

ADMISSION

UNDERGRADUATE STUDENTS

PHILOSOPHY

Admission requirements for undergraduate study at UTSA are designed to give admitted applicants an opportunity to demonstrate that they can perform college-level work. Each application file is reviewed individually. Exceptional circumstances and appeals should be addressed, in writing, to the Admission Committee. UTSA will admit all applicants who are holders of bona fide University of Texas at San Antonio scholarships who are designated admissible by the President of the University.

Offers of admission are valid only for the semester indicated in the acceptance letter. Admitted students wishing to change the semester of initial enrollment must reapply as indicated in the Admission Procedures portion of this chapter.

UNDERGRADUATE CLASSIFICATIONS AND REQUIREMENTS

Sections 51.762 and 51.763 of the Texas Education Code establish a common application (both electronic and printed versions) to be used by general academic teaching institutions statewide. UTSA uses the State of Texas Common Application as its sole undergraduate application for admission for U.S. citizens and permanent residents. Because of the specific educational history required, an applicant holding a nonpermanent visa may not submit the regular statewide common application but instead must use UTSA's International Student Application for Admission (printed version) or the International Student Common Application (electronic version). Electronic versions of both regular and international Common Applications may be accessed at www.applytexas.org.

The criteria for the various classifications of undergraduate admission are set forth in the following sections.

First-Time Freshmen

UTSA classifies the following students as first-time freshmen:

- those who have not attended a college or university before high school graduation
- those who have been dually enrolled in college and high school
- those who enroll in a Fall Semester after attending college during the summer immediately after high school graduation.

Basic requirements for first-time freshmen depend on the length of time between their date of graduation or the General Educational Development (GED) test and their date of application. If an applicant graduated within five years of application, a minimum rank-in-class and either the SAT Reasoning Test of the College Entrance Examination Board or the ACT Assessment are required. If an applicant graduated more than five years before application, an SAT or ACT score is not required. An applicant who earned a GED more than five years before application is not required to take the SAT or ACT.

Admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure enrollment and financial aid eligibility and to facilitate registration for future semesters.

High School Graduates

Home School Programs

Texas residents who have scored at least 970 on the SAT or 20 on the ACT and are graduates of home school programs will be considered for admission. In addition to the application and application fee, documentation of the student's high school coursework should be forwarded to the Office of Admissions early in a student's senior or final year of study. Appropriate

documentation, that is signed and dated by the person supervising the student's educational experience, may include any one of the following items:

- partial transcript indicating courses taken, grades earned to date, and the expected date of graduation (if student has not yet graduated)
- final transcript indicating courses taken, grades earned, and the date of graduation (if student has graduated)

The admission decision is often made prior to high school graduation and, therefore, admission decisions are conditional until verification is received that the student has graduated from high school. An original signed and dated copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

Applying within Five Years of Graduation

A State of Texas Common Application, \$30 nonrefundable application fee, and sixth-semester or seventh-semester high school transcript should be forwarded to the Office of Admissions early in a student's senior year. Applicants for admission as first-time freshmen who are attending high school at the time of application and who meet the rank-in-class and SAT/ACT requirements during their senior year are admitted pending certification of high school graduation. Applicants who do not meet the requirements before graduation will be considered for admission upon submission of final transcripts or new test scores.

Admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

In-State. This category covers applicants who have graduated from an accredited Texas high school within five years of the date of application to UTSA. An accredited high school is one that has been accredited by the Texas Education Agency or by an accrediting association approved by the Texas Education Agency. UTSA will also consider any student who graduates from a high school accredited by any of the regional accrediting associations organized within the American Association of Colleges and Schools.

The following table shows the minimum total scores required, based on high school rank-in-class and on either the SAT Reasoning Test of the College Entrance Examination Board or the ACT Assessment.

High School Rank-in-Class	Minimum Total SAT Score	Minimum Total ACT Score
Top 10%	No minimum required, but scores must be submitted	No minimum required, but scores must be submitted
Top 25% (not in top 10%)	830	17
Second 25%	870	18
Third 25%	920	19
Fourth 25%	970	20
GED, non ranking high school, or unaccredited high school	970	20

Texas resident students who are in the top 10 percent of their high school graduating class at an accredited high school are admitted without minimum score requirements on the ACT or SAT, but their scores must be submitted to UTSA. Students scoring 20 on the ACT or 970 on the SAT, contingent upon high school graduation, will be admitted. Students scoring below 20 on the ACT or 970 on the SAT will need to meet the requirements for rank-in-class as shown in the above chart.

*Notice: Applicants who are considered for admission based on SAT or ACT scores from test administrations after January 2005 will be required to submit scores from the Writing Test portion of the SAT or ACT.

If a first-time freshman does not meet the admissions criteria above, the Office of Admissions may also take into consideration the following factors to determine admission:

- first-generation college student status
- financial status of applicant's school district
- extracurricular activities
- leadership
- community activities
- work experience
- socioeconomic background
- experience surmounting obstacles to pursue higher education.

Out-of-State. An out-of-state applicant must graduate from a high school accredited by that state's accreditation division. That division's mission and scope must be similar to that of the Texas Education Agency. UTSA will also consider the applications of students who graduate from a high school accredited by any of the regional accrediting associations similar to the Southern Association of Colleges and Schools.

Out-of-state applicants for admission who have graduated within five years of the date of first enrollment at UTSA and who have not attended another college or university must be in the top one-half of their graduating class. Minimum SAT or ACT scores must correspond to those required of in-state applicants whose class rank as determined by grade point average places them in the first or second quartile of their class.

