



**INFORMATION  
BULLETIN**

**2017–2018**

The University of Texas at San Antonio™

July 2017

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# Information Bulletin

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2017–2018

## The University of Texas at San Antonio

Published July 2017

The online version of The University of Texas at San Antonio Information Bulletin is the official version. This bulletin was last updated on July 5, 2017.

### Disclaimer

The provisions of this document do not constitute a contract, expressed or implied, between any applicant, student, staff or faculty member and The University of Texas at San Antonio or The University of Texas System. This document is a general information publication only, and it does not contain all regulations that relate to students.

The University of Texas at San Antonio reserves the right to withdraw courses at any time and to change fees, tuition, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirement affecting students, staff and faculty. The policies, regulations, and procedures stated in this bulletin are subject to change without prior notice, and changes become effective whenever the appropriate authorities so determine and may apply to both prospective students and those already enrolled. University policies are required to be consistent with policies adopted by the Board of Regents of The University of Texas System and are in compliance with state and federal laws.

**Students are held individually responsible for meeting all requirements as determined by The University of Texas at San Antonio and The University of Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties he or she may incur.**

## General Information

The University's Main Campus address is The University of Texas at San Antonio, One UTSA Circle, San Antonio, TX 78249. The address of the Downtown Campus is 501 César E. Chávez Boulevard, San Antonio, Texas 78207. The main telephone number is (210) 458-4011. Visit UTSA on the Web at [utsa.edu](http://www.utsa.edu) (<http://www.utsa.edu>).

### The Alma Mater

*"Hail UTSA"*

From our hills of oak and cedar  
To the Alamo,  
Voices raised will echo  
As, in song, our praises flow.  
Hail Alma Mater!  
Through the years our loyalty will grow.  
The University of Texas  
San Antonio.

### The Mascot

The roadrunner, a bird representative of the Texas Hill Country and the Southwest, was voted the UTSA mascot in 1977.

### The School Colors

Official colors of The University of Texas System are orange and white. Upon recommendation from the UTSA Student Representative Assembly, the Board of Regents approved the addition of blue to the orange and white for UTSA's school colors.

## Statement of Equal Educational Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, gender, age, veteran status, or disability. Discrimination on the basis of sexual orientation, gender identity and gender expression are also prohibited pursuant to University policy.

## Accreditation

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033 or call 404-679-4500 for questions about the accreditation of The University of Texas at San Antonio.

## University Catalogs

*UTSA Information Bulletin* gives important information about academic policies and procedures that apply to all students, regardless of the catalog under which they are seeking their degree. It includes residence requirements, policies on grades and the grade point average, credit by examination, adding and dropping courses and withdrawal from the University, and scholastic probation and dismissal. This annual publication also gives historical and current information about the University's organization and physical facilities.

The *UTSA Undergraduate Catalog* and the *UTSA Graduate Catalog* provide information about degrees offered by the colleges, degree

requirements for all majors, courses offered in the departments, and the faculty in each area.

## Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors offer academic advising and guidance to empower students to realize their full potential. For this reason, each student is assigned to a particular professional academic advisor so the student can establish a strong mentoring relationship with her or his advisor, whom he or she may consult on all academic and curricular issues. Each advisor has a caseload of students which allows the advisor to be knowledgeable about their students' strengths, weaknesses, and preferences. Students should be comfortable and confident in the advice given them by their advisors, and know the advice they receive will be consistent and accurate. 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 Bulletin*, and the online schedule of classes. Each professional advisor sees students concerning all matters related to 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. All students, regardless of classification or major, accepted into the Honors College (<http://honors.utsa.edu>) are advised through the Honors College. In some cases, a student may be advised by more than one advising component.

All academic advising is organized into the following components:

- Academic Major Advising: Downtown, Arts and Humanities, Social Sciences, Interdisciplinary Education, Business Studies, Engineering, Life and Health Sciences, Mathematical and Physical Sciences
- Student Placement Advising (includes students without declared majors; CAP students)
- Pre-Professional Advising: Health Professions, Pre-Law
- Honors
- Athletics
- Teacher Certification

# UT System Board of Regents

## Officers

- Sara Martinez Tucker, Chairman
- R. Steven Hicks, Vice Chairman
- Jeffery D. Hildebrand, Vice Chairman

## Members

### Term scheduled to expire May 2018

- Jaciel Castro, Student Regent

### Terms scheduled to expire February 2019

- Jeffery D. Hildebrand, Vice Chairman
- Paul L. Foster, Chairman
- Ernest Aliseda, Regent

### Terms scheduled to expire February 2021

- Sara Martinez Tucker, Chairman
- R. Steven Hicks, Vice Chairman
- David J. Beck, Regent

### Terms scheduled to expire February 2023

- Kevin Paul Eltife, Regent
- Janiece M. Longoria, Regent
- James Conrad "Rad" Weaver, Regent

## System Administrator

- William H. McRaven, Chancellor

Francie A. Frederick, General Counsel to the Board of Regents

Each Regent's term expires when a successor has been appointed, qualified, and taken the oath of office. The Student Regent serves a one-year term.

# University Leadership

## Executive Leadership

### Taylor Eighmy

President

### Mauli Agrawal

Interim Provost and Vice President for Academic Affairs

### Kathryn Funk-Baxter

Vice President for Business Affairs

### Jude Valdez

Vice President for Community Services

### Marjie French

Vice President for External Relations  
Chief Development Officer

### Bernard Arulanandam

Interim Vice President for Research

### Sam Gonzales

Vice President for Student Affairs

## Colleges & Schools

### John Murphy

Dean, College of Architecture, Construction and Planning

### Wm. Gerard Sanders

Dean, College of Business

### Margo DelliCarpini

Dean, College of Education and Human Development

### JoAnn Browning

Dean, College of Engineering

### DeBrenna LaFa Agbényiga

Vice Provost and Dean, Graduate School

### Sean K. Kelly

Dean, Honors College

### Dan Gelo

Dean, College of Liberal and Fine Arts

### Rogelio Saenz

Dean, College of Public Policy

### George Perry

Dean, College of Sciences

### Heather Shipley

Interim Vice Provost and Dean, University College

## Calendars

The University Calendar (<http://utsa.edu/calendar>) lists events, University holidays, general academic deadlines and commencement services.

Detailed calendars of academic deadlines for each semester, as well as registration and final exam schedules, are located in *ASAP* at <https://asap.utsa.edu/terms.htm>.

Admission application deadlines can be found at <http://utsa.edu/admissions/index.html>.

# 1. About UTSA

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## Mission

The University of Texas at San Antonio is dedicated to the advancement of knowledge through research and discovery, teaching and learning, community engagement and public service. As an institution of access and excellence, UTSA embraces multicultural traditions, and serves as a center for intellectual and creative resources as well as a catalyst for socioeconomic development and the commercialization of intellectual property – for Texas, the nation and the world.

## History

UTSA was created by a mandate (<http://utsa.edu/About/History>) from the 61st Texas Legislature on June 5, 1969, to be a university of the first class offering bachelor's, master's, and doctoral degrees "as are customarily offered at leading American universities." The first class of 671 graduate students was admitted in June 1973. Upper-division undergraduates were admitted in September 1975; lower-division undergraduates were admitted in June 1976. The first commencement ceremony was in August 1974. The UTSA Alumni Association was formed in 1978, and UTSA now has over 112,000 alumni including students from South Texas and around the world.

UTSA received full accreditation by the Southern Association of Colleges and Schools in February 1974. UTSA's first endowed professorship was established in 1981 in the life sciences. The first endowed chair was established in 1985 in the College of Business. As of fall 2016, UTSA has 76 Board of Regents approved endowed positions, 17 of which have market value of \$1 million or more. The UTSA Honors Program was initiated in September 1985 and became the UTSA Honors College in fall 2002.

As of August 2016, UTSA has more than 160 degree programs in nine colleges. UTSA will introduce new programs at the bachelor's, master's and doctoral levels over the next few years.

In fall 2016, enrollment was 28,959, which is in keeping with the enrollment management plan. Based on the number of bachelor's degrees awarded to Hispanic students, UTSA is in the top ten of all Hispanic-serving public universities in the continental United States.

Ninety-nine percent of tenured and tenure-track faculty hold a doctorate or terminal degree in their fields. As of fiscal year 2015, UTSA ranks eighth in research expenditures among Texas public universities.

In 1986, the Institute of Texan Cultures became part of The University of Texas at San Antonio. In 2009, the Institute of Texan Cultures site was

designated the UTSA HemisFair Park Campus. The UTSA Downtown Campus opened at the Cypress Tower Building in 1994, moving to its permanent site in 1997. Space on all three campuses total more than 5 million square feet.

The most current information on UTSA is also available on the Fast Facts page at <http://utsa.edu/about/glance/>.

## Organization

UTSA is an institution of The University of Texas System. Governance of the University is vested in the nine-member Board of Regents of The University of Texas System, whose members are appointed biennially for six-year, staggered terms by the Governor, with the advice and consent of the Senate. The Board of Regents delegates administrative authority to the Chancellor of The University of Texas System. In turn, the administrative authority of each institution, such as UTSA, is delegated to the President of that institution.

The President of UTSA (<http://utsa.edu/president>) is assisted by a staff including the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Community Services, the Vice President for Research, the Vice President for Student Affairs, and the Vice President for External Relations. The President's Office also includes the Office of Legal Affairs, the Office of Equal Opportunity Services, and the Office of Audit, Compliance and Risk Services.

The Provost and Vice President for Academic Affairs (<http://provost.utsa.edu/home>) is the university's chief academic officer. The provost is charged with ensuring the quality of academic programs and with supporting the hiring of top faculty. A high priority of this office is to guide UTSA toward its goal of being a Tier One research institution. UTSA's provost reports directly to the president and oversees the eight academic colleges, the Graduate School, Honors College, the Libraries, Information Technology and many other initiatives.

The Vice President for Business Affairs (<http://www.utsa.edu/bussvc>) provides the President with advice and counsel on fiscal affairs and has direct responsibility for the business operations of the University, including budgeting and financial forecasting, human resources, facilities and capital improvement projects, campus police operations and emergency preparedness, environmental health and safety, purchasing and auxiliary services, including food service, bookstore operations and parking and transportation operations.

The Vice President for Community Services (<http://utsa.edu/vpcs>) provides the President with advice and counsel on outreach and community engagement. The Vice President is responsible for extending the University beyond its campuses and into San Antonio and South Texas through public service, extension, outreach, and community education. This is accomplished through the following: the Institute for Economic Development, the Institute of Texan Cultures, the Prefreshman Engineering Program, the Office of Community Outreach, the Office of Extended Education, the Downtown Campus Special Events Office, the UTSA Mexico Center, the Office of P-20 Initiatives, and the Child and Adolescent Policy Research Institute.

The Vice President for Research (<http://research.utsa.edu>) oversees all support services for research and other creative endeavors among all colleges, research institutes and collaborating partners. This is accomplished through the following offices: Vice President for Research,



Senior Associate Vice President for Research, Sponsored Project Administration, Research Support, Research Integrity, Commercialization and Innovation.

The Vice President for Student Affairs (<http://utsa.edu/students>) is responsible for overseeing student life; financial aid; enrollment services; admissions, orientation and family programs; registrar; athletics and athletic academic support programs; student services, including counseling and health services; and for providing advice to administrators on all aspects of student activities at UTSA.

The Vice President for External Relations (<http://utsa.edu/vper>) provides the President with advice and counsel for all areas of development, marketing, communications and alumni programs. The Vice President serves as Chief Development Officer and acts as a liaison between the Office of the President and University Development Board and the University's Campaign Committee and serves as an executive-level representative of the President in the community. The Vice President is responsible for the development and management of plans and programs to produce and promote the University identity as a premier public research university. The Vice President is also directly responsible for alumni affairs with the academic colleges and coordination of the three University campuses.

## UTSA Downtown Campus

The UTSA Downtown Campus (<http://utsa.edu/dtcamp>) began operation in 1994 with 900 students. Today, nearly 5,000 students take classes at the Downtown Campus, which houses the College of Architecture, Construction and Planning, the College of Public Policy, and three departments within the College of Education and Human Development, including the Department of Counseling, the Department of Educational Psychology, and the Department of Educational Leadership and Policy Studies. Additionally, the campus houses the nationally recognized Institute for Economic Development and many other centers and programs that advance the university's public service, extension, engagement and community education throughout San Antonio and South Texas. The Downtown Campus consists of the Frio Street, the Buena Vista Street, the Durango, and the Monterey academic buildings; an on-campus parking facility; and several adjacent parking lots.

Those who live or work in the downtown area are drawn to the campus because of its location and the type of programs offered. Programs unique to this campus also attract students from across Texas and beyond.

Courses required for both bachelor's and master's degrees in the College of Architecture, Construction and Planning and the College of Public Policy, courses required for master's degrees in Counseling and School Psychology, and a variety of courses in other undergraduate disciplines are offered at the Downtown Campus. Many of the undergraduate courses required in transfer agreements with area community colleges are offered and the coursework necessary to complete teaching certification programs are also offered. Courses required for doctoral degrees in Applied Demography and Counselor Education and Supervision are offered exclusively at the Downtown Campus. Courses required for master's and doctoral degrees in Educational Leadership and Policy Studies are offered at both the Downtown Campus and the Main Campus.

Located in the heart of downtown San Antonio, the Downtown Campus's programs, research and activities are deeply connected to the city's

urban fabric and serve to prepare the next generation of leaders who will impact the future of our nation's schools, communities, cities and built environment.

Staff members are available to assist students with admission and enrollment, financial aid, tutoring, supplemental instruction, academic advising, and counseling services. The campus is equipped with a state-of-the-art library, computing services, distance-learning facilities, bookstore, food court, recreation facility, sports court, and a professional-level theater to enhance the academic experience.

## UTSA Student Graduation Rate

UTSA serves undergraduate and graduate students from a wide range of backgrounds. Some undergraduate students are recent high school graduates; others are completing a degree after pursuing other goals. Some students work full time or part time and extend their education over a longer period of time, and some students enroll in classes for personal or professional enrichment but choose not to pursue a degree.

For students who began at UTSA in Fall 2010 as first-time freshmen enrolled full time, the graduation rate from UTSA within a six-year period was 35 percent (see UTSA First-Time, Full-Time Cohort Information in the Fall 2016 Fact Book (<http://www.utsa.edu/ir/pub/factbook/2016/NewUndergraduates.pdf>)). An additional 25 percent of Fall 2010 entering first-time students graduated within six years from other institutions of higher education. Not considered in the calculation of this graduation rate are students who initially enrolled at UTSA as part-time students, who transferred to UTSA to complete their degrees after attending elsewhere, or who attended for reasons other than to obtain a degree.

## Accreditation

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (<http://www.sacscoc.org>) to award baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033 or call 404-679-4500 for questions about the accreditation of The University of Texas at San Antonio.

Refer to Accreditation (p. 146) in Appendices for more information and a complete list of accredited programs.

## University Governance

### University Assembly

The University Assembly (<http://utsa.edu/assembly>) is a governance body that operates to support The University of Texas at San Antonio. It is a broad-based, informational organization whose membership is made up of faculty, staff, undergraduate and graduate students, and administrators. The purpose of the Assembly is to propose to the President recommendations concerning subjects such as the conduct of members of the UTSA community now covered by the Campus Code of Conduct, the Statement of Student Rights, or any other issues relevant to the operation of the University as a whole that may affect its member population.

## Faculty Senate

The Faculty Senate (<http://utsa.edu/senate>) at The University of Texas at San Antonio is an academic advisory body that makes recommendations concerning academic affairs to the University President and the Provost. The Senate's authority is in accordance with the *Rules and Regulations* of The University of Texas System Board of Regents. Subject to approval by the President and the Provost, the Faculty Senate provides and distributes faculty rules and procedures.

The Faculty Senate also has the authority to propose recommendations concerning issues related to academic policies; requirements for admission, graduation, honors, scholastic performance; and approval for degree candidates.

## Graduate Council

The Graduate Council (<http://graduateschool.utsa.edu/faculty-staff/category/graduate-council>) at The University of Texas at San Antonio is an operating unit of the Faculty Senate with representation developed independently of the Senate. The Council recommends graduate program policies and monitors their implementation across graduate programs and by the various graduate studies committees. Specific functions include developing recommendations concerning content of disciplinary and interdisciplinary programs and graduate curricula for existing graduate degrees and the establishment of new graduate degree programs, recommending and reviewing all graduate courses of instruction at UTSA, reviewing graduate programs and monitoring their quality, and recommending policies and standards for appointment of graduate students to be teaching assistants, teaching associates, research assistants, and recipients of University fellowships.

Members are elected to the Graduate Council by the members of each graduate program committee and by members of the graduate faculty of the programs' graduate program committees. The Vice Provost and Dean of the Graduate School serves as an ex officio member. A student representative to the Graduate Council is elected by the members of the graduate faculty in each college.

## Staff Council

The University of Texas at San Antonio's Staff Council (<http://utsa.edu/sc>) is an advisory organization that functions to communicate recommendations to the President which are unique to UTSA staff. The Staff Council is comprised of classified and administrative and professional staff. The President and the Board of Regents of The University of Texas System give the Staff Council the responsibility of continually promoting staff involvement in campus governance and building a sense of community. Staff Council is the consultative voice providing staff with advice on University policy and procedures, advising the University on staff nominations to various University Standing Committees, and encouraging staff development.

## 2. Admission

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## Undergraduate Students

### Philosophy

Admission requirements for undergraduate study at UTSA are designed to facilitate the enrollment of well-prepared students. 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. The discretionary authority to make such admissions decisions is generally delegated to the Undergraduate Admissions Office.

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 (p. 19)" section.

### Undergraduate Classifications and Requirements

The criteria for the various classifications of undergraduate admission are set forth in each admission section.

## Application, Application Fee, and Supporting Documentation

UTSA uses the State of Texas ApplyTexas Application ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)) as its sole undergraduate application for admission for U.S. citizens and permanent residents. International applicants who plan to enroll while residing in the United States using a nonpermanent visa may submit the ApplyTexas Application for International Undergraduate Admission. Detailed on-line information about undergraduate admission to UTSA, including a link to the ApplyTexas Application may be found at [www.utsa.edu/admissions/undergrad/](http://www.utsa.edu/admissions/undergrad/) (<http://www.utsa.edu/admissions/undergrad/>).

In addition to filing the application for admission, applicants must also provide all required supporting documentation and an application fee to complete the application file by the published deadline for the appropriate term.

The application fee is nonrefundable and is required from ALL applicants. The application fee is \$60.00.

Requirements for additional supporting documentation such as official high school and/or college transcripts, official test scores sent directly from the testing company, and other documents are stated in each admission section.

Upon file completion, the application and supporting documentation will be reviewed and an admission decision will be communicated to the applicant.

## First-Time Freshman Admission

**UTSA classifies the following students as first-time freshmen:**

- those who have not attended a college or university since 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.

First-time freshman admission requires, in addition to current university and academics program requirements, that applicants also have:

- Successfully completed the Distinguished, Advanced, Recommended, Foundation with an Endorsement, Foundation, or Minimum High School Program or complete the portion of the program that was available to them; or
- Successfully completed a curriculum that is equivalent\* in content and rigor to the Distinguished, Advanced, Recommended, Foundation with an Endorsement, Foundation, or Minimum High School Program at a high school that is exempt from offering such programs; or
- Satisfied the College Readiness Benchmarks on the SAT or ACT assessment:

SAT- 1500 out of 2400 (Critical Reading + Writing + Math) for SAT taken prior to March 2016

SAT- 480 on Evidence-Based Reading and Writing (ERW) and 530 on Math (M) for SAT taken March 2016 and after

## First-Time Freshman Admission

ACT - 18 English, 21 Reading, 22 Mathematics and 24 Science

\*Equivalencies must be documented by the student's high school using the appropriate High School Certification form. If needed, forms may be found at [www.utsa.edu/admissions/undergrad/](http://www.utsa.edu/admissions/undergrad/).

In consultation with the Texas Education Agency, the Texas Higher Education Coordinating Board has determined that the high schools are responsible for providing the appropriate documentation to confirm the curriculum requirements.

Texas public high schools are to provide the curriculum information on the transcript, also known as the Academic Achievement Record. This indication is to be available no later than the completion of the student's junior academic year.

Private high schools can provide this information on the transcript, or by completing the appropriate form created for this purpose.

The above requirement may **also** be satisfied if the applicant's official high school transcript or diploma states that the applicant completed the portion of the minimum, foundation, recommended, advanced or distinguished curriculum or its equivalent that was available to the applicant, but was unable to complete the remainder of the curriculum solely because courses necessary to complete the remainder were unavailable to the applicant at the appropriate times in the applicant's high school career as a result of course scheduling, lack of enrollment capacity, or another cause not within the applicant's control. This is verified by the completion and submission of the appropriate form created for this purpose by the established deadline date for the application term.

## Application Procedures

An ApplyTexas application ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)), nonrefundable application processing fee, most current high school transcript, and an official copy of the SAT or ACT score (sent directly from the testing service) should be forwarded to the Undergraduate Admissions Office. Applicants for admission as first-time freshmen who are attending high school at the time of application and who meet the curriculum and admission requirements may be admitted during their senior year pending receipt and review of the final high school transcript. Applicants who do not meet the requirements may be reconsidered for admission upon submission of new, improved academic information (transcript, test scores, etc.).

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, final high school ranking (if applicable), curriculum information, STAAR or TAKS scores for students from public Texas high schools must be provided to ensure enrollment, financial aid eligibility and registration for future semesters. In order for the transcript to be considered the official final transcript that verifies high school graduation, the student must have completed coursework from the school providing that transcript.

## Admission Requirements

The following table shows the minimum total scores required, where applicable, for students meeting the first-time freshman curriculum requirement, based on high school numerical rank-in-class and on either the SAT or the ACT.<sup>1</sup>

High school class ranking is required for graduates of accredited public or private high schools. For applicants whose high school transcript does not present a ranking, Undergraduate Admissions will assign a ranking based on coursework and grades.

### Guaranteed Freshman Admission Criteria

High School Rank in Class	Old SAT*	New SAT*	ACT
Top 25%	No minimum	No minimum	No minimum
Second 25%	1100 SAT	1170 SAT	24 ACT

\*Old SAT – SAT taken prior to March 2016.

\*New SAT – SAT taken March 2016 and after.

### Admission By Committee Review

High School Rank in Class	Old SAT*	New SAT*	ACT
Second 25%	900 SAT or higher	980 SAT or higher	19 ACT or higher
Third 25%	1000 SAT or higher	1080 SAT or higher	21 ACT or higher
Fourth 25%	1100 SAT or higher	1170 SAT or higher	24 ACT or higher
Home school or GED Students	No minimum score, but scores must be submitted from the testing agency.	No minimum score, but scores must be submitted from the testing agency.	No minimum score, but scores must be submitted from the testing agency.

\*Old SAT – SAT taken prior to March 2016.

\*New SAT – SAT taken March 2016 and after.

First-Time Freshman applicants who are in the top 25 percent (first quartile) of their high school graduating class at an accredited high school and meet the first-time freshman curriculum requirements are admitted without minimum score requirements on the ACT or SAT; however, scores must be submitted from the testing agency to UTSA in order to complete the application process.

### Admission By Committee Review

Applicants ranking in the second, third, or fourth quartile with the required minimum SAT or ACT score and applicants from a home school or unaccredited high school will be considered for admission through Committee Review. Factors considered in the review process will include:

- achievement in academic or nonacademic endeavors
- first-generation college student status
- extracurricular activities
- leadership
- community activities
- work experience
- socioeconomic background
- experience surmounting obstacles to pursue higher education.

Applicants should take care to complete all required and optional portions of the application for admission, in order to convey information about these additional factors of admission by committee review.

Submission of the following documents is also recommended, but not required:

1. A one-page essay from the ApplyTexas application ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)), Topic A.
2. Up to two letters of recommendation, based on community involvement, high school academics or employment.

All supporting material should include the student's full name, high school and date of birth as it appears on the ApplyTexas application. The supporting materials should be mailed to: The University of Texas at San Antonio, Undergraduate Admissions Office, One UTSA Circle, San Antonio, Texas 78249-0616.

## General Educational Development (GED) Applicants

Applicants who did not graduate from an accredited high school but who have successfully passed all five subject tests and earned a GED<sup>®</sup> may be considered for admission to UTSA by satisfying the ACT's College Readiness Benchmarks or earning a score of at least 1500 out of 2400 on Old SAT Score, or a minimum of at least a 480 on ERW and 530 on Math on the New SAT or the equivalent on the SAT.

*Note: The ACT College Readiness Benchmarks are: English=18, Math=22, Reading=21, Science=24.*

## Denial of Admission

If an applicant is denied after initial review for not meeting admission requirements, the student will be encouraged to reapply after completion of a minimum of 30 transferable credit hours at an accredited college or university with a grade point average of at least a 2.25. Students who are denied pending 30 transfer credit hours are encouraged to take advantage of transfer advising services offered by the Office of Undergraduate Admissions, to use transfer guides found at the UTSA Transfer Admissions website (<http://utsa.edu/admissions/undergrad/requirements/transfers.html%20>) to assist in course selection during the period of deferment, and to reapply to UTSA according to the procedures outlined in the "Transfer Student Admission (p. 14)" section.

## Coordinated Admission Program – The University of Texas at Austin

UTSA participates in the University of Texas at Austin's Coordinated Admission Program (CAP). For complete information concerning the UT Austin's Coordinated Admission Program, consult the University of Texas website at <http://bealonghorn.utexas.edu/cap>.

CAP students who are eligible for CAP at UTSA and who designate UTSA as their partner school when submitting their CAP acceptance agreement to UT Austin will have their initial application forwarded to UTSA from UT Austin; they do not need to submit a second application to UTSA but will need to submit the \$60.00 application fee to UTSA. Also, students who send AP and Dual Credit Scores/Grades to UT Austin must also request that this documentation be sent to UTSA for evaluation. The admission decision is often made prior to high school graduation; therefore, admission is conditional for students who have not yet graduated from high school. An official copy of the final high school transcript reflecting the student's graduation date, final high school ranking, if applicable, and curriculum information must be requested to be sent to UTSA to ensure admission status, financial aid eligibility and registration for future semesters.

CAP students enrolled at UTSA are advised by the Student Placement Advising Center. CAP students who decide to remain at UTSA rather than transfer to UT Austin should complete a form indicating that they are opting out of the joint program. The form is housed in the Student Placement Advising Center and can be completed when the student meets with his/her designated advisor.

## Early Admission of High School Students

High school students who have junior or senior class standing or are applying to a Special Admission Program may be admitted under the Early Admission Program and enroll in UTSA courses while completing their high school studies. In special circumstances, high school students with sophomore or freshmen standing who meet the admission requirements outlined below may be considered for the program on an individual basis.

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. Such applicants should refer to the policy under the heading "Dual Credit Program Admission (p. 14)."

## First-Time Early Admission Criteria

Old SAT* (Math + Critical Reasoning)	New SAT* (Evidence-Based Reading and Writing + Math)	ACT
No minimum	No minimum	No minimum
1100 SAT	1170 SAT	24 ACT
(With no less than 500 on the CR section and 500 on Math section)	(With no less than 480 on ERW and 530 on Math section)	(With no less than 19 on the English section and 19 on the Math section)

## Procedures

1. Submit a UTSA Application for Admission to the Undergraduate Admissions Office on or before the application deadline for the requested semester of enrollment.
2. Submit a nonrefundable application processing 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 sent directly from the testing company.

Students applying for Early Admission through Special Admission Programs of the University, such as UPREP, will be required to follow the procedures approved for and by that program and will be reviewed according to the requirements established for the program. Information concerning these procedures and requirements are available from the University coordinator for the program.

## Continuing Student Early Admission Procedure

Early Admission students who choose to continue enrollment at UTSA following high school graduation must apply for admission according to regular policy and procedures. Students must meet the admissions requirements for First-time Freshmen for the term for which they will be applying.



## Enrollment Procedures

1. Early Admission student advising and course registration are coordinated by The Institute for P-20 Initiatives (<http://p20.utsa.edu>) and take place following notification of admission.
2. Advising and course registration for Special Admission Program students is the responsibility of and coordinated by the office managing the Special Admission Program.
3. Early admission students are enrolled as non-degree-seeking.

## Dual Credit Program Admission<sup>1</sup>

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. Such applicants should refer to the policy under the heading "Early Admission of High School Students (p. 13)."

- Applicants for Dual Credit Admission who already have earned college credit must have at least a cumulative grade point average of a 2.5 or above and be in good standing at the institution from which the dual credit is earned.
- Dual credit work must be documented on an official transcript sent directly from the awarding institution.

## 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 Texas Success Initiative can be accessed at <http://utsa.edu/success/tsi.html>
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 must be 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 Institute for P-20 Initiatives and the appropriate faculty (selected by the academic departments). Such restrictions will be documented and monitored by the imposing school district or office.

## Procedures

- Submission of the ApplyTexas application to the UTSA office managing the agreement with the school district on or before the application deadline for the requested semester of enrollment.
- Submission of the nonrefundable application fee unless otherwise waived or paid by a sponsoring grant program.
- Submission of an official high school transcript and official college transcript, if applicable.
- Submission of official ACT or SAT scores, if required by the program, sent directly to UTSA from the testing company.

- Dually enrolled students will receive academic advisement from the UTSA office managing the agreement with the school district.

<sup>1</sup> In accordance with Chapter 4 under the Texas Higher Education Coordinating Board Rules (Texas Administrative Code, Title 19, Part 1 ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=4&sch=D&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=4&sch=D&rl=Y))). Rules Applying to All Public Institutions of Higher Education in Texas, Subchapter D, Dual Credit Partnership Between Secondary Schools and Texas Public Colleges.

## Transfer Student Admission

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 regionally accredited (<http://www.chea.org/Directories/regional.asp>) college or university and may have coursework in progress at the time of their application to UTSA.

Successful applicants for admission as transfer students must have at least a 2.25 cumulative grade point average on a 4.00 scale. ***When calculating the grade point average to determine eligibility for admission for transfer students, all transferable college-level courses attempted are used in the calculation (grades are not replaced when courses are repeated).***

## Application Procedures

An ApplyTexas application, nonrefundable application processing fee, and official college transcripts from each institution where college-level work was ever attempted must be received by the appropriate application deadline. The transcripts are to be requested and sent officially from each regionally accredited institution from which college coursework was attempted and/or earned. For applicants (transfer applicants with 1 to 29 semester credit hours completed), a final high school transcript and an official copy of the SAT or ACT score (sent directly from the testing service) must also be provided to the Office of Undergraduate Admissions by the appropriate deadline.

Admission is conditional for students who are admitted with work in progress from another institution. An official transcript reflecting the work in progress and any subsequent work must be submitted upon completion of the work. 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).

## Transfer Applicants with fewer than 12 Semester Credit Hours Completed

Applicants for admission who have completed fewer than 12 college-level transferable semester credit hours (not including dual credit) at the time of application must:

- meet the guaranteed admission rank-in-class and SAT/ACT requirements that apply to first-time freshmen;
- have a minimum 2.25 cumulative grade point average on a 4.00 scale on college-level transferable coursework attempted

- be academically eligible to return to the most recently attended institution. Transcripts or additional documentation may be required to demonstrate that this requirement has been met; and
- not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

## Transfer Applicants with 12 to 29 Semester Credit Hours Completed

Applicants for admission who have 12 to 29 college-level transferable semester credit hours (not including dual credit) at the time of application must:

- have a minimum 2.75 cumulative grade point average on a 4.0 scale on college-level transferable coursework attempted; or
- have a minimum 2.25 cumulative grade point average on a 4.0 scale on college-level transferable coursework attempted and meet the guaranteed admission rank-in-class and SAT/ACT requirements that apply to first-time freshmen;
- be academically eligible to return to the most recently attended institution (transcripts or additional documentation may be required to demonstrate that this requirement has been met); and
- not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

## Transfer Applicants with 30 or More Semester Credit Hours Completed

Applicants for admission to UTSA who have completed 30 or more college-level transferable semester credit hours at the time of application must:

- have a minimum 2.25 cumulative grade point average on a 4.00 scale on college-level transferable coursework attempted;
- be academically eligible to return to the most recently attended institution. Transcripts or additional documentation may be required to demonstrate that this requirement has been met; and
- not be ineligible to return to the most recently attended institution for disciplinary reasons. By applying to UTSA, applicants affirm that they meet this requirement.

## 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 the *UTSA Undergraduate Catalog*.

## Outreach to Prospective Transfer Students

In an effort to help facilitate the transfer process from two-year and four-year institutions to UTSA, several programs and resources have been established to assist transfer students.

UTSA currently offers 13 articulation agreements with two-year institutions that assist students with course selections and course transferability. Following a degree/transfer plan maximizes the 66

transferable hours a student can take at a community college prior to transferring to UTSA.

## Colleges with Articulation Agreements with UTSA

- Alamo Colleges
- Austin Community College
- Coastal Bend College
- Dallas County Community College
- Del Mar College
- Houston Community College
- Laredo Community College
- Lone Star College
- San Jacinto College
- South Texas College
- Southwest Texas Junior College
- Texas State Technical College - Harlingen
- Victoria College

In addition to the above-mentioned degree/transfer plans, UTSA also provides a host of transfer resources on the Undergraduate Admissions website: [www.utsa.edu/transfer](http://www.utsa.edu/transfer). The online equivalency table can assist transfer students in evaluating how their existing course credits might satisfy the requirements of a UTSA degree plan.

UTSA provides Admission Counselors and Transfer Specialists to assist prospective transfer students from two-year and four-year institutions in understanding the admission requirements and the application process as it relates to each individual transfer student.

For more information on transferring to UTSA, please visit the Undergraduate Admissions website (<http://www.utsa.edu/admissions/undergrad/requirements/transfers.html>) or call 210-458-8000.

## Declaration of Previous College Work Attempted

When applying for admission to UTSA, students are not at liberty to disregard previous college work attempted. All schools from which any college-level work was attempted must be listed on the ApplyTexas application at the time of application. Furthermore, the application process requires that official academic transcripts from each previously attended regionally accredited institution be submitted to Undergraduate Admissions on or before the application deadline for the requested semester of enrollment. 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.

While enrolled at UTSA, students who attend other regionally accredited institutions are required to submit official academic transcripts to Undergraduate Admissions from every institution attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment at other institution while attending UTSA. Failure to do so may result in withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

## Credit for Military Service

An institution of higher education shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted after withdrawing to perform active military service (Texas Education Code, Section 51.9242), course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student:

1. graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense; and
2. is an honorably discharged former member of the armed forces of the United States who has completed at least two years of service in the armed forces or was discharged because of a disability.

Veterans entering UTSA as undergraduate students should meet with an academic advisor to discuss military service credit options, as elective credits may affect eligibility for the tuition rebate program and the Texas B-On-Time Loan forgiveness program or result in additional tuition for excess credit hours. Students must provide proof of eligibility (i.e., DD Form 214 or disability discharge documentation) to the academic advisor and complete the Military Service Credit Notice with the academic advisor. The Military Service Credit Notice is available on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#misc>) and in the UTSA Veterans Certification Office in the John Peace Library (JPL) Building, room 1.01.14.

## Academic Fresh Start

Texas residents may apply for admission to UTSA under the Academic Fresh Start statute (<http://www.collegeforalltexas.com/index.cfm?objectid=6D10C9BD-DD24-153F-90B91DA6C20D1C97>) (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.

Applicants seeking admission under the Academic Fresh Start statute must inform Undergraduate Admissions in writing **at the time of application**, of their intent by submitting an Academic Fresh Start form. This form is available from the Undergraduate Admissions website: <http://utsa.edu/admissions/undergrad/apply/forms.html>. 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.

## Special Undergraduate Student Admission

Special undergraduate students are non-degree-seeking transfer students who enroll in courses only at the undergraduate level without pursuing a degree at UTSA. Special undergraduate students include those seeking to enroll at UTSA on a transient or post-baccalaureate basis. First-time freshmen and international students may not apply as special students. Because special undergraduate students are not working toward a degree, they are ineligible for financial assistance.

Applicants seeking to enroll as Special undergraduates should submit by the published deadline for the term:

- An ApplyTexas Transient Application ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX))
- A nonrefundable \$60.00 application processing fee
- An official transcript(s) from the most recently attended accredited institution(s) reflecting the last 30 undergraduate semester credit hours earned.

Applicants who have earned fewer than 30 semester credit hours must also provide by the published deadline for the term:

- An official high school transcript that displays the date of graduation
- ACT or SAT scores sent directly to UTSA from the testing company.

Applicants who have earned fewer than 30 undergraduate semester credit hours attempted at an accredited college or university at the time of application must meet the stated admission requirements (<http://www.utsa.edu/admissions/undergrad/requirements/2013-requirements.html>) and be in good standing at the last institution attended.

Applicants who have earned 30 or more undergraduate semester credit hours at the time of application must have at least a 2.25 cumulative grade point average on a 4.00 scale in the last 30 hours attempted and be in good academic 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 (p. 19) stated in this bulletin.

## International Undergraduate Student Admission

### Definition

Applications from individuals who plan to enroll while residing in the United States on a non-immigrant visa are processed as international students. International students can apply by submitting the International Student ApplyTexas Application ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)) (electronic version).

All international students, including first-time freshmen and transfer students, must prove proficiency in the English language by taking either the Test of English as a Foreign Language (TOEFL) or the International



English Language Testing System (IELTS) examination. English as a Second Language courses will be required for those students who need additional language training. Passing the TOEFL or IELTS does not guarantee admission to UTSA.

	TOEFL Internet	TOEFL Paper	IELTS
Admission Qualification- English Proficient	100	600	7
Admission Qualification- Minimum Score Accepted <sup>1</sup>	79	550	6.5

<sup>1</sup> The UTSA English Language Assessment Procedure (ELAP) is required. Students may be assigned to take up to four English classes for International Students (EIS (<http://education.utsa.edu/images/uploads/EIS%20Course%20Description.pdf>)) based on the ELAP results.

TOEFL is an examination written by The Educational Testing Service of The College Board. For more information, visit [www.toefl.org](http://www.toefl.org) (<http://www.toefl.org>). 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](http://www.ielts.org) (<http://www.ielts.org>). The TOEFL or IELTS will be waived if:

- The applicant graduated from a U.S. high school and completed three years of regular English courses.
- The applicant completed college-level English Composition I with a grade of "B-" or better.
- The applicant scored 500 or greater on the verbal/reading section of the SAT.
- The applicant scored 21 or greater on the English section of the ACT.

Applicants from the following countries are exempt from submitting the TOEFL or IELTS scores:

- American Samoa
- Australia
- Bahamas
- Barbados
- Belize
- Canada (except Quebec)
- Dominica
- Grand Cayman
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Sierra Leone
- Trinidad/Tobago
- United Kingdom
- U.S. Pacific Trust

## International First-Time 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 UTSA International Undergraduate Admissions.
2. Submit all application materials including application for admission, nonrefundable application fee, official secondary school transcripts/certificates, official SAT or ACT scores, official TOEFL or IELTS scores, and all supporting documents to International Undergraduate Admissions, Office of International Programs (<http://international.utsa.edu/admissions>).

International undergraduate admission to The University of Texas at San Antonio (UTSA) is offered to academically qualified international applicants. Completed applications are evaluated through an individual review process after all supporting admissions materials are received by the Office of International Programs, International Undergraduate Admissions. Students who are admitted to the university are not guaranteed admission to a specific academic program.

### UTSA Freshman Admission Criteria

High School (HS) Rank in Class	Minimum Combined SAT Scores (Math and Critical Reading)	Minimum Total and Composite ACT Score
Top 25%	Guaranteed Admission <sup>1</sup>	Guaranteed Admission <sup>1</sup>
Second 25%	SAT score of 1100 or higher: Guaranteed Admission, Others by Committee Review: Minimum SAT=900 for consideration	ACT score of 24 or higher: Guaranteed Admission, Others by Committee Review: Minimum ACT=19 for consideration
Third 25%	Committee Review: Minimum SAT=1000 for consideration	Committee Review: Minimum ACT=21 for consideration
Fourth 25%	Committee Review: Minimum SAT=1100 for consideration	Committee Review: Minimum ACT=24 for consideration
Accredited High School, No Rank Presented	SAT score of 1100 or higher: Guaranteed Admission, Others by Committee Review: Minimum SAT=900 for consideration	ACT score of 24 or higher: Guaranteed Admission, Others by Committee Review: Minimum ACT=19 for consideration
GED, Unaccredited HS, Home School	Committee Review	Committee Review

<sup>1</sup> First-Time Freshman applicants who are in the top 25 percent (first quartile) of their high school graduating class at an accredited high school and meet the first-time freshman curriculum requirements are admitted without minimum score requirements on the ACT or SAT; however, scores must be submitted to UTSA in order to complete the application process.

### Admission By Committee Review

Applicants ranking in the second, third, or fourth quartile with the required minimum SAT or ACT score and applicants from a home school, unaccredited high school or an accredited high school that did

not provide a student ranking will be considered for admission through Committee Review. Factors considered in the review process will include:

- achievement in academic or nonacademic endeavors
- first-generation college student status
- extracurricular activities
- leadership
- community activities
- work experience
- socioeconomic background
- experience surmounting obstacles to pursue higher education.

Applicants should take care to complete all required and optional portions of the application for admission, in order to convey information about these additional factors of admission by committee review.

Submission of the following documents is also recommended, but not required:

1. A one-page, single-spaced essay from the ApplyTexas application ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)), Topic C: Topic C: Considering your lifetime goals, discuss how your current and future academic and extra-curricular activities might help you achieve your goals.
2. Up to two letters of recommendation, based on community involvement, high school academics or employment.

All supporting material should include the student's full name and date of birth as it appears on the ApplyTexas application. The supporting materials should be mailed to: The University of Texas at San Antonio, Office of International Programs, International Undergraduate Admissions, One UTSA Circle, San Antonio, Texas 78249.

