

# GENERAL ACADEMIC REGULATIONS

## UNDERGRADUATE STUDENTS

### REGISTRATION PROCEDURES

#### Orientation

All new freshmen (with 0–29 semester credit hours) are required to participate in an orientation program. The Orientation programs are coordinated by Orientation and Transition Services.

#### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. The UTSA professional academic advisors embrace the following mission statement written by the advisors.

*We are dedicated, diverse, and caring professional undergraduate academic advisors at The University of Texas at San Antonio. We provide timely, accurate information and professional advice about degree programs, university policies and procedures, and campus resources. We guide UTSA undergraduate students, transfer students, and potential students toward success in achieving their academic goals.*

*As liaisons between students and the institution, we offer our professional expertise in a service-oriented environment. This interaction empowers students to develop their educational plans according to their life goals, consistent with high academic standards and the requirements of their catalogs of graduation. Therefore, we positively influence postsecondary education for future generations and foster the growth of our university community and culturally diverse society.*

Many individuals within the UTSA community contribute to the advising process, including faculty mentors and professional staff academic advisors. Students are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalog, the current *UTSA Information*, and the online schedule of classes. Each advising center sees students concerning all matters of their academic status, such as progress toward degree completion, graduation status, academic warning, academic probation, academic dismissal, and changing majors. Students who are on academic warning or academic probation for the first time or who are reinstated after academic dismissal or with a Texas Success Initiative (TSI) deficiency are required to be advised, and holds are placed on their registration records to ensure that the student meets with the advisor. Students may also be required to meet with an advisor to obtain approval to register for restricted courses.

Frequent advisor contact provides students with current academic information and promotes progress toward educational goals. Freshmen (fewer than 30 earned semester credit hours) who have declared majors are advised in the Colleges' Freshman Advising Center (CFAC). Freshmen and continuing students who are undecided and those who are provisional are advised in the Tomás Rivera Center for Student Success (TRC). Students who have earned 30 or more semester credit hours and have declared majors are advised through the college advising center of the student's major. Students may need to consult with the Honors College, Athletics program, secondary certification or another college or school advising center if seeking a major or minor outside their primary major.

## **Registration for Classes**

Students who attend classes at UTSA must be officially registered or approved to audit a course. Registration instructions are online each semester in *ASAP* at [www.utsa.edu](http://www.utsa.edu). Questions regarding registration should be directed to the Enrollment Services Center or the Office of the 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.

## **Late Registration**

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time just prior to and at the beginning of the semester as indicated in the online registration instructions each semester. Since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not permitted to register after the close of the late registration period.*

## **Adding Courses After Late Registration**

Adding a course after the Late Registration period requires the approval of the course instructor and the chair of the department offering 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 of the College offering the course and by the Dean of Undergraduate Studies for undergraduate courses. For information on Census Date and deadlines for adding classes, students should refer to the University Calendar in the online registration instructions for each semester.

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 Chapter 1, Bachelor's Degree Regulations of the *UTSA Undergraduate Catalog*.

## **Maximum Hours of Enrollment in Summer Terms**

The Texas Higher Education Coordinating Board sets limits on the number of semester credit hours in which a student may enroll during a semester where the courses are offered in a shortened format. Therefore, students may enroll in no more than 3 semester credit hours in a three-week summer term, no more than 4 semester credit hours in a four-week summer term, and no more than 6 semester credit hours in a five-week summer term. In particular, a student may enroll in no more than 3 semester credit hours in the May Mini-mester.

## **Dropping Courses**

Students may drop courses from their schedules for a limited time each semester. The University Calendar in the online registration instructions each semester indicates the deadlines for students to drop courses each semester.

Courses officially dropped before the Census Date do not appear on a student's transcript. See the online registration instructions each semester for the Census Dates.

Students who drop courses between the Census Date and the Automatic "W" Date have a record of the courses on their transcripts with an automatic grade of "W."

Automatic “W” Date	Fall or Spring Semesters	Summer Terms
Students with 30 or more semester credit hours	Ninth week of the Fall or Spring semesters	<ul style="list-style-type: none"> <li>• Third week of a 5-week term</li> <li>• Sixth week of a 10-week term</li> <li>• Shorter terms-see the online registration instructions each Summer Semester.</li> </ul>
Students with fewer than 30 semester credit hours	No later than the Monday preceding final examinations.	See the online registration instructions each summer semester

It is the student’s responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of “F” in the class.

Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

Students may be administratively dropped from courses for failure to attend certain laboratory courses in the first class week, for failure to attend or participate in developmental courses, for failure to complete course prerequisites prior to the start of the semester, or when courses are canceled. Students cannot assume, however, that they will be automatically dropped from any class for failure to attend. Students are responsible for checking their schedules on *ASAP* and for checking their official UTSA email accounts to determine if they have been dropped from a class.

After the Automatic “W” Date, an undergraduate student may not drop a course except with the approval of the instructor of the course and the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons. Students who want to drop all classes after the semester begins should refer to the section, *Withdrawal from the University*, in this chapter.

Refer to sections, 45-Hour Undergraduate Credit Limitation and Three-Attempt Rule, in Chapter 4, *Admission - Undergraduate*, of this bulletin for information about the financial consequences of receiving “W” grades.

## Auditing Courses

UTSA students and nonstudents who wish to audit a course may do so with the approval of the instructor and the chair of the department in which the course is offered, provided there is space in the classroom after all registered students have been accommodated. The minimum enrollment in a course must be reached 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 are not 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 an Audit Course Form to the Enrollment Services Center. A UTSA student pays an auditing fee of \$25 a course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 a course. Persons over 65 years of age are permitted to audit without paying an auditing fee.

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 the course to an audit must officially drop that course before submitting an Audit Course Form.

Nonstudent auditors who want library privileges may receive them by completing 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.

Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit nonstudent auditors should go to the University Parking and Transportation Services with their validated Audit Course 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 semester canceled. Students may apply for readmission for a subsequent semester provided they have resolved the cause of cancellation.

## **Withdrawal from the University**

Students who find it necessary to withdraw (drop all courses for which they are enrolled during a specific semester) from the University after the semester begins must complete a Withdrawal form. Students who are undergraduate students classified as special/non-degree-seeking or graduate students may obtain forms and withdraw at the Enrollment Services Center.

Undergraduate students with declared majors must obtain approval to withdraw from the advising center of the college in which they are enrolled, or, if a freshman with a declared major, the Colleges' Freshman Advising Center. Undeclared majors and provisional students must obtain approval from the Tomás Rivera Center. International students must also obtain approval from the Office of International Programs.

Students may not withdraw from the University later than the Monday preceding final examinations. Students who officially withdraw from the University during the regular drop period, from the day after Census Date through the Automatic "W" Date, receive a grade of "W" in all classes. See the online registration instructions each semester for information on the Automatic "W" Date. Students who officially withdraw after the regular drop period receive a grade of "W" for each class they are passing at the time of withdrawal and a grade of "F" for each class they are not passing.

Refer to sections, 45-Hour Undergraduate Credit Limitation and Three-Attempt Rule, in Chapter 4, *Admission - Undergraduate*, of this bulletin for information about the financial consequences of receiving "W" grades.

Students who withdraw from all classes are subject to the University's academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

## **Medical and/or Mental Health Withdrawal from the University**

Students who find it necessary to withdraw from the University or reduce their course loads (drop some of their courses) after the semester begins due to a medical or mental health issue may write a letter requesting the withdrawal or course load reduction and provide appropriate supporting documentation (for example, a letter from a physician or psychologist, hospital, or other medical professional who is already familiar with the student's condition). The documentation should be submitted to Health Services for medical conditions and Counseling Services for mental health conditions. Once supporting documentation is reviewed by the service in question, that service will provide the documentation with recommendations to the Dean of Undergraduate Studies, if the student is an undergraduate student or the Dean of Graduate Studies, if the student is a graduate student.

A student granted a medical and/or mental health withdrawal or course load reduction will be assigned grades of "W" in the affected courses, unless the effective date of the withdrawal or course load reduction is on or before Census Date, in which case no record of the courses appears on the student's transcript. Any refund of tuition and fees will follow the University's *Refund Policy for Withdrawal or Dropping Courses* (see page 59 of this bulletin) at the time of the effective date of the withdrawal or course load reduction.

## English Language Assessment Procedure

The English Language Assessment Procedure (ELAP) is a mandatory UTSA assessment for incoming international students whose Test of English as a Foreign Language (TOEFL) scores are between 500 and 600 (paper version), 61 and 100 (internet version), or 173 and 250 (computerized version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

Students who are required to take English for International Students (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and will jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.

## Texas Success Initiative

The Texas Success Initiative (TSI) is a program designed to ensure college readiness of students entering Texas public institutions of higher education. Entering undergraduate students, unless exempt, must take a TSI approved assessment test to determine their readiness to enroll in college-level academic coursework. For those students who are not yet ready to enroll in that coursework, the University must provide advising and educational support necessary to assist them to achieve success in college.

