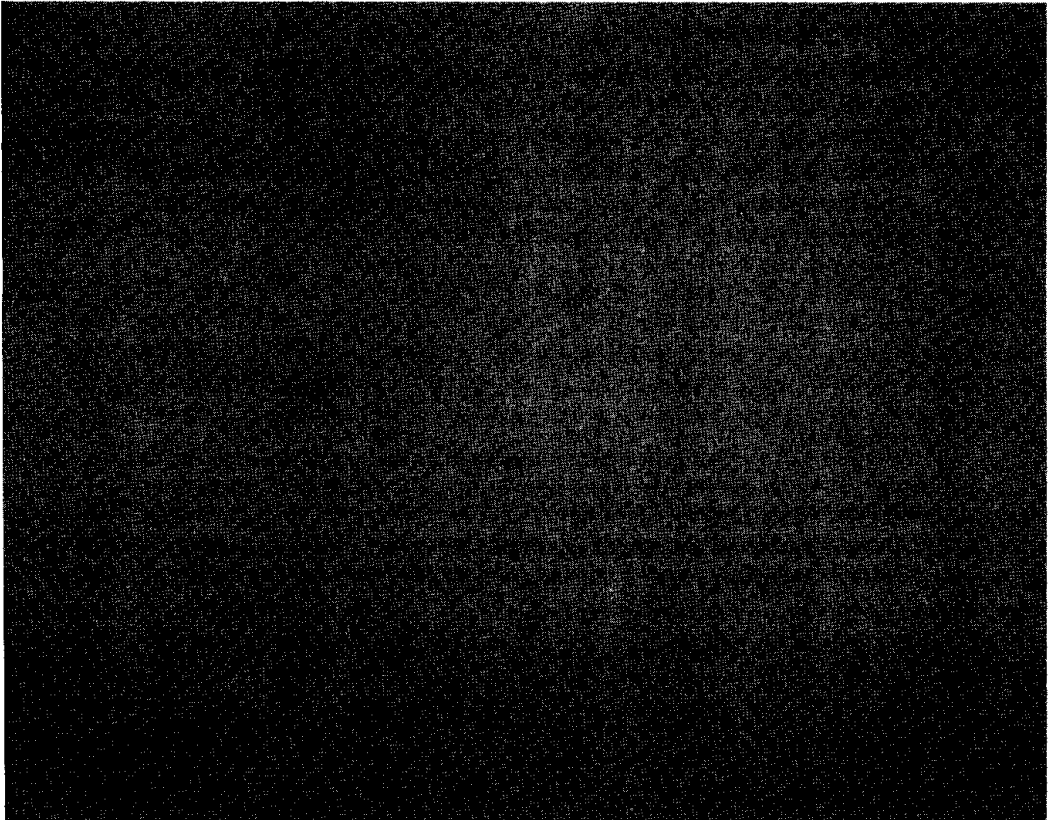


# V. General Academic Regulations



## **Registration**

All students who attend classes at The University of Texas at San Antonio must be officially registered.\* Directions for the registration procedure are issued each term. Questions regarding registration should be directed to the Registrar's Office.

The University does not guarantee the availability of particular courses or sections thereof, since admission to classes will be permitted only until the maximum number of students allowable in any section has been reached. The University reserves the right to cancel any course or section in which the number of registrants does not warrant its continuation.

## **Late Registration**

Late registration permits students to register during the first week of classes in a regular semester or during the first two class days of a summer session. Students who register late will be charged an additional \$5.00 the first day of late registration and an additional \$2.50 per day thereafter; this fee is non-refundable. Instructions for late registration are available in the Registrar's Office. Students will not be permitted to register after the close of late registration.

Those students who register late are responsible for completing any work missed in the courses for which they enrolled during the time the course was in session prior to their being registered. It may be necessary for late registrants to select courses in which to enroll from a reduced schedule since many courses will have been closed at their capacity.