Consult the UTSA International Undergraduate Admissions website at [utsa.edu/international](http://utsa.edu/international) (<http://www.utsa.edu/admissions/undergrad/requirements/international-freshmen.html>) for detailed freshman admission criteria.

## International Transfer Students

**Transferring from schools outside the United States:** International transfer students who have earned 30 or more transferable credit hours from an accredited college or university in a country other than the United States must have a 2.50 cumulative grade point average on a 4.0 scale, as determined by International Undergraduate Admissions. A foreign credential evaluation is required for any non U.S. college, university or other post-secondary school transcript. UTSA undergraduate admissions accepts evaluations from Foreign Credential Services of America (FCSA) or any member mentioned online at [www.naces.org](http://www.naces.org) (<http://www.naces.org>).

**Transferring from schools within the United States:** International transfer students who have earned 30 or more transferable credit hours from a regionally accredited college or university in the United States must have a 2.25 cumulative grade point average on a 4.0 scale all college work attempted.

**Freshman-Transfer:** Students with less than 30 semester credit hours earned at the time of applying must meet freshmen and transfer admission requirements.

## 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 the *UTSA Undergraduate Catalog*.

Consult the UTSA International Undergraduate Admissions website at [utsa.edu/international/transfer](http://utsa.edu/international/transfer) (<http://www.utsa.edu/admissions/undergrad/requirements/international-transfer.html>) for detailed transfer admission criteria or call 210-458-7995.

## International Application Deadlines

Fall Semester	June 1
Spring Semester	November 1
Summer Semester	April 1

## Automatic Admission for Children of Certain Deceased Public Servants

An applicant for undergraduate admission (whether a first-time freshman or a transfer student) who is the child of a public servant, as defined in Texas Government Code, Section 615.003 (<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.615.htm#615003>) (including law enforcement officers, fire fighters, and others), who was killed or sustained a fatal injury in the line of duty, is entitled to automatic admission as an undergraduate student if the applicant is a high school graduate, meets the application deadline, and submits the paperwork required by Texas Education Code, Section 51.803 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51803>)(c) and (d). Applicants who are automatically admitted under these provisions are subject to certain post-admission requirements when the University determines that the applicant could benefit from additional preparation for college-level work or from inclusion in a retention program, as set out in Texas Education Code, Section 51.803(f).

## Inactivation of Admission

There are circumstances whereby an applicant or admitted student may wish to cancel his or her admission to UTSA. Cancellation of admission triggers cancellation of course registrations, financial aid awards, and housing applications and contracts.

## Restrictions

Applicants and admitted students may cancel their admission any time prior to the first day of class for the expected semester of enrollment as indicated on the application for admission.

## Procedures

- Admitted students who meet the above restrictions should initiate the request in writing to Undergraduate Admissions stating the desire to cancel the application for admission.

- It is preferred to have the request submitted via a letter or e-mail that provides the student's full name, date of birth, and student ID number to ensure correct identification.

## Conditions

- Students who cancel admission and later wish to enroll at UTSA must reapply for admission according to the requirements and procedures stated in the *UTSA Information Bulletin* current at the time of application.
- Application fees submitted as part of an application process that is later cancelled are nonrefundable.
- Documents submitted as part of an application process that is later cancelled remain the property of UTSA.
- Students who cancel their admission after attending an Orientation session will still remain responsible for the payment of all orientation fees and charges they incurred.
- Any outstanding financial obligations to UTSA incurred prior to cancellation of admission remain in effect after cancellation of admission.

## Admission Procedures

Each applicant for admission is responsible for ensuring that the ApplyTexas application and all required application materials (nonrefundable application processing fee, SAT or ACT test results sent directly from the testing company, official transcripts, etc.) are on file in the Undergraduate Admissions Office by the application deadlines. The ApplyTexas application is submitted electronically at [www.applytexas.org](http://www.applytexas.org) (<http://www.applytexas.org>). An admission decision is not made 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 or withdraw before the census date must submit a new ApplyTexas application and nonrefundable application processing fee to apply for any future semester. Any subsequent applications 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. It is the responsibility of the individual applicant to assure that all required documents are received by the institution by the **final** deadline. Applicants whose files are completed by the priority application deadlines have increased availability of courses and other campus resources during registration. Deadlines which fall on a weekend or UTSA holiday will be extended until 5:00 p.m. the following business day.

## U.S. Resident Priority Processing Application Deadlines

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

## Transfer U.S. Resident Final Application Deadlines

Fall Semester	June 1
Spring Semester	November 15
Summer Semester	May 1

## Freshmen U.S. Resident Final Application Deadlines

Fall Semester	June 1
Spring Semester	November 15
Summer Semester	May 1

Students must have all application materials (application, nonrefundable application processing fee, and all required supporting documents) on file in the Undergraduate Admissions Office by the application deadlines. It is the responsibility of the student to ensure that this happens. If required documents are received beyond these dates, the application will not be completed and no decision will be rendered.

## Admission Appeal Process

Applicants for admission and admitted students have the right to appeal decisions of the Undergraduate Admissions Office. Students requesting an appeal must do so by submitting the Appeal for Undergraduate Admission form and any other requested documents as outlined on the form (available under Download Forms (<http://utsa.edu/admissions/undergrad/apply/forms.html>) on the Undergraduate Admissions website).

The appeal must be received by the Appeal Deadline for the term of the application. Deadlines which fall on a weekend or UTSA holiday will be extended until 5:00 p.m. the following business day.

Fall Semester	August 1
Spring Semester	December 15
Summer Semester	May 15

## Readmission

Former UTSA students who have not been in attendance for more than three consecutive semesters (Summer term included) must reapply for admission by submitting the ApplyTexas application by the application deadline. The application should be submitted electronically through ApplyTexas.

When reapplying for admission to UTSA, students are not at liberty to disregard previous college work attempted. All former students returning to UTSA who have attended other regionally accredited 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 performance on any subsequent college or university work attempted since last enrolled at UTSA.

Evaluation of any subsequent coursework attempted is based on a requirement of a 2.0 grade point average using a four-point grade scale. The only transferable college-level work evaluated is that earned since last enrolled at UTSA. The former student applying after a first dismissal with work in progress at the time of the application will be deferred for receipt of grades from the work in progress.

Former UTSA students who were academically dismissed during their previous period of enrollment and wish to return to UTSA, **must** follow the guidelines outlined in the "Academic Standing/Academic Dismissal and Reinstatement Policy and Procedures (p. 61)" section of this bulletin.

Students who are readmitted for any semester and do not register for courses or withdraw from all courses prior to census date must submit a new ApplyTexas application and a nonrefundable application processing fee for any future term. If additional college-level work from a regionally accredited institution is attempted, an official transcript reflecting that work will also be needed.

Students who withdrew from the University to perform military service (not including Texas National Guard training exercises) will not have to requalify for admission and may be readmitted by the Office of the Registrar upon a request made within one year of being released from active military service. A returning student may be eligible for the same financial assistance provided before the student's withdrawal.

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

## Admission to Colleges, Departments, and Special Programs (in addition to UTSA Admission)

- Admission to Colleges, Departments, and Special Programs (in addition to UTSA Admission) (p. 20)
  - College of Architecture, Construction and Planning (p. 20)
  - College of Business (p. 20)
  - College of Engineering (p. 20)
  - College of Sciences (p. 20)
  - Department of Kinesiology, Health, and Nutrition (p. 21)
  - Department of Psychology (p. 21)
  - Honors College (p. 21)
  - Teacher Certification Programs (p. 21)

## College of Architecture, Construction and Planning

Students interested in pursuing a major in Architecture, Interior Design, or Construction Science and Management must meet College of

Architecture, Construction and Planning admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Bachelor of Science degrees in Architecture, Interior Design, and Construction Science and Management are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding the College of Architecture, Construction and Planning admission and academic standing policies.

## College of Business

Students interested in pursuing a major within the College of Business must meet College of Business admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to College of Business are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding College of Business admission and academic standing policies.

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. The College of Business provides academic advising, tutoring, and other support services to help students succeed academically. All business students receive professional development training and assistance in finding internships and jobs through the Center for Student Professional Development. Students who are the first in their family to attend college can receive academic support and professional development through the Business Scholars Program.

## College of Engineering

Students interested in pursuing a major in Chemical Engineering, Civil Engineering, Electrical Engineering, Computer Engineering, or Mechanical Engineering must meet College of Engineering admission requirements in addition to University-wide admission requirements. Students interested in pursuing a Biomedical Engineering major must meet additional departmental admission requirements in addition to College and University-wide admission requirements.

The specific criteria for admission to College of Engineering majors are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding College of Engineering admission and academic standing policies.

## College of Sciences

### Department of Biology

Students interested in pursuing a major in Biology or a major in Microbiology and Immunology must meet Department of Biology admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Bachelor of Science degree in Biology and the Bachelor of Science degree in Microbiology and Immunology are listed in the *UTSA Undergraduate Catalog*. See the



*Undergraduate Catalog* for additional details regarding Department of Biology admission and academic standing policies.

## Department of Chemistry

Students interested in pursuing a major in Chemistry or Biochemistry must meet Department of Chemistry admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Department of Chemistry are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department of Chemistry admission and academic standing policies.

## Department of Computer Science

Students interested in pursuing a major in Computer Science must meet Department of Computer Science admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Department of Computer Science are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department of Computer Science admission and academic standing policies.

## Department of Kinesiology, Health, and Nutrition

Students interested in pursuing a major in Health, Kinesiology, or Nutrition and Dietetics must meet program admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to Department of Kinesiology, Health, and Nutrition degree programs are in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding Department of Kinesiology, Health, and Nutrition (College of Education and Human Development) admission and academic standing policies.

## Department of Psychology

Students interested in pursuing a major in Psychology must meet Department of Psychology admission requirements in addition to University-wide admission requirements.

The specific criteria for admission to the Department of Psychology are listed in the *UTSA Undergraduate Catalog*. See the *Undergraduate Catalog* for additional details regarding the Department of Psychology (College of Liberal and Fine Arts) admissions and academic standing policies.

## Honors College

The mission of the Honors College is to provide enhanced educational opportunities for selected, motivated, enthusiastic, diverse, and inquisitive students and to foster the pursuit of excellence in undergraduate higher education. The underlying philosophy of the program is that well-educated individuals should understand broad, interdisciplinary perspectives while demonstrating expertise in their chosen field.

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 and internship experiences. All these activities are designed to challenge talented students.

**All admissions to the Honors College are on an invitation-only basis.** Incoming new freshmen and transfer students are automatically considered for Honors College eligibility based on the student's information at the time of application to UTSA. Current UTSA students are automatically considered for Honors College eligibility based on their cumulative GPA and completed credit hours as of the semester prior to invitation. Admission is competitive and contingent upon number of seats available for any given year. Admission information is posted at <http://honors.utsa.edu/admissions/the-process>.

Participation in the Honors College typically 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.

## Teacher Certification Programs

Information is current at time of publication, but may change without notice due to changes made by the state in the 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 Interdisciplinary Education (IDED) Advising Center. Applicants may be either degree-seeking or special students.

Undergraduates seeking elementary, special education, or middle level teacher certification must complete the Interdisciplinary Studies degree as outlined in the *UTSA Undergraduate Catalog* (<http://catalog.utsa.edu/undergraduate/educationhumandevlopment>) or on the COEHD Web site under Certification Programs ([http://education.utsa.edu/certification\\_program](http://education.utsa.edu/certification_program)). Individuals seeking secondary certification should complete the bachelor's degree requirements in their academic specialization while coordinating with the IDIED Advising 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 IDED Advising Center and online at the COEHD Web site under Certification Programs ([http://education.utsa.edu/certification\\_program](http://education.utsa.edu/certification_program)). Requirements for admission to the undergraduate Teacher Certification Program include:

1. viewing the Teacher Certification Information tutorial online;
2. taking and passing a quiz on the tutorial and completing an online application;
3. attaining junior standing (60 semester credit hours);
4. completing all core requirements (Music students: see a certification advisor);
5. having a cumulative grade point average of 2.5 (on a 4.0 scale);
6. having completed 12-15 hours of content coursework. Math and Science certification tracks must have 15 hours completed;
7. submitting authorization for a Texas Department of Public Safety criminal background report;
8. having no active case pending with the UTSA's Office of Student Conduct and Community Standards (SCCS);
9. attaining minimum passing scores on one of the following: THEA, ACCUPLACER, SAT or ACT;
10. demonstrating English Language Proficiency by earning a "C-" or better in a public speaking course (WRC 1013, COM 1043, COM 1053, COM 2123, COM 2113). Credit for WRC 1013 through AP or CLEP will not be accepted.
11. reading and signing the Texas Teacher Code of Ethics Standards Practice and turning in the last page of the document signed and dated to MB 3.214; and
12. EC-6 BBL, and 4-8 BBL students must take and pass the ALPS test.

## Coursework Policy

Students must apply and be accepted to the Teacher Certification Program to be eligible to register for restricted courses. Please refer to the catalog for a list of restricted courses. Courses in the Teacher Certification Program require field work in various educational settings. No student is exempt from this field work requirement. All field work must be completed to receive a passing grade for the course. Field placements are assigned by the Director of School Partnerships in the COEHD.

## Criminal History Checks

UTSA students must submit to a criminal history background check every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity as a requirement for course completion. Students who are unable to meet the criminal background check standards for the school districts may not be able to complete a course or the Teacher Certification Program. If a student is rejected twice by districts in one semester because of criminal history, students will not be able to continue in the program until such time as the criminal background check is cleared. If the offense is one that will preclude field work altogether, the student will be dismissed from the Teacher Certification program. In accordance with Sec. 53.021, *Texas Occupation Code*, 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 IDED Advising Center (<http://education.utsa.edu/>

current\_students/advising) in order to stay informed of certification and graduation requirements.

## UTSA Office of Student Conduct and Community Standards

To be admitted to the Teacher Certification Program students must be in good standing with the UTSA. Students seeking admission to the Undergraduate Teacher Certification Program who have ever been referred to UTSA's Office of Student Conduct and Community Standards (SCCS) may have those referrals and the outcomes of those referrals considered by the Associate Dean for Teacher Education in determining whether to grant admission to the Program. Admission is at the discretion of the Associate Dean for Teacher Education. Students requesting admission to the program who have cases pending with the SCCS will not be admitted until the SCCS case has been fully adjudicated.

## 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 fit 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 ([http://education.utsa.edu/certification\\_program/fitness\\_to\\_teach\\_policy](http://education.utsa.edu/certification_program/fitness_to_teach_policy)) can be accessed from the COEHD Web site.

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## Graduate Students

### Philosophy

Admission requirements for graduate study at UTSA are designed so that admitted students will have a high probability of success in graduate-level academic work. Graduate study is much more than a continuation of undergraduate work and should be considered only by those students with the capacity for independent thought and investigation.

Students seeking admission to a graduate program should visit the Graduate School's admissions website at <http://graduateschool.utsa.edu> for application forms and instructions.

### VIP Graduate Admission Program

The VIP Graduate Admission Program (VIP-GAP) allows graduate program tenured/tenured-track faculty to recommend for admission outstanding University undergraduate students with excellent academic records in their junior or senior year to remain at the University of Texas at San Antonio for a graduate degree. Graduate program faculty may nominate a select number of outstanding undergraduate students.

Undergraduate candidates may be extended an offer of admission, conditional upon completion of the baccalaureate degree from UTSA in the area of nomination.

Additional information about the VIP Graduate Admission Program is available at <http://graduateschool.utsa.edu> in the Graduate School, and from the Graduate Advisor of Record of each graduate program.

## Graduate Classifications and Requirements

Classifications of graduate admission require approval by the Dean of the Graduate School, the administrative officer responsible for graduate education. The criteria for the various classifications of admission to UTSA are set forth in the admission section.

## Graduate Degree-Seeking Student Admission

### University-Wide Admission Requirements

In order to be considered for unconditional admission to a graduate program, an applicant must submit a graduate application along with a nonrefundable application fee and meet the following criteria:

1. Earned a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours of undergraduate coursework or total hours of awarded graduate degree.
3. Completed at least 18 semester credit hours (12 of which must be at the upper-division level) or foreign institution equivalent coursework in the area or areas in which the graduate degree is sought or in related areas as determined by the Graduate Program Committee for the proposed major.
4. Unless otherwise specified, an official GRE or GMAT score must be submitted.
5. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section.
6. Meet additional admission criteria set forth by the graduate program of interest (see Graduate Program Requirements and Course Descriptions).

Students granted admission to a master's program at UTSA who do not register for courses the semester of admittance or for the following long semester must reapply for admission.

Doctoral students who are admitted but do not register for courses the semester of admittance are required to reapply and pay a nonrefundable application fee for the next available term, by the application deadline. Any subsequent application for admission must be in accordance with current admission requirements and deadlines. New transcripts, test scores, and other supporting documents are required after one academic year, since files for admitted students who do not register for courses are not retained after that period. (See program descriptions in Chapter 6, Graduate Program Requirements and Course Descriptions, for specific program admission requirements.)

Admission decisions are based on a careful holistic review of all aspects of the applicant's file including standardized tests, undergraduate GPA, letters of recommendation, research and teaching experience, etc. Some graduate programs have additional admissions criteria that applicants must meet; please see the individual listings under Graduate School Website and contact individual programs for full details.

Please note that satisfaction of these minimum standards does not guarantee admission since the number of qualified applicants far exceeds the number of spaces available. As a consequence, many well-qualified applicants may not be accommodated.

## Admission Classifications

Graduate applicants are admitted to the Graduate School in one of three classifications: graduate degree-seeking, special graduate (non-degree), or non-degree-seeking. Additionally, provisional limitations of conditional or conditional on academic probation may be used in conjunction with admission.

### Graduate Degree-Seeking

A graduate degree-seeking student is one admitted to a graduate degree program. Admission as a graduate degree-seeking student may be unconditional, conditional, or conditional on academic probation.

#### Unconditional Admission

An applicant who has met the University-wide admission criteria and admitted unconditionally upon recommendation of the Graduate Program Committee and approval by the Dean of the Graduate School.

#### Conditional Admission

An applicant who has insufficient preparation in his or her intended graduate degree program, or who lacks certain supporting documentation required for unconditional admission, may be admitted conditionally upon recommendation of the Graduate Program Committee and approval by the Dean of the Graduate School.

Notification of condition(s) along with time limitations imposed by the Graduate Program Committee will be included in the notification of admission. If student does not adhere to the conditions, he or she will be automatically dismissed from the University. The dismissal cannot be petitioned by the department.

#### Conditional Admission on Academic Probation

An applicant who has insufficient preparation in his or her intended graduate degree program and does not meet the criteria for conditional admission basis may be admitted on academic probation upon recommendation of the appropriate Graduate Program Committee and approval by the Dean of the Graduate School. Such admission requires that coursework taken during the first semester be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better. Failure to earn this average will result in academic dismissal. The dismissal cannot be petitioned by the department.

## Denial of Admission as a Graduate Degree-Seeking Student

If an applicant is not eligible for either unconditional admission or conditional admission, the applicant is denied admission as a graduate degree-seeking student. In such cases, the appropriate Graduate Program Committee may recommend the applicant's admission or denial of admission as a special graduate student.

## Special Graduate Student Admission

In order to be considered as a special graduate (non-degree-seeking) to a graduate program, an applicant must submit a graduate application along with a nonrefundable application fee and meet the following criteria:

1. Earned a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of undergraduate coursework or total hours of awarded graduate degree.
3. College of Business applicants only, an official GMAT score must be submitted.
4. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section.
5. Meet additional admission criteria set forth by the graduate program of interest (see Graduate Program Requirements and Course Descriptions).

Special graduate students are advised that:

1. In order to be eligible to enroll in a master's-level course, students must meet the necessary prerequisites, space must be available, and students must obtain the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.
2. Students who wish to enroll in an undergraduate-level course must obtain prior approval by completing the Permission For Enrolling in Undergraduate Courses While a Graduate Student Form.
3. A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree, and then only when the student has been admitted as a graduate degree-seeking student and the credits earned for these courses have been evaluated and approved for this purpose by the appropriate Graduate Program Committee.
4. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a special graduate student can be applied to a graduate-level teacher certification program.
5. To continue as a special graduate student in a subsequent semester, the student must meet the standards required to remain at UTSA as indicated in the section on Academic Standing.

## Denial of Admission as a Special Graduate Student

An applicant who is denied admission as both a graduate degree-seeking student and a special graduate student may be eligible for admission as a special undergraduate student, if admission requirements for that classification have been met. The applicant will

need to submit an undergraduate application to be considered (see "Special Undergraduate Student Admission (p. 16)" in Admission – Undergraduate).

Students holding bachelor's degrees who are admitted as special undergraduate students may enroll in undergraduate courses only. If they wish to take courses at the graduate level, they must obtain permission from the course instructor and the department chair on the form provided for this purpose. Students may not have active applications at the graduate and undergraduate levels for the same term and year.

## Non-Degree-Seeking Graduate Student Admission

In order to be considered as a non-degree-seeking student, an applicant must submit a graduate application along with a nonrefundable application fee and meet the following criteria:

1. Earned a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. A minimum grade point average of at least 3.0 (on a 4.0 scale) in the last 30 semester credit hours of undergraduate coursework or total hours of an awarded graduate degree.
3. College of Business applicants only, an official GMAT score must be submitted.
4. International applicants whose native language is not English must also submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For more information on which countries qualify for a waiver of this requirement, please see the International Graduate Student Admission section.
5. Meet additional admission criteria set forth by the graduate program of interest (see Graduate Program Requirements and Course Descriptions).

Non-degree-seeking graduate students are advised that:

1. Credit earned as a non-degree-seeking graduate student will not count toward a degree at UTSA.
2. If the student plans to obtain a graduate degree at UTSA, an application for admission should be made as a graduate degree-seeking student.
3. In order to be eligible to enroll in a master's-level course, students must meet the necessary prerequisites, space must be available, and students must obtain the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative (as defined above) of the discipline offering the course.
4. Students who wish to enroll in an undergraduate-level course must obtain prior approval by completing the Permission For Enrolling in Undergraduate Courses While a Graduate Student Form.
5. When teacher certification is involved, approval of the director of the College of Education and Human Development Advising and Certification Center is required before the student enrolls to ensure that credit earned as a special graduate student can be applied to a graduate-level teacher certification program.



6. To continue as a non-degree-seeking graduate student in a subsequent semester, the student must meet the standards required to remain at UTSA as indicated in the section on Academic Standing.

## Denial of Admission as a Non-Degree-Seeking Graduate Student

An applicant who is denied admission as a non-degree-seeking student may be eligible for admission as a special undergraduate student, if admission requirements for that classification have been met. The applicant will need to submit an undergraduate application to be considered (see Special Undergraduate Student Admission (p. 16) in the *UTSA Information Bulletin*).

Students holding bachelor's degrees who are admitted as special undergraduate students may enroll in undergraduate courses only. If they wish to take courses at the graduate level, they must obtain permission from the course instructor and the department chair on the form provided for this purpose. Students may not have active applications at the graduate and undergraduate levels for the same term and year.

## International Graduate Student Admission

Non-U.S. citizens or nonpermanent residents will be considered international applicants.

In addition to meeting the general requirements for admission, applicants whose native language is not English must demonstrate sufficient competency in English to study effectively at the University. These applicants are required to submit scores on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) to the Graduate School. Information about TOEFL (<http://www.ets.org/toefl>) and IELTS (<http://www.ielts.org>) is published online.

Scores must be sent directly to the Graduate School from the ETS or IELTS testing center, copies of scores are not accepted as official. At the time the student enrolls, the official test score must be less than two (2) years old. Our institution code is 6919.

	TOEFL Internet	TOEFL Paper	IELTS
English Language Assessment Program (ELAP) Exempt	100	600	7
Graduate Admission Qualification <sup>1</sup>	79	550	6.5

<sup>1</sup> The minimum score required on the TOEFL or IELTS. Individual degree programs may have higher TOEFL or IELTS requirements for their various programs. Consult the Graduate School website (<http://graduateschool.utsa.edu>) for more information.

Participation in UTSA's English Language Assessment Program (ELAP), before registration, is required of students with TOEFL scores below 600 (paper version) or 100 (Internet based) or an IELTS score below 7. Based on this assessment, students needing additional instruction

in English are required to enroll in appropriate English for International Students (EIS) courses.

Because transcripts from foreign universities require special evaluation, prospective international students are advised to submit their application forms, test scores, and upload transcripts well in advance of deadlines. Early submission gives the University enough time to process the application and gives the applicant enough time to obtain visas and make travel arrangements if admission is granted. A nonrefundable application fee is required with each application for admission to the Graduate School.

TOEFL scores may be waived for international students from countries where English is the official language spoken; or for noncitizens of the United States earning a bachelor's degree or higher in the United States or other countries where English is the official language.

Applicants from the following countries are exempt from submitting the TOEFL or IELTS score:

- American Samoa
- Australia
- Bahamas
- Barbados
- Belize
- Canada (except Quebec)
- Dominica
- Grand Cayman
- Grenada
- Guyana
- Ireland
- Jamaica
- Liberia
- New Zealand
- Sierra Leone
- Trinidad/Tobago
- United Kingdom
- U.S. Pacific Trust

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](http://www.ielts.org) (<http://www.ielts.org>).

TOEFL is an examination written by The Educational Testing Service for The College Board. For more information, visit [www.ets.org/toefl](http://www.ets.org/toefl) (<http://www.ets.org/toefl>).

If attendance under the F-1 (student) visa is anticipated, students will be required to submit a financial statement guaranteeing the ability to pay all expenses while a student at UTSA. The statement may be sent from a parent or guardian when endorsed by a bank or other reliable institution, or from a U.S. citizen who will accept responsibility for the student's financial needs.

The above criteria serve as guidelines for admission for international students. The credentials of each applicant are examined on an individual basis by the Graduate School and the appropriate Graduate Program Committee, with admission granted only to those who show promise of success in graduate study at UTSA.

## Academic Fresh Start

An applicant who has earned a baccalaureate degree under the Academic Fresh Start statute (<http://www.collegeforalltexas.com/index.cfm?objectid=6D10C9BD-DD24-153F-90B91DA6C20D1C97>), Texas Education Code, § 51.931, will be evaluated on only the grade point average of the coursework completed for that baccalaureate degree and the other criteria stated herein.

## Procedures for Teacher Certification at the Graduate Level

An applicant who desires to work on teacher certification in BBL EC–6 Generalist or ESL EC-6 Generalist and who holds a bachelor's degree should apply as a graduate degree-seeking student to the Graduate Program Committee for the M.A. in Bicultural-Bilingual studies or the M.A. in Teaching English as a Second Language for teacher certification. A student who is simultaneously seeking a master's degree should apply for admission to the master's degree program.

Students interested in graduate teacher certification programs in BBL EC–6 Generalist and ESL EC-6 Generalist must complete an application to the Graduate School in the College of Education and Human Development, and an application packet for admission to the Teacher Certification Program. Admission to graduate school does not automatically admit a candidate to Teacher Certification, nor does the completion of degree requirements guarantee completion of Texas certification requirements. However, students must be accepted to graduate school before they can be accepted to the Teacher Certification Program. Students must meet the requirements for graduation for the M.A. in Bicultural-Bilingual Studies or the M.A. in Teaching English as a Second Language, and also meet the TExES state requirements for certification to complete their program.

Information and application materials for graduate teacher certification in the two certification areas identified above are located on the COEHD website (<http://education.utsa.edu>) and are submitted to the Department of Bicultural-Bilingual Studies. Upon review of the application for teacher certification by the department Coordinator, potential candidates will be notified of their status with regard to admission to the Teacher Certification Program.

Any student seeking a teaching certificate in the state of Texas must meet the basic state requirements for admission to the Teacher Certification Program as well as the UTSA admission requirements. This includes passing scores on the Texas Higher Education Assessment (THEA). A legal ID is required to be certified as a teacher in the state of Texas. For further information on these and other requirements, please review the application materials located on the COEHD webpage (<http://education.utsa.edu>).

## Criminal History Checks

UTSA students must submit to a criminal history background check every semester they interact directly with any minor(s) or legal adult(s) of diminished capacity as a requirement for course completion. Students who are unable to meet the criminal background check standards for the school districts may not be able to complete a course or the Teacher Certification Program. An Independent School District (ISD) or other school field-based entity may deny placement of students with a criminal

background. If a student is rejected twice by districts in one semester because of criminal history, students will not be able to continue in the program until such time as the criminal background check is cleared. If the offense is one that will preclude field work altogether, the student will be dismissed from the Teacher Certification Program. In accordance with Sec. 53.021, Texas Occupation Code, 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. A legal ID is required to be certified as a teacher in the state of Texas.

## 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 fit 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 ([http://education.utsa.edu/certification\\_program/fitness\\_to\\_teach\\_policy](http://education.utsa.edu/certification_program/fitness_to_teach_policy)) can be accessed from the COEHD website.

Recommendations for teacher certification (to the Texas Education Agency) are made by the College of Education and Human Development Certification Officer only after all requirements have been met and the student has officially requested such recommendation.

Information summarizing education certificate and endorsement requirements is available from the College of Education and Human Development Advising and Certification Center and online at the COEHD website under Certification Programs ([http://education.utsa.edu/certification\\_program](http://education.utsa.edu/certification_program)).

Programs are subject to change without notice due to changes in the state's certification and/or program approval requirements.

## Credentials, Application Deadlines, and Fees

- Credentials (p. 26)
- Deadlines (p. 27)
- Nonrefundable Application Fees (p. 27)

Each applicant for admission is responsible for ensuring that all required official application materials (completed application form, nonrefundable application fee, test results, required transcripts, etc.) are on file in the Graduate School by the application deadlines. Admission is not granted until the applicant's file is complete. Documents submitted in support of an application become the property of UTSA and will not be returned.

## Credentials

### Transcripts

Students must list on the application for graduate admission all community colleges, colleges and universities attended. An official transcript from each institution attended must be sent to the Graduate

School. Official transcripts (i.e., one bearing the official seal of the school and the Registrar's signature) from the institution conferring the last degree must be on file at the Graduate School prior to enrollment. An applicant with a University of Texas at San Antonio undergraduate degree does not need to provide a transcript.

## Declaration of Previous Work Attempted

Students are not at liberty to disregard previous college work attempted. All students applying 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 the University, or other appropriate disciplinary action.

## Graduate Admissions Tests

Graduate programs at UTSA use selective entrance requirements in their admission of students. In addition to the University-wide admission, each graduate degree program specifies additional admission requirements, which may include scores on the Graduate Record Examination (GRE®) aptitude test, the Graduate Management Admission Test (GMAT®) or other standardized examinations.

Information on the GRE may be obtained from the Educational Testing Service, [www.gre.org](http://www.gre.org) (<http://www.gre.org>), P.O. Box 6000, Princeton, NJ 08541-6000 or by calling 1-866-473-4373. GMAT information may be obtained from the Graduate Management Admission Council, [www.mba.com](http://www.mba.com) (<http://www.mba.com>) or by calling 1-800-717-GMAT. The institution code for UTSA is 6919, for both the GRE and the GMAT.

At the time the student enrolls, the test score must be less than five (5) years old. UTSA Testing Services office also has information available on the GRE, GMAT, LSAT, and other tests. Applicants should refer to individual degree descriptions for additional admission requirements.

Consistent with Texas Education Code, Section 51.842(b), any degree program that uses an applicant's performance on a standardized test, other than scores obtained on the Test of English as a Foreign Language (TOEFL) required of international applicants, to make decisions about admission or the award of competitive scholarships will compare the applicant's test score with those of other applicants from similar socioeconomic backgrounds, to the extent such information is available. If an applicant's performance on a standardized test is used for that purpose, it will be considered together with other criteria when making an admission or competitive scholarship decision and will not be used as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant.

## Deadlines

Graduate application deadlines vary by program. The Graduate School application, forms, deadlines, and program admission requirements are available on the Graduate School website (<http://graduateschool.utsa.edu>) or from the Graduate School. It is the applicant's responsibility to ensure that his/her application meets the deadline set by the graduate program. Applicants should also note some programs grant admission only for specific semesters.

Students enrolling in cooperative or joint programs between UTSA and other institutions must satisfy admission requirements (including deadline dates) of the other institutions as well as those of UTSA.

## Master's Application Deadlines

Applicants for admission as master's degree-seeking, special, or non-degree-seeking applicants may apply for admission as early as nine months before the beginning of the semester in which they wish to begin graduate study. Because of the time needed to prepare graduate summaries, applicants are encouraged to have their admission file completed at least one month before the application deadline.

Master application deadlines may vary by program. Some master's programs may have priority application deadlines. Please contact the appropriate academic program or visit the Graduate School website (<http://graduateschool.utsa.edu>).

## Doctoral Application Deadlines

Doctoral application deadlines may vary by program. It is the applicant's responsibility to ensure that his/her application meets the deadline set by the doctoral program. Applicants should also note that most programs grant admission only for the Fall semester, but some do offer Spring admission. Consult the Graduate School website (<http://graduateschool.utsa.edu>) for Spring application deadlines and application requirements.

## Nonrefundable Application Fees

Domestic applicants	\$50
International applicants	\$90

A nonrefundable application processing fee is charged per application. Applicants may apply simultaneously to more than one graduate program; a fee for each application will be required.

## Readmission

Master's and doctoral level 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 of any former student depends on the student's academic status at the conclusion of the last UTSA semester of enrollment and performance on any subsequent college or university work attempted. Readmission must be recommended by the appropriate Graduate Program Committee.

## Master's Level

UTSA master's students who have attended a semester but have not been in attendance for two full years are required to reapply and submit an application for graduate admission, and pay a nonrefundable application fee (see application fee table (p. 27)), by the application deadline.

## Doctoral Level

UTSA doctoral students must be enrolled every semester unless specified otherwise by the Graduate Program Committee. Doctoral students who have not been in attendance for one semester and do not have an approved leave of absence must submit an application for graduate admission, and pay a nonrefundable application fee (see application fee table (p. 27)), by the application deadline.

## **Military Service**

Students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) will not have to requalify for admission and will be reactivated upon a request made within one year of being released from active military service. A returning student may be eligible for the same financial assistance provided before the student's withdrawal.

## 3. Tuition, Fees, Charges, and Deposits

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- 3. Tuition, Fees, Charges, and Deposits (p. 29)
  - Additional College and Course Fees and Incidental Charges (p. 40)
  - Changes to Tuition, Fee, and Charge Amounts (p. 29)
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### Changes to Tuition, Fee, and Charge Amounts

Tuition and fees are subject to change by legislative or regental action and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. The student fees described in this bulletin are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and The University of Texas System Board of Regents.

### Methods of Payment

Students are entitled to enter a class or laboratory only after payment of tuition, fees, and charges have been arranged using one of the alternatives discussed in this section. Once a payment option has been selected by the student at registration, no change in the payment plan will be allowed during the semester.

#### Full Payment

Under this option, the student makes full payment of all tuition, fees, and charges in advance of the beginning of the semester.

#### Tuition and Fees Short-term Loan

Under this option, the student applies for a short-term loan that accrues interest at the rate of 5 percent annually. The application is accessed online on ASAP (<https://asap.utsa.edu>) (Automated Student Access Program). If approved, the loan proceeds will be authorized and posted

to the student's account. The loan is limited to the total amount of tuition and fees assessed less any available financial aid that is awarded to the student. Students that add semester credit hours after signing the promissory note must reapply for an additional loan for the new balance.

### Installment Program

Under the installment option, the student pays 30% of the tuition, eligible fees, and charges in advance of the beginning of the semester and 35% before the start of the sixth and 11th class weeks. There is a service charge of \$16 per semester for this payment option.

A late fee of \$10 will be added to the student's bill for each installment payment not made by the due date. A student who fails to make full payment before the end of the semester may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid.

Not all fees are eligible for payment in installments. The fees for parking, installment plans, orientation, health insurance, testing, and property deposits are not eligible for the installment payment program and must be paid in full when initially billed.

Housing and meal plan assessments are not eligible for this installment program, but may be paid monthly based on effective dates recorded for each individual assessment posted to a students' account.

Installment payment plans are available during the Fall and Spring semesters only. If the student chooses to use the installment option, an electronic promissory note must be completed and the first installment payment made in RowdyPay before the registration process can be considered complete.

All financial aid will be applied to total tuition, fees, and charges before calculation of the payment plan. Prepayment in full of an installment or of total installments will be accepted any time after registration.

Refunds from the add/drop process will be prorated for remaining installments. Additional fees and charges incurred from the add/drop process will be added to the balance due from registration, and the installment payments will be recalculated.

Students paying 30% or more (but less than payment in full) without choosing the Installment Program may be automatically placed on the Installment Program to avoid withdrawal for insufficient payment.

### Accepted Forms of Payment

Payment may be made by credit card or personal check for the exact amount due, provided the bank transit number is encoded on the check in compliance with revised Federal Reserve banking regulations. Students paying by check should include their Student ID number on the check. Payments made by mail must be postmarked four working days before the payment deadline. Students may pay by "e-check" or credit card on ASAP (<https://asap.utsa.edu>). Students may not obtain cash by writing a check for a larger amount. Students who make their payment by credit card will be charged a 2.25% service charge for each transaction.

Credit cards are accepted only for payment online. Students and parents may continue to pay tuition and fees by check or money order in-person, through the mail, or through any of the online payment options on ASAP, including electronic funds "e-check" transfer.

A returned check (electronic or paper), whether written by mistake or otherwise, unless it is the admitted error of the bank concerned, is likely



## Payment and Refund Policies

to delay actual payment and thus result in a penalty (see "Returned Check Fee (p. 46)"). Many local merchants will not cash out-of-town checks. It is recommended that students set up checking accounts in local banks before enrolling so they can cash checks easily in the city.

When you provide a check as payment, you authorize The University of Texas at San Antonio either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. *When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day your payment is received, and you will not receive your check back from your financial institution.* For inquiries, please call 210-458-8000.

## Payment and Refund Policies

All policies regarding the payment or refunding of tuition, fees, and charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

## Residence Regulations

Graduate students with questions regarding residence regulations or residence status should contact the Graduate School for specific information regarding residency.

The University of Texas at San Antonio Office of the Registrar is responsible for determining undergraduate students' residence status for tuition purposes, using as guidance § 54.052 *et seq.* of the Texas Education Code, as well as the Texas Higher Education Coordinating Board's *Rules and Regulations for Determination of Resident Status and Waiver Programs for Certain Nonresident Persons*, published at [www.collegeforalltexas.com](http://www.collegeforalltexas.com), (<http://www.collegeforalltexas.com>) and University regulations. Students or prospective students are classified as Texas residents, nonresidents, or international students.

Mandated by the Texas legislature, in order to determine a student's eligibility for classification as a resident, Texas Higher Education Coordinating Board rule 21.25 (<http://www.collegeforalltexas.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718>) requires that each student applying to enroll at an institution must respond to a set of core residency questions. The core residency questions and more detailed information may be found on the College for All Texans website.

The following persons shall be classified as Texas residents and entitled to pay the resident tuition at all Texas institutions of higher education: A person who meets the requirements set forth in § 54.052 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54052>) *et seq.* of the Texas Education Code and Texas Higher Education Coordinating Board rule 21.24 *et seq.* A domicile in Texas is presumed if, at least 12 months prior to enrollment, the person has been gainfully employed in Texas, or meets one of the criteria in the table pertaining to Part B of the Core Residency Questions (<http://www.collegeforalltexas.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718>) form, or has their primary support through public assistance from legitimate social service agencies located in Texas. Gainful employment other than work-study can also be a basis for establishing a domicile. A person

establishing domicile may provide documentation in support of their claim to the resident tuition in Texas for the 12 consecutive months immediately preceding the Census Date of the term in which the person enrolls. (Supporting documents Part B website: <http://texreg.sos.state.tx.us/fids/201100457-2.html>.)

Texas residency requires a domicile and 12 months of physical presence in the state. A resident is a United States citizen, a national or permanent resident alien, or an alien whom Congress has permitted to adopt the United States as a domicile while in the country. A person classified as a nonresident or international student may qualify to pay resident tuition rates under certain exceptions specified in the Texas Higher Education Coordinating Board's *Rules and Regulations for Determination of Resident Status and Waiver Programs for Certain Nonresident Persons*. International students eligible to establish domicile in the U.S. based on their visa type are also entitled to pay resident tuition provided they meet the same requirements as U.S. citizens and domicile in the state and have physically resided in the State of Texas. Information about these exceptions and waivers may be found at <http://texreg.sos.state.tx.us/fids/200804066-1.html>.

Nonresident members of the regular and reserve units of the U.S. Armed Forces (Army or Air National Guard, Army, Air Force, Navy, Marine Corps or Coast Guard) and Commissioned Officers of the Public Health Service who are assigned to duty in Texas, their spouses, and dependent children may pay resident tuition. To be entitled to pay resident tuition, the military duty statement must be submitted by the student to the Office of the Registrar at least once a year prior to the Census Date of the term in which they plan to enroll. Students meeting these requirements may pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. Additional residency information concerning military members, their families, and Honorably Discharged Veterans may be found on the College for All Texans website (<http://www.collegeforalltexas.com/index.cfm?objectid=6D14A588-F337-DE9F-C34472E57102FA06>).

The Texas Education Code, § 54.241 (k) and (l) (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54241>), provides the option of paying resident tuition for Veterans and their family members who are eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 (Post-9/11 GI Bill ([http://www.gibill.va.gov/benefits/post\\_911\\_gibill](http://www.gibill.va.gov/benefits/post_911_gibill))) or any other federal law authorizing educational benefits for certain veterans or service members and their spouses and dependent children. The eligible person is entitled to pay tuition and fees at a Texas institution of higher education at the rates provided for Texas residents without regard to the length of time the person has resided in the state. The person must file a letter of intent to establish residence in Texas and reside in Texas while enrolled in the institution. The letter of Intent to Establish Residence in Texas (Chapter 33/GI Bill) may be obtained from the Office of the Registrar website at <http://utsa.edu/registrar/forms.html>. The person must also provide proof of eligibility for benefits under the Post-9/11 GI Bill by submitting a copy of the Certificate of Eligibility (COE). More information can be found at <http://utsa.edu/va/>.

