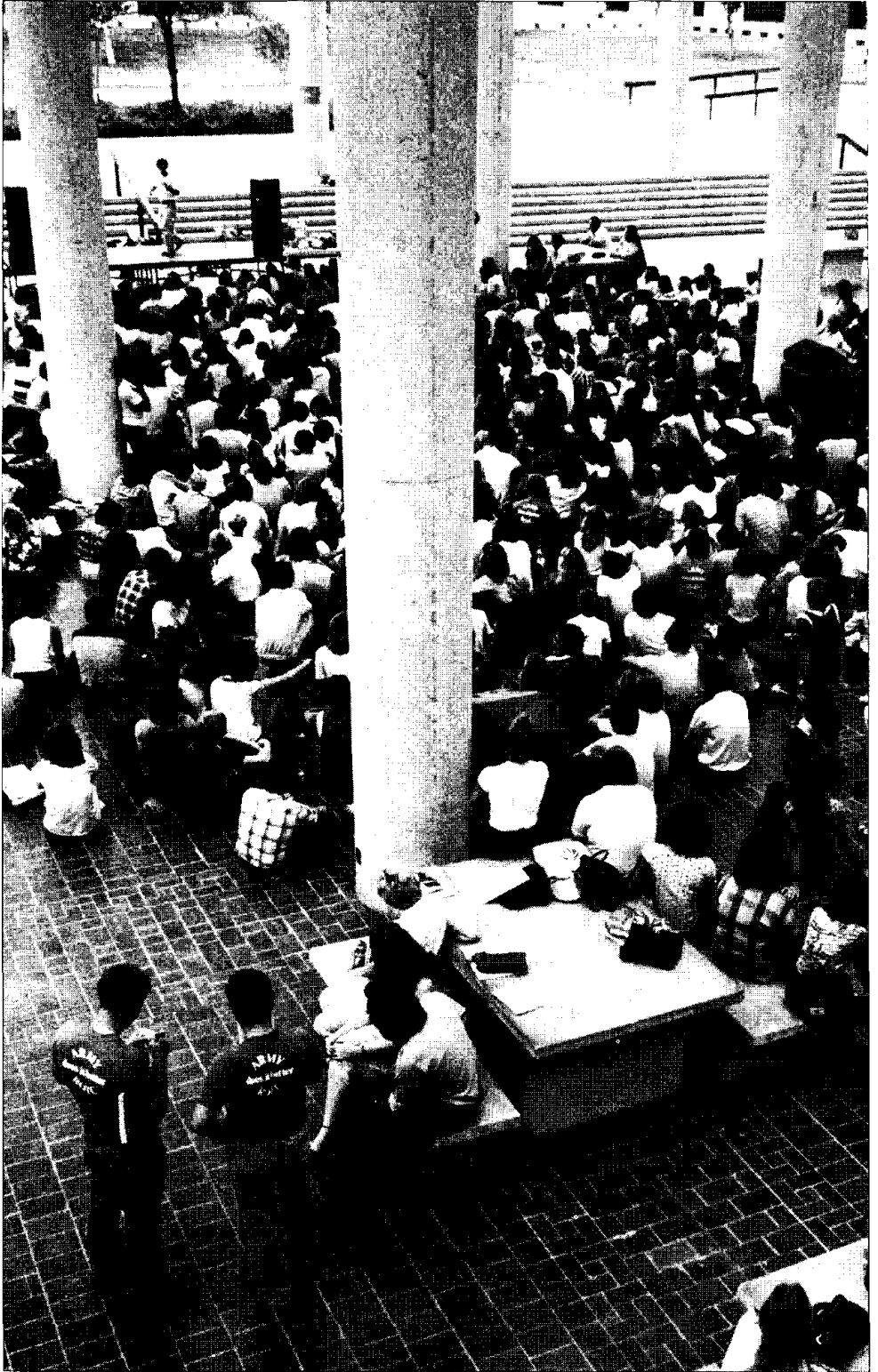




IV
INSTITUTIONAL
POLICES
CONCERNING
STUDENTS





RULES AND REGULATIONS OF THE BOARD OF REGENTS

All students of The University of Texas at San Antonio are subject to the rules and regulations governing student conduct and discipline as set out in Part One, Chapter VI, of the *Rules and Regulations* of the Board of Regents of The University of Texas System and in the *UT San Antonio Student Handbook*.

The Regents' *Rules* and the *Student Handbook* have full force and effect as they concern all UT San Antonio students. The Regents' Rules may be consulted in the offices of the President, the Vice Presidents, and the Deans, and in the John Peace Library.