Applying More Than Five Years after Graduation

Both in-state and out-of-state applicants for admission whose graduation from high school was more than five years before their application for admission and who have never attended another college or university are eligible for admission regardless of both high school rank-in-class and SAT or ACT scores. These applicants must submit a completed application, an official high school transcript, and a \$30 nonrefundable application fee to the Office of Admissions. Admission is conditional upon graduation from high school. (Applicants who have not graduated from high school should refer to the section below.)

Admission by Individual Approval

Applicants who are graduates of high schools that are not accredited or that do not rank their senior classes, or applicants who have obtained a GED or International Baccalaureate certification, will be considered according to the individual approval policy delineated below. A State of Texas Common Application and \$30 nonrefundable application fee must be forwarded to the Office of Admissions in addition to a current official high school transcript, official GED scores, or official transcript of the International Baccalaureate, whichever is appropriate. Each application is reviewed individually. Exceptional circumstances should be addressed, in writing, to the Admission Committee.

Individual Approval	Minimum Total SAT Score	Minimum Total ACT Score
Unaccredited high schools, high schools that do not rank, GED applicants, or International Baccalaureate	970	20

See Individual Approval requirements below:

Unaccredited High Schools and Schools That Do Not Rank

Graduation from an accredited high school is the standard minimum requirement for admission to UTSA. However, Texas residents who have scored at least 970 on the SAT or 20 on the ACT but are graduates of unaccredited high schools may be considered for admission. Texas residents who are graduates of either an accredited or unaccredited high school that does not rank its graduating class also may be considered for admission with minimum scores of 970 on the SAT or 20 on the ACT. In addition to the application and application fee, a sixth- or seventh-semester high school transcript and official copies of test scores should be forwarded to the Office of Admissions early in a student's senior year. The admission decision is often made prior to high school graduation and, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

General Educational Development (GED) Applicants

Applicants who did not graduate from an accredited high school but who received a GED certificate may be considered for admission to UTSA. Applicants are required to have an average standard GED score of 450 or above on the five tests, with no score lower than 410 on any individual test. If the GED was taken within five years of application, GED applicants must also furnish official SAT or ACT scores. A minimum score of 970 on the SAT or 20 on the ACT is required. Applicants who received their GED more than five years before application to UTSA are not required to submit SAT or ACT scores; admission for these applicants is based on satisfactory GED scores as outlined above. An official copy of the GED score report reflecting satisfactory performance must be provided to confirm that admission requirements have been met. Financial aid can be applied toward tuition and fees upon submission of the GED score report reflecting satisfactory performance.

International Baccalaureate

Applicants who are graduates of an International Baccalaureate (IB) program may be considered for admission with minimum scores of 970 on the SAT or 20 on the ACT. Applicants who meet the SAT or ACT requirements during their senior year are admitted pending certification of high school graduation or completion of the International Baccalaureate. An official copy of the IB transcript reflecting graduation date must be provided to confirm that admission requirements have been met and to ensure financial aid eligibility and registration for future semesters.

Provisional Admission at UTSA

Applicants who are Texas residents, first-time freshmen, and graduates of any accredited high school, but who do not qualify for admission because of inadequate SAT or ACT scores or high school records, may be admitted to a Fall or Spring Semester on a provisional basis.

Students who are admitted on a provisional basis are given an opportunity to demonstrate that they can perform college-level work and can reasonably be expected to make progress toward a degree. Applicants must demonstrate their ability to perform at the college level by obtaining an overall "C" grade point average (2.0 on a 4.0 scale) in 24 semester credit hours (of which 18 hours must be earned in college level, nondevelopmental courses) over two long semesters. Upon completion of at least 24 semester credit hours (of which 18 hours must be earned in college level, nondevelopmental courses) of approved courses at UTSA over two long semesters with a grade point average of at least 2.0, students admitted provisionally are allowed to request degree-seeking status in a subsequent semester.

Students who completed dual credit courses prior to graduation from high school are eligible to be admitted on a provisional basis. Credit for these courses, even if they were taken at UTSA, does not count toward the 24 semester-credit-hour requirement.

The admission decision is often made prior to high school graduation and, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

Enrollment Requirements

Students admitted provisionally may take developmental education courses, but no more than six semester credit hours of developmental education courses taken as a provisional student may count toward the 24 semester-credit-hour requirement. Provisional students must take at least 12 semester credit hours of courses in the first long semester of enrollment and must complete at least 24 semester credit hours of approved courses at UTSA by the end of the second long semester of enrollment at UTSA.

Provisional students must enroll as undeclared majors. When a student successfully clears his or her provisional status, the student may then declare a major within a college or school, subject to college or school standards.

Students in a provisional admission status in a Spring Semester may not enroll in the following May Mini-semester unless special permission is received from the Tomás Rivera Center or from the Dean of Undergraduate Studies.

Program Requirements

All students admitted under provisional admission are required to participate in the Academic Development Program (ADP) administered through the Tomás Rivera Center for Student Success. Participation requires the submission of the ADP application by the determined deadline date to ensure program eligibility. The Academic Development Program is designed to assist provisional students to successfully complete their first year of college. Students in the program must take EDP 1703, *College Success Seminar*, and courses selected from English, mathematics, natural sciences, social sciences, humanities, and foreign languages.

Enrollment in EDP 1703, a 3 semester-credit-hour study skills course, is required in the first semester of enrollment.

Until a student's provisional status is removed, the student may not take courses at UTSA in disciplines other than English, mathematics, natural sciences, social sciences, humanities, and foreign languages except for EDP 1703.

