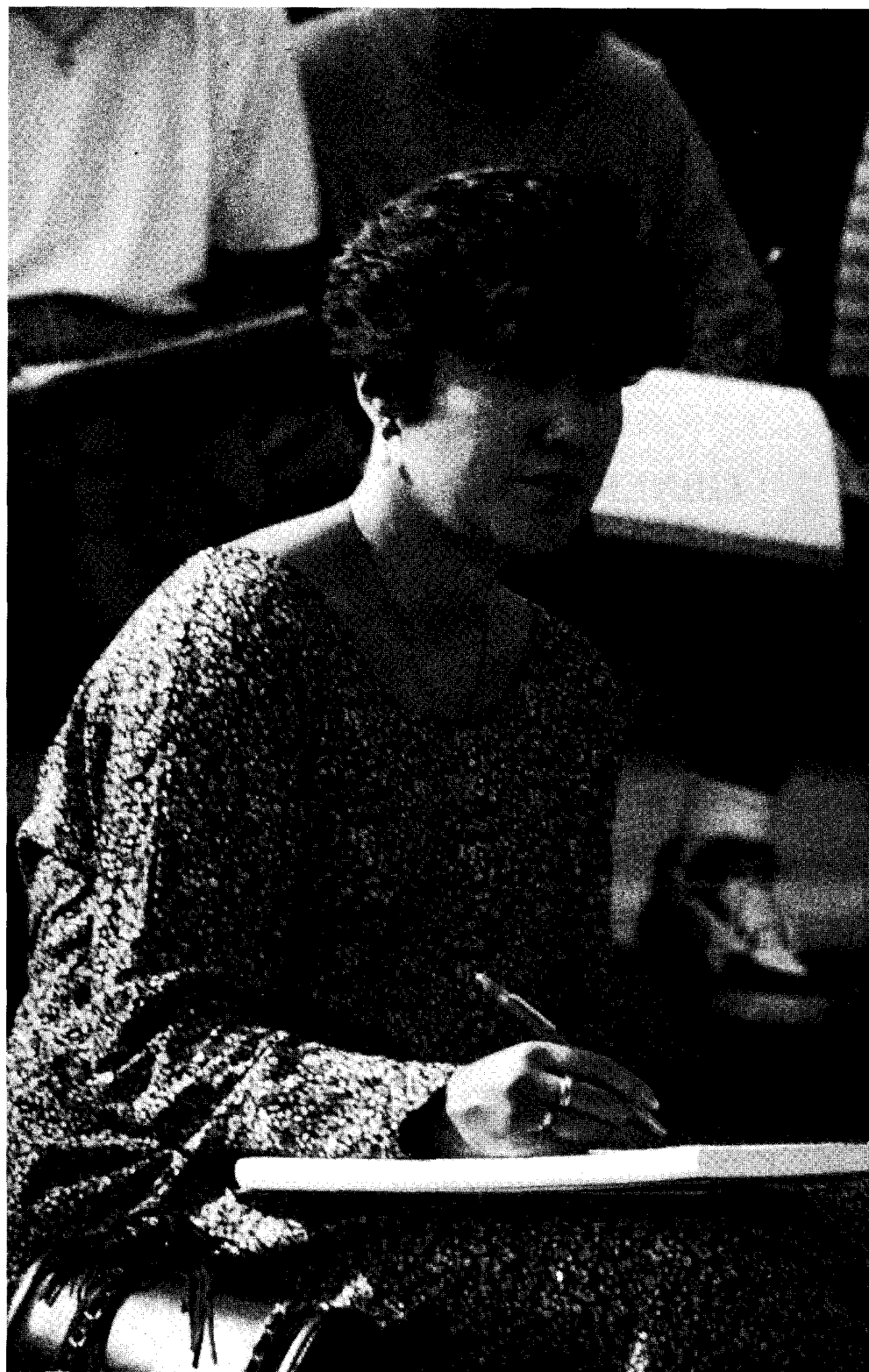


5.
GENERAL ACADEMIC
REGULATIONS



GENERAL ACADEMIC REGULATIONS

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REGISTRATION REQUIREMENTS (NEW AND TRANSFER STUDENTS)

Prior to registration, new freshmen and transfer students with fewer than 30 semester credit hours of college coursework are required to obtain advisement at the Tomás Rivera Center for Student Advising.

