiver to the student health insurance plan by providing alternate health insurance coverage. In order to be approved for a waiver, the alternate health coverage must meet or exceed the requirements as set in the UT System regulation. Students can apply for a waiver during designated periods each fall, spring, and summer semester. An approved waiver does not automatically carry over to future semesters. Students are required to apply for the health insurance waiver each semester they wish to remove the charge. Students may apply for a waiver by submitting a request to Academic Health Plans (<https://utsa.myahpcare.com/waiver/>).

Those international students classified as Texas residents for tuition purposes must still enroll in the UT System Health Insurance Plan unless approved for a waiver according to the UT System established criteria.

Orientation Undergraduate Students

All new undergraduate students, whether freshmen, freshmen-transfer (1 to 29 credit hours earned), or transfer (30 or more credit hours earned),

are required to complete online orientation to fulfill their new student orientation requirement. The Office of Orientation and Family Programs (<https://future.utsa.edu/orientation/>) facilitates orientation programs that afford students the opportunity to learn about campus services, resources and student life along with Roadrunner spirit and traditions. UTSA Family Orientation gives family members an introduction to UTSA by focusing on student academic success, and student life.

Graduate Students

Graduate School Orientation provides the opportunity for new graduate students to receive an overview of how to succeed in graduate school, including the resources and services available to them. More information may be found on the Graduate School Orientation website (<https://graduateschool.utsa.edu/admissions/graduate-school-orientation/>).

Texas Success Initiative

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

The University offers developmental education courses in certain academic areas for students with deficiencies as identified by the Texas Success Initiative Assessment. Developmental education courses cannot be used as degree credit. All developmental education courses are graded on a credit/no-credit basis and will not be included in the student's grade point average.

Students deemed college ready by the TSI may enroll in any UTSA entry-level course including those entry-level courses in mathematics, reading, and writing listed in the UTSA Developmental Education Plan. College ready students may enroll in non-entry level courses if they meet the prerequisites or satisfactorily complete placement tests.

More information regarding the Texas Success Initiative, including exemptions, may be found by visiting the student's assigned academic advisor and on the Texas Success Initiative website (<https://testing.utsa.edu/tsia-2-0-exemptions/>).

Student Study Day

At the end of each Fall and Spring Semester, the day prior to the beginning of the final examination period is designated as a Student Study Day. Classes do not meet during a Student Study Day. Furthermore, a Student Study Day is not to be used as a date on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, mandatory review sessions are to be held, or for any other class-related activities, other than office hours. Voluntary review sessions at which no new material is presented may be conducted by faculty on this day. There is no Student Study Day during the Summer Semester.

Three-Attempt Rule

The Texas Legislature enacted legislation that does not allow universities to receive state funding for courses containing the same content

attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of "W" were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration calendar (https://onestop.utsa.edu/resources/calendar-pdfs/#_ga=24380515715821681621633384513-1650384151624631726) for specific Census Dates for each semester).

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

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the "course count" begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule, such as independent study, special topics courses with differing content, and developmental and remedial courses up to the 18-semester-credit-hour limit established by the Texas Higher Education Coordinating Board (19 Texas Administrative Code, § 13.106 ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=F&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=F&rl=Y))). Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the third or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

Effective June 15, 2017, in accordance with amendment S.B 1782 (<https://capitol.texas.gov/tlodocs/85R/billtext/html/SB01782F.HTM>) to Section 51.907, Education Code, a student is permitted one course that has been attempted by the student two or more times at the same institution not be submitted for formula funding for a third attempt.

1. Student has re-enrolled at the institution following a break in enrollment from the institution or another institution of higher education covering the 24-month period preceding the first class of the initial semester or other academic term of the student's re-enrollment.
2. Student has successfully completed at least 50 semester credit hours of course work at an institution of higher education before the break in enrollment.

In rare cases, an undergraduate student may have experienced exigent circumstances that would explain the need to take a course, for the completion of the degree, more than two times. In those cases, a student may petition to appeal a charge incurred because of the three-attempt rule. The circumstances must have been severe, ongoing and must have

directly affected the student, such as hospitalization of the student.

Appeal packets must include official documentation of the exigent circumstances.

Undergraduate Credit Limitation (the 150-hour rule)

Section 54.014 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54014>) of the Texas Education Code was amended during the 76th legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. The law applies only to new undergraduate resident students beginning in Fall 1999 or later. The 79th legislative session reduced the semester-credit-hour limitation to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter. The result is that all undergraduate students must complete their degree requirements within 150 semester credit hours.

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

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge per semester credit hour (for amount, see Additional College and Course Fees and Incidental Charges (p. 22) section of this publication). Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate for semester credit hours attempted in excess of 30 semester credit hours above those required for completion of a degree.

Effective June 15, 2017, in accordance with amendment S.B 1782 (<https://capitol.texas.gov/tlodocs/85R/billtext/html/SB01782F.HTM>) to Section 51.907, Education Code, the first additional 15 semester credit hours earned toward a degree program will not be counted for the purposes of determining the student's Undergraduate Credit Limitation if the student meets the following circumstances:

1. Student has re-enrolled at the institution following a break in enrollment from the institution or another institution of higher education covering the 24-month period preceding the first class of the initial semester or other academic term of the student's re-enrollment.
2. Student has successfully completed at least 50 semester credit hours of course work at an institution of higher education before the break in enrollment.

In rare cases, an undergraduate student may have experienced exigent circumstances that would explain the need to complete the degree beyond 150 semester credit hours. In those cases, a student may petition to appeal a charge incurred because of the 150-hour rule. The circumstances must have been severe, ongoing and must have directly affected the student, such as hospitalization of the student. Appeal packets must include official documentation of the exigent

circumstances. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their assigned academic advisor.

Withdrawal from the University

Undergraduate Students

Undergraduate students, other than athletes, international students, and students on financial aid, who find it necessary to withdraw from the University may do so via ASAP (<https://asap.utsa.edu/>) during Fall and Spring semesters. During Summer terms, all students must submit a withdrawal form to the One Stop Enrollment Center through the Document Uploader. (<https://uploader.it.utsa.edu/Account/Login/>) The withdrawal form is available on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>). Athletes who wish to withdraw from the University must contact their assigned athletic academic advisor; international students who wish to withdraw from the University must contact the Office of International Programs. Students on financial aid must submit their withdrawal form through the Document Uploader. (<https://uploader.it.utsa.edu/Account/Login/>)

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

Refer to the sections “Undergraduate Credit Limitation (p. 68)” and “Three-Attempt Rule (p. 67)” for information about the financial consequences of receiving “W” grades.

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

Graduate Students

Continuing graduate students who wish to withdraw (drop all courses for which they are enrolled during a specific semester) from the University before the first class day of the Fall or Spring Semester may do so via ASAP (<https://asap.utsa.edu/>). Students who wish to withdraw from the University before the start of Summer classes may withdraw via ASAP through the Friday prior to the start of the ten-week Summer term. All other Summer withdrawals must be completed as stated in the following paragraph. Students on financial aid must submit the withdrawal form through the Document Uploader. (<https://uploader.it.utsa.edu/Account/Login/>)

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 and submit it through the Document Uploader. (<https://uploader.it.utsa.edu/Account/Login/>) The Withdrawal Form must have all required signatures for the withdrawal to be processed. The Withdrawal Form is available online on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>) and can be submitted through the Document Uploader. (<https://uploader.it.utsa.edu/Account/Login/>)

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

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

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

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

Withdrawal for Military Service

A student who withdraws as a result of being called to active military service may choose:

1. To receive a refund of tuition and fees for the semester
2. If eligible, to be assigned an incomplete (IN) in each course (refer to Undergraduate Students section “Explanation of Credit, Grading System, and Symbols (p. 53)”)
3. At the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material

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

Medical and/or Mental Health Withdrawal from UTSA

Students who experience a significant medical or mental health challenge, which compromises their ability to effectively participate in their educational program, may request a full Withdrawal from all classes for the particular term without unnecessary academic penalty. These medical or mental health challenges may involve the student directly, or indirectly when a student's partner, child, parent, or other immediate family member experiences a significant medical or mental health challenge. If you are enrolled in only one class, or are dropping your last class in a given semester, this is considered a full withdrawal.

There is no guarantee that a request for a Medical or Mental Health (M/MH) Withdrawal will be granted. A M/MH Withdrawal from UTSA should be considered only when all other options are exhausted by the student. Alternative options to a M/MH Withdrawal may include requesting a grade of Incomplete for courses enrolled, or withdrawing using the regular Withdrawal process if still within the Withdrawal time frame for the semester. Students also have the option to drop an individual course(s) during a specified time frame. Instructor-initiated drops may also occur until the last day that a student may drop themselves.

Purpose

The purpose of a M/MH Withdrawal is to provide academic relief to students who either directly or indirectly as described above experience a medical or mental health event during the semester which prevents them from completing their coursework. If the effective date of an approved M/MH Withdrawal is on or BEFORE the Census Date (12th class day), no record of the courses will appear on the student's transcript. If the effective date of Withdrawal is AFTER the Census Date, a grade of "W" will appear on the transcript for all dropped/withdrawn courses. A M/MH Withdrawal does not guarantee the removal of a grade of "W" nor does it indicate a monetary refund.

Limitations

Requests for partial M/MH Withdrawals will not be considered. Requests submitted past the submission deadline (i.e., after the last class day of the semester following the requested Withdrawal term) will be denied.

Students will be limited to one Medical and one Mental Health Withdrawal during their academic career at UTSA, unless given special permission by the Associate Vice Provost of Undergraduate Studies (if an undergraduate student) or the Dean of Graduate School (if a graduate student).

There is no guarantee that a request for a M/MH withdrawal will be granted. Students should continue to attend and participate in classes as they are able and abide by all policies until a final decision on the request for M/MH Withdrawal.

Financial Implications

M/MH Withdrawals are meant to provide academic, rather than financial, relief for students. The financial implications of withdrawing from courses depends upon several factors, most important of which are the effective date of the Withdrawal and whether students who received a Withdrawal received financial aid and/or other sources of educational funding such as scholarships, veterans benefits, etc. The effective date of the Withdrawal will be determined by the Associate Vice Provost of Undergraduate Studies. Based upon the effective Withdrawal date, the Financial Services and University Bursar office will determine whether a refund percentage is allowed, and the Financial Aid Office will determine whether an adjustment to any financial aid received is necessary. If appropriate, the Financial Aid Office will calculate and process Return of Title IV (<https://onestop.utsa.edu/financialaid/eligibility/withdrawals-return-of-funds/>) for financial aid funding impacted by this regulation. Return of Title IV may result in an outstanding balance owed by the student to UTSA. To review the refund policy mandated by the Texas Education Code (See 54.006), and the timeline for receiving tuition and fee refunds, please see the UTSA refund policy (p. 38).

Other Implications

Students should refer to the Academic Calendar (<https://asap.utsa.edu/terms.htm>) for the established Withdrawal, drop, and refund deadline dates. A M/MH Withdrawal may impact progression toward degree completion and result in financial consequences and obligations. In some cases, students will be required to return all or some of the financial aid awarded. Students are advised to consult with appropriate University personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with UTSA, housing, restrictions on repeating courses including gateway courses and legislation such as

Satisfactory Academic Progress (p. 33) and Title IV (p. 45) for students receiving financial aid.

Medical/Mental Health Withdrawal Request Procedures

Requests for M/MH Withdrawals must be submitted in writing to the appropriate service office (Student Health Services (<http://www.utsa.edu/health/>) for medical requests; Student Counseling Services (<http://www.utsa.edu/counsel/>) for mental health requests). Such requests must be accompanied by supporting documentation from a licensed physician, medical provider, or mental health professional. Hospitalization records from a recent admission, if relevant, should also accompany any application. Students must complete the Release of Medical/Mental Health Records Authorization form. This signed form allows for the review of records by the respective Director of either Student Health Services or Student Counseling Services and/or their designee and by members of a M/MH Withdrawal Committee to evaluate the application. All documents and any other requirements made by the Service Director (or their designee) must be provided or completed within one month of the initial request. Students should contact Student Health Services or Counseling Services for a list of the required documents.

Students are not required to submit their partner's, child's, parent's, or other immediate family members' medical records if the student is requesting a withdrawal because of any such person's medical or mental health condition. However, students will be required to submit medical certification containing sufficient medical or mental health facts to establish that a serious health condition exists. Students should also indicate how the other person's condition affects the student's academic performance.

If the student does not complete the application within one month, the file will be closed and no further action will be taken unless a new application is initiated before the end of the eligibility period. The deadline for submitting a complete Withdrawal petition packet is the last class day of the semester following the requested Withdrawal term. A request submitted during the summer must be submitted by the last day of classes for the ten-week term.

The respective Director (or their designee) will review the request and the supporting documentation to determine whether the medical or mental health issue adversely affected the student's ability to function academically, and was substantial enough to warrant the student's Withdrawal under this policy. Upon that review, the respective Director (or their designee) will meet with the M/MH Committee to review the recommendation and the proposed date of Withdrawal. The Director will then provide a written recommendation to the Associate Vice Provost or the Dean of the Graduate School. The Associate Vice Provost or the Graduate Dean will have one month to process their decision and make the final determination regarding the status of each application. The student will be notified of the final determination in writing in a manner consistent with the policies and procedures established by UTSA.

An appeal of the Associate Vice Provost's or Graduate Dean's determination may be considered if new facts or additional documentation can be presented that may support a possible change in the decision. The appeal, along with this documentation, should be submitted in writing to the Associate Vice President for Student Services Student Health Services Director (or designee) for medical Withdrawals or to the Counseling Services Director (or designee) for mental health Withdrawals. All appeal recommendations will go back to the respective Associate Vice Provost for Undergraduate Studies or the Dean of the

Graduate School for review. The Dean's decision based on the appeal, and their decision shall be final.

Confidentiality of Medical/Mental Health Withdrawal Requests

The records and documentation submitted for the medical/mental health Withdrawal will be maintained by Student Health Services or Student Counseling Services, respectively. The documentation will remain confidential in accordance with applicable UTSA policies, and as may otherwise be required by law. The Vice Provost's/Dean's decision, however, will become part of the student's educational record.

Return to UTSA

Students who apply for Medical/Mental Health Withdrawal are strongly recommended to consult with their medical and/or mental health provider before making the decision to return to UTSA or to other higher education environments. Returning students, who might continue to be impacted by their medical and/or mental health condition, should consider consulting with Student Counseling Services, the UTSA Student Ombudsperson and/or Student Disability Services (SDS) (<http://www.utsa.edu/disability/>) to explore options, resources and to determine if their condition qualifies them for registration with SDS and any academic accommodations.

Administrative Policies and Procedures

- Crime Awareness and Annual Crime and Fire Safety Report (p. 72)
- Criminal History Check (p. 73)
- Drug-Free Schools and Communities Act (p. 73)
- Family Educational Rights and Privacy Act (FERPA) (p. 75)
- Gang-Free Zones (p. 78)
- Liability Insurance for Field Experience Courses (p. 78)
- Making a False Alarm or Report (p. 78)
- Nondiscrimination Policy (p. 78)
- Nonsmoking Policy (p. 83)
- Official Communication (p. 83)
- Peaceful Public Assembly (p. 83)
- Policy on AIDS, HIV Infection, and HBV (p. 84)
- Prohibition of Hazing (p. 84)
- Rules and Regulations of the Board of Regents (p. 85)
- Sexual Harassment and Sexual Misconduct Policy (p. 85)
- Solicitation and Distribution of Materials (p. 86)
- Student Code of Conduct (p. 87)
- Student Grievances (p. 97)
- Student Identification Number (p. 98)
- Student Right-to-Know (p. 98)
- Student Travel Policies (p. 98)
- Students' Rights and Responsibilities (p. 99)
- Textbooks (p. 99)

Crime Awareness and Annual Crime and Fire Safety Report

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Annual Security and Fire Safety Report (<https://www.utsa.edu/compliance-and-risk-services/documents/AnnualSecurityandFireSafetyReport.pdf>) is prepared and published by October 1st of each year by the UTSA Department of Public Safety. The contents of this report are assembled in cooperation with the Office of Student Affairs, University Housing, Student Conduct and Community Standards, Counseling Services, Fire and Life Safety Division, Title IX, and other university departments. Each entity provides updated information on policies and educational efforts and programs to comply with the Act.