Other categories of nonresidents or foreign students who may be entitled to pay resident tuition include faculty, their dependents, and teaching or research assistants and their dependents ([UTSA Handbook of Operating Procedures](#), Chapter 5, 5.05). A teacher or professor of a Texas public institution of higher education and the spouse and children of such a teacher or professor may be entitled to pay the tuition and other fees charged to Texas residents without regard to the length of time the teacher or professor has resided in Texas. The teacher or professor must

be employed at least one-half time on a regular monthly salary basis. A teaching assistant or research assistant and the spouse and children of such a teaching or research assistant may be entitled to pay the tuition and other fees charged for Texas residents without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position and the position relates to the assistant's degree program. Information about graduate assistantships may be found on the Graduate School website (<http://graduateschool.utsa.edu/current-students/category/assistantships>). Additional information about waivers of nonresident tuition may be found under Types of Financial Aid on the College for All Texans website (<http://www.collegeforalltexans.com/index.cfm?ObjectID=699A998A-E7F3-1DCC-3F460F26136EEA05>).

State residency requirements are complex and must be considered on a case-by-case basis. Students are responsible for registering under the proper residence classification and for providing documentation as requested. An undergraduate student classified as a nonresident may request reconsideration and reclassification from the Office of the Registrar. Graduate and Doctoral students can request reconsideration of their residence status and reclassification through the Graduate School. A student may request reclassification based on additional or changed information. The reclassification does not apply to an academic term if the reclassification is made on or after the Census Date of that term. Errors in classification as a result of false information being provided to the University may result in the student being charged the difference in resident and nonresident tuition for each semester in which the student should have paid nonresident tuition. Failure to notify UTSA is a violation of the oath of residency and may result in disciplinary action or other penalties.

A student's residency classification is based on residency information completed by the student on the admission application. A student who is classified as a nonresident but feels they have satisfied the residence requirements can submit the required Core Residency Questions form, supporting documentation, and proof of their citizenship for non-U.S. citizens. Furthermore, if you are a non-U.S. citizen and are eligible for a residency classification change based on Texas Education Code § 54.055, you will be required to fill out and submit the notarized I-485 adjustment for permanent residence affidavit.

These rules and regulations may change based on current United States Citizenship and Immigration Services (USCIS) statutes. Since USCIS may cancel eligibility at any time, higher education institutions must confirm the student's current USCIS status each time the student registers. To comply with current USCIS rules, refer to the USCIS website at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) (<http://www.uscis.gov/portal/site/uscis>).

Residency documents can be mailed to the following address:

The University of Texas at San Antonio  
Office of the Registrar  
One UTSA Circle  
San Antonio, TX 78249-0608

Supporting documents for reclassification of residence status, including the completed Core Residency Questions, supporting documents and proof of citizenship (for non-U.S. citizens), permanent residency card or current immigration status from USCIS for international students, should be submitted to the One Stop Enrollment Center at UTSA. Faxed documents will not be accepted or acknowledged.

See Tuition, Fees, and Charges Exemptions (p. 32) section for additional exemptions from tuition, fees, and charges. For further

information on these exemptions, contact the Fiscal Services Office (<http://utsa.edu/fiscalservices>).

## Refund Policy for Withdrawal or Dropped Courses

### Withdrawing from UTSA

Withdrawing is the formal discontinuance of a student's enrollment at UTSA and involves the student dropping all classes after the semester begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition and certain fees.

Undergraduate students, other than athletes, international students, and students on financial aid, may withdraw from the University via *ASAP*. Athletes who wish to withdraw must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish to withdraw must contact the Office of International Programs. Athletes, international students, and students on financial aid submit a completed withdrawal form to One Stop Enrollment Center. The withdrawal form is available on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#registration>).

Graduate students, other than athletes and international students, may withdraw from the University via *ASAP*. Athletes and international students may obtain the withdrawal form on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html>) and submit the form, with appropriate signatures, to the One Stop Enrollment Center to complete the withdrawal process.

Refer to section "Withdrawal from the University" in General Academic Regulations—Undergraduate (p. 52) / Graduate (p. 66) for additional requirements and procedures for withdrawing from the University.

UTSA will refund tuition, fees, and charges paid by a sponsor, donor, or scholarship to the source rather than directly to the student who has withdrawn, if the funds were made available through the institution.

The following table presents the descending scale of refund amounts for students withdrawing from UTSA:

Semester	Time of Withdrawing	Amount of Refund of Tuition and Returnable Fees and Charges <sup>1</sup>
Regular (Fall or Spring) Semester or Summer term of 10 weeks or longer	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first 5 class days	80% of applicable tuition and returnable fees and charges
	During the second 5 class days	70% of applicable tuition and returnable fees and charges
	During the third 5 class days	50% of applicable tuition and returnable fees and charges
	During the fourth 5 class days	25% of applicable tuition and returnable fees and charges

## Concurrent Tuition

	After the fourth 5 class days	No refund of tuition, fees, or charges
Term or session of more than five (5) weeks, but less than 10 weeks	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first, second, or third class day	80% of applicable tuition and returnable fees and charges
	During the fourth, fifth, or sixth class day	50% of applicable tuition and returnable fees and charges
	After the sixth class day	No refund of tuition, fees, or charges
Term or session of five (5) weeks or less	Prior to the first class day	100% of applicable tuition and returnable fees and charges
	During the first class day	80% of applicable tuition and returnable fees and charges
	During the second class day	50% of applicable tuition and returnable fees and charges
	After the second class day	No refund of tuition, fees, or charges

<sup>1</sup> Supplementary, laboratory, Student Services Fee, Athletics Fee, University Center Fee, Medical Services Fee, Recreation Center Fee, Library Resources Charge, University Publication Charge, International Education Fee, Automated Services Charge, ID Card Fee, Teaching and Learning Center Support Charge, Student Data Management Fee, Transportation Fee, Advising Fee and class-related.

## Dropping Courses

Dropping refers to the removal of one or more individual courses from a student's schedule (refer to section "Dropping Courses" in General Academic Regulations—Undergraduate (p. 50) / Graduate (p. 65)). Refunds of applicable tuition, fees, and charges will be made for courses which a student drops on or before the Census Date, **provided the student remains enrolled for that semester or term**. No refund will be given for individual classes dropped after the Census Date. Students who want to drop all classes after the semester begins should refer to the withdrawal policy.

Refunds for courses dropped by a student who withdraws from UTSA later in the semester or term will be calculated according to the percentage schedules in the refund policy above. Refund of tuition for dropped courses will be made only if the original payment exceeds the established minimum amount. Because of multiple sessions during the summer, students wishing to drop courses should refer to Census Dates for refund purposes.

No refunds are made until 15 days have elapsed from the Census Date. Refund checks are electronically deposited or mailed to the address indicated when the student withdraws from the University. Students entitled to refunds should allow 10 working days after the 15-day clearing period for receipt of the refund.

Census Date is defined as the 12th class day for Fall or Spring semesters and Summer terms of 10 weeks or longer and the fourth class day for terms of more than five weeks, but less than 10 weeks. For terms of five weeks or less, please refer to the official registration calendar online (<https://asap.utsa.edu/terms.htm>) for the specific semester in which the drop occurs.

## Concurrent Tuition

Students who register concurrently at more than one public institution of higher education in Texas may receive the benefits of a lower tuition rate. If, at the time of registration, a student can produce evidence of having already paid his or her tuition at another public institution of higher education in Texas, the student should present such evidence to the Fiscal Services Office (<http://utsa.edu/fiscalservices>) during registration.

## Exemption from Tuition, Fees, and Charges

The statutes of the State of Texas prescribe certain cases in which students can be exempt from tuition and/or certain fees and charges. The various types of exemptions, the fees and charges to which such exemptions apply, required documentation, and appropriate office to submit documentation are described below and can be found at <http://collegeforalltexans.com>. However, in each case it is the student's responsibility to initiate the action of applying for an exemption and providing satisfactory evidence that all conditions required for the exemption have been met. Until such time as the exemption is granted, a student will be required to pay all tuition, fees, and charges from his or her own funds.

Students who might be eligible for an exemption should apply for the exemption at least one month before registration for the semester in which they plan to use the exemption provision. (Applications for the Good Neighbor Scholarship are accepted in the Office of Student Financial Aid (<http://utsa.edu/scholarships>) in January and February before the academic year in which students plan to attend UTSA.) Note that Required Fees and Charges consist of the following: supplementary, laboratory, Student Services Fee, Athletic Fee, University Center Fee, Medical Services Fee, Recreation Center Fee, Library Resources Charge, University Publication Charge, International Education Fee, Automated Services Charge, ID Card Fee, Teaching and Learning Center Support Charge, Student Data Management Fee, Transportation Fee, Advising Fee and class-related.

In order to continue to qualify for many of the tuition and/or fee exemptions or waivers a student must maintain a grade point average for making satisfactory academic progress (p. 96) at UTSA and, if an undergraduate, not complete an excessive number of credit hours (Texas Education Code, Sections 54.2001 and 54.2002).

## Tuition, Fees, and Charges Exemptions

- Valedictorian of an Accredited High School (p. 33)
- Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers (p. 33)
- Deaf or Blind Students (p. 33)
- Hazlewood Act (Texas ex-servicemen and Children of Texas Veterans) (p. 33)



- Surviving Spouse and Dependent Children of Certain Deceased Public Servants (p. 34)
- Good Neighbor Scholarship (p. 34)
- Firefighters Enrolled in Fire Science Courses (p. 35)
- Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses (p. 35)
- Children of Prisoners of War or Persons Missing in Action (p. 35)
- Prisoners of War (p. 36)
- Students in Foster Care (p. 36)
- Adopted Students Formerly in Foster or other Residential Care (p. 36)
- Nursing Preceptors and Dependents (p. 36)
- State Military Forces Receiving Tuition Assistance from the Adjutant General (p. 37)
- Students Sounding "Taps" at a Veteran's Funeral (p. 37)
- Children of a Deployed Member of the Armed Forces in Combat Operations Outside the U.S. (p. 37)
- Wrongfully Convicted Persons (p. 37)

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## Valedictorian of an Accredited High School

### Who is Eligible

Highest-ranking graduate of an accredited Texas high school.

### Requirements

Certification from high school must be provided to the Fiscal Services Office.

### Tuition, Fees, and Charges Exempted

Tuition during first two regular (Fall and Spring) semesters immediately following their graduation. May be granted for any one of the first four regular semesters immediately following their high school graduation with the permission of the UTSA President.

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## Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers

### Who is Eligible

Children under 21 of full-paid or volunteer firefighters; full-paid or volunteer municipal, county, or state peace officers including a game warden; or custodial officer of the Department of Criminal Justice who died or became disabled in the line of duty.

### Requirements

Student must have his/her eligibility certified by the Texas Higher Education Coordinating Board.

### Tuition, Fees, and Charges Exempted

Tuition, fees, and charges other than property deposits and fees for lodging. Exemption not to exceed 120 undergraduate credit hours or any semester begun after age 26.

## Deaf or Blind Students

### Who is Eligible

Texas residents who are deaf or blind.

### Requirements

Certification of deafness/blindness from the Texas Commission for the Deaf & Hearing Impaired/Texas Commission for the Blind. Form must be provided to the Fiscal Services Office.

### Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

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## Hazlewood Act (Texas ex-servicemen and Children of Texas Veterans)

### Who is Eligible

1. A veteran may qualify for benefits under the Hazlewood Act if she or he:
  - entered the service at a location in this State, declared this State as the person's home of record in the manner provided by the applicable military or other service, or would have been determined to be a resident of this State at the time of entry into the armed forces of the United States
  - was a nurse, member of the Women's Army Auxiliary Corps, member of the Women's Auxiliary Volunteer Emergency Service, and all honorably discharged members of the armed forces of the United States who served during World War II except those who were discharged from service because they were over the age of 38 or because of a personal request on the part of the person that he or she be discharged from service
  - was honorably discharged from the armed forces of the United States and who served during the national emergency which began on June 27, 1950, and which is referred to as the Korean War
  - was honorably discharged from the armed forces of the United States after serving on active military duty, excluding training, for more than 180 days and who served a portion of their active duty during:
    - the Cold War which began on the date of the termination of the national emergency cited above;
    - the Vietnam era which began on December 21, 1961, and ended on May 7, 1975;
    - the Grenada and Lebanon era which began on August 24, 1982, and ended on July 31, 1984;
    - the Panama era which began on December 20, 1989, and ended on January 21, 1990;
    - the Persian Gulf War which began on August 2, 1990, and ends on the date thereafter prescribed by Presidential proclamation or September 1, 1997, whichever occurs first;
    - the national emergency by reason of certain terrorist attacks that began on September 11, 2001; or
    - any future national emergency declared in accordance with federal law.
  - received an honorable discharge, a general discharge under honorable conditions, or an honorable release from active duty
  - has attempted fewer than 150 credit hours of college courses since the fall of 1995 using the Hazlewood exemption

- has exhausted eligibility for federal veterans' or survivor's educational benefits during the semester/term in which they are enrolled
  - is not in default on any education loans made or guaranteed by the Federal Government or the State of Texas, and
  - is enrolled in an eligible program of study. An institution may not grant a Hazlewood Act exemption for continuing education courses for which they do not receive state tax support, unless the institution's board has specifically granted them permission to do so.
2. The exemptions provided for in Subsection (1) of this section also apply to the spouse or children of members of the armed forces of the United States who:
- are or were killed in action
  - die or died while in service
  - are missing in action
  - whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States
  - who becomes totally disabled for the purposes of employability as defined by the Department of Veterans Affairs
- Subsection (2) provisions also apply to the spouse or children of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of their state or the United States. However, to qualify for this exemption (2) the spouse or child must be classified as a resident on the date of the spouse's or child's registration.
3. A person who becomes eligible for an exemption provided by Subsection (1) may waive any unused portion of their eligibility to their child. To be eligible to receive an exemption under this subsection, the child must:
- be classified as a resident when the child enrolls,
  - make satisfactory academic progress in accordance with the policy of the institution's financial aid department, except for the requirement to enroll in a minimum course load, and,
  - be 25 years of age or younger on the first day of the semester or term for which the exemption is claimed (a child who suffered from a severe illness or debilitating condition that affected their ability to use the exemption, may be granted additional time to use the exemption corresponding to the time the child was unable to use the exemption because of the illness or condition).

## Requirements

A student seeking to use the exemption for the first time must:

- complete an application in the Financial Aid Office prior to the deadlines posted for each semester at <http://utsa.edu/financialaid/special-programs/hazlewood.html>
- (for veterans who have served on or after 09/11/2001) submit a letter from veterans administration attesting to her or his exhaustion of federal veterans educational benefits that may be used only for the payment of tuition and fees, and
- meet other program requirements as in the past.

A student continuing to use the exemption must:

- sign a release form, and
- meet other program requirements as in the past.

## Tuition, Fees, and Charges Exempted

Tuition, fees, and other required charges other than property deposits, student services fees, and fees for lodging, board, or clothing. The exemption shall not apply to the payment of fees for services or items that are not required for enrollment in general or for the specific courses taken by the student.

No student may use Hazlewood for more than 150 credit hours.

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## Surviving Spouse and Dependent Children of Certain Deceased Public Servants (employees)

### Who is Eligible

Surviving spouse or minor child of certain police, security, or emergency personnel killed in the line of duty.

### Requirements

To be eligible, a student must:

- be the eligible surviving spouse or child of an individual listed in Government Code, Sec. 615.003 (<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.615.htm>)
- be a full-time student
- provide certification from parent's workplace to the Fiscal Services Office.

## Tuition, Fees, and Charges Exempted

Tuition.

Required fees and charges.

Cost of contract for food and housing (if qualified).

Cost of textbooks.

(Exemptions valid until student receives a bachelor's degree or 200 semester credit hours, whichever occurs first.)

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## Good Neighbor Scholarship

### Who is Eligible

Native-born students from other designated nations of the American hemisphere.

### Requirements

To be eligible, a student must:

- show evidence of native citizenship and proof of five years residency in that country
- demonstrate scholastic eligibility
- not be a member of the Communist Party
- be recommended for a scholarship by an eligible institution
- have a valid student visa
- provide other documentation as required (inquire at Scholarship Office).

Applications are available only in January and February for the following Summer, Fall, and Spring semesters.

Applications are reviewed and granted by the Texas Higher Education Coordinating Board semester by semester.

## Tuition, Fees, and Charges Exempted

Tuition only.

## Firefighters Enrolled in Fire Science Courses

### Who is Eligible

Firefighters enrolled in courses offered as part of fire science curriculum.

### Requirements

To be eligible, a student must:

- enroll in one or more courses offered as part of the fire science curriculum,
- be employed as a firefighter by a political subdivision of the State of Texas, or
- be currently, and has been for at least one year, an active member of an organized volunteer fire department in this State, as defined by the firefighters' pension commissioner, who holds:
  - an Accredited Advanced level of certification or equivalent, under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, or
  - Phase V (Firefighter II) certification or equivalent, under the Texas Commission on Fire Protection's voluntary certification program
- make Satisfactory Academic Progress in accordance with the policy of the institution's financial aid department, with the exception of:
  - a paid firefighter who used this exemption prior to Fall 2009 and who continues to be enrolled in the same degree or certificate program and continues to be employed as a firefighter by a political subdivision of the State.

## Tuition, Fees, and Charges Exempted

Tuition and laboratory fees only for eligible fire science courses (only applies to courses that are specifically related to a degree or certificate program; does not apply to general education core curriculum or courses unrelated to fire science that are included in the degree or certificate program in which a student is enrolled).

Unless the student is a paid firefighter who used this exemption prior to Fall 2009 and who continues to be enrolled in the same degree or certificate program and continues to be employed as a firefighter by a political subdivision of the State, this exemption does not apply to:

- additional tuition charged a resident undergraduate or graduate student who has taken excess hours under Texas Education Code, sections 54.014(a) or (f) (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54014>) and 61.059(1)(1) (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61059>).

## Peace Officers Enrolled in Certain Criminal Justice or Law Enforcement Courses

### Who is Eligible

Peace Officers

### Requirements

To be eligible, a student must:

- be an undergraduate student,
- provide proof of employment as a peace officer of the State of Texas or political subdivision of the State of Texas on letterhead of their employing agency,
- be enrolled in a criminal justice or law enforcement-related program,
- be making Satisfactory Academic Progress (p. 96),
- not have exceeded by 30 or more semester credit hours beyond that required for completion of their degree program or programs,
- apply for the exemption at least one week before the last date of the regular registration period.

The Texas Higher Education Coordinating Board (THECB) has adopted rules governing the granting or denial of this exemption ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=22&sch=U&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=22&sch=U&rl=Y)), including rules related to the determination of a student's eligibility, and a uniform listing of degree programs covered by this exemption.

UTSA cannot provide exemptions to students enrolled in a specific class in a number that exceeds 20% of the maximum student enrollment designated for that class.

This exemption is not applicable for continuing education or extension courses for which the University does not receive formula funding.

## Tuition, Fees and Charges Exempted

Tuition and laboratory fees for eligible criminal justice or law enforcement courses (only applies to courses that are specifically related to a degree or certificate program; does not apply to general education core curriculum or courses unrelated to criminal justice or law enforcement that are included in the degree or certificate program in which a student is enrolled).

## Children of Prisoners of War or Persons Missing in Action

### Who is Eligible

Child (under 21) or a dependent (under 25) who receives majority of support from parent.

### Requirements

Parent must be a resident of Texas on active duty and be classified by the Department of Defense as a Prisoner of War or Missing in Action at the time of registration, and certification must be provided to the Fiscal Services Office.

## Tuition, Fees and Charges Exempted

All tuition, fees, and charges.

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### Prisoners of War

#### Who is Eligible

Students who were first classified as a prisoner of war by the United States Department of Defense on or after January 1, 1999.

#### Requirements

A student must:

- be a resident of Texas and must have been a resident of Texas at the time of the student's original entry into the United States armed forces
- be enrolled for at least 12 semester credit hours.

Exemption from payment may not exceed a total of 120 semester credit hours.

## Tuition, Fees, and Charges Exempted

Tuition and required fees.

Lodging and board.

Costs of books and similar educational materials required for coursework awarded as a scholarship.

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### Students in Foster Care

#### Who is Eligible

Students who are under the conservatorship of the Department of Family and Protective Services:

- on the day preceding the student's 18th birthday,
- on or after the day of the student's 14th birthday if the student was also eligible for adoption on or after that day, or
- on the day the student graduated from high school or received equivalent of a high school diploma, or
- on the day preceding the date the student is adopted (if on or after September 1, 2009), or
- on the day preceding the date permanent managing conservatorship of the student is awarded to a person other than the students' parent (if on or after September 1, 2009).

And enrolls as an undergraduate no later than:

- the student's 25th birthday.

Effective with the Spring 2010 semester:

- applies to all persons under the conservatorship of the Department of Family Protective Services during an academic term in which the student was enrolled in a dual credit course or other course for which a high school student may earn joint high school and college credit

- can be used by eligible students while in high school to avoid the tuition and fee costs of dual enrollment courses.

### Requirements

Certification from the Texas Department of Family and Protective Services must be provided to the Fiscal Services Office.

## Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

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### Adopted Students Formerly in Foster or other Residential Care

#### Who is Eligible

Certain adopted students.

#### Requirements

To be eligible, a student must:

- have been adopted
- have been the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Family Code.

## Tuition, Fees, and Charges Exempted

All tuition, fees, and charges.

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### Nursing Preceptors and Dependents

#### Who is Eligible

Preceptors to professional nursing education programs and their eligible children.

An individual's eligibility for the program ends when the person has previously received exemptions under this program for 10 semesters or summer sessions at any institution or institutions of higher education, or received a baccalaureate degree. For the purposes of this program, a summer session that is less than nine weeks in duration is considered one-half of a summer session.

#### Requirements

To receive an exemption, the preceptor must:

- be a resident of Texas
- be a registered nurse
- be serving under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled in the program for the semester or other academic term for which the exemption is sought.

To receive an exemption, the child of the preceptor must:

- be a Texas resident
- have a parent who meets the above criteria.

## Tuition, Fees, and Charges Exempted

Tuition, up to \$500 per semester.

## State Military Forces Receiving Tuition Assistance from the Adjutant General

### Who is Eligible

Students who are certified as receiving tuition assistance from the Adjutant General of the State military forces.

### Requirements

A student must:

- be certified by the Adjutant General of the State military forces as receiving tuition assistance for the semester enrolled.

## Tuition, Fees, and Charges Exempted

Tuition and mandatory fees not to exceed 12 semester credit hours.

If student is not charged resident tuition, exemption may not exceed the resident rate.

## Students Sounding “Taps” at a Veteran’s Funeral

### Who is Eligible

Students who volunteer to play “Taps” at military funerals in Texas.

### Requirements

A student must:

- have volunteered to play “Taps” under a program established by the Texas Veteran’s Commission (TVC)
- present voucher(s) awarded by the TVC for this program, at the rate of \$25, for each military funeral at which the student plays.

## Tuition, Fees, and Charges Exempted

Tuition and required fees up to the total amount of vouchers presented.

## Children of a Deployed Member of the Armed Forces in Combat Operations Outside the U.S.

### Who is Eligible

A dependent child or stepchild of a member of the Armed Forces who is deployed on active duty for the purpose of engaging in a combative military operation outside the United States.

### Requirements

To the extent that funds are available for reimbursing institutions for foregone tuition revenues, institutions shall exempt an eligible child from the payment of resident tuition for every semester or academic term (beginning with the 2011 fall semester) for which a child demonstrates that he or she:

- is a dependent child of a member of the Armed Forces of the United States who is a Texas resident or entitled to pay resident tuition; and
- is a dependent child of a member who is deployed on active duty for the purpose of engaging in a combative military operation outside of the United States.

The student must present proof of deployment on active duty of the parent member of the Armed Forces in a combative military operation.

## Tuition, Fees, and Charges Exempted

Resident tuition only, not to exceed 150 semester credit hours.

## Wrongfully Convicted Persons

### Who is Eligible

A person who served in whole or in part, a sentence in prison under the laws of this State and has:

- received a full pardon on the basis of innocence for the crime for which the person was sentenced, or
- been granted relief on the basis of actual innocence of the crime for which the person was sentenced.

A person is not eligible for any part of a sentence in prison during which the person was also serving a concurrent sentence for another crime.

### Requirements

A student must:

- first apply for compensation on or after September 1, 2009
- request reimbursement by the seventh anniversary of the date the claimant received a pardon or was granted relief.

## Tuition, Fees, and Charges Exempted

Tuition and mandatory fees

*Note: This program is a reimbursement program from the State of Texas, rather than an exemption to be applied by the University.*

## Taxpayer Relief Act of 1997

The Taxpayer Relief Act of 1997 allows certain taxpayers who pay qualified tuition and fees to claim the Hope Scholarship Credit or the Lifetime Learning Credit against their federal income tax liability. Internal Revenue Service (IRS) regulations require UTSA to report the name, social security number, and address of the student on Form 1098-T.

The Hope Scholarship Credit is available for qualified tuition and fees paid after December 31, 1997. The Lifetime Learning Credit is available for qualified tuition and fees paid after June 30, 1998. The credits may be claimed by the taxpayer for himself or herself, his or her spouse, or any dependents. Payments by a taxpayer’s dependents must be treated as having been made by the taxpayer.

The Hope Scholarship Credit is available for qualified tuition and fees as follows:

- 100% of the first \$1,200, plus 50% of the second \$1,200; \$1,800 maximum **per student**



## Tuition Rebate

- must be a half-time student for at least one academic period
- first two years of postsecondary education; available for two tax years.
- excluding course credit, other than credit earned exclusively by examination, that is earned before graduating from high school.

The Lifetime Learning Credit is available for qualified tuition and fees with no restrictions regarding minimum enrollment or academic classification as follows:

- 20% of the first \$10,000 **per taxpayer**
- not limited to first two years of education
- no minimum course load requirement
- no limit on number of years credit can be taken
- cannot combine with Hope Scholarship Credit for same student in same tax year.

For complete information regarding these credits, see IRS Publication 970: Tax Benefits for Education (<http://www.irs.gov/publications/p970>).

## American Opportunity Tax Credit Changes

The American Opportunity Tax Credit (AOC) modified the existing Hope Credit for tax years 2013 through 2017, but was made permanent with the FY16 Omnibus Spending Bill. This is a modification of the Hope Credit.

- The maximum amount of the AOC is \$2,500 per student. The credit is phased out (gradually reduced) if your modified adjusted gross income (AGI) is between \$80,000 and \$90,000 (\$160,000 and \$180,000 if you file a joint return).
- The credit can be claimed for the first four years of post-secondary education. Previously the credit could be claimed for only the first two years of post-secondary education.
- Generally, 40% of the AOC is now a refundable credit for most taxpayers, which means that you can receive up to \$1,000 even if you owe no taxes.
- The term “qualified tuition and related expenses” has been expanded to include expenditures for “course materials.” For this purpose, the term “course materials” means books, supplies, and equipment needed for a course of study whether or not the materials must be purchased from the educational institution as a condition of enrollment or attendance.

For more information, see Chapter 2 of IRS Publication 970: Tax Benefits for Education (<http://www.irs.gov/publications/p970/ch02.html>).

## Tuition Rebate

Resident students entering a baccalaureate degree program on or after September 1, 1997, may be eligible for a tuition rebate of up to \$1,000 if the student:

- is awarded a baccalaureate degree
- has attempted no more than 3 semester credit hours in excess of the minimum number of semester credit hours required to complete the degree
  - including transfer credits and credit earned by examination
  - excluding course credit that is earned to satisfy requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program

See Tuition Rebate for Certain Undergraduates (p. 145) and the Texas Higher Education Coordinating Board Laws and Rules website (Chapter 13, Subchapter E ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=13&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=E&rl=Y))) and FACTS (<http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=447>) sheet on this program.

## Title IV Program Refund

*Source: Federal Student Aid Handbook 2017-2018* (<https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2017-2018>), Department of Education

The Office of Student Financial Aid and One Stop Enrollment Center is required by regulation to calculate a Return of Title IV Funds amount for all students who withdraw during a semester. The policy applies to students who discontinue enrollment in all classes, on or after the first day of the term. The Return of Title IV Funds is the amount of unearned aid received at the beginning of the term that must be returned to the federal aid programs. Any aid received in excess of the earned amount is considered unearned. The earned portion is calculated on a daily basis using calendar days from the first day of instruction. See "Withdrawal from the University" in General Academic Regulations – Undergraduate (p. 52) / Graduate (p. 66) for information about officially withdrawing.

The regulation specifies how UTSA must determine the amount of Title IV program assistance that you earn if you withdraw from school. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

The Title IV programs that are covered by this regulation are: Federal Pell Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grants, Stafford Loans, Parent Loan for Undergraduate Students (PLUS) Loans, Graduate PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

For additional information, including examples of refund calculations, contact the Student Financial Aid and Enrollment Services office.

## Cost of Attendance

The Cost of Attendance (COA) is determined by the Student Financial Aid and Enrollment Services office each year and is based on the average costs a student will incur for each semester. Included in the COA are average tuition and fee costs, a book allowance, a room and board allowance (on-campus, off-campus and at-home), transportation and personal/miscellaneous expenses. See information located at <http://utsa.edu/financialaid/cost.html> for the components of the various Cost of Attendance budgets as well as financial aid opportunities at UTSA.

## Nonpayment of Debts

Students who fail to pay full tuition, fees, and charges, including late fees, on the due date are subject to one or more of the following actions at the University's option:

- denial of readmission, including further registration
- withholding of official transcripts
- withholding a degree to which the student would otherwise be entitled
- withholding of grades
- all penalties and actions authorized by law.

When a student has any of the above actions against his or her record, it is the student's responsibility to clear any obligations with UTSA and see that the Office of the Registrar is notified. No further services of the University will be provided until all obligations are cleared. UTSA reserves the right to deduct from the refund any outstanding financial obligations owed to the University.

A student who pays tuition, fees, and charges with a check (presented in-person or electronically) that is not subsequently honored by a bank and the fault is not that of the bank, and who does not make payment within 15 days, may be withdrawn from the University by the Registrar for nonpayment of tuition and fees.

## Procedural Charges

### Application Charge – Housing

A fee of \$25 is assessed all students applying for University housing to defray administrative processing costs.

### Application Charge - Undergraduate Students

UTSA assesses a \$60 nonrefundable application fee that is required of all applicants.

### Application Charge – Graduate Students

A nonrefundable charge for applying for admission or readmission to graduate programs at UTSA to defray the direct and indirect costs associated with processing graduate applications is assessed as follows: Domestic applicants, \$50; International applicants, \$90.

### Auditing Charge

All auditors of courses must submit an Audit Course Form (<http://utsa.edu/registrar/forms.html#registration>), with appropriate approvals, to the One Stop Enrollment Center. Students registered at UTSA may, with the approval of the instructor and Department Chair of the department in which the course is offered, audit courses by paying an auditing charge of \$25 per course. The audit charge is nonrefundable.

A nonstudent auditor must pay an auditing charge of \$50 per course. The charge is nonrefundable. Nonstudents over 65 are permitted to audit without paying a charge, provided space is available and an Audit Course Form is approved. Nonstudent auditors who wish to have library privileges may receive them by completing a Friends of the UTSA Library application at the circulation desk in the UTSA Library (<http://lib.utsa.edu>), John Peace Library Building, second floor, and by paying a nonrefundable charge. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the

circulation desk. Permission to audit may be obtained and charges paid beginning the first day of class through the Census Date.

Students who park on campus must register their vehicles and purchase a parking permit. Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit the nonstudent auditor should go to the Campus Services Parking Division office (<http://www.utsa.edu/auxiliary/parking.html>) with his or her validated Audit Course Form.

### Child Development Center Replacement Access Card Charge

A charge of \$10 per replacement request will be charged for the replacement of the access card used for entry into the CDC facility to defray the cost of creating and issuing the replacement card.

### Credit Card Expense Charge

A charge of 2.25% of balances paid is assessed all students electing to use a credit card for payment. This charge is assessed to defray the expense incurred by the institution in processing and handling this type of payment transaction.

### Duplicate Diploma Charge

A \$15 charge will be assessed for each request for a duplicate diploma.

## Mandatory Semester Fees and Charges

### First Semester Only

Students are assessed the following one-time charges in their first semester at UTSA.

#### General Property Deposit

Every student must make a general property deposit of \$10 at the time of initial registration to protect the University from losses such as property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys furnished by the University; or damage to or loss of any other University property.

The deposit, less outstanding charges, is refunded upon request only when the student officially withdraws from school or graduates. When the property deposit refund is requested, the student has the option to elect that the property deposit refund be used to pay the first year's dues in the UTSA Alumni Association. The form for requesting a refund or that the deposit be used for association dues is available at the Office of Fiscal Services. A general property deposit that remains without call for refund for a period of four years from the date of last attendance at UTSA shall be forfeited, and the deposit shall become operative to the permanent use and purpose of student scholarships.

#### Orientation Charge

An orientation charge of up to \$150 (charge includes a prepayment requirement) is assessed to all new undergraduate students when they are admitted to UTSA. Orientation programs provide information about UTSA's academic requirements, campus services and resources, and include academic advising and course registration. New student orientation is mandatory for all undergraduate students and preregistration is required for these programs. Further information is

available from Orientation and Family Programs (<http://www.utsa.edu/orientation>).

## **Tuition and Mandatory Fees**

The following charges are assessed to all students each semester whether or not the student uses or takes full advantage of the underlying service provided by the fee.

### **Tuition**

Pursuant to Subchapter B, Chapter 54, Texas Education Code, each student who registers at UTSA is required to pay tuition (see "Exemption from Tuition, Fees, and Charges (p. 32)") according to the number of semester credit hours for which registration is completed and according to his or her residence classification (see the Fiscal Services website (<http://utsa.edu/fiscalservices>)).

### **Advising Charges**

A charge of \$120 per semester is assessed to each undergraduate enrolled at UTSA to provide advising services.

### **Athletics Fee**

A charge of \$20 per semester credit hour with a maximum of \$240 per semester is assessed all students to provide funding for UTSA athletic programs.

### **Automated Services and Computer Access Charge**

Each student who registers at UTSA is required to pay a \$25 per semester-credit-hour charge. The minimum charge is \$100, and the maximum charge is \$300 per semester. This fee is to defray costs associated with managing, maintaining, upgrading, and general operations of the University's technology infrastructure, electronic resources and online services.

### **International Education Fee**

A \$2 per semester fee will be assessed to all students enrolled at UTSA to cover the costs of the international education program.

### **Library Resources Charge**

A charge of \$14 per semester credit hour is assessed to all students enrolled at UTSA to defray costs of providing library services.

### **Medical Services Fee**

A \$32.70 per semester fee is assessed to all students for medical services provided at Student Health Services.

### **Recreation Center Fee**

A \$120 per semester fee is assessed to all students to defray costs to finance, construct, operate, maintain, or improve student recreational facilities.

### **Student Data Management Fee**

A \$10 per semester charge will be assessed to all students enrolled at UTSA to defray costs associated with the management of student data across the various functional areas of the Registrar's Office including but not limited to: maintenance of student records in Banner, grade and transcript processing, residency and athletic eligibility certification, data reporting and related Registrar's Office administrative activities.

## **Student Services Fee**

A compulsory student services fee of \$15.40 per semester credit hour, with a maximum of \$184.80 per semester is charged all students. This fee provides services and activities that are separate and apart from the regularly scheduled academic functions of the University and directly involve or benefit students. These services and activities include student government and organizations, financial aid, counseling, and career services, and other student activities and services.

## **Teaching and Learning Center Support Charge**

A charge of \$5 per student is assessed to defray costs associated with the support of center operations and learning needs of students.

## **Transportation Fee**

A \$20 per semester fee is assessed all students to defray the cost of providing transportation services, including capital expenses.

## **University Center Fee**

The University Center fee of \$10 per semester credit hour with a minimum of \$40, and a maximum of \$120 per semester is assessed all students. This fee is used for the sole purpose of financing, operating, maintaining, and improving the student union building.

## **University Publication Charge**

A \$5 per semester charge will be assessed all students enrolled at UTSA to cover the costs of providing catalogs, course schedules, and other official publications.

## **UTSACard Charge**

A student fee of \$3 is assessed each semester as a service charge for the student photo-identification card. This charge does not entitle the student to a new card each semester.

## **Additional College and Course Fees and Incidental Charges**

Depending on the major pursued or the courses selected by a student, additional fees and charges may be assessed for the incidental cost of services. Students should be aware of additional fees and charges incurred by their major or course selection. Some but not all of these fees and charges are noted by the course listing in the online schedule of classes.

### **Certification Charge – College of Education and Human Development**

All post-baccalaureate students seeking initial teacher certification are charged \$75 per semester to defray costs of providing transcript evaluation, group and individual advising, and processing of certification applications to the State Board.

#### **Graduate**

A charge of \$25 per student is assessed graduate students seeking various professional certifications. Services for graduate students are provided only during their final semester. The fee will be attached to EDL 6941-3 for Educational Leadership students and may be assessed for other professional certification courses for principals, school counselors and Master Reading teachers.



### **College of Liberal and Fine Arts and College of Sciences Majors**

A charge of \$20 per semester is assessed College of Liberal and Fine Arts and College of Sciences majors seeking teacher certification to defray costs associated with group advising, individual advising, processing applications for admission to the Program, processing applications for certification to the State Board, outreach via classroom visits and mobile advising at student events.

### **College of Architecture, Construction and Planning Programs Fee**

A fee of \$25 per course is assessed students enrolled in courses in the architecture curriculum who use any of the studios under the direction of the College of Architecture, Construction and Planning. This fee is to defray costs of supplies, materials, equipment, and services for students enrolled in Architecture, Interior Design, and Construction Science and Management curriculum.

### **Counseling Support Fee**

All students registered in certain counseling department courses are charged a fee of \$35 per course to defray costs of services and training designed to prepare counselors.

### **Deficiency Plan Charge – College of Education and Human Development**

A charge of \$75 is assessed for transcript evaluations and certification plans as requested by students seeking teacher certification and employment in local schools.

### **Dietetics and Nutrition Fees**

#### **Materials Fee**

A fee of \$112 per semester credit hour is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with the purchase of foods, consumable supplies and materials to be used in a kitchen laboratory.

#### **Practicum Fee**

A fee of \$20 per semester credit hour is assessed all students enrolled in certain Dietetics and Nutrition Program courses to defray costs associated with supervision of students at affiliation sites at various locations; including student liability coverage costs associated with the practicum courses, related faculty travel, recruitment and meetings with preceptors, field trips, instructional support materials, recognition events and training for the preceptors.

#### **Testing Materials Fee**

A fee of \$112 per semester credit hour is assessed all students enrolled in certain Dietetics and Nutrition Program capstone courses to defray costs associated with the purchase of educational materials for assessing student learning using computer-based testing in preparation for the national credentialing exam and including, but not limited to, the purchase of revised materials and annual subscriptions to online manuals.

### **Digital Learning Fee**

A fee of \$25 per semester credit hour may be assessed students to defray costs associated with managing, maintaining, upgrading and

general operations of the University's Learning Management System (LMS) and online course development activities.

### **Education Assessment Course Fee**

A fee of \$15 per undergraduate course and \$25 per graduate course will be assessed all students registered in certain College of Education and Human Development courses to defray costs of development and maintenance of a collection of professional assessment materials.

### **Education TExES Charge**

A charge of \$46 per semester is assessed all students pursuing teaching or professional certification through the College of Education and Human Development to defray costs associated with providing materials and services mandated by the Texas Education Agency, to support student success on the Texas Examinations of Educator Standards (TExES). Services offered include individual and group tutorials, workshops and large review sessions, implementation of Practice TExES exams, instructional materials, supplies, and salaries.

### **Educational Field Instruction Fee**

A \$57 fee will be assessed all students during their semester of student teaching and students in special education practicum settings, counseling practica, and student internships to defray costs associated with providing materials and services associated with field-based courses and practica, to include supervision of student teachers, interns, and students in field placement at both the graduate and undergraduate levels, appreciation items for student teaching supervisors, mileage costs and salaries, training in the use of educational technology, and travel to mandatory state-wide Texas Education Agency training.

### **Equipment and Materials Fee**

#### **Department of History**

A fee of \$5 per course is assessed all students registered for certain courses in the Department of History to defray costs of supplies, printing and distribution of materials, computer equipment and maintenance, instructional materials and salaries.

#### **Department of Physics and Astronomy**

A fee of \$18 per course is assessed all students registered for certain courses in the Department of Physics and Astronomy to defray costs associated with purchase and maintenance of demonstration equipment, printing supplies, and acquisition of WEBASSIGN to enhance learning and wages.

#### **Department of Political Science and Geography**

**Media Equipment and Materials** – A fee of \$30 per undergraduate student and \$35 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of the media studio and salaries for tutorial instruction.

**Geographic Information Systems Materials** – A fee of \$32 per undergraduate student and \$40 per graduate student is assessed all students registered for certain courses in the Department of Political Science and Geography to defray costs of printing equipment and supplies and salaries for tutorial instruction.

#### **Department of Psychology**

A fee of \$5 per course is assessed all students enrolled in certain courses of the Department of Psychology to defray costs associated

with providing materials and services to enhance student success through tutorials and instructional support and materials.

### **Extended Studies Registration Charge**

A charge of \$100 per semester is assessed students in the Extended Studies Program (<http://utsa.edu/ee/esp/About.html>) enrolled for select undergraduate courses to defray costs associated with the administration of the Extended Studies Program. The program allows non-UTSA students to enroll in selected undergraduate courses on a space-available basis with a simplified admission and registration process.

