

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. 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 allowed time indicated in the schedule of classes issued each 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.

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, the student's advisor, and the Division Director for which the course is offered. A special student should seek approval of the course instructor and Dean of the College in which the course is offered. A student seeking certification only should seek approval of the course instructor and the Director, Office of Teacher Certification and 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, the additional approval of the Dean of the College in which the course is offered is required. A special student and a student seeking certification only should seek the additional approval of the Dean of the College in which the course is offered. 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. 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 University Calendar indicates the deadline dates for adding courses.

DROPPING COURSES

Courses officially dropped during the add/drop period (Census Date) do not appear on the student's transcript. A student who drops courses after the add/drop period and through the first nine weeks of a semester or the first three weeks of a summer term 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.*

Students may not drop an individual course later than the last day of the ninth week of classes or after the first three weeks of a summer term.

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

During the first nine weeks of a semester or the first three weeks of a summer term, the instructor may drop a student from class for non-attendance. The student will receive a grade of "W." After these periods, the instructor may recommend to the Dean that a student be dropped from class when the instructor can show that unusual circumstances exist to warrant such action. The Dean, with the approval of the Vice President for Academic Affairs, may drop a student from class; the student will receive a grade of "W" if the student was passing at the time of the drop or a grade of "F" if the student was failing at the time of the drop.

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 nine weeks of a semester or the first three weeks of a summer term, will receive a grade of "W." Students who officially withdraw after the first nine weeks of classes in a regular semester or the first three weeks of a summer term 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 may not withdraw from The University later than the first day of the week preceding final examinations. 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 beginning the first day of class through Census Date. No official record is made of enrollment in classes on an audit basis.

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. The Architecture and Engineer-

ing programs, as well as the College of Business, have specific requirements for admission. Students seeking to enter these programs should consult their program directors.

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.

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 credit during a fall or spring semester or in six or more hours of credit during each summer term.

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

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.

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

PREREQUISITES

Prerequisites are stated for many courses listed in 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
NC	0
EX	0

EXPLANATION OF GRADE SYMBOLS

"A" through "F." A = Outstanding; B = Above average; C = Average; D = Below average but passing (See Credit-No Credit grading policy); 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), or in a course taken under the Credit-No Credit grading option.

"NC" or "No Credit." The symbol "NC" is used to indicate unsatisfactory performance in a course taken under the Credit-No Credit grading option.

"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 Examinations 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 no later than the end of the final exam 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 "incomplete" changes to a grade of "F" or "NC."

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 grades by the deadline necessary for processing grades at the close of the term and is replaced with the official grade as soon as possible.

"EX" or "Expelled". The symbol "EX" is used to indicate that the student has been expelled from The University.

CREDIT BY EXAMINATION

A student at The University of Texas at San Antonio may normally satisfy general education and specific degree requirements through credit by examination. Except for one type of examination, credit earned by this means is not counted as satisfying minimum residence requirements. The exception noted pertains to credits earned by challenging UT San Antonio undergraduate courses; these credits are counted toward the minimum residence requirements but are not included in the calculation of the student's UT San Antonio grade-point average. Credit cannot be earned by examination for courses which are used to fulfill the statutory history and government General Education Requirements in excess of three semester hours in history and three semester hours in government or political science.

It is not necessary to be a UT San Antonio student to take credit by examination. Credit based on CEEB examinations, however, is not awarded until the individual is registered at UT San Antonio.

Unsuccessful attempts to earn credit by examination do not become part of the student's official academic record.

Credit cannot be earned by examination which could duplicate or repeat credit earned for college or university courses. Nor can a student receive credit for a course for which he or she has already received credit by examination.

A brochure on Credit by Examination at UT San Antonio is available from the Testing Center, Office of the Dean of Students, on the various tests which may be accepted for credit at The University. The brochure describes the 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.

The symbol "CR" (Credit) is awarded for all credit earned by examination.

CREDIT-NO CREDIT GRADING POLICY

A credit-no credit grading option is provided to encourage undergraduate students to expand their knowledge of fields outside their major area of interest.

A. Student Option

1. A maximum of four courses may be attempted on a credit-no credit basis.
2. Credit-no credit courses will appear on the permanent record with a grade of CR if the grade is A, B, or C; NC if the grade is D or F; neither grade will affect the GPA at UTSA. The credit-no credit grade cannot be changed to a regular grade once the credit has been awarded.
3. Students must choose to take the course on a credit-no credit basis at registration and may not change that decision after the add period.
4. Only free electives may be taken on a credit-no credit basis; i.e., no course to be applied to the general education requirements or degree requirements or support work can be taken on a credit-no credit basis.

5. Credit-no credit courses cannot be counted toward the 30-hour residency requirements by transfer students who transfer to UTSA for their last 30 hours.
6. The Registrar's Office shall require the student to affirm, by his/her signature, the he/she is aware of the policies on credit-no credit and is abiding by them. If it is later discovered that the affirmative was incorrect, the credit-no credit grade will be returned to its original letter grade.

Students will be required to complete a Credit-No Credit Option Request preferably at the time of Registration, but no later than the add period.

NOTE: Some graduate schools place students who have taken courses on credit-no credit basis at a disadvantage in computing grade point averages for admission.

B. Mandatory Credit-No Credit Courses

Some academic divisions will require certain courses to be graded on mandatory credit-no credit basis. Enrollment in any of these courses will not affect the student's option to take up to four free elective courses on a credit-no credit option. Courses offered on a mandatory basis are so designated in this catalog.