The Annual Security and Fire Safety Report contains statistical information for the previous three years of incidents occurring on all UTSA geography as defined by the Clery Act and fires occurring within on-campus housing. Crime statistics are provided by the UTSA Department of Public Safety, other police agencies, and campus security authorities.

The annual report contains certain policy statements, information regarding timely warnings and emergency notifications, missing student notification policy, on-campus housing fire safety policies, and a statement advising the campus community where to locate information concerning registered sex offender information.

The report is available to all current and prospective students and employees through the UTSA Clery Compliance website (<https://www.utsa.edu/compliance-and-risk-services/clery/>). Hard copies of the Annual Security and Fire Safety Report are also available at the University Department of Public Safety Main, Downtown Campuses, the Institute of Texan Cultures (ITC) Security Station, and UTSA People Excellence office. The Clery Compliance Coordinator, Amanda Swaney, can be reached at 210-458-4153 or via email at clery@utsa.edu.

Crime and fire statistics included in the annual report are also provided to the U.S. Department of Education.

Reporting Crimes or Emergencies

Police-Fire-EMS

Dial:

911 (Any on-campus phone)

210-458-4911 (Cell phone or off-campus phone)

210-458-4242 (UTSA Police Non-Emergency)

Crimes Occurring Off Campus

Crimes occurring off-campus should be reported to the San Antonio Police Department at 210-207-7273, or the Bexar County Sheriff's Office at 210-335-6000.

The UTSA Department of Public Safety is responsible for law enforcement, security, and emergency response at the UTSA Main Campus, Downtown Campus, Hemisfair Park (ITC), Park West, and University Heights Tech Center. The primary office of the UTSA Department of Public Safety is located on the Main Campus in the Bosque Street Building, 1.400. A satellite office at the Downtown Campus is located in the Frio Street Building, 1.528. The UTSA Department of Public Safety is operational 24 hours a day, 365 days a year, and is staffed by commissioned Texas peace officers and supported by civilian personnel and non-commissioned public safety officers. A number of well-marked outdoor emergency telephones are located throughout the campuses in parking lots, parking garages, and elevators to report crimes and emergencies or to request police services. Walk-in reports will be taken at either the Main Campus or Downtown Campus offices. However, for faster service, please call the numbers listed. UTSA Department of Public Safety's Silent Witness Program is a way for people who have witnessed a crime or suspicious activity at any UTSA campus and want to report it. NOTE: The Silent Witness Program is NOT intended to report crimes in progress. The reporting form can be accessed at: <http://www.utsa.edu/publicsafety/pd> (<http://utsa.edu/utsapd/forms/witness.cfm>). LiveSafe @ UTSA is a safety app used at UTSA. It allows students, faculty, staff and visitors to report incidents, call or text the UTSA Police, access UTSA Safety Resources, and utilize the Safewalk feature. Download LiveSafe from Google Play or the Apple App Store. Register with your phone number and select "The University of Texas at San Antonio" as your school. With LiveSafe, you can choose to remain anonymous or share your name.

Missing Students Who Reside In On-Campus Housing

If any person has reason to believe that a student is missing, he or she should immediately notify the UTSA Department of Public Safety at (210-458-4911). Missing students who reside in on-campus housing

(Alvarez Hall, Chaparral Village, Laurel Village) may also be reported to the Director and/or Associate Director for UTSA Housing and Residence Life (210-458-6200) and they will immediately notify the UTSA Department of Public Safety. Depending on jurisdictional issues, UTSA Department of Public Safety will generate a missing person report, initiate an investigation and/or assist outside law enforcement agencies in the furtherance of a missing person investigation by sharing relevant investigative information.

Prior to moving into on-campus housing, all students have the option of designating someone as their "Missing Person" contact. This designation is confidential and can be the same as or different than the person designated as the student's "emergency" contact. UTSA Department of Public Safety shall notify the Missing Person contact within 24 hours of its determination that a student is missing. If the missing student is under the age of 18 and is not an emancipated individual, UTSA Department of Public Safety will also notify the student's parent or legal guardian. The confidential contact information is restricted and will only be used by authorized campus officials and/or law enforcement in the furtherance of a missing person investigation as well as appropriate campus officials and/or law enforcement as necessary in compliance with all applicable privacy laws. Students who wish to identify and select a confidential "Missing Person" contact can do so through their respective on-campus housing management.

Encouragement of Prompt Reporting of Crimes

Please promptly report all criminal incidents and medical emergencies to the UTSA Department of Public Safety using the telephone numbers listed above. Upon receipt of the call, University police officers are dispatched immediately to the site of the incident. The UTSA Department of Public Safety provides notification to the University community on a timely basis about crimes and campus safety related issues.

For more information regarding the Annual Security and Fire Safety report, please visit www.utsa.edu/compliance-and-risk-services/clery/ (<https://www.utsa.edu/compliance-and-risk-services/clery/>), where you will find the latest copy of the report.

Criminal History Check

Student Housing

If a student applies for on-campus housing, UTSA is entitled to check the student's criminal history record. If information contained in the record is used to deny on-campus housing to the student, the student will be notified.

The College of Education and Human Development

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

All COEHD prospective students in a licensure or certification program are required to acknowledge that they have been made aware of these requirements and that they have read the COEHD Criminal History Policy (<https://education.utsa.edu/programs/professional-preparation/resources.html>). For more information and for completing the acknowledgement form, please visit the Office of Professional Preparation and Partnerships in the College of Education and Human Development.

Educator Certification

In accordance with state law, the State Board for Educator Certification (SBEC) may suspend or revoke an educator's certification or refuse to issue certification for a person who has been convicted of a felony or misdemeanor for a crime that is directly related to the duties and responsibilities of the teaching profession (Texas Occupation Code, Section 53.021).

The Department of Social Work

Some field practicum sites for the Master of Social Work may require background checks of social work students prior to placement and may require the student to obtain this report her/himself. The outcome of this action may result in a student being accepted or denied by the field practicum setting. Students may be responsible for covering the cost of the background check, depending on the agency.

Drug-Free Schools and Communities Act

Health Risks of Alcohol and Drugs Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, delayed motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than in nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in nonalcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

Drugs

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

Cocaine

Cocaine is a stimulant most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes

resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision, and treatment.

Amphetamines

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

MDA and MDMA (XTC, Ecstasy)

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

Rohypnol (rophies, roofies, rope)

This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and Other Opiates

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

Hallucinogens or Psychedelics

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

Solvent Inhalants (glue, lacquers, plastic cement, etc.)

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

Marijuana (cannabis)

Marijuana may be ingested in a variety of ways, including but not limited to oral ingestion, smoking, and vaping. Marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment, and impaired coordination. Prolonged use can lead to psychological dependence.

Intravenous Drug Use

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

UTSA is a Drug-Free School

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

Standards of Conduct

Series 50000, Rule 50101, Sec. 1 (<https://www.utsystem.edu/board-of-regents/rules/50101-student-conduct-and-discipline/>) of the Board of Regents' *Rules and Regulations* of The University of Texas System provides for disciplinary action against any student who engages in conduct prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of drugs and alcohol; or possession of drug paraphernalia.

The use or possession of alcohol or drugs by an employee on University premises is defined as misconduct by The University of Texas System's "Policies and Procedures for Discipline and Dismissal of Employees." The unlawful use, possession, or distribution of illicit drugs or alcohol on University premises by an employee is prohibited by The University of Texas System's "Drugs and Alcohol Policy (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts102-drugs-and-alcohol-policy/>)."

University Sanctions

Students

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

Employees

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

Student Health Services

Student Health Services (<http://www.utsa.edu/health/>) provides information on and referrals for counseling and/or rehabilitation services

in addition to general health services. The clinic is located at the Main Campus Recreation and Wellness Center, room 1.500.

Penalties under State and Federal Law

I. Texas Law

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

II. Federal Law

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

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

Family Educational Rights and Privacy Act (FERPA)

Letter from the UTSA Dean of Students and Senior Vice Provost of Student Affairs and Annual Notice under FERPA and Notice Concerning Directory Information

Dear UTSA student,

You are a member of an outstanding academic community. The opportunities you have as a student at UTSA are numerous, and the choices you make here will help shape your readiness for the world you will face upon graduation. To assist you in your decision-making process we are sending this message to assure that you are familiar with both your rights and responsibilities as a UTSA student.

The *Annual Notice of Student Rights under FERPA and Notice Concerning Directory Information* sets forth Student rights under the Family Educational Rights and Privacy Act (FERPA), exceptions to FERPA allowing disclosure without Student consent and specific information for Students wishing to exercise their right to have Directory Information about them withheld from release by UTSA. The Annual Notice is set forth immediately below.

A general statement of UTSA students' rights and responsibilities can be found in the University's Student Policies in the Administrative Policies and Procedures in the Catalogs for undergraduates and graduates at: <https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentsrightsandresponsibilities/>

In addition to this general statement, an Online Student Handbook that outlines various policies that affect students can be found at: <https://catalog.utsa.edu/policies/>

We recommend that you take the time to become familiar with these policies and that you bookmark the above link for future reference.

Finally, the University has established a Student Ombuds who is available to assist students who are encountering challenges within the campus community. For more information about this service, go to: <https://www.utsa.edu/students/services/>.

I wish you all the best.

Sincerely,

LT Robinson
UTSA Senior Vice Provost for Student Affairs and Dean of Students

Notice of Rights under FERPA and Notice Concerning Directory Information

The Family Educational Rights and Privacy Act (FERPA) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>), 20 U.S.C. § 1232g, is the federal law that provides eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or a student at any age who attends a postsecondary institution, such as The University of Texas at San Antonio (“University”). 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 and Handbook of Operating Procedures 5.01.

Definition of Educational Records

The term “educational records” is defined as tangible records, in any form or medium, that (1) contain information directly related to a student and (2) which are maintained by the University or by a party acting for the University.

Exclusions from Educational Records

Educational records do not include the following:

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

Note: Dissertations, Theses and Research Papers

The University may disclose dissertations, theses and research papers authored by the student to interested members of the public.

Notice of Rights under FERPA

As a student, you have the following rights under FERPA:

1. The Right to Inspect and Review the Student’s Education Records

Upon written request, the University will provide a student with access to their educational records. Educational records covered by FERPA are made available within 45 days of the request. Students wishing to review their own FERPA records may submit written requests describing the item(s) of interest to Open Records in the Office of Legal Affairs Students at www.utsa.edu/openrecords/ (<https://www.utsa.edu/openrecords/>).

Students may also directly contact the appropriate office listed below for certain records:

Transcripts

Available online at Transcript Services (<https://onestop.utsa.edu/registration/transcript-services/transcript-account-ordering-instructions/>)

Verification of Enrollment (VOE)

Available online at Verification of Enrollment and Degree (<https://onestop.utsa.edu/registration/student-records/verification-of-enrollment-and-degree/>)

Other Academic Records

Submit your request to onestop@utsa.edu

Financial Aid Records

Submit your request to onestop@utsa.edu

Treatment Records

Student Health, Counseling and Mental Health Services - Submit your request to wellbeing@utsa.edu

Student Disability Services - Complete the Records Request form available online (<https://www.utsa.edu/disability/policies/requesting-your-records.html>) and, once completed, send to disability.services@utsa.edu.

Other Student Records

Senior Vice Provost for Student Affairs and Dean of Students, Office of Student Affairs - Submit your request to DoS@utsa.edu

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 eligible student shall have the right to inspect and review only such part of such material or document as it relates to such student.
2. The University does not have to permit a student to inspect and review educational records:
 - a. That are financial records of the parents of the student.
 - b. That are confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975.
 - c. That are confidential and/or statements of recommendation to which the student has waived the student’s right of inspection and review.
3. Students may obtain copies of their educational records and this policy. Copies will be made within 45 days at the student’s expense at rates authorized in the Texas Public Information Act. Official transcripts are not released for students who have a delinquent financial obligation or financial “hold” at the University.

2. The Right To Request The Amendment Of The Student's Education Records That Is Inaccurate, Misleading Or Otherwise In Violation Of The Student's Privacy Rights Under FERPA.

Eligible students may challenge the accuracy of their own 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 Senior Vice Provost and Dean of Students or designee of the Student's 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 Senior Vice President and Dean of Students or designee, who, within a reasonable period of time after receiving such requests, will inform Student of the date, place, and time of the hearing. Student 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, they 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. The decision of the President is final.

3. The Right to Provide Written Consent before the University Discloses personally identifiable information (PII) from the Student's Educational Records, Except to the Extent that FERPA authorizes disclosure without Consent.

The University will not permit access to or the release of PII contained in student educational records to any party without the written consent of the student, except as authorized by FERPA. The University may release PII from educational records without Student consent to the following:

1. Appropriate school officials who have legitimate educational interests (defined below)
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 eligible student is notified and receives a copy of the record if desired

3. Federal officials or state educational authorities for audit and evaluations of educational programs
4. Financial aid officials 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 for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, 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, upon proof of status and provided a reasonable effort is made to notify the student in advance
9. The general public, information the University has designated as "directory information" (defined below)
10. Appropriate officials or parents in connection with the health or safety of the student or other persons in an emergency situation when there is a threat of harm to the health or safety of student or others
11. 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
12. 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
13. An alleged victim of a crime of violence or a non-forcible sex offense, the final results of the alleged perpetrator's disciplinary hearing with respect to such crimes
14. The general public, the final results of a disciplinary hearing, if the University determines the Student is an alleged perpetrator of a crime of violence or non-forcible sex offense and, with respect to the allegation made, the Student has been found to have committed a violation of the University's rules or policies.

In item 1 above, "school official" means a person either: (1) employed by the University in an administrative, supervisory, academic, research, or support services position (including law enforcement unit personnel and health and counseling staff), (2) serving on a University governing body, (3) under contract to the University to perform an institutional 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.

Except for disclosures to school officials, disclosures related to certain judicial orders or lawfully issued subpoenas, disclosures of directory information (defined below), disclosures to the requesting student and other disclosures allowed by law, a log of records disclosing PII 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 contractor 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 PII 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.

4. The Right to File a Complaint for Alleged FERPA violations

Complaints regarding alleged violations of the FERPA rights may be filed with the UTSA Office of Institutional Compliance & Risk Services online at Compliance Hotline Form (https://cm.maxient.com/reportingform.php?UTSanAntonioEE&layout_id=5) or calling toll-free 24-hours a day, seven days a week at 210-458-4911.

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

Notice Concerning Directory Information

1. Directory Information Defined

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.