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\*Students are held individually responsible for meeting all requirements as indicated in this catalog. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties he may incur.

The policies, regulations, and procedures stated in this catalog are subject to change without prior notice, if necessary, so that University policies are consistent with the policies of the Board of Regents of The University of Texas System.

## **Adding and Dropping Courses**

During the first week of classes in a regular semester or during the first two calendar days in a summer session, a student may add or drop courses in the Registrar's Office. The student is responsible for obtaining the instructor's approval and filing the change with the Registrar's Office so that the action will become official. Courses dropped during this period will not appear on the student's academic record. A grade of "F," however, will be entered on the student's academic record if he registers for a course and discontinues attendance without filing official notification with the Registrar.

After registration, but during the first week of classes in any semester, or the first two class days in any summer term, a student may add a course only with the approval of the course instructor and the student's Advisor. After the first week of classes and through the twelfth class day of any semester, or on the third or fourth class day of any summer term, the additional approval of the Dean of the College in which the course is offered is required. After the twelfth class day of any semester or after the fourth class day of any summer term, students may *not* add a course except for extremely rare and extenuating circumstances, as approved by the Vice President for Academic Affairs.

If a student finds it necessary to drop a course after the first week of classes in a regular semester or after the second calendar day in a summer session, it is his responsibility to initiate and complete procedures for obtaining an approved withdrawal from the course. The forms for this purpose are available in the Registrar's Office and require the approval of the instructor. In order for the action to be official, the student must file the approved form with the Registrar's Office. A student who officially drops a course after the first week of classes in a regular semester or after the second calendar day in a summer session will be assigned a grade of "W" if he is passing the course at the time of withdrawal or a grade of "F" if he is failing the course at the time of withdrawal. A student who drops a course without filing the required form with the Registrar's Office will be assigned a grade of "F" in the course. Students may not withdraw from a course later than three weeks prior to the beginning of final examinations for the semester and not later than two weeks prior to the beginning of final examinations for the summer session.

The University Calendar indicates the deadline dates for adding and dropping courses each term.

### **Auditing of Courses**

UT San Antonio students and non-students who wish to audit a course may do so with the approval of the instructor and the Dean of the College in which the course is offered, providing there is space in the classroom after all registered students have been accommodated. A course must achieve its minimum size without auditors. Participation of an auditor in class will be at the discretion of the instructor.

All auditors must submit the Request for Audit Form to the Registrar. Auditors who are not registered UT San Antonio students must pay an auditing fee of \$10.00 per course. Non-student auditors who wish library privileges may receive them by paying a non-student library deposit (Limited Borrower's Deposit) of \$15.00 at the UT San Antonio Library. No additional fees for auditing will be charged to students who are registered at UT San Antonio.

Permission to audit may be obtained and fees paid only during the late registration period.

An auditor will have no official record made of his enrollment in classes on an audit basis.

### **Verification of Enrollment**

Following the add/drop period of each semester or summer session, a verification report is sent to each student indicating the schedule of classes in which he is officially enrolled. Any discrepancies between the courses shown on the notice and the courses the student is attending should be resolved by the student in person with the Registrar's Office immediately.

### **Maintaining Registration**

Degree candidates are expected to maintain registration until all degree requirements are satisfied. By failing to register for at least one term within a 12-month period, a student breaks his

registration and must be readmitted. (See Re-admission Policies and Procedures.)

### **Change of Major or Degree**

A student who wishes to change his major or degree objective must obtain the required forms in the Registrar's Office. The change is not official until the form has been completed and filed with the Registrar's Office.

### **Correspondence and Extension Courses**

The University of Texas at San Antonio does not offer correspondence or extension courses at this time. For UT San Antonio policies on transfer and credit limitations on such courses, see the section on Transfer of Credit.