REGISTRATION PROCEDURES

Registration for Classes

All students who attend classes at UTSA must be officially registered or approved as auditors. Registration instructions are included in the Schedule of Classes issued for each term. Questions regarding registration should be directed to the Office of Admissions and Registrar.

UTSA 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. UTSA reserves the right to cancel any course or section in which the number of registrants does not warrant its continuation.

Texas Academic Skills Program (TASP) Examination

The TASP test is designed to determine whether students possess the basic skills in reading, writing, and mathematics, necessary for university courses. In accordance with *Texas Education Code*, Section 51.306, all students in the following categories who enter public institutions of higher education and have not earned at least three college-level credit hours before Fall 1989 must take the TASP test: (1) all full-time and part-time freshmen enrolled in a degree program; and (2) any other student, including transfers from private or out-of-state institutions, prior to the accumulation of nine or more college-level semester credit hours or the equivalent in a Texas public institution of higher education. There is a TASP test fee, which will be paid by the student. The law exempts the following categories of students:

- those who have earned at least three college-level credit hours before Fall 1989.
- those who have a composite score on the TAAS, ACT, or SAT at or above the level set by the Texas Higher Education Coordinating Board:

Effective Fall 1995 Semester		
Test	<i>Minimum scores required*</i>	
ACT	Composite score of 26, with:	
	Individual English score	22
	Individual mathematics score	22
SAT (recentered scale for tests taken April 1995 and thereafter)	Composite score of 1180, with:	
	Verbal score	550R
	Mathematics score	550R
SAT (for tests taken prior to April 1995)	Composite score of 1090, with:	
	Verbal score	470
	Mathematics score	530
TAAS* (for tests taken after Spring 1994)	Reading	Texas Learning Index of 89
	Writing	Scale Score of 1780
	Mathematics	Texas Learning Index of 86
TAAS* (for tests taken prior to Spring 1994)	Reading	Scale Score of 1780
	Writing	Scale Score of 1780
	Mathematics	Scale score of 1780

*For exemption purposes, a TAAS score is valid for three years and a SAT or ACT score is valid for five years. Tests may be retaken but scores meeting or exceeding the standards must be achieved on a single test administration.

- blind and deaf students who have earned at least three college-level credits prior to September 1995.
- those who enroll on a temporary basis and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education when the appropriate documentation is submitted.
- those who have earned a bachelor's or higher degree.

- students age 55 years or over who are not seeking a degree and request an exemption.
- students with documented cases of dyslexia or other related disorders, who have completed the requirements as mandated by the Texas Higher Education Coordinating Board.

Students with three or more semester credit hours or the equivalent awarded prior to Fall semester, 1989, are exempt from the Texas Academic Skills Program regardless of any election pursuant to the “academic fresh start” statute, Section 51.929, *Texas Education Code*.

A student whose performance on the TASP is below the standard set by the Coordinating Board for a tested skill area must participate in an advising and remediation program and unless excepted pursuant to law or regulation, may not enroll in upper division courses completion of which would give the student sixty or more college credit hours until the student meets or exceeds the minimum standards set in all test sections.

All sections of the TASP must be passed prior to completion and award of a degree. Any student seeking a teaching certificate must pass the TASP test. For further information on requirements for teachers, a student should contact the Office of Teacher Advising, Certification and Placement.

Most freshman students and transfer students who have not sent TASP results to the Office of Admissions and Registrar prior to the application deadline will have a registration hold that will prevent them from registering until they have seen an academic adviser in the Tomás Rivera Center for Academic Advising. It is imperative that students respond early to this requirement in order to obtain the best possible schedule.

