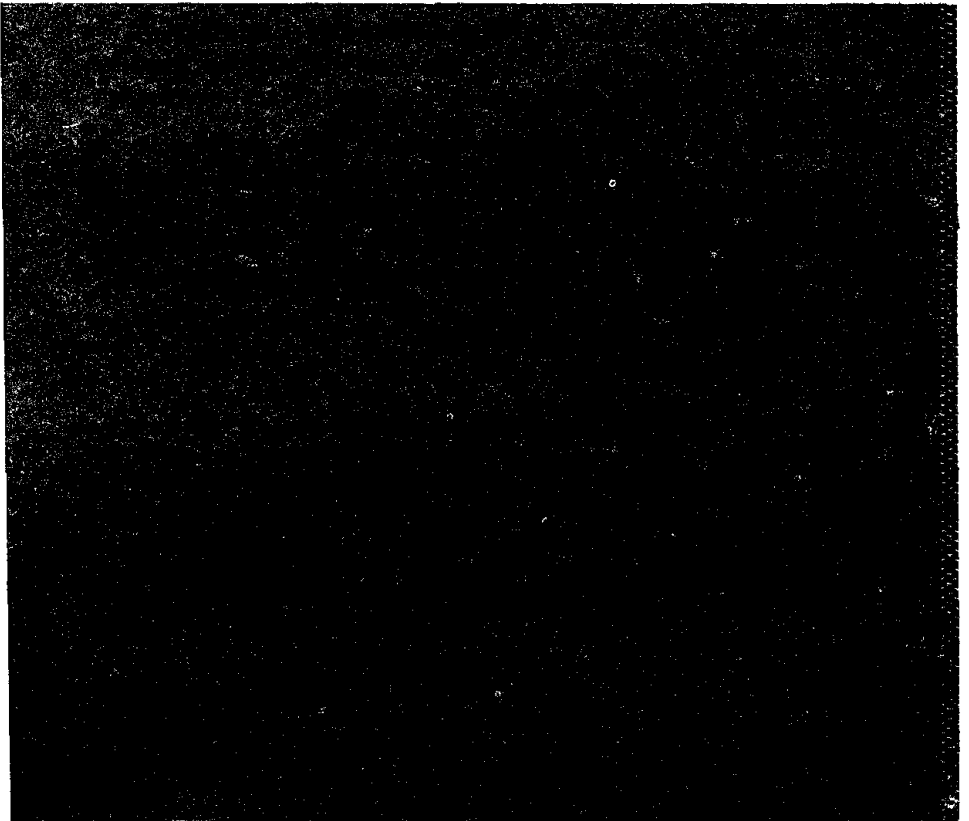


# VI. General Academic Regulations



## Registration

All students who attend classes at The University of Texas at San Antonio must be registered officially or must be approved auditors.<sup>1</sup> Registration instructions are included in the Schedule of Classes 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, and admission to classes is 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 term. Students who register late are charged an additional \$5.00 the first day of late registration and an additional \$2.50 per day thereafter to a maximum of \$15.00 for any one term. This fee is non-refundable. Instructions for late registration are available in the Registrar's Office. Students are not permitted to register after the close of late registration.

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 capacities.

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<sup>1</sup>Students are held individually responsible for meeting all requirements as indicated in this catalog. Failure to read and comply with policies, regulations, and procedures does not exempt a student from whatever penalties he/she 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 Courses**

After registration, but during the first week of classes in a semester, or the first two class days in a 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.<sup>2</sup> 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.<sup>3</sup> The University Calendar indicates the deadline dates for adding courses.

## **Dropping Courses**

Courses officially dropped during the add/drop period (the first week of a semester or the first two days of a summer session) do not appear on the student's transcript. A student who drops courses after the add/drop period and through the first six weeks of a semester or through the first ten days of a summer session may drop courses and receive an automatic grade of "W." The student is responsible for filing the change with the Registrar's Office so that the action becomes official.

If a student finds it necessary to drop a course after the first six weeks of classes in a semester or after the tenth class day in a summer session, it is his/her responsibility to initiate and complete procedures for obtaining an approved withdrawal from

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<sup>2</sup>During the first week of classes in a semester, or the first two class days in a summer term, a special student should seek approval of the course instructor and Dean of the College in which the course is offered. A certificate only student should seek approval of the course instructor and the Assistant Dean for Certification and Teacher Placement.

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, a special student and a certificate only student should seek the additional approval of the Dean of the College in which the course is offered.

<sup>3</sup>Undergraduates seeking to add a graduate course in any of these time periods must obtain the special approvals specified in the sections "Enrollment in Graduate Courses for Undergraduate Credit" and "Enrollment in Graduate Courses for Graduate Credit" in this catalog.

the course. The forms for this purpose are available in the Registrar's Office. A student who officially drops a course after the first six weeks of classes in a regular semester or after the tenth class day in a summer session must take the form to his/her instructor who will enter on it a grade of "W" if the student is passing the course at the time of withdrawal or a grade of "F" if he/she is failing the course at the time of withdrawal. In order for the action to be official, the student must file the approved form with the Registrar's Office. Students may not drop courses later than the first day of the final week of classes for a semester or a summer term.