A student at The University neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to comply with both the penal and civil statutes of the State and the Federal government, the *Rules and Regulations* of the Board of Regents, and the policies and procedures of The University of Texas at San Antonio.

The *Student Handbook* may be obtained in the Office of the Assistant Vice President for Student Life.

STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities revolve around a variety of student organizations reflecting the social, service, cultural, political and academic interests of the diverse student community. Student activities are designed to enhance classroom education, to assist students in developing leadership qualities, to develop interpersonal skills and to create a stimulating campus environment.

Various programs, activities and services are coordinated through the Student Activities and Organizations Office. They include University Center Programs, leadership development programs, Greek Affairs, a Student Activity Calendar and liaison with VIA Metropolitan Transit. The *Faculty Adviser Handbook* and *Student Organizations Handbook* are publications made available through this office. An inner-campus message center for registered student organizations is located in the Student Activities Complex in the University Center.

HAZING

Under state law (Sections 4.51 through 4.58, Education Code), individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. The statute provides that 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 first-hand 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 Assistant Vice President for Student Life and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to \$1000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining

membership in any organization whose members are or include students at an educational institution. "Hazing" includes but is not limited to:

- A. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity;
- B. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- C. any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
- D. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or 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 subsection; and
- E. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

The law does not affect or in any way restrict the right of the University 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 the provisions of the state statute prohibiting hazing. Part One, Chapter VI, Section 3.28 of the Regents' *Rules and Regulations* provides that hazing with or without the consent of the student is prohibited by the System and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

STUDENT HEALTH SERVICES

The application for admission to The University of Texas at San Antonio includes a Health Information Form. This form must be completed by the student and returned to The University Student Health Center.

When The University is in session, a registered nurse is on duty during normal class hours, and, when needed, a referral is made to a physician for medical treatment. The University Student Health Center has only limited medical capabilities.

Students are advised to carry health and accident insurance. Out-of-town students should have documents to verify insurance coverage to avoid possible delays in obtaining medical treatment.

The University of Texas at San Antonio has a policy on HIV Infection and AIDS which is available from the Student Health Center upon request.

An educational pamphlet about methods of transmission and prevention of HIV Infection is available at the Student Health Center.

COUNSELING CENTER

The Counseling Center provides professional services which are designed to help meet the personal and developmental needs of students.

Services offered include individual sessions for personal, educational, and vocational concerns as well as services to couples with relationship difficulties. Group sessions are offered on a regular basis on topics such as assertion training, interpersonal communication skills and stress management.

In addition, self-help cassette tapes are available for listening in person or by phone on a variety of topics ranging from friendship-building to suicidal crisis.

Counseling psychologists in the Center deal with a variety of student concerns and utilize counseling techniques, psychological assessment, and other aids to assist students. All counseling is free, confidential, and on a voluntary basis.

TESTING CENTER

The Testing Center provides a university-wide testing service. National and state tests are given on national and state testing dates. For the student seeking a better self-understanding, interest and personality inventories, achievement tests, and intelligence tests may be scheduled by appointment in the Testing Center.

Students are encouraged to satisfy degree requirements through credit by examination (covered in Section VI). A brochure on Credit by Examination at UT San Antonio is available concerning the various tests which are accepted for credit by The University. For additional information students should consult the Credit by Examination section of the present catalog and the Credit by Examination brochure available from the Testing Center, as well as from the Admissions Office.

ADVISEMENT

Advisement for undeclared majors is a function of the Tomas Rivera Office of Student Information and Retention. This office provides basic information to students who are undecided about their educational goals. Academic advising for declared majors is carried on in the four Colleges, and information should be sought in the academic Deans' offices.

Advisement for all freshmen enrolled in the Provisional Admission Program is coordinated by the Tomas Rivera Office of Student Information and Retention.

FINANCIAL AID

Programs to assist students and parents in financing an education at UT San Antonio are administered by the Office of Student Financial Aid. Students may apply for financial assistance through scholarship, grant, work study and loan programs.