2. Discretion to Disclose Directory Information

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

1. Name, campus address, and telephone number
2. Campus e-mail address
3. Place of birth
4. Major field of study
5. Enrollment status
6. Dates of attendance (in person or by correspondence, video conference, Internet, or other electronic information and telecommunications technologies)
7. Most recent previous educational institution attended
8. Classification
9. Degrees, certificates, and awards received
10. Date of graduation
11. Participation in officially recognized activities and sports
12. Physical factors (height and weight) of athletes
13. Photographs

3. Purpose of Discretionary Disclosure of Directory Information

The primary purpose of directory information is to allow the University to include information from your educational records in certain publications, such as:

- The "Find People" Directory of UTSA Faculty, Staff or Students by Name;
- Implementation of Institutional Services by Contracting Vendors;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

4. Procedure for Opting Out of the Release of Directory Information

Students may have all directory information withheld by submitting the Restrict Student Directory Information Request form (<https://onestop.utsa.edu/forms/registrar/>) to the One Stop Enrollment

Center or by uploading the form via the Document Uploader (<https://uploader.it.utsa.edu/Account/Login/>). The request for confidentiality will remain in effect until the student makes written authorization releasing the information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties. All UTSA e-mail addresses, including Blackboard Learn course e-mail addresses, are subject to restriction. Students are advised to consider carefully the impact of having directory information withheld.

Gang-Free Zones

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

Liability Insurance for Field Experience Courses

Students pursuing the Social Work Generalist and Specialized Field Practicum will be required to purchase Student Professional Liability Insurance with limits of liability at \$1,000,000/\$5,000,000. See the requirements in the Master of Social Work Student Handbook on the Department of Social Work website. (<https://hcap.utsa.edu/social-work/current-students/>)

Making a False Alarm or Report

A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. The offense under Section 42.06, Texas Penal Code, of making such a false alarm or report involving a public or private institution of higher education is a state jail felony.

Nondiscrimination Policy

I. Policy Statement

It is the policy of The University of Texas at San Antonio (UTSA) to provide an educational and working environment that provides equal opportunity to all members of the UTSA community. In accordance with federal and state law, UTSA prohibits unlawful discrimination on the basis of race, color, gender, sex, religion, national origin, age, disability, citizenship, gender identity, gender expression, and veteran status in all aspects of employment and education. Discrimination on the basis of sexual orientation is also prohibited pursuant to this policy.

II. Rationale

This policy is the principal prohibition of all forms of discrimination regardless of where it occurs, including both on and off university

property, if it potentially affects the alleged victim's education or employment with the following exceptions: discrimination based upon disability (which is controlled by the Handbook of Operating Procedures (HOP) policy 9.02 Persons with Disabilities (<https://www.utsa.edu/hop/chapter9/9-2.html>)), and Sexual Harassment/Sexual Misconduct (which is controlled by the HOP policy 9.24 (<https://www.utsa.edu/hop/chapter9/9-24.html>)).

III. Scope

This policy and its complaint procedure apply to all UTSA administrators, faculty, staff, students, visitors and applicants for employment or admission.

IV. Website Address for This Policy

<http://www.utsa.edu/hop/chapter9/9-1.html>

V. Related Statutes, Policies, Requirements or Standards

Relevant Federal and State Statutes (This list is not inclusive of all laws prohibiting discrimination.)

1. The United States Constitution, First Amendment (http://www.usconstitution.net/xconst_Am1.html)
2. Title IX of the Education Amendments of 1972 (<https://www.justice.gov/crt/overview-title-ix-education-amendments-1972-20-usc-1681-et-seq/>)
3. Section 504 of the Rehabilitation Act of 1973 (<http://www2.ed.gov/about/offices/list/ocr/504faq.html#introduction>)
4. The Uniformed Services Employment and Reemployment Rights Act (<http://webapps.dol.gov/elaws/vets/usera/usera.asp>)
5. Title VI of the Civil Rights Act of 1964 (<http://www.dol.gov/oasam/regs/statutes/titlevi.htm>)
6. Title VII of the Civil Rights Act of 1964 (<http://www.eeoc.gov/laws/statutes/titlevii.cfm>)
7. The Age Discrimination Act of 1975 (<http://www.dol.gov/dol/topic/discrimination/agedisc.htm>)
8. Texas Labor Code Chapter 21 (<http://www.statutes.legis.state.tx.us/Docs/LA/htm/LA.21.htm>)

UTSA or UT System or the Board of Regents' Rules & Regulations

1. UTSA HOP policy 2.34 (<https://www.utsa.edu/hop/chapter2/2-34.html>), Faculty Grievance Procedure
2. UTSA HOP policy 3.03 (<https://www.utsa.edu/hop/chapter3/3-3.html>), Discipline and Dismissal of Classified Employees
3. UTSA HOP policy 3.04 (<https://www.utsa.edu/hop/chapter3/3-4.html>), Grievances of Non-Faculty Employees
4. Student Code of Conduct (<http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/>) Section 701, et seq.
5. UT System Regents Rules and Regulations, Rule 10701 Policy Against Discrimination (<http://www.utsystem.edu/board-of-regents/rules/10701-policy-against-discrimination/>)
6. UT System Regents Rules and Regulations, Rule 30107 Veteran's Employment Preferences (<http://www.utsystem.edu/board-of-regents/rules/30107-veterans-employment-preferences/>)
7. UT System Administrative Policy UTS105 Sexual Orientation Nondiscrimination Policy (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts105-sexual-orientation-nondiscrimination-policy/>)

of-regents/policy-library/policies/uts105-sexual-orientation-nondiscrimination-policy/)

Other Policies & Standards

1. U. S. Equal Employment Opportunity Commission - Discrimination (<http://www.eeoc.gov/laws/types/>)
2. U.S. Department of Education Office for Civil Rights (<http://www2.ed.gov/about/offices/list/ocr/know.html>)

VI. Contacts

If you have any questions about HOP policy 9.01, Nondiscrimination, contact the following office:

Office of Equal Opportunity Services/ EEO Officer/Title IX Coordinator
210-458-4120

VII. 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, gender identity/expression 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, gender identity/expression 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.

Retaliation is defined as any adverse action threatened or taken against an individual because the individual has filed, supported, provided information in connection with a complaint of discrimination or engaged in other legal protected activities. Retaliation includes, but is not limited to, intimidation, threats or harassment against any complainant, witness or third party.

VIII. Responsibilities

1. **Applicants/Employees/Students/Visitors**
 - a. Any person who believes that he or she has been subjected to prohibited discrimination should immediately file a complaint with UTSA's Office of Equal Opportunity Services (the "EOS Office") and utilize the procedures set forth in this policy.
 - b. Individual(s) who witness or are aware of suspected incidents of prohibited discrimination are strongly encouraged to immediately report the incident to the EOS Office.
2. **Supervisor/Administrator/UTSA official**
 - a. Every supervisor, administrator and UTSA official is responsible for promptly reporting incidents of prohibited discrimination that come to their attention to the EOS Office.
3. **EOS Office**
 - a. Determines what immediate and effective steps can be taken to end prohibited discrimination and protect the alleged victim.
 - b. Advises alleged victims of their right to file a complaint and/or to participate in the applicable student, faculty or staff discipline process. The EOS Office also must assess the best way to

proceed in the event an alleged victim does not wish to file a complaint and/or participate in an investigation or subsequent disciplinary process so as to protect the alleged victim while also ensuring that UTSA maintains an environment free from prohibited discrimination and harassment.

- c. Reviews and processes complaints of alleged prohibited discrimination.
 - d. Consults with the UTSA Police Department (UTSAPD), as appropriate, in cases involving potential criminal conduct to determine if criminal authorities need to be notified.
 - e. Advises the alleged victim of the right to file a criminal complaint in cases involving potential criminal conduct.
 - f. Explains the resolution options available under the Informal and Formal processes, as outlined under Section IX of this policy, and proceeds accordingly.
4. **The Director of Equal Opportunity Services** serves as UTSA's EEO Officer and Title IX Coordinator. The EEO Officer/Title IX Coordinator may be reached at 210-458-4120. The Director of Equal Opportunity Services:
- a. Investigates complaints based on discrimination.
 - b. Meets with students, faculty and staff wanting to file complaints or seeking information.
 - c. Ensures that UTSA has robust notice practices and education programs for students, faculty, and staff in accordance with Department of Education regulations and guidelines.
5. **UTSA Police Department**
- a. Advise alleged victims of their right to file a discrimination complaint under this policy in cases where an incident is reported to UTSAPD.
 - b. Provides UTSA officials investigating discrimination complaints access to any related UTSA law enforcement records as permitted by state and federal law and so long as it does not compromise any criminal investigation.
6. **Student Counseling Services**
- a. Is available to all UTSA students, including victims of unlawful discrimination, to provide support for such individuals and to advise them of their options under UTSA policy and procedures.

IX. Procedures

1. Reporting Responsibilities

UTSA encourages any person who believes that he or she has been subjected to prohibited discrimination to immediately file a complaint with UTSA's Office of Equal Opportunity Services and to utilize the procedures set forth in this policy. Every supervisor, administrator and UTSA official is responsible for promptly reporting incidents of prohibited discrimination and harassment that comes to their attention. Students, faculty, staff and visitors who witness or are aware of suspected incidents of prohibited discrimination are strongly encouraged to immediately report the incident to:

Suzanne Patrick
Director and Title IX Coordinator
Office of Equal Opportunity Services
North Paseo Building – Suite 5.130
Suzanne.Patrick@utsa.edu
210-458-4120
<https://www.utsa.edu/eos/>

Individuals shall not be penalized, disciplined, or prejudiced who in good faith report a violation of policy, procedure or law.

Complaints and reports of any prohibited discrimination should be filed as soon as possible after the conduct giving rise to the complaint. Delay in filing or reporting can greatly limit UTSA's ability to stop the harassment/discrimination and take effective action against the alleged respondent. Complaints regarding unlawful discrimination or harassment should be filed within thirty (30) calendar days after the event occurred.

2. Resolution Options

A person who believes that he or she has been subjected to prohibited discrimination or harassment in violation of this policy and seeks to take action may use either the Informal Resolution process or the Formal Complaint process, or both. Both processes are administered by the EOS Office. The Informal Resolution and Formal Complaint processes described in this policy are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time.

a. Informal Resolution Process

This process may be used as a prelude to filing a Formal Complaint or as an alternative. It is not necessary that this option be used. Anyone who believes that he or she has been subjected to discrimination or harassment may immediately file a Formal Complaint as described in Subsection (2) below. Informal Resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation.

- i. Informal Assistance - The individual is provided assistance in attempting to resolve possible harassment or discrimination if the individual does not wish to file a Formal Complaint. Such assistance includes strategies for the individual to effectively inform the offending party that his or her behavior is unwelcomed and/or offensive and should cease, action by an appropriate UTSA official to stop the unwelcomed and/or offensive conduct and modification of the situation in which the unwelcomed and/or offensive conduct occurred. However, UTSA may take more formal action, including disciplinary action, to ensure an environment is free of unlawful harassment and discrimination.
- ii. Timeframe - Informal Resolutions will be completed within 30 (thirty) calendar days from receipt of a request for Informal Resolution.

b. Formal Complaint Investigation Procedures

This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful gender discrimination (excluding sexual harassment) required under Title IX of the Education Amendments of 1972. As used herein, "complaint" is synonymous with "grievance."

- i. Formal Complaint - 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 that is 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. When a UTSA employee, supervisor or University

office receives a complaint with a written statement, the individual receiving the complaint shall immediately notify the EOS Office. EOS Complaint Forms are located on the EOS website located at www.utsa.edu/eos (<http://www.utsa.edu/eos/>).

ii. Complaint Investigation

1. The EOS Office is responsible for investigating Formal Complaints. If the complaint is not in writing, the investigator should prepare a statement of what he or she understands the complaint to be and seek to obtain verification of the complaint from the complainant.
2. Within ten (10) work days of receipt of a complaint, the EOS investigator, as appropriate, may either dismiss the complaint or authorize an investigation of the complaint. A complaint may be dismissed if the facts alleged in the complaint, even if taken as true, do not constitute prohibited harassment or discrimination; the complaint fails to allege any facts that suggest prohibited harassment or discrimination occurred; or the appropriate resolution or remedy has already been achieved, or has been offered and rejected.

If it is determined that a complaint will not be investigated, the EOS Office will contact the complainant and/or send the complainant a notification letter explaining the reason for the dismissal and informing the complainant that, within 15 (fifteen) work days of the notification, he or she may appeal the decision not to proceed with a complaint investigation to the Compliance Officer. The written appeal must explain why the decision to dismiss the complaint was in error. The Compliance Officer will respond within twenty (20) work days of receipt of the appeal. The Compliance Officer's decision is final. If the decision to dismiss is overturned, the complaint is sent back to the EOS Office for investigation in accordance with the procedures outlined below.

3. As part of the investigation process, the accused individual shall be provided with a copy of the complaint and allegations or a statement from the EOS Office that explains the allegations as the EOS office and the complainant understand them to be. The accused will be allowed a reasonable time to respond in writing as determined by EOS.
4. The complainant and the accused individual may present any document or information that is believed to be relevant to the complaint.
5. Any persons thought to have information relevant to the complaint will be interviewed and such interviews will be appropriately documented.
6. Both the accused individual and the complainant may recommend witnesses for interview and suggest questions that should be asked. Neither the complainant nor the accused individual may attend investigation interviews of witnesses or the gathering of evidence.
7. The investigation of a complaint will be conducted as soon as possible after receipt of the written complaint. In investigations exceeding sixty (60) work days, a justification for the delay will be presented to and reviewed by the Compliance Officer overseeing the investigative office. The complainant, accused individual and appropriate supervisor will be provided an update

on the progress of the investigation and issuance of the report.

- iii. 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, recommended disciplinary action if a violation of the policy occurred. Factual conclusions shall be based upon a preponderance of the evidence standard. The EOS Office may also make recommendations to resolve any workplace issues it may discover during the investigation process regardless of whether prohibited harassment or discrimination can be substantiated.
- iv. A copy of the report will be provided to the complainant, the respondent, and the vice president who has authority over the respondent. (The vice president may delegate responsibility for reviewing the EOS report and any submitted comments and taking the actions identified in (e) below.) The complainant and respondent have seven (7) work days from the date of the report to submit written comments regarding the report to the appropriate vice president. However, in accordance with the Family Education Rights and Privacy Act, in complaints involving student-on-student conduct, neither the complainant nor the respondent will receive a copy of the report. Instead both students will receive a memorandum from EOS stating the findings and recommendations included in the report provided to the vice president.
- v. Within ten (10) work days of receiving any comments submitted by the complainant or respondent, or, if no comments were submitted, within seven (7) work days of the date of the report, the appropriate vice president who has authority over the respondent will take one of the following actions:
 1. Notify both the complainant and respondent that a review is in progress;
 2. Request the EOS Office to do further investigation into the complaint;
 3. Dismiss the complaint if the results of the completed investigation are inconclusive or there is not a preponderance of the evidence (i.e., there is insufficient reasonable, credible evidence to support the allegation(s)); or
 4. Find that the policy was violated.
 - a. A decision that this policy was violated shall be made upon the record provided by the investigator and any comments submitted by the complainant or respondent; and shall be based on the totality of circumstances surrounding the conduct complained of, including but not limited to: the context of that conduct, its severity, frequency, whether it was physically threatening, humiliating, or was simply offensive in nature. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.
 - b. If the appropriate vice president who has authority over the respondent determines that this policy was violated, he or she will refer the matter for disciplinary action in accordance with UTSA's applicable disciplinary procedures. Implementation

of disciplinary action against faculty and staff will be handled in accordance with UTSA's policy and procedures for discipline and dismissal of faculty and employees. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension, and dismissal. Implementation of disciplinary action against students will be referred to the Office of Student Conduct and Community Standards for processing in accordance with the Student Code of Conduct. The Student Code of Conduct is located in *UTSA Student Policies* at <https://catalog.utsa.edu/policies/>. Student disciplinary actions may include, but are not limited to, probation, suspension, or expulsion.