The University Calendar indicates the deadline dates for students to drop courses each term.

If a student ceases to attend class, the instructor must notify the Registrar's Office of the date on which attendance ceased.

The instructor may drop a student from the class for non-attendance. If the student is dropped by the instructor during the first six weeks of a semester or during the first ten days of a summer term, the student will receive a grade of "W". From the beginning of the seventh week of a semester and the eleventh day of a summer term, the instructor shall assign a grade of "W" if the student was passing at the time of the withdrawal or a grade of "F" if the student was failing at the time of the withdrawal.

### **Withdrawal Procedures**

A student who finds it necessary to withdraw from The University (i.e., drop all courses for which he/she is enrolled) may obtain the form for this purpose from the Registrar's Office. After completing the required form, the student must file it with the Registrar's Office in order to withdraw officially. Students who officially withdraw from The University during the first six weeks of a semester or during the first ten days of a summer term, will receive a grade of "W." Students who officially withdraw after the first six weeks of classes in a regular semester or after the tenth class day of a summer session will receive a grade of "W" for each class they are passing at the time of withdrawal 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 University's academic probation and dismissal regulations.

Students withdrawing should refer to the regulations on refunds of tuition and fees.

### **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. Auditing entitles a student to listen and observe. Participation of an auditor in class is at the discretion of the instructor. No UT San Antonio credit is granted for courses that are audited.

All auditors must submit the Request for Audit Form to the Registrar. A UT San Antonio student pays an auditing fee of \$5.00 per course and auditors who are not registered UT San Antonio students must pay an auditing fee of \$25.00 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 John Peace Library. Persons over 65 are permitted to audit without paying an auditing fee, if space is available.

Permission to audit may be obtained and fees paid only during the late registration period. No official record is made of 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/she is officially enrolled. Any discrepancies between the courses shown on the notice and the courses the student is attending should be resolved immediately by the student in person with the Registrar's Office.

### **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/her registration and must be readmitted. A "re-admitted student" is required to satisfy the curriculum requirements existing at the time of re-enrollment. Students must be registered during any semester or summer term that they are taking courses or required examinations.

## **Change of Major or Degree**

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

## **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.

*Special*: A student who registers for undergraduate courses and who is not seeking a degree at UT San Antonio.

*Provisional*: A student admitted to the Provisional Admission Program for Freshmen.

## **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 semester or in six or more hours of courses during a six-week summer term.

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

Note: Upon request, the Registrar may 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 two or three-letter abbreviation of the subject field. The first digit indicates the level of the course. All courses with a first digit of 1 or 2 are lower-division (freshman or sophomore) courses, and all courses with a first digit of 3 or 4 are upper-division (junior or senior) courses. All course numbers starting with 5 or higher are graduate courses.

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

The fourth digit 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/she 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/she 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," "D," or "CR" have been received (see below).

*Grade-point Average.* The UT San Antonio 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 credits earned by examinations 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
CR	0
EP	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.

"CR" or "Credit." The symbol "CR" is used to indicate that satisfactory performance has been demonstrated by examination (see Credit by Examination section).

*“EP” or “Postponement of Final Examination.”* The symbol “EP” is used to indicate that a student has been permitted to postpone a final examination. See “Postponement of Final Examination Provisions,” in this section of the catalog.

*“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 is 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 within one year of the time that the “Incomplete” grade is received and before the student’s graduation. If the work is not completed within this time the “Incomplete” remains 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 Registrar’s Office.

*“NR” or “No Report.”* The grade “No Report” (“NR”) may be assigned a student only by the Registrar. This symbol is assigned only when in unusual circumstances 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 is replaced with the official grade as soon as possible.

## **Reporting of Grades**

Grades are reported by course instructors by term and are due in the Registrar’s Office 48 hours following the final examination. Final grades cannot be withheld nor can reporting of them be deferred. Absence from a final examination should be reported as

“EP,” if a postponed examination has been authorized in accordance with the “Postponement of Final Examination Procedures” set forth in this catalog.

### **Grade Reports**

The Registrar’s Office mails final grades as soon as they are compiled after the close of each semester and each summer term. The grade report reflects the grade that appears on the instructor’s final grade sheet; 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.

### **Change of Grades**

Grade changes from “Incomplete” (“IN”) to a letter grade must be made within the time limit provision explained under “Explanation of Grade Symbols” 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.

Grade changes from “Postponement of Final Examination” (“EP”) to a letter grade should be made as soon as possible after the student has taken the authorized postponed final examination. As explained under “Postponement of Final Examination Procedures” in this catalog, if a postponed final examination is not taken before the end of the fall or spring term following the one for which it was approved, the grade in the course is changed by the Registrar’s Office to “F.” Prior to that time the instructor may change the “EP” to another letter grade by completing a Change of Grade form and filing it with the Registrar’s Office.

Any other change of grade must be initiated by the instructor on the required form available in the Registrar’s Office and in the Offices of the College Deans. All requests for a change of grade should be accompanied by a statement explaining the requested change. It is the policy to change a grade (other than “Incomplete”) only in the case of error. Additional work performed by a student may not be used to raise a grade that has been reported to the Registrar’s Office. Requests for a change of grade require

the approval of the Vice President for Academic Affairs before the Registrar will make the change on the student's record.