### **Field Trip Fee – Biology & Environmental Science and Ecology**

A supplementary fee is assessed students in certain Biology and Environmental Science and Ecology courses to pay for the expenses of field trips.

### **Foreign Language Multimedia Learning Center Fee**

A fee of \$7 per course is assessed each student who registers at UTSA in a foreign language course to defray costs of supplies, printing, equipment and part-time lab helpers in the Multimedia Learning Center.

### **Global Business Skills Charge – College of Business International Programs**

A fee of \$10 per course will be assessed all students enrolled in certain lower-division undergraduate College of Business classes, a fee of \$20 per course will be assessed all students enrolled in certain upper-division undergraduate College of Business classes, and a fee of \$20 per course will be assessed all students enrolled in certain graduate College of Business classes to defray costs of programs that develop students' global business skills including:

1. programs that give participating students on-campus or U.S.-based access to study, research, or practicums related to global business;
2. programs that immerse participating students in global business environments for study, research or practicums in U.S. or international locations; and
3. costs to administer programs related to developing global business skills.

### **Graduate Services Charge**

#### **College of Architecture, Construction and Planning**

A charge of \$50 per semester is assessed all students enrolled in graduate courses of the College of Architecture, Construction and Planning to defray costs associated with recruitment, advising, orientation, assistantships, internships, placement and administrative services.

#### **College of Business**

A charge of \$100 per semester credit hour is assessed to defray costs associated with services provided to all students enrolled in graduate or doctoral courses of the College of Business including advising, orientation, graduation, certification, placement, research support, recruitment, professional education meetings, seminars, administrative services, graduate student travel, assistantships, networking events, experiential learning and other support services.

### **College of Education and Human Development**

A charge of \$25 per semester credit hour is assessed all students enrolled in graduate or doctoral courses in the College of Education and Human Development to defray costs associated with advising, orientation, certification, placement, research support, recruitment, professional education, meetings, and other administrative and support services.

### **College of Engineering**

A charge of \$60 per semester (\$30 per summer session) is assessed all students enrolled in graduate courses of the College of Engineering curriculum to provide additional advising, orientation, and administrative services.

### **College of Liberal and Fine Arts**

A charge of \$30 per semester credit hour is assessed all students enrolled in graduate courses of the College of Liberal and Fine Arts to defray costs associated with services to master's and doctoral students including advising, orientation, graduation, certification, placement, research support, professional education meetings, seminars, administrative services, graduate student travel, assistantships, and other support services.

### **College of Public Policy – Department of Public Administration**

A charge of \$50 per semester is assessed all students enrolled in graduate courses of the Department of Public Administration to provide advising, recruitment, orientation, internship, placement services, and MPA program accreditation.

### **College of Public Policy – Department of Social Work**

A charge of \$20 per semester credit hour is assessed all students enrolled in graduate social work courses in the College of Public Policy to defray costs associated with processing social work field education applications, administrative support, community field liaisons, travel, orientation, training, printing, equipment and supplies.

### **College of Sciences**

A charge of \$30 per semester credit hour is assessed all students enrolled in graduate or doctoral courses of the College of Sciences curriculum to provide advising, research support, recruitment, professional meetings, assistantships, administrative services, and seminars.

### **Individual Instruction Fee – Music**

A fee of \$100 per course is assessed all students in certain Music courses to defray the costs associated with instrument purchases, sponsoring artist teachers, master class and workshops for music majors, better tutoring opportunities for performing ensembles and to establish an opera budget.

### **Installment Tuition Charges**

A charge of \$16 per academic term is assessed when a student elects to pay tuition, fees, and charges under the installment payment plan. This charge is normally included in the first installment payment. A \$10 charge is assessed for each delinquent installment payment.

## Instrument Users Fee

### College of Sciences

**Department of Environmental Science and Ecology** – A fee of \$15 per course is assessed all students registered in certain Environmental Science and Ecology courses to defray costs of repairing and replacing teaching equipment.

**Department of Biology** – A fee of \$10 per course is assessed all students registered in certain Biology courses to defray costs of repairing and replacing teaching equipment.

**Department of Chemistry** – A fee of \$15 per course is assessed all students registered in certain Department of Chemistry courses to defray costs of repairing and replacing teaching equipment and salaries for technicians.

**Department of Geological Sciences** – A fee of \$15 per course is assessed all students registered in certain Department of Geological Sciences courses to defray costs of repairing and replacing teaching equipment.

**Department of Physics and Astronomy** – A fee of \$20 per course is assessed all students registered in certain Physics and Astronomy courses to defray costs of purchase, repair and maintenance of teaching equipment and salaries for technicians.

### Department of Music

A fee of \$30 per course is assessed all students registered in certain Music courses to defray costs of musical instrument technical training and the replacement and maintenance of musical instruments.

## International Student Insurance Fee

All international students are required to purchase the UT System Student Health Insurance Plan, which covers basic medical expenses for injury and sickness. The plan is in compliance with the United States Information Agency's regulations. The fee is assessed as part of the regular tuition and fee charges. A waiver of this fee is available, provided 1) the student presents proof of coverage by a comparable U.S. health plan, and 2) UTSA approves the comparable health coverage.

## International Student Program Charge

A charge of \$75 per semester will be assessed all international students to defray costs of programs and services for international students in the Office of International Programs.

## International Student Application Charge

A charge of \$100 per application is assessed each international student application to defray costs associated with evaluation and processing.

## Internship Fee – Department of Criminal Justice

A fee of \$65 is assessed each student enrolled in Department of Criminal Justice courses to defray costs associated with creating, developing, and implementing internships including salaries and material costs.

## Laboratory Fee

In certain courses, a laboratory fee, not to exceed the actual cost of materials and supplies and no less than \$2 nor more than \$30, may be charged. When a laboratory fee is charged, the online schedule of classes indicates the associated fee.

## Learning Resource Fee

A fee is assessed each student enrolled in Core Curriculum courses, Writing Program courses, College of Business undergraduate courses, College of Education and Human Development undergraduate and graduate courses, College of Engineering courses, College of Liberal and Fine Arts courses, College of Sciences courses, and certain University College courses to provide materials, services and administrative support to enhance student success. The fee varies based on course enrollment as follows: \$4 per Core Curriculum (TRC) semester credit hour; \$4 per Writing Program semester credit hour; \$15 per College of Business lower-division undergraduate course; \$21 per College of Business upper-division undergraduate course; \$10 per College of Education and Human Development undergraduate and graduate course; \$20 per College of Engineering course; \$10 per College of Liberal and Fine Arts course; \$5 per College of Sciences semester credit hour; and \$12 per University College semester credit hour.

## Manipulatives Fee – Department of Mathematics

A fee of \$30 per undergraduate course and \$35 per graduate course is assessed all students in certain mathematics courses to defray costs of manipulatives used in courses for pre-service and in-service mathematics teachers and payment of salaries for assistance with manipulatives.

## Music Course Fee

A \$25 per course fee for non-Music majors is assessed students who are registered in a course that uses equipment for instructional purposes.

## National Student Exchange Program Application Fee

A fee of \$95 is assessed students participating in the National Student Exchange program to defray costs associated with the application fee charged by NSE for student participation.

## No Show Charge

### Counseling Services

A fee of \$15 per missed appointment is assessed all students who do not attend their scheduled appointment to defray costs for purchases of psychoeducational materials for students and to support outreach activities, materials and equipment.

### Health Services

A fee of \$5 per missed appointment is assessed all students who do not attend their scheduled appointment.

## Parking Fees

All vehicles parked on campus must comply with UTSA Parking and Traffic Rules and Regulations, available online at <http://utsa.edu/parking/>. In addition, UTSA Police strictly adhere to and enforce Texas Vehicle Inspection Laws for all vehicles parking or driving on property owned by the university. All permits expire on August 31st of the academic year for which they are issued.

*The table below reflects parking fees at the time of publication. For current rates, visit <http://utsa.edu/parking/>.*

Types of Permits	Amount
Commuter	\$155
Resident	\$260
Garage	\$805
Night Garage	\$245

Night Commuter	\$75
Motorcycle	\$65
Commuter Daily	\$6
Resident Daily	\$6
Alumni Permit	\$45

Parking permits are available for persons with disabilities in accordance with applicable statutory law and UTSA Parking and Traffic Rules and Regulations. Students who park illegally in spaces reserved for persons with disabilities are subject to a fine up to \$250 and loss of campus parking privileges.

## Physical Education Fees

### Golf Activity Fee

A fee of \$80 for a semester or summer term is required for physical education golf activity courses to defray costs of equipment for use of driving range.

### Kinesiology Activity Fee

A fee of \$20 per course is assessed students in certain Kinesiology courses to defray costs associated with equipment used in the instruction of kinesiology activity classes including golf, tennis, soccer, football, basketball, badminton, volleyball, resistance training and elementary PE activities. Additional expenses include the rental of exercise and sport facilities for course instruction.

### Kinesiology Supply and Maintenance Fee

A fee of \$10 per course is assessed all students registered in certain Kinesiology courses to defray costs associated with purchase of disposable or consumable materials and maintenance of equipment in instructional classes.

### Outdoor Activity Fee

A fee of \$40 per semester is assessed all students enrolled in certain Kinesiology courses to defray costs associated with repair and purchase of equipment and transportation.

## Professional Affiliation and Development Fee – Department of Social Work

A fee of \$25 per semester is assessed each student enrolled in certain social work courses to defray costs associated with affiliation expenses for professional organizations (accreditation fees, membership, travel, etc.) and professional development for social work graduate students (registration, travel, honorarium, etc.).

## Professional Development Charge – College of Business

### Undergraduate Students

A charge of \$60 per student is assessed all Sophomore, Junior and Senior College of Business students each semester to defray costs associated with providing personnel, training, and other support for professional development programs, placement, and internship support services.

### Graduate Students

A charge of \$150 per student is assessed all Graduate College of Business Students each semester to defray costs associated with providing personnel, training and other support for professional development programs, placement, and internship support services.

## Program Charges

### Honors College

A charge of \$100 per semester is assessed all students enrolled in the Honors College to defray costs associated with providing services for initiatives of the honors student leadership team, such as enhanced community building opportunities and attendance of conferences and programs to provide extensive experiential learning opportunities for both curricular and non-curricular initiatives.

### Roadrunner Camp Charge

A charge of \$125 is assessed each student attending Roadrunner Camp.

### Study Abroad – Exchange Application and Processing Charge

A charge of \$50 per semester is assessed all students applying to participate in study abroad and exchange programs.

### Study Abroad – Exchange Registration Charge

A charge of \$100 per semester is assessed all students registered in study abroad and exchange programs.

## School Psychology Support Fee

A fee of \$14 per semester credit hour is assessed all students enrolled in the School Psychology Master's Program to defray costs associated with services and training necessary to prepare School Psychologists for practicum, school-based internships, job placement, and for clinic operations and support.

## Studio Art Fee

A fee of \$35 per course is assessed students enrolled in art (ART) courses in the visual arts curriculum that will use any of the studios under the direction of the Department of Art and Art History to defray costs associated with set up and maintenance of the art studios, instructional exhibitions, wages for graduate assistants and costs of supplies and materials.

## Supplementary and Special Fees

Some art, music, and other courses may require supplementary or special fees. When such fees are assessed, the online schedule of classes indicates the associated fee.

## Technology Services and Instructional Support Charge

### College of Architecture, Construction and Planning

A charge of \$5 per semester credit hour is assessed all students enrolled in any undergraduate or graduate College of Architecture, Construction and Planning classes to defray costs associated with providing personnel and equipment support for instruction, including both direct and indirect costs.

### College of Business

A charge of \$15 per course is assessed all students registered in certain College of Business courses to defray costs associated with personnel and equipment support for instruction.

### College of Education and Human Development

A charge of \$5 per semester credit hour is assessed all students registered in College of Education and Human Development



courses to defray costs associated with providing personnel and technology support for Web design, procurement, maintenance and support, computer hardware and software, and other support necessary to maintain laboratory operations as well as technology for student needs and distance learning.

### College of Engineering

A charge of \$10 per semester credit hour is assessed all students enrolled in any undergraduate or graduate Engineering course to defray costs associated with providing additional personnel, calibration of equipment, computer software/hardware, service contracts, and other laboratory equipment maintenance.

### College of Sciences

A charge of \$5 per semester credit hour is assessed all students registered in certain College of Sciences courses to defray costs associated with providing additional personnel and equipment support for instruction, technology support for Web design and maintenance, Web accessible course information, support for academic reporting and distance learning, service contracts, and other support necessary to maintain laboratory equipment.

### Writing Program

A charge of \$2 per semester credit hour is assessed all students enrolled in certain Writing Program courses to defray costs associated with providing personnel and equipment support of instructional design incorporating new technologies.

of \$913.55 per semester credit hour to defray UTSA's loss of formula funding revenue from the state.

## UTSA Card Replacement Charge

A charge of \$10 per card is assessed for replacement of a lost and/or stolen student identification card.

## Writing Materials Fee

A \$5 per course fee is assessed for composition courses.

# Fees for Resource Use

## Foreign Language Testing Fee

A charge of \$15 per course is assessed for testing to evaluate students for placement in foreign language programs.

## Housing and Residence Life

### Housing Cancellation Fee

A fee of \$500 is charged all students leaving UTSA who submit a late cancellation of their housing contract or move out after the contract begins and a fee of \$650 is charged all students remaining at UTSA who submit a late cancellation of their housing contract or move out after the contract begins to defray costs associated with vacancies.

### Housing Damage Fee

A fee based on the actual cost of damages sustained is charged all students to defray costs associated with actual repairs made that are not normal wear and tear items.

### Housing Late Payment Fee

A fee of \$30 is charged all students for each late payment of their Housing rent to defray costs associated with collection of past due rent.

## Learning Disability Testing Fee

A fee of \$100 (pre-screening), \$300 (screening) and \$500 (comprehensive) is assessed to defray the costs of students requesting psychological assessment services from Counseling Services.

## Locker Fee

A limited number of lockers are available for student use in the Library. The locker fee is \$25 per semester and \$10 for the summer session. Graduate students are given priority. Students who wish to use lockers in the music, architecture and interior design, and visual arts departments will be required to pay a \$15 per semester fee.

## Medical Provider Office Visit

A fee of \$10 per office visit is assessed to defray the costs for providing medical services attention and evaluation for minor injuries, illnesses, and common medical problems to students including general medical care, immunizations, laboratory and women's health services.

## Optional Practical Training (OPT) Service Charge

A charge of \$100 for OPT Svc Charge (12 months) and \$150 for OPT Svc Charge (24 months) is assessed to defray costs associated with providing materials, services and administrative support to applicants for the Optional Practical Training (OPT) programs.

## Three-Attempt Enrollment Charge

A charge of \$466.65 per semester credit hour is assessed all undergraduate students enrolled in the same course for the third and subsequent times to defray revenue lost as a result of nonfunding by the state.

## Undergraduate Credit Limitation Charges

### 45-Hour Undergraduate Credit Limitation

Resident undergraduate students who initially enrolled from the Fall 1999 Semester through the Summer 2006 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$466.65 per semester credit hour to defray UTSA's loss of formula funding revenue from the state.

### 30-Hour Undergraduate Credit Limitation

Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate of \$466.65 per semester credit hour for hours attempted in excess of 30 semester credit hours above those required for completion of a degree to defray UTSA's loss of formula funding revenue from the state.

Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advising center.

Please refer to "Undergraduate Credit Limitation (p. 49)" in General Academic Regulations.

## Doctoral Credit Limitation Charges

### 99-Hour Doctoral Credit Limitation

Doctoral students who enroll in courses in excess of 99 semester credit hours of doctoral work will be assessed an additional charge



## Placement Test Fee

Certain courses require a placement test before course enrollment. Students should contact the Office of Testing Services (<http://utsa.edu/Testing>) for information about placement testing and test fees.

## Texas Education Agency (TEA) Pass-Through Fee

A fee of \$55 is assessed to each student admitted to the Education Preparation Program to defray the Texas Education Agency mandated fee.

## Thesis and Dissertation Binding Charge

A charge of \$10 per copy is charged for binding the five official copies of the thesis and five official copies of the dissertation filed with the University.

## Thesis and Dissertation Copyright Service Charge

An optional copyright charge of \$45 may be made at the student's request.

## Thesis and Dissertation Publishing Charge

A microfilming publishing charge of \$45 for the master's thesis and \$55 for the dissertation is charged. A student may choose not to publish the master's thesis, but dissertation publication is required.

## Penalty Fees

### Library Fines for Overdue Materials and Lost or Damaged Items

Fines are charged for overdue library materials and library items that are lost or damaged. UTSA Library (<http://lib.utsa.edu>) regulations on borrowing and fines are available at the circulation desk.

### Parking Fines

Unpaid parking fines place a financial hold on student records and will interfere in the registration or transcript release processes. Students with unpaid fines of \$200 or more will be referred to the Office of Student Conduct and Community Standards and subject to disciplinary action.

### Property Damage Charges

Property damage charges are assessed to students for property loss, damage, or breakage; violation of rules in any University library or laboratory; failure to return keys issued by the University; or damage to or loss of any other UTSA property. Charges are billed directly to the student or are collected by the department upon reissue of supplies or property. Failure to pay the charges promptly results in denial of the student's readmission or re-enrollment and in the University's refusal to issue the student's transcript.

### Registration Late Payment Fee

A charge of \$100 is assessed all students who fail to make required payment, payment arrangements, or withdraw prior to payment deadlines as follows:

- **Fall/Spring** - \$100 per student who fails to make required payment, payment arrangements, or withdraw by the *initial* payment deadline,

plus \$100 per student who fails to make required payment, payment arrangements, or withdraw by the *final* payment deadline.

- **Summer** - \$100 per student who fails to make required payment, payment arrangements, or withdraw by the final payment deadline for any Summer part-of-term.

## Returned Check Fee

A charge of \$25 is assessed for each returned check to offset the cost of handling. The University will not accept a check from a student who wittingly or unwittingly has previously written three insufficient checks.

## Tuition

UTSA now offers two tuition rate plans:

- Traditional Rate Plan
- Guaranteed Rate Plan (Optional – students must opt-in)

More information about these plans and the current Tuition and Fees Schedule can be accessed at the Fiscal Services website (<http://www.utsa.edu/fiscalservices>).

## Notice to Students Regarding Tuition Set Aside for Financial Assistance

In accordance with provisions of the Texas Education Code, Section 56.014, each semester UTSA will provide an e-mail to every student who has paid designated tuition. The notice will indicate the amount of their tuition that is required to be set aside and used for need-based financial aid to UTSA students. No action is necessary by the recipient, as this is an informational notice only.

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### Orientation

All new students, whether freshmen, freshman transfer (1 to 29 credit hours earned), or transfer (30 or more credit hours earned), are required to participate in new student orientation. These students are not allowed to register for classes without first completing orientation. Freshman students are required to attend an on-campus "Roadrunner Roundup" orientation session, while transfer students may opt to complete their orientation through UTSA's online Transfer Roundup program. The Office of Orientation and Family Programs (<http://www.utsa.edu/orientation>) assists UTSA's freshmen, freshman-transfer, and transfer students in fulfilling this orientation requirement. All programs afford students the opportunity to meet with an academic advisor and register for classes, as well as learn about campus services, resources, and student activities. UTSA Family Orientation gives family members an introduction to UTSA by focusing on student academic success, student life, and Roadrunner spirit and traditions.

### Graduation Expectations

The State of Texas, The University of Texas System, and The University of Texas at San Antonio are concerned about the excessive number of years that today's students spend in institutions of higher education pursuing undergraduate degrees. UTSA is seeking ways to encourage students to graduate in a timely manner by considering certain incentives and removing needless barriers.

UTSA expects students to graduate in a timely fashion and strongly encourages its undergraduates to set their goals to complete their baccalaureate degrees in four years, or if that is not feasible, in no more than six years. Students who make small sacrifices now to devote as much attention as possible to their academic endeavors in order to achieve timely graduation will realize significant benefits in the future. Students should contact their assigned academic advisor to discuss the benefits of timely graduation (<http://utsa.edu/moneymatters/cost/graduating.html>).

### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors offer academic advising and guidance to empower students to realize their full potential. For this reason, each student is assigned to a particular professional academic advisor so the student can establish a strong mentoring relationship with her or his advisor, whom he or she may consult on all academic and curricular issues. Each advisor has a caseload of students which allows the advisor to be knowledgeable about their students' strengths, weaknesses, and preferences. Students should be comfortable and confident in the advice given them by their advisors, and know the advice they receive will be consistent and accurate. 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 Bulletin, and the online schedule of classes. Each professional advisor sees students concerning all matters related to 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. All students, regardless of classification or major, accepted into the Honors College (<http://honors.utsa.edu>) are advised through the Honors College. In some cases, a student may be advised by more than one advising component.

All academic advising is organized into the following components:

- Academic Major Advising: Downtown, Arts and Humanities, Social Sciences, Interdisciplinary Education, Business Studies, Engineering, Life and Health Sciences, Mathematical and Physical Sciences
- Student Placement Advising (includes students without declared majors; CAP students)
- Pre-Professional Advising: Health Professions, Pre-Law
- Honors
- Athletics
- Teacher Certification

Students may need to consult with advisors in the Athletics program, secondary teacher certification, or Health Professions Office if they are student-athletes, are seeking teacher certification at the secondary level, or are pursuing a career in the health professions.

All UTSA undergraduates are required to meet with their assigned academic advisors no later than the first semester of their sophomore year and develop a *filed degree plan*, utilizing the planner component of Degree Works, showing semester-by-semester course selections and expected graduation dates. A registration hold will be placed on the records of each undergraduate who has earned 45 or more semester credit hours and has not met with their assigned advisor and filed a degree plan with an anticipated graduation date. Undergraduates are expected to follow this filed degree plan in Degree Works and meet with their advisor regularly when they deviate from the plan or have a change in academic standing, to ensure they stay on track for timely progress toward graduation.

In addition, students are required to meet with their academic advisors to complete a *pre-graduation degree audit* before they meet 90 semester credit hours toward their degree. The pre-graduation audit is intended to inform the student about which courses are still needed to graduate, ensure that all courses needed for graduation are included in the student's filed degree plan, and identify required prerequisites which are missing and whether scheduling accommodations are necessary. Holds may be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pre-graduation degree audit.

Undergraduates are urged to monitor their progress toward their degrees by using the online degree evaluation system, Degree Works, available through ASAP (*Automated Student Access Program*) (<https://asap.utsa.edu>). Degree Works is the degree auditing/checking system

within Banner. Students are able to run a degree evaluation in the Student Services area of ASAP.

## 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 (<https://asap.utsa.edu>). Questions regarding registration should be directed to the One Stop Enrollment Center or the Office of the Registrar (<http://utsa.edu/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.

A student is not permitted to register for classes offered in two consecutive time periods on different campuses, one at the Main Campus and the other at the Downtown Campus, unless there is at least a 40-minute period of time between the end of the first class and the beginning of the second class or the student has received special permission from the Dean of the college of his or her major to register for the two consecutive classes.

## 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 calendar (<https://asap.utsa.edu/terms.htm>) 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, except in extenuating circumstances. See the section "Adding Courses After Late Registration."*

## 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 University College for undergraduate courses.

Appeals to add a course after Census Date must have final approvals and be processed through the One Stop Enrollment Center no later than one month after Census Date for long Fall and Spring semesters or one week after Census Date for shorter terms of Summer, Fall and Spring semesters. For information on Census Date and deadlines for adding classes, students should refer to the Academic Calendar or the registration calendar online (<https://asap.utsa.edu/terms.htm>) each semester.

## Enrollment in Graduate Courses For Undergraduate Credit

An undergraduate student with a cumulative grade point average of 3.0 or higher may enroll in a graduate course and apply the credits earned to an undergraduate degree after obtaining approval from the student's academic advisor, the instructor of the course, and the chair of the department offering the course. Approval forms are available on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#registration>). All approvals must be obtained and the

form filed by the time of registration. Students are encouraged to begin collecting the appropriate authorizations before the start of the registration period.

## For Graduate Credit

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 12 semester credit hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:

1. All hours required for the student's undergraduate degree must be completed in the term in which the graduate course is being taken.
2. In order to earn graduate credit, the student must graduate at the end of the semester in which the course(s) is taken; otherwise, the course counts as undergraduate credit.
3. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program.
4. The student must obtain permission from the student's academic advisor, the instructor of the course, and the chair of the department offering the course. Approval forms are available on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#registration>). The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

An undergraduate student with a cumulative grade point average of 3.0 or higher and lacking no more than 30 semester credit hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:

1. The student is in good academic standing in an accelerated bachelor/master's degree program or is in good academic standing in the Honors College.
2. If graduate credit is earned, the semester credit hours are not considered part of the baccalaureate degree program.
3. The student must obtain permission from the student's academic advisor, the instructor of the course, and the chair of the department offering the course. Approval forms are available on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#registration>). The form must be filed by the time of registration. Students are encouraged to begin seeking appropriate authorizations before the registration period.

## 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, no more than 6 semester credit hours in a five-week summer term, and no more than 12 semester credit hours in a ten-week summer term. In particular, a student may enroll in no more than 3 semester credit hours in a three-week mini-mester.

A student may enroll in no more than 15 semester credit hours during an entire Summer Semester, regardless of the combination of terms.

## Undergraduate Credit Limitation

Section 54.014 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54014>) 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 law applies only to new undergraduate resident students beginning in Fall 1999 or later. The 79th legislative session reduced the semester-credit-hour limitation to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter.

The 45 (or 30) 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 (or 30) 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.

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an additional charge of \$441.55 per semester credit hour. Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate for semester credit hours attempted in excess of 30 semester credit hours above those required for completion of a degree. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their assigned academic advisor.

## Three-Attempt Rule

The Texas Legislature 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 calendar (<https://asap.utsa.edu/terms.htm>) 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 on the Fiscal Services website (<http://www.utsa.edu/fiscalservices>). The three-attempt rule applies to all undergraduate 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



independent study, special topics courses with differing content, and developmental and remedial courses up to the 18-semester-credit-hour limit established by the Texas Higher Education Coordinating Board (19 Texas Administrative Code, § 13.106 ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=13&sch=F&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=13&sch=F&rl=Y))). Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the third or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

An undergraduate student wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in the office of the student's assigned academic advisor.

## Limitation on Attempting Gateway Courses

Many UTSA majors have designated certain courses as Gateway Courses. Gateway Courses are generally courses that are necessary for students to progress through their chosen major and are usually those courses which contain material in which a student needs a clear-cut comprehension in order to be successful in completing other course requirements for the major. That is, Gateway Courses often determine whether a student is a suitable candidate to pursue the indicated major.

In order to promote student success and to help ensure that students are choosing majors that are appropriate for their aptitudes and skills, a UTSA student may attempt a Gateway Course for his or her major at most twice. If the student does not successfully complete a Gateway course in two attempts, then the student is required to change his or her major to a different major. Successfully completing a Gateway Course means achieving a grade in the course required by the major. For instance, if the major requires that all of the courses required for the major must be completed with a grade of "C-" or above, then successful completion of a Gateway Course for that major means receiving a grade of "C-" or higher in the course. However, receiving a grade of "CR" through the "Challenging a UTSA Course" process or the "UTSA Competency Examination" process will be regarded as successfully completing a Gateway Course. For the purpose of this policy, dropping a course with a grade of "W" or taking an equivalent course at another institution of higher education counts as an attempt at taking the course.

A student should consult the UTSA Undergraduate Catalog or contact his or her assigned academic advisor for a list of the Gateway Courses designated for the major.

## Dropping Courses

Undergraduate students may drop courses from their schedules for a limited time each semester. The online registration calendar for each semester indicates the deadlines for students to drop courses.

Courses officially dropped on or before the Census Date do not appear on a student's transcript. See the online registration calendar (<https://asap.utsa.edu/terms.htm>) 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 for Undergraduate Students

Fall or Spring Semesters

The end of the ninth week of classes.

Summer Terms

The end of the third week of classes for a five-week Summer term, and the end of the sixth week of classes for a ten-week Summer term. Appropriate adjustments are made for the Automatic "W" Date for shorter Summer terms (see the online registration calendar).

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 (unless the faculty member is utilizing instructor-initiated drops; see below); 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 or failure to pay tuition and fees. Students are responsible for checking their schedules on *ASAP* and for checking their *myUTSAmail* e-mail accounts or their preferred e-mail accounts designated in *ASAP* 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 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 (p. 52)" in this chapter.

Refer to the sections "Undergraduate Credit Limitation (p. 49)" and "Three-Attempt Rule (p. 49)" in this chapter for information about the financial consequences of receiving "W" grades.

## Six-Drop Policy

Effective Fall 2007, the legislated and enacted six-drop policy limits each student to drop no more than six courses throughout his or her undergraduate college career at Texas public institutions of higher education. Under Section 51.907 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51907>) of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education."

The statute applies to students who enroll in a public institution of higher education as first-time undergraduates in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if:

1. the student was able to drop the course without receiving a grade or incurring an academic penalty (for courses taken at UTSA, this means the student was able to drop the course without receiving a grade of "A+," "A," "A-," "B+," "B," "B-,"



- “C+,” “C,” “C-,” “D+,” “D,” “D-,” “F,” “CR,” “NC,” or “IN,” but did receive a grade of “W” for the course which results in no academic penalty);
- the student’s transcript indicates or will indicate that the student was enrolled in the course; and
  - the student is not dropping the course in order to withdraw from the institution.

This would not include courses dropped before the semester begins or before the Census Date.

There are exemptions that may allow a student to drop a course without having it count against the six-drop limit, but it is the student’s responsibility to demonstrate good cause. A Student Petition for a Course Drop Exemption to the Six-Drop Policy form may be obtained from the student’s assigned academic advisor. Students who petition for an exemption are encouraged to do so as soon as possible after dropping the course for which the exemption is requested.

This statute applies across Texas public institutions, and procedures for implementation may vary among institutions. A UTSA student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

## Instructor-Initiated Drop Policy

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor’s course if the student exceeds the noted attendance and/or missed assignment policy outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only through the last day that a student may drop themselves.

The Instructor-Initiated Drop process is part of the revised HOP 5.09 Attendance and Participation Policy (<http://www.utsa.edu/hop/chapter5/5-9.html>). It is a voluntary activity—faculty may choose to drop a student who exceeds limits in any of their courses or choose not to implement instructor drops. However, if they choose to implement instructor drops, the instructor **must**:

- Inform students on the course syllabus that they will be dropped for exceeding the unexcused absence or missed assignment limit.
- Specify in the syllabus the exact number of unexcused absences and/or missed assignments that will result in a drop.
- NOT count officially excused absences as defined in HOP 5.09 (<http://www.utsa.edu/hop/chapter5/5-9.html>).
- Take disability accommodations directly related to attendance and/or turning in assignments into account as noted in an official letter from Student Disability Services and attempt to engage in an interactive process with the student before they initiate a drop.
- Take and record regular attendance.
- Specify in the syllabus the method of taking and recording attendance, and inform the student it is their responsibility to document their attendance using the specified method.
- Send at least one warning to the student using the official notification process in ASAP if the student is approaching the absence or missed assignment limit.
- Implement drops consistently for any student who exceeds the limit. In other words, all students in the class must be treated equally, since discrimination or differential treatment is a condition for upholding a student grade grievance.

Instructor-Initiated Drops or course drops by students on their own may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate university personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, restrictions on repeating courses including gateway courses and legislation such as the Six-Drop Policy, Three Attempts Rule and Undergraduate Credit Limitation.

Instructor-Initiated Drops are enforced at the discretion of the instructor. In the event that a student no longer desires to be enrolled in the course, action must be taken by the student to drop the course via *ASAP* by the deadline.

## 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.

## 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) or 61 and 100 (Internet 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 the Texas Success Initiative Assessment to determine their readiness to enroll in entry-level academic coursework at the university. 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 in achieving college success.

The University offers developmental education courses in certain academic areas for students with deficiencies as identified by the Texas Success Initiative Assessment. 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.

Students deemed college ready by the TSI may enroll in any UTSA entry-level course including those entry-level courses in mathematics, reading, and writing listed in the UTSA Developmental Education Plan. College

ready students may enroll in non-entry level courses if they meet the prerequisites or satisfactorily complete placement tests.

More information regarding the Texas Success Initiative, including exemptions, may be found by visiting the student's assigned academic advisor and on the Texas Success Initiative website (<http://utsa.edu/success/tsi.html>).

## 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.

Audit forms are accepted the first day of class through the 12th day of class (census day). No forms will be accepted past this date. 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, with the exception of the Learning Management System (i.e., Blackboard).

All auditors must submit a signed Audit Course Form (<http://utsa.edu/registrar/forms.html#registration>) to the Office of the Registrar, no sooner than the first day of class. A UTSA student pays an auditing fee of \$25 per course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 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 through the Community Borrowing Program. More information is available at <http://lib.utsa.edu> or at the UTSA Library front desk on the 3rd floor of the John Peace Library building.

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 Parking and Transportation Services office in the Multidisciplinary Studies Building, first floor, with their validated Audit Course Form.

## Withdrawal from the University

Undergraduate students, other than athletes, international students, and students on financial aid who find it necessary to withdraw from the University may do so via ASAP (<https://asap.utsa.edu>) during long Fall and Spring semesters. During Summer terms, all students must submit a withdrawal form to the One Stop Enrollment Center. The withdrawal form is available on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#registration>). Athletes who wish to withdraw from the University must contact the Office of Academic Services in the Department of Intercollegiate Athletics; international students who wish

to withdraw from the University must contact the Office of International Programs. Students on financial aid must withdraw through the One Stop Enrollment Center.

Undergraduate students who officially withdraw from the University after Census Date receive grades of "W" in all classes. Undergraduates may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall semesters.

Refer to the sections "Undergraduate Credit Limitation (p. 49)" and "Three-Attempt Rule (p. 49)" in this chapter 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.

## Withdrawal for Military Service

A student who withdraws as a result of being called to active military service may choose

1. to receive a refund of tuition and fees for the semester;
2. if eligible, to be assigned an incomplete (IN) in each course (refer to Undergraduate Students section "Explanation of Credit, Grading System, and Symbols (p. 56)"); or
3. at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

As a benefit to those students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) and have not attended another institution long enough to receive grades, UTSA will not require them to requalify for admission. In order to take advantage of this benefit, the students must request readmission from the Office of the Registrar within one year of being released from active military service, and submit in writing a statement indicating he/she did not attend another university during this time period. Returning students who have attended another institution long enough to receive grades, must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student's withdrawal.

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

Students experiencing a significant medical or mental health challenge, compromising the student's ability to effectively participate in their educational program, may request a withdrawal from classes or, in rare circumstances, reduce their course loads at the University without unnecessary academic penalty. A Medical or Mental Health (M/MH) Withdrawal from the University should be considered only when all other options are exhausted by the student. Alternative options to a M/MH Withdrawal may include requesting a grade of Incomplete for courses enrolled or withdrawing using the regular withdrawal process if still within the withdrawal timeframe for the semester. Students also have the option to drop an individual course(s) during a specified timeframe. Instructor-initiated drops may also occur until the last day that a student may drop themselves. M/MH withdrawals can be granted only for the current semester or the semester immediately preceding the current semester

(not including the summer semester); no other “retroactive” withdrawals are allowed.

Students should refer to the Academic Calendar (<https://asap.utsa.edu/terms.htm>) for the established withdrawal, drop and refund deadline dates. A M/MH withdrawal may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate University personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, restrictions on repeating courses including gateway courses and legislation such as Satisfactory Academic Progress (p. 96) for students receiving financial aid, the Six-Drop Policy (p. 50), Three-Attempt Rule (p. 49) and Undergraduate Credit Limitation (p. 45).

Students affected by legislation for dropping courses or withdrawing from the University due to health issues may seek academic relief through appropriate appeal options. A student granted M/MH Withdrawal or course load reduction will be assigned grades of “W” in the affected courses. If the effective date of the withdrawal or course load reduction is on or BEFORE the Census Date (12<sup>th</sup> class day), no record of the courses will appear on the student’s transcript. If the effective date of withdrawal or course load reduction is AFTER the Census Date, a grade of “W” will appear on the transcript for all dropped/withdrawn courses. A M/MH Withdrawal does not guarantee the removal of a grade of “W” nor does it indicate a monetary refund.

Students will be limited to one M/MH Withdrawal during their academic career at UTSA, unless given special permission by the Dean of University College (if an undergraduate student) or the Dean of Graduate School (if a graduate student). Challenges identified by the student as a result of their medical or mental health condition will be evaluated by the appropriate service director (Associate Vice President for Student Services for a medical issue or the Director of Counseling Services for a mental health issue or their respective designees). These Service Directors and/or their designees will meet with the M/MH Committee to review the request. Based on this review, the Service Director will render a recommendation to the appropriate Dean regarding the approval/disapproval of the M/MH request including the date of onset of the medical or mental health condition.

The effective date of the withdrawal will be determined by the Dean of University College or the Dean of the Graduate School. The Financial Services and University Bursar office will process a student account credit, if appropriate, based on the refund percentage allowed for that effective withdrawal or drop date. To review the refund policy mandated by the Texas Education Code (See 54.006), please see the UTSA refund policy in the UTSA Information Bulletin or in the latest academic calendar.

## Medical/Mental Health Withdrawal Request Procedures

Requests for M/MH Withdrawals must be submitted in writing to the appropriate service office (Student Health Services for medical requests; Student Counseling Services for mental health requests). Such requests must be accompanied by supporting documentation from a licensed physician, medical provider, or mental health professional. Hospitalization records from a recent admission, if relevant, should also accompany any application. Students must complete the Release of Medical/Mental Health Records Authorization form. This signed form allows for the review of records by the Service Director and/or their designee and by

members of the M/MH Withdrawal Committee. All documents and any other requirements made by the Service Director (or their designee) must be provided or completed within one month of the initial request. Students should contact Student Health Services or Counseling Services for a list of the required documents. If the application is not completed within one month, the file will be closed and no further action will be taken unless a new application is initiated before the end of the eligibility period.

The appropriate Service Director or their respective designee will review the request and the supporting documentation to determine whether the medical or mental health issue adversely affected the student’s ability to function academically, and was substantial enough to warrant the student’s withdrawal under this policy. Upon that review, the appropriate Service Director or their respective designee will meet with the M/MH Committee to review the recommendation and the proposed date of withdrawal. The Service Director will then provide a written recommendation to the Dean of University College (for undergraduate students) or the Dean of the Graduate School (for graduate students) communicating their assessment. The appropriate Dean will have one month to process their decision and make the final determination regarding the status of each application. The student will be notified of the final determination in writing in a manner consistent with the policies and procedures established by the Dean’s offices.

An appeal of the Dean’s determination may be considered if additional documentation can be presented that may support a possible change in the withdrawal decision. The appeal, along with this documentation, should be submitted in writing to the Associate Vice President for Student Services for medical withdrawals or to the Counseling Services Director for mental health withdrawals. All appeal recommendations will go back to the respective Dean for review. The Dean’s decision based on the appeal recommendation shall be final.

## Confidentiality of Medical/Mental Health Withdrawal Requests

The records and documentation submitted for the medical/mental health withdrawal will be maintained by Student Health Services or Counseling Services, respectively. The documentation will remain confidential in accordance with the respective ethics and policies. The Dean’s decision, however, will become part of the student’s educational record.

## Return to UTSA

Students who apply for Medical/Mental Health Withdrawal are strongly recommended to consult with their medical and/or mental health provider before making the decision to return to UTSA, or to other higher education environments. Returning students, who might continue to be impacted by their medical and/or mental health condition, should consider consulting with Student Disability Services (SDS) <http://www.utsa.edu/disability/>, to determine if their condition qualifies them for registration with SDS and for academic accommodations.

## Records and Classification of Students

### Classification Terms

UTSA undergraduate students are classified according to the following table:

Classification Terms	Number of Semester Credit Hours Earned
Lower-division Freshman	0 to 29
Lower-division Sophomore	30 to 59
Upper-division Junior	60 to 89
Upper-division Senior	90 or more

## 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	9 to 11 semester credit hours
Half time	6 to 8 semester credit hours
Less-than-half time	Fewer than 6 semester credit hours

Although undergraduates enrolled in 12 or more semester credit hours in a fall, spring, or entire summer semester are considered full time students, in order for students to meet UTSA's expectation of a timely graduation, the university expects its undergraduates to routinely enroll in at least 15 semester credit hours each fall and spring semester of enrollment, and to earn at least 30 semester credit hours each academic year.

## Verification of Enrollment and Degree

UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (<http://www.studentclearinghouse.org>) (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.

Students have the ability to request their own enrollment certificate for a health insurer or other company that requires proof of enrollment. This is done through *ASAP* by selecting the Student Services tab after log in.

## Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the One Stop Enrollment Center or online at: <https://transcript.utsa.edu/>.

While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the transcript request, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action. 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.

## Reverse Transfer

Students who transfer to The University of Texas at San Antonio from a Community College in Texas are able to complete their associate degree requirements at UTSA. Credits a student earns working toward a bachelor's degree at UTSA are sent back to a community college to fulfill requirements for an associate's degree.

All students are given the opportunity to participate in reverse transfer agreements between community colleges and senior colleges in Texas when they apply or re-apply for admission as freshmen or as transfer students to UTSA. They may be asked to renew their interest to comply with FERPA guidelines for issuing transcripts to a community college. This is dependent on the time that may elapse from the indication of initial interest to when the required 30 hours earned at the junior college and the additional hours completed at the senior college total 66 required for the awarding of the associate's degree.

The Reverse Transfer agreement allows students to reverse transfer by combining their community college and university credits to receive an associate's degree even after they have transferred to a four year university.

To be eligible, students enrolled at a university must meet the following criteria:

- Transferred to the university in Fall 2011 or a subsequent semester
- Transferred from or previously attended a lower-division institution of higher education (a community college or junior college)
- Earned at least 30 credit hours for coursework successfully completed at the lower division institution of higher education
- The 30 credit hours must have been earned at a single lower division institution of higher education
- Has earned a cumulative total of at least 66 credit hours for coursework
- Students may log in to *ASAP* in order to grant UTSA permission to send their UTSA transcript to the lower division institution they previously attended

## 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. A Letter of Degree Completion may be provided by a student's assigned academic advisor.