The University offers developmental education courses in certain academic areas for students with deficiencies as identified by approved assessment instruments. Developmental education courses cannot be used as degree credit. All developmental education courses are graded on a credit/no-credit basis and will not be included in the student's grade point average. More information regarding the Texas Success Initiative may be found in the academic advising centers or at <http://www.utsa.edu/success>.

# RECORDS AND CLASSIFICATION OF STUDENTS

## Classification

UTSA undergraduate 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

## Time Status Terms

Undergraduate Time Status	Number of Credit Hours Enrolled Per Fall, Spring, or Entire Summer Semester
Full time	12 or more semester credit hours
Three-quarter time	Nine to 11 semester credit hours
Half time	Six to eight semester credit hours
Less than half time	Fewer than six semester credit hours

## Verification of Enrollment and Degree

UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (NSC). For students on financial aid, this means that UTSA electronically submits enrollment verification statuses to the NSC at several key periods during the semester to keep their enrollment status up to date with loan guarantors, services, or lenders. The NSC also provides enrollment status and deferment information to the Department of Education's National Student Loan Data System. This service provides for more efficient processing of enrollment information for financial aid loans.

The NSC also provides enrollment and degree verification for nonlending institutions, such as travel agencies, health care companies, and prospective employers. Students who do not want to have their directory information, such as enrollment and degree status, verified in this manner should contact the Office of the Registrar to request that this information be kept confidential.

## Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the Enrollment Services Center, by fax, by mail or online. See the UTSA Web site at [www.utsa.edu/registrar/](http://www.utsa.edu/registrar/) for more details on how to request a transcript.

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

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 the Registrar. Letters of Degree Completion are provided by College Advising Centers.

UTSA transcripts and other information from a student's academic record are released by the Office of the Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under FERPA, or as provided in the policy on releasing directory information set forth in Chapter 2, *About UTSA*, of this bulletin.

## Catalog of Graduation

Undergraduate students have seven years from their semester of original registration to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, providing the student completed at least one course during a semester in which the selected catalog was in effect with a letter grade other than "W," "NR," or "F." The student must complete all degree requirements under the subsequent catalog.

Choosing a new catalog begins a new seven-year time limit. Students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time. A student must have an approved catalog at the time an application for graduation is filed. Freshmen (students with fewer than 30 semester credit hours) who are declared majors requesting a change of catalog must do so through the Colleges' Freshman Advising Center. Freshmen and continuing students who are undeclared majors must request a change of catalog through the Tomás Rivera Center. All other students requesting a change of catalog must do so through the advising center of the student's major.

### **Change of Major, Degree, or Classification**

Undergraduate students requesting to change majors or programs of study must do so through the Colleges' Freshman Advising Center or the College Advising Center of the desired major or program of study. The change is not official until the advisor reviews and approves the request, preferably with the student, and files the change with the Office of the Registrar. Once filed, major changes are effective immediately up to Census Date. Advising fees are adjusted on major changes, if applicable, up to Census Date. After Census Date, changes are effective for the next semester.

Students requesting classification changes do so through the Office of the Registrar. These changes, if approved, will be effective immediately up to Census Date. Advising fees are adjusted on classification changes up to Census Date.

Some majors have specific requirements for admission to their programs. Students should consult an academic advisor for additional information before changing majors.

### **Change of Name**

A student's name on official records at UTSA is the name under which the student applied for admission, unless a Name and Social Security Number Change Form has been processed through the Office of the Registrar. The official University transcript will carry the current name and the most immediate previous name, if any. Name and Social Security Number Change Forms should be supported by appropriate legal documentation.

### **Change of Address**

Currently enrolled students who have changed their addresses should change their mailing address by accessing *ASAP* at [www.utsa.edu](http://www.utsa.edu) and following the instructions. Official notification of change of address is necessary for proper identification of student records and for accurate mailing of correspondence and information pertaining to graduation requirements. Students who are applying for graduation should specify on the Application for Graduation 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 of the course. The first digit indicates the level of the course. Courses beginning with "0" are developmental education courses 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 department to distinguish individual courses. The fourth digit indicates the semester-credit-hour value of each course.

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the *UTSA Undergraduate* and *Graduate Catalogs* 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 in the *UTSA Undergraduate Catalog* by a common TCCN designation composed of a discipline identifier and a course number.

## **Prerequisites**

Prerequisites are stated for many courses listed in the *UTSA Undergraduate 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 as it pertains to their catalog of curriculum.

The UTSA automated registration system through *ASAP* will screen for designated prerequisites on specific departmental courses offered in Fall and Spring Semesters. Students are expected to access the prerequisite course lists through the relevant UTSA web site, as advertised on *ASAP* Schedule of Classes, prior to registering for the courses to ensure that prerequisites have been completed appropriately or are currently in progress.