No change of grade will be considered after six months from the date the original grade was assigned nor will a grade change be made after a student's graduation.

### **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 an absence may be made up is at the discretion of the instructor.

When, in the judgment of the instructor, a student has been absent excessively, the instructor may report the absences to the Dean of the College in which the course is offered and recommend that the student be dropped from the course with a grade of "F." If the Dean approves the recommendation, he advises the Registrar, who in turn advises the instructor and student of the action taken.

A student who enrolls for a course and then does not attend is considered absent from class until he/she officially drops the course or until he/she has accumulated an excessive number of absences and is dropped from the class with a grade of "F."

### **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/she received a grade of "D" or "F" in order to improve his/her grade but cannot receive credit for the course more than once.

If a student re-enrolls in a course in which a "D" has been received, only the highest grade earned is used in calculating the grade-point average. If another "D" or a lower grade is re-

ceived the second time, the repeated course grade is not used in computing the cumulative UT San Antonio grade-point average, and the course is marked as "Duplication" on the student's official records.

Re-enrollment in a course in which an "F" has been received cancels the credit hours charged against the student's UT San Antonio grade-point average if a higher grade is earned. If a second "F" is received, it is not charged against the student's grade-point average and is marked as "Duplication" on the student's official record.

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

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

### **Postponement of Final Examination Procedures**

A student who is compelled to be absent from a final examination because of illness or other imperative reason should, either in person or through a friend, petition his/her academic Dean for permission to postpone the examination. This request, which requires prior approval by the instructor, should be made to the Dean as soon as the student knows he/she will be compelled to be absent.

The instructor records the symbol "EP" on the final grade report for a student who has been permitted to postpone an examination.

The examination should be given as soon as possible (preferably during the same examination period), but not later than thirty days after the original examination period. If for good reason the student cannot take the examination within the thirty-day period, the examination may be scheduled at any time convenient to the instructor, except that in no case will it be given later than the end of the fall or spring term following the one for which the postponed examination was approved. If a postponed examination is not taken before the end of the next fall or spring term, the grade in the course will be changed to "F."

## **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, excluding grades of "CR," and receive no grades of "D," "F," "EP," or "IN" are included on the Honor Roll. Undergraduate students who complete at least 12 semester hours, excluding grades of "CR," and receive no grades of "D," "F," "EP," or "IN" and who achieve a grade-point average of 3.75 or higher for any semester are included on the Dean's List. Neither the Honor Roll nor the Dean's List are prepared for the summer terms. To determine eligibility for graduation with honors, see Graduation with Honors.

## **Academic Standing**

A student's academic standing is defined as: good standing, provisional status, academic probation, academic dismissal.

Good standing is the absence of any of the other contingencies.

Provisional status is the academic standing of a student admitted under the Provisional Admission Program until regular status is earned or the student is dismissed for scholastic deficiency.

Academic probation describes the standing of a student who falls in one of the following categories: 1) a student who earns a grade-point average of less than 1.50 in any term; 2) a lower-division student (less than 60 semester hours of credit earned) who is deficient from a "C" (2.0) average by 10 or more grade points in all work attempted at UT San Antonio; 3) an upper-division student (60 or more semester hours of credit earned) who 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 academic dismissal. Students on academic probation are encouraged to discuss their status with their academic advisors, with an admissions counselor, and/or with a member of the staff of The University's Counseling Center.

Academic dismissal occurs when: 1) an undergraduate student enrolls for more than three semester hours of credit and earns

a grade-point average of less than 1.00 for that term or 2) an undergraduate student who is on academic probation at the beginning of the term has a cumulative grade-point average deficiency in UT San Antonio courses at the close of that term that would again place the student on probation, unless the term grade-point average is above 2.50.

### **Petition for Reinstatement**

A student who has been dismissed academically may petition for reinstatement. Information and petition forms are available in the Registrar's Office.

### **Scholastic Dishonesty**

The integrity of a university degree depends on the integrity of the work done for that degree by each student. The University expects a student to maintain a high standard of individual honor in his/her 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 having his/her enrollment for that term cancelled. Application for re-admission to a subsequent term may be considered, provided the deficiency which resulted in the cancellation has been removed.

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

Transcript service is withheld from students who have a financial obligation or other commitment outstanding to The University until the obligation is cleared.

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

UT San Antonio transcripts and other information from a student's academic records are released by the Registrar only upon written request from the student or other person authorized by law and when payment of the appropriate fee is made. Exceptions may be made in response to a subpoena or court order and as provided in the policy on releasing directory information set forth in this catalog.

All official certifications with regard to the academic performance or status of a student or former student of The University of Texas at San Antonio are made by the Registrar's Office.

## **Change of Name**

A student's name on official records at UT San Antonio is the name under which the student applied for admission, unless a Change of Name form has been processed through the Registrar's Office. Name changes are made only when appropriate legal documentation accompanies the request, except that upon marriage a student may declare the newly taken name.