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 Administrative Policies and Procedures (p. 75) of this bulletin.



## Catalog of Graduation

Undergraduate students have six 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, provided 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 four-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 with a four-year time limit to complete the second degree under that catalog. A student must have an approved catalog at the time an application for graduation is filed. All continuing students requesting a catalog change must do so through their assigned advisor.

## Change of Major, Degree, or Classification

Undergraduate students requesting to change majors or programs of study must do so through their assigned academic advisor. The change is not official until the advisor reviews and approves the request, preferably with the student, and makes the change in the Student Information System. Changes of major are effective immediately. An undergraduate student may declare up to two majors.

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

Students may voluntarily change their program of study, which includes majors, minors, concentrations, degree type, and so forth, up to the completion of 75 semester credit hours earned (not including dual credit, Advanced Placement (AP) credit, or other college credits earned while in high school). After earning 75 or more semester credit hours of college-level work, students may make changes to their program of study only with the approval of their assigned academic advisor and only if the changes will not delay graduation by adding additional hours or semesters to those already needed under the current program of study. For any changes in the program of study not approved by the academic advisor, students may appeal through the academic advisor to the appropriate dean.

Students may submit classification changes to their status as degree-seeking to non-degree-seeking at the Enrollment Services Center. The classification change form is available on the Office of Admissions website and the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#misc>). These changes, if approved by the Office of the Registrar, will be effective immediately up to Census Date.

Non-degree-seeking 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 bulletin. Students wishing to change status from degree-seeking to non-degree-seeking will not have previous college transfer credit posted to the UTSA academic transcript, will not be eligible for financial aid, and do not have priority registration.

## 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 ID Number Change Form (<http://www.utsa.edu/registrar/forms.html#misc>) 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 ID 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 with the University by accessing ASAP (<https://asap.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 will specify on the Application for Graduation the address where their diploma is to be mailed. This does not change the official mailing address with the University.

## Courses

### Internet Access to Course Information and Syllabi

Information on undergraduate classroom courses offered for credit by the University, including course syllabi and faculty curriculum vitae for each instructor, can be found on the UTSA Bluebook website (<https://bluebook.utsa.edu>).

### 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 Catalog* (<http://catalog.utsa.edu/undergraduate>) and *Graduate Catalog* (<http://catalog.utsa.edu/graduate>) 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 System (TCCNS). This system provides a standard set of course descriptions to aid in the transfer of lower-division academic courses among colleges and universities in Texas. Most community colleges in Texas have adopted the TCCNS as their course numbering system; others cross-reference their courses with the TCCNS. Common courses are identified in the *UTSA Undergraduate Catalog* by a common TCCNS designation



composed of a four-character discipline identifier and a four-digit 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. The prerequisites for courses are those listed in the current undergraduate catalog.

The UTSA automated registration system through *ASAP* will screen for designated prerequisites on all courses. Students are expected to access the prerequisite course lists through the relevant UTSA website, 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 who do not meet the above 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 *myUTSA* email electronic mail accounts (or the preferred e-mail account they designated in *ASAP*).

Some courses require that a prerequisite for the course be completed with a grade of "C-" or better. A prerequisite for such a course completed with a grade of "CR", Credit, is deemed to have met the prerequisite requirement for the course.

## 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 their employees. These courses are not offered for academic credit. For information, contact the Office of Extended Education (<http://utsa.edu/ee>).

## Distance Learning Courses

Online courses and programs are offered and supported by individual UT institutions participating in the UT Online Consortium (UTOC). At the undergraduate level, UTSA does not participate as a host

school. For more information, visit the UTOC website (<http://www.utcoursesonline.org>). The Texas Information System (TIS) website (<http://tis.telecampus.utsystem.edu>) is the central data hub for UTOC students. Students should check with their academic advisors to ensure that enrollments in UTOC courses will satisfy their degree requirements. For more information, see UT Online Consortium (p. 91) in Academic Resources of this bulletin or visit the UTOC website.

## 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, to a double major, or to concurrent degrees.

## Grades

- Academic Grade and Grievance Procedure (p. 60)
- Challenging a UTSA Course (p. 59)
- Change of Grades (p. 60)
- Class Participation Policy (p. 60)
- Credit by Examination (p. 58)
- Credit/No-Credit Option (p. 59)
- Explanation of Credit, Grading System, and Symbols (p. 56)
- Grade Reports (p. 59)
- Repeating Courses (p. 57)

## 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+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "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+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D-," "D-," or "CR" have been received. Refer to the sections "Undergraduate Credit Limitation (p. 49)" and "Three-Attempt Rule (p. 49)" in this chapter, for information about the financial consequences of receiving "W" and "F" grades.

### Grade Point Average

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

GPA calculations on transcripts generated after February 1, 2000, do not round up but truncate to the second decimal place (example: 3.816 truncates to 3.81 with no rounding). Before that time, grade point averages were rounded up to 1 one-hundredth of a point.

Credit courses taken through the UT Online Consortium (UTOC) count as transfer credit and apply to a UTSA degree as determined by the student's academic advisor. At the undergraduate level, UTSA does not participate in UTOC as a host school.

## Grade Points and Symbols

The following table explains UTSA grade symbols.

Grade Symbol	Grade Points	Meaning of Grade Symbol
A+	4.00	Outstanding and Noteworthy
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	Well Above Average
B	3.00	Above Average
B-	2.67	Slightly Above Average
C+	2.33	Average
C	2.00	Slightly Below Average
C-	1.67	Below Average
D+	1.33	Well Below Average but Passing (see credit/no-credit grading policy)
D	1.00	Well Below Average but Passing (see credit/no-credit grading policy)
D-	0.67	Well Below Average but Passing (see credit/no-credit grading policy)
F	0	Failure
CR	0	Credit. Indicates successful credit by examination or credit received under the credit/no-credit requirement or option.
NC	0	No Credit. Indicates unsuccessful credit by examination or no credit received under the credit/no-credit requirement or option.
W	0	Withdrawal. Indicates that the student dropped the course or withdrew from the University.
IN	0	Incomplete. Assigned at the discretion of the instructor; see below.

NR	0	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	0	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 remainder of the student's work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. In order to remove a grade of incomplete in a class, a student cannot re-take the course; the original class where the "IN" grade was received must be completed with a grade. 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 with a Change of Grade form to the Dean's office. The Dean's office will then submit the forms 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."

**Under 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, in the number of hours earned at UTSA, and the student's grade point average calculation.

### 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+," "D," "D-," or "F." Credit can be counted for only one of these courses. **Receipt of a higher grade in a repeated course in a subsequent semester does not alter the student's academic standing in the semester when the original grade was earned.**

## Grades

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.

If a student repeats a course in which he or she received a grade of “D+,” “D,” “D-,” or “F” and receives a higher grade, the semester credit hours from the original grade of “D+,” “D,” “D-,” or “F” are excluded from the student’s grade point average. 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. The repeated course is marked as excluded on the student’s official record. All grades remain on the student’s official academic record. This course repeat policy became effective Fall 2009.

### Limitations on Repeating Courses to Improve a Grade

An undergraduate student may repeat an individual course only once in an attempt to improve a grade, and may repeat at most four courses in attempts to improve grades. For a course in which a student has received two grades of “D+,” “D,” “D-,” or “F,” all grades earned in any subsequent enrollments in the course will be included in the computation of the student’s grade point average. For a student who already has four total attempts at repeating courses to improve grades, all grades earned in any subsequent enrollments in which the student already has received grades of “D+,” “D,” “D-,” or “F” will be used in the computation of the grade point average.

### Courses That May Not Be Repeated to Improve a Grade

If a student repeats a course in which a grade of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” or “CR” was earned, and the course description does not indicate that the course “may be repeated for credit,” then the repeated course is marked as a duplication and the grade and semester credit hours for the repeated course are not used in the calculation of the student’s grade point average or the number of hours earned at UTSA.

## 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, IB, and DANTES 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 website (<http://utsa.edu/testing>).

Courses for which students may receive credit by making a passing score on the appropriate CLEP test are marked on the class schedule in *ASAP*.

Credit earned by examination may not be used to satisfy minimum UTSA residence requirements (except for credits earned by challenging UTSA courses or earned by the UTSA Competency Examination policy; see the sections on challenging courses (p. 59) and the competency examination policy). 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 are permitted to receive credit by examination (including CLEP credit) for courses in which they have received grades of “F,” “NC” or “W” (and have no other grade for those courses) since these grades do not represent hours earned. 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 unless the individual is a current or former UTSA student, including a newly admitted and registered UTSA student. Except for Advanced Placement (AP) credit for entering freshmen beginning fall 2016, credit for a given exam is awarded based on the date tested, not undergraduate catalog term. If the score requirements change prior to a student’s test date, the new changes are effective for the student’s results. For entering freshmen beginning fall 2016, Section 51.968 of the Texas Education Code stipulates that “in establishing the minimum required score on an Advanced Placement examination for granting course credit for a particular lower-division course..., an institution of higher education may not require a score of more than three unless the institution’s chief academic officer determines, based on evidence, that a higher score on the examination is necessary to indicate a student is sufficiently prepared to be successful in a related, more advanced course for which the lower-division course is a prerequisite.” This provision applies to all entering freshmen beginning fall 2016 regardless of when the Advanced Placement examination was taken. For students who have earned credits at UTSA, credit by examination is awarded by logging into the ASAP student account to verify acceptance of each credit, with the exception of POL 1013 Introduction to American Politics, for which Advanced Placement (AP) credit or CLEP credit can be earned only after the student has completed POL 1133 Texas Politics and Society. Other exceptions for certain course credits can be found in the footnotes below the UTSA credit table on the Office of Testing Services website.

Information on credit by examination at UTSA is available on the Office of Testing Services website. 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.

### Posting Credit Earned by Examination to Transcripts

UTSA posts credit by examination to a student’s transcript only when the student expressly requests to have those credits posted. Students should log into *ASAP*, select Student Services and click on the link Student Records. From Student Records select Accept AP/CLEP Credit.

## UTSA Competency Examinations

Students enrolled at UTSA may attempt to demonstrate competency in certain UTSA undergraduate courses by taking UTSA competency examinations developed by UTSA for those courses. A student successfully completing a UTSA competency examination in a course will receive a grade of “CR” (credit) on his or her official academic record.

Unsuccessful attempts to complete competency examinations do not become part of the student’s official academic record.

Credits earned by successfully completing a UTSA competency 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.

For the list of UTSA courses for which UTSA competency examinations are available, contact the Office of Testing Services or visit its website: <http://utsa.edu/testing>.

## 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 Challenge Examination Request form (<http://utsa.edu/registrar/forms.html#registration>) 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 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 18 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 *UTSA Undergraduate Catalog* degree requirements.

## Optional Credit/No-Credit Grading

Undergraduate 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+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” 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 who choose to take the course on an optional credit/no-credit basis must submit a Credit/No-Credit Option Request form (<http://www.utsa.edu/registrar/forms.html#registration>) at the One Stop Enrollment Center prior to the end of the eighth week of the Fall and Spring Semesters. Information on deadlines for Summer Terms or for Fall and Spring Semesters can be found in the Academic Calendar and in the online registration calendar (<https://asap.utsa.edu/terms.htm>) 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.
- The student’s academic advisor must approve the Credit/No-Credit Option Request form.
- Courses taken for credit/no-credit may not count toward the 45 hours required for University Latin Honors.
- A course taken for credit/no-credit may not replace a letter grade.
- The credit/no-credit option is not available if the student has previously received a letter grade.

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

Final 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.

Early grade reports are required for all undergraduates. Faculty members are required to report midterm grades seven weeks into the semester during the Fall and Spring Semesters. All undergraduates



receiving midterm grade reports of “D+,” “D,” “D-,” or “F” are required to communicate with their assigned academic advisor to develop a plan to improve their grades. Additional early alerts regarding students’ academic performance and other related student success issues are generated electronically throughout the semester through the Early Alert and Retention Network (EARN).

### 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. 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. Grades and transcripts may be withheld from any freshman who has not completed the AlcoholEdu program (<http://utsa.edu/health/alcoholEDU>).

### 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. An undergraduate student cannot graduate with an “IN” on his or her record. If the student wishes to graduate and if the course is not needed for a degree requirement, the “IN” will have to convert to an “F” regardless of whether a year has passed or not. The instructor must submit either an online Change of Grade or a paper Change of Grade Form to the office of the Dean. The college will file the paper 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.”

All other grade changes must be initiated by the instructor. 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. A request for a change of grade using the paper form requires the approval of the Chair of the department in which the course is offered and the 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. Online change of grades are subject to review by the Chair of the department and the Dean of the college.

**Under no circumstances will grades be changed after one calendar year.**

### Academic Grade and Grievance Procedure

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair (Academic

and Grade Grievance Form (<http://www.utsa.edu/registrar/forms/StudentAcademicGradeGrievance.pdf>)). 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 or the other concern or incident occurred.

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, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decisions of the Deans of University College and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

**Under no circumstances will grades be changed after one calendar year.**

### Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. With the exception of UTSA policies on class absences related to observance of religious holy days, active military service, 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](http://utsa.edu/hop/chapter5/5-9.html) (<http://utsa.edu/hop/chapter5/5-9.html>)) 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.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. (For distance learning, self-paced, correspondence, and other asynchronous courses, class attendance means active participation in the class.) A student whose absence is excused under the Texas Education Code, § 51.9111 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#519111>), may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9).

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 calendar will receive a grade of "F."

## Student Study Days

At the end of each Fall and Spring Semester, the 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 are to be scheduled, mandatory review sessions are to be held, or for any other class-related activities, other than office hours. Voluntary review sessions at which no new material is presented may be conducted by faculty on these days. There are no Student Study Days during the Summer Semester.

## 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 in a Fall, Spring, or Summer semester excluding grades of "CR," and who receive no grades of "IN" or "NC."

### Dean's List

Undergraduate students who achieve scholastic distinction in a semester, as evidenced by a grade point average of 3.75 to 3.99 in at least 12 semester credit hours in a Fall, Spring, or Summer semester excluding grades of "CR," and who receive no grades of "D+," "D," "D-," "F," "IN," or "NC."

### 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 9 semester credit hours in a Fall, Spring, or Summer semester, excluding grades of "CR," and who receive no grades of "D+," "D," "D-," "F," "IN," or "NC."

Part time Dean's list and part time Honor Roll are no longer recognized. In a given semester, a student will be recognized for only the highest of the above honors for which he or she qualifies.

To determine eligibility for graduation with honors, see Graduation with University Latin Honors (p. 62).

## 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. Students seeking degrees in the College of Business or the College of Engineering, or planning to major in Biology, should refer to the *UTSA Undergraduate Catalog* for additional minimum grade requirements.

### Academic Warning

First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and earn a semester grade point average between 1.0 and 1.99 during their first semester at UTSA are placed on academic warning. Students admitted on academic probation are not eligible for the academic warning status.

First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and 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 by their assigned academic advisor prior to registration to help ensure their academic success.

At the end of their second semester of registration at UTSA, the academic standing of students on academic warning will be changed to good standing if their overall UTSA grade point average rises to at least 2.0 or their academic standing will be changed to academic probation if their overall UTSA grade point average remains below 2.0.

Students on academic warning may enroll in no more than 13 semester credit hours in a Fall or Spring Semester and no more than 7 semester credit hours in a Summer Semester.

### Academic Probation

Students in good standing (as defined above) whose overall UTSA grade point average falls below 2.0 (other than first-time undergraduates 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 7 semester credit hours in a Summer Semester.

Students on academic probation may not enroll in a course offered in a shortened term of less than five weeks.

## 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.

If students believe there are nonacademic, extenuating circumstances that contributed to their inability to do well academically, they may petition for early (immediate) reinstatement. Students must submit the petition for early reinstatement through the Dean's Office of their assigned college.

### 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 June 1 for Fall Semester, November 15 for the Spring Semester, and May 1 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. If a student does enroll at another institution, an admission decision will be made upon receipt of an official transcript that reflects grades on coursework taken at that institution during the period of dismissal from UTSA. Reinstatement requires a 2.0 grade point average using a four-point grade scale.

Typically, a student subject to dismissal will be dismissed. A student who wishes to appeal a dismissal should contact the student's assigned academic advisor for processes and deadlines. In unusual circumstances, a student may be allowed to continue subject to conditions prescribed by the 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 reinstatement committee in their assigned college. Each of these committees reports to a college Dean who has final authority for determinations of reinstatements.

Students seeking reinstatement must apply for admission to the Admissions Office (<http://utsa.edu/admissions/undergrad>) and pay the reinstatement fee. The application for admission may be filed online. In addition to the application and fee payment, the applicant must complete a petition packet. The packet, including instructions, may be found on the Admissions website. The application, reinstatement fee, petition form ([http://www.utsa.edu/admissions/undergrad/doc/Petition\\_for\\_UG\\_Reinstatement\\_new.pdf](http://www.utsa.edu/admissions/undergrad/doc/Petition_for_UG_Reinstatement_new.pdf)) and all required supporting documentation must be on file in the Admissions Office by May 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester, to be considered by the appropriate reinstatement committee. The reinstatement committee's decision, and any conditions of the decision, will be communicated to the applicant by the reinstatement committee. 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.

## Procedures and Requirements Following Petitions for Reinstatement

If the reinstatement committee in the student's assigned college 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 Vice Provost and Dean of University College within two weeks after notice of the denial is postmarked. The decision of the Vice Provost and Dean of University College 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 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 UTSA catalog, the current *UTSA Information Bulletin*, and online schedule of classes. Each academic advisor sees students assigned to them 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 who have 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 an advisor. Students may also be required to meet with their assigned academic advisor to obtain approval to register for restricted courses.

Students may also need to consult with the Honors College, Athletics program, or teacher certification advisors.

## Graduation

### Graduation Dates

Degrees are awarded at the end of each Fall, Spring, and Summer semester. All degree requirements must be completed on or before the end of the term. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. Students who graduate at the end of the Summer Semester may participate in either the May or the December commencement ceremony.

Information regarding Graduation and Commencement is available on the Office of the Registrar website (<http://utsa.edu/registrar>).

### Applying for the Degree

It is the student's responsibility to officially apply for his or her degree by submitting an Application for Graduation online through ASAP. Students must have earned at least 85 semester credit hours to apply online for graduation. Students must read and follow instructions carefully to

ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).

While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the graduation application, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

The following are deadlines for submitting an application for graduation:

- July 15 for Fall Semester graduation
- November 15 for Spring Semester graduation
- June 15 for Summer Semester graduation
  - Summer candidates wishing to participate in the May ceremony must apply by February 15.

Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and print the application from the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#graduation>), then submit the completed application to the One Stop Enrollment Center.

The student's assigned academic advisor is responsible for auditing the student's degree plan. Students must apply one semester prior to the intended graduation semester to ensure that all degree requirements are met. Students should contact his or her assigned academic advisor for more information.

If all University-wide and degree program requirements have been satisfied, an undergraduate student is not required to be registered for classes during the semester in which they apply for graduation.

If requested by a student, a Letter of Degree Completion is prepared by the student's assigned academic advisor after the close of the End of Term date of the semester in which all degree requirements have been met.

Degrees are posted to transcripts within 30 days of the End of Term date for the semester of graduation and diplomas are mailed within 45 days of the End of Term.

## Degree Verification

Graduation verification is a two-step process.

1. The student's assigned academic advisor does a preliminary verification. The student is responsible for completing all coursework and submitting any or all of the following to his or her academic advisor by the end of the term (see the Academic Calendar for End of Term dates) in which graduation is expected:
  - Outstanding transcripts
  - CLEP, AP, and IB credit
  - Petitions or substitutions
  - Change of major/minor
  - Change of catalog

2. A final degree verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed by the student's assigned academic advisor once again and the college Dean authorizes the certification for graduation.

***Students who apply for the degree in a given semester but do not fulfill all requirements must file a new Application for Graduation on or before the appropriate deadline for the next semester in which they intend to graduate.***

## Applying for an Undergraduate Certificate

It is the student's responsibility to apply for his or her certificate by submitting a completed Application for Undergraduate Certificate to the One Stop Enrollment Center prior to the last day of the semester of graduation. The application form is located on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#graduation>). Students with questions about the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).

## Graduation with University Latin Honors

Students may graduate with University Latin Honors provided they complete a minimum of 45 semester credit hours (GPA hours) at UTSA by the time of graduation (excluding courses challenged by examination, courses whose credits were earned through the competency examination policy, or courses taken on a credit/no-credit basis in which only the symbol "CR" is recorded) and meet the following requirements:

- Undergraduate students who earn a 3.5 to 3.74 grade point average in all semester credit hours attempted at UTSA are eligible for graduation *cum laude*.
- Those who earn a 3.75 to 3.89 grade point average in all semester credit hours attempted at UTSA are eligible for graduation *magna cum laude*.
- Those who earn at least a 3.9 grade point average in all semester credit hours attempted at UTSA are eligible for graduation *summa cum laude*.

The grade point average (GPA) does not reset if a student decides the return for a second undergraduate degree. Core curriculum courses are only counted once in the cumulative GPA calculation.

No degree candidate shall be eligible for graduation with University Latin 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 Latin Honors.

## Commencement Honors

Students may receive honors at Commencement if they have completed at least 45 UTSA GPA hours with the above grade point average requirements at the time of the ceremony. Credits and grades for work completed at other institutions, credits earned by examination, or hours in which grades of "CR" were earned are not included in the UTSA grade point average. Commencement Honors is based on the last completed semester, courses in progress are not counted in the Commencement Honors GPA calculation.

## Academic Honesty

### Ethical Standards

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 Sec. 203 (p. 109) of the code of conduct.

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. While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if coursework has been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

### Fraudulent Degrees

Under Chapter 61, Subchapter G (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#G>), of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

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## Graduate Students

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## Registration Procedures

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### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. Many individuals within the UTSA community contribute to the advising process, including faculty and staff academic advisors. Students also are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs. Frequent advisor contact provides students with current academic information and promotes progress toward educational goals.

For more information on academic advising in their departments, graduate students should contact the Graduate Advisor of Record (<http://graduateschool.utsa.edu/current-students/category/graduate-advisors>).

### 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* (<https://asap.utsa.edu>). Questions regarding registration should be directed to the One Stop Enrollment Center or the Office of the Registrar (<http://utsa.edu/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.

A student is not permitted to register for classes offered in two consecutive time periods on different campuses, one at the Main Campus and the other at the Downtown Campus, unless there is at least a 40-minute period of time between the end of the first class and the beginning of the second class or the student has received special permission from the Dean of the college of his or her major to register for the two consecutive classes.

### 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 each semester in the online registration calendar in *ASAP* (<https://asap.utsa.edu>). 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, except in extenuating circumstances. See the section *Adding Courses After Late Registration*.

## 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 the Graduate School.

Appeals to add a course after Census Date must have final approvals and be processed through the One Stop Enrollment Center no later than one month after Census Date for long Fall and Spring semesters or one week after Census Date for shorter terms of Summer, Fall and Spring semesters. For information on Census Date and deadlines for adding classes, students should refer to the University Calendar or the online registration calendar (<https://asap.utsa.edu/terms.htm>) 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 undergraduate section "Enrollment in Graduate Courses (p. 48)."

## 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, no more than 6 semester credit hours in a five-week summer term, and no more than 12 semester credit hours in a ten-week summer term. In particular, a student may enroll in no more than 3 semester credit hours in a three-week mini-semester.

A student may enroll in no more than 15 semester credit hours during an entire Summer Semester, regardless of the combination of terms.

## Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The online registration calendar (p. 7) for each semester indicates the deadlines for students to drop courses each term.

Courses officially dropped before the Census Date do not appear on a student's transcript. See the online registration calendar each semester for 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." See the online registration calendar for the Automatic "W" Date. The change becomes official after it is processed by the Office of the Registrar.

The Automatic "W" Date for graduate students is the end of the ninth week of classes for Fall and Spring semesters, the end of the third week of classes for a five-week Summer term, and the end of the sixth week of classes for a ten-week Summer term. Appropriate adjustments are made for the Automatic "W" Date for shorter Summer terms (see the online registration calendar).

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.

Under certain circumstances, students may be dropped from courses administratively by college deans. Students who do not meet course prerequisites or who fail to attend a course prior to Census Date may be dropped from courses. If a dean determines that a student should be dropped from a course for these or other documented circumstances, the student will be notified by the college overseeing the course. Students cannot assume that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are still responsible for dropping courses by the official deadline or they will receive a grade of "F" in the class. Students are responsible for checking their schedules on ASAP and for checking their official UTSA e-mail accounts to determine if they have been dropped from a class.

After the Automatic "W" Date, a student may not drop a course except with the approval of 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* (p. 66).

## Instructor-Initiated Drop Policy

The Instructor-Initiated Drop allows an instructor to drop a student from the instructor's course if the student exceeds the noted attendance and/or missed assignment policy outlined in the course syllabus. The instructor may use Instructor-Initiated Drop only through the last day that a student may drop themselves.

The Instructor-Initiated Drop process is part of the revised HOP 5.09 Attendance and Participation Policy (<http://www.utsa.edu/hop/chapter5/5-9.html>). It is a voluntary activity—faculty may choose to drop a student who exceeds limits in any of their courses or choose not to implement instructor drops. However, if they choose to implement instructor drops, the instructor **must**:

- Inform students on the course syllabus that they will be dropped for exceeding the unexcused absence or missed assignment limit.
- Specify in the syllabus the exact number of unexcused absences and/or missed assignments that will result in a drop.
- NOT count officially excused absences as defined in HOP 5.09 (<http://www.utsa.edu/hop/chapter5/5-9.html>).
- Take disability accommodations directly related to attendance and/or turning in assignments into account as noted in an official letter from Student Disability Services and attempt to engage in an interactive process with the student before they initiate a drop.
- Take and record regular attendance.
- Specify in the syllabus the method of taking and recording attendance, and inform the student it is their responsibility to document their attendance using the specified method.
- Send at least one warning to the student using the official notification process in ASAP if the student is approaching the absence or missed assignment limit.
- Implement drops consistently for any student who exceeds the limit. In other words, all students in the class must be treated equally, since



## Auditing Courses

discrimination or differential treatment is a condition for upholding a student grade grievance.

Instructor-Initiated Drops or course drops by students on their own may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate university personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, restrictions on repeating courses including gateway courses and legislation such as the Six-Drop Policy, Three Attempts Rule and Undergraduate Credit Limitation.

Instructor-Initiated Drops are enforced at the discretion of the instructor. In the event that a student no longer desires to be enrolled in the course, action must be taken by the student to drop the course via *ASAP* by the deadline.

## 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.

## 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) or 61 and 100 (Internet 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.

## 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.

Audit forms are accepted the first day of class through the 12th day of class (census day). No forms will be accepted past this date. 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, with the exception of the Learning Management System (i.e., Blackboard).

All auditors must submit a signed Audit Course Form (<http://utsa.edu/registrar/forms.html#registration>) to the One Stop Enrollment Center, no sooner than the first day of class. A UTSA student pays an auditing fee of \$25 per course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 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 through the Community Borrowing Program. More information is available at <http://lib.utsa.edu> or at the UTSA Library front desk on the 3rd floor of the John Peace Library building.

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 Parking and Transportation Services office in the Multidisciplinary Studies Building, first floor (MS 1.01.52), with their validated Audit Course Form.

## Withdrawal from the University

Continuing graduate students who wish to withdraw (drop all courses for which they are enrolled during a specific semester) from the University before the first class day of the Fall or Spring Semester may do so via *ASAP* (<https://asap.utsa.edu>). Students who wish to withdraw from the University before the start of Summer classes may withdraw via *ASAP* through the Friday prior to the start of the ten-week summer term. All other Summer withdrawals must be completed as stated in the following paragraph.

Students who find it necessary to withdraw (drop all courses for which they are enrolled during a specific term) must submit a completed Withdrawal Form at the One Stop Enrollment Center. The Withdrawal Form must have all required signatures for the withdrawal to be processed. The Withdrawal Form is available online on the Office of the Registrar's website (<http://www.utsa.edu/registrar/forms.html#registration>).

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University after Census Date receive grades of "W" in all classes.

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.

Withdrawals for international graduate students also require the consent of the Office of International Programs.

Academic appointments (Teaching Assistant and Graduate Assistant positions) may not extend beyond the effective date of a student's withdrawal.

## Withdrawal for Military Service

A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition and fees for the

semester; (2) if eligible, to be assigned an incomplete (IN) in each course (refer to Graduate Students section Explanation of Credit, Grading System, and Symbols (p. 70)); or (3) at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

As a benefit to those students who withdrew from the University to perform military service (not including Texas National Guard Training exercises) and have not attended another institution long enough to receive grades, UTSA will not require them to requalify for admission. In order to take advantage of this benefit, the students must request readmission from the Office of the Registrar within one year of being released from active military service, and submit in writing a statement indicating he/she did not attend another university during this time period. Returning students who have attended another institution long enough to receive grades, must reapply to the University. A returning student may be eligible for the same financial assistance provided before the student's withdrawal. If the student was deployed in combative military operations outside the United States, he or she will be readmitted regardless of how much time has passed since initial admission. Any test scores the student previously submitted will be accepted and any course credit previously earned will be applied.

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

Students experiencing a significant medical or mental health challenge, compromising the student's ability to effectively participate in their educational program, may request a withdrawal from classes or, in rare circumstances, reduce their course loads at the University without unnecessary academic penalty. A Medical or Mental Health (M/MH) Withdrawal from the University should be considered only when all other options are exhausted by the student. Alternative options to a M/MH Withdrawal may include requesting a grade of Incomplete for courses enrolled or withdrawing using the regular withdrawal process if still within the withdrawal timeframe for the semester. Students also have the option to drop an individual course(s) during a specified timeframe. Instructor-initiated drops may also occur until the last day that a student may drop themselves. M/MH withdrawals can be granted only for the current semester or the semester immediately preceding the current semester (not including the summer semester); no other "retroactive" withdrawals are allowed.

Students should refer to the Academic Calendar (<https://asap.utsa.edu/terms.htm>) for the established withdrawal, drop and refund deadline dates. A M/MH withdrawal may impact progression toward degree completion and result in financial consequences and obligations. Students are advised to consult with appropriate University personnel to determine what areas of their enrollment may be impacted. These areas include but are not limited to: funding received through financial aid, scholarships, veteran affairs or other funding sources, immigration status, employment with the university, restrictions on repeating courses including gateway courses and legislation such as Satisfactory Academic Progress (p. 96) for students receiving financial aid, the Six-Drop Policy (p. 50), Three-Attempt Rule (p. 49) and Undergraduate Credit Limitation (p. 45).

Students affected by legislation for dropping courses or withdrawing from the University due to health issues may seek academic relief through appropriate appeal options. A student granted M/MH Withdrawal or course load reduction will be assigned grades of "W" in the affected courses. If the effective date of the withdrawal or course load reduction

is on or BEFORE the Census Date (12<sup>th</sup> class day), no record of the courses will appear on the student's transcript. If the effective date of withdrawal or course load reduction is AFTER the Census Date, a grade of "W" will appear on the transcript for all dropped/withdrawn courses. A M/MH Withdrawal does not guarantee the removal of a grade of "W" nor does it indicate a monetary refund.

Students will be limited to one M/MH Withdrawal during their academic career at UTSA, unless given special permission by the Dean of University College (if an undergraduate student) or the Dean of Graduate School (if a graduate student). Challenges identified by the student as a result of their medical or mental health condition will be evaluated by the appropriate service director (Associate Vice President for Student Services for a medical issue or the Director of Counseling Services for a mental health issue or their respective designees). These Service Directors and/or their designees will meet with the M/MH Committee to review the request. Based on this review, the Service Director will render a recommendation to the appropriate Dean regarding the approval/disapproval of the M/MH request including the date of onset of the medical or mental health condition.

The effective date of the withdrawal will be determined by the Dean of University College or the Dean of the Graduate School. The Financial Services and University Bursar office will process a student account credit, if appropriate, based on the refund percentage allowed for that effective withdrawal or drop date. To review the refund policy mandated by the Texas Education Code (See 54.006), please see the UTSA refund policy in the UTSA Information Bulletin or in the latest academic calendar.

## Medical/Mental Health Withdrawal Request Procedures

Requests for M/MH Withdrawals must be submitted in writing to the appropriate service office (Student Health Services for medical requests; Student Counseling Services for mental health requests). Such requests must be accompanied by supporting documentation from a licensed physician, medical provider, or mental health professional. Hospitalization records from a recent admission, if relevant, should also accompany any application. Students must complete the Release of Medical/Mental Health Records Authorization form. This signed form allows for the review of records by the Service Director and/or their designee and by members of the M/MH Withdrawal Committee. All documents and any other requirements made by the Service Director (or their designee) must be provided or completed within one month of the initial request. Students should contact Student Health Services or Counseling Services for a list of the required documents. If the application is not completed within one month, the file will be closed and no further action will be taken unless a new application is initiated before the end of the eligibility period.

The appropriate Service Director or their respective designee will review the request and the supporting documentation to determine whether the medical or mental health issue adversely affected the student's ability to function academically, and was substantial enough to warrant the student's withdrawal under this policy. Upon that review, the appropriate Service Director or their respective designee will meet with the M/MH Committee to review the recommendation and the proposed date of withdrawal. The Service Director will then provide a written recommendation to the Dean of University College (for undergraduate students) or the Dean of the Graduate School (for graduate students) communicating their assessment. The appropriate Dean will have one month to process their decision and make the final determination regarding the status of each application. The student will be notified of

the final determination in writing in a manner consistent with the policies and procedures established by the Dean's offices.

An appeal of the Dean's determination may be considered if additional documentation can be presented that may support a possible change in the withdrawal decision. The appeal, along with this documentation, should be submitted in writing to the Associate Vice President for Student Services for medical withdrawals or to the Counseling Services Director for mental health withdrawals. All appeal recommendations will go back to the respective Dean for review. The Dean's decision based on the appeal recommendation shall be final.

## Confidentiality of Medical/Mental Health Withdrawal Requests

The records and documentation submitted for the medical/mental health withdrawal will be maintained by Student Health Services or Counseling Services, respectively. The documentation will remain confidential in accordance with the respective ethics and policies. The Dean's decision, however, will become part of the student's educational record.

## Return to UTSA

Students who apply for Medical/Mental Health Withdrawal are strongly recommended to consult with their medical and/or mental health provider before making the decision to return to UTSA, or to other higher education environments. Returning students, who might continue to be impacted by their medical and/or mental health condition, should consider consulting with Student Disability Services (SDS) <http://www.utsa.edu/disability/>, to determine if their condition qualifies them for registration with SDS and for academic accommodations.

# Records and Classification of Students

## Classification Terms

### Graduate Degree-Seeking Student

A student who is admitted to a graduate degree program, unconditionally, conditionally, or conditionally on academic probation.

### Special Graduate Student

A student who is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.

### Non-Degree-Seeking Graduate Student

A student who registers for courses but does not intend to work toward a degree at UTSA.

Note: A graduate student who wishes to work on a program to meet the requirements for teacher certification or for a certificate endorsement must be admitted as a graduate degree-seeking student or special graduate student (not a special undergraduate student). He or she must apply to the College of Education and Human Development Advising and Certification Center for an official analysis of the requirements that must be met before he or she can be recommended for certification.

## Time Status Terms

Graduate Time Status	Number of Credit Hours Enrolled Fall/Spring	Number of Credit Hours Enrolled Summer
Full time	Nine or more semester credit hours	Five or more semester credit hours
Three-quarter time	Six to eight semester credit hours	Not applicable
Half time	Four to five semester credit hours	Three to four semester credit hours
Less than half time	Fewer than four semester credit hours	One to two semester credit hours

## Verification of Enrollment and Degree

UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (<http://www.studentclearinghouse.org>) (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.

Students have the ability to request their own enrollment certificate for a health insurer or other company that requires proof of enrollment. This is done through *ASAP* by selecting the Student Services tab after log in.

## Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the One Stop Enrollment Center or online through *ASAP*. See the UTSA website at <http://www.utsa.edu/registrar/transcripts/> for details on how to request a transcript.

While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the transcript request, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action. 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.

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 the Administrative Policies and Procedures (p. 75) section.

## Catalog of Graduation

Graduate students have six years from their term of original registration as degree seeking to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. If a student drops out for one or more long semester (Spring or Fall), he or she has the option of reenrolling under a subsequent catalog. These students will have six years to complete degree requirements under the new catalog. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Graduate Program Committee.

Degree requirements may be changed from one catalog to the next. The student is normally bound by the requirements of the catalog in force at the time of his or her first registration; the student may choose, however, to fulfill the requirements of a subsequent catalog, with approval of the Graduate School.

## Change of Major, Degree, or Classification

Students who wish to change their majors, degree objectives, or classifications, are required to submit a new Graduate School application along with a nonrefundable application fee by the application deadline and follow the policy as specified in Chapter 1, Admission, of the *UTSA Graduate Catalog*.

## 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 ID Number Change Form (<http://www.utsa.edu/registrar/forms.html#misc>) 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 ID Number Change Forms should be supported by appropriate legal documentation.

## Change of Address

Currently enrolled students who have changed their address **must** notify the Graduate School on the appropriate form or on the UTSA website in ASAP at <https://asap.utsa.edu>. 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 will specify on the Application for Graduation the address where their diploma is to be mailed. This does not change the official mailing address with the University.

## 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 Catalog* (<http://catalog.utsa.edu/undergraduate>) and *Graduate Catalog* (<http://catalog.utsa.edu/graduate>) immediately following the course number and title. For example, (3-0) indicates three hours of lecture and zero hours of laboratory per week.

### Prerequisites

Prerequisites are stated for many courses listed in the *UTSA Graduate Catalog* (<http://catalog.utsa.edu/graduate>). Prerequisites advise students of the background expected of all students in the course. It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course. When a student has not met the specific prerequisites listed, he or she may, under special conditions, obtain permission to register from the instructor of the course. Some colleges may also require the permission of the Department Chair and the Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

### 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 their employees. These courses are not offered for academic credit. For information, contact the Office of Extended Education (<http://utsa.edu/ee>).

### Distance Learning Courses

UTSA participates in the UT Online Consortium (UTOC). Degree-seeking graduate students taking courses through this system, that are not hosted by UTSA, must still meet all UTSA residence requirements. For more information see UT Online Consortium (p. 91) in Academic Resources of this bulletin or visit the UTOC website (<http://www.utcoursesonline.org>).

### Independent Study Courses

No more than six hours of independent study courses or directed research, regardless of discipline, will apply toward a degree.



# Grades

- Academic Grade and Grievance Procedure (p. 71)
- Change of Grades (p. 71)
- Class Participation Policy (p. 72)
- Explanation of Credit, Grading System, and Symbols (p. 70)
- Grade Reports (p. 71)
- Repeating Courses (p. 71)

## 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+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "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+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," or "CR" have been received.

### Grade Point Average

The UTSA grade point average (GPA) is determined by dividing the number of grade points earned at UTSA by the number of 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.

GPA calculations on transcripts generated after February 1, 2000, do not round up but truncate to the second decimal place (example: 3.816 truncates to 3.81 with no rounding). Before that time, grade point averages were rounded up to 1 one-hundredth of a point.

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

## Grade Points and Symbols

The following table explains UTSA grade symbols.

Grade Symbol	Grade Points	Meaning of Grade Symbol
A+	4.00	Outstanding
A	4.00	Outstanding
A-	3.67	Above Average
B+	3.33	Above Average
B	3.00	Above Average
B-	2.67	Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Below Average

D+	1.33	Below Average (see Graduate Academic Probation)
D	1.00	Below Average (see Graduate Academic Probation)
D-	0.67	Below Average (see Graduate Academic Probation)
F	0	Failure (see Graduate Academic Dismissal)
CR	0	Credit. Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.
NC	0	No Credit. Indicates unsatisfactory progress.
W	0	Withdrawal. Indicates that the student was passing at the time of withdrawal or drop.
IN	0	Incomplete. Assigned at the discretion of the instructor; see details below.
NR	0	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	0	Expelled
RP	0	Research in Progress. Used to denote research in progress only for ARC 6991, ARC 6996, MUS 6913, and Master's Thesis and Doctoral Dissertation courses. When the project, thesis, or dissertation is complete, the "RP" grades will be changed to letter grades up to the maximum number of semester credit hours approved for the specific degree.



## Credit/No-Credit

Students may earn "CR" or "NC" grades only for specific courses listed in the *UTSA Graduate Catalog* as graded on a credit/no-credit basis.

## 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. In order to remove a grade of incomplete in a class, a student cannot re-take the course; the original class where the "IN" grade was received must be completed with a grade. 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 term 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. The instructor is responsible for filing a Change of Grade form with the Office of the Registrar when all work is finished.

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" remains on the student's record, and credit may be earned only when the student re-enrolls in the course and completes the entire course satisfactorily. The time limit does not apply to graduate-level thesis, internship, or dissertation courses, except that an "IN" cannot be removed after a degree is awarded. The time limit does apply to all other graduate courses, including special problems and independent study courses.

**In no circumstances will grades be changed after one calendar year.**

## Repeating Courses

Courses designated "may be repeated for credit" in the catalog may be repeated with both semester credit hours and grade points earned being counted. Otherwise, students at the graduate level may not elect to repeat courses for the purpose of raising a grade. However, when a course was taken more than six years ago, or upon the recommendation of the appropriate Graduate Program Committee, the course may be repeated; in such cases, both grades in the course appear on the transcript and both are counted in the student's grade point average. Only semester credit hours for the repeated course may be counted toward the degree.