UT SAN ANTONIO CHALLENGE EXAMINATIONS

Students enrolled at The University of Texas at San Antonio may "challenge," that is request an examination in, any UT San Antonio 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.

To challenge a UT San Antonio undergraduate course by examination, the student must enroll in the course and within the first three weeks of the Fall or Spring semester and the first week of a summer term must request to complete it by examination. A charge of \$15.00 is made for each course challenged by examination. 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 term by the instructor on the grade report for the course along with a credit by examination notation.

Unsuccessful attempts to earn credit by examination do not become part of the student's official academic record; the student may, however, elect to drop the course or complete the course on a regular basis following the evaluation of the examination(s) for the course(s) challenged.

Students admitted under the Provisional Admission Program may request to challenge by examination courses in those disciplines to which their enrollment is restricted.

Credits earned by challenging UT San Antonio 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 UT San Antonio grade-point average. These credits are also counted toward the minimum residence requirements. Students may challenge the same UT San Antonio course by examination only once.

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 by completing a Removal of Incomplete form and filing it with the Registrar's Office no later than the end of the final exam period, one year from the semester the incomplete was received. Grade changes from "Postponement of Final Examination" ("EP") to a letter grade should be made within 30 days 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 Dean and the Director of the Division in which the course is offered before the Registrar will make the change on the student's record.

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."

Instructors shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is absent from class for the observance of a religious holy day (means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code) shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day

after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day. Notifications of planned absences must be in writing and must be delivered by the student either (a) personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or (b) by certified mail, return receipt requested, addressed to the instructor of each class.

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," "F," or "NC" 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 received 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, extension, or through work at another college or university for the purpose of raising his/her grade-point average at UTSA once the course has already been completed at UTSA.

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 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, exclud-

ing grades of "CR," and receive no grades of "D," "F," "EP," "IN," or "NC" 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," "IN," or "NC" 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

Students are expected to maintain a level of scholastic achievement that would allow them to meet the grade requirements for graduation. Students who fail to maintain the minimum required grade-point average of 2.0 in all work attempted at UT San Antonio will be placed on academic probation or on academic dismissal as appropriate.

ACADEMIC PROBATION

Students whose cumulative UTSA grade-point average falls below 2.0 are placed on Academic Probation. These students will remain on Academic Probation as long as their cumulative UTSA grade-point average remains below 2.0 provided that they achieve AT LEAST a 2.0 each term. Academic Probation will be cleared when they achieve a 2.0 cumulative grade-point average. Failure to achieve a grade-point average of AT LEAST a 2.0 during any term while on academic probation will result in Academic Dismissal. (Students should be aware that they may not graduate while on Academic Probation.)

ACADEMIC DISMISSAL

Students on Academic Probation who achieve a grade-point average BELOW 2.0 during any term will be placed on Academic Dismissal. Students placed on Academic Dismissal must petition for reinstatement or readmission for future enrollment.

PETITION FOR REINSTATEMENT

1. Students placed on Academic Dismissal for the first time may be reinstated after not attending the UTSA for one long-term semester (Fall or Spring). [A student who is dismissed for the first time at the end of the Spring semester, however, may attend the UTSA first five-week summer session in an attempt to raise his or her grade-point average to a level which would permit reinstatement in the Fall semester only if the student completes the Registration Request Form for Dismissed Students in the Office of Admissions and Registrar prior to the beginning of Summer classes. These students may not attend institutions other than UTSA for the purpose of raising their UTSA grade-point averages.] Students seeking reinstatement must also file an application for Readmission by the appropriate deadline for admissions and applications shown in the calendar of this catalog. These applications are handled by the Admissions Office according to normal Readmission Application Procedures. Reinstated students must consult with the academic advisors prior to registration.
2. Students placed on Academic Dismissal for a second or subsequent time may petition for reinstatement to the Dean of the College in which they are majoring or intend to major after the student has not attended the UTSA for one calendar year. Petition forms may be obtained at the appropriate Dean's Office.

Undeclared majors petition The University Committee on Probation and Reinstatement. Petition forms may be obtained at and should be returned to the Registrar's Office.

Petitions for reinstatement must be filed with the appropriate office by October 15 for reinstatement to the Spring semester by March 15 for reinstatement to the Summer sessions, and by June 15 for reinstatement to the Fall semester. If the Petition for Reinstatement is disapproved, a student may not file another petition until the following semester.

Appeal of a denial for reinstatement shall be made to the Office of the Vice President for Academic Affairs within two weeks after notice of the denial is mailed by the Registrar's Office. The decision of the Vice President for Academic Affairs is final.

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 faculty member may initiate disciplinary proceedings through the Division Director, the Dean of the College, and the Dean of Students. The Dean of the College in which the student is enrolled may initiate formal disciplinary proceedings.

CANCELLATION OF ENROLLMENT

Any student who fails to fulfill admission, registration, or financial 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 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 as an official transcript. Requests for unofficial copies of transcripts from other institutions may be made in accordance with the open record laws by filling out the required forms in the Registrar's Office and paying the fee.

Request for official transcript service will not be honored 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 under the Family Educational Rights and Privacy Act of 1974

and when payment of the appropriate fee is made. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under the Family Educational Rights and Privacy Act of 1974, and as provided in the policy on releasing directory information set forth in this catalog.

All official certification 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 change requests should be supported by appropriate legal documentation, except that upon marriage a student may declare the newly taken name.

CHANGE OF ADDRESS

Currently enrolled students who have changed their 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. Students who have a degree application on file in the Registrar's Office should specify if the address change also affects the address to which the diploma is to be mailed.