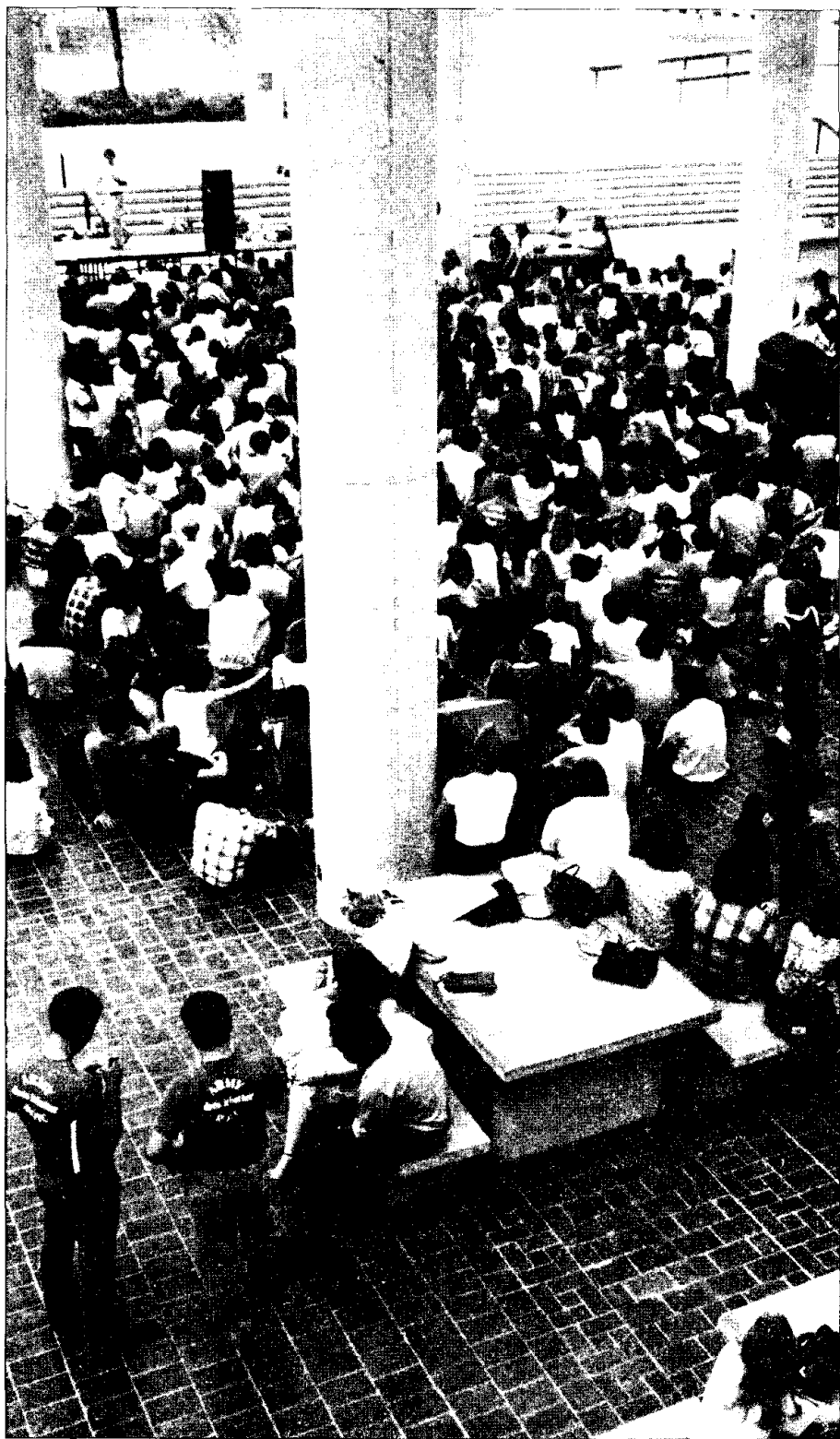


IV
INFORMATION
AND
POLICIES
CONCERNING
STUDENTS



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, the UT San Antonio Handbook of Operating Procedures and in the UT San Antonio *Student Guide to UTSA*.

The Regents' *Rules*, Handbook of Operating Procedures and the *Student Guide to UTSA* have full force and effect as they concern all UT San Antonio students. The Regents' *Rules* and the Handbook of Operating Procedures 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 Guide to UTSA* 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 Campus Activities Board, Student Representative Assembly, leadership development programs, Greek Life, a Student Activity Calendar and liaison with VIA Metropolitan Transit. An inner-campus message center for registered student organizations is located in the Student Activities office 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 charges 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 Assistant Vice President for Student Life 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 a sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to any 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 Services.

The Student Health Services has mandatory current immunization for TD (tetanus-diphtheria), and MMR (measles, mumps and rubella) for all incoming students, or proof of immunity from the diseases. For International students, a T.B. skin test within six weeks of admission is required, and any student with positive results of the T.B. skin test must have proof of appropriate follow-up and treatment. All students are encouraged to receive the complete series of Hepatitis B vaccine.

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 Services 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 recognizes that Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) are serious public health threats. The University has a policy on HIV and HBV infection which is available from the Student Health Services upon request.

An educational pamphlet about methods of transmission and prevention of HIV and HBV infections is available at the Student Health Services.

COUNSELING CENTER

The Counseling Center provides professional services by staff psychologists 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 vocational choice, assertion training, interpersonal communication skills, stress management, understanding sexual orientation and living with HIV.