## Administrative Procedures

### Reporting of Grades by Faculty

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

### 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* (<https://>

[asap.utsa.edu](http://asap.utsa.edu)). Students who are removed from, placed on, or continued on 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

Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. Under unusual circumstances, however, grades may be assigned or changed by someone other than the faculty member. Grades may be changed or assigned through administrative channels in the following procedure:

1. **Circumstances when an assigned grade of "A+," "A," "A-," "B +," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," or "F" might be changed.** In this case, the formal appeals process stated in this bulletin must be initiated by the student. Because a grade change of this type is related directly to issues of academic freedom, a committee composed of qualified faculty should be appointed by the appropriate Graduate Program Committee to assess the academic merits of the appeal. The committee report should weigh heavily in the subsequent administrative review by the Department Chair, College Dean, and Graduate School Dean. Grades may be changed only if compelling evidence demonstrates discrimination, differential treatment, or factual mistake.
2. **Circumstances when an assigned grade of "IN" or "NC" might be changed.** Under unusual circumstances, a faculty member of record may be unable to assign grades in a timely manner. Examples include death or incapacitation of a faculty member; a faculty member who permanently leaves the University and refuses or fails to respond; and a faculty member who is on leave and cannot be reached.

Additional work performed by a student may not be used to raise a grade that has been reported to the Office of the Registrar.

**In no circumstances will grades be changed after one calendar year.**

## Academic Grade and Grievance Procedure

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair (Academic and Grade Grievance Form (<http://www.utsa.edu/registrar/forms/StudentAcademicGradeGrievance.pdf>)). The student must file the grievance with the Department Chair within 90 calendar days from

## Student Study Days

the end of the semester in which the grade was assigned or the other concern or incident occurred.

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, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decisions of the Deans of University College and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

**Under no circumstances will grades be changed after one calendar year.**

## Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. With the exception of UTSA policies on class absences related to observance of religious holy days, active military service, 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](http://utsa.edu/hop/chapter5/5-9.html) (<http://utsa.edu/hop/chapter5/5-9.html>)) 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.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. (For distance learning, self-paced, correspondence, and other asynchronous courses, class attendance means active participation in the class.) A student whose absence is excused under the Texas Education Code, § 51.9111 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#519111>), may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9).

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 calendar will receive a grade of "F."

## Student Study Days

At the end of each Fall and Spring Semester, the 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 are to be scheduled, mandatory review sessions are to be held, or for any other class-related activities, other than office hours. Voluntary review sessions at which no new material is presented may be conducted by faculty on these days. There are no Student Study Days during the Summer Semester.

## Academic Standing

A student's academic standing, whether the student is a doctoral student, a graduate degree-seeking student, a special graduate student, or a non-degree-seeking graduate student, is defined as good standing, academic probation, or academic dismissal.

### Good Standing

Good standing is the absence of any contingency that would result in the student's being on academic probation or academic dismissal.

### Academic Probation

Academic probation describes the standing of a student at the graduate level who is in one of the following categories:

1. A student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of "D+," "D," or "D-" in any course in a term and a grade point average of 3.0 or higher.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have an overall grade point average of at least a 3.0 (on a 4.0 scale).

Academic probation is cleared only when none of the above criteria apply and when the student achieves an overall grade point average of 3.0 as a graduate student at UTSA. Students on academic probation are encouraged to discuss their status with their academic advisors.

### Academic Dismissal

Academic dismissal occurs:

1. When a student at the graduate level earns a grade point average of less than 2.0 in any term.
2. When a student at the graduate level earns a grade of "F" in any course.
3. When a student at the graduate level is admitted on probation with conditions and fails to meet a condition.

4. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth above. If, however, the student's UTSA grade point average for the term is at least 3.0, he or she will continue on academic probation.
5. When a student at the graduate level is unable to pass an oral or written exam (such as the Comprehensive Examination or Qualifying Examination) required for the degree after the maximum of two attempts. Some programs may have more stringent requirements.
6. When a student at the graduate level fails to make satisfactory progress toward the degree, as defined by University regulations and the regulations of the graduate program in which the student is enrolled.

## Graduate Reinstatement

A student who has been dismissed academically may petition for reinstatement after one long semester (Fall or Spring) has elapsed from the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. Students are required to complete a reinstatement packet along with a letter containing all explanations, recommendations, or doctors' statements in support of the student's request for reinstatement and submit them to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate School prepares the petition for reinstatement and submits it to the department's Graduate Program Committee. The Graduate Program Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester. A student who has been dismissed may not graduate without first being reinstated.

## Graduation

### Graduation Dates

Degrees are awarded at the end of each Fall, Spring, and Summer semester. All degree requirements must be completed on or before the end of the term. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. With the exception of doctoral students, students who graduate at the end of the Summer Semester may participate in either the May or the December commencement ceremony. Doctoral students may participate in the December Commencement ceremony.

Doctoral students may participate in commencement ceremonies only after completing all requirements for graduation, including the successful defense of the dissertation and subsequent acknowledgement by the Graduate School of all required documentation. Specifically, a doctoral student intending to graduate in the Summer Term and who has not completed the successful defense of the dissertation and filed the appropriate documentation with the Graduate School may not participate in the Spring commencement ceremony. Summer Term graduates are welcome to participate in the December commencement ceremony following their Summer Term graduation.

Information regarding Graduation and Commencement is available on the Office of the Registrar website (<http://utsa.edu/registrar>).

## Applying for the Degree

It is the student's responsibility to officially apply for his or her degree by submitting an Application for Graduation online through *ASAP* (<https://asap.utsa.edu>). Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).

While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the graduation application, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

The following are deadlines for submitting an application for graduation. Dates are for the semester in which the student expects to graduate:

- September 15 for the Fall Semester
- February 15 for the Spring Semester
- June 15 for the Summer Semester
  - Summer candidates wishing to participate in the May ceremony must apply by February 15.

Students who apply for the degree in a given semester but do not fulfill all requirements must file a new Application for Graduation online through *ASAP* on or before the appropriate deadline for the next semester in which they intend to graduate.

A student who completes all degree requirements but fails to apply for the degree may obtain a Letter of Degree Awarded from Graduation Coordination after the close of the semester in which all degree requirements are met.

Students who receive services from the University, including faculty supervision, during the semester in which they have applied to graduate must be enrolled for that semester.

## Applying for a Graduate Certificate

It is the student's responsibility to apply for his or her certificate by submitting a completed Application for Graduate Certificate to the One Stop Enrollment Center no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester (see *UTSA Graduate Catalog*).

The application of any student applying for a certificate after the established deadlines will be processed the following semester. The application form is located on the Office of the Registrar website (<http://utsa.edu/registrar/forms.html#graduation>). Students with questions about the application should contact Graduation Coordination at [graduationcoordination@utsa.edu](mailto:graduationcoordination@utsa.edu).

## Academic Honesty

### Ethical Standards

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 Sec. 203 (p. 109) of the code of conduct.

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. While enrolled at UTSA, students who attend other colleges are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if coursework has been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

## Fraudulent Degrees

Under Chapter 61, Subchapter G (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#G>), of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

## 5. Administrative Policies and Procedures

- 5. Administrative Policies and Procedures (p. 75)
  - Campus Fire Prevention Policies, Fire Log, and Annual Fire Report (p. 75)
  - Disciplinary Actions (p. 75)
  - Family Educational Rights and Privacy Act (FERPA) (p. 75)
  - Gang-Free Zones (p. 77)
  - Making a False Alarm or Report (p. 77)
  - Official Communication (p. 77)
  - Prohibition of Hazing (p. 77)
  - Rules and Regulations of the Board of Regents (p. 78)
  - Solicitation and Distribution of Materials (p. 78)
  - Student Grievances (p. 79)
  - Student Identification Number (p. 79)
  - Student Right-to-Know and the Clery Act (p. 79)
  - Student Travel Policy (p. 79)
  - Unauthorized Distribution of Copyrighted Material (p. 80)

- disciplinary warning
- disciplinary probation
- withholding grades, official transcript, or degree
- bar against readmission or drop from current enrollment and bar against readmission
- restitution
- suspension of rights and privileges
- failing grade
- suspension
- expulsion
- educational programs
- revocation of degree, denial of degree, and/or withdrawal of diploma
- deferral of sanction(s)
- other sanction(s) as deemed appropriate under the circumstances.

### Campus Fire Prevention Policies, Fire Log, and Annual Fire Report

The UTSA Department of Environmental Health, Safety, and Risk Management (EHSRM; <http://utsa.edu/safety>) serves as the campus authority having jurisdiction and fire marshal for all fire prevention activities. The UTSA Fire and Life Safety Plan details current fire prevention policies and procedures.

EHSRM publishes an annual Campus Fire Report that includes the prior three calendar years of fires in on-campus student housing at UTSA. The report is available to all current and prospective students and employees through the UTSA EHSRM Campus Fire Report website (<http://utsa.edu/safety/?section=fire&page=log#/safetymanuals>). A copy of these statistics is also provided to the U.S. Department of Education. UTSA EHSRM maintains a fire log at the same website.

The annual report discloses fire statistics for on-campus student housing, and includes descriptions of fire protection systems and fire prevention activities in on-campus student housing. The UTSA Police Department includes the Campus Fire Report in its Campus Security Report (p. 126), presented in this bulletin.

### Disciplinary Actions

A student who has engaged in conduct that violates a rule, regulation, or administrative order of UTSA may have any one or more of the actions listed below imposed (Series 50000, Rule 50101, Sec. 6, *Rules and Regulations* of the Board of Regents). The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions that existed at the time the student engaged in such conduct, and the results that followed as a natural sequence of such conduct. See the Student Code of Conduct (p. 109) for further explanation of each of the following actions:

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa>), 20 U.S.C. § 1232g, is the federal law that provides for the review and disclosure of student educational records. The University has adopted the following policy and procedures. Individuals are informed of their rights under these laws through the policy stated in this section.

The University will not permit access to or the release of personally identifiable information contained in student educational records to any party without the written consent of the student, except as authorized by FERPA. FERPA's authorizations for release without consent include:

1. appropriate school officials who have legitimate educational interests
2. officials of other schools in which the student seeks or intends to enroll, upon request of these officials and upon the condition that the student or student's parent is notified and receives a copy of the record if desired
3. federal officials or state educational authorities
4. in connection with a student's application for or receipt of financial aid
5. state and local officials or authorities to whom such information is allowed to be reported or disclosed pursuant to state statute
6. organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained
7. accrediting organizations in order to carry out their accrediting functions
8. the parents of a dependent student as defined in § 152 of Title 26 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance
9. in an emergency situation if the information is necessary to protect the health or safety of the student or other persons
10. when the student has violated a law or the school's rules or policies governing alcohol or substance abuse, if the student is under age 21
11. in compliance with a judicial order or subpoena, or federal grand jury subpoena provided a reasonable effort is made to notify the student in advance, unless such subpoena specifically directs the institution not to disclose the existence of a subpoena



12. an alleged victim of a crime of violence or a nonforcible sex offense; the final results of the alleged perpetrator's disciplinary proceeding with respect to such crimes may be released.

In item 1 above, "school official" means a person either: (1) employed by the University in an administrative, supervisory, academic, research, or support staff position, (2) serving on a University governing body, (3) under contract to the University to perform a special task or service, or (4) who is a student serving in an official capacity for the University. "Legitimate educational interest" means any authorized interest or activity undertaken in the name of the University for which access to a student educational record is necessary or appropriate to the proper performance of the undertaking within the course and scope of the person's employment and authority in order to further the educational or business purposes of the student or the University.

For records maintained by the Office of the Registrar, a record of requests for disclosure and such disclosure of personally identifiable information from student educational records is maintained by the Office of the Registrar for each student and is made available for inspection pursuant to this policy. If the University discovers that a third party who received student records from UTSA released or failed to destroy such records or information from such records in violation of FERPA, UTSA may not allow that third party access to personally identifiable information from educational records for at least five years. Records subject to disclosure are purged according to regular schedules when no longer subject to audit or presently under request for access.

The Federal Educational Rights and Privacy Act does not extend to research papers and theses authored by students; these documents are available to interested members of the public.

## Directory Information

Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. FERPA regulations specifically prohibit the disclosure of a student's Social Security Number as directory information.

At its discretion, the University may release directory information that includes the following:

- name, address, and telephone number
- e-mail address
- date and place of birth
- major field of study
- enrollment status
- dates of attendance (in person or by correspondence, video conference, Internet, or other electronic information and telecommunications technologies)
- most recent previous educational institution attended
- classification
- degrees, certificates, and awards received
- date of graduation
- participation in officially recognized activities and sports
- physical factors (height and weight) of athletes
- photographs

Students may have all directory information withheld by submitting the Restrict Student Directory Information Request (<http://utsa.edu/registrar/forms.html#confidentiality>) form to the One Stop Enrollment Center.

The request for confidentiality will remain in effect until the student makes written authorization releasing the information. The request for confidentiality applies to insurance companies, potential employers, and other interested parties. All UTSA e-mail addresses, including Blackboard Learn course e-mail addresses, are subject to restriction. Students are advised to consider carefully the impact of having directory information withheld.

## Access to File

Upon written request, the University will provide a student with access to his or her educational records. Educational records covered by FERPA are made available within 45 days of the request. Students wishing to review their educational records must submit written requests including the item(s) of interest to the appropriate office listed below:

## Academic Records

Associate Vice President and University Registrar, Office of the Registrar  
College, department/division, advising, and faculty offices

## Student Services Records

Director, Counseling Services  
Director, Office of Student Activities  
Senior Associate Vice President for Student Affairs - Student Life and Dean of Students, Office of Student Life

## Financial Records

Vice President for Business Affairs, Office of Business Affairs  
Senior Associate Vice President for Student Affairs - Enrollment Services, Office of Student Financial Aid

Educational records do not include the following:

- records of instructional, administrative, supervisory, and educational personnel ancillary to those persons kept in the sole possession of the maker of the record and not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- records of a law enforcement unit of the educational institution;
- employee records, unless the individual's employment position is dependent upon the individual's student status;
- records of a student who is 18 years of age or older or is attending an institution of postsecondary education, which are made by a physician, psychiatrist, psychologist, or other recognized professional;
- records that only contain information about an individual after the individual is no longer a student at the institution; or
- records of applicants for admission who are denied acceptance or choose not to attend.

Limitations on Right to Inspect:

1. If any material or document in the educational record of a student includes information on more than one student, the parent or eligible student shall have the right to inspect and review only such part of such material or document as it relates to such student.
2. The University does not have to permit a student to inspect and review educational records:

- a. that are financial records of the parents of the student;
- b. that are confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975; or
- c. if the student has signed a waiver of the student's right of access.

## Challenge to Record

Parents or students may challenge the accuracy of the educational records. Students who believe their educational records contain inaccurate or misleading information or information that is otherwise in violation of their privacy rights may discuss their problems informally with the office responsible for maintaining the records. If agreement is reached with respect to the student's request, the appropriate records will be amended; if not, the student is notified within a reasonable period of time that the records will not be amended and is informed by the Associate Vice President for Student Life of his or her right to a formal hearing. The purpose of the hearing is to challenge the content of the student's educational records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the privacy rights of the student.

Student requests for a formal hearing must be made in writing to the Associate Vice President for Student Life, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer who adjudicates such challenges is appointed by the Vice President for Student Affairs in nonacademic matters and by the Provost and Vice President for Academic Affairs in academic matters. Decisions of the hearing officer are final, are based solely on the evidence presented at the hearing, and include a written summary of the evidence and the reasons for the decision. The decision should be delivered to all parties concerned.

If the decision is in favor of the student, educational records are corrected or amended in accordance with the decision of the hearing officer. If the student finds the decision unsatisfactory, he or she may include with the educational records statements commenting on the information in the educational records, statements specifying reasons for disagreement with the decision of the hearing officer, or both. The statements are placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges are unfair or are not in keeping with the provisions of FERPA may request assistance in writing from the President of the University.

## Copies

Students may have copies of their educational records and this policy. Copies will be made within 45 days at the student's expense at rates authorized in the Texas Public Information Act. Official transcripts are not released for students who have a delinquent financial obligation or financial "hold" at the University.

## Research Papers and Theses

The University may disclose research papers and theses authored by the student to interested members of the public.

## Complaints

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-5920.

## Gang-Free Zones

Premises owned, rented or leased by The University of Texas at San Antonio, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

## Making a False Alarm or Report

A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. The offense under Section 42.06, Texas Penal Code, of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed \$10,000.

## Official Communication

The official means of student communication from The University of Texas at San Antonio regarding administrative issues is the UTSA *myUTSAmail* (<https://mail.google.com/a/my.utsa.edu>) e-mail address. Important information, such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades, is sent to the *myUTSAmail* e-mail address. The e-mail address, e-mail user name, and initial password are on the *ASAP (Automated Student Access Program) Welcome* page after the student has accessed *ASAP*. Students are given the option of selecting their preferred e-mail address which will become their designated e-mail address for all official communication with UTSA. When logging in to *ASAP*, students may designate their *myUTSAmail* e-mail account or another personal e-mail account as their official method of communication.

## Prohibition of Hazing

State law (§ 37.151 through 37.157 and 51.936, Texas Education Code) defines hazing as "any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being

initiated into, affiliating with, holding office in, or maintaining membership in an organization.”

Hazing includes but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this section
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Under state law (§ 37.151 through 37.157 and 51.936, Texas Education Code), individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the statute, a person commits a hazing offense:

- by engaging in hazing
- by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing
- by intentionally, knowingly, or recklessly allowing hazing to occur
- by failing to report in writing to the Office of Student Life firsthand knowledge that a specific hazing incident is planned or has occurred.

The fact that a person consented to or acquiesced in a hazing activity is not a defense under the hazing law.

The penalty for failure to report hazing activities is a fine not to exceed \$2,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury that results; they range from individual fines of \$2,000 and/or up to 180 days in jail to individual fines of up to \$10,000 and/or a state jail term of not less than 180 days or more than two years. Organizational penalties include fines of not less than \$5,000 or more than \$10,000. If the organizational hazing activity resulted in personal injury, property damage, or other loss, the penalty is a fine of not less than \$5,000 or more than double the amount lost or expenses incurred because of the injury, damage, or loss.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Office of Student Life (<http://utsa.edu/studentlife>) and immunizes that person from participation in any judicial proceeding resulting from that report.

State law does not affect or in any way restrict the right of UTSA to enforce its own rules against hazing, and the University may take disciplinary action for conduct that constitutes hazing regardless of

whether public authorities prosecute students under state law. (For additional information, see University Policies (p. 121).)

## Rules and Regulations of the Board of Regents

A student at UTSA neither loses the rights nor escapes the responsibilities of citizenship. Compliance is expected with both the penal and civil statutes of the state and federal governments, the *Rules and Regulations* (<http://www.utsystem.edu/bor/rules>) of the Board of Regents of The University of Texas System, and the policies and procedures of the University.

All students of UTSA are subject to the rules and regulations governing student conduct and discipline as set out in Series 50000, Rule 50101, Sec. 2 of the *Rules and Regulations* of the Board of Regents of The University of Texas System, and the *Handbook of Operating Procedures* (<http://utsa.edu/hop>).

The *Rules and Regulations* of the Board of Regents, the *Handbook of Operating Procedures*, and the *UTSA Information Bulletin* have full force and effect as they concern all UTSA students. The *Rules and Regulations* of the Board of Regents and the *Handbook of Operating Procedures* may be consulted on the Internet.

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its institutions on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy (*Rules and Regulations* of the Board of Regents, Series 10000, Rule 10701, Sec. 1; *UTSA Handbook of Operating Procedures*, Chapter 9, § 9.01; *UTSA Information Bulletin*, Student Code of Conduct (p. 109)). Students can notify the University of any violations of this policy by contacting Student Conduct and Community Standards or the Office of Equal Opportunity Services. If any student feels he or she has been subjected to prohibited discrimination, including sexual harassment, he or she may file a complaint with the Office of Equal Opportunity Services. Students must file a complaint within thirty (30) days from the date the alleged incident or problem occurred.

## Solicitation and Distribution of Materials

No individual, group, association, or corporation may use the grounds, buildings, or facilities owned or controlled by any institution or by The University of Texas System except as permitted by the provisions of the *Rules and Regulations* of the Board of Regents and approved institutional rules and regulations. The term “solicitation (<http://utsa.edu/hop/chapter9/9-10.html>)” means the sale, lease, rental, or offer for sale, lease, or rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or product that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on the ballot

at any election held pursuant to state or federal law or local ordinances. Contact the Student Activities Office (<http://utsa.edu/sa>) for UTSA regulations regarding solicitation and distribution of material on UTSA campuses.

## Student Grievances

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. General grievance procedures are set forth below. Students may consult with the Student Ombudsperson (<http://utsa.edu/students/ombudsperson>) in the Office of the Vice President for Student Affairs if additional information is needed concerning the pursuit of any grievance, or the Academic Affairs Ombudsperson (<http://provost.utsa.edu/vpafs/ombudsperson.asp>) in the Office of the Senior Vice Provost for Academic and Faculty Support for employee related issues within academic affairs.

A student with a grade grievance should refer to the Academic and Grade Grievance Procedure (p. 60) section.

A student grievance may involve a UTSA employee (faculty, staff, or student-employee) or other students. A student with a grievance involving a University employee should first seek to resolve the issue with the employee. If the matter cannot be resolved with the employee, the grievance can be forwarded to the employee's supervisor. A student who believes another student has violated the Student Code of Conduct (p. 109) may file a complaint with Student Conduct and Community Standards (<http://utsa.edu/studentlife/conduct>).

In conflict situations that do not require a criminal or student conduct response, or have not been resolved through regular grievance channels, it is recommended that students pursue resolution of their conflict with the Student Ombudsperson or with the Academic Affairs Ombudsperson for academic affairs employee related matters.

## Student Identification Number

UTSA assigns a student identification number to all students. While a student's Social Security number is requested at the time of admission, under the provisions of the Federal Privacy Act of 1974, a student is not required to provide the Social Security number. Although providing the Social Security number is voluntary at the time of admission, some students who do not provide it initially may be required to do so later in order to meet federal and state financial aid and other fiscal requirements.

## Student Right-to-Know and the Clery Act

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Annual Security and Fire Safety report is prepared and published by October 1st of every year by the UTSA Police Department. The contents of this report are written in cooperation with the Office of Student Affairs, University Housing, Student Conduct and Community Standards, Counseling Services, Fire and Life Safety Division, Title IX, and other university departments. Each entity provides updated information on their educational efforts and

programs to comply with the Act. (See Crime Awareness and Campus Security Report (p. 126).)

The Annual Security and Fire Report has statistical information for three years of offenses occurring at all 3 UTSA campuses. Crime statistics are provided by the UTSA Police Department and other police agencies. The report contains certain security policy statements, fire safety policies and procedures and reporting requirements, sexual assault policies which assure basic victims' rights, the law enforcement authority of UTSA police, and where students should go to report crimes. The annual report contains UTSA's policy regarding sex-related offenses, including sexual assault prevention programs, educational programs to promote awareness of sex offenders, administrative disciplinary procedures and sanctions for offenders as well as counseling and other student services for victims. Included in the report is a statement advising the campus community where to locate information concerning registered sex offender information as provided by a state under 42 U.S.C. § 14071(j). The annual report also includes information regarding timely warning and emergency notification information.

The annual report discloses statistics for reported Clery Act crimes that occurred in the following areas: on campus, on public property within or immediately adjacent to campus, and in noncampus buildings or on property that UTSA owns or controls.

The report is available to all current and prospective students and employees through the UTSA Police Department website (<http://www.utsa.edu/utsapd>) and in various UTSA publications. Hard copies of the Annual Security and Fire Safety Report are also available at The University Police Department Main and Downtown Campuses and ITC Security Station. A copy of these statistics are also provided to the U.S. Department of Education.

## Student Travel Policy

The Student Travel Policy promotes safe travel by students to and from activities or events that advance the University's mission of research and discovery, teaching and learning, community engagement and public service. The policy serves as a guide for student travel and supports compliance with relevant state and University of Texas System regulations. Registration with International S.O.S. (<http://utsa.edu/financialaffairs/dts/intlSOS.html>) is required for faculty, staff, students and student-employees who travel internationally. Detailed information regarding this policy can be accessed in the [Handbook of Operating Procedures](http://www.utsa.edu/hop/chapter5/5-18.html) (<http://www.utsa.edu/hop/chapter5/5-18.html>), the Student Travel Web page (<http://utsa.edu/students/travel>), or by contacting the Office of the Vice President for Student Affairs (<http://www.utsa.edu/students>).

Countries with U.S. Department of State Travel Warnings and Alerts (<http://travel.state.gov/content/passports/english/alertswarnings.html>) or are on the UTSA Restricted Regions List are identified as regions that require special review from the International Oversight Committee (IOC). The IOC is charged to closely review and recommend to the Vice Provost for International Initiatives/Senior International Officer, the approval or disapproval of all requests for exception to travel to restricted areas. For information on how to ask for University approval to travel to countries identified as UTSA restricted regions, follow the Policy on Travel to Restricted Regions (<http://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions>) or contact the executive director of the Office of International Programs ([79](http://international.utsa.edu/senior-international-officer/office-of-international-</a></p>
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programs). For information about Education Abroad Services (<http://international.utsa.edu/education-abroad-services>) such as study abroad and exchange programs, review the web page or contact Education Abroad Services.

## Unauthorized Distribution of Copyrighted Material

Unauthorized copying or distribution (including peer-to-peer file sharing) of copyrighted works, including without limitation, books, periodicals, software, multimedia and musical works, may be unlawful and may infringe the owner's copyright. Any use of UTSA computer or duplicating facilities by students, faculty, or staff for the unauthorized duplication or distribution of copyrighted works is subject to:

- appropriate disciplinary action
- civil remedies
- criminal penalties as provided by federal law (UTSA [Handbook of Operating Procedures](#), Chapter 9, 9.11 (<http://www.utsa.edu/hop/chapter9/9-11.html>))

The University of Texas System's policy statement on "Fair Use of Copyrighted Materials (<http://www.utsystem.edu/ogc/IntellectualProperty/copyrighthome.htm>)" can help you determine whether your use of a copyrighted work is a fair use or requires permission.

Information on UTSA's Unauthorized File Sharing Standard limiting the use of peer-to-peer applications may be found at <https://utsacloud-public.sharepoint.com/Pages/Security/Security/PoliciesAndStandards/Standard-for-Unauthorized-File-Sharing.aspx>.



## 6. Academic Resources

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### Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Employing developmental advising principles, UTSA academic advisors offer academic advising and guidance to empower students to realize their full potential. For this reason, each student is assigned to a particular professional academic advisor so the student can establish a strong mentoring relationship with her or his advisor, whom he or she may consult on all academic and curricular issues. Each advisor has a caseload of students which allows the advisor to be knowledgeable about their students' strengths, weaknesses, and preferences. Students should be comfortable and confident in the advice given them by their advisors, and know the advice they receive will be consistent and accurate. 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 Bulletin*, and the online schedule of classes. Each professional advisor sees students concerning all matters related to 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. All students, regardless of classification or major, accepted into the Honors

College (<http://honors.utsa.edu>) are advised through the Honors College. In some cases, a student may be advised by more than one advising component.

All academic advising is organized into the following components:

- Academic Major Advising: Downtown, Arts and Humanities, Social Sciences, Interdisciplinary Education, Business Studies, Engineering, Life and Health Sciences, Mathematical and Physical Sciences
- Student Placement Advising (includes students without declared majors; CAP students)
- Pre-Professional Advising: Health Professions, Pre-Law
- Honors
- Athletics
- Teacher Certification

Students may need to consult with advisors in the Athletics program, secondary teacher certification, or Health Professions Office if they are student-athletes, are seeking teacher certification at the secondary level, or are pursuing a career in the health professions.

All UTSA undergraduates are required to meet with their academic advisors no later than the first semester of their sophomore year and develop filed degree plans showing semester-by-semester course selections and expected graduation dates. A registration hold will be placed on the records of each undergraduate who has earned 45 or more semester credit hours and has not met with an advisor and filed a degree plan with an anticipated graduation date. Undergraduates are expected to meet with their advisors regularly to update their filed degree plans to ensure timely progress toward graduation.

In addition, students are required to meet with their academic advisors to complete a pre-graduation degree audit before they meet 90 semester credit hours. The pre-graduation audit is intended to inform the student about which courses are still needed to graduate, ensure that all courses needed for graduation are included in the student's filed degree plan, and identify required prerequisites which are missing and whether scheduling accommodations are necessary. Holds may be placed on the records of each undergraduate who has earned 90 or more semester credit hours but has not completed a pre-graduation degree audit.

Undergraduates are urged to monitor their progress toward their degrees by using the online degree evaluation system available through ASAP (<https://asap.utsa.edu>) (Automated Student Access Program). Degree Works is the degree auditing/checking system within Banner. Students are able to run a degree evaluation in the Student Services area of ASAP.

### Undergraduate Studies Support and Technology Services

The Office of Undergraduate Studies Support and Technology Services (USSTS) (<http://utsa.edu/advise>) provides support to all UTSA undergraduate students and the academic advising community that serves them with educational and technical services for achieving academic and professional goals. Two support programs are housed within this office: academic advising for Special Undergraduates and the National Student Exchange Program. In addition, the office provides coordination and support of the transfer articulation processes between UTSA departments and community colleges, and coordinates academic advising activities across the UTSA campuses.

## National Student Exchange

UTSA is a member of the National Student Exchange (NSE) (<http://utsa.edu/advise/nse.html>) program, which is the only comprehensive student exchange program in the United States and now includes partners in Canada. The NSE program provides opportunities for undergraduates with 30 or more earned credit hours and a minimum grade point average of 2.5 to study for a semester or up to one calendar year at another NSE (non-Texas) institution. With more than 175 institutions located in the U.S., Puerto Rico, Guam, the Virgin Islands, and five Canadian provinces, students can continue to enhance their academic progress, broaden life experiences, and explore institutions for possible graduate school opportunities at the same cost as UTSA tuition. Please contact the Office of Undergraduate Studies Support and Technology Services for application information and deadlines.

## The University of Texas System Student Exchange Program

An undergraduate student who is degree-seeking at another UT System institution and is interested in registering for courses at UTSA through a reciprocal exchange program with the student's home institution must apply as a special undergraduate student. See Special Undergraduate Student Admission (p. 16) requirements in this bulletin. This program is limited to students with more than 60 semester credit hours of degree-related college-level work. Students may register for undergraduate courses for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor.

For assistance, please contact the undergraduate student exchange coordinator in the Office of Undergraduate Studies Support and Technology Services at 210-458-4302.

## English as a Second Language (ESL) Services

The Office of ESL Services ([http://education.utsa.edu/intensive\\_english\\_program](http://education.utsa.edu/intensive_english_program)) provides non-credit ESL classes for students who speak English as a second language. The Intensive English program is a six level, non-credit program for students who wish to attend an American university. ESL Services operates a non-credit Intensive English Program for U.S. residents, and international students who want to study English in a rigorous academic setting. In addition, the office also provides UTSA and the San Antonio community with accurate information regarding the needs of ESL learners.

## First Year Experience Program

The University of Texas at San Antonio (UTSA) offers students the opportunity to realize their potential for academic success by becoming involved in the comprehensive First-Year Experience Program. The First-Year Experience Program is designed to help first-year students transition to university life as well as provides first-year students the academic skills and tools to be successful college students.

In UTSA's First Year Experience Program students will:

1. participate in a peer mentor program;
2. complete Academic Inquiry and Scholarship (AIS 1203), a core curriculum course designed to introduce students to undergraduate research skills, critical thinking skills, and inquiry within three broad academic cultures;
3. complete the University Peer Mentorship Experience (UPM 1000), an experience designed to help students explore UTSA's academic and social resources, build UTSA connections, and learn college success strategies;
4. have the opportunity to enroll in linked courses; and
5. participate in various campus events designed to enhance the success of first-year students.

For additional information contact the First-Year Experience Program office at (210) 458-7490 or visit [www.utsa.edu/fye](http://www.utsa.edu/fye) (<http://www.utsa.edu/fye>).

## Information Technology (Computing Resources)

### OITConnect

All technology support requests for students, faculty and staff are handled through our OITConnect service. You can submit your service request via OITConnect's online web form by visiting [www.utsa.edu/oit](http://www.utsa.edu/oit) (<https://utsacloud-public.sharepoint.com>), by emailing your request to [oitconnect@utsa.edu](mailto:oitconnect@utsa.edu), or via telephone by calling 210-458-5555.

**OIT Social Media:** Follow OIT's social media sites for the best way to keep up to date with the latest technology news, service information, outage alerts, and more.

- OIT website: [www.utsa.edu/oit](http://www.utsa.edu/oit) (<http://www.utsa.edu/oit>)
- Facebook: [@OITUTSA](https://www.facebook.com/OITUTSA) (<https://www.facebook.com/OITUTSA>)
- Twitter: [@UTSAoit](https://twitter.com/UTSAoit) (<https://twitter.com/UTSAoit>)
- LinkedIn: UTSA Office of Information Technology (OIT) (<https://www.linkedin.com/company/office-of-information-technology>)

### Learning Technologies

The Office of Information Technology supports faculty, students, and staff in the use of traditional and interactive classroom technology.

UTSA has a robust interactive video network capable of connecting University classes and programs around the city, state and world. OIT schedules academic courses that utilize interactive classroom facilities, maintains the interactive video network, maintains traditional classroom facilities, and assists faculty in the instructional classroom devices including recording lectures for students to review.

The department is committed to integrating approved state-of-the-art advancements in the use of traditional and interactive classroom technology. OIT is also devoted to managing and developing the use of academic technology to complement the academic programs of the University.

The department:

- distributes classroom presentation equipment including sound systems, video players/recorders, high-performance computers and video projectors
- schedules and delivers equipment to classrooms via a reservation system
- hosts workshops for faculty and staff on the use of classroom technology
- provides on-call assistance to faculty who use technology in the classroom
- assists faculty members who use technology to conduct research
- encourages students to become active participants in the learning process

Technical support is available for:

- class lectures
- the coordination and set-up of video conference meetings
- special University campus events that require audio and visual reinforcement
- setting-up, monitoring, and recording ITV courses between the Main Campus and Downtown Campus

## Education Technology

The Education Technology office is set up to provide services in support of technology-enhanced teaching and learning to include the entire continuum from technology-enhanced to fully online courses. Our service portfolio includes instructional design services, instructional consulting for technology-enhanced, hybrid/blended and online courses, simulation development, high-impact instructional videos, etc. We are structured into two groups who work synergistically to optimize and maximize the teaching and learning potential.

## Online Learning

The Office of Information Technology supports and encourages the development and delivery of instruction through technology to strengthen the mission of improving student learning outcomes. The department provides:

- instructional design and development assistance for faculty members to effectively implement the use of technology in their curriculum
- design and delivery support for Web-enhanced, hybrid and fully online courses
- workshops on various educational technologies
- ongoing support for faculty members using Web-based technology to enhance instruction

The department is committed to promoting awareness of instructional technology best practices and improving the quality of our institution. Staff members are dedicated to providing assistance and consulting with faculty members on selecting and adopting appropriate technology for maximizing student learning and teaching effectiveness.

## Video Production

The Video Production Group from the Office of Information Technology supports the University of Texas at San Antonio with high quality, HD and 4K video production.

Our mission, which is aligned with the mission of OIT and UTSA, is to provide support that enables student and faculty success in the

classroom and beyond, and that documents and promotes advances in research at the university.

Video Production Group support and services are available Monday thru Friday during normal business hours on the UTSA Main Campus and in certain cases at the Downtown Campus. If support or services are needed outside of the above stated scope, a charge will apply.

We look forward to collaborating with you on using the innovative medium of digital video to support your next project.

The following are examples of the products the VPG can help you produce:

- 30 to 60 second promotional video spots.
- Video testimonials, interviews and profiles.
- 3-4 minute video information segments.
- Video segments for online and hybrid course modules.
- Long form documentary or narrative digital films - consultation required.

Other services offered by VPG - subject to staff availability and schedule:

- Video recording of UTSA Special Events.
- Webcasting of UTSA Special Events.

## Student Computing Services and StudentConnect

The Office of Information Technology Student Computing Services (SCS) is dedicated to providing students with computing tools along with the best possible customer service assistance to help facilitate their academic success while at UTSA. Our SCS lab staff is dedicated and ready to assist with services such as:

- Passphrase resets and myUTSA ID account unlocks
- Standard software utilization and troubleshooting assistance (MS Office, Blackboard Learn, PrintSpot, AirRowdy, Wi-Fi connectivity, O365 software installations)

Three OIT supported Student Computing Labs offer more than 500 workstations with full Internet access, standard applications and printing capabilities. These labs offer the same desktop "look and feel" with similar capabilities, so students can easily work in any of our facilities.

For hours of operation please refer to the SCS website (<https://utsacloud-public.sharepoint.com/Pages/StudentComputingServices/StudentServices.aspx>). Lab locations are:

- **JPL Library Information Commons** (JPL 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors) Include areas of Adaptive Technology for students with unique physical needs and requirements. The adaptive area includes specialized hardware and software packages for students with visual, hearing, or mobility impairments.
- **Downtown Library** (BV 2.314) Include areas of Adaptive Technology for students with unique physical needs and requirements. The adaptive area includes specialized hardware and software packages for students with visual, hearing, or mobility impairments

- **SCS Business Building Computer Lab** (BB 2.01.20) The BB Lab has collaborative work areas where student groups may interact to complete team projects. All supported SCS labs also include seating with power options for BYOD (Bring Your Own Device). There are also select workstations in the BB Lab that have Adobe CC 2014 available (first come first served)

**UTSA PrintSpot** is a campus-wide printing solution available to students. It consists of centralized software to collectively manage students' account balances, print jobs, and printers distributed throughout campus to release documents. PrintSpot allows students to print from any workstation located in the Labs, libraries or from their personal computers, laptops, tablets and smart phones. The jobs are stored in the queue for 24 hours, and can be released by logging into any of the 51 PrintSpot printers located between the Main and Downtown campuses. Students can release their documents to print on any black-and-white or color print station across the Main or Downtown Campus using PrintSpot. Mobile printing is available via students preferred email accounts and document uploads to the Pharos Mobile App. For more information on PrintSpot and MobilePrint, refer to FAQ's at [www.utsa.edu/printspot](http://www.utsa.edu/printspot) (<http://www.utsa.edu/printspot>).

**StudentConnect** offers technical support services for personal devices (laptops, tablets and phones) owned by registered UTSA students. Our goal is to provide configuration assistance, guidance and light troubleshooting in an effort to improve student access to UTSA resources and related course content. The following are the major categories of services and assistance offered:

- General information and guidance on the use of UTSA electronic resources and online services;
- AirRowdy configuration and optimization for 5-Ghz band;
- PrintSpot driver setup for Windows and Mac computers, mobile printing assistance;
- Virus mitigation / removal assistance with commercially available software packages;
- Installation assistance for course required software, exercises or materials;
- Use of Microsoft OneDrive for data backup and safe storage practices;
- Instruction and configuration for Office 365, Blackboard, and other UTSA web based content;
- Basic troubleshooting;
- Limited system recovery and information restoration.

**StudentConnect Social Media:** Follow StudentConnect's social media sites for the latest service information.

- Facebook: @UTSAStudentConnect (<https://www.facebook.com/UTSAStudentConnect>)
- Twitter: @UTSA\_SC ([https://twitter.com/UTSA\\_SC](https://twitter.com/UTSA_SC))
- YouTube: UTSA StudentConnect Channel (<https://www.youtube.com/channel/UC8kLGjLzIE5HTHjm-e0PcIA>)

- Instagram: [utsastudentconnect](https://www.instagram.com/utsastudentconnect) (<https://www.instagram.com/utsastudentconnect>)

**Phone Charging Towers** with secure lockers to fast charge your portable device. We have three towers at the following locations: JPL 1<sup>st</sup> floor near elevators; BB 2<sup>nd</sup> floor near the Market Place; DT Frio Street (FS) building near Starbucks.

## Application Development and Support

The Office of Application Development and Support (ADS) designs, develops, and maintains various software applications and systems that support university functions for students, faculty, and staff. The department provides daily database administration and application support for all areas of the university that may require assistance in support of the success of students at UTSA.

Students can access their own records by using UTSA's Automated Student Access Program ( [https://asap.utsa.edu/pls/prod/twbkwbis.P\\_WWWLogin](https://asap.utsa.edu/pls/prod/twbkwbis.P_WWWLogin))ASAP). This Web-based student information system allows students to register for classes and pay their fees from any computer with an Internet connection. Also supported is DegreeWorks (<https://dworkswebprod.sis.utsa.edu>), the degree planning tool to assist students and advisors in managing students' degree progress. The department also develops and maintains the UTSA Mobile app (<http://www.utsa.edu/mobileapp>) which helps students access their academic information, keep up to date with campus life, and much more. These administrative systems are accessible with a myUTSA ID and passphrase.

## Telephone Services

The Office of Information Technology supports three University-owned telephone systems which support the UTSA campus community. The systems are networked to enable four-digit dialing between all locations and to allow shared features, including voicemail. More than 4,000 faculty and staff extensions are equipped with telephone and voicemail services. The University uses the State of Texas communications network (TEX-AN) for routing long-distance telephone calls.

An automated campus switchboard attendant can be reached 24 hours a day by dialing 210-458-4011 (off campus) or 0 (on campus), which will prompt you for the name of the department or person you wish to reach. The option to reach the switchboard operator is available from 8:00 a.m. - 5:00 p.m., Monday through Friday. The switchboard operator provides general campus information and can provide numbers to campus offices.

University communication technicians perform new telephone installations and relocate existing telephone extensions. The department maintains information on all telephone installations.

UTSA offers a hotline number, 210-458-SNOW, for information regarding campus closures and class cancellations in the event of inclement weather. UTSA's Office of Communications updates the hotline information.

## Information Security

The Office of Information Technology oversees the protection of the University networks, computers, electronic data, and records. It is charged more specifically with maintaining access controls for the major information systems used by students, faculty, and staff; instituting policies and procedures for ensuring continuing integrity of the electronic



information systems on campus; conducting awareness programs and security training, and responding to security incidents.