- vi. The complainant and the respondent shall be informed in writing of the appropriate vice president's decision and be provided a copy of the final statement of findings. However, if a complaint is filed against a student, information sent to the complainant will be in compliance with the Family Education Rights and Privacy Act.
- vii. Both the complainant and the respondent shall be afforded an opportunity to appeal any disciplinary action imposed by utilizing the established policies governing such appeals:
 1. Faculty: HOP policy 2.34 (<https://www.utsa.edu/hop/chapter2/2-34.html>), Faculty Grievance Procedure
 2. Staff: HOP policy 3.03 (<https://www.utsa.edu/hop/chapter3/3-3.html>), Discipline and Dismissal of Classified Employees, or HOP policy 3.04 (<https://www.utsa.edu/hop/chapter3/3-4.html>), Grievances of Non-Faculty Employees;
 3. Students: Student Code of Conduct (p. 87) Section 701, et seq.

3. Veteran's Employment Preference Complaint Procedure

The University of Texas System Board of Regents has delegated authority to the president to review all written complaints from individuals who believe they did not receive a veteran's employment preference relating to hiring or to retention of the individual if the institution reduced its work force. The president has delegated review of all written complaints to the University EEO officer. UTSA has adopted the following grievance procedure in order to provide prompt and equitable resolution of complaints alleging any action in violation of state provisions for veteran's preference.

- a. Complaints should be submitted to EOS within 60 (sixty) working days from the date after the applicant or employee received notification of non-selection or reduction in force status, or became aware of the disputed decision. In computing the 60th working day filing deadline, the next working day after the decision or notification is counted as the first day.
- b. Applicants or employees must complete the Intake Form from EOS and may submit to EOS by mail, fax or e-mail.
- c. The complaint will be processed in accordance with the complaint procedures set in paragraph Section B "Resolution Options" above, except that Handbook of Operating Procedures deadlines set forth in that paragraph do not apply. A written decision will be mailed by the appropriate vice president to the complainant no later than the 15th work day after the complaint is received by EOS. The appropriate vice president (or his/her designee) will make a final determination concerning whether an individual was denied a Veteran's Employment Preference.

4. Pay Transparency Nondiscrimination Provision

UTSA will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the University, or (c) consistent with the University's legal duty to furnish information.

5. Provisions Applicable to all Complaints

Assistance - During the complaint process, a complainant, respondent or witness may be accompanied by an uninvolved person of his or her choice, including an attorney, unless doing so would violate FERPA; however, this individual may not actively participate in the meeting or interview. In addition, this individual must not have any personal knowledge regarding the facts surrounding the complaint.

- a. Retaliation - 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.
- b. Confidentiality and Documentation - UTSA shall document complaints and their resolution. The EOS Office shall retain such documentation in accordance with State and Federal records laws and UTSA policy. To the extent permitted by law, complaints and information received during the investigation will remain confidential. Relevant information will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint. Where the individual's desire to maintain anonymity constrains attempts at establishing facts and eliminating the potential harassment or discrimination, UTSA will attempt to find the right balance between the individual's desire for privacy and confidentiality with the responsibility of UTSA to provide an environment free of prohibited harassment and discrimination.
- c. No recording devices are allowed during EOS interviews or meetings and no recording is allowed of telephone conversations.
- d. Deadlines - Deadlines in this procedure may be modified by the EOS Office upon a written showing of good cause by either party or UTSA.
- e. Concurrent Criminal or Civil Proceedings. Police and criminal or civil justice procedures, findings, or outcomes are not determinative of either these complaint/investigation procedures or UTSA disciplinary procedures. UTSA does not wait for criminal or civil justice outcomes to take action as it has an independent duty to respond to complaints of prohibited discrimination and harassment.

6. Dissemination of Policy and Education

- a. The policy will be made available to all faculty, employees and students online and in publications. Regular compliance training will provide guidance to employees and faculty about UTSA's Nondiscrimination Policy and will include information about complaint procedures and will refer individuals to designated offices or officials for additional information. Periodic notices will be sent to students, faculty, and staff about UTSA's Nondiscrimination Policy. The notice will specify the right to

file a complaint under this policy and will refer individuals to designated offices or officials for additional information.

- b. UTSA may periodically educate and train employees and supervisors regarding the policy and conduct that could constitute a policy violation. Preventive education and training programs will be provided to students, faculty and staff.
- c. In accordance with Texas Labor Code 21.010, all UTSA employees, including faculty, are required to complete discrimination training no later than the 30th calendar day after the date the employee is hired and shall complete supplemental training every two years. The electronic training record is the acknowledgement and verification that the training has been conducted.
- d. Each vice president or designee will periodically assess their area of authority to make sure a climate is maintained that promotes an educational and working environment that provides equal opportunity to all members of the UTSA community. If problems are noted or if the circumstances surrounding a complaint are not remedied, the EOS Office shall be notified immediately for assistance in taking corrective actions.

7. Title IX Coordinator Information

Suzanne Patrick
 Director and Title IX Coordinator
 Office of Equal Opportunity Services
 North Paseo Building – Suite 5.130
 Suzanne.Patrick@utsa.edu
 210-458-4120
<https://www.utsa.edu/eos/>

Nonsmoking Policy

UTSA is a tobacco and smoke-free campus. Smoking and the use of tobacco products are prohibited in and on all University-owned and leased property including but not limited to buildings, grounds, resident and housing areas, parking lots and structures, green space, sidewalks, walkways, and personal vehicles on the property. Tobacco products are defined as all forms of tobacco products including but not limited to cigarettes (of any kind, including herbal/spice cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco. Details regarding the policy can be found in Section 9.36 (<https://www.utsa.edu/hop/chapter9/9.36.html>) of the Handbook of Operating Procedures. Compliance with the policy is the responsibility of all members of the University community, including contractors, vendors, and visitors. Violations will be dealt with on a case-by-case basis in accordance with established disciplinary policies of the University.

Official Communication

The University of Texas at San Antonio (UTSA) provides all students with an email account, which ends with @my.utsa.edu (UTSA email), upon matriculation to the institution. The official means of student communications at UTSA is through the @my.utsa.edu email. Starting October 4, 2021, UTSA will discontinue the preferred personal email address option and all email communications are required to flow through the @my.utsa.edu address assigned to the student.

The UTSA email account provides additional security deemed appropriate by the institution. Students should not share login or password

information related to this email as university officials assume the person in control of the account is the student to whom the account was assigned. Students are responsible for all official information sent to their UTSA email account and should exercise extreme caution when sending confidential or sensitive information, such as social security numbers, because email is not a fully secure platform. Students may set up an automatic forward of messages to another account, but students do so at their own risk and students are still responsible for all information in their UTSA email, including attachments.

Students submitting requests to any University office must do so using only their UTSA email. University officials will not respond with detailed or sensitive information to any non-UTSA email account. Students must check their UTSA email accounts regularly (daily is suggested). Not having seen an important UTSA email message from a faculty member or other University administrator or administrative office is not accepted as an excuse for failure to review a UTSA email or to take important action.

Peaceful Public Assembly

This policy protects and regulates speech, expression, and assembly of students, faculty members, staff members, and members of the public that are not part of the teaching, research, or other official functions of The University of Texas at San Antonio (UTSA or University), not otherwise sponsored by the University or any of its academic or administrative units, and not submitted for academic credit.

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, and members of the public, have the right to assemble in University Common Outdoor Areas, which are outdoor spaces not used for dedicated University business or an event, an educational function, or a research function on either a permanent or temporary basis. The right to assemble includes the right to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. The University is committed to these freedoms and has adopted the free speech policy statement produced by the Committee on Freedom of Expression at the University of Chicago. A link to the University's statement can be found here: <http://www.utsa.edu/president/campusandcommunity/cde/commitment.html>.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the University. The University shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the University or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property.

In furtherance of the University's educational mission, the University buildings including their outside surfaces, surfaces associated with or connected to a University building, or a University structure are limited public forums open only to the expressive activities of faculty, staff, and students as set forth in this policy. Members of the public may engage in expressive activities only in the Common Outdoor Areas at the University in accordance with the time, place, and manner rules contained in this policy. Student, faculty, and staff organizations may not invite the public

at large to events in University buildings, facilities, or locations that are not a Common Outdoor Area.

University staff, faculty and students may peaceably assemble and engage in expressive activity anywhere on the UTSA campuses that they are otherwise permitted to be without advanced permission, subject to the time, place and manner rules necessary to preserve the equal rights of others and the other functions of the University, and so long as they do not disrupt University business or operations. 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. Members of the public are able to engage in expressive activities only in Common Outdoor Areas of UTSA campuses, subject to the time, place, and manner rules in this policy necessary to preserve the functions of the University.

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 are strongly encouraged to notify and consult with Events Management and Conference Services (EMCS) as soon as practicable. EMCS has experience in helping student organizations structure events in ways that both comply with the University's rules and achieve the organization's goals for the event. EMCS can help identify appropriate space and potentially conflicting events, as well as help the planners avoid unintended disruption or other violations.

Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference in this policy. For example, libraries typically have highly restrictive rules concerning noise; fire and safety codes prohibit the obstruction of exits and limit the constriction of hallways; classroom speech may be confined to the subject matter of the class; and individual professors may have rules of decorum in their classroom. Such rules must be viewpoint neutral and should not restrict speech more than is reasonably necessary to serve their purpose.

For full and complete information, see Section 9.37(II) (<https://www.utsa.edu/hop/chapter9/9-37.html>) of the UTSA Handbook of Operating Procedures.

Policy on AIDS, HIV Infection, and HBV

UTSA recognizes Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as serious public health issues and is committed to encouraging an informed and educated response to concerns and questions regarding these infections. Please refer to the Handbook of Operating Procedures, Chapter 9, 9.22 (<http://utsa.edu/hop/chapter9/9-22.html>), for the most current policy.

Programs offered in conjunction with UT Health San Antonio may require the Hepatitis B vaccine. Educational materials and questions regarding HIV and Hepatitis B virus can be addressed at Wellness 360 at UTSA. Contact Wellness 360 at UTSA (<https://wellness360.uthealthsa.org/wellness-360-at-utsa/>) at 210-458-4142 or by visiting their office at RWC 1.500 (Main Campus).

Visit Centers for Disease Control and Prevention (<https://www.cdc.gov/>) for more information on diseases and prevention.

Prohibition of Hazing

Under state law (§ 37.151 through 37.157 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#F>) and 51.936 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51936>), Texas Education Code) individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to law, a person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the Dean of Students (<https://www.utsa.edu/studentlife/>) firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

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

The penalty for failure to report hazing activities is a fine not to exceed \$2,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury that results; they range from individual fines of \$2,000 and/or up to 180 days in jail to individual fines of up to \$10,000 and/or a state jail term of not less than 180 days or more than two years. Organizational penalties include fines of not less than \$5,000 or more than \$10,000. If the organizational hazing activity resulted in personal injury, property damage, or other loss, the penalty is a fine of not less than \$5,000 or more than double the amount lost or expenses incurred because of the injury, damage, or loss.

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

1. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

3. any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this section;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Activities that under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of subsection 202(A)(10) of the Student Code of Conduct (p. 87), include, but are not limited to:

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

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

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Dean of Students (<https://www.utsa.edu/studentlife/>) and immunizes that person from participation in any judicial proceeding resulting from that report.

State law does not affect or in any way restrict the right of UTSA to enforce its own rules against hazing, and the University may take

disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under state law.

Rules and Regulations of the Board of Regents

A student at UTSA neither loses the rights nor escapes the responsibilities of citizenship. Compliance is expected with both the penal and civil statutes of the state and federal governments, the Rules and Regulations (<http://www.utsystem.edu/bor/rules/>) of the Board of Regents of The University of Texas System, The University of Texas System Student Conduct and Discipline Model Policy, and the policies and procedures of the University.

All students of UTSA are subject to the rules and regulations governing student conduct and discipline as set out in Series 50000, Rule 50101, Sec. 2 of the *Rules and Regulations* of the Board of Regents of The University of Texas System, and the UTSA Handbook of Operating Procedures (<http://utsa.edu/hop/>).

The *Rules and Regulations* of the Board of Regents, the UTSA Handbook of Operating Procedures, and the *UTSA Student Policies* have full force and effect as they concern all UTSA students. The *Rules and Regulations* of the Board of Regents and the UTSA Handbook of Operating Procedures may be consulted on the Internet.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its institutions on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy (*Rules and Regulations* of the Board of Regents, Series 10000, Rule 10701, Sec. 1; UTSA Handbook of Operating Procedures, Chapter 9, § 9.01; *UTSA Student Policies*, and the Student Code of Conduct (p. 87)). Students can notify the University of any violations of these policies by contacting Student Conduct and Community Standards or the Office of Equal Opportunity Services. If any student feels they have been subjected to prohibited discrimination, including sexual harassment, they may file a complaint (https://cm.maxient.com/reportingform.php?UTSanAntonioEE&layout_id=3) with the Office of Equal Opportunity Services. Students must file a complaint promptly.

Sexual Harassment and Sexual Misconduct Policy

I. Policy Statement

University of Texas at San Antonio (UTSA) (the University) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct, as defined in Section VII Definitions, will not be tolerated and will be subject to disciplinary action.

The University will promptly discipline any individuals or organizations within its control who violate this Policy. The University encourages you to promptly report violations of this Policy to the Title IX Coordinator or Deputy Coordinators (collectively "EOS/Title IX Office (<http://www.utsa.edu/eos/>") or a Responsible Employee, as identified in Section VII below.

Free Speech. This Policy encourages and respects the right of free speech guaranteed by the First Amendment of the Constitution and the principles of academic freedom. Constitutionally protected expression cannot be considered harassment under this policy. Each faculty member is entitled to full freedom in the classroom in discussing the subject which they teach. The right to free speech and principles of academic freedom are not absolute, however. The offensive conduct underlying some incidents might be protected speech, but it may still be in contradiction to the University's commitment to academic freedom, integrity, honesty, dignity, respect and honorable conduct (see generally Regents Rule 10901, *Statement of U.T. System Values and Expectations*). In these instances, constitutional rights will continue to be protected, but the University will also exercise its right to speak and engage in educational dialogue with those engaged in these types of behaviors. Further, some offensive conduct, even though it contains elements of speech, may rise to the level of the type of conduct that creates a sexually hostile environment and, thus, violates this policy.

II. Rationale

This policy is the principal prohibition of sexual harassment (including sexual violence), sexual misconduct, domestic violence, dating violence, and stalking regardless of where it occurs, including both on and off University property, if it potentially affects the alleged victim's education or employment.

III. Scope

This Policy applies to all University administrators, faculty, staff, students, and third parties within the University's control, including visitors and applicants for admission or employment. It applies to conduct regardless of where it occurs, including off University property, if it potentially affects the complainant's education or employment with the University or potentially affects the University community. It also applies regardless of the gender, gender identity or sexual orientation of the parties. In addition, it applies to any complaint made verbally or in writing.