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 to currently enrolled students.

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 Dean's 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);
8. make satisfactory academic progress as required for financial aid eligibility to fulfill federal requirements; and
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, 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.¹⁰

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 AND 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 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.

¹⁰Fees for services of the Career Planning and Placement Center are set forth in Section III of this catalog.

TEACHER PLACEMENT SERVICE

The Teacher Placement Services, located in the Office of Teacher Advising, 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.¹¹

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, baseball, cross country, indoor track, outdoor track, tennis and golf. 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.

ON-CAMPUS ACCOMMODATIONS

On-campus housing facilities at UTSA include two complexes: a traditional residence hall and apartments. The traditional facility consists 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 lounge and an indoor swimming pool. The on-campus apartment facility, University Oaks, is a 210-unit apartment complex including efficiency, one-bedroom, two-bedroom and four-bedroom floor plans. Amenities include swimming pool, jacuzzi, volleyball, basketball and club house. For more information concerning on-campus housing, contact: The Office of Student Life, the University of Texas at San Antonio, San Antonio, Texas 78249 or call (210) 691-4720.

An off-campus housing directory is available in the Office of Student Life, (210) 691-4720 to assist students in finding living accommodations in the San Antonio community.

¹¹Fees for the Teachers Placement Service are set forth in Section III of this catalog.

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 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 Guide to UTSA* 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.

OSIR provides a variety of support services. These services include providing general information about UTSA programs, services and events; providing academic advisement for students with undeclared majors and those admitted on a provisional basis; and providing assistance to groups of students such as San Antonio Educational Partnership students, freshmen on probation and freshmen minority students.

NEW STUDENT ORIENTATION

The Office of New Student Orientation provides orientation programs to new freshman and transfer students each semester. During the summer, new students for the fall semester participate in two-day orientation programs which include extensive tours of the campus, academic advising, registration and exposure to a multitude of campus services and programs. Summer and spring orientation programs are also conducted for new students who enter the University during the year.

The summer program also includes Parent Orientation Programs specifically designed to inform parents of the services and programs at UTSA and to assist with the transition of parenting a student from high school to college.

The Office of New Student Orientation also coordinates with the Office of Minority Affairs and International Students to provide additional orientation programs for new international and minority students. Other programs coordinated from the Office of New Student Orientation include: *Roadrunner Camp*, an off campus leadership development program for interested students; and *Start Up Series*, a program for students re-entering college life with an emphasis on study skills development.

LEARNING ASSISTANCE CENTER

The Learning Assistance Center (LAC) provides a variety of learning resources for students at UTSA. Academic tutoring, mentoring and Study Skills classes are available through the LAC.

Group and individualized programs are provided in LAC to help students increase their proficiency in college-level mathematics, science, writing and foreign languages. Free tutoring is available in all major subject areas. As part of LAC's individualized instruction, lab resources available include: computer software for standardized tests, handouts and videotaped programs.

LAC coordinates the student-faculty/staff 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 and staff members who volunteer information in their areas of expertise.

The Study Skills 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

The Office of Disabled Student Services at the University of Texas at San Antonio coordinates support services and equipment for students with disabilities. The

goal of the Office is to provide services which will allow qualified students to participate as fully as possible in university life.

A disability verification letter and an interview with the coordinator begins the process for services. Eligible students are encouraged to contact the Office prior to the beginning of the semester so their special needs can be discussed and appropriate arrangements can be made for services.

Some of the services and equipment available to eligible students include: registration assistance, notetaking, test accommodation, TDD, Amigos vehicles, Kurzweil Reader, Braille Printer, Visual Tech and Microcomputer with voice.

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

MINORITY AFFAIRS AND INTERNATIONAL STUDENTS

The Office of Minority Affairs and International Students was established in 1991 to provide minority and international students with the base knowledge and transitional assistance necessary to facilitate their matriculation into and graduation from the University. The Office focuses on creating a heightening University sensitivity to multiculturalism and respect for individual differences, and career goal clarification, and providing students with transitional support services.

International students who are enrolled at UTSA should contact the Office of Minority Affairs and International Students for assistance.

THE UNIVERSITY CENTER

The University Center 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 Campus Activities Board office, and the Student Activities Office. The Ticketmaster outlet is located at the Information Desk in the University Center.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. Sections 1092(a), (e) and (f), as amended the University of Texas at San Antonio collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.

UT San Antonio will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.

Every September UT San Antonio will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Secretary of Education upon request. The annual campus crime statistics report will reference crimes which occur on property owned or controlled by UT San Antonio and may be supplemented by listing crimes which occur off of the campus in buildings or on property owned or controlled by student organizations that are registered by the institution when such statistics are available from local police departments.

Effective July 1, 1993, UT San Antonio will calculate and disclose institutional completion or graduation rates to all prospective and current students annually.

Effective September 1, 1993, UT San Antonio will publish in the annual security report, its policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.

Prior to the offer of athletically-related student aid to a potential student athlete, UT San Antonio will provide certain information on graduation rates specified by the Act to the prospective student and to the student's parents, guidance counselor and coach.

STUDENT GRIEVANCES

Grade grievance procedures are described in the section of this catalog on General Academic Regulations. Procedures for other grievances are described in the *Student Guide to UTSA*, which may be obtained in the Office of the Assistant Vice President for Student Life.