There are information security representatives in many departments and their activities are coordinated by the Office of Information Security. System alerts and training are provided to system administrators of other facilities on campus. The staff of the Office of Information Security is available for consultation regarding data protection, information security and other security services, as needed.

Our vision:

Support the business of UTSA.

Secure the business of UTSA.

Promote cyber security in a positive manner.

## University Network

The University utilizes a high-speed (10 Gigabit Ethernet) backbone network that connects UTSA facilities and provides services such as electronic mail, file transfer, and remote log-in capabilities, as well as access to external networks.

A switched Gigabit (1 Gb/s) or Fast Ethernet (100 Mb/s) network connects most campus classrooms, laboratories, and offices from “the desktop to the backbone.” A 10 Gigabit Ethernet backbone connection links all buildings to the Internet and Internet2, allowing students, faculty, and staff to access electronic data quickly from any computer on the network. AirRowdy, UTSA’s wireless network, is available throughout all UTSA locations.

The Office of Information Technology also provides email for faculty, staff, and students, as well as the infrastructure for the student registration system (Banner).

## Student Printing on Campus

PrintSpot is the printing solution for all UTSA students. There are 51 PrintSpot printers situated in labs, libraries and remote locations on both campuses. PrintSpot allows you to print your document from anywhere. You don’t have to wait until you get to campus to send your document to the printer, you can print from home by downloading the PrintSpot print drivers to your personal laptop or home computer. Print from your Smart Devices (Smart Phones, iPads, tablets). Mobile Print has your preferred email address from ASAP activated, so you can just start sending your documents to the printer via email ([mobileprint@utsa.edu](mailto:mobileprint@utsa.edu)) even while standing at the printer and pick them up at the printer.

Refer to the PrintSpot FAQ page at <http://utsa.edu/printspot> for more information regarding printing, Mobile Print, printer locations, laptop drivers and frequently asked questions.

## International Programs

International cross-cultural awareness and understanding on the part of all UTSA students and scholars is crucial to their attainment of effective leadership, competitiveness, prosperity, and success in a global world. Making it possible for international students and scholars to attend and teach at UTSA and offering UTSA students and scholars the opportunity

to study abroad at other universities greatly promotes international awareness, understanding, and the exchange of world knowledge.

Additionally, the office processes and coordinates all international academic agreements between UTSA and foreign institutions in coordination with the Vice Provost for International Initiatives.

The core mission of the Office of International Programs (<http://international.utsa.edu/office-of-international-programs/office-of-international>) is to enhance cross-cultural understanding among UTSA students by:

- welcoming and supporting international students and scholars who are attending UTSA from other countries while assisting them in meeting the visa requirements set forth by the United States Citizenship and Immigration Service and the Department of State;
- encouraging UTSA students to seek out and participate in educational opportunities abroad;
- strengthening scholarly UTSA exchange programs with universities in other countries;
- mobilizing UTSA resources toward the support of international students, scholars, and education; and
- influencing university policy toward embracing and institutionalizing the globalization of UTSA curriculum, faculty, and student body.

## International Student Services

Support and assistance are provided to all international students before and after their arrival at UTSA. International Student Services (<http://international.utsa.edu/about-iss/welcome>) conducts orientation for all new students, workshops for continuing students, and regularly hosts presentations for campus students, faculty, and staff in an effort to update the campus on the federal regulations governing international student visas. ISS advisors assist students with maintaining their status with the Department of Homeland Security, U.S. Citizenship and Immigration Services, and the Student and Exchange Visitor Information System (SEVIS). Visa information, forms, and advice are available at <http://international.utsa.edu/iss/>.

## Border County Program

The UTSA Border County Program is a tuition-assistance program that allows eligible F-1/J-1 visa students who are citizens or permanent residents of Mexico with limited financial resources to pay Texas in-state tuition. The program is managed by International Student Services (ISS) in the Office of International Programs. Students are able to receive additional information about the program by contacting ISS and speaking with an International Student Advisor or by visiting the ISS website (<http://international.utsa.edu/iss/>).

## Education Abroad Services

The Education Abroad Services (<http://international.utsa.edu/education-abroad-services>) staff helps students study abroad by providing assistance, support, and resources on program options. Participating in international learning experiences offers life-changing opportunities, such as living with a host family in Mexico, participating in an engineering research project in China, or meeting business leaders in Spain. Participation in education abroad programs allows students to build global knowledge, professional skills, cultural awareness, and self-confidence.

These programs provide the opportunity for students to study internationally while acquiring academic credit toward a degree at UTSA. The Education Abroad Services staff assists UTSA students in finding the right program to match their academic and personal interests. Education abroad programs can help meet major or minor requirements, fulfill general education requirements, or help a student achieve proficiency in a second language. Students may also be able to participate in an internship or conduct research for a final thesis while abroad.

UTSA maintains bilateral exchange and consortia agreements with a number of international institutions, including locations in Mexico, Colombia, Chile, South Korea, Japan, Hong Kong, Italy, Greece, Germany, France, and the UK. Under these programs, participants pay tuition to UTSA and all other costs to the partner university or host locations.

## International Scholar Services

International Scholar Services (<http://international.utsa.edu/utsa-policy/about-international-faculty-scholar-services>) provide support and assistance to University faculty and staff in the recruitment and hiring of foreign nationals. The International Scholar Services staff maintains the most current knowledge of issues related to immigration and nationality law, U.S. Department of Labor, Social Security Administration, and taxation of foreign nationals in order to assist international faculty and scholars in achieving their goals and objectives while at the University. Additionally, the International Scholar Services ensure University policies and guidelines are observed and that these policies and guidelines conform to federal and state governmental rules and regulations. The International Scholar Services staff ensure effective working relationships with federal and state agencies such as the U.S. Citizenship and Immigration Services, U.S. Customs and Border Protection, U.S. Immigration and Customs Enforcement, U.S. Department of Labor, and U.S. Department of State. International Scholar Services conduct professional consultation and training for University departments on issues related to the hiring of foreign nationals and provide social/educational events for scholars.

## Health Insurance for International Students

The University of Texas System Board of Regents (<http://www.utsystem.edu/board-of-regents/rules-regulations/rules/50402-health-insurance-requirements-international-students>) requires all international students to have medical insurance compliant with the federal Patient Protection and Affordable Care Act (PPACA). All international students holding a nonimmigrant visa status are required, except under certain circumstances as outlined by The University of Texas Board of Regents, to purchase and maintain the UT System-approved comprehensive Student Health Insurance Plan (UT SHIP) while enrolled at UTSA. International students are automatically enrolled in the UT SHIP at the time of registration. The charge for the insurance coverage appears as a required fee on the student fee bill. The policy, recommended under the UT System, offers unlimited maximum benefits per covered person, per policy year in major medical/hospitalization for each illness, accident, and injury, with a deductible. Medical evacuation and repatriation benefits are also provided. It is necessary for students to have comprehensive health insurance to ensure that they have the best possible health care and to protect them from unexpected financial crises.

The UT System has established criteria in which an international student can request a waiver to the student health insurance plan by providing alternate health insurance coverage. In order to be approved for a waiver,

the alternate health coverage must meet or exceed the requirements as set in the UT System regulation.

Those international students classified as Texas residents for tuition purposes must still enroll in the UT System Health Insurance Plan unless approved for a waiver according to the UT System established criteria.

## Global Relations and Agreements

The Global Relations and Agreements unit provides support and assistance to university faculty and staff with the development of international relations; this includes creating the agreements and hosting delegations from foreign universities. Additionally, this unit coordinates the UTSA Summer Programs that are offered to students from partner institution. For more information, please visit <https://navigator.international.utsa.edu>

## Liability Insurance for Field Experience Courses

Students pursuing the Social Work Foundation and Advanced Field Practicum will be required to purchase Student Professional Liability Insurance with limits of liability at \$1,000,000/\$5,000,000. See the requirements in the Master of Social Work Student Handbook on the Department of Social Work website (<http://copp.utsa.edu/department/Title-IV-E>).

## Libraries

The UTSA Libraries (<http://lib.utsa.edu>) provide the university community with distinctive expertise, high quality information resources, inspirational spaces, and innovative and responsive services.

## Locations

- **John Peace Library (JPL) – Main Campus**  
JPL is UTSA's largest library with three floors of resources, study spaces and academic support services. JPL is open 24-hours-a-day, five-days-a-week during the fall and spring semesters, as well as extended weekend hours.
- **Downtown Library – Buena Vista Street Building, Downtown Campus**  
Featuring views of the San Antonio skyline, diverse study spaces and computing services, this library serves UTSA's Downtown Campus community and its multiple undergraduate and graduate professional programs.
- **AET Library – Applied Engineering and Technology Building, Main Campus**  
A bookless, satellite library developed with science and engineering students in mind.
- **Special Collections – JPL and Institute of Texan Cultures**  
UTSA's collection of rare books, manuscripts, photographs and archival materials are accessible through reading rooms on JPL's 4th floor and at the ITC on the Hemisfair Campus.

## Collections

UTSA students and faculty have access to millions of resources, including the latest scholarly journals, databases and over 1,000,000 e-books. In addition, the libraries offer a rich collection of multimedia

resources, educational curriculum materials, maps, musical scores and more. Using Library Quick Search (<http://lib.utsa.edu/find-information/quick-search>), students have easy access to the libraries' vast collections.

Students, faculty and staff can access library resources—such as full-text journal articles and e-books—from off-campus using their myUTSA ID and passphrase. The UTSA Libraries mobile website (<http://m.lib.utsa.edu>) provides smartphone access to the most popular resources and services.

## Special Collections

UTSA Libraries Special Collections (<http://lib.utsa.edu/SpecialCollections>) brings national recognition to the university for distinctive research materials documenting the diverse histories and development of San Antonio and South Texas. Signature collections include the history of the African American and LGBTQ communities in our region, the history of women and gender in Texas, Mexican American activism and advertising, the Tex-Mex food industry, and urban planning.

## Services

The UTSA Libraries offer:

- Research assistance via online chat (<http://lib.utsa.edu/about/contact>)
- In-person assistance at information desks throughout the libraries
- Desktop computers (<http://lib.utsa.edu/services/use-a-computer>)
- State-of-the-art workstations for small group collaboration (<http://lib.utsa.edu/services/groupspot>)
- Multimedia viewing and listening facilities
- Reservable group study rooms (<http://lib.utsa.edu/services/get-a-study-room>)
- Quiet study areas
- High-speed scanners, printers and copiers (<http://lib.utsa.edu/services/print-copy-and-scan>)
- Laptop computers, DVD players, headphones and other tech gear for check-out (<http://lib.utsa.edu/services/tech-gear>)
- Textbooks on reserve (<http://lib.utsa.edu/find-information/course-reserves/students/textbooks>)
- “Get It For Me (<http://lib.utsa.edu/services/get-it-for-me>)” — items located, delivered or borrowed from other libraries

Visit the UTSA Libraries website (<http://lib.utsa.edu>) for complete information on the resources and services available.

## Academic Support

Housed within the JPL are three of UTSA's most popular academic support services:

- Supplemental Instruction (<http://utsa.edu/trcss/si>) (Tomás Rivera Center)
- Tutoring Services (<http://www.utsa.edu/trcss/tutoring>) (Tomás Rivera Center)
- The Judith G. Gardner Center for Writing Excellence (<http://www.utsa.edu/twc>)

## Office of the Vice President for Community Services

The mission of Community Services (<http://www.utsa.edu/vpcs>) is to extend the university beyond its campuses and into San Antonio and South Texas through public service, extension, outreach, and community education. This is accomplished through a variety of programs and departments, including the Institute for Economic Development, the Institute of Texan Cultures, the Office of Community Outreach, the Office of Extended Education, the Downtown Campus Special Events Office, the UTSA Mexico Center, the Institute for P-20 Initiatives, the Child and Adolescent Policy Research Institute, and the Center for Civic Engagement.

## The Institute for P-20 Initiatives

The Institute for P-20 Initiatives promotes college access, readiness and completion through research-based programming. The Institute has an array of educational outreach programs and activities such as academic intervention and college readiness camps, dual credit, mentoring, tutoring, work-study, test preparation, bridge programs and college tours. These programs are undertaken in partnership and collaboration with schools, business and industry, foundations and community-based organizations to help strengthen the quality of education from kindergarten through college within San Antonio and the South Texas region. The Institute administers the TRIO programs including Upward Bound, Talent Search, McNair and Student Support Services. Additionally, the Institute provides oversight for the Prefreshman Engineering Program (PREP), a premier STEM college bridge program. Both the PREP and TRIO programs annually serve over 10,000 students. The Institute seeks to provide leadership in educational reform and facilitate university involvement in public education through intervention, research and service programs.

Our programmatic goals are as follows:

- Community Outreach Goal: Develop and support ongoing partnerships that engage students, parents, educators, community organizations and businesses in outreach projects related to college access.
- Instructional Outreach Goal: Develop and support programs focused on rigorous coursework and experiences that will prepare students for college and/or career.
- Student Retention Goal: Develop and support programs focused on student success and persistence at UTSA.

## Office of Community Outreach

The Office of Community Outreach (OCO) (<http://utsa.edu/communityoutreach>) was established to increase UTSA's visibility in targeted communities in South Texas, and to foster appropriate, mutually beneficial partnerships with these communities. The OCO works with educational, business and civic leaders in communities to promote higher education as an economic development resource and address barriers that inhibit or prevent area residents from enrolling at UTSA. Special events bring community leaders to UTSA and take university executives into South Texas communities. The OCO works closely with Admissions and other university offices in supporting student recruitment efforts.

## The Center for Civic Engagement

The Center for Civic Engagement (<http://www.utsa.edu/community/cce>) empowers students, faculty and staff to serve society through community engaged scholarship that enriches learning, promotes civic literacy and contributes to the study of community needs and resources. The Center works closely with community partners and local government to serve as co-educators of our students engaged in experiential learning. These include service-learning, community engaged research and other public service activities that cultivate a civically-engaged culture. The Center also tracks the university's community engagement and annually reports the collective impact of these activities.

## Office of Extended Education

The (<http://www.utsa.edu/ee>) [Office of Extended Education](http://www.utsa.edu/ee) (<http://www.utsa.edu/ee>) serves the region's adult, professional and continuing education needs through a range of targeted programs that match UTSA's unique resources with the lifelong learning needs of the region. Extended Education works collaboratively with academic and nonacademic units of the university to develop and offer seminars, online courses, conferences and programs for the general public, professional and governmental agencies, and businesses, as well as graduate and professional school entrance exam preparation. Selected courses for college credit are also available through the Extended Education's Extended Studies Program.

## Institute for Economic Development

The Institute for Economic Development is dedicated to creating jobs, growing businesses and fostering economic development. Our various centers and programs provide professional business advising, technical training, research, and strategic planning for entrepreneurs, business owners and community leaders. Our programs serve San Antonio, the Texas-Mexico border area as well as regional, national and international stakeholders. Together with federal, state and local governments, and private businesses, the UTSA Institute for Economic Development fosters economic and community development in support of UTSA's community engagement mission.

## Institute of Texan Cultures

The Institute of Texan Cultures (<http://www.texancultures.com>) is the state's museum dedicated to enhancing the understanding of cultural history and its influence on the people of Texas. The institute's mission is accomplished through an expansive exhibit floor, a document and photo library, an extensive outreach program to Texas schools, and specialized, periodic major exhibits. The institute also serves special educational programs at the university. Admission is free for faculty, staff and students with UTSA ID.

## UTSA Mexico Center

The UTSA Mexico Center (<http://utsa.edu/mexicocenter>) fosters academic, research, cultural, and programmatic exchanges with universities and organizations in Mexico. It engages students, faculty, staff, and community members in promoting informed analyses of U.S.-Mexico relations. The UTSA Mexico Center provides a forum for communication among policy makers, scholars, business representatives and professionals from the United States and Mexico to bring about presentations, publications, mutual understanding, and productive collaborations.

## The Child and Adolescent Policy Research Institute

The Child and Adolescent Policy Research Institute (<https://utsa.edu/capri>) is a university-wide research center that fosters cross-disciplinary collaborations and translates research results into policy recommendations. The institute supports the study of infant cognition and language development, the experiences of immigrant youth and children, housing, early literacy, child abuse prevention, foster youth, early childhood education, school readiness, and dropout prevention.

## Research at UTSA

### Vice President for Research

The Office of the Vice President for Research (<http://research.utsa.edu/texas-university-research>) supports the research community by facilitating growth, enabling productivity, and pursuing excellence. The UTSA Research Office comprises the Vice President's office, which includes the central finance and communications functions, and four subunits: Sponsored Project Administration (OSPA), Research Support (ORS), Research Integrity (ORI), and Commercialization and Innovation (OCI). The VPR serves as the Institutional Official for the Institutional Review Board (IRB) and Institutional Committee on the Animal Care and Use Committee (IACUC).

### Office of Sponsored Project Administration

The Office of Sponsored Project Administration (<http://research.utsa.edu/texas-university-research/utsa-research/research-grants>) (OSPA) promotes, supports, and administers sponsored program awards and provides the highest quality pre- and post-award services in generating and administering external awards in the pursuit of research, scholarly activities and public service. OSPA ensures that the administration of sponsored programs from proposal submission to award close-out is consistent with applicable laws, regulations and policies. OSPA operates six Research Service Centers (RSCs), the Grants and Contracts Financial Services (GCFS) unit, and the Contracts and Industry Agreements (CIA) unit.

Research Service Centers (RSC) are designed to provide direct service to faculty and staff in all areas of research administration. The six RSCs are in the following areas: Engineering; Sciences; Liberal and Fine Arts, Business and Honors College; Education; Institute for Economic Development; and UTSA's Downtown Campus.

The Grants and Contracts Financial Services (GCFS) unit is in charge of post-award operations including account set-up, account management, invoicing, financial reporting, and close-outs.

The Contracts and Industry Agreements (CIA) unit facilitates and supports UTSA's sponsored projects and research enterprise by drafting, negotiating, and executing a variety of contracts and agreements, such as Sponsored Research Agreements, Service Agreements, Material Transfer Agreements (MTA), Non-Disclosure Agreements (NDA), Confidential Disclosure Agreements, Proprietary Information Exchange Agreements, Cooperative Research and Development Agreements (CRADA).



For the OSPA directory, please visit the staff directory (<http://research.utsa.edu/contact-research/staff-directory>).

## Office of Research Support

The Office of Research Support (<http://research.utsa.edu/texas-university-research/utsa-research/research-support-officer>) (ORS) provides a variety of services and support programs for research-engaged faculty and students to develop and successfully manage their respective research programs.

## Undergraduate Research

The mission of the Office of Undergraduate Research (<http://research.utsa.edu/academic-research/undergraduate>) (OUR) is to sustain a collaborative network of programs to engage and support undergraduate student participation in research and scholarly activities in all areas of academic inquiry. This includes facilitating relationships between exploratory students and faculty members performing research, as well as progressively more competitive experience opportunities such as comprehensive undergraduate research projects.

## Research Faculty Development

The ORS serves as a catalyst for research through the promotion of innovative scholarly activities that cross college and departmental boundaries and reach externally to academic and industry partners. In partnership with UTSA Libraries and the Vice Provost's Office of Academic and Faculty Support, ORS offers a comprehensive program in research professional development for faculty through The Faculty Center at UTSA (<http://faculty.utsa.edu>). The ORS offers a robust calendar (<http://research.utsa.edu/events/list>) of opportunities throughout each semester, ranging from workshops on grant writing and communication skills development to research-specific seminars and conferences. The ORS also provides faculty development funding to UTSA researchers through institutional seed grant programs and builds strategic partnerships with research-based organizations and institutions at the local, regional and national level.

## Research Faculty Support

To further expand UTSA's research potential, the ORS develops strategies and infrastructure to improve institutional interdisciplinary proposals that are nationally competitive. To assist faculty in securing research funding (<http://research.utsa.edu/research-funding/opportunities>), the ORS provides grant development resources to individual researchers including funding search tools and grant writing resources. In addition, the ORS offers customized proposal development support to research faculty engaged in the pursuit of large, multidisciplinary funding programs. Personalized services may include strategic consultation, project management, technical writing assistance, and grantsmanship editing and review. The ORS also manages the universities internal selection process to assist with limited submission opportunities.

## Research Centers and Institutes

Under the purview of the Dean's Research Council (DRC), the ORS provides support and administrative guidance to research centers and institutes (<http://research.utsa.edu/partners/research-institute>) (C&Is). C&Is are dedicated to addressing a wide variety of challenges and opportunities that exist globally, regionally and locally. They facilitate research work at UTSA, support teaching and learning and facilitate outreach and engagement within the community. The ORS is also

responsible for conducting strategic reviews for C&Is to ensure fiscal responsibility and programmatic growth and success.

## Research Core Facilities

The ORS provides strategic guidance and support of research core facilities at UTSA. Research core facilities (<http://research.utsa.edu/texas-university-research/research-cores>) offer both advanced technologies and equipment with a goal to make instrumentation and expertise available to UTSA research faculty, their staff and students, who all benefit from the shared cost of these resources.

## Office of Research Integrity

The Office of Research Integrity (ORI) supports the UTSA research community in its commitment to high standards of research integrity and scholarly excellence. The Office promotes ethical behavior and best practices by anticipating risk and communicating research compliance standards for meeting research goals. ORI promotes the ethical conduct of research in the following areas: use of humans and animals in research, biosafety, chemical safety, radiation and laser safety, conflict of interest in research and intellectual property, export control, BSL3 facilities, and the responsible conduct of research training. The Assistant Vice President of Research Integrity serves as the Research Integrity Officer related to research misconduct allegations.

## Institutional Review Board

The Institutional Review Board (<http://research.utsa.edu/research-funding/human-subjects>) (IRB) for the protection of human subjects is the university committee that reviews and approves human subject research for the purpose of protecting the rights and welfare of those subjects. The IRB advises and educates researchers, staff and students on research with human subjects and promotes best practices for the ethical conduct of research with these individuals.

## Institutional Animal Care and Use

The Institutional Animal Care and Use Committee ([http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program\\_new](http://research.utsa.edu/research-funding/institutional-animal-care-and-use-program_new)) (IACUC) assures the well-being and proper care of all vertebrate animals used for research and educational purposes at UTSA and serves the public by ensuring institutional compliance with all legal and ethical standards regarding the use of animals in research.

## Laboratory Animal Resources Center

The Laboratory Animal Resources Center (<http://research.utsa.edu/larc>) (LARC) advises and educates researchers, staff and students on animal experimentation issues and promotes best practices for the responsible use of animals. LARC provides high-quality, cost-effective research animal resources, veterinary and personnel training, and expertise in laboratory animal technology and medicine.

## BSL3 Laboratory Facilities

Under the direction of the Laboratory Compliance Manager and in close partnership with the Office of Environmental Health, Safety and Risk Management, UTSA's BSL3 facilities are managed in support of faculty research in a variety of research areas.

## Biosafety, Radiation & Laser Safety, and Chemical Safety

Committees are in place to support all faculty and staff whose research involves biosafety, radiation and lasers, and chemicals. These

committees operate in close partnership with staff in the Office of Environmental Health, Safety and Risk Management.

## Conflict of Interest in Research and Intellectual Property

The Committee for Conflict of Interest in Research and Intellectual Property assures that a high level of objectivity in the development and reporting of research results will be implemented and maintained at UTSA.

## Export Control

Following federal criteria, ORI assures international partnerships and exchanges and research with non-U.S. persons while protecting the export of certain controlled technologies. These efforts restrict access to goods and technology in order to advance U.S. foreign policy goals, prevent terrorism, protect the economy, promote trade goals, and prevent proliferation of weapons of mass destruction (nuclear, biological, chemical).

## Office of Commercialization and Innovation

The Office of Commercialization and Innovation (<http://research.utsa.edu/commercialization>) (OCI) promotes the creation and commercialization of intellectual property at UTSA by faculty, staff, and students. OCI manages the university's portfolio of intellectual property, engages companies in research and commercialization partnerships, and provides intellectual property education and training to faculty, staff, and students. OCI also helps bridge the gap between basic research and applied innovation by operating a proof-of-principle fund, supporting commercialization development programs such as the NSF I-Corps™, and promoting entrepreneurship. OCI also manages the UTSA New Venture Incubator (NVI), which enables university start-ups and partner companies to be co-located on campus and participate in the growth of UTSA's research and commercialization activities. OCI strives to maximize the movement of UTSA's innovations into the hands of commercial partners who can create new products and services to benefit the public.

## Reserve Officer Training Corps (ROTC) Programs

The Office of the Associate Provost for Veteran and Military Affairs (APVMA (<http://provost.utsa.edu/veteran>)) oversees the Air Force and Army ROTC programs at UTSA.

### Air Force Reserve Officer Training Corps (AFROTC) Program

The Air Force Reserve Officer Training Corps (AFROTC) (<http://www1.utsa.edu/afrotc>) is a voluntary program open to all qualified students, male and female. It trains students to become United States Air Force officers while completing their college degree. The program options offered through AFROTC combine traditional college education with military instruction. The General Military Course (GMC) option gives students an opportunity to participate in the AFROTC program, without initial commitment for military service. During the GMC trial period, students can compete for admission to the Professional Officer Course (POC). Participation in the POC program gives students an opportunity

to be commissioned as an officer in the United States Air Force. In this program, participants pursue a baccalaureate degree in one of the disciplines offered by UTSA and complete additional requirements for AFROTC. The AFROTC program requirements are described in detail in the *UTSA Undergraduate Catalog* (<http://catalog.utsa.edu/undergraduate/rotc>).

All students in Air Force ROTC are issued books and uniforms for use in ROTC classes. In addition, all POC students enlisted in the Air Force Reserve receive a monthly subsistence allowance. Cadets may apply for Air Force ROTC scholarships. Three-and-a-half-, three-, two-and-a-half-, and two-year scholarships are available on a competitive basis to cadets who meet the basic minimum requirements of a 2.5 cumulative grade point average, be a U.S. citizen, passing a physical fitness test, and passing a Department of Defense medical exam. For further information, contact the AFROTC office at 210-458-4624. Walk-ins are also welcome on the first floor of the Graduate Studies/Research Building (GSR), Room 1.220.

### Army Reserve Officer Training Corps (ROTC) Program

The Army Reserve Officer Training Corps (ROTC) (<http://www.utsa.edu/armyrotc>) program gives students the opportunity to obtain a commission as an officer in the United States Army. The program offers the option of completing either a four-year program or a two-year program in Military Science while pursuing a baccalaureate or graduate degree in one of the disciplines offered by UTSA. Students who may want to try military science without incurring a military commitment can register for the first- and second-year courses in Military Science. The requirements for the Army ROTC program are described in detail in the *UTSA Undergraduate Catalog* (<http://catalog.utsa.edu/undergraduate/rotc>).

The Army ROTC program offers competitive scholarships for up to four years to select students. These scholarships provide tuition, fees, book allowance and a monthly subsistence allowance. In addition, students enrolled in Army ROTC courses are furnished, free of charge, complete uniforms, texts, and necessary equipment. For further information, contact the Army ROTC office at 210-458-5607.

## The Graduate School

### Graduate Student Resources

The Graduate School (<http://graduateschool.utsa.edu>) at UTSA is the centralized office for all graduate-related services. In collaboration with the academic colleges and student services offices, The UTSA Graduate School provides services in the areas of recruitment (including diversity initiatives), admissions, general orientation, retention workshops, evaluation of the graduate experience, faculty and staff resources, as well as thesis and dissertation submission services.

### Academic Common Market

The Academic Common Market is an interstate agreement for sharing academic programs through an exchange of students across state lines. Fifteen southern states take part in the Academic Common Market. Texas, Florida and North Carolina participate at the graduate level only. (Undergraduate and graduate students interested in participating in exchange programs with other universities, either in the United States or abroad, should contact the Office of International Programs.) Selected out-of-state programs that are not offered in a student's home state can

be accessed through the Academic Common Market at in-state tuition rates.

Further information on the Academic Common Market may be obtained from the Texas State Coordinator (<http://www.cep.unt.edu/ACM.html#TX>) for the Academic Common Market, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711, or by calling 512-427-6518.

## Graduate Student Professional Development Center

One of the key principles of the newly refined mission, vision, and purpose of The Graduate School focuses on professional development and student success for graduate students and graduate school alumni. The new mission and vision received a brick and mortar commitment with the opening of the first fully functional Graduate Student Professional Development Center in the entire University of Texas System.

The Graduate Student Professional Development (GSPD) Center allows graduate students the opportunity to become life-long learners and prepare to be future leaders in industry and academia. The Center encourages student engagement and fosters a sense of community through resources including state of the art technology and a holistic venue for interdisciplinary networking. The GSPD Center also provides countless resources including:

- Student lounge
- Group study areas
- State of the art technology
- Computer lab

The GSPD Center is located in the Graduate School and Research (GSR) Building, Main Campus, Suite 1.204. Hours of operation are Monday - Thursday, 8:00 am - 7:00 pm and 8:00 am - 5:00 pm on Friday. Center Programs include:

- Topical workshop sessions
- Research grant proposal sessions
- Teaching and learning programs
- International graduate student development
- Dissertation writing boot camps
- Thesis and dissertation formatting support and submission counseling

Find more information visit The Graduate School website (<http://graduateschool.utsa.edu/current-students/category/graduate-student-success>).

## Cooperative Consortium

A cooperative arrangement between The University of Texas System and The Texas A&M University System allows a graduate student at one institution to use unique facilities or access courses at the other institution with a minimum of paperwork. The graduate student registers and pays fees at the home institution and may retain any fellowship or financial assistance awarded by it. Space must be readily available, and the instructor or laboratory director of the proposed work must consent to

the arrangement. Approval must be given by the graduate dean of each institution.

## Graduate Exchange Students

A graduate student who is degree-seeking at another U.T. System institution and is interested in registering for courses at The University of Texas at San Antonio through a reciprocal exchange program with the student's home institution must apply as a special graduate student.

Special graduate students may register for any master's-level or undergraduate course for which they have the necessary prerequisites, provided that space is available and that they have the approval of the course instructor. Students who wish to take a graduate course in a discipline other than that for which they have been authorized upon admission must obtain the approval of the authorized representative of the discipline offering the course. Academic credit earned is subject to the transfer policy of the student's home institution. Special graduate student instructions and rules are provided in the *UTSA Graduate Catalog*.

A special graduate student may apply as a degree-seeking student to The University of Texas at San Antonio and must follow the rules of graduate degree-seeking applicants and submit all required admission materials by the appropriate deadline as described in the *UTSA Graduate Catalog*.

For assistance, please contact the Graduate Student Exchange Coordinator, Director of Graduate Admissions at 210-458-4331.

## Graduate Entrance Exams

### TOEFL

TOEFL testing is administered by computer in the Office of Testing Services at their Main and Downtown campus locations according to the schedule established by ETS and Prometric. TOEFL schedule and registration information can be accessed at [www.ets.org/toefl](http://www.ets.org/toefl) (<http://www.ets.org/toefl>).

### GMAT

The Graduate Management Admission Test is required of students who wish to pursue graduate work in business. The GMAT is not given on the UTSA campus but is administered through Prometric. Students interested in registering for the GMAT examination should call 1-800-717-GMAT or visit [www.mba.com](http://www.mba.com) (<http://www.mba.com>).

### GRE

The Graduate Record Examination is required of students who wish to pursue graduate work in any area other than business. The GRE is not given on the UTSA campus but is administered through Prometric. Students interested in registering for a GRE examination should call 1-800-GRE-CALL or visit the ETS website at [www.ets.org/gre](http://www.ets.org/gre) (<http://www.ets.org/gre>).

## The University of Texas System Online Consortium

The UT Online Consortium (UTOC) is a student's gateway to online degrees and courses from the participating University of Texas System institutions. The majority of the programs listed in the UTOC website and offered by UT institutions can be completed entirely online. Any

exceptions will be noted on the program information pages. Some programs can lead to a degree, endorsement or certificate conferred by the participating institution, while others are a grouping of courses. Online courses follow a semester-based schedule.

Information on courses and programs can be found on the Online Consortium website at [www.utcoursesonline.org](http://www.utcoursesonline.org) (<http://www.utcoursesonline.org>).

Students must be admitted to one of the UT System institutions in order to enroll in the Online Consortium courses. Students should also check with their academic advisors to ensure that enrollments in Consortium courses will satisfy their degree requirements.

## University College

The University College (<http://utsa.edu/success>) directs the activities of several areas at UTSA, including:

- Institute for Law and Public Affairs (p. 92)
- Testing Services (p. 92)
- Tomás Rivera Center (p. 94)
- University Health Professions Office (p. 94)
- Writing Program (p. 94)
- Office of Core Curriculum and Quality Enhancement Plan (p. 92)

The College also serves as the academic home for the Bachelor of Arts in Multidisciplinary Studies and oversees the coordination of UTSA's undergraduate curriculum and UTSA's undergraduate academic policies and procedures.

## Core Curriculum and Quality Enhancement Plan

This office provides administrative oversight and support for the implementation and assessment of the University's Core Curriculum and Quality Enhancement Plan (CCQEP). It is responsible for the coordination of the on-going development, implementation, and evaluation of UTSA's core curriculum. The office works with the academic departments, the colleges, the Faculty Senate, and the Dean of the University College to facilitate the implementation, review, and revisions of both the Core Curriculum and the QEP.

## Institute for Law and Public Affairs

The Institute for Law and Public Affairs (ILPA) is housed within the Preprofessional Programs and Advising Center, and supports UTSA students interested in pursuing careers in law through advising, internships, special events, and its hallmark, the Summer Law School Preparation Academy (SLSPA). The Institute's SLSPA was created in collaboration with The University of Texas School of Law, and encompasses 12 hours of coursework designed to hone the reading, writing, and reasoning skills students need to successfully gain admission to and succeed in law school. SLSPA students complete the coursework in two phases, enrolling in phase I after the sophomore year and phase II after the junior year, or completing both phases over one summer, before their senior year. Students completing 12 hours during Phases I and II

earn the ILPA's *Certificate in Legal Reasoning*. Admission to the SLSPA is competitive.

The ILPA offers activities throughout the year designed to support UTSA students as they pursue their undergraduate educations with an eye towards law school. In addition to the SLSPA, the ILPA's prelaw advisors offer law school admissions workshops, personal statement and resume review, and one on one prelaw and application counseling. The ILPA also hosts the annual UTSA Law School Fair, providing UTSA students the opportunity to meet representatives from law schools across the country. For more information about the ILPA's programs, call 210-458-2990 or visit the ILPA website at <http://utsa.edu/ilpa/>.

## Testing Services

Website: <http://testing.utsa.edu>  
Main Campus location: MS 1.01.04; 210-458-4125  
Downtown Campus location: BV 1.302; 210-458-2941

The Office of Testing Services provides University-wide testing services for UTSA current, graduated and prospective students as well as faculty and community members. The Office provides both national and institutional testing for the purposes of admission, placement, and course credit. The following tests are offered:

ACCUPLACER (p. 92)  
ACT (p. 92)  
Chemistry Placement (p. 92)  
CLEP (p. 93) (College Level Examination Program)  
CBE (p. 93) (Competency Based Exams)  
Correspondence Testing (p. 93)  
DSST (p. 93) (DANTES Standardized Subject Test)  
FACT (p. 93) (Financial Accounting Competency Test)  
IS 1403 Test-Out Series (p. 93)  
LSAT (p. 93) (Law School Admission Test)  
Math Placement (p. 93)  
PACE (p. 93) (Principles of Accounting Competency Exam)  
Pearson VUE (p. 93)  
Practice TExES (p. 93)  
TExES (p. 93) (Texas Examinations of Educator Standards) PBT & iBT  
THEA IBT (p. 93) (Texas Higher Education Assessment)  
TOEFL (p. 94) (Test of English as a Foreign Language)  
Texas Success Initiative (p. 94) (TSI) Assessment

### ACCUPLACER

ACCUPLACER is a teacher certification program entry exam requirement given by the Testing Services office on a weekly basis at both campuses by computer. Register through ASAP utilizing the link for Testing Services test registration.

### ACT

The national ACT examination are given for the purpose of admission. Information on the national ACT, which can be used at any college or university, can be found by visiting [www.act.org](http://www.act.org) (<http://www.act.org>).

### Chemistry Placement

Taking and passing the Chemistry Placement exam is a prerequisite to enrolling in CHE 1103 General Chemistry I. The Chemistry Placement exam may be retaken 12 months after the initial test date. Students who achieve the appropriate cutoff score and meet the math prerequisite



requirement can register for the General Chemistry course. If the cutoff score is not reached, the student may enroll in CHE 1073 Basic Chemistry but not General Chemistry. Registration for the Chemistry Placement exam is available through *ASAP* (<https://asap.utsa.edu>) at the Testing Services Office (test registration) link. Study resource information is available at [testing.utsa.edu/](http://testing.utsa.edu/) (<http://testing.utsa.edu>).

## CLEP

CLEP testing provides the opportunity to gain course credit by examination and covers many of the core courses in a student's graduation track. Visit <http://testing.utsa.edu/clep/> for the current list of courses available. CLEP tests are administered by computer at both the Main and Downtown campuses. Advanced registration and payment is required through both the College Board website (<http://clep.collegeboard.org/register>) and the Testing Services website (<http://testing.utsa.edu/clep>). Study suggestions are available through the College Board's website at [www.collegeboard.com/CLEP/](http://www.collegeboard.com/CLEP/) (<http://www.collegeboard.com/CLEP>). CLEP testing costs a fraction of the cost of a course and takes just two hours for testing and results.

## Competency Based Exams

Prior learning may be assessed by institutionally developed exams which grant credit for specific courses administered by Testing Services. Please refer to the current Undergraduate Catalog, Appendix C, for a full list of CBEs available. Registration for a CBE is available through *ASAP* (<https://asap.utsa.edu>) at the Testing Services Office (test registration) link.

## Correspondence Testing

Correspondence testing is offered during the Fall and Spring semesters to students who are taking courses at other universities and are required to have their examinations proctored at a testing facility. The Office of Testing Services must be contacted at least three weeks prior to any proposed examination date. All fees are paid online prior to any approved test session. No correspondence exam times are offered in the summer months. Certification exams do not fall under the correspondence service. Correspondence exams must be part of a college course to qualify.

## DSST (DANTES Standardized Subject Test)

UTSA currently administers and awards course credit for several DANTES exams. Visit <http://testing.utsa.edu/Dantes/> for a list of courses for credit as well as test location and registration information.

## FACT (Financial Accounting Competency Test)

Testing Services administers the FACT for the Finance Department. Passing the FACT exam is a prerequisite to registering for FIN 3023 Intermediate Corporate Finance. Further information from the Finance Department can be found by visiting the Department's website (<http://business.utsa.edu/finance/files/FACTExamFinDeptWebsite.pdf>). Registration for a FACT exam is available through *ASAP* (<https://asap.utsa.edu>) at the Testing Services Office (test registration) link.

## IS 1403

IS 1403 is a Test-out Series offered through the Testing Services offices for the College of Business. Students can save money by taking the IS 1403 test-out option versus registering for the entire course IS 1403 Business Information Systems Fluency. An access code must be purchased and used to create a user account on the current SAM website. Before testing can begin, the student must complete a disclaimer for the Testing Services Office. Specific information regarding

this process can be found on the Office of Testing Services website (<http://testing.utsa.edu/is-1403>).

## LSAT

LSAT testing is administered to students seeking admission to law school. LSAT registration is available online at [www.lsac.org](http://www.lsac.org) (<http://www.lsac.org>).

## Math Placement

All students who are TSI complete and are seeking to fulfill the prerequisite for MAT 1093 Precalculus, MAT 1214 Calculus I or MAT 1193 Calculus for the Biosciences course registration by testing may choose to take the Math Placement exam. Registration for a Math Placement exam is available through *ASAP* (<https://asap.utsa.edu>) at the Testing Services Office (test registration) link. Study resource information is available at [www.math.utsa.edu/](http://www.math.utsa.edu/) (<http://www.math.utsa.edu>) or [testing.utsa.edu/](http://testing.utsa.edu/) (<http://testing.utsa.edu>). Study resources for the Math Placement exam are available both on the Testing Services website and the College of Mathematics website.

## PACE (Principles of Accounting Competency Exam)

Testing Services administers the PACE for the Accounting Department. Passing the PACE exam is a prerequisite to registering for ACC 3023 Intermediate Accounting I. Further information from the Accounting Department can be found by visiting the Department's website ([http://business.utsa.edu/accounting/acc\\_competency\\_exam.aspx](http://business.utsa.edu/accounting/acc_competency_exam.aspx)). Registration for a PACE exam is available through *ASAP* (<https://asap.utsa.edu>) at the Testing Services Office (test registration) link.

## Pearson VUE

Pearson VUE offers a wide variety of test topics for professional accreditation, IT certification, and more. Test takers make arrangements, pay, and register through the Pearson VUE website's Test Taker center (<https://home.pearsonvue.com/test-taker.aspx>). All exams are subject to Pearson VUE regulations.

## Practice TExES

The Offices of Testing Services administers the Practice TExES exam for the College of Education and Human Development, TExES & Student Teaching office. All inquiries regarding test dates, prep classes and test scores should be directed to the TExES & Student Teaching Office. Registration for a test session is done through *ASAP* (<https://asap.utsa.edu>).

## TExES

TExES is administered to students seeking teacher certification in special content areas. Certain TExES exams are administered by computer in the Testing Services offices at both the Main and Downtown campuses. Students who have obtained a barcode from Teacher Certification may register for a test session at the following website: [www.texas.ets.org](http://www.texas.ets.org) (<http://www.texas.ets.org>).

## THEA IBT

Texas Higher Education Assessment offered to Teacher Certification candidates. Candidates initially register through [www.thea.nesinc.com](http://www.thea.nesinc.com) and then select a site and pay appropriate site fees. Additional site information is available at <http://testing.utsa.edu/thea-ibt/>.