IV. Website Address for This Policy

To review the entire policy including all definitions and processes please visit this website: <https://www.utsa.edu/hop/chapter9/9.24.html>

V. Related Statutes, Policies, Requirements or Standards

UTSA or UT System Policies or the Board of Regents' *Rules and Regulations*:

1. Regents' Rules and Regulations, Rule 30105, Sexual Harassment, Sexual Misconduct, and Consensual Relationships (<http://www.utsystem.edu/board-of-regents/rules/30105-sexual-harassment-and-misconduct-and-inappropriate-consensual-relations/>)
2. University of Texas System Administration System wide Policy (UTS 184), Consensual Relationships (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts184-consensual-relationships/>)

3. University's Sex Harassment and Sexual Misconduct Policy (<https://www.utsa.edu/hop/chapter9/9-24.html>)
4. Regents' Rules and Regulations, Rule 31008, Termination of a Faculty Member (<http://www.utsystem.edu/board-of-regents/rules/31008-termination-faculty-member/>)
5. UTSA HOP policy 3.03 Discipline and Dismissal of Personnel (<http://www.utsa.edu/hop/chapter3/3-3.html>)
6. UTSA Student Discipline Policy (<http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/>)

Relevant Federal Statutes and Other Policies & Standards:

1. Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681–1688 (<http://www.gpo.gov/fdsys/pkg/USCODE-2013-title20/pdf/USCODE-2013-title20-chap38.pdf>) and its implementing regulations, 34 C.F.R. Part 106.
2. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e–2000e-17 (<http://www.gpo.gov/fdsys/pkg/USCODE-2013-title42/pdf/USCODE-2013-title42-chap21-subchapVI.pdf>) and its implementing regulations 29 C.F.R. §1604.11.
3. Clery Act, 20 U.S.C 1092(f) (<http://www.gpo.gov/fdsys/pkg/USCODE-2013-title20/pdf/USCODE-2013-title20-chap28-subchapIV-partF-sec1092.pdf>) and its implementing regulations 34 C.F.R. Part 668 (<http://www.gpo.gov/fdsys/pkg/CFR-2013-title34-vol3/pdf/CFR-2013-title34-vol3-part668.pdf>)
4. FERPA Regulations, 34 C.F.R. Part 99 (<http://www.gpo.gov/fdsys/pkg/CFR-2013-title34-vol1/pdf/CFR-2013-title34-vol1-part99.pdf>)
5. Texas Education Code, Subchapter E-2: Reporting Incidents of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking §51.251-51.259 (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51251>)
6. Texas Education Code, Subchapter E-3: Sexual Harassment, Sexual Assault, Dating Violence, and Stalking §51.281-51.291 (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51281>)

System Administration Office(s) Responsible for Policy
Office of System wide Compliance

VI. Contacts

If you have any questions about HOP policy 9.24 Sexual Harassment and Sexual Misconduct, contact the following office:

Suzanne Patrick
Director and Title IX Coordinator
Office of Equal Opportunity Services
North Paseo Building – Suite 5.130
Suzanne.Patrick@utsa.edu
210-458-4120
<https://www.utsa.edu/eos/>

Solicitation and Distribution of Materials

No individual, group, association, or corporation may use the grounds, buildings, housing or facilities owned or controlled by any institution or by The University of Texas System except as permitted by the provisions of the *Rules and Regulations* of the Board of Regents and approved institutional rules and regulations. The term "solicitation (<http://utsa.edu/hop/chapter9/9-10.html>)" means the sale, lease, rental, or offer for sale,

lease, or rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or product that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to state or federal law or local ordinances. Contact the Student Activities Office (<http://utsa.edu/sa/>) for UTSA regulations regarding solicitation and distribution of material on UTSA campuses.

Solicitation on Campus

Series 80000, Rule 80103 (<http://www.utsystem.edu/bor/rules/#A9>), of the Regents' *Rules and Regulations* states that no solicitation shall be conducted on any property, street, or sidewalk or in any building, structure, or facility of the UTSA Campus, except by the officers or employees of the University, acting in the course and scope of their authority, or by the Student Government (SG), or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

1. does not disturb any academic programs or administrative activities of the University or any program or activity that is authorized by The University of Texas System;
2. does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
3. does not harass or intimidate the person or persons being solicited; and
4. does not violate applicable State, Federal, or local laws or regulations.

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

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

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs, 210-458-4201.

Additional information on UTSA's solicitation policy may be obtained in the UTSA Handbook of Operating Procedures (<http://utsa.edu/hop/chapter9/9-10.html>) or the Student Activities Office located at the Student Union 1.210 (Main Campus) or Durango Building 1.302 (Downtown Campus).

Posting Materials on Campus

A student or student organization may publicly post an approved sign on University property. Signs include billboards, decals, notices, placards, posters, and any kind of hand-held signs. Posting is defined as any means used for displaying a sign. A detailed explanation of University posting policy may be obtained from the Student Activities Office at UC 1.210 (Main Campus) or DB 1.302 (Downtown Campus). All materials must be approved for posting by the Student Activities Office (<http://utsa.edu/sa/>).

Unauthorized Distribution of Copyrighted Material

Unauthorized copying or distribution (including peer-to-peer file sharing) of copyrighted works, including without limitation, books, periodicals, software, multimedia and musical works, may be unlawful and may infringe the owner's copyright. Any use of UTSA computer or duplicating facilities by students, faculty, or staff for the unauthorized duplication or distribution of copyrighted works is subject to:

- Appropriate disciplinary action
- Civil remedies
- Criminal penalties as provided by federal law (UTSA Handbook of Operating Procedures, Chapter 9, 9.11 (<http://www.utsa.edu/hop/chapter9/9-11.html>))

The University of Texas System's policy statement on "Use of Copyrighted Materials (<https://www.utsystem.edu/sites/policy-library/policies/uts-107-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 Standard for Unauthorized File Sharing limiting the use of peer-to-peer applications may be found on the Office of Information Security website (<https://security.utsa.edu/standard-for-unauthorized-file-sharing/>).

Student Code of Conduct

Student Conduct and Community Standards (SCCS) is housed in the Student Union, room 2.01.04 (above the Ski Lodge). SCCS promotes appropriate standards of behavior for the UTSA community, in part by investigating alleged violations of the University's *Student Code of Conduct*, and addressing these violations by holding students accountable while intentionally educating them regarding their choices. SCCS accomplishes this by truly listening to students and creating an environment where they feel heard. SCCS is a place where students can discuss violations of University rules, learn about University expectations, and report possible violations. All *safety* concerns should be reported to the UTSA Police Department (<http://www.utsa.edu/utsapd/>). Visit the SCCS website (<http://www.utsa.edu/conduct/>) for further information.

General Provisions

Sec. 101. Introduction

By enrolling at The University of Texas at San Antonio (UTSA), a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state, and local laws; the Rules and Regulations of the Board of Regents (<http://www.utsystem.edu/bor/rules/>) of The University of Texas System; the rules and regulations

of UTSA (<http://utsa.edu/policies/>); and directives issued by a UTSA administrative official in the course of their duties. A student who enrolls at UTSA is charged with the obligation to conduct themselves in a manner compatible with UTSA's function as an educational institution; consequently, conduct which interferes with the use or utilization of UTSA facilities by other persons may be sanctioned regardless of whether such conduct is specifically proscribed by the provisions of the *Student Code of Conduct*.

Sec. 102. Definitions

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

1. Academic Sanction means a sanction affecting a student's grade. For example, the lowering of a grade on an assignment, test, or in the course;
2. Administrative Disposition is a document signed by the student and Dean which includes a statement of the disciplinary charges, the findings, the sanction, and a waiver of the hearing procedures;
3. Campus means all real property, buildings, or facilities owned or controlled by UTSA;
4. Complainant means the individual who alleges any prohibited conduct under this Policy;
5. Day means a calendar day. For purposes of calculating any period of days in this Policy, if the last day of the period falls on a Saturday, Sunday, or a UTSA official holiday (including Skeleton Days), or is a day when UTSA is closed due to an emergent situation, the period continues to run until the next day that is not a Saturday, Sunday, a UTSA official holiday (including Skeleton Days), or a day when UTSA is closed due to an emergent situation;
6. Dean or Dean of Students (<http://www.utsa.edu/studentlife/>) refers to the UTSA administrative officer or officers 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. The Dean is responsible for the administration of the disciplinary process, who may designate individual(s) to administer disciplinary cases under this Policy;
7. Faculty Member means a person who is employed by UTSA for the purpose of teaching a class and who has authority to assign grades for the class;
8. Hearing Officer means an individual or individuals appointed by the Dean of Students to hear disciplinary charges, make findings of fact, and upon a finding of responsibility, impose an appropriate sanction(s);
9. Interim Disciplinary Action means disciplinary action adverse to a Respondent taken against the Respondent before a finding of responsibility for a Policy violation, and may include suspension, suspension of a right or privilege, or a prohibition from entering Campus or any part of Campus;
10. Provost means the UTSA Provost (<https://provost.utsa.edu/>) or their designee;
11. Referral is a written statement of the essential facts allegedly constituting a violation of Regents' Rules, UTSA policies, or administrative rules;
12. Respondent means the student accused of an alleged Policy violation;
13. Student Conduct and Community Standards (<http://utsa.edu/studentlife/conduct/>) means the Dean of Students' delegates for matters pertaining to student misconduct;
14. Student means the following persons for purposes of this Policy:

- a. A person currently enrolled at UTSA;
- b. A person accepted for admission or readmission to UTSA;
- c. A person who has been enrolled at UTSA in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows;
- d. A person who is attending an additional program sponsored by UTSA while that person is on Campus;
- e. A person who engaged in prohibited conduct at a time when they met the criteria of 1, 2, 3, or 4.

15. System means The University of Texas System (<http://www.utsystem.edu/>);

16. University means The University of Texas at San Antonio or UTSA.

Sec. 103. Application

1. The *Student Code of Conduct* applies to individual students, prescribes the standards of conduct expected of students enrolled at the University, outlines actions that can be taken when conduct is not in conformity with the prescribed standards, and establishes due process procedures for the imposition of such actions.
2. A student may be subject to discipline for prohibited conduct that occurs off campus, including but not limited to University off campus activities, such as field trips, internships, rotations or clinical assignments, regardless of whether civil or criminal penalties are also imposed for such conduct. The sanctions imposed by the University shall not be used merely to duplicate penalties imposed by local, state, or federal authorities.
3. Free Speech: Freedom of speech and principles of academic freedom are central to the mission of institutions of higher education, including UTSA. Constitutionally protected expression cannot be considered prohibited conduct under this Policy.

Sec. 104. Miscellaneous

1. Computation of Time: Where the required action must be taken on a specified number of days either before or after the date upon which an act or event takes place or is to take place, the date of the act or event from which the time is computed shall not be included.
2. Service: Service of every notice, request, or decision required by the *Student Code of Conduct* may be made by delivering a copy of the documentation to the person to be served in person, by regular mail, or by e-mail. A written notice, request, or decision may be served on a student by mailing to the primary physical or the *myUTSA* e-mail address appearing in the Registrar's (<http://www.utsa.edu/registrar/>) records.

Student Standards of Conduct

Sec. 201. Conduct Expected of Students

A student is expected and required to obey federal, state, and local laws; to comply with the Regents' *Rules and Regulations*, University rules and regulations (including this Policy), and directives issued by an administrative official of the System or the University of Texas at San Antonio in the course of their authorized duties; and to observe standards of conduct appropriate for an academic institution.

Sec. 202. Specific Conduct Proscribed

1. Disciplinary proceedings may be initiated against any Student for any of the following acts or violations:
 - a. violation of any provision of the Regents' Rules and Regulations of the System;

- b. violation of any rule or regulation of the University, including but not limited to those relating to on-campus housing, the registration of student organizations, the use of University facilities or grounds, and the time, place, and manner of expression or expression-related conduct;
- c. failing to comply with any order or instruction of an official of the University or the System acting in the course of their authorized duties, or furnishing false or misleading information to or withholding material information from any University staff member acting in the course of their duties;
- d. damaging, destroying, tampering, mutilating or defacing property, equipment, supplies, buildings, or facilities owned, leased, or controlled by the University or the System and/or damaging, destroying, defacing, or taking without authorization property located on Campus and belonging to any Student, employee, or visitor;
- e. gambling on, or the unauthorized entry into or upon, property, buildings or facilities owned, leased, or controlled by the University;
- f. forging, altering, mutilating, destroying, or assisting in altering any University document or record, entering false information in such documents or records, or giving a false response to an inquiry made by an official of the University or the System acting in the course of their duties, including but not limited to omitting requested information related to an application for admission, the award of a degree, or any official record of the University. A former student who engages in such conduct is subject to bar against readmission, revocation of degree, and/or withdrawal of diploma;
- g. forging, altering, duplicating, or assisting in altering any parking permit, traffic ticket, or parking ticket issued by 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 University, or participating in such actions with other persons;
- h. using or participating with others in the use of any University record, instrument, or document that does not specifically relate to the person or persons making use of same, except to the extent such use may be authorized by statute, a rule or regulation of the University, or the written permission of either the person to whom such record, instrument, or document relates or the University official having custody of same;
- i. using or participating with others in the use of any permit, means of identification, or key issued by the University to a person other than the user;
- j. engaging in, or encouraging, aiding singly 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 state law (Section 51.936 and Sections 37.151-37.157 of the Texas Education Code (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm>)). Acts constituting hazing shall not be justified or excused by the fact that they were performed either with the consent of the person subjected to such hazing or as a part of the requirements for becoming a pledge or member of any fraternity, sorority, club, society, association, or organization (see Prohibition of Hazing (<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/prohibitionofhazing/>));
- k. failing or refusing to pay any monetary debt or obligation owed to the University. A check, draft, or order tendered to the University shall not discharge a debt or obligation unless the University receives payment upon presentation of such check, draft, or order;
- l. use, manufacture, possession, possession of drug paraphernalia, sale, or distribution on the Campus of the substances defined and regulated under Chapters 481 (<http://www.statutes.legis.state.tx.us/docs/HS/htm/HS.481.htm>), 482 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.482.htm>), 483 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.483.htm>), and 485 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.485.htm>) of the Texas Health and Safety Code, except as may be allowed by the provisions of such articles.
- m. unauthorized use, possession, or consumption of any intoxicating beverage is prohibited on Campus or other University property without prior written authorization by the President of the University or their designee. Customers of legal age under state law may purchase and consume alcoholic beverages in areas on the Campus specifically designated for the public sale and consumption of beer and wine. Residents of Laurel Village and University Oaks Apartments are authorized to possess and consume alcohol in the privacy of their living quarters, if they are of legal age under state law and if they comply with the community policy standards/regulations governing those two communities. Violations of this Policy also include but are not limited to underage possession or consumption of alcohol, providing alcohol to a minor, public intoxication, minor driving under the influence of alcohol, and driving while intoxicated. The University, however, in accordance with the Texas Alcoholic Beverage Commission's amnesty policy, affords amnesty to a minor seeking aid in a medical emergency if the minor (1) requested emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance for the possible alcohol overdose of another person; (3) remained on the scene until the medical assistance arrived; and (4) cooperated with medical assistance and law enforcement personnel, if applicable;
- n. any conduct which constitutes a violation of a federal, state, or local law regardless of whether the conduct takes place on or off Campus or results in the imposition of the penalty prescribed by the federal, state, or local law;
- o. possession or use of firearms, imitation firearms, explosives, ammunition, hazardous chemicals, or weapons as defined by state or federal law on Campus or other University premises in accordance with the designated exclusionary zones determined by the President of the University as outlined in the Campus Carry Policy (<http://www.utsa.edu/campuscarry/>), or on any property or in any building or facility owned or controlled by the U.T. System is strictly prohibited unless authorized by the Dean of Students and by federal, state, or local laws. The University has a Campus Carry Policy and any violation of that policy by a Student will be handled according to the procedures in this Policy unless that policy explicitly states otherwise.
- p. engaging in speech, either oral or written, directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
- q. physical abuse, threats, intimidation, retaliation, unwanted and/or repetitive contact, coercion, and/or conduct that threatens or