Under the following conditions, students may request permission from academic advisors, department chairs, associate deans, and/or instructors to register without the specified prerequisite in progress, completed, or posted in the UTSA student record system:

- Students who have prerequisites in progress at other institutions by providing proof of course registration at the other institution.
- Students who have completed the prerequisite course with a less than required grade and are repeating the prerequisite course (course is "in progress").
- Students who have completed the prerequisite course from another institution and the course has not yet been evaluated.
- Students who have received substitution approvals.

Students are also subject to meeting the prerequisite requirements as stated on the instructors' syllabi of courses not automated in the prerequisite checking process. Students who do not meet these requirements may be dropped from the requisite courses.

Students who have registered for the requisite courses with the prerequisites currently in progress will be reviewed for satisfactory completion at the end of Fall and Spring Semesters, and Summer terms. If prerequisites are not completed satisfactorily, the requisite registered courses will be deleted from their schedules. Students will be notified of this deletion through their Lonestar electronic mail accounts.

## **Extended Education Courses**

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

## **Distance Learning Courses**

UTSA participates in the UT TeleCampus. Courses taken through this system which are not hosted by UTSA will be subject to all UTSA residence requirements. For information on the UT TeleCampus, see page 39 of this bulletin or the UT TeleCampus Web site at [www.telecampus.utsystem.edu](http://www.telecampus.utsystem.edu).

## **Independent Study Courses**

No more than six hours of independent study courses, regardless of discipline, will apply toward a degree. Specifically, for baccalaureate degrees, no more than a total of six hours of independent study courses will apply to a major and a minor, will apply to a double major, or will apply to concurrent degrees.



## GRADES

### Explanation of Credit, Grading System, and Symbols

**Hours Attempted.** The number of hours attempted is the total number of semester credit hours for which a student has enrolled and received grades of “A,” “B,” “C,” “D,” “F,” “W,” or “CR” except as provided for repeated courses.

**Hours Earned.** The hours earned by a student are the number of semester credit hours in which grades of “A,” “B,” “C,” “D,” or “CR” have been received. Refer to sections, 45-Hour Undergraduate Credit Limitation and Three-Attempt Rule, in Chapter 4, *Admission - Undergraduate*, of this bulletin for information about the financial consequences of receiving “W” and “F” grades.

**Grade Point Average.** The UTSA grade point average is determined by dividing the number of grade points earned at UTSA by the number of for-credit semester credit 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.

Students who are in a UTSA-hosted degree program through the UT TeleCampus and declare UTSA as their home institution will have the courses taken at other institutions through the UT TeleCampus listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the TeleCampus count as transfer credit and apply to a UTSA degree as determined by the student’s academic advisor.

The following table explains UTSA grade symbols.

Grade Symbol	Grade Points	Meaning of Grade Symbol
A	4	Outstanding
B	3	Above Average
C	2	Average
D	1	Below Average but Passing (see credit/no-credit grading policy)
F	0	Failure
CR		Credit. Indicates successful credit by examination or credit received under the credit/no-credit requirement or option.
NC		No Credit. Indicates unsuccessful credit by examination or no credit received under the credit/no-credit requirement or option.
W		Withdrawal. Indicates that the student was passing at the time of withdrawal or drop.
IN		Incomplete. Assigned at the discretion of the instructor; see page 116.
NR		No Report. 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.
EX		Expelled

**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. A grade of 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 semester to receive a grade of “IN.”

Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete. During the regular grading period this is done electronically. After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted to the Dean’s office. The Dean’s office will then submit the form to the Office of the Registrar.

In undergraduate courses, 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.”

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

## **Repeating Courses**

The policy for repeating courses, as stated below, only applies to courses completed and repeated at UTSA.

### **Courses That May Be Repeated Not Considered a Duplicate Course**

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 semester credit hours and grade points from each of these courses taken are included in the student’s record.

### **Courses That May Be Repeated To Improve a Grade**

Students may only repeat a course for credit in which they received a grade of “D” or “F.” Credit can be counted for only one of the courses. Receipt of a higher grade in a subsequent semester does not alter the student’s academic standing in the semester when 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 does not alter the student’s overall grade point average.

The following repeat policy becomes effective beginning with the Fall 2005 Semester:

#### *Undergraduate Students Who Have Earned Fewer Than 45 Semester Credit Hours*

Undergraduate students who have earned fewer than 45 semester credit hours of college credit prior to the beginning of a semester when a course is repeated (excluding incomplete coursework, grade changes, outstanding transfer work, or credit by examination that affect cumulative earned credit hours after the semester begins) and are repeating a lower-division course (1000 or 2000 level) may repeat courses in which they received grades of “D” or “F” in order to earn a higher grade.