Provisional students who fail to receive at least a 2.0 overall UTSA grade point average at the end of a semester in which they have completed 24 or more semester credit hours of college level work at UTSA may not continue in the program. Students not meeting the requirement to continue in the program must complete at least 12 semester credit hours of coursework at another accredited college or university with a minimum of a 2.0 grade point average and reapply for admission before returning to UTSA. In all circumstances, students who are admitted provisionally must meet the same academic standards as other students to maintain satisfactory academic standing (see Chapter 5, *General Academic Regulations-Undergraduate*).

Deferred Admission

If the applicant does not meet admission requirements after initial review, admission may be deferred pending completion of a minimum of 30 transferable credit hours at an accredited college or university with a grade point average of at least a 2.0. Applicants offered Deferred Admission are encouraged to take advantage of transfer advising services offered by the Office of Admissions, to use transfer guides found at the UTSA Web site to assist in course selection during the period of deferment, and to reapply to UTSA according to the procedures outlined in the "Transfer Students" section of this chapter.

Coordinated Admission Program – The University of Texas at Austin

UTSA is a University of Texas System Component Partner in the UT Austin’s Coordinated Admission Program (CAP). Students eligible to participate in this program are first-time freshmen who have applied for admission to UT Austin and been offered provisional admission there if they first attend another UT System Component Partner School and meet specific criteria. These students receive a provisional admission letter from UT Austin and must submit an acceptance contract to UT Austin no later than May 1st. If students designate UTSA as their partner school when they sign the contract, their application materials are sent to UTSA from UT Austin, and the application fee is waived; they do not need to submit a second application to UTSA. The admission decision is often made prior to high school graduation and, therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting graduation date must be provided to ensure financial aid eligibility and registration for future semesters.

Those students who begin the UT Austin Coordinated Admission Program in Fall 2005 must complete, by June 1, 2006, 30 transferable semester credit hours from a selected curriculum in residence at UTSA and maintain a minimum cumulative 3.2 grade point average in all prescribed hours with no grade lower than “C.” Those students who accomplish this are guaranteed admission to UT Austin into either the College of Liberal Arts or the College of Natural Sciences. Coordinated Admission students cannot count placement credit or other coursework not taken at UTSA as part of the 30 hours, although this work will be evaluated and accepted according to UT Austin policies. Students in this program may compete for admission into other majors at UT Austin, but they are guaranteed admission only into one of these two specific colleges. UTSA students admitted into this program must select courses from a list approved by UT Austin and be advised by the Colleges’ Freshman Advising Center. Students who do not complete the requirements by June 1st will no longer be guaranteed admission to UT Austin, although they may apply there as a transfer student and be evaluated as part of a competitive transfer pool. Only students who are a part of the UT Austin Coordinated Admission Program are eligible to participate in this program. Students in this program who decide to remain at UTSA rather than transferring can do so by filing a Change of Status Form.

Recommended Preparation

UTSA expects each applicant to be prepared for academic work at the university level. High school students who plan to apply to UTSA are strongly encouraged to prepare for university study by taking courses in language skills, quantification skills, and other subjects contributing to a broad academic background (English, foreign languages, speech, social sciences, history, mathematics, sciences, and the fine arts).

The recommended curriculum and number of high school units (a year of study in one subject at an accredited secondary school) follow:

Subject	Units
English	4
Mathematics (algebra, geometry, trigonometry, and advanced mathematics)	3 or more
One foreign language	2 or more
Natural science	3
Social science	3.5
Fine arts	1 or more

These specific units, although not required for admission, are recommended. Students who enroll at UTSA and who have knowledge in certain subjects may be able to earn credit toward graduation through the credit by examination program outlined in Chapter 5, *General Academic Regulations – Undergraduate*, of this bulletin.

Early Admission of High School Students

High school students who have junior or senior class standing may be admitted under the Early Admission Program and enroll in UTSA courses while completing their high school studies. This policy is designed to address the needs of individual high school students who want to start earning college credit while in high school.

Early Admission is not intended for students who want to earn simultaneous credit toward high school graduation and a university degree, or for students who enroll as part of a group of students under the terms of an agreement between UTSA and the student's school district. Applicants interested in these options should refer to the policy under the heading Dual Credit Program Admission in this chapter.

Early Admission status is granted for one semester and requires an abbreviated admission procedure for students wishing to continue as an Early Admission student beyond the initial semester of enrollment.

First Time Early Admission Criteria

To qualify for Early Admission, students must take the SAT or the ACT test and earn the following scores:

Minimum Total SAT Score	Minimum Total ACT Score
1070 (With no less than 500 on the Verbal Section and 500 on the Math Section)	23 (With no less than 19 on the Verbal Section and 19 on the Math Section)

Procedures

1. Submit to the Office of Admissions a UTSA Application for Admission on or before the application deadline for the requested semester of enrollment.
2. Submit a \$30 application fee.
3. Submit an official high school transcript.
4. Submit a letter of recommendation from a high school counselor.
5. Submit official SAT or ACT scores.

Continuing Student Early Admission Procedure

Early admission is granted for one semester only. As such, students enrolled under the Early Admission status who wish to continue beyond the initial semester of enrollment should:

1. Submit a UTSA Application for Admission on or before the application deadline for the requested semester of enrollment.
2. Submit an updated official high school transcript.