Additional TASP information, including the rules adopted by the Texas Higher Education Coordinating Board, and information about special provisions relating to certain disabilities, is available in the UTSA Tomás Rivera Center for Student Advising. Information on TASP test dates is available from the Testing Center at UTSA.

Late Registration

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time indicated in the Schedule of Classes issued each term. Instructions for late registration are available at the Office of Admissions and Registrar. *Students are not permitted to register after the close of the late registration period.*

Students who register late are charged an additional \$5 the first day of late registration, and an additional \$2.50 per day thereafter, to a maximum of \$15 for any one term. This fee is nonrefundable.

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. In addition, since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule.

Adding Courses

Students who are registered for courses may add courses to their schedules for a limited time at the beginning of the semester. In Fall or Spring semesters, courses may be added during the first week of classes. In Summer semesters, classes may be added during the first two days of the term. Adding a course requires the approval of the course instructor, the student's adviser, and the director of the division which offers the course.

After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean. The Census Date for Fall or Spring semesters is the 12th class day; for the Summer, the fourth class day.

The University Calendar in the Schedule of Classes, issued each semester, indicates the deadline dates for adding courses.

There is a processing fee for adding courses. The fee will only be charged from the first through the 12th class days during Fall or Spring semesters and from the first through the fourth class day during Summer terms. Please see the Schedule of Classes for information on the amount of the fee and the procedure for adding courses.

Undergraduates seeking to register for or to add a graduate course in any of these time periods must obtain the special approvals specified in the section "Enrollment in Graduate Courses" in the Bachelor's Degree Regulations chapter of this catalog.

Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The University Calendar in the Schedule of Classes, issued each semester, indicates the deadline dates for students to drop courses each term.

Courses officially dropped prior to the Census Date do not appear on a student's transcript. The Census Date for Fall or Spring semesters is the 12th class day; for the Summer, the fourth class day. There is a processing fee for dropping courses from the first day of classes through the Census Date.

Students who drop courses between the Census Date and the Automatic "W" Date will have a record of the courses on their transcripts with an automatic grade of "W." The Automatic "W" Date is the last day of the ninth week of the Fall or Spring semesters, or of the third week of a five-week Summer term, or of the sixth week of a 10-week Summer term. The change becomes official after it is processed by the Office of Admissions and Registrar. Students dropping courses after the Census Date will not be charged the processing fee. Students may not elect to drop an individual course after the Automatic "W" Date.

Students withdrawing from the University should refer to the section of this chapter, "Withdrawal from the University."

Administrative Drops

Administrative drops are not student options. Instructors may drop a student for non-attendance during the regular drop period (through the first nine weeks of Fall or Spring semesters, the first three weeks of a five-week Summer term, or the first six weeks of a 10-week Summer term). The student will receive a grade of "W."

After the official drop period, an 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. If the Dean grants the drop, the student will receive a grade of "W" (if passing at the time of the drop) or a grade of "F" (if failing at the time of the drop).

Auditing Courses

UTSA students and non-students who wish to audit a course may do so with the approval of the instructor and the director of the division in which the course is offered, providing there is a 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 UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis. Due to the format of studio/laboratory use, auditors will not be approved for ART courses. Students not enrolled in courses at the University are not allowed to audit courses that require the use of the University computing system.

All auditors must submit a Request for Audit form to the Office of Admissions and Registrar. A UTSA student pays an auditing fee of \$25 per course; auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 are permitted to audit without paying an auditing fee if space is available.

Permission to audit must be obtained and fees paid beginning the first day of class through the Census Date. Students who register for a course, and later want to change that course to an audit, must officially drop that course prior to submitting a Request to Audit form.