- endangers the health or safety of any persons on any property owned or controlled by the System or the University, or at any function, program, event, or assembly conducted, sponsored, supervised, or authorized by the University; This includes retaliation against any individual who has brought a complaint under this Policy (or other University policy) or participated in an investigation or disciplinary process of such complaint;
- r. engaging in harassment; harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University;
 - s. engaging in conduct, either alone or in concert with other people, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be held or conducted on Campus or on other property or in a building or facility owned or controlled by the System or University. Obstruction or disruption includes but is not limited to any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, University computers, computer programs, computer records or computer networks accessible through the University's computer resources;
 - t. entering, walking, running, lying, playing, remaining, or being in the water of any University fountain or other artificial body of water located on the Campus not designed and maintained for recreational or therapeutic purposes, unless such person has been granted permission by the President of the University to enter, remain, or be in such waters; or dumping, throwing, placing, or causing any material, object, trash, waste, or debris to be placed in the water of any Campus fountain or other artificial body of water; or damaging, defacing, removing any portion of any fountain, monument, building, statue, structure, facility tree, shrub, or memorial located on the University Campus;
 - u. engaging in prohibited conduct as set forth in this and other University Policies during a period of suspension; unauthorized appearance on the Campus after having been suspended or expelled from the University or any other component institution of the System for disciplinary reasons must have written approval of the Dean of Students;
 - v. failing to notify University authorities of personal knowledge of any violation of the Student Code of Conduct;
 - w. making a charge of a violation of the Student Code of Conduct against a member of the University community that is knowingly false;
 - x. theft, stealing, taking unauthorized possession of or damaging any personal property of any University community member or University property or public property on Campus or within the buildings or facilities owned or controlled by the University or the System;
 - y. engaging in an inappropriate or disproportionate use of an information technology resource owned or controlled by the University or System or using an information technology resource for an illegal, threatening, or disruptive/destructive purpose; prohibited conduct includes but is not limited to circumventing system or network security, committing copyright infringement, transmitting unsolicited e-mail, sharing a University-issued password, falsifying an e-mail header, unauthorized entry into or transfer of a file to use, read, change the contents or for any other purpose and using resources for personal financial gain or profit, or any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, University computers, computer programs, computer records, or computer networks accessible through the University's computer resources;
 - z. engaging in stalking, which is defined as repeated conduct directed specifically at another person that reasonably causes that person, or a member of that person's family or household, to fear for their safety or that person's property; such conduct may include, but is not limited to repeated, close physical or visual contact, watching, following and making direct or implied threats by phone calls, e-mail, letters or messages;
 - aa. photographing and/or otherwise visually recording someone without that person's consent with the intent to arouse or gratify the sexual desire of any person;
 - bb. photographing and/or otherwise visually recording, broadcasting, or transmitting a visual image of another person at a location that is a bathroom, private dressing room, or on-campus bedroom, without the other person's consent;
 - cc. engaging in the unauthorized use, access and presence of, on or in property, equipment, supplies, buildings, or facilities owned or controlled by the System or the University;
 - dd. otherwise engaging in conduct inappropriate for members of an academic institution (such conduct includes, but is not limited to pranks, being present and/or choosing to remain where the odor of marijuana is confirmed by a University official, throwing food at persons or property, public nudity, unwanted communications, unwanted non-physical contact, and harassing telephone calls); and
 - ee. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed violations.
2. When any person or persons engage in any disruptive activities on campus the President of the University or System officer, or any representative of either of them, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention.
 3. It is unlawful for any person on any property of the University to refuse to identify themselves to an institutional representative in response to a request. A person identifies themselves by giving their name and complete address substantiated by a current driver's license, voter registration card, or other official documentation, and by stating truthfully whether they are a student or employee of the University or other System institution.
 4. A student who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

Sec. 203. Academic Dishonesty

1. Student Conduct and Community Standards or a Faculty Member may initiate disciplinary proceedings against any Student for an alleged potential infraction involving academic dishonesty.
2. "Academic Dishonesty" is any form of Cheating or Plagiarism that violates the *Student Code of Conduct*. Academic Dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the Student (such as, but not limited to submission of essentially the same written assignment for two [2] courses without the prior permission of the instructor, or the attempt to commit such an act.

3. "Cheating" is any form of Academic Dishonesty where a Student attempts to give the appearance of a level of knowledge or skill the Student has not obtained. Cheating includes, but is not limited to:
- copying from the test paper (or other assignment) of another Student, or engaging in written, oral, or any other means of communication with another Student during an examination, test, or while completing an assignment, where doing so is prohibited by the instructor;
 - giving aid to or seeking aid from another person where doing so is prohibited by the instructor, or using unauthorized assistance, material, or study aids during an examination, quiz, or other academic work;
 - failing to make any effort to prevent another from using unauthorized assistance, material, or study aids during an examination, quiz, or other academic work;
 - failing to comply with instructions given by the person administering the test;
 - using and/or possessing materials during a test which are not authorized by the person giving the test, such as class notes, calculators, electronic devices, books, or specifically designed "crib notes." The presence of textbooks constitutes a violation only if the person administering the test has specifically prohibited them;
 - using, buying, coercing, stealing, transporting, soliciting, offering money or other valuable things, or obtaining by any means either for personal use or the free use of others the whole or any part of a non-administered test, test key, homework solution or assignment, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part, or other graded class material without permission from the person approved by the University to administer the course or their designee; or accessing a test bank without instructor permission;
 - collaborating with another person, allowing someone to copy from one's work, or seeking aid from another Student during a test or other assignment without permission from the person approved by the University to administer the course or their designee;
 - discussing the contents of an examination with another Student who will take the examination at a later time or date;
 - divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated the examination is not to be removed from the examination room or not to be returned to Students;
 - 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;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of the University or of another, if the Student knows or reasonably should know an unfair academic advantage would be gained by such conduct;
 - misrepresenting facts for academic advantage to the University or an agent of the University, including providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; and providing false or misleading information in an effort to injure another Student academically or financially;
- n. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed violations.
4. "Plagiarism" is a form of Academic Dishonesty and intellectual theft that violates long-held and widely-recognized principles of academic integrity including, but not limited to the appropriation of material that is attributable in whole or in part to another source without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements. Plagiarism also includes, but is not limited to:
- failing to credit sources in a work in order to pass it off as one's own work;
 - having someone else complete assigned work and then passing it off as one's own;
- c. Plagiarism may occur with respect to unpublished as well as published material; this includes the act of copying another Student's work or other unpublished document and submitting it as one's own individual work without proper attribution;
- d. Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote;
- e. Inadvertent Plagiarism involves the inappropriate, but not deliberate use of another's words, ideas, or data without appropriate attribution, failure to follow established rules for documenting sources, or from being insufficiently careful in research and writing;
- f. Paraphrased Plagiarism involves paraphrasing without acknowledgment of ideas taken from another that the reader might mistake for one's own;
- g. Plagiarism Mosaic involves the borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source; and
- h. Insufficient Acknowledgment involves the partial or incomplete attribution of words, ideas, or data from an original source.
5. "Collusion" includes, but is not limited to the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on Academic Dishonesty, including disclosing and/or distributing the contents of an exam.
6. "Falsifying academic records" includes, but is not limited to the altering or assisting in the altering of any official record of the University or the System, the submission of false information, or the omission of requested information required for or related to any academic record of the University or the System. Academic records include, but are not limited to applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Registrar. A former Student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and/or 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, including this Policy, a provision of the Regents' Rules of the System, or a federal, state, or local law. Sanctions may be imposed for prohibited conduct as enumerated in this Policy, including (where applicable) conduct that occurs off campus, including but not limited to University off-campus activities such as field trips, internships, rotations or clinical assignments, regardless of whether civil or criminal penalties are also imposed for such conduct. The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the Student engaged in such conduct, and the results which followed as a natural consequence of such conduct.

1. Disciplinary warning;
2. Disciplinary probation;
3. Withholding grades, official transcript, or degree;
4. Bar against readmission, or drop from current enrollment and bar against readmission;
5. Restitution or reimbursement for damage to or misappropriation of University 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 University for a specified period of time;
9. Expulsion (permanent separation from the University);
10. Educational programs;
11. Revocation of degree, denial of degree, and/or withdrawal of diploma;
12. Deferral of sanction; or
13. Other sanction(s) as deemed appropriate under the circumstances.

Sec. 302. Explanation of Disciplinary Sanctions

1. Disciplinary warning is a written statement expressing disapproval of conduct.
2. Disciplinary probation indicates further violations may result in suspension or expulsion. Students who are assessed this sanction will be removed from disciplinary probation automatically upon expiration of the probationary period.
3. Bar against readmission means a Student may be prohibited from admission or enrollment at the University. This sanction is among those that may be imposed upon a Student who fails to respond to a summons from the Dean of Students or their designee to discuss allegations that the student has engaged in conduct which may result in disciplinary action.
4. Restitution requires a Student to reimburse the University for loss from, damage to, or unauthorized taking or use of property owned or leased by the University when the conduct of the Student has caused or contributed to cause such loss. The Student shall be advised of the amount of the loss and failure to make restitution by a specified date will result in suspension from the University until such time as restitution shall have been made.
5. Suspension of rights and privileges, including participation in official events or activities of the University, whether athletic or non-athletic. Students assessed this sanction shall not join a registered student organization or participate in any meetings or activities

of a registered student organization of which they may already be a member, and shall not be appointed or elected to or continue to function in any office or position within student government or the staff responsible for publication of a student newspaper. Students may also be barred from entering specified buildings, suspended or restricted from using particular facilities, transportation or other applicable items. This sanction may be enforced in part or in full.

6. A failing grade means an "F." This sanction is among those that may be given when a student is found responsible for Academic Dishonesty in a course.
7. Suspension means separation from the University for a specified period of time or until the Student meets specified conditions. Students who are currently enrolled will be administratively withdrawn from all courses and refunds will not be issued. Suspension is noted on the academic transcript with the term "Disciplinary Suspension." The notation can be removed upon the request of the Student when all conditions of the suspension are met. Suspension prohibits the Student on whom it is imposed, during the period of suspension, from entering the University Campus without prior written approval of the Dean of Students, from being initiated into an honorary or service organization, and from receiving credit for academic work done during the period of the suspension. Suspension may also prohibit the Student from being admitted to, enrolling at, or entering the campus of another component institution of the System without prior written approval of the Chief Student Affairs Officer of the institution at which the student wishes to be present. The Dean of Students or Hearing Officer may, however, permit the Student to receive credit for academic work completed at another institution during the period of suspension, except when suspension is imposed for Academic Dishonesty. The Dean of Students or Hearing Officer may impose conditions related to the violation(s), and failure to meet such conditions or terms of the sanction will be considered an additional violation.
8. Expulsion from the University means a Student will be dropped from current enrollment and a bar against readmission imposed. Expulsion is a permanent separation from the University and prohibits the Student on whom it is imposed from entering the University Campus without prior written approval of the Dean of Students. Expulsion may prohibit the Student from being admitted to, enrolling at, or entering the campus of another component institution of the System without prior written approval of the Chief Student Affairs Officer of the institution at which the Student wishes to be present. Educational programs are activities developed to expand the Student's understanding of the regulation or policy, and/or help the Student learn more about themselves in relation to the Policy or the violation.
9. Debts to the University: Students who owe a debt to the University may be denied admission or readmission to the University and have their official transcripts, grades, diplomas, and degrees to which they would otherwise be entitled, withheld until the debt is paid. Students who write bad checks to the University for tuition and fees may have their registration canceled. Bad checks written to the University for other purposes may subject the Student to legal and/or disciplinary action.
10. Deferral of sanction (e.g., probation, suspension) may be imposed on a Student for whom the specific sanction deferred is appropriate, but for whom there are mitigating circumstances as determined by Student Conduct and Community Standards or the Hearing Officer. If a Student is found to have violated any rule of the University and/or the System while the deferred sanction is in effect, the minimum sanction for such a violation will be the sanction that was deferred.

The facts of the case may be decided by the Hearing Officer and/or appealed to the Provost or their designee, but the minimum sanction may not.

Student Conduct and Community Standards or the Hearing Officer may impose conditions related to the violation. Failure to meet such conditions shall be considered an additional violation.

Sec. 303. Authorized Academic Sanctions

1. A Faculty Member, Student Conduct and Community Standards, or a Hearing Officer may impose one or more of the following sanctions for Academic Dishonesty:
 - a. written warning that further Academic Dishonesty violations may result in a more severe sanction;
 - b. no credit, or reduced credit for the paper, assignment, or test in question;
 - c. retaking of examination or resubmission of assignment; or
 - d. failing grade or reduced final grade for the course.
2. Student Conduct and Community Standards, with approval of the Student's academic dean, may assign an academic sanction for violation of a University policy concerning Academic Dishonesty to a Student who fails without good cause to appear for a meeting or formal hearing.
3. A Student who is in violation of University regulations concerning Academic Dishonesty may also be subject to one or more of the sanctions in Section 301.

Initiation of Disciplinary Charges

Sec. 401. Investigations and the Disciplinary Process

1. Upon receiving information that any Student has allegedly violated Regents' Rules, University regulations, including this Policy, or administrative rules, Student Conduct and Community Standards shall investigate the alleged violation(s), determine whether to proceed with the charge(s), and if so, propose the appropriate sanction(s). Student Conduct and Community Standards may dismiss the allegation(s) as unfounded or summon the Student alleged to have engaged in the violation(s). Student Conduct and Community Standards may proceed with the disciplinary process even if the Student is subject to concurrent criminal or civil proceedings. Students will have the opportunity to appeal the disciplinary action. Student violations of the University Free Speech Policy will follow procedures in this Policy. In cases where the alleged violation is sexual harassment, sexual misconduct, or sexual violence, and where jurisdiction falls under the University's Equal Opportunity Services/Title IX Office, the investigatory and disciplinary processes are governed by the Sexual Misconduct Policy with the following exception. If it is determined the Student respondent committed Prohibited Conduct under HOP 9.24 Policy and the matter was handled through the Appendix A procedure, Student Conduct and Community Standards will implement Section 402 of the Student Code of Conduct and the complainant may also elect for a hearing. If either the complainant or the respondent elects a live hearing, the matter will proceed to a live hearing with both parties being entitled to an advisor of their choosing. Both parties are to follow the procedures outlined in Section 501(2) of the Student Code of Conduct with the exception of questions they pose to each other. Those questions (including any follow-up questions) will be provided to the hearing officer and the hearing officer will ask the questions if relevant.
2. Any Student alleged to have engaged in violation(s) may be summoned by written request from Student Conduct and Community

Standards to meet for the purpose of investigating and/or discussing the allegation(s). The written request shall specify a place for the meeting and a time at least three (3) days after the date of the written request if the request is sent regular mail, or at least two (2) days after the date of the request if the request is sent by e-mail or hand delivered. The written request may be mailed to the address appearing in the Registrar's records, e-mailed to the Student at the e-mail address on record with the Registrar, or hand-delivered to the Student. If the Student fails to appear without good cause, as determined by Student Conduct and Community Standards, the latter may bar or cancel the Student's enrollment or otherwise alter the status of the Student until the Student complies with the summons, or it may proceed to implement the disciplinary hearing procedures provided in Section 501, et seq of this Policy. The refusal of a Student to accept delivery of the notice, the failure to maintain a current address or email 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.