Enrollment Procedures

1. Early Admission student advising and course registration are coordinated by the Tomás Rivera Center for Student Success and take place following notification of admission.
2. After all required documents have been submitted to the Office of Admissions, the Dean of the College in which the student anticipates taking a course must provide approval to the Tomás Rivera Center for Student Success (First Time Early Admission Only).
3. Early Admission students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to regular admission policy and procedures.

Dual Credit Program Admission*

Dual Credit Program Admission is designed for high school students who want to simultaneously earn credit toward high school graduation and a university degree, or for students who enroll as part of a group of students under the terms of an agreement between UTSA and the student's school district.

Dual Credit Program Admission is not intended for high school students who simply want to get an early start earning college credit. Applicants interested in this option should refer to the policy under the heading Early Admission of High School Students in this chapter.

Enrollment Requirements

1. As required by the Texas Success Initiative, students must take an approved assessment test to determine readiness to enroll in college-level courses, unless otherwise exempted. Information on the Success Initiative can be accessed at <http://www.utsa.edu/success>.
2. Dually enrolled students are admitted as non-degree-seeking.
3. Dually enrolled students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to applicable admission policy and procedures.
4. Minimum SAT or ACT admission score requirements consistent with regular UTSA policy for admission of high school graduates.
5. Applicants who do not meet regular admission requirements, and who apply as part of a group of students under the terms of an agreement between UTSA and the student's school district, may be admitted with restrictions addressed in the agreement or at the discretion of the Office of K–16 Initiatives and the Faculty Advisement Committee (selected by the academic departments). Such restrictions will be documented and monitored by the imposing school district or office.

Procedures

- Submission of a UTSA Application for Admission on or before the application deadline for the requested semester of enrollment.
- Submission of the \$30 application fee unless otherwise waived or paid by a sponsoring grant program.
- Submission of an official high school transcript.
- Dually enrolled students will receive academic advisement from the Office of K–16 Initiatives.

* In accordance with Chapter 4 under the Texas Higher Education Coordinating Board Rules (Texas Administrative Code, Title 19, Part 1). Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter D, Dual Credit Partnership Between Secondary Schools and Texas Public Colleges.

Transfer Students

Students should apply for admission as transfer students if they have previously completed any credit courses at the college level after high school graduation, with the exception of those who attend college during the summer immediately after high school graduation (first-time freshmen). Applicants may be attending another accredited college or university at the time of their application to UTSA.

Applicants for admission as transfer students must have at least a “C” (2.0 on a 4.0 scale) admission grade point average. When calculating the grade point average for transfer students to determine eligibility for admission, all college-level courses considered transferable to the University are used in the calculation.

Applicants who are enrolled at another regionally-accredited college or university at the time of application and have at least a “C” (2.0 on a 4.0 scale) admission grade point average may be admitted pending receipt of final transcripts verifying the grade point average and good standing. For applicants who are currently enrolled in another college or university and do not meet these requirements, determination of eligibility for admission may be deferred until all final transcripts are received. When transfer students have met all of the admission requirements listed in this bulletin, they will be granted admission.

Submission of an official copy of the college transcript(s) reflecting all coursework attempted prior to enrollment at UTSA is required. Financial aid can be applied toward tuition and fees upon submission of the complete college transcript(s) indicating all college coursework attempted. Registration for future semesters is also contingent upon receipt of the college transcript(s).

With Fewer Than 30 Semester Credit Hours

Applicants for admission who have earned fewer than 30 semester credit hours from accredited colleges or universities must:

- meet the same rank-in-class (or GED) and SAT/ACT requirements as first-time freshmen
- have at least a “C” (2.0 on a 4.0 scale) admission grade point average
- be in good standing at the last institution attended
- be eligible to return (e.g., free of suspension, dismissal, or enforced withdrawal) to all previous institutions attended (documentation must be provided).

With 30 or More Semester Credit Hours

Applicants for admission to UTSA who have earned 30 or more semester credit hours from accredited colleges or universities must:

- have at least a “C” (2.0 on a 4.0 scale) admission grade point average
- be in good standing at the last institution attended
- be eligible to return (e.g., free of suspension, dismissal, or enforced withdrawal) to all previous institutions attended (documentation must be provided).

Bachelor of Applied Arts and Sciences Admission Criteria and Procedures

The University of Texas at San Antonio (UTSA) offers a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree for students who have graduated from a regionally accredited, two-year college with an Associate of Applied Sciences (A.A.S.) degree. The following B.A.A.S. degrees are offered: Bicultural/Mexican American Studies, Criminal Justice, Family & Community, and Language & Literacy.

Applicants to the B.A.A.S. program must:

- have graduated from a regionally accredited, two-year college with an Associate of Applied Sciences (A.A.S.) degree prior to the anticipated semester of enrollment at UTSA
- have at least a “C” (2.0 on a 4.0 scale) admission grade point average
- be in good standing at the last institution attended
- be eligible to return (e.g., free of suspension, dismissal, or enforced withdrawal) to all previous institutions attended (documentation must be provided).

To apply for admission in the B.A.A.S. program, applicants must:

- Submit the Texas Common Application for Transfer Students on or before the published application deadline for the desired semester of enrollment.
- Submit the \$30 application fee.
- Submit official academic transcripts from all previously attended institutions.
- Submit an official college transcript indicating the award of the A.A.S. degree prior to class registration at UTSA.
- Upon admission, contact the B.A.A.S. Advisor at (210) 458-4302.

See the *UTSA Undergraduate Catalog* for B.A.A.S. degree requirements.

Admission by Individual Approval

Applicants who do not meet the admission requirements discussed above are reviewed individually. Exceptional circumstances should be addressed, in writing, to the Admission Committee.