Non-student auditors who want library privileges may receive them by filling out a Friends of the UTSA Library application at the Circulation Desk in the UTSA Library and paying a nonrefundable fee. There are limits on the services offered to the Friends of the UTSA Library cardholders; further details are available from the Circulation Desk.

Non-student auditors who want UTSA parking privileges should go to the University Police Traffic Office with their validated Request to Audit form.

Cancellation of Enrollment

Students who fail to fulfill admission, registration, or financial requirements or who otherwise fail to adhere to academic regulations may have their enrollment for the term canceled. Students may apply for readmission to a subsequent term, provided they have resolved the cause of the cancellation.

Withdrawal from the University

Students who find it necessary to withdraw from UTSA (drop all courses for which they are enrolled) must go through the Tomás Rivera Center for Student Advising–Student Development prior to the withdrawal. The student must then file a Withdrawal form with the Office of Admissions and Registrar in order to withdraw officially.

Students may not withdraw from UTSA later than the first day of the week preceding final examinations. Students who officially withdraw from UTSA during the regular drop period (through the first nine weeks of Spring or Fall semesters, the first three weeks of a five-week Summer term, or the first six weeks of a 10-week Summer term) will receive a grade of “W” in all classes. Students who officially withdraw after the regular drop period will receive a grade of “W” for each class they were passing at the time of withdrawal and a grade of “F” for each class in which they were not passing.

Students who withdraw from all classes are subject to UTSA’s academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration. Students withdrawing from the University, regardless of the date, will not be charged the add/drop processing fee.

RECORDS AND CLASSIFICATION OF STUDENTS

Classification Terms

UTSA students are classified according to the following table:

Classification Terms		Number of semester credit hours earned
Upper-division	Senior	90 or more
	Junior	60 to 89
Lower-division	Sophomore	30 to 59
	Freshman	0 to 29

Definition of Full-time Undergraduate

A full-time undergraduate student is one enrolled in 12 or more semester hours of credit during a Fall, Spring, or entire Summer term.

Verification of Enrollment

Currently enrolled students with outstanding student loans should have a verification of enrollment sent to their lending agencies each semester. Currently enrolled students who are receiving grants or scholarships should check if their providers require a verification of enrollment each semester.

Students should make requests for verification in writing to the Office of Admissions and Registrar. All verifications are prepared and mailed after the Census Date (the 12th class day of Fall or Spring semesters and the fourth class day of a Summer semester).

Transcripts

Official transcripts of all coursework taken at UTSA are available in the Office of Admissions and Registrar. Requests for transcripts must be in writing and bear the signature of the student whose record is requested. A fee is charged for each copy of the transcript and must be paid in advance.

Transcripts from other institutions submitted to UTSA become the property of the University and are not reproduced and mailed to other institutions, agencies, or individuals as an official transcript.

Documents submitted by students whose last attendance at UTSA was prior to Summer 1989 are no longer available for duplication.

Official transcripts will not be issued for students who have a financial obligation or other commitment outstanding to the University until the obligation is cleared.

Release of Academic Records

All official certifications with regard to the academic performance or status of a student or former student of UTSA are made by the Office of Admissions and Registrar.

UTSA transcripts and other information from a student's academic records are released by the Office of Admissions and 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, or as provided in the policy on releasing directory information set forth in the About UTSA chapter of this catalog.

Change of Major, Degree, or Classification

Students who wish to change their majors, degree objectives, or classifications must obtain the required forms at the Office of Admissions and Registrar. The change is not official until the form has been completed and filed with the Office of Admissions and Registrar and the student is admitted to the new degree program, certification program, or classification. Classification changes (“special undergraduate” to “degree-seeking”) requested during any semester will not be effective until the following semester.

The College of Business has specific requirements for admission. Students seeking to enter the College of Business should consult the College of Business Undergraduate Advising Office.

Change of Name

A student’s name on official records at UTSA is the name under which the student applied for admission, unless a Change of Name form has been processed through the Office of Admissions and Registrar. The official University transcript will carry the current name and the most immediate previous name, if any. Change of Name forms should be supported by appropriate legal documentation, except that upon marriage the student may declare the newly taken name.