In these cases, if the student repeats the course and earns a higher grade, the semester credit hours from the original grade of “D” or “F” are excluded from the student’s grade point average and only the semester credit hours from the higher grade are used in calculating the grade point average. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the grade point average, and the repeated course is marked as excluded on the student’s official record. All grades remain on the student’s official academic record.

If the course being repeated is an upper-division course (3000 or 4000 level), the original grade of “D” or “F” is included in the calculation of the grade point average, along with the grade earned when the course is repeated. All grades remain on the student’s official academic record.

*Undergraduate Students Who Have Earned 45 Semester Credit Hours or More*

Undergraduate students who have earned 45 or more semester credit hours of college credit prior to the beginning of a semester when a course is repeated (excluding incomplete coursework, grade changes, outstanding transfer work, or credit by examination that affect cumulative earned credit hours after the semester begins) may choose to repeat any class where the original grade is “D” or “F;” however, both grades are included in the calculation of the grade point average. All grades remain on the student’s official academic record.

**Credit by Examination**

A student at UTSA may, through satisfactory performance on a College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or Defense Activity for Non-Traditional Education Support (DANTES) examinations, show knowledge of the content of an undergraduate course and be awarded credit by examination for that course. Credit by examination may be used to satisfy Core Curriculum and specific degree requirements unless specified otherwise. CLEP, AP, and IB examinations do not exist for all curriculum courses. Students who are interested in finding out more about these tests may visit the Office of Testing Services Web site at [www.utsa.edu/testing](http://www.utsa.edu/testing).

Credit earned by examination may not be used to 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 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; however, credit is not awarded until the individual is registered at UTSA. For students who have earned credits at UTSA, credit by examination is awarded in the semester the examination was successfully completed, with the exception of POL 1013 for which Advanced Placement (AP) credit or CLEP credit can be earned only after the student has completed POL 1133.

A brochure on credit by examination at UTSA is available from the Office of Testing Services. It describes the various tests that 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 and may be further limited by policies set by the college in which the course is offered.

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 the Registrar, and the test must be administered within the first three weeks of a Fall or Spring Semester or the first week of a five- or 10-week summer term.

If the student’s performance on the examination is at the grade level of “C” or higher, a grade of “CR” is submitted at the end of the semester by the instructor for the course. 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. Students who complete coursework on a credit-by-examination basis are graded on a credit/no-credit grading basis. Therefore, if a student elects to complete the course, the instructor must notify the Office of the Registrar in writing to remove the credit/no-credit grading option by the Automatic “W” Date.

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 24 college-level semester credit hours that must be successfully completed under the Provisional Admission Program.

## Credit/No-Credit Option

**Mandatory Credit/No-Credit Courses.** Some degree programs will require certain courses to be graded on a mandatory credit/no-credit basis. Such requirements are noted in *UTSA Undergraduate Catalog* course descriptions. Programs offering mandatory credit/no-credit courses will allow a number of such courses to apply to the major, minor, support work, or free electives, as specified by each program in its *Undergraduate Catalog* degree requirements.

**Optional Credit/No-Credit Grading.** Students are also allowed the option of credit/no-credit grading in courses that are otherwise subject to regular grading. This option is provided to encourage undergraduate students to expand their knowledge of fields outside their major areas of interest. The following guidelines apply:

- A maximum of 24 semester credit hours may be attempted on an optional credit/no-credit basis.
- Credit/no-credit courses appear on the permanent record as a grade of “CR” if the student’s grade is an “A,” “B,” “C,” or “D” or as a grade of “NC” if the student’s grade is “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.
- Students must choose to take the course on an optional credit/no-credit basis at registration and must complete a Credit/No-Credit Option Request form, which must be filed with the Enrollment Services Center prior to the end of the eighth week of the Fall and Spring Semesters. Information on deadlines for Summer Semesters or for an individual semester can be found in the University Calendar in the online registration instructions for each semester. After the deadline, students will not be allowed to add the credit/no-credit option or remove the option and take the course on a regular basis.
- Only free electives may be taken on an optional credit/no-credit basis. Courses to be applied to the Core Curriculum or to major, minor, or support work must be taken on a regular or mandatory credit/no-credit basis as specified in *Undergraduate Catalog* degree requirements.
- Transfer students who transfer to UTSA for their last 30 semester credit hours may not count optional credit/no-credit courses toward their 30-hour minimum UTSA residency requirement.
- The Office of the Registrar requires students to affirm by signature that they understand the credit/no-credit policies and agree to abide by them.