Declaration of Previous College Work Attempted

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA *must* list *all* colleges attended on their UTSA application for admission. Failure to do so may result in the rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

Transfer Coursework

Upon admission UTSA grants credit for college-level transfer coursework, earned with a grade of “D” or higher, from regionally-accredited colleges and universities. Applicability of such coursework toward the UTSA degree plan is at the discretion of the major academic department. General information about transferring courses may be found in Chapter 1 of the *UTSA Undergraduate Catalog*.

Transfer Programs

Transfer programs have been designed to help students attending certain community colleges graduate from UTSA without losing credit in the transfer. Students must meet the general admission requirements set forth in this bulletin as well as any additional specific admission requirements of the various degree programs.

UTSA has established transfer programs with Austin Community College, Coastal Bend College, Del Mar College, Laredo Community College, Northwest Vista College, Palo Alto College, San Antonio College, St. Philip’s College, South Texas Community College, Southwest Texas Junior College, and The Victoria College.

Students completing coursework as part of the recommended plan of study that appears in the transfer plan for one of the above colleges may complete their remaining coursework at UTSA and earn a bachelor’s degree from UTSA in their respective discipline.

Transient Status

Applicants actively seeking a degree at a college or university (home institution) other than UTSA may be considered for admission to UTSA as a transient student. Transient enrollment is limited to one semester only. Transient students are non-degree-seeking and are **not eligible for Financial Aid**. Applicants wishing to attend UTSA for a period longer than one semester, or in a degree-seeking status, must reapply for admission for the following semester according to the transfer application guidelines outlined in the current *UTSA Information* bulletin. Transient students assume responsibility for selecting courses at UTSA that meet the home institution requirements.

Requirements

Qualified applicants will be in good academic standing, eligible to return to the home institution, and enrolled there during the semester/quarter immediately preceding the selected semester at UTSA. Transient students are not required to participate in the Texas Success Initiative while enrolled at UTSA.

Transient Applicant Procedures

Submit to the UTSA Admissions Office:

- A State of Texas Common Application requesting transient admission for the appropriate semester. The application must be received on or before the application deadline for the selected semester.
- A \$30 nonrefundable application fee.

- A completed transient form signed and dated by an authorized official of the home institution.
OR
- An official transcript from the home institution reflecting the student's enrollment during the semester/quarter immediately prior to the selected semester at UTSA, as well as proof of meeting the above UTSA requirements.

Academic Fresh Start

Texas residents who otherwise would not meet UTSA's admission requirements because of college grades may apply for admission to UTSA under the Academic Fresh Start statute (Texas Education Code, § 51.931). Under this program, academic course credits or grades earned 10 or more years before the semester for which the student seeks enrollment are not considered for admission purposes.

At the time of application, applicants seeking admission under the Academic Fresh Start statute must inform the Office of Admissions in writing of their intent by submitting an Academic Fresh Start form, available in the Office of Admissions. Students admitted under this program will not receive any credit for courses taken 10 or more years before enrollment.

Students who plan to pursue graduate degrees should note that if their baccalaureate degree was earned under the Academic Fresh Start statute, only the grade point average of the coursework that applied to the baccalaureate degree as stated under the Academic Fresh Start restrictions will be evaluated. However, other standard evaluation criteria for graduate study will apply.

Admission under Academic Fresh Start does not change a student's financial aid obligations for courses not considered for admission purposes.

Cancellation of Admission

There are circumstances whereby an admitted student may wish to cancel his or her admission to UTSA.

Restrictions

This procedure is restricted to those students who have met the following conditions:

- Have been admitted to UTSA.
- Have not registered for classes during the semester for which admission was granted (registered students who wish to withdraw from UTSA should refer to Withdrawal from the University found in Chapter 5 of this bulletin).

Procedures

- Admitted students who meet the above restrictions should submit a letter to the UTSA Office of Admissions stating the desire to have the admission cancelled.
- The letter must be legible, signed, and dated.
- The letter must provide the student's full name and date of birth to ensure correct identification.
- Students who cancel admission and later wish to enroll at UTSA must reapply for admission according to the requirements and procedures stated in *UTSA Information* current at the time of application.

Conditions

- Application fees submitted as part of an application process that is later cancelled are non-refundable.
- Documents submitted as part of an application process that is later cancelled remain the property of UTSA.

Special Students

Special students are transfer students who enroll in courses only at the undergraduate level without pursuing a degree at UTSA. First-time freshmen and international students may not apply as special students. Because special students are not working toward a degree, they may be ineligible for financial assistance.

Applicants with fewer than 30 undergraduate semester credit hours attempted at an accredited college or university must meet the same admission requirements as first-time freshmen, have at least a “C” average (2.0 on a 4.0 scale) on all college-level coursework, and be in good standing at the last institution attended.

Applicants who have attempted 30 or more undergraduate semester credit hours must have at least a “C” average (2.0 on a 4.0 scale) in the last 30 hours attempted and be in good standing at the last accredited college or university attended. Even though admission is based on the last 30 undergraduate semester credit hours attempted, students must list all colleges and universities attended on the admission application.

Special students desiring to be regular degree-seeking students must reapply for admission and meet the same admission requirements as those listed for transfer students. Applications must be submitted in accordance with the application dates stated in this Information Bulletin.

International Students

Definition

Applications from individuals holding nonpermanent visas are processed as international. This includes applications received from other countries as well as applications received from students currently attending U.S. high schools, colleges, or universities. International students are encouraged to use the International Student Common Application (electronic version accessed at www.applytexas.org) but may use UTSA’s International Student Application for Admission (paper version).