Eligibility for the majority of financial aid programs is determined through an analysis of a family's financial need. This analysis is made after the student completes and submits a financial statement to an agency approved by the Federal government. Before a student can be considered for most forms of financial aid, he or she must:

1. be officially admitted to The University;
2. file the SINGLEFILE Financial Aid Form with USA Funds or the Financial Aid Application Form with the College Scholarship Service;
3. meet deadlines set by the Office of Student Financial Aid;
4. not be in default on any Title IV, HEA loan made for attendance at any institution nor owe a refund on any Title IV, HEA grant received for attendance at any institution;
5. provide proof of eligibility if not a citizen of the United States;
6. provide documents which support the information reported on the application for aid, if requested;

7. if a transfer student, submit a Financial Aid Transcript from each post-secondary school attended whether financial aid was received or not (contact the Financial Aid Office for forms), and
8. make satisfactory academic progress as required for financial aid eligibility to fulfill federal requirements;
9. be working toward a degree and classified by the Admissions Office as seeking a degree.

Financial aid programs available to undergraduate students include College Work Study, Pell Grant, Supplemental Educational Opportunity Grant, Texas Public Education-State Student Incentive Grant; the Perkins Student Loan, Teacher Education Loan, Future Teacher Loan, several Guaranteed Student Loan programs, and various scholarships. The same programs are available to graduate students except the Pell and Supplemental Grants.

Consideration for the Pell Grant and the Guaranteed Student Loan programs is automatically given to any undergraduate student who completes the application process. However all other major financial aid programs have a limited amount of funds which must be granted on a first-come, first-served basis. Therefore, students are strongly encouraged to have their completed application at the Office of Student Financial Aid by March 31st of each year.

Application forms and detailed instructions on applying are available through the Office of Student Financial Aid. A list of scholarships available to students attending UTSA is published each semester in the Class Schedule, and is also available in the Financial Aid office.

CAREER PLANNING AND PLACEMENT CENTER

The Career Planning and Placement Center offers a variety of services and programs in response to the placement needs of UT San Antonio students and alumni.¹

Placement programs available at the Center are designed to assist students in the development of effective job hunting skills and methods, e.g., effective letter writing, effective mail campaigns, resume development, and interview-skills training. Students are seen on a "drop-in" or appointment basis at the Career Planning and Placement Center.

The Center also provides career placement for students and alumni after graduation. Students and alumni may establish a placement file and use the on-campus interview schedule to meet the representatives from business, industry, and government to explore professional employment opportunities.

To assist students in career development activities, the Center provides information on employment opportunities related to their college majors. This information includes an annual report on the placement activities of UT San Antonio graduating students, average starting salary, the type of positions accepted, and when available, the relationship between fields of study and accepted positions.

Students and alumni are encouraged to use the career vocational, and educational counseling services of the Center and its Career Resource Library. Students who have not decided which college major they wish to pursue can participate in the life planning workshops, value clarification labs, decision-making seminars (labs), and career exploration symposia offered by the Center.

STUDENT EMPLOYMENT & INTERNSHIPS

The Office of Student Employment and Internships provides resources for students seeking part-time employment while they are still pursuing degrees. Interested students can

¹Fees for services of the Career Planning and Placement Center are set forth in Section III of this catalog.

receive counseling concerning resumes, interviewing, and employment conditions in the part-time job market.

Other services include a computerized part-time job bank and on-campus part-time and cooperative education recruiting schedules. Cooperative education & internship information sessions are also offered every semester.

TEACHER PLACEMENT SERVICE

The Teacher Placement Service, located in the Office of Teacher Certification and Placement, assists students from all Colleges and Divisions within The University of Texas at San Antonio who seek employment in the field of education by facilitating contact and communication between students and employers.²

The services of the Teacher Placement Service are available to all presently enrolled students, as well as alumni of The University of Texas at San Antonio.

INTERCOLLEGIATE ATHLETICS

UT San Antonio fields men's and women's teams for intercollegiate competition in Division I of the NCAA. Men's sports include: basketball, cross country, indoor track, outdoor track, tennis, golf, and soccer. Women's sports include: basketball, cross country, volleyball, softball, tennis, indoor track and outdoor track.

INTRAMURAL AND RECREATIONAL ACTIVITIES

UT San Antonio offers a wide range of intramural programs and recreational activities. The facilities available in the Convocation Center and the Physical Education Building include gymnasiums for basketball and volleyball, weight machines, badminton and shuffleboard courts, and a jogging path. Also available is the 400-meter synthetic track with a grass playing infield, two intramural fields for soccer, touch football and softball, and a tennis center. Students are able to participate in tennis, track, volleyball, badminton, shuffleboard, table tennis, softball, soccer and touch football.