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; however, graduate admission committees in some disciplines may look favorably on learning accomplished in credit/no-credit courses.

## Administrative Procedures

### Reporting of Grades by Faculty

Grades are reported by course instructors every semester and are due 48 hours after the final examination. Final grades cannot be withheld nor can reporting of them be deferred.

Faculty are required to report grades for freshmen six weeks into the semester during the Fall and Spring Semesters. Freshmen students receiving early grade reports of “D” or “F” are required to participate in a midterm academic assistance program and to see an advisor in their advising center. Freshmen with undeclared majors who receive early grade reports of “D” or “F” are required to participate in the Tomás Rivera Center (TRC) program and see an advisor to develop a plan to improve their grades. Freshmen with declared majors who receive grades of “D” or “F” are required to participate in the Colleges’ Freshman Advising Center program and to see an advisor to develop a plan to improve their grades.

## Grade Reports

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available in *ASAP* via UTSA's Web site, [www.utsa.edu](http://www.utsa.edu). Students who are removed from, placed on, or continued on academic warning or academic probation and students who are dismissed from UTSA will receive notification from the Office of the Registrar.

Transcripts may be withheld from 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 examination period, one year from the semester the Incomplete was received, and before the student's graduation. The instructor must submit a Change of Grade Form to the Office of the Dean. The College will file the form with the Office of the Registrar. Courses with an "IN" grade that have not been changed by the deadline will automatically be converted to a grade of "F."

Any other change of grade must be initiated by the instructor on the required form available in their department office and the offices of the Deans. All requests for a change of grade should include 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 the Registrar. Requests for change of grade require the approval of the Chair of the Department in which the course is offered and Dean of the College. The College will file the form with the Office of the Registrar before the Registrar will make the change in the student's record.

IN 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. With the exception of UTSA policies on class absences related to observance of the religious holy days or attendance at an official University sanctioned student activity, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students may be excused from attending classes or other required activities, including examinations, to attend an official University sanctioned student activity (as defined in the *Handbook of Operating Procedures*) or for the observance of a religious holy day, including travel for that purpose. 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. A student whose absence is excused for attending an official University sanctioned student activity or for religious holy day reasons may not be penalized for the absence and shall be allowed by the instructor to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration instructions will receive a grade of "F." Refer to sections, 45-Hour Undergraduate Credit Limitation and Three-Attempt Rule, in Chapter 4, *Admission - Undergraduate*, of this bulletin for information about the financial consequences of receiving "W" or "F" grades.

## 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, factual mistake, or violation of a relevant University policy. If the matter is not resolved, the student may file a formal grade grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then to the Dean of Undergraduate Studies. Appeals to the Dean of Undergraduate Studies must be submitted on the Student Academic Grievance Form for Appeal of a Grade. The decision of the Dean of Undergraduate Studies is final.

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

## **Student Study Days**

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes to be scheduled, review sessions to be held, or for any other class-related activities, other than office hours. Also the scheduling of examinations and quizzes, with the exception of laboratory examinations, is prohibited during the last three class days preceding finals during the Fall and Spring Semesters.

## **President's List, Dean's List, and Honor Roll**

**President's List.** Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 4.0 in at least 12 semester credit hours, excluding grades of "CR," and who receive no grades of "D," "F," "IN," or "NC."

**Full-Time Student Dean's List.** Undergraduate students who complete at least 12 semester credit hours and who achieve a grade point average of 3.75 or higher for a semester, excluding grades of "CR," and who receive no grades of "D," "F," "IN," or "NC."

**Part-Time Student Dean's List.** Undergraduate students who complete 6 to 11 semester credit hours and who achieve a grade point average of 3.75 or higher for a semester, excluding grades of "CR," and who receive no grades of "D," "F," "IN," or "NC."

**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 credit hours, excluding grades of "CR," and who receive no grades of "D," "F," "IN," or "NC."

**Part-Time Student Honor Roll.** Undergraduate students who enroll in 6 to 11 semester credit hours and maintain a grade point average of 3.5 or higher, excluding grades of "CR," and who receive no grades of "D," "F," "IN," or "NC."

To determine eligibility for graduation with honors, see Graduation with Honors in this chapter.

# **ACADEMIC STANDING**

## **Minimum Grade Requirements**

Students are expected to maintain a level of scholastic achievement that allows them to meet the grade requirements for graduation. Students remain in good standing when they maintain a UTSA grade point average of 2.0 or higher. 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 warning, academic probation, or academic dismissal as appropriate.