All International students, including first-time freshmen and transfer students, must:

1. Prove proficiency in the English language by taking either the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL) examination. English as a Second Language courses will be required for those students who need additional language training.

	English Language Assessment Program (ELAP) Exempt	Admission Qualification*	Conditional Admission**
TOEFL Internet	100	61	46
TOEFL Computer	250	173	133
TOEFL Paper	600	500	450

*The UTSA English Language Assessment Program is required of all new students. Students will be assigned to take up to three English as a Second Language classes if it is judged the courses will benefit the student.

**Students are admitted to the Intensive English Program with a guarantee that they are accepted to the bachelor’s degree program of their choice as soon as the appropriate level of English proficiency has been achieved. Conditional admission is not available to graduate students. The I-20 issued by the university covers both programs.

IELTS is jointly managed by University of Cambridge English for Speakers of Other Languages (Cambridge ESOL) Examinations, British Council, and IDP Education Australia: IELTS Australia. For more information visit www.ielts.org. TOEFL is an examination written by The Educational Testing Service of The College Board. For more information visit www.toefl.org.

The TOEFL or IELTS will be waived if:

- The applicant graduated from a U.S. high school and completed two years of regular English courses.

- The applicant graduated with a bachelor's degree from a U.S. college or university.
 - The applicant has successfully completed 45 or more semester hours of transferable credit from a U.S. college or university.
2. Submit a statement guaranteeing the student's ability to pay all expenses while at UTSA. The statement may be sent from a parent, guardian, or sponsor when endorsed by a bank or other reliable institution, or from a U.S. citizen who accepts responsibility for the student's financial needs.
 3. Submit evaluation of foreign credentials. UTSA will accept evaluations from credential evaluation services that adhere to the published credential evaluation guidelines of the American Association of Collegiate Registrars and Admissions Officers or from NAFSA: Association of International Educators. Further information is available on the web at www.utsa.edu/visitor/international.htm.
 4. Have all application materials including application for admission, \$30 nonrefundable application fee, evaluation of foreign credentials, and all supporting documents on file in the Office of Admissions by the application deadlines:

Fall Semester	June 1
Spring Semester	October 15
Summer Semester	March 1

International Freshmen

Applicants for admission to UTSA as international first-time freshmen must:

1. Have qualifications equivalent to those of students entering from accredited secondary schools in the United States, as determined by the Office of Admissions.
2. Have superior grades on work done in secondary school, as determined by the Office of Admissions.
3. If graduated from a U.S. high school, applicants should submit a SAT/ACT test score corresponding to rank-in-class requirements for in-state, first-time freshmen. SAT or ACT scores are recommended from schools abroad.

International Transfer Students

Transferring from Schools outside the United States. International transfer students who have attended a college or university in a country other than the United States must:

1. Have qualifications equal to those required for transfer from a college or university in the United States as determined by the Office of Admissions.
2. International transfer students who have successfully completed one year of full-time study do not need to submit SAT/ACT scores. SAT or ACT scores are strongly recommended for all other international students.

Transferring from Schools within the United States. International transfer students who have attended another college or university in the United States must have completed at least 30 semester credit hours with a "C" average (2.0 on a 4.0 scale) on all college work attempted.

45-Hour Undergraduate Credit Limitation

Section 54.068 of the Texas Education Code was amended during the 76th legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. The 45 hours include courses which are repeated, duplicated,

or courses for which the student received a grade of “W.” Although the law allows some exclusions, hours for courses passed, failed, withdrawn, and dropped are counted in the 45 hours if the student took them while paying resident tuition at a public institution in Texas. Students are encouraged to seek academic advising and to follow the official degree plan in the approved catalog of graduation. The law applies only to new undergraduate resident students beginning in Fall 1999 or later.

Students who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program may be assessed an additional charge of \$121 per semester credit hour. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact the Dean of Undergraduate Studies.

Three-Attempt Rule

The Texas Legislature recently enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of “W” were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration instruction calendars for specific Census Dates for each semester).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate. Current tuition, fees, and charges schedules can be accessed at www.utsa.edu/fiscalservices. The three-attempt rule applies to both undergraduate and graduate students. However, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the “course count” begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule such as master’s thesis, dissertation, independent study, and special topics courses with differing content.

Students wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in college advising centers for undergraduate students.

ADMISSION PROCEDURES

Each applicant for admission is responsible for ensuring that the State of Texas Common Application and all required application materials (\$30 nonrefundable application fee, SAT or ACT test results, official transcripts, etc.) are on file in the Office of Admissions by the application deadlines. The State of Texas Common Application may be submitted electronically through the common application Web site at www.applytexas.org or the Web site at www.utsa.edu. Printed copies of the application are available in high school and community college counseling centers and at both UTSA campuses. Admission is not granted until the applicant’s file is complete. All documents submitted in support of an application become the property of UTSA and cannot be returned. Offers of admission are valid only for the semester indicated in the acceptance letter.

Students who are admitted for any semester and do not register for courses must submit a new State of Texas Common Application and application fee to apply for any future semester. Any subsequent application must be in accordance with current admission requirements. New transcripts, test scores, and other supporting documents may be required since files for admitted students who do not register are not retained indefinitely, and to ensure the application file reflects the applicant’s complete academic record prior to enrollment at UTSA.

The University reserves the right to decline admission to applicants with criminal convictions.