While enrolled at UT San Antonio, students normally will not be permitted to transfer to UT San Antonio credit earned through correspondence or extension courses. Exceptions to this rule must be approved by the student's Advisor and Dean, and such courses can be taken only in the event that the student about to graduate cannot obtain the course in residence.

### **Student Classification System**

*Upper-division* (junior and senior): A student who has earned 60 or more semester hours of credit.

*Lower-division* (freshman and sophomore): A student who has earned less than 60 semester hours of credit.

*Transient*: A student who registers for courses in the summer session *only* or during one semester *only* and who is not working toward a degree at UT San Antonio.

### **Definition of a Full-Time and a Part-Time Undergraduate Student**

A full-time undergraduate student is one enrolled in twelve or more semester hours of courses during a regular semester or in six or more hours of courses during a summer session.

A part-time undergraduate student is one enrolled in less than twelve hours of credit during a regular semester or less than six hours during a summer session.

Note: Upon request, the Registrar will certify students as “full-time” during the term in which they intend to graduate if they are enrolled in the number of hours required to complete the degree, regardless of the number of hours involved.

## **Course Numbering System**

All courses are designated by four-digit numbers following a three-letter abbreviation of the subject field. The first number indicates the level of the course. All courses with a first number of 1 or 2 are lower-division (freshman and sophomore) courses, and all courses with a first number of 3 or 4 are upper-division (junior or senior) courses. All course numbers starting with 5 or 6 are graduate courses.

The second and third numbers are used within the Colleges by each Division to distinguish individual courses.

The final number indicates the semester hour value of the course.

## **Prerequisites**

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

## **Grading System**

*Hours attempted.* The number of hours attempted is the total number of hours for which a student has enrolled and received grades of “A,” “B,” “C,” “D,” or “F” (see below), except as provided for repeated courses.

*Hours earned.* The hours earned by a student are the number of semester hours of credit earned in which grades of "A," "B," "C," or "D" have been received (see below).

*Grade-Point Average.* The grade-point average (GPA) is determined by dividing the number of grade points earned at UT San Antonio by the number of semester hours attempted at UT San Antonio.

Credits and grades for work completed at other institutions or credit earned by examinations (other than by challenging UT San Antonio courses) are not included in the UT San Antonio grade-point average.

*Grade symbols and grade points.*

| <i>Symbols</i> | <i>Grade Points</i> |
|----------------|---------------------|
| A              | 4                   |
| B              | 3                   |
| C              | 2                   |
| D              | 1                   |
| F              | 0                   |
| W              | 0                   |
| IN             | 0                   |
| NR             | 0                   |

### **Explanation of Grade Symbols**

*"A" through "F."* A = Outstanding; B = Above Average; C = Average; D = Below Average but passing; F = Failure.

*"W" or "Withdrawal."* The symbol "W" is used to indicate that at the time of withdrawal from a course, the student's grade was passing.

*"IN" or "Incomplete."* The grade of "Incomplete" ("IN"), subject to the regulations of this section, may be assigned a student at the discretion of the instructor. The purpose of the "Incomplete" grade is to allow a student to complete a course without repetition of the regular work of a course. It may not be assigned when a definite grade can be given for the work done. The "Incomplete" grade will be given to indicate that some part of the work of a student in the course has, for good reason, not been completed, while the rest has been satisfactorily completed. The student must have been in attendance at least three-fourths of the term.

Incomplete work must be made up before the completion of the student's next resident enrollment or the student's graduation, whichever is earlier, provided that not more than one year elapses from the time that the "Incomplete" grade is received until the work is completed. If the work is not completed within this time, the "Incomplete" will remain on the student's record and credit may be earned only when the student re-enrolls in the course and completes the entire course satisfactorily.

Whenever a grade of "Incomplete" is assigned, the instructor is required to file a "Requirements for Removal of Incomplete" report with the Dean of the College in which the course is offered.