LIVING ACCOMMODATIONS

On-campus housing facilities consist of a 510-bed residence hall and activity center. Rooms in Chisholm Hall are furnished with desks, chairs and twin beds. All rooms are double occupancy and include a private bath. The activity center includes a cafe, lounge and an indoor swimming pool. Plans are underway for expansion of on-campus housing facilities. For more information concerning on-campus housing, contact: The Department of Residence Life, The University of Texas at San Antonio, San Antonio, Texas 78249 or call (512) 694-6700.

An off-campus housing directory is available in the Office of Orientation and Learning Assistance to assist students in finding living accommodations in the San Antonio community.

IDENTIFICATION CARDS

Student identification cards are mandatory. A \$10.00 non-refundable charge for the student photo ID card is assessed at the time of registration. The \$10.00 charge is a one-time charge and the card is valid as long as the student is currently enrolled. A \$10.00 charge is

²Fees for the Teacher Placement Service are set forth in Section II of this catalog.

The services of the Teacher Placement Service are available to all presently enrolled students, as well as alumni of The University of Texas at San Antonio.

assessed to replace a lost card. A \$2.00 charge is assessed to replace a lost temporary card.

DIRECTORY INFORMATION

All educational records of students at The University of Texas at San Antonio are maintained in accordance with State and Federal laws.

Pursuant to the Family Educational Rights and Privacy Act, Directory information at UT San Antonio includes the following:

- Student's Name
- Current and Permanent Address
- Telephone Listing
- Date and Place of Birth
- Major Field of Study, including concentration
- Classification
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Agency or Institution Attended

A student's consent is presumed, unless a written request to restrict the information as confidential is made by the student in the Registrar's Office on a prescribed form no earlier than the first day of registration and no later than the 12th class day in a semester or the 4th class day in a summer term. In those cases where a student files a request for restriction of information, such information is treated as confidential, and, in response to public inquiries, The University will verify only whether an individual is currently enrolled at The University.

For more specific information concerning the disclosure, review, release, and confidentiality of student records under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g, consult the *Student Handbook* available in the Office of the Assistant Vice President for Student Life.

OFFICE OF STUDENT INFORMATION AND RETENTION

The Tomas Rivera Office of Student Information and Retention assists students with the transition to college life by providing an easy access, central source of information. OSIR acts as a liaison between the student and UTSA to enhance the quality of the UTSA experience. The programs and services offered by the OSIR are listed below.

Academic advisement and ongoing guidance is provided to students with undeclared majors and those admitted on a Provisional basis. As part of the official withdrawing process, OSIR conducts exit surveys to help determine how student's needs may better be met.

OSIR community involvement includes programs that have been developed to foster academic growth outside of UTSA. For instance, the Upward Bound Program is a drop out prevention program designed to help high school students develop the attitudes and skills needed to graduate from high school and continue on to college. The OSIR is also active in the University Outreach Program, a program intended to increase minority enrollment in Texas Universities. The OSIR director is liaison for the San Antonio area.

ORIENTATION AND LEARNING ASSISTANCE

An Orientation program is available to acquaint new students with the purposes and programs of The University, and with the academic advisement and registration procedures. This program is planned and implemented through the Office of Orientation and Learning Assistance.

The Office of Orientation and Learning Assistance has developed a Mentorship Program which provides incoming students a way to better confront the pressures that accompany college life. This program offers students the opportunity to receive suggestions and encouragement from faculty members and peers who volunteer information in their area of expertise.

Free tutoring is available to UTSA students in all major subject areas Monday through Friday through the Office Orientation and Learning Assistance's Tutoring Services Program.

The Study Skills Mentoring Program is designed for students wishing to improve their study skills. Weekly discussions offer motivational support and techniques for becoming a successful student.

LOST AND FOUND

All abandoned articles found on The University campus are turned in to the University Police office. Items can be claimed upon proper identification of ownership. Any article not claimed within sixty (60) days will be turned over to the Business Manager for final disposition.

DISABLED STUDENT SERVICES

Disabled students requiring special assistance should contact the Office of Disabled Student Services.

INTERNATIONAL STUDENTS

Foreign students who are enrolled at UT San Antonio should contact the Office of Multicultural Affairs for assistance.

THE UNIVERSITY CENTER BUILDING

The University Center Building, located on the West paseo between the Humanities Business Building and the Physical Education Building, opened in summer 1986. The two-story, 42,000 square foot facility houses a lounge, cafeteria, recreation room, television rooms, and cafe. Additionally, a large multi-purpose room, meeting rooms, and print shop are available in the center. A student activity complex on the second floor provides work space for registered student organizations, student government offices, The University Center Program Council office, and the Student Activities and Organizations Office. The Ticketmaster outlet is located at the Information Desk in the University Center.