3. The purpose of the meeting is to allow Student Conduct and Community Standards to discuss, in furtherance of its investigation, the alleged incident(s)/violation(s) with the Student. The Student is provided the link to the *Student Code of Conduct* in the summons for this meeting. During this meeting, the Student may request and receive a physical or electronic copy of the *Student Code of Conduct*.

Sec. 402. Disposition of the Charge(s)

The Student alleged to have engaged in violation(s) must choose one of two decision-making approaches: (1) an administrative decision made by Student Conduct and Community Standards; or (2) a formal hearing.

1. When the Student elects not to dispute the facts upon which the charge(s) is/are based and agrees to the findings of responsibility and sanction(s) Student Conduct and Community Standards assesses, the Student may execute a written waiver of the hearing procedures yet retain the right to appeal the decision of Student Conduct and Community Standards only on the issue of the sanction(s). This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charge(s).
2. In any case where the accused Student disputes the facts upon which the charge(s) is/are based and elects the formal hearing as the decision-making approach, or refuses to execute a written waiver of a hearing, such charge(s) 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 University.

Sec. 403. Interim Discipline

1. Pending a hearing or other disposition of the allegation(s) against a Respondent, the Dean may take immediate Interim Disciplinary Action if they determine circumstances warrant immediate action to ensure the safety of any person and/or the University community. If Interim Disciplinary Action is imposed prior to the Respondent having an opportunity to respond to the allegation(s) or to the concern of any potential threat, the University will provide the Respondent an opportunity to respond to the allegation(s) and potential threat as soon as practicable after instituting the Interim Disciplinary Action. Following this opportunity to respond to the allegation(s) and any potential threat, the Dean may remove the Interim Disciplinary Action if warranted. If removal of the Interim Disciplinary Action is not warranted, the Respondent will have an accelerated hearing unless the Respondent agrees to an Administrative Disposition. The accelerated hearing will generally be held within ten (10) days after

the Interim disciplinary Action is 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 ten (10) days.

2. As an alternative to a hearing of the charge(s) before a Hearing Officer, the Respondent may choose to have the charges disposed of in accordance with an administrative decision as set forth under procedures specified in Section 402.

Hearing

Sec. 501. Notice of Hearing

1. Except in those cases where immediate Interim Disciplinary Action has been taken, Student Conduct and Community Standards shall give the Respondent at least ten (10) days written notice of the date, time and place for the hearing and the name of the Hearing Officer. The notice shall include a statement of charge(s) and a summary statement of evidence supporting the charge(s), the name of the person who will act as the Hearing Officer, and the date, time, and place of the hearing. The hearing shall be conducted in accordance with the following:
 - a. Each party shall provide the other party a list of witnesses, a brief summary of the testimony to be given by each, and a copy of the documents to be introduced at the hearing;
 - b. Each party shall have the right to appear, make an opening and closing statement, present testimony of witnesses and documentary evidence, cross-examine witnesses (as permitted by the Hearing Officer), and be assisted by an advisor of choice. The advisor may be an attorney. If the Respondent's advisor is an attorney, Student Conduct and Community Standards' advisor may be an attorney from the Office of General Counsel of the System. An advisor may confer with and advise Student Conduct and Community Standards or the Respondent, but shall not be permitted to question witnesses, introduce evidence, make objections, or present arguments to the Hearing Officer;
 - c. Live hearings may be conducted with all parties physically present in the same geographic location or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
 - d. The hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer in accordance with Section 701 of this Policy, the official record will consist of the recording of the hearing, the documents received in evidence, any investigation report and supporting evidence, and the decision of the Hearing Officer. The recording will be made available to any requesting party within three (3) days of the written request.
2. At least ten (10) days prior to the date of the hearing, the University will provide the Respondent notice and all evidence obtained related to the allegation(s). The notice shall be delivered in person to the Respondent, emailed to the Respondent at the *myUTSA* e-mail address on record with the Registrar, or mailed to the Respondent at the address appearing in the Registrar's records. A notice sent by mail will be considered to have been received on the third day after the date of mailing. A notice sent via email will be considered to have been received on the day sent. The requirements of this paragraph shall not be applicable in any case where immediate Interim Disciplinary Action has been taken in accordance with Section 403.

Sec. 502. Postponement of Hearing

1. Upon a showing of good cause by either the Respondent or Student Conduct and Community Standards, the Hearing Officer may

postpone the hearing, or by agreement of the Respondent and Student Conduct and Community Standards.

2. Requests for postponement shall be in writing to the Hearing Officer and shall set forth the facts upon which the party relies as constituting good cause.
3. The application for postponement must be presented to the Hearing Officer and the opposing party in writing, no later than the third (3) day preceding the date specified for the hearing. Any application received after that date will be granted only in the case of extreme hardship or emergency.
4. Upon granting a postponement, the Hearing Officer shall notify the Respondent and Student Conduct and Community Standards of the new date, time, and place for the hearing. It shall be the responsibility of the Respondent and Student Conduct and Community Standards to notify their respective witnesses accordingly. If the Respondent fails to appear, the Hearing will proceed without the benefit of the Respondent's presence.

Sec. 503. Challenge to the Hearing Officer

1. The Respondent may challenge the impartiality of the Hearing Officer.
2. The challenge must be made in writing and submitted to the Hearing Officer through Student Conduct and Community Standards at least three (3) days prior to the hearing. The reason or reasons upon which the challenge is based shall be set forth fully and shall be confined solely to the fairness and objectivity of the Hearing Officer.
3. The Hearing Officer shall be the sole judge of whether they can serve with fairness and objectivity. In the event the Hearing Officer recuses themselves, a substitute will be chosen in accordance with procedures of the University.

Sec. 504. Disclosure of Evidence

1. In order that the case be fully developed for the benefit of the Hearing Officer, Student Conduct and Community Standards and the Respondent shall be required to disclose to each other the names of the witnesses each expects to be present and actual copies of documents and other evidence relied upon.
2. The parties are encouraged to exchange this information at the earliest practical time but not later than five (5) days prior to the date of the hearing. Upon objection by the opposing party, witnesses or other evidence not so disclosed will be excluded by the Hearing Officer unless it be shown by the party offering same that the existence of the testimony to be given by the witness or the evidence offered was unknown to the offering party five (5) days prior to the date of the hearing and could not have been discovered by the use of reasonable diligence. If the hearing is an Accelerated Hearing as described in Section 403, this information should be provided at least three (3) days prior to the date of the hearing.
3. The provisions of this Section shall not prohibit either party from offering at the hearing evidence strictly in rebuttal to evidence offered by the other party.

Sec. 505. Authority of the Hearing Officer

The Hearing Officer is responsible for conducting the hearing in an orderly manner and controlling the conduct of the witnesses and participants in the hearing. The Hearing Officer shall rule on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the System. 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. 506. Order and Decorum

1. If, in the opinion of the Hearing Officer, the demeanor or conduct of any person or persons in attendance at the hearing causes or contributes to any disruption, disturbance, or distraction of the hearing, such person or persons shall be required to leave the hearing room.
2. No camera or photographic equipment of any kind, nor any equipment which may be used to record or transmit sound, shall be permitted in the hearing room or in the hallway outside of the hearing room during the progress of the hearing or any recess thereof. This prohibition shall not apply to any equipment used under the direction of the Hearing Officer to make the official recording of the hearing.
3. Persons in attendance at the hearing shall not consume any food or beverage, use electronic devices except as required for virtual hearings, nor read any newspaper, magazine, or book during the progress of the hearing.

Sec. 507. Order of Proceedings

1. The hearing shall be called to order and shall proceed in the following manner:
 - a. the Hearing Officer shall read the charge(s) against the Respondent, explain the rights of the parties, and entertain questions from either party concerning the procedures to be followed;
 - b. Student Conduct and Community Standards shall proceed to present evidence in support of the charge(s);
 - c. the Respondent shall present evidence in support of their defense to the charge(s);
 - d. each party may then present rebuttal evidence;
 - e. argument may then be presented by each party; and
 - f. Student Conduct and Community Standards may recommend a sanction(s) to be assessed by the Hearing Officer. The recommendation may be based upon the past practice of the University for violations of a similar nature, the past disciplinary record of the Respondent, and/or other factors deemed relevant by Student Conduct and Community Standards. The Respondent shall be entitled to respond to the recommendation of Student Conduct and Community Standards. In making the sanctioning decision, the Hearing Officer will take into consideration any mitigating or aggravating factors.
2. A Respondent who fails to appear in person at their disciplinary hearing shall remain accountable. The hearing will be held without the Respondent's presence, and a decision will be rendered by the Hearing Officer.

Sec. 508. Burden of Proof

1. Student Conduct and Community Standards shall have the burden of proceeding with the evidence and the burden of proving the charge(s) by the preponderance of the evidence (i.e., whether it is more likely than not the violation(s) occurred).
2. As the party having the burden of proof, Student Conduct and Community Standards shall have the right to open and conclude both in presenting evidence and in argument.

Sec. 509. Oath and Removal of Witness

1. Each witness shall swear or affirm the testimony they will give will be true. The Hearing Officer shall administer the required oath or affirmation to each testifying witness.
2. At the request of either party, all witnesses (with the exception of the parties and their advisors) may be removed from the hearing so they cannot hear the testimony of any other witness. Witnesses shall not converse with each other or with any other person about the case other than with the parties and/or their respective advisor, as applicable, and shall not read any report of or comment upon the testimony given at the hearing, unless otherwise instructed by the Hearing Officer. Violation of the foregoing will result in the imposition of such sanction(s) as the Hearing Officer may deem appropriate.

Sec. 510. Evidence

1. The term "evidence" refers to the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary or objective exhibits offered by the parties.
2. Either party may object to the admission of evidence upon any ground it deems appropriate. The Hearing Officer shall rule upon such objections and either admit or exclude the objectionable evidence.
3. Evidence which is irrelevant, immaterial, or unduly repetitious will be excluded by the Hearing Officer upon objection of either party.
4. Documents, letters, writings, pictures, drawings, or objects a party plans to offer in evidence shall first be given to the Hearing Officer to be marked and identified as the exhibit of that party and listed by the Hearing Officer. After being marked and identified, each exhibit shall be shown to the opposing party. Unless the opposing party disputes the authenticity of the exhibit or has no knowledge with respect thereto, the exhibit may be offered without authentication; however, the exhibit may be objected to on grounds other than authenticity.

Sec. 511. Agreements of the Parties

Any of the provisions herein relating to the time within which an act must be performed or a procedure must be conducted in connection with a 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. 512. Decision of the Hearing Officer

Within fourteen (14) days of the hearing, the Hearing Officer shall render and send to the Dean and the Respondent a written decision that contains findings of fact and a conclusion as to whether the Respondent is responsible for the violation(s) as charged. Upon a finding of responsibility, the Hearing Officer shall assess one or more of the sanctions specified in Sections 301 and/or 303 of this Policy.

Disciplinary Records

Sec. 601. Transcript Notation and Disciplinary Record

1. The academic transcript of a Student suspended or expelled for disciplinary reasons (not academic or financial) shall be marked with "Disciplinary Suspension" or "Disciplinary Expulsion" as appropriate. A notation should state whether the Student is eligible to reenroll. If the Student becomes eligible to reenroll at the University or the University determines that good cause exists to remove the notation, the notation may be removed upon the request of the Student.
2. The University will 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 Academic Dishonesty shall be maintained for at least five (5) years, unless the record is permanent in conjunction with the above-stated sanctions in this section.

3. Disciplinary records required by law to be maintained for a certain period of time (e.g., Clery (<http://clerycenter.org/jeanne-clery-act/>) violations) shall also be maintained for at least the time specified in the applicable law, unless the records are permanent in conjunction with the above-stated sanctions in this section.
4. A disciplinary record shall reflect the nature of the charge(s), the disposition of the charge(s), the sanction(s) assessed, and any other pertinent information.
5. This disciplinary record shall be maintained by Student Conduct and Community Standards. It shall be treated as confidential, and the record shall not be accessible to or used by anyone other than Student Conduct and Community Standards, the Dean of Students or University officials 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 sanction(s) is/are not as described in Subsection (A) of this Section may be destroyed by Student Conduct and Community Standards five (5) years after final disposition of the case or may be considered for destruction at the written request of the Student.

Sec. 602. Notation of Sanction

Student Conduct and Community Standards shall notify the Dean when one of the following sanctions is assessed in a disciplinary case:

1. Bar against readmission;
2. Drop from enrollment and bar against readmission;
3. Denial of degree or transcript;
4. Suspension from the University; or
5. Expulsion from the University.

Appeal

Sec. 701. Right to Appeal

1. A Respondent may appeal a disciplinary sanction assessed by Student Conduct and Community Standards in accordance with Section 702 below.
2. Either the Respondent or Student Conduct and Community Standards may appeal the decision of the Hearing Officer in accordance with Section 703 below.

Sec. 702. Appeal of Sanction(s) Assessed by Student Conduct and Community Standards

1. A written appeal of the sanction(s) assessed by Student Conduct and Community Standards is available only on the grounds the sanction(s) imposed is/are inappropriate and/or not commensurate with the circumstances. The written appeal must be sent to the Provost or their designee with a copy to Student Conduct and Community Standards. The appeal must be stamped as received by the Provost or their designee no later than fourteen (14) days after the Respondent has been notified of the sanction(s) assessed by Student Conduct and Community Standards. Student Conduct and Community Standards may, but is not required to, submit a response to the appeal which must be received by the Provost or their designee no later than seven (7) days after receipt of the appeal with a copy to the Respondent.

2. An appeal of the sanction(s) assessed by Student Conduct and Community Standards will be reviewed solely on the basis of the written arguments of the Respondent and Student Conduct and Community Standards.
3. The decision of the Provost or their designee shall be communicated in writing to the Respondent and Student Conduct and Community Standards within thirty (30) days after the appeal, any response and any related documents have been received.
4. The decision of the Provost or their designee shall be final and non-appealable.

Sec. 703. Appeal of Decision of Hearing Officer

1. A written appeal of the decision of the Hearing Officer is available on any of the following grounds:
 - a. The sanction(s) imposed is/are inappropriate and/or not commensurate with the circumstances;
 - b. A procedural irregularity affected the outcome of the matter;
 - c. There is new evidence that was not reasonably available at the time of the determination regarding responsibility that could affect the outcome of the matter; or
 - d. Student Conduct and Community Standards, investigator(s), or Hearing Officer had a conflict of interest or bias for or against a party (generally, or specifically in this matter) that affected the outcome of the matter.
2. The written appeal must be sent to the Provost or their designee with a copy to the other party. The appeal must be stamped as received by the Provost or their designee no later than fourteen (14) days after the appealing party has been notified of the decision of the Hearing Officer. The non-appealing party may, but is not required to, submit a response to the appeal, within seven (7) days of receipt of the appeal. For purposes of calculating deadlines, the date that an appealing party received a copy of the Hearing Officer's decision is three (3) days after the date the document was sent by mail to the recipient or, if emailed to the recipient, the day the email was sent.
3. Student Conduct and Community Standards will submit the record from the hearing to the Provost or their designee as soon as it is available to Student Conduct and Community Standards. The Provost or their designee, may, at their own discretion, entertain oral argument in an appeal from the decision of the Hearing Officer.
4. The action of the Provost or their designee shall be communicated in writing to the Respondent and Student Conduct and Community Standards within thirty (30) days after the appeal, any response and any related documents have been received.
5. The Provost or their designee may approve, reject, or modify the decision in question, or may require the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.
6. The decision of the Provost or their designee shall be final and non-appealable.