*"NR" or "No Report."* The grade "No Report" ("NR") may be assigned a student only by the Registrar and only in cases in which a grade has not been reported by an instructor. This symbol is assigned when it is not possible to obtain the student's proper grade by the deadline necessary for processing grades at the close of the term and will be replaced with the official grade as soon as possible.

### **Change of Grades**

Grade changes from "Incomplete" ("IN") to a letter grade must be made within the time limit provisions explained under Grades of Incomplete in this catalog. A grade of "Incomplete" may be changed by the instructor, within the time limits, by completing a Removal of Incomplete form and filing it with the Registrar's Office.

Any other change of grade must be initiated by the instructor on the required form and filed with the Registrar. It is the policy to change a grade (other than "Incomplete") only in the case of error. No change of grade will be considered after six months from the date the original grade was assigned.

### **Class Participation Policy**

Regular attendance at and participation in all meetings of courses for which a student is registered is expected. It is the instructor's responsibility to set and to communicate to students the participation requirements for each course. The degree to which classroom participation is required and whether or not work missed by a student during his absence may be made up is at the discretion of the instructor.

## **Repeating Courses**

Only those courses in the catalog in which the course description specifically indicates "may be repeated for credit" may be repeated with both the units and grade points earned being counted. An undergraduate student may, however, repeat a course in which he received a grade of "D" or "F" in order to improve his grade point average, but cannot receive credit for the course more than once.

When re-enrollment in a "D" course is allowed, it will cancel the grade and credit earned in the earlier enrollment unless a lower grade is received. If a lower grade is received, it will not be charged against the student's grades. If another "D" is earned, it will be marked as "duplication" on the student's official records and will not be used in computing the grade point average.

Re-enrollment in a course in which an "F" has been received will cancel the credit hours charged against the student's grades if a higher grade is earned. If a second "F" is received, it will not be charged against the student's record.

A student may not repeat a course by correspondence or extension study for the purpose of raising his grade-point average.

Only undergraduate students may repeat courses for the purpose of raising the grade point average, as described above.

## **Mid-Term Reports**

At mid-term each semester (not summer sessions) instructors are asked to report to the Dean of the College in which courses are offered any students who at that time are earning less than a "C" grade in the course. Students are advised, at their local addresses, of any such courses in which their level of performance is not satisfactory. Students receiving such notices are encouraged to discuss their performance with the instructors in the respective classes.

There is no official record made of mid-semester low grade reports. The sole purpose of the report is to advise the student of his status at that time.

## **Grade Reports**

The Registrar's Office mails final grades as soon as they are compiled after the close of each semester and the summer session. The grade report reflects the grade assigned by the instructor on his final grade sheet; any subsequent changes are not included. Grades are mailed to the address on file in the Registrar's Office. Only one grade report is mailed; additional copies are not available.

## **Honor Roll and Dean's List**

Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade-point average of 3.50 or higher in at least 12 hours of credit and receive no grades of "D," "F," or "IN" are included on the Honor Roll. Undergraduate students who complete at least 12 semester hours and receive no grades of "D," "F," or "IN" and who achieve a grade-point average of 3.75 or higher for any semester will be included on the Dean's List. Neither the Honor Roll nor the Dean's List are prepared for the summer sessions. To determine eligibility for graduation with honors, see Graduation With Honors.

## **Minimum Scholastic Requirements**

To maintain minimum scholastic requirements a lower-division student (less than 60 semester hours of credit earned) must maintain a grade-point average that does not fall to 10 grade points below a "C" (2.0) average in all work attempted at UT San Antonio. An upper-division student (60 or more semester hours of credit earned) must maintain a cumulative grade-point average of "C" (2.0) in all work attempted at UT San Antonio.

## **Academic Probation and Academic Dismissal**

Undergraduate students will be placed on academic probation according to the following regulations:

1. A student (other than a Provisional Admission Program student) who, by special action, is admitted to UT San

Antonio with qualifications lower than those required for regular admission will be placed on academic probation.