Change of Address

Currently enrolled students who have changed their addresses **MUST** notify the Office of Admissions and Registrar on 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 Office of Admissions and Registrar should specify if the address change also affects the address to which the diploma is to be mailed.

COURSES

Course Numbering System

All courses are designated by four-digit numbers following a two- or three-letter abbreviation of the subject the course is in. The first digit indicates the level of the course. Courses beginning with “0” are remedial and may not be counted toward a degree. Courses beginning with “1” or “2” are lower-division (freshman and sophomore level). Courses beginning with “3” or “4” are upper-division (junior and senior level). Courses beginning with a “5” or higher are graduate-level courses.

The second and third digits in the course numbers are used within the Colleges by each Division to distinguish individual courses. The fourth digit indicates the semester hour value of each 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.

Common Course Numbering

UTSA is a participant in the Texas Common Course Numbering (TCCN) System. This system aids in the transfer of lower-division academic courses among colleges and universities in Texas. Common courses are identified by a common TCCN designation, composed of a discipline identifier and a course number. Equivalent TCCN designations are listed with all relevant UTSA courses in the course listings sections of this catalog.

Remedial Courses

Students who have not been exempted from the Texas Academic Skills Program (TASP) test, and who have not passed all parts of the test, must be enrolled in at least one remedial course (or an approved alternate remedial activity) each semester or Summer term of enrollment until they pass all parts of the test. Remedial courses cannot be used as degree credit. All remedial courses are graded on a credit/no-credit basis and will not be included in the student's grade-point average. Students may not drop a remedial course. Class attendance in these courses is mandatory.

Prerequisites

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

Extended Education Courses

The Office of Extended Education develops and presents seminars, short courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. It also provides specialized training to businesses, government agencies, and non-profit organizations needing customized programs for their employees. These courses are not offered for academic credit. For information, contact the Office of the Vice President for Extended Education.

Extension Courses

UTSA offers a limited number of extension courses. These courses are offered for academic credit, but admittance is usually restricted. For information, students should contact the Office of Admissions and Registrar.

Correspondence Courses

UTSA does not offer correspondence courses at this time. For UTSA policies on transfer and credit limitations on such courses, see the Transfer of Credit and Minimum UTSA Residence Requirements sections in the Bachelor's Degree Regulations chapter of this catalog.

GRADES

Explanation of Credit, Grading System, and Symbols

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," 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.

Grade-Point Average. The UTSA grade-point average (GPA) is determined by dividing the number of grade points earned at UTSA by the number of semester hours attempted at UTSA. Credits and grades for work completed at other institutions or credits earned by examination are not included in the UTSA grade-point average.

The following table explains UTSA grade symbols:

Grade Symbol	Grade Points	Meaning of Grade Symbol
A	4	<i>Outstanding</i>
B	3	<i>Above average</i>
C	2	<i>Average</i>
D	1	<i>Below average but passing</i> (see credit/no-credit grading policy)
F	0	<i>Failure</i>
CR	0	" <i>Credit.</i> " Indicates successful credit by examination or credit received under the credit/no-credit option.
NC	0	" <i>No Credit.</i> " Indicates unsuccessful credit by examination or no credit received under the credit/no credit option.
W	0	" <i>Withdrawal.</i> " Indicates that the student was passing at the time of withdrawal.

Grade Symbol	Grade Points	Meaning of Grade Symbol
IN	0	<i>"Incomplete."</i> Assigned at the discretion of the instructor; see details below.
NR	0	<i>"No Report."</i> Assigned only by the Registrar, when unusual circumstances do not allow a student's grade to be entered by the deadline for processing grades. It is replaced with the official grade as soon as possible.
EP	0	<i>"Postponement of Final Examination."</i> Indicates that a student has been allowed to postpone a final exam. Procedures for such postponement are covered in this catalog.
EX	0	<i>"Expelled."</i>

Incomplete. The grade "IN" is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the rest of the student's work in the course was satisfactorily completed. The "Incomplete" allows a student to complete the course without repeating it. "Incomplete" may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the term.