Sec. 704. Effect of Appeal Upon Disciplinary Action

1. An appeal of the decision of the Hearing Officer or of a sanction assessed by Student Conduct and Community Standards shall suspend the imposition of the prescribed disciplinary action pending final disposition of the appeal.
2. If upon final disposition of any case in which the action has been suspended during appeal, the Provost or their designee, whose decision becomes final, finds the original action can no longer be imposed because of passage of time, may specify a new period of time for which the original action will be imposed, or in any case

where imposition of the original action will no longer be effective because of a change in the status of the Student involved, the Provost or their designee shall prescribe a substitute disciplinary action deemed appropriate to the conduct involved.

3. Disclosure to Victims. Upon receiving a written request, the University may disclose to an alleged victim of crime of violence or a non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39 (<https://www.govinfo.gov/content/pkg/CFR-2013-title34-vol1/pdf/CFR-2013-title34-vol1-sec99-39.pdf>)), the final results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to such crime or offense, regardless of whether the alleged perpetrator was found responsible for violating the University's rules or policies with respect to such crime or offense. If the alleged victim is deceased, the disposition of records is a matter of state laws regarding inheritance and the next of kin or estate of the deceased victim shall be treated as the alleged victim for purposes of this paragraph.

Student Grievances

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. The Student Ombuds 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 Ombuds helps students navigate the University structure in a welcoming and safe environment and communicates with various representatives and offices to respond to and help resolve concerns in a timely and impartial manner. To contact the Student Ombuds, visit their webpage (<https://www.utsa.edu/students/services/>) for more information.

For student employee related concerns within the University, students may seek assistance from the University Ombuds.

The University Ombuds provides informal, confidential, and neutral support to student employees in a safe and welcoming space. The University Ombuds listens to concerns or challenges student employees may have and helps the visitor evaluate and develop options that can lead to a resolution in a timely manner. The University Ombuds serves as a referral agent and makes recommendations for change to enhance the mission of the University. Confidentiality may be limited, depending on the type of concern brought forward.

To contact the University Ombuds, visit their webpage (<https://www.utsa.edu/ombuds/faculty-and-staff.html>) for more information.

Student Complaint Process

Please follow the following steps below to initiate a complaint or grievance against the university. UTSA aspires to resolve student grievances, complaints, and concerns fairly and amicably.

1. To submit an official grievance to UTSA, please refer to the "General Grievance Procedures" or "Academic and Grade Grievance Procedures" below and file the grievance as outlined. It is our hope that issues can be resolved internally.
2. If the issue is unable to be resolved internally, students may file a complaint with the Texas Higher Education Coordinating Board

(THECB) as outlined on the THECB Student Complaints webpage (<http://www.thecb.state.tx.us/links/student-complaints/>).

- THECB Student Complaint and Authorization Forms are available for download in one combined document here (<http://www.thecb.state.tx.us/reports/PDF/8616.PDF?CFID=74916598&CFTOKEN=32269308>). The required documentation can be submitted in one of three ways: online, by email, or by regular mail.
- To submit a student complaint online, click here (<https://www1.thecb.state.tx.us/Apps/CRAFT/Home/Create/>). Under Contact Reason, select Student Complaint Against a Higher Education Institution. Once you click Submit, wait for an online student complaint form to appear.
- Alternatively, students can send the required forms and supporting documentation in a PDF by email to studentcomplaints@thecb.state.tx.us, or by regular mail to the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. Original documents should not be submitted, as the THECB cannot return documents received.

General Grievance Procedures

A student grievance may involve a UTSA employee (faculty, staff or student employee) or other students. A student with a grievance involving a University employee should first seek to resolve the issue with the employee. If the matter cannot be resolved with the employee, the grievance can be forwarded to the employee's supervisor.

A student who believes another student has violated the Student Code of Conduct (<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentcodeofconduct/>) may file a complaint with Student Conduct and Community Standards (https://cm.maxient.com/reportingform.php?UnivofTexasSanAntonio&layout_id=2).

In conflict situations that do not require a criminal or Student Code of Conduct response, or have not been resolved through regular grievance channels, it is recommended that students pursue resolution of their conflict with the Student Ombuds (<https://www.utsa.edu/students/services/>) or University Ombuds (<https://www.utsa.edu/ombuds/faculty-and-staff.html>) for student employee related matters.

Students who believe they have been discriminated, harassed, or retaliated against based upon a protected class and students who are victims of sexual harassment or sexual misconduct, including sexual violence, dating violence, or stalking can file a complaint with the Equal Opportunity Services/Title IX Office (<https://www.utsa.edu/eos/>).

Academic and Grade Grievance Procedures

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file

a formal grievance, in writing, with the Department Chair (Academic and Grade Grievance Form (<https://onestop.utsa.edu/wp-content/uploads/2018/07/StudentAcademicGradeGrievance.pdf>)). The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

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

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

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

Student Identification Number

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

Student Right-to-Know

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the

Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov> (<http://nces.ed.gov/>).

UTSA, in compliance with the Student Right to Know Act, has made the retention and graduation rates available to the public.

Graduation Rates

Graduation rates information may be found on the UTSA's Institutional Research website (<https://www.utsa.edu/ir/content/dashboards/>). It reflects four, five, and six-year graduation rates for first-time, full-time, degree-seeking students at UTSA. Graduation rates here are cumulative. Only students who started and graduated at UTSA are included in graduation rates. For further information regarding students who started at UTSA and graduated elsewhere, please see the Student Achievement Measure website (<http://studentachievementmeasure.org/participants/229027/>).

Retention Rates

Retention rates information may be found on the UTSA's Institutional Research website (<https://www.utsa.edu/ir/content/dashboards/>). It reflects one, two, and three-year retention for first-time, full-time, degree-seeking students at UTSA. Students are considered retained if they returned to UTSA in a subsequent fall term one, two, or three years following their initial term.

Student Travel Policies

The Student Travel Policy promotes safe travel by students to and from activities or events that advance the University's mission of research and discovery, teaching and learning, community engagement and public service. The policy serves as a guide for student travel and supports compliance with relevant state and University of Texas System regulations. Registration with O (<http://www.utsa.edu/financialaffairs/dts/intlSOS.cfm>) Call International is required for faculty, staff, students and student-employees who travel internationally. Detailed information regarding this policy can be accessed in the Handbook of Operating Procedures (<http://www.utsa.edu/hop/chapter5/5-18.html>), the Student Travel Web page (<https://www.utsa.edu/students/travel.html>), or by contacting the Office of the Senior Vice Provost for Student Affairs and Dean of Students (<https://www.utsa.edu/students/>).

Any student travel associated with UTSA to areas of the world that are on the UTSA Restricted Regions List (<https://global.utsa.edu/international-travel/restricted-regions-forms.html>) or are named by U.S. Department of State Travel Warnings and Alerts (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>) system requires approval from the International Oversight Committee (IOC). The IOC is charged with review and recommendation to the Vice Provost for Global Initiatives and Senior International Officer, the approval or disapproval of all requests for travel to restricted areas.

Student travel associated with UTSA can include but is not limited to all study abroad including those with third party providers, research, internships, volunteering, experiential learning including activities by registered student organizations. Students whose travel is associated with UTSA in the manner described above must seek approval whether the university is funding the travel or not.

For information on how to request University approval to travel to countries identified as UTSA restricted regions, follow the Policy on Travel to Restricted Regions (<https://global.utsa.edu/international->

travel/) or contact the Chief of Operations in Global Initiatives (<https://global.utsa.edu/>). For information about Education Abroad (<https://global.utsa.edu/education-abroad/>) such as study abroad and exchange programs, review the web page or contact Education Abroad.

Students' Rights and Responsibilities

1. **Constitutional Rights:** Subject to the applicable provisions of The Rules and Regulations (<http://www.utsystem.edu/bor/rules/>) of the Board of Regents of The University of Texas System and the Handbook of Operating Procedures (<http://utsa.edu/hop/>) of The University of Texas at San Antonio, students have the rights accorded to all persons under the United States Constitution regarding freedom of speech, peaceful assembly, and freedom of association. Causes may be supported by individual students and by student organizations, through the use of lawful means that do not disrupt the operations of the University. These rights carry with them the responsibility for each individual student to accord the same rights to other students and student groups and not to interfere with or obstruct the rights of others to use University facilities. The University regulates the time, place, and manner of these activities on campus and establishes certain guidelines for the activities of student organizations and students to facilitate the orderly use of campus facilities and to prevent disruption of University operations.
2. **Academic Procedures:** Students have the right to be informed about the evaluation methods which will be employed by the instructor and the right to review tests and other written work after the instructor has evaluated it. A student with an academic grievance should first seek to resolve the problem directly with the instructor of the course. If the matter cannot be resolved at that level, the grievance should be submitted in writing to the department chair/division director or other designated administrator. See Academic and Grade Grievance Form (pdf) (<https://onestop.utsa.edu/wp-content/uploads/2018/07/StudentAcademicGradeGrievance.pdf>). After a decision is issued, the student may appeal the decision to the Dean of the College and then to the Senior Vice Provost of Academic Affairs and Dean of University College for an undergraduate student, or to the Dean of the Graduate School for a graduate student. The decision of the Senior Vice Provost of Academic Affairs and Dean of University College or the Dean of the Graduate School is final.
3. **Discipline Procedures:** A student or an organization accused of violating a Regents' rule or regulation, University regulation, or administrative rule is accorded the rights of procedural due process. An accused student or organization is entitled to a hearing before a University Hearing Officer, although a student may waive the right to a hearing and accept administrative disposition of the case. A student also has the right to appeal a discipline decision. (See Sec. 701, Student Code of Conduct (p. 87).)
4. **Student Records:** The educational records of students are considered to be confidential under both state and federal law. The University's procedures regarding access to student records, including academic, health center, counseling, financial aid, and discipline records shall be in accordance with the applicable provisions of the federal Family Educational Rights and Privacy Act of 1974 (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/>) (FERPA) and the Texas Public Information Act.

Textbooks

A student of this institution is not under any obligation to purchase a textbook from a University-affiliated bookstore (Texas Education Code, § 51.9705 (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#519705>); 19 TAC 4.214 et seq.). The same textbook may also be available from an independent retailer, including an online retailer. Information regarding required or recommended textbooks and other course materials, if any, is available on the Schedule of Classes on ASAP. The book title, author, International Standard Book Number (ISBN), edition, and price is provided for each class section.

Students may search the Schedule of Classes for courses using low-cost or free textbooks (Texas Senate Bill 810 2017 and (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51451>))TEC § 51.542 (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51451>)). Low-cost textbook courses have a total required learning materials cost of \$40 or less. Free textbook courses have a total required learning materials cost of \$0. Additional information about low-cost and free textbooks may be found on the UTSA Libraries website (<https://libguides.utsa.edu/reporttextbooks/report/#s-lg-box-28914620>).

Veterans Assistance

UTSA Veterans Certification Office

Educational benefits are available to veterans, dependents of veterans, and personnel actively serving in the United States Armed Forces. The UTSA Veterans Certification Office provides the required forms and information regarding educational benefits available to eligible veterans and their dependents. The office is located at the Main Campus, JPL 1.01.14, 210-458-4540. Information is also available online at the Veterans Certification Office website (<https://cmas.utsa.edu/>).

Students receiving veteran's assistance are responsible for understanding and meeting the academic standards of progress required of all Veterans Administration (VA) recipients. These standards are set by VA regulations and are monitored by the Texas Veterans Commission.

All students receiving GI Bill® educational benefits must send all post-secondary educational institution transcripts to the UTSA Office of Admissions for evaluation of prior credit. Current and former military members must send a copy of their military transcripts to the University before certification.

UTSA adheres to Title USC 3679 Compliance which allows students to attend or participate in VA approved programs of education, if a Chapter 31 or Chapter 33 student provides the school with a "VA Certificate of Eligibility".

Early Registration

Military Veterans who served on active duty and are receiving Federal Education Benefits will have the ability to register for their courses early in the priority registration schedule in order to achieve timely program completion (see the online registration schedule (<https://asap.utsa.edu/terms.htm>)). Veterans must be certified through the UTSA Veterans Certification Office to receive early registration status.

VetSuccess on Campus Program

The VetSuccess on Campus program is a collaborative effort between UTSA and the Department of Veterans Affairs (VA) with the purpose of

providing a supportive on-campus environment for student Veterans. Services provided will enable student Veterans to make a smooth transition to college life and successfully complete their educational programs.

The VA has placed two full-time, experienced Vocational Counselors on the UTSA campus. These counselors will serve as “one-stop liaisons” for Veterans, active duty military and their eligible family members who attend or plan to attend UTSA.

VetSuccess on Campus Counselors can assist with:

- Information on VA educational benefits to include: Montgomery GI Bill® (Chapter 30), Post 9/11 GI Bill® (Chapter 33), and other VA and non-VA educational benefits
- How to apply for and maximize your VA educational benefits should you be eligible for more than one benefit
- Understanding and applying for Vocational Rehabilitation and Employment (Chapter 31)
- Vocational exploration and career counseling services
- Information on college credit for military experience and training
- Job placement assistance and referrals to state employment agencies and services
- Information on applying for other VA benefits to include disability compensation, Life Insurance and Home Loan Guaranty
- Assistance with electing healthcare benefits through the Veterans Health Administration
- Information and referrals for VA medical and mental health services
- Referrals to the local Vet Center for readjustment counseling services
- Referrals to on-campus, community and VA resources to ensure academic success

For more information visit the UTSA Veterans Certification Office website (<https://cmas.utsa.edu/>).

Office of the Associate Provost for Veteran and Military Affairs

The Office of the Associate Provost for Veteran and Military Affairs (<http://provost.utsa.edu/veteran/>) strategically aligns all veteran and military connected entities under one department to provide oversight, easing the transition to higher education and enhancing the overall student success of the UTSA military affiliated community.

The Hazlewood Act

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with a tuition exemption of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. There is no minimum course load required to use the Hazlewood Exemption.

The Hazlewood Exemption can be used in conjunction with financial aid (grants, loans, scholarships and work-study). Please note that this exemption must fit within your Cost of Attendance (COA) and your financial need. If financial aid is already disbursed or awarded at the time your Hazlewood exemption is approved, there may be adjustments to your financial aid (grants, loans, scholarships and work-study) to accommodate this exemption. Hazlewood documentation needs to be submitted every semester for which a student would like to have the exemption applied. If you would like more information on how to apply for

Hazlewood please visit the Veterans Certification Office website (<https://cmas.utsa.edu/>).

Disabled Veteran Parking

Upon registration and proper notification to Campus Services, owners of vehicles displaying specialty license plates, as identified in Texas Transportation Code 504.315 (<http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.504.htm#504315>) and 504.316 (<http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.504.htm#504316>) only, are exempt from the payment of fees at paid short term surface parking and are further exempt from the payment of fees for any University surface parking permit for which they are otherwise eligible, in accordance with State Law. The value of the no charge permit received cannot be applied to future permit upgrades and is not refund eligible. This privilege applies to the veteran only and not to anyone else driving the vehicle.

This parking privilege does not apply to 1) a parking space or area located in a controlled access parking facility if at least 50 percent of the number of parking spaces or areas designated specifically for persons with physical disabilities on the property of the institution of higher education are located outside a controlled access parking facility; 2) an area temporarily designated for special event parking; or an area where parking is temporarily prohibited for health or safety concerns.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill (<http://www.benefits.va.gov/gibill/>).

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