## **Academic Warning**

Academic warning applies only to new, first-time undergraduate students who earn a semester grade point average between 1.0 and 1.99 during their first semester at UTSA. New provisional students and students admitted on academic probation are not eligible for the academic warning status.

First time undergraduate students who have a semester grade point average below 1.0 during their first semester are placed on academic probation and bypass the academic warning status completely.

Students on academic warning must be advised prior to registration to help ensure their academic success. Students who have declared majors are advised in the Colleges' Freshman Advising Center (CFAC). Students who are undecided are advised in the Tomás Rivera Center for Student Success (TRC).

## **Academic Probation**

Students in good standing (as defined above) whose overall UTSA grade point average falls below 2.0 (other than first-time freshmen who meet the criteria for academic warning) are placed on academic probation. Academic probation will be cleared when a student achieves a 2.0 overall UTSA grade point average.

Students placed on academic probation must make a semester grade point average of 2.0 or above in each semester of probation in order to remain enrolled. Students on academic probation whose semester grade point average is below 2.0 will be placed on academic dismissal, even if their overall UTSA grade point average is above 2.0.

Students on academic probation must be advised prior to registration to help ensure their academic success. At that time, the student and the advisor will develop a remedial plan specifying expectations the student will be required to meet during the semester. Students who do not follow this plan will be subject to academic dismissal.

Students cannot graduate while on academic probation.

Students on academic probation may enroll in no more than 13 semester credit hours in a Fall or Spring Semester and no more than seven semester credit hours in a Summer Semester.

Students on academic probation during a Spring Semester may not enroll in the following May Mini-semester.

## **Academic Dismissal and Reinstatement Policy and Procedures**

Students on academic probation who earn a semester grade point average below 2.0 will be placed on academic dismissal. There are three types of academic dismissal, each of which is described below.

***First Academic Dismissal.*** Students, other than those classified as provisional students, who are placed on academic dismissal for the first time will be reinstated if they so choose after not attending UTSA for the next regular semester (Fall, Spring, or entire Summer Semester). Students seeking reinstatement must apply for admission with the Admissions Office by July 1 for Fall Semester, December 1 for the Spring Semester, and May 1 for Summer Semester. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

Typically, a student subject to dismissal will be dismissed; however, each UTSA college and school has an appeals procedure administered by the College. A student who wishes to appeal a dismissal should contact the student's advising center for procedures and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the Undergraduate Associate Dean.

***Subsequent Academic Dismissal.*** Students placed on academic dismissal for a second or subsequent time may be reinstated after not attending UTSA for one calendar year with the approval of the student's academic Dean. Approval to continue will not be given, regardless of the circumstances, unless the Dean believes that the student has a reasonable chance of attaining a degree.

Students seeking reinstatement must file a Petition for Reinstatement with the Dean of the college in which they are majoring or in which they intend to major. Petition forms are available in the Office of the Dean of each college. Students petitioning for reinstatement who do not wish to declare a major may submit the Petition for Reinstatement form to the Enrollment Services Center. Their petitions will be reviewed by a university-wide Reinstatement Committee. Deadlines for submission of the

Petition for Reinstatement are as follows: June 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

Students who petition for reinstatement must also apply for admission to the Admissions Office by July 1 for Fall Semester, December 1 for the Spring Semester, and May 1 for Summer Semester. The application for admission may be filed on line by visiting <http://www.applytexas.org>.

**Provisional Academic Dismissal.** Provisionally admitted students who are placed on academic dismissal must attend another college or university and complete a minimum of 12 semester credits of transferable college coursework, with a minimum 2.0 grade point average, to qualify for reinstatement to UTSA. Provisionally admitted students who have been dismissed, met these qualifications, and wish to be reinstated, should apply for admission with the Admissions Office by July 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Semester. The application for admission may be filed on line by visiting <http://www.applytexas.org>.

### **Procedures and Requirements Following Petitions for Reinstatement**

If the Dean of the student's college or the University Reinstatement Committee approves the Petition for Reinstatement, the Office of Admissions will process the application for admission for the requested semester of enrollment. 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 Dean of Undergraduate Studies within two weeks after notice of the denial is postmarked. The decision of the Dean of Undergraduate Studies is final.

All students who are reinstated from academic dismissal are placed on academic probation and must maintain a minimum semester 2.0 grade point average every semester until they reach a UTSA cumulative grade point average of 2.0. Students who have been reinstated following an academic dismissal must be advised prior to registration. At that time, the student and the advisor will develop a remedial plan specifying expectations the student will be required to meet during the semester. Students who fail to follow the requirements set by the Dean or University Reinstatement Committee will be subject to academic dismissal.