Whenever a grade of "Incomplete" is assigned, the instructor is required to file a "Requirements for Removal of Incomplete" report with the Office of Admissions and Registrar.

Incomplete work must be made up no later than the end of the final examination 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 "IN" is automatically changed to a grade of "F" or "NC."

UNDER NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Repeating Courses

Certain courses in the catalog state in their course description that they "may be repeated for credit." These are the only courses where repeating is not a duplication. All credit hours and grade points from every instance of taking these courses count in the student's record.

Students may repeat any course in which they received a grade of "D" or "F" in order to improve their grade. However, credit can be counted for only one of the courses. The highest grade earned is used in calculating the student's overall grade-point average. Receipt of a higher grade in a subsequent semester will not alter the student's academic

standing in the semester where the original grades were earned. Students may repeat any course in which they received a grade of "NC" in order to improve their grade; however, this will not alter the student's overall grade-point average.

If a student reenrolls in a course in which a "D" was received and earns a higher grade, the credit hours from the original "D" are excluded from the student's UTSA grade-point average. However, if the student earns another "D" or a lower grade, then the repeated course grade is not used in computing the cumulative UTSA grade-point average, and the course is marked as "Duplication" on the student's official record.

If a student reenrolls in a course in which an "F" has been received and earns a higher grade, the credit hours which the original "F" charged against the student's UTSA grade-point average are canceled. However, if a second "F" is received, the repeated course grade is not used in computing the student's UTSA grade-point average, and the course is marked as "Duplication" on the student's official record.

Credit by Examination

A student at UTSA may, through satisfactory performance on an examination, show a knowledge of the content of an undergraduate course and be awarded credit by examination for that course.

Credit earned in this way does not satisfy minimum UTSA residence requirements (except for credits earned by challenging UTSA courses; see section on challenging courses). Credit by examination is not included in the calculation of the student's UTSA grade-point average. The symbol "CR" (Credit) is awarded for all credit earned by examination. Unsuccessful attempts to earn credit by examination do not become part of the student's official academic record.

Credit by examination may be used to satisfy Core Curriculum and specific degree requirements, with two exceptions. Only three hours of credit by examination may be applied to each of the Core Curriculum requirements in U.S. History/Diversity and Political Studies.

Credit by examination cannot duplicate or repeat credit already earned for college or university courses. Students may not receive credit for a course for which credit by examination has already been awarded. It is not necessary to be a UTSA student to take credit by examination. Credit based on CEEB examinations, however, is not awarded until the individual is registered at UTSA.

A brochure on credit by examination at UTSA is available from the Testing Center. It describes the various tests which may be accepted for credit at the University, the types of 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.

Challenging a UTSA Course

Students enrolled at UTSA may "challenge," or request an examination in, any UTSA 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.

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

To challenge a UTSA undergraduate course, the student must enroll in the course and request the challenge examination from the instructor. A Request for Challenge Examination form must be filed with the Office of Admissions and Registrar and the test administered within the first three weeks of a Fall or Spring semester and the first week of a Summer term. A charge of \$20 is made for each course challenged.

If the student's performance on the examination is at the grade level of "C" or higher, a grade of "CR" (Credit) 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 challenge examination do not become part of the student's official academic record.

Students who fail the challenge examination must either drop the course or complete the course on a regular basis following the evaluation of the examination for the course challenged. Requesting credit by examination puts the class on a credit/no-credit grading option for the student. Therefore, if a student elects to complete the course, the Office of Admissions and Registrar must be notified to remove the credit/no-credit grading option.