APPLICATION DATES

Students are urged to apply for admission as early as possible so that matters regarding admission can be resolved well in advance of the beginning of a semester. Applicants whose files are completed by the following priority application deadlines have increased availability of courses and other campus resources during registration:

U.S. Resident PRIORITY Processing Application Deadlines

Fall Semester	April 1
Spring Semester	November 1
Summer Semester	March 1

U.S. Resident FINAL Application Deadlines

Fall Semester	July 1
Spring Semester	December 1
Summer Semester	May 1

Students must have all application materials (application, \$30 nonrefundable application fee, and all required supporting documents) on file in the Office of Admissions by the application deadlines. Beyond these dates applications will not be accepted; however, applicants wishing to enroll for a future semester may do so at any time before the established deadline for the desired semester.

ADMISSION REVIEW AND APPEAL PROCESS

Admission Review: All applications of new undergraduate students who do not meet UTSA admission requirements undergo a special admission review process by UTSA's Admission Review Committee. In addition to high school rank and SAT or ACT scores, the committee also takes into consideration the factors listed on page 85.

Appeal Process: A student who is not admitted to UTSA may appeal the admission decision by submitting a letter of appeal to the Office of Admissions. The letter should contain additional information related to the student's academic history and educational goals. Any evidence of an applicant's ability to be successful in college that was not presented in the initial application should be submitted with the letter. After the Admission Review Committee further evaluates the student's application file, the student is notified of the final decision. During this evaluation process, the Admission Review Committee reserves the right to request additional documentation required to render an admission decision.

READMISSION

Former UTSA students who have not been in attendance for more than three semesters must submit the State of Texas Common Application by the application deadline. The application may be submitted electronically through the common application Web site at www.applytexas.org or the UTSA Web site at www.utsa.edu. Printed copies of the application are available in high school and community college counseling centers and at both UTSA campuses.

All former students returning to UTSA who have attended other institutions of higher education since they were last enrolled at UTSA must submit an official transcript from each institution. Eligibility for readmission depends on the student's academic status at the conclusion of the last UTSA semester of enrollment and, for those required to apply for admission, performance on any subsequent college or university work attempted. Evaluation of any subsequent coursework attempted is based on the same admission requirements for new transfer students. Former UTSA students who were academically dismissed during their previous period of enrollment, and wish to return to UTSA, should follow the guidelines outlined in the

Academic Standing/Academic Dismissal portion of this bulletin contained in Chapter 5, *General Academic Regulations - Undergraduate*.

A former student may appeal the admission decision by submitting a letter of appeal to the Office of Admissions. The letter should contain additional information related to the student's academic history and educational goals. After the Admission Review Committee further evaluates the student's application file, the student is notified of the final decision.

The Office of Admissions reserves the right to require students to resubmit official documents from former institutions at the time of applying for readmission.

ADMISSION TO COLLEGES AND SPECIAL PROGRAMS (IN ADDITION TO UTSA ADMISSION)

College of Business

The College of Business seeks to use available resources in ways that prepare as many qualified students as possible for careers in business. The undergraduate degree admissions policy of the College of Business seeks to identify those students most likely to succeed in an undergraduate business education. Supporting this admission philosophy is a Business Scholars Program which helps promising students from disadvantaged backgrounds prepare for academic and professional success. In addition, a business minor is available to all UTSA students who seek a strong foundation in business.

The specific criteria for admission to the College of Business are listed in the *UTSA Undergraduate Catalog*. Generally, applicants meeting all UTSA undergraduate admission requirements and entering the university with fewer than 30 hours of college credit will be directly admitted to any College of Business major based primarily on their high school class rankings and successful completion of the University's Success Initiative. Internal transfer students and external applicants who have completed 30 or more hours of transferable college credit will be directly admitted to any College of Business major based primarily on grade point averages and the successful completion of certain lower-division college coursework. Applicants for admission to the College of Business who do not meet the criteria for direct admission will be admitted to the college as prebusiness students.

Subsequent eligibility of students admitted as prebusiness students will be based on several factors, including academic performance in UTSA College of Business courses and the availability of departmental resources to support various academic disciplines. The *UTSA Undergraduate Catalog* has additional details regarding these provisions and the College of Business requirement for students to remain in good academic standing with both the university and the college.

Honors College

The Honors College is a community of highly talented and motivated students who want the excitement and stimulation of a comprehensive, urban university and the individual attention available in an Honors College. The Honors College is open to students from all academic disciplines. Members of the Honors College pursue a rigorous academic program which satisfies all requirements of their academic departments and colleges and goes beyond those requirements to provide the basis for outstanding achievement and appropriate recognition for that achievement. The Honors College offers small classes with greater opportunities for student participation, increased student-faculty contact, greater individual attention, lively discussions of important issues, special interdisciplinary seminars, community service opportunities, encouragement of study abroad, learning of foreign languages, and supervised research experiences. All these activities are designed to challenge talented students.

Participation in the Honors College supplements, but does not replace, work in a major field. Credits earned in Honors College courses may be used to satisfy Core Curriculum requirements or specific degree requirements, when appropriate. Honors College advisors work with advisors in other colleges to assure that students meet all requirements of their major and Honors curriculum.

Transfer students and students currently enrolled at UTSA are eligible for admission if they have a grade point average of 3.3 (on a 4.0 scale) or above. High school students are eligible for admission if they are ranked in the top 10 percent of their class

or have a combined SAT score of 1100 or have a composite ACT score of 26. Although students are admitted throughout the year, high school and transfer students must submit their applications by February 1 to be considered for Presidential Honors Scholarships.