2. A lower-division student (less than 60 semester hours of credit earned) will be placed on academic probation if he is deficient from a "C" average by 10 or more grade points in all work attempted at UT San Antonio.
3. An upper-division undergraduate student (60 or more semester hours of credit earned) will be placed on academic probation if he fails to achieve and maintain a cumulative grade-point average of "C" (2.0) in all work attempted at UT San Antonio.
4. A student who has been reinstated following an academic dismissal will automatically be placed on academic probation.
5. Students on academic probation are encouraged to discuss their status with their Advisors before registering for a new term.

Undergraduate students who are on academic probation at the beginning of a term and whose grade-point deficiency at the close of that term would place the student on probation again will be dismissed for scholastic deficiency (academic dismissal) unless the term grade-point average is above 2.0. Students not on probation but who in any term are enrolled for more than three semester hours of credit and have a grade-point average of less than 1.50 for that term will be academically dismissed.

Students admitted under the Provisional Admission Program must meet the requirements indicated in order to continue into subsequent terms.

### **Scholastic Dishonesty**

The integrity of a university degree depends on the integrity of the work done for that degree by each student. The University expects that a student should maintain a high standard of individual honor in his scholastic work.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test or other class work, plagiarism (the appropriation of another's work and the unacknowledged incorporation of that

work in one's own written work offered for credit), and collusion (the unauthorized collaboration with another person in preparing course work offered for credit.)

Should a student be accused of scholastic dishonesty, the Dean of the College in which the student is enrolled may initiate disciplinary proceedings.

### **Cancellation of Enrollment**

Any student who fails to fulfill admission or registration requirements or who otherwise fails to adhere to academic regulations is subject to immediate administrative action which may result in his/her enrollment for that term being cancelled. Re-application for admission, or application for re-admission, to a subsequent term may be considered, provided the deficiency which resulted in the cancellation has been removed.

### **Withdrawal Procedures**

A student who finds it necessary to withdraw from The University (i.e., drop all courses for which he is enrolled) may obtain the forms for this purpose from the Registrar's Office. After completing the required forms, the student must file the necessary material with the Registrar's Office in order to withdraw officially. Students may not withdraw from The University after final examinations for the term have begun. Students who officially withdraw after the first week of classes in a regular semester or after the second calendar day of a summer session will receive a grade of "W" for each class they are passing at the time, and a grade of "F" for each class in which they are not passing at the time of withdrawal. Students who withdraw from all classes are subject to the academic probation and dismissal regulations at the close of the term. Students withdrawing should refer to the regulations on refunds of tuition and fees.

### **Transcripts**

Official transcripts of all course work taken at The University of Texas at San Antonio are available in the Registrar's Office. Requests for transcripts must be in writing and bear the signature

of the student whose record is requested. A fee of \$1.00 will be charged for each copy of the transcripts and must be paid in advance. Transcripts from other institutions submitted to UT San Antonio will become the property of The University and will not be reproduced and/or mailed to other institutions. Upon request, work in progress (i.e., a listing of classes in which the student is currently enrolled) will be included with the transcript without additional charge.

Students who have a financial obligation or other commitment outstanding to The University will have transcript service withheld until the obligation is paid in full.

### **Release of Transcripts and Academic Records**

Transcripts and other information from a student's academic records will be released by the Registrar only upon written request from the student, and when payment of the appropriate fee is made. The following exceptions may be made:

1. In the case of an unmarried minor student, upon the written request of the student's parents or legal guardian.
2. In response to a court order.
3. To another institution of higher education or an accreditation agency upon request.

### **Change of Name or Address**

Currently enrolled students who have changed their names or addresses should notify the Registrar's Office by completing the appropriate form. Official notification of change of address is necessary for proper identification of students' records and for accurate mailing of correspondence, grade reports, transcripts, registration instructions, and information pertaining to graduation requirements.