Students admitted under the Provisional Admission Program may request to challenge courses by examination in those disciplines to which their enrollment is restricted. However, credit earned by examination does not fulfill the minimum of 12 college-level semester hours which must be successfully completed under the Provisional Admission Program.

Credit/No-Credit Option

The credit/no-credit grading option is provided to encourage undergraduate students to expand their knowledge of fields outside their major areas of interest. The following guidelines apply:

1. A maximum of four courses may be attempted on a credit/no-credit basis.
2. Credit/no-credit courses appear on the permanent record with a grade of "CR" if the student's grade is an "A," "B," or "C," or as a grade of "NC" if the student's grade is "D" or "F." Neither grade will affect the student's grade-point average 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 must complete a Credit/No-Credit Option Request form. *After the time limits*

for adding courses have passed, students will not be allowed to (1) request the credit/no-credit option or (2) remove the option and take the course on a regular basis.

4. Only free electives may be taken on a credit/no-credit basis. Courses to be applied to the Core Curriculum or to major or support work must be taken on a regular basis.
5. Transfer students who transfer to UTSA for their last 30 hours may not count credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
6. The Office of Admissions and Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them. If it is later discovered that the affirmation was incorrect, the credit/no-credit grade will be returned to its original letter grade.

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

Mandatory Credit/No-Credit Courses. Some academic divisions will require certain courses to be graded on a mandatory credit/no-credit basis. Enrollment in any of these courses does not count toward a student's credit/no-credit limit of four free electives. Courses offered on a mandatory credit/no-credit basis are so designated in this catalog.

Administrative Procedures

Reporting of Grades by Faculty

Grades are reported by course instructors every term and are due in the Office of Admissions and Registrar 48 hours after 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 Office of Admissions and Registrar 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 Office of Admissions and Registrar. Only one grade report is mailed; additional copies are not available. Grade reports may be withheld for any student who owes tuition and fees to the University.

Change of Grades

Grade changes from "IN" (Incomplete) to a letter grade must be made 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. The instructor must complete a Removal

of Incomplete form and file it with the Office of Admissions and Registrar within that time.

Grade changes from "EP" (Postponement of Final Examination) to a letter grade should be made within 30 days after the student has taken the authorized postponed final examination. The instructor may change the "EP" to a letter grade by completing a Change of Grade form and filing it with the Office of Admissions and Registrar. If a postponed final examination is not taken before the end of the Fall or Spring semester following the one for which it was approved, the grade in the course will be changed to an "F."

Any other change of grade must be initiated by the instructor on the required form available in the Office of Admissions and Registrar and the Offices of the 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 Office of Admissions and Registrar. Requests for change of grade require the approval of the Dean and Director of the Division in which the course is offered before the Registrar will make the change in the student's record.

UNDER NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. Subject to UTSA policies on class absences related to observance of the religious holy days, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students who expect to be absent from class for observance of a holy day must notify the instructor of the course(s) no later than the 15th day of classes. The notification must be in writing and must be delivered by the student either (a) personally to the instructor of each class, or (b) by certified mail, return receipt requested, addressed to the instructor of each class. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under §§ 11, 20, Tax Code. 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.

When, in the judgment of the instructor, a student has been absent excessively, the instructor should report the absences to the Dean of the College in which the course is offered and recommend dropping the student from the course with a grade of "W" or "F." If the Dean approves the recommendation, it will be reported to the Registrar's Office, which advises the instructor and student of the action taken.

Students who enroll for a course and do not attend are considered absent from class until they officially drop the course and will receive a grade of "F."

Grade Grievance Procedure

In resolving any student grievance regarding grades or evaluations, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. If evidence warrants appeal, the normal academic channels are: Division Director, Dean, and Provost and Vice President for Academic Affairs.

Grade appeals above the level of Dean must be submitted in writing on the Student Academic Grievance Form for Appeal of a Grade, available in the Offices of Division Directors.