Students who wish to apply for admission to the Honors College should contact the Office of the Dean of the Honors College. Applications are reviewed and Honors students are selected by members of the Advisory Committee on Honors Education. Selection is based on grades, standardized test scores, letters of recommendation, and writing samples.

Teacher Certification Programs

Admission to Teacher Certification

UTSA is approved by the State Board for Educator Certification to recommend students for teaching certificates in various baccalaureate degree areas. Students seeking a standard teaching certificate or seeking certification endorsements should apply for admission to the certification program through the College of Education and Human Development (COEHD) Advising and Certification Center. Applicants may be either degree-seeking or special students.

Undergraduates seeking elementary teacher certification must complete the Interdisciplinary Studies degree as outlined in the *UTSA Undergraduate Catalog*. Individuals seeking secondary certification should complete the bachelor's degree requirements in their academic specialization while coordinating with the COEHD Advising and Certification Center to fulfill certification requirements. Students wishing to add additional teaching fields to their standard teaching certificate or graduate students seeking professional certification must also coordinate with the Center.

Specific information regarding admission requirements to the Teacher Certification undergraduate certification programs may be obtained in the COEHD Advising and Certification Center. Requirements for admission to the undergraduate Teacher Certification Program include:

1. attending a Teacher Certification Program information meeting
2. completing an application
3. attaining a junior standing (60 semester credit hours) with at least nine hours completed at UTSA
4. completing all core requirements with a cumulative grade point average of 2.4 (on a 4.0 scale) or better (Music Students: See a certification advisor)*
5. having a minimum grade point average of 2.5 (on a 4.0 scale) on all work completed at UTSA and a cumulative grade point average of at least 2.5
6. submitting authorization for a Texas Department of Public Safety criminal background report**
7. attaining minimum Texas Higher Education Assessment (THEA) scores of 230 (Reading and Math) and 220 (Writing) or meeting exemption requirements as outlined by the COEHD guidelines
8. earning a grade of "C" or better in WRC 1023 and a "C" or better in one of the following courses: COM 1043, COM 2123, SPN 2103, SPN 3033.

*The core grade point average requirement will increase in Fall 2006 to 2.5.

**Criminal History Checks. UTSA students must submit to a criminal history check every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity. Results will be shared with Independent School Districts (ISD) and/or the receiving agency. Students who are unable to provide a clear criminal background check may not be able to complete the Teacher Certification Program. In accordance with Article 6252-13c, Texas Civil Statutes, the State Board for Educator Certification (SBEC) may suspend or revoke a teacher certificate or refuse to issue a teacher certificate for a person who has been convicted of a felony or misdemeanor for a crime that directly relates to the duties and responsibilities of the teaching profession.

Students are encouraged to initiate and maintain contact with an academic advisor in the COEHD Advising and Certification Center in order to stay informed of certification and graduation requirements.

Fitness to Teach Policy

The College of Education and Human Development (COEHD) has a responsibility to the educational community to ensure that individuals whom the University recommends to the State of Texas for teaching certification are worthy to join the teaching profession. All teacher candidates in the UTSA Teacher Certification Program are expected to demonstrate that they are prepared to teach children and youth. This preparation results from the combination of successful completion of University coursework and the demonstration of important human characteristics and dispositions all teachers should possess. The UTSA Fitness to Teach policy addresses these important aspects of teacher preparation. The Fitness to Teach policy can be accessed from the COEHD Web page at <http://coe hd.utsa.edu/>. Copies may also be obtained in the COEHD Advising and Certification Center.

Teacher candidates will be provisionally admitted to the Teacher Certification Program upon application and satisfaction of admission criteria. Unconditional acceptance in the Teacher Certification Program will be granted prior to the student teaching (or internship) experience if there are no outstanding negative Fitness to Teach reviews and the teacher candidate has earned a grade of “C” or better in any and all Approaches or Models of Teaching courses. Teacher candidates will be placed on probationary status in the case of a Formal Review. Teacher candidates will remain on probationary status until such time as they have successfully completed a remediation plan or a decision to revoke candidacy has been made. Successful completion of student teaching is a required component of all remediation plans.

College of Education and Human Development Texas Higher Education Assessment (THEA) Exemption Guidelines for Students Seeking Admission to the Teacher Certification Program

Coursework Performance

Students may use performance in specific courses to become exempt from corresponding sections of the THEA. All courses used for exemption purposes must have been taken at UTSA and within five years from the date of admission to the teacher certification program.

For undergraduate students seeking admission to the Teacher Certification Program, a grade of “B” or better in one of the following courses must have been achieved in order to be declared exempt:

THEA Reading – “B” or better in a sophomore level or higher Literature course

THEA Mathematics – “B” or better in College Algebra (MTC 1023)

THEA Writing – “B” or better in WRC 1013 and WRC 1023

Testing Exemptions

ACT Composite–23 English and Math part scores–19. Taken within the last five years.

SAT Combined Score–1070 and verbal scores of at least 500 and math scores of at least 500. Taken within the last five years.

TAAS Exit Level Scale Scores: Math = TLI X–86; Reading = TLI X–89; Writing = 1770. Taken within the last three years.

TAKS scaled score of at least 2200 on the mathematics section (for math exemption) and scaled score of at least 2200 on the English Language Arts section (for reading and writing exemption). Taken within the last three years.

Exemption for Hearing Impaired Students

Hearing impaired students who plan to enter a teacher certification program may substitute the Stanford Achievement Test for the THEA. Passing scores are as follows:

Reading Comprehension – 29

Mathematics – 66

Language – 37

Study Skills – 19