### **Advising for Reinstated Students**

Students are ultimately responsible for knowing and meeting degree requirements, for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs, and for following the rules and policies of UTSA as found in the catalog, the current *UTSA Information*, and online schedule of classes. Each advising center sees students concerning all matters of their academic status, such as progress toward degree completion, graduation status, academic probation, academic dismissal, and changing majors. Students who are on academic probation who are reinstated after academic dismissal or with a Texas Success Initiative (TSI) deficiency are required to be advised and holds are placed on their registration records to ensure that the student meets with the advisor. Students may also be required to meet with an advisor to obtain approval to register for restricted courses.

Freshmen (fewer than 30 earned semester credit hours) who have declared majors are advised in the Colleges' Freshman Advising Center (CFAC). Freshmen and continuing students who are undecided and those who are provisional are advised in the Tomás Rivera Center for Student Success (TRC). Students who have earned 30 or more semester credit hours and have declared majors are advised through the college advising centers of their major(s). Students may need to consult with the Honors College, Athletics program, secondary certification or if seeking major/minor outside their primary major.

## **GRADUATION**

### **Graduation Dates**

Degrees are awarded at the end of each Spring, Summer, and Fall Semester. Commencement ceremonies are held in May and December at the end of the Spring and Fall Semesters. Students who graduate at the end of the Summer Semester may



participate in either the May or December Commencement ceremony. Information on the procedures to be followed is available in the Office of the Registrar or the Registrar's Web page at [www.utsa.edu/registrar](http://www.utsa.edu/registrar).

## **Applying for the Degree**

It is the student's responsibility to apply officially for his or her degree by submitting an Application for Graduation no later than October 1 for the Fall Semester, February 15 for the Spring Semester, or June 1 for the Summer Semester. Applications for graduation are to be submitted online through *ASAP*. Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. Students will receive a confirmation number when the application has been accepted. Students who have problems submitting the application should contact the Graduation Coordination Office at (210) 458-8000. Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and print the application from *ASAP*, then submit the completed application to the Enrollment Services Center.

The College Advising Center(s) in which the student is enrolled is responsible for auditing the student's degree plan to see that uniform requirements for each degree are met. Applying one semester prior to the intended graduation semester allows advisors to verify remaining degree requirements in a timely manner, thereby allowing students to make any necessary adjustments to their schedule for their final semester. A student who has completed all degree requirements but has failed to apply for the degree may obtain a Letter of Completion from the College Advising Center after the close of the semester in which all degree requirements were met.

### **Degree Verification**

The College Advising Center in which the student is enrolled is responsible for auditing the student's degree plan to see that uniform requirements for each degree are met.

Graduation verification is a two-step process. The College Advising Center of the student's degree/major/minor does a preliminary verification. The student is responsible for completing all coursework and submitting any or all of the following to the College Advising Center by the final class day in which graduation is expected: outstanding transcripts; CLEP, AP, and IB credit; petitions or substitutions; and change of major/minor or change of catalog. A student who has completed all degree requirements but failed to apply for the degree may obtain a Letter of Completion from the College Advising Center after the close of the semester in which all degree requirements are met. A final verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed once again and the College Dean authorizes the certification for graduation. At the completion of this process, a diploma is printed and mailed to the eligible graduate. In the interim, students can request a Letter of Degree Awarded from the Enrollment Services Center.

Students who apply for the degree in a given semester but do not fulfill all requirements must submit a new application for graduation before the deadline for the semester in which they intend to graduate.

## **Graduation with University Honors**

Candidates who have completed some portion of the requirements for the baccalaureate degree at other collegiate institutions may graduate with University Honors when they meet the requirements listed below, in addition to completing a minimum of 45 semester credit hours at UTSA by the time of graduation (excluding courses challenged by examination or taken on a credit/no-credit basis in which only the symbol "CR" is recorded).

Undergraduate students who complete degree requirements and earn an overall grade point average of 3.5 in all semester credit hours attempted at UTSA are eligible for graduation *cum laude*.

Those who earn a grade point average of 3.75 in all semester credit hours attempted at UTSA are eligible for graduation *magna cum laude*.

Those who earn a grade point average of 3.9 in all semester credit hours attempted at UTSA are eligible for graduation *summa cum laude*.

No degree candidate shall be eligible for graduation with University Honors if, at the time of graduation, disciplinary action has been taken against the student by the University.

Master's and Doctoral degree candidates are not eligible for University Honors.

## **ACADEMIC HONESTY**

The University can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, or practice these principles. Consequently, alleged cases of academic dishonesty involving UTSA students will inevitably occur.

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in Appendix B, Sec. 203 of this bulletin.