UNDER NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Postponement of Final Examinations

Students who are compelled to be absent from a final examination because of illness or other imperative reason should petition their academic Dean for permission to postpone the examination. This request requires prior approval by the instructor and should be made to the Dean as soon as it is known they 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 30 days after the original examination period. If for good reason the student cannot take the examination within the 30-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 Fall or Spring semester following the one for which the postponement was approved. If a postponed examination is not taken before the end of the next Fall or Spring semester, the grade in the course is changed to "F."

Honor Roll and Dean's List

Full-time Student Honor Roll: Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade-point average of 3.5 or higher in at least 12 semester hours of credit, excluding grades of "CR," and who receive no grades of "D," "F," "EP," "IN," or "NC."

Part-time Student Honor Roll: Undergraduate students who enroll in six to 11 credit hours in a semester and maintain a grade-point average of 3.5 or higher, excluding grades of "CR," and who receive no grades of "D," "F," "EP," "IN," or "NC."

Full-time Student Dean's List: Undergraduate students who complete at least 12 semester hours and who achieve a grade-point average of 3.75 or higher for a semester.

Part-time Student Dean's List: Undergraduate students who complete at least six to 11 semester hours and who achieve a grade-point average of 3.75 or higher for a semester.

Neither the Honor Roll nor the Dean's List are prepared for the Summer semester. To determine eligibility for graduation with honors, see Graduation with Honors in the Bachelor's Degree Regulations chapter of this catalog.

ACADEMIC STANDING

Minimum Grade Requirements

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 UTSA 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. Academic probation will be cleared when a student achieves a 2.0 cumulative grade-point average.

Students placed on academic probation must make a term grade-point average of 2.0 or above in each semester of probation in order to remain enrolled. Students on academic probation whose term grade-point average is below 2.0 will be placed on academic dismissal.

Students cannot graduate while on academic probation.

Academic Dismissal

Students on academic probation who earn a grade-point average below 2.0 at the end of 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

All students who have been reinstated from an academic dismissal are reinstated on academic probation and must meet academic probation grade-point requirements.

First Academic Dismissal. Students placed on academic dismissal for the first time may be reinstated after not attending UTSA for one regular semester (Fall or Spring). Students seeking reinstatement must file an application for admission along with a \$20 nonrefundable application fee by the appropriate deadline. Students on academic dismissal from UTSA may not attend other institutions for the purpose of raising their UTSA grade-point averages.

However, a student who is dismissed for the first time at the end of the Spring semester may attend the UTSA first five-week Summer session in an attempt to raise his or her grade-point average to a level that would permit reinstatement in the Fall semester. Before Summer semester reinstatement can occur, the student must complete the Registration Request Form for Dismissed Students available in the Office of Admissions and Registrar and be advised in the Tomás Rivera Center for Student Advising–Student Development prior to the beginning of Summer classes.

Subsequent Academic Dismissals. Students placed on academic dismissal for a second or subsequent time may be reinstated after not attending UTSA for one calendar year. After this year, students may petition for reinstatement to the Dean of the College in which they are majoring or intend to major. Undeclared majors petition the University Committee on Probation and Reinstatement. Petition forms may be obtained at the Dean's Offices or the Office of Admissions and Registrar.

Petition Procedures. Petition for Reinstatement forms must be filed by the following deadlines:

October 15	Spring semester
March 15	Summer sessions
June 15	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 may be made to the Office of the Provost and Vice President for Academic Affairs within two weeks after notice of the denial is mailed by the Office of Admissions and Registrar. The decision of the Office of the Provost and 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 all scholastic work (*Regents' Rules and Regulations*, Chapter VI, 3.(17)).

“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 unauthorized incorporation of that work in one's own written work offered for credit); and
- Collusion (the unauthorized collaboration with another person in preparing college work offered for credit).

If a student is accused of academic dishonesty, the faculty member may initiate disciplinary proceedings through the Division Director, the Dean of the College, and the Student Judicial Affairs Coordinator.