## TOEFL

TOEFL testing is administered by computer at the Downtown Testing Services Office location according to the schedule established by ETS and Prometric. TOEFL schedule and registration information can be accessed at [www.ets.org/toefl/](http://www.ets.org/toefl/) (<http://www.ets.org/toefl/>).

## Texas Success Initiative (TSI) Assessment

The TSI law requires Texas public institutions of higher education to assess the academic skills of each non-exempt, undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. Students may view their TSI status on their Rowdy Ready checklist or on their ASAP student account. If a "TSI incomplete" status is on a student account, it could be due to incomplete or missing scores at UTSA, or because the scores on file did not meet the minimum state requirements. Please review a list of all exemptions and score requirements at: [www.utsa.edu/success](http://www.utsa.edu/success) (<http://www.utsa.edu/success>). If the student has a "TSI incomplete" status, then Texas State Law requires students to be assessed in the areas of need prior to registration for any courses. Advanced registration for a test session is required through ASAP (<https://asap.utsa.edu>) when testing at UTSA. State law requires completion of the Pre-Assessment Activity (PAA) online prior to delivery of the TSI exam, please refer to the Testing Services website (<http://testing.utsa.edu/paa>) for more information.

## Visit the Testing Services Website for information on the following tests not given at UTSA:

### GMAT (Graduate Management Admission Test)

The GMAT is required of students who wish to pursue graduate work in business. The GMAT is administered through Prometric. Students interested in registering for the GMAT examination should call 1-800-717-GMAT (4628) or visit [www.mba.com](http://www.mba.com) (<http://www.mba.com>).

### GRE (Graduate Record Examination)

The GRE is required of students who wish to pursue graduate work in any area other than business. Students interested in registering for a GRE examination should visit the ETS website at [www.ets.org/gre/](http://www.ets.org/gre/) (<http://www.ets.org/gre/>).

## Tomás Rivera Center

The Tomás Rivera Center (TRC) (<http://utsa.edu/trcss>) is a comprehensive academic support center for students. Services offered at the TRC include:

- Learning assistance such as academic coaching and study skills workshops;
- Supplemental Instruction (SI) to accompany difficult core curriculum courses;
- Tutoring services in numerous subjects in a group or individual setting.

These programs include the Downtown Campus ACE Scholars Program, which provides scholarships and support for recipients. Any student is invited to visit the TRC, located at the Multidisciplinary Sciences Building, room 1.02.02, at the Main Campus or in the Durango Building, room 2.114, at the Downtown Campus, for personalized help. Additionally,

Supplemental Instruction is located in JPL 4.02.08 and Tutoring Services is located in JPL 2.01.12A.

## University Health Professions Office

The University Health Professions Office (UHPO) provides advising and support to students interested in pursuing careers in the health professions. This includes information about academic preparation at the undergraduate level, health careers pathways, application procedures, and entrance exams. UTSA offers courses that fulfill entrance requirements in most health professions fields, including Medicine, Dentistry, Nursing, Occupational Therapy, Physical Therapy, Physician Assistant, Pharmacy, Veterinary Medicine, Respiratory Care, Dental Hygiene and Optometry, among others. Several dual-degree or early acceptance programs are available for students interested in medicine, dentistry, and nursing. Admission to all health professions schools and programs is highly competitive and involves a separate application process. Admission to UTSA does not guarantee admission into health professions programs at The University of Texas Health Science Center at San Antonio (UTHSCSA).

Students are encouraged to seek advice and consult with the UHPO advising staff early in their college career. The UHPO is located at the Main Campus (Multidisciplinary Studies Building, room 3.03.14). For more information about the UHPO, including appointment and walk-in schedules, call 210-458-5185, or visit the UHPO website (<http://utsa.edu/healthprofessions>).

## Writing Program

The faculty and staff of the Writing Program are committed to helping students further develop their writing skills through its writing courses. The Program offers Freshman Composition I and Freshman Composition II, as part of the University's core curriculum; Integrated Reading and Writing, to help students satisfy the TSI requirement for reading and writing; and Writing Strategies for Pre-Law. The Writing Program also directs the Judith G. Gardner Center for Writing Excellence, a comprehensive writing center providing writing tutors at two different locations, one on the Main Campus, JPL 2.01.12D, and one at the Downtown Campus, FS 4.432. The Center tutors can assist UTSA undergraduate and graduate students, faculty, and staff with their writing projects through either face-to-face or online tutoring. UTSA community members can either make an appointment online or walk in for assistance. The Center also provides other writing resources, such as the computer lab (JPL 2.01.12C) and workshops on academic writing. For further information about the Writing Program, visit <http://utsa.edu/twp> or call 210-458-5340. For further information about The Writing Center, visit <http://utsa.edu/twc> or call 210-458-6096.

## 7. Student Services

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### Campus Services

Enhancing the campus experience by providing bookstore (p. 106), dining (p. 95), parking (p. 103), transportation (p. 104), vending, and UTSA (p. 106) Card services to support University goals and individual success outside the classroom.

### Child Development Center

UTSA's Child Development Center, located off UTSA Boulevard on the southwest side of the Main Campus, serves the early childhood educational needs of infants, toddlers, and preschoolers whose parents are full-time UTSA students, staff, or faculty. The Center can house 103 children, with spaces for classrooms and outdoor play areas. The Center is licensed by the Texas Department of Family and Protective Services,

and is accredited by the National Association for the Education of Young Children. More information on the Center can be obtained by calling 210-458-6364 or visiting the Child Development Center website (<http://utsa.edu/cdc>).

### Dining Services

Campus Services contracts with Aramark to provide various on-campus dining venues to suit virtually anyone's taste. For more information on venues and meal plans, including locations, hours of operation, pricing, menus, catering, and nutritional information, please visit the UTSA Dining website at [www.utsa.campusdish.com](http://www.utsa.campusdish.com) (<http://utsa.campusdish.com>).

### One Stop Enrollment Center

The mission of the One Stop Enrollment Center at The University of Texas at San Antonio is to serve students and the community in an efficient, service-friendly atmosphere. The One Stop provides information and guidance regarding undergraduate admission, registration and records, financial aid and scholarships. The One Stop Enrollment Center works closely with other UTSA offices to ensure that current information is provided to students to alleviate the need to visit numerous offices to obtain information. The One Stop Enrollment Center has locations at both the Main and Downtown Campus and can also be reached over the phone and by email. There are different hours of availability at the Downtown Campus, see <http://www.utsa.edu/onestop/contact.html> for more information.

Some of the services include:

- providing efficient and courteous service to students
- providing problem-solving assistance to students regarding enrollment and making referrals to the appropriate University offices, if necessary
- assisting students with questions regarding financial aid, undergraduate admission, registration and records
- providing financial aid information and counseling sessions
- accepting and documenting admissions and registration paperwork
- answering questions regarding financial aid status, missing documents, special circumstances, and appeals for financial aid Satisfactory Academic Progress
- providing general financial aid and scholarship information through presentations to current UTSA students, prospective students and the community
- disbursing, accepting, and documenting financial aid paperwork
- assisting students with University applications, class schedules, changes of address, registration in independent study classes, and information about academic policies and procedures
- processing late registration requests and withdrawals from the University
- providing information about payment options such as tuition and fee loans and installment plans
- printing and distributing official UTSA transcripts and accepting official transcripts from other institutions
- providing information updates through a variety of social media including Facebook, Twitter, and AskRowdy

Students may call 210-458-8000 or 1-800-669-0919 to speak to a representative for questions and assistance or email [onestop@utsa.edu](mailto:onestop@utsa.edu).

## Financial Aid

The primary purpose of financial aid is to provide resources to students who would otherwise be unable to pursue a postsecondary education. UTSA believes that all students should be able to attend the university that best suits their academic and personal needs. The Office of Student Financial Aid and Enrollment Services will meet the direct costs or financial need of all eligible students until funds have been exhausted.

Financial aid programs available for eligible **undergraduate students** include: Federal PELL Grants; Federal Supplemental Educational Opportunity Grants (SEOG); Teacher Education Assistance for College and Higher Education (TEACH) Grants; Texas Public Education Grants (TPEG); TEXAS Grants; Top 10 Percent Scholarship; UTSA Grants; Federal, State and Institutional Work-Study; William D. Ford Federal Direct Loans; Federal Perkins Loans; Parent Loan for Undergraduate Students (PLUS) Loans; Alternative Loans; and various scholarships.

Financial aid programs available for eligible **graduate students** include: Federal and State Work-Study; Texas Public Education Grants (TPEG); UTSA Grants; Federal Perkins Loans; William D. Ford Federal Direct Loans; Graduate PLUS Loans; Alternative Loans; and various scholarships.

Students who are awarded work-study can access a list of work-study employment opportunities sorted by office or academic department on the Handshake website (<https://careercenter.utsa.edu/handshake-login>) maintained by the University Career Center.

For more information regarding any of these programs, contact the Office of Student Financial Aid and Enrollment Services (<http://utsa.edu/financialaid>).

## Financial Aid Eligibility

A yearly determination of eligibility and financial need is required for most forms of financial aid. To be considered for financial aid, a student must:

1. be officially admitted to UTSA as a degree-seeking student
2. file a Free Application for Federal Student Aid (FAFSA)
3. meet deadlines set by the Office of Student Financial Aid and Enrollment Services
4. not be in default on any Title IV, HEA loan made for attendance at any institution
5. not owe a refund on any Title IV, HEA grant received for attendance at any institution
6. make Satisfactory Academic Progress (p. 96).

Further,

- Students who are not U.S. citizens must provide proof of eligibility.
- Students whose financial aid files are selected for "verification" by UTSA will be asked for additional documentation. This information must be provided to receive and remain eligible for aid.
- Students subject to selective service registration will be required to file a statement that the student has registered or is exempt from selective service registration in order to be eligible to apply

for federal financial aid. In addition, effective January 1, 1998, the selective service requirement is also applicable to students applying for financial assistance funded by State revenue.

## Top 10 Percent Scholarship

The Top 10 Percent Scholarship is awarded to students who graduate in the top 10 percent of their high school class. Qualifying students who submit the Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA) by the deadline set by the Texas Higher Education Coordinating Board and have financial need may be eligible to receive up to \$600 if they enroll full-time in a Texas public college or university during the following Fall semester.

NOTE: For the 16-17 academic year, the Texas Legislature did not allocate funding for any new awards in the Top 10% Scholarship program. Awards will be posted for renewal students only.

## Satisfactory Academic Progress

The Higher Education Amendment Act of 1965, as amended, mandates institutions of higher education to establish a minimum standard of "Satisfactory Academic Progress" for students receiving financial aid. UTSA makes its standard applicable to all federal, state, and institutional financial assistance programs for the purpose of maintaining a consistent policy for all students receiving financial aid.

To make Satisfactory Academic Progress (SAP), students must meet all of the following standards:

### 1. Academic Standards

Students must maintain a cumulative grade point average minimum requirement as determined at the end of each Spring Semester for all credit hours attempted at UTSA: undergraduate students must have a 2.0 cumulative grade point average; and graduate students must have a 3.0 cumulative grade point average. If the cumulative grade point average drops below the minimum requirement, the student will no longer be eligible for financial aid.

### 2. Maximum Time Frames

The number of semester credit hours a student **attempts** may not exceed 150 percent of the number of semester credit hours required for graduation in his or her program of study, as published in the University catalogs. For example, if the published number of semester credit hours required for graduation is 120, a student may not attempt more than 180 semester credit hours ( $120 \times 1.5 = 180$ ) and continue to receive financial aid. All periods of enrollment must be considered, even those for which the student did not receive financial aid as well as hours transferred from another school. If the number of attempted hours reaches 150 percent of the hours required for graduation, the student will no longer be eligible for financial aid.

**Attempted** hours include all registered hours per semester whether or not the student earns a grade or receives credit. The following are considered hours attempted, but not completed:

**Completed** hours include all semester hours for which the student earns a grade:

- a. "F" grades for undergraduate students
- b. "D+," "D," "D-" or "F" grades for graduate students
- c. "W" or withdrawal from courses
- d. "IN" or incomplete



- e. all transfer hours
- f. "A+" through "D-" grades for undergraduate students
- g. "A+" through "C-" grades for graduate students
- h. all transfer hours accepted for credit.

### 3. Enrollment Status

A student must successfully complete a minimum of 67 percent of all attempted coursework. The student's academic progress will be reviewed at the end of each Spring Semester. If the number of completed hours drops below 67 percent of attempted hours, the student will no longer be eligible for financial aid.

Examples:

- a. If a student attempts (registers for) 30 semester credit hours in an academic year, he or she must complete a minimum of 21 semester credit hours ( $67\% \times 30 = 20.10$ ) in order to make SAP for the year.
- b. If a student attempts 36 semester credit hours, he or she must complete a minimum of 25 semester credit hours ( $67\% \times 36 = 24.12$ ) in order to make SAP for the year.  
Note: All partial credit hours will be rounded up to the nearest hour.
- c. If, at the end of the second year, a student has attempted 60 semester credit hours, and completed 41 of those 60 hours, their completion rate is  $(41/60) 68.33\%$ .

Note: There is no rounding up for the percentage of the completion rate.

## Review Policy

After final grades are posted for the Spring Semester, the Office of Student Financial Aid and Enrollment Services will review the SAP progress of every enrolled student, regardless of whether or not they received financial aid. Students' academic progress will be reviewed to ensure that they are meeting the following criteria:

1. cumulative grade point average of 2.0 or higher (undergraduate students) or cumulative grade point average of 3.0 or higher (graduate students)
2. successful completion of at least 67 percent of all attempted coursework for all periods of enrollment (cumulative), even those for which the student did not receive financial aid
3. total attempted hours does not exceed 150 percent of the published length of the program of study.

## Financial Aid Termination

In the event the student does not meet the requirements for SAP during the review period, he or she will be placed on financial aid termination, effective beginning the Summer 2016 term. This means that the student will not be eligible for any type of federal, state, or institutional aid until he or she returns to satisfactory academic progress status.

## Conditions for Reinstatement

Students whose eligibility for financial aid has been terminated may appeal the decision, in writing, to the Office of Student Financial Aid and Enrollment Services (SFAES) if they believe that they had extenuating circumstances that led to their unsatisfactory progress. SFAES will notify

students of the appeal outcome via the preferred e-mail account the student designated in the Automated Student Access Program (ASAP).

## Satisfactory Academic Progress Appeals Process

Students appealing their Satisfactory Academic Progress status are required to submit an appeal for review. The following are to be included with the SAP Appeal:

- Financial Aid Appeal Form
- A typed letter answering the two items below and related supporting documentation:
  - Please provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the evaluation periods of Summer 2015, Fall 2015 and/or Spring 2016. (Examples: extenuating medical/personal issues, change in field of study, dual major, transferred hours not counted, etc.)
  - How has your situation(s) changed to allow you to demonstrate Satisfactory Academic Progress during the Fall 2016 and Spring 2017 evaluation period? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)
- Degree Plan, if applicable for Maximum Time Frame (see Probation with a Graduation Plan (p. 98) below)

Appeals are reviewed by the Financial Aid Review Committee. Students are notified of the committee's decision via their preferred e-mail address. A student who has an appeal approved will be placed on an academic plan that has mandatory requirements that must be met each term for the length of the plan.

## Satisfactory Academic Progress Plan Requirements and Agreement

After a student's Satisfactory Academic Progress appeal and academic history is reviewed, and a decision to reinstate financial aid is made, the student will be required to follow an academic plan for financial aid. The academic plan will have mandatory requirements that the student must follow and complete to continue with financial aid eligibility. The SAP Plan requirements will be checked at the end of every semester for compliance. Failure to meet the requirements will result in the loss of financial aid.

A student who is on an academic plan for financial aid will be required to submit a signed SAP Plan Agreement to the Office of Student Financial Aid and Enrollment Services. The agreement will be placed as a requirement on the student's ASAP account. This agreement will list the mandatory requirements that must be followed. It will also state the ramifications if the plan is not followed. The SAP Plan Agreement must be submitted before any financial aid is awarded or disbursed. The appeal is not complete until receipt of the signed SAP Plan Agreement.

## Types of Financial Aid Probation

### Probation

If a student has a Satisfactory Academic Progress (SAP) Appeal approved they will be placed on Probation if it is possible to bring their Course Completion Rate and grade point average up to SAP standards after the next semester. All students on Probation will be checked at the end of the probation term and each subsequent semester until the student is meeting SAP standards.

## Probation with an Academic Plan

If a student has a SAP Appeal approved and it is NOT possible for them to maintain the required Course Completion Rate and grade point average after one semester of enrollment, they will be placed on Probation with an Academic Plan by their academic advisor. If a student on Probation with an Academic Plan fails to meet the semester goals of their plan, their financial aid will be suspended for the upcoming and subsequent terms until they are in compliance with the SAP standards. A new appeal will be required in order to be placed on probation again.

## Probation with a Graduation Plan

If a student's appeal is approved for Maximum Time Frame, the student will be placed on Probation with a Graduation Plan. This Graduation Plan will be developed with a degree plan that consists of the classes and number of hours needed to graduate as well as the signature of the student's academic advisor. The Graduation Plan will be reviewed at the end of each term. If a student's appeal for Maximum Time Frame, or exceeding 150 percent, is approved, they will ONLY be approved for the number of hours indicated on their Graduation Plan and the required courses needed to graduate. Progress will be checked at the end of each semester until the student graduates.

## Notification of Status

Students who have been terminated from financial aid will be notified of changes to SAP status via their preferred e-mail address. Changes in SAP status can also be viewed by the student by logging in to ASAP. Paying out of pocket for classes or sitting out a semester is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have an appeal approved to have aid reinstated. Students who are denied may not appeal continuously (each semester) for the same circumstance. This policy decision does not prevent a student from enrolling in future semesters but, it does prevent financial aid awarding and disbursement. Students on financial aid termination are responsible for paying all educational expenses without the assistance of financial aid.

## Intercollegiate Athletics

UTSA fields men's and women's teams for intercollegiate competition in Division I of the NCAA. Men's sports include baseball, basketball, cross-country, football, golf, indoor and outdoor track and tennis. Women's sports are basketball, cross-country, golf, indoor and outdoor track, soccer, softball, tennis and volleyball. UTSA is a member of Conference USA, a NCAA FBS (Football Bowl Subdivision) conference.

All currently enrolled students receive free admission to any on-campus UTSA athletic event (<http://utsa.edu/athletics>).

## Lost and Found

All found property that is turned in to the University Police Lost & Found ([http://utsa.edu/utsapd/Support\\_Services\\_Division/Lost\\_and\\_Found](http://utsa.edu/utsapd/Support_Services_Division/Lost_and_Found)) is stored at the University Police Lost & Found for 60 days. After 60 days, the found property is transferred to the Surplus Property Department for public auctions or further disposition.

To report lost property items, call 210-458-6247. To claim found property items, individuals must present a valid Texas Driver's license, UTSA photo ID card or a valid photo ID card from another source; military ID

or another state photo ID card. Individuals must be able to accurately describe the property that was lost in order to claim property from the lost and found section.

## Office of Student Life

The Office of Student Life develops and directs the activities of several areas at UTSA including Campus Recreation, the Office of Housing and Residence Life, Student Activities, the Special Events Center, Student Center for Community Engagement and Inclusion, Student Conduct and Community Standards, Student Leadership Center, and the University Center. More information is available by calling 210-458-4720, or visiting the Student Life website (<http://utsa.edu/studentlife>).

## Campus Recreation

The Department of Campus Recreation is proud to offer the UTSA community, including students, faculty/staff, alumni and their spouses or partners, state-of-the-art recreation and wellness facilities. The Recreation Center and Recreational Field Complex are located on the Main Campus, directly across the street from the Convocation Center and there is a Fitness Center and outdoor Sports Court on the Downtown Campus.

The Recreation Center includes the following recreation and leisure spaces:

- 12,000 square foot weight room
- 4 multipurpose courts (4 basketball, 5 volleyball, 2 badminton)
- 1 multipurpose Activity Court (indoor soccer, basketball)
- Demonstration kitchen
- Fitness assessment/consultation room
- Games lounge
- 1/6 of a mile indoor jogging track
- Smoothie bar
- 3,000 square foot cardio room
- 4 racquetball courts
- 4 group exercise studios
- Massage studio
- 2 meeting rooms
- Women's & Men's locker rooms
- Abs/core and stretching area
- TV lounge

The Recreation Field Complex is a nine-field synthetic turf, lighted complex used for open recreation, intramural sports and club sports activities.

The Fitness Center at the Downtown Campus features weight and cardio equipment with cable TV integrated into each piece of cardio equipment and a group fitness studio for group fitness classes. Campus Recreation also offers fitness programs, lockers and massage therapy service at the Downtown Campus.

Aside from managing facility space, the Department of Campus Recreation is made up of program areas which facilitate recreation and wellness opportunities both on and off campus. Those program areas include: Informal Recreation, Intramural Sports, Fitness & Wellness, Club

Sports, and Outdoor Pursuits. These program areas offer a variety of opportunities ranging from drop-in recreation, traditional sports, leagues and tournaments, to group exercise classes and outdoor adventure activities.

For information about memberships, hours of operation, Recreation Center amenities, and the services and/or facilities offered by the Department of Campus Recreation, please visit our website (<https://campusrec.utsa.edu>) at or call 210-458-7575 during normal business hours.

## Housing and Residence Life

At UTSA, students have a choice of on-campus housing options. Its newest residential facility—Alvarez Hall, opened Fall 2013. This facility, along with Laurel Village and Chaparral Village, are owned and managed by UTSA. Campus Living Villages (CLV), a for-profit, privately owned company, owns and operates both Chisholm Hall and University Oaks Apartments pursuant to a long-term ground lease with the University. A student choosing one of these two options is contracting with a private company (CLV), not the University. All on-campus housing is on a first-come, first-served basis. Students are encouraged to apply as soon as possible after they are admitted to UTSA.

If a student applies for on-campus housing, UTSA is entitled to check the student's criminal history record. If information contained in the record is used to deny on-campus housing to the student, the student will be notified.

### Campus Residence Hall (UTSA)

All 618 Alvarez Hall residents have private, individual rooms with a connecting shared bathroom. Alvarez Hall offers a strong residential community that can foster lifelong friendships. Three special interest housing communities are located in Alvarez Hall and include Honors College, Leadership and Service, and Engineering. Special interest housing options provide residents with the opportunity to live in communities with other like-minded residents. For questions regarding Honors College, contact Alegra Lozano at 210-458-6462, or [Alegra.Lozano@utsa.edu](mailto:Alegra.Lozano@utsa.edu). (ALEGRA.LOZANO@UTSA.EDU) For questions about Engineering, contact Heather Wantuch at 210-458-5069. For information about Leadership and Service, contact the Student Leadership Center at 210-458-7968. Anyone interested in any of these communities should apply online at the Office of Housing and Residence Life website (<http://utsa.edu/housing/index2.html>). Residents with less than 48 credit hours must purchase a meal plan.

### Campus Suites (UTSA)

Chaparral Village and Laurel Village provide living accommodations to approximately 1,680 students in 2- or 4-private-bedroom units. Each fully furnished unit has a living room and a kitchenette with a microwave, sink, and full-sized refrigerator. Rates include extended basic cable, wireless and broadband high-speed internet, and free laundry. There are several community centers that include laundry facilities, study rooms, full-size kitchens, and recreational/program areas. The City Centers have a computer laboratory, a conference room, and space for larger gatherings. Other amenities include basketball courts and a swimming pool. Residents with less than 48 credit hours must purchase a meal plan. For more information, call 210-458-6200, or apply online at the

Office of Housing and Residence Life website (<http://utsa.edu/housing/index2.html>).

### Campus Residence Hall (CLV)

Chisholm Hall is a traditional-style residence hall that offers 365-square-foot double- and single-occupancy furnished rooms with private bathrooms and large closets. Utilities include electricity, extended basic cable, and internet access. The facility has a community kitchen and lounge. The Activity Center has an indoor lap pool, digital surround-sound theater with gaming outlets, and computer lab. Meal plans are required for residents with less than 48 credit hours. For further information, contact the office at 210-687-4400, or complete an application and contract online (<http://www.utsavillage.com>).

### Campus Apartments (CLV)

University Oaks Apartments offers seven different floor plans with private bedrooms, full-service kitchens, and dining areas. Amenities include three swimming pools and hot tubs, three laundry centers, two sand volleyball courts, three study rooms, and a basketball court. Small dogs and cats are allowed with registration. There is a leasing center (Phase 3), student clubhouse (Phase 2), and an operations/finance office (Phase 1). Rates include electricity, internet, and extended basic cable. Meal plans are optional. For further information, contact the office at 210-877-4000, or complete an application and contract online (<http://www.utsavillage.com>).

### Off-Campus

Although it does not make recommendations regarding off-campus housing options, the Office of Student Life does make information available to help students find accommodations in the San Antonio area. You may contact the Office of Student Life (<http://www.utsa.edu/studentlife>), located in University Center North, room 2.02.18 (above the bookstore), for off-campus housing information at 210-458-4720, or e-mail them at [StudentLife@utsa.edu](mailto:StudentLife@utsa.edu).

Students are strongly encouraged to research the safety of the neighborhoods and/or apartment complexes in which they are considering living. Information regarding crime statistics can be found online (including San Antonio Crime Reports (<http://www.sanantonio.gov/sapd/uniformcrimereports.aspx>)) or by contacting local law enforcement (including UTSA Police Department (<http://utsa.edu/utsapd>), San Antonio Police Department (<http://communitycrimemap.com/?address=78205>), the Bexar County Sheriff's Office (<http://www.bexar.org/663/Crime-Statistics>)).

Students considering moving into a house need to make sure they are aware of all applicable zoning laws and homeowner's association requirements and abide by all of them. There will be neighbors with full-time jobs, families, and small children, so students renting in a neighborhood should remain cognizant of how their actions may affect others. Be a good neighbor.

### Special Events Center

The Special Events Center serves the University and our students by providing well-organized, university-wide events to celebrate significant milestones in the life of the University and its students, faculty, and staff. Through its work with student leadership organizations such as the UTSA Ambassadors and Honors Alliance, the Special Events Center encourages an environment of dialogue and discovery where integrity, excellence, inclusiveness, respect, collaboration, and innovation are

## Student Activities

fostered. Additionally, the Special Events Center coordinates university-wide events such as UTSA commencement ceremonies, Annual Convocation, and the Who's Who Award Ceremony.

The UTSA Ambassadors has 60-70 volunteer members who are committed to service, leadership and integrity, and provide over 8,000 hours of service to the University each year by giving tours of the Main and Downtown campuses and assisting administrators and faculty in hosting events. The UTSA Ambassadors can be seen in action on campus at the Annual Convocation, the Information Tables at the beginning of each semester, the Fall and Spring Commencement Ceremonies, or giving campus tours for prospective students, parents, and other campus visitors. For more information, visit the UTSA Ambassadors website (<https://utsa.collegiatelink.net/organization/utsaambassadors>).

Honors Alliance is a student organization that strives to collaborate with members of various honor societies across campus to provide leadership development, volunteerism, and recognition while promoting academic integrity to the university community. Honors Alliance inducts approximately 60 members each semester from various collegiate honor societies and provides over 1,500 hours of service to the San Antonio community through food drives, holiday toy drives, Habitat for Humanity, MS Society volunteer opportunities, and Haven for Hope to name a few.

The Special Events Center is located in the University Center at HUC 1.224. For more information, contact the Special Events Center at 210-458-6110, or visit the Special Events Center website (<http://utsa.edu/sec>).

The Honors Alliance Office is located in the University Center at HUC 1.228. For more information, contact the Honors Alliance Office at 210-458-7273, or visit the Honors Alliance website (<https://utsa.collegiatelink.net/organization/honorsalliance>).

## Student Activities

The Office of Student Activities, located at both the Main and Downtown campuses, provides the University's diverse student population with a broad range of programs in a student-centered learning environment. Programs and services include student organizations, campus-wide events, fraternity and sorority life, risk management education, student government, Roadrunner Productions (a programming organization), leadership development, cultural events, and annual student recognition programs. Staff members work with students to help tap their potential in a way that will allow them to complete their education by getting involved in a campus activity, club, or organization.

With over 360 student organizations, UTSA provides a dynamic campus for student life. Students can become involved in a variety of organizations including academic clubs, honorary organizations, social organizations, fraternities and sororities, professional organizations, and special interest groups. Student leaders are integral to the planning of many activities on campus including Homecoming; campus festivals such as Fiesta UTSA, Best Fest, Roadrunner Days; and many other programs.

There is something for everyone and participation in activities, programs, and services is encouraged at both the UTSA Main and Downtown campuses. More information on events and activities can be obtained by calling 210-458-4160, or visiting the Students Activities website (<http://utsa.edu/sa>).

## Student Center for Community Engagement and Inclusion

The Student Center for Community Engagement and Inclusion is located in the University Center North building on UTSA's Main Campus. The Center facilitates experiences that provide students with a sense of place and belonging while preparing them to be responsible, engaged citizens in a rapidly changing global environment. The Center advances that mission through outreach and programming that promotes cultural appreciation, and by facilitating meaningful involvement through volunteer service opportunities for the campus community. Additionally, the Center identifies and develops ways to foster a civil and respectful campus climate in which all members of the campus community feel safe, welcome, and valued. For more information on events and activities, please call the Center at 210-458-4770, or visit the website (<http://www.utsa.edu/inclusion>).

## Student Conduct and Community Standards

Student Conduct and Community Standards (SCCS) is housed in the Office of Student Life, located in University Center North, room 2.02.18 (above the bookstore). SCCS promotes appropriate standards of behavior for the UTSA community, in part by investigating alleged violations of the University's *Student Code of Conduct*, and addressing these violations by holding students accountable while intentionally educating them regarding their choices. SCCS accomplishes this by truly listening to students and creating an environment where they feel heard. SCCS is a place where students can discuss violations of University rules, learn about University expectations, and report possible violations. All *safety* concerns should be reported to the UTSA Police Department (<http://www.utsa.edu/utsapd>). Visit the SCCS website (<http://www.utsa.edu/studentlife/conduct>) for further information.

## Student Leadership Center

The Student Leadership Center (SLC) creates and coordinates leadership development opportunities for all UTSA students. SLC staff provide resource and referral consultation to individual students with the perspective that everyone has the potential to exercise leadership for positive change. All students are invited to participate in on-campus workshops focused on specific leadership skills. Full time students are invited to apply for acceptance into selective SLC programs including *The Civil Rights and Social Justice Experience*, *The LeaderShape Institute*, *The Texas Conference for Women*, and *The Storytelling Series*. SLC coordinates the Leadership and Service Floor in partnership with the Office of Housing and Residence Life and Volunteer Services. SLC also delivers an academic course open to all majors, EDL 3003 - *Introduction to Leadership*. The SLC is located in the University Center, UC 1.00.40, first floor on the Paseo next to the RowdyMart store. More information on events and activities can be obtained by calling 210-458-7967, or visiting our website (<http://www.utsa.edu/slc>).



## University Center

The University Center (UC), located on UTSA's Main Campus, is the focal point for services, programs, meetings, dining, and relaxation for students, faculty, staff, and University guests.

The UC is the primary facility on campus for hosting events and meetings, which include weekly student organization meetings, banquets, political debates, entertainment events, workshops and conferences, dances, pageants, and even weddings!

Several departments are housed in the UC, including the Office of Student Activities, the Student Leadership Center, the Student Center for Community Engagement and Inclusion, Career Services, Roadrunner Productions, the Student Government Association (SGA), the Volunteer Organization Involving Community Education and Service (VOICES), Honors Alliance, Fraternity and Sorority Life, University Center Programs, the Office of Student Life, Student Conduct and Community Standards (SCCS), Events Management & Conference Services (EMCS), the Special Events Center, and UC's Administration. The Student Activities and Student Organization complexes also provide cubicles for student organizations.

University Center Programs offers a number of events and activities throughout the semester. There are live concerts, comedians, poetry jams, and every weekend night is Movie Night with free popcorn.

The UC is also home to a wide range of services and amenities to support our students' daily campus life:

- Campus Technology Store provides services and academic pricing for both PC and Apple hardware, software, and peripherals.
- Rios Golden Cut Salon offers a full-service salon for men and women.
- Frost Bank Financial Center supplies three (3) ATMs and a full-service bank with hours and services designed for the University community.
- The UPS Store offers complete mail and shipping services including UPS, U.S. Mail, and mailbox rental; as well as document duplication, binding, lamination, and poster and banner printing.
- The Roadrunner Express retail center is open during hours convenient for students, and offers discounted testing supplies (Scantrons, ParScores, blue books, pens, and pencils); discounted tickets (Santikos Theatres, Alamo Drafthouse Cinemas, Six Flags Fiesta Texas, and UTSA Events); Schlitterbahn Promo Codes, VIA bus passes, and locker rentals; gifts (balloons, gift baskets, seasonal/holiday items, and the world's finest chocolate); unique spirit items including spirit and class t-shirts; and it's the place to purchase the University's official homecoming t-shirt.
- The Princeton Review offers a variety of test prep services designed to provide a personalized preparation experience that fits each student's learning style, schedule, and budget. It also provides preparation for a variety of graduate school entrance exams including the MCAT, LSAT, GMAT, GRE, and DAT/OAT, all at a 10 percent discount for UTSA students.
- The Information Center provides directions to visitors and answers to general questions about the campus and San Antonio area.
- The Roost is UTSA's student game room with billiards, table tennis, air hockey, foosball, and board games. There is an extensive student-

selected video game library for Xbox 360, PS3, and Wii, with four (4), 42-inch flat screens for video game play.

- Gallery 23 showcases the art of students, faculty, and staff members, as well as the work of local and national artists, with three to four showings each year.
- The UTSA Bookstore is your official source for textbooks, UTSA apparel, and gifts.
- Dining includes brand name eateries like Panda Express, Taco Taco Café, Starbucks, MOOYAH, Subway, and Chili's Too.
- Rowdy Mart provides grocery and convenience items, from snacks and beverages, to frozen foods and toiletries.

For more information, contact the UC at 210-458-4735, or visit the UC website (<http://www.utsa.edu/uc>).

## Office of Student Services

The Office of Student Services (<http://utsa.edu/students/services.html>) oversees several departments at UTSA's Main campus. These offices include Student Counseling Services, Student Disability Services, and Student Health Services (the AlcoholEdu Program and the Women's Resource Center fall under Student Health Services).

## Counseling Services

Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Counseling Services has offices at both the Downtown and Main campuses. Most services are free and all services are confidential. Our counseling center is accredited by The International Association of Counseling Services (IACS).

The transitions and stresses of university life affect all students to different degrees. Students coping with these challenging issues may, at times, need the assistance of a qualified professional. The counseling process helps students resolve personal concerns and acquire the skills, knowledge, and abilities that will enable them to succeed throughout their college experience. Additionally, Counseling Services staff members provide consultation services to faculty and staff who may need support or training in approaching students with mental health concerns.

Counseling Services provides individual brief therapy for personal and educational concerns and group therapy for interpersonal relationship concerns, sexual and gender diversity, skills building and general support. Counseling Services also screens for possible learning disabilities (for a nominal fee) and has limited psychiatric services. Visit the Counseling Services website (<http://utsa.edu/counsel>) or call 210-458#4140 to initiate services. A crisis helpline is available after-hours, weekends and holidays by calling 210-458-4140, option 3.

## Student Disability Services

Student Disability Services (SDS) provides disability accommodations for students with disabilities as well as educational outreach to the UTSA community. UTSA and Student Disability Services are committed to a diverse campus culture which embraces inclusion of all students. Student Disability Services encourages full participation and integration of students with disabilities in all academic student programs. Those

students who self-identify and qualify for services will receive equal access by removing possible barriers, both in campus structures and in the classroom environment. This is done through disability counseling, referral services, assistive technology, alternative media, sign language interpreters, reasonable accommodations, and the sharing of disability related information.

Eligible students should contact SDS before the beginning of the semester for information on how to register for services and submit the appropriate documentation. For more information, please contact our office at 210-458-4157, visit our website, (<http://utsa.edu/disability>) or email us at [disability.services@utsa.edu](mailto:disability.services@utsa.edu).

UTSA does not discriminate on the basis of disability. Students seeking academic accommodations in programs and/or in the classroom must initiate requests through the UTSA Student Disability Services Office.

## Student Health Services

Student Health Services provides medical care and wellness programs to currently enrolled students. Our staff is committed to providing quality medical care and innovative health education to empower and support student success.

**Main Clinic:** Recreation Wellness Center 1.500 or (210) 458-4142.

## Student Health Insurance

The University of Texas System is pleased to offer the Student Health Insurance Plan. For information about the Student Health Insurance Plan, visit the Student Health Services web site at [www.utsa.edu/health](http://www.utsa.edu/health) (<http://www.utsa.edu/health>).

## Incoming Student Requirements

### AlcoholEdu, Haven, and Haven Plus

AlcoholEdu and Haven are online education programs that are required for all new incoming freshmen. Haven Plus is required for all incoming Graduate Students. Failure to complete the programs will result in a hold preventing students from viewing their final grades. For information about AlcoholEdu, Haven, or Haven Plus, visit the Student Health Services web site at [www.utsa.edu/health/AlcoholEdu](http://www.utsa.edu/health/AlcoholEdu) (<http://www.utsa.edu/health/AlcoholEdu>).

## Bacterial Meningitis Vaccination

All entering college and university students age 21 years old and younger are required to show proof of an initial meningococcal vaccination or a booster dose within five years from the first day of the school semester. They must get the vaccine at least 10 days before the semester begins.

Students must fulfill this requirement if they meet any of the following:

- A first-time student of an institution of higher education or private or independent institution of higher education
- A transfer student
- A student who previously attended an institution of higher education, who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester

The following students are exempt from the vaccine requirement:

- A student 22 years of age or older by the first day of the semester
- A student enrolled only in online or other distance education courses
- A student enrolled in a continuing education course or program that is less than 360 contact hours
- A student who cannot take the vaccine because of medical reasons (must be verified by physician)
- A student declines the vaccine due to reasons of conscience, including a religious belief.

For more information about the Meningitis Vaccine requirement and proof of vaccination, visit our web site [www.utsa.edu/health](http://www.utsa.edu/health) (<http://www.utsa.edu/health>).

## Hepatitis B Vaccination

Programs offered in conjunction with the UTHealth San Antonio may require Hepatitis B vaccination - for information, go to: [http://shc.uthscsa.edu/immunization\\_info.asp](http://shc.uthscsa.edu/immunization_info.asp).

## Request for Exemption from Immunizations for Reasons of Conscience

Students must use the official Texas Department of State Health Services (TDSHS) form. The TDSHS form may be ordered electronically from this website: <https://corequest.dshs.texas.gov>. It is then mailed from TDSHS to the student and it may take up to two weeks to receive the form.

The TDSHS form must be completed, notarized, and sent to Student Health Services within 90 days from the date it was notarized. It is the student's responsibility to complete the TDSHS form and have it notarized. Information about requesting the TDSHS affidavit form is available here: <https://corequest.dshs.texas.gov>.

The affidavit must be completely filled out, signed in the correct areas, and notarized. Student Health Services accepts originals only. Incomplete forms or photocopies will not be accepted and may delay the process of class registration.

Mail to or bring in person:  
The University of Texas at San Antonio  
Student Health Services  
One UTSA Circle,  
San Antonio, TX 78249

## Recommended Immunizations

The American College Health Association, the National Center for Disease Control, Texas Department of State Health Services, and The University of Texas at San Antonio recommend the following immunizations. Please note that Student Health Services does not administer these vaccinations.

### Tetanus–Diphtheria Vaccine

Initially, a series of three vaccines is administered within 10 years. People of all ages should have this vaccine.

### Measles–Mumps–Rubella Vaccine

Students born after 1957 should have two doses of MMR vaccine administered on or after their first birthday, at least 30 days apart, and prior to beginning classes.

### Poliomyelitis (A.K.A. Polio) Vaccine

This vaccine is recommended for people under 18 years of age.

## International Students

### Bacterial Meningitis Vaccination

The State of Texas has required that in order to register for classes all students under the age of 22 are required to document their Meningococcal Meningitis (<http://utsa.edu/health/requirements/meningitis.html>) immunization.

The Meningococcal Meningitis immunization must be received **during the 5 year period prior to but not later than 10 days before the first day of the semester.**

Proof of Meningococcal immunization must be submitted to Student Health Services (<http://utsa.edu/health>) by email or fax by the deadlines. Immunization records must be translated in English.

### Tuberculosis (TB) Test

It is highly recommended that International students take a TB blood test in their home country. Student Health Services accepts the following blood tests:

- QuantiFERON GOLD
- T-Spot

TB testing must have been performed within 3 months of the first day of the semester.

Student Health Services **does not accept** these tests:

- ELISA
- IgG
- IgM
- Other forms of rapid testing
- PPD from other countries

If the test result is in a language other than English, it must be translated into English prior to submission to Student Health Services.

Test results may be submitted by fax at (210) 458-4151 or by email to [StudentHealthServices@utsa.edu](mailto:StudentHealthServices@utsa.edu)

### Health Insurance for International Students

For information on health insurance for international students, visit International Programs (p. 86).

## Orientation

### Orientation and Family Programs

The mission of Orientation and Family Programs (OFP) (<http://utsa.edu/orientation>) is to assist new undergraduate students and their family members in their transition to UTSA.

One of the primary functions of the department is to provide comprehensive orientation programs for new undergraduate students and their family members. Orientation programs for all new undergraduate students are offered in December for the Spring Semester; in May for the Summer Semester; and in June, July, and August for the Fall Semester. All freshmen and transfer students are required to complete new student orientation prior to registering for classes. Freshmen students are required to attend an on-campus orientation session, while transfer

students may opt to complete their orientation through UTSA's online program. All programs afford students the opportunity to meet with an academic advisor and register for classes, as well as learn about campus services, resources and student activities. UTSA Family Orientation gives family members an introduction to UTSA by focusing on student academic success, student life, and Roadrunner spirit and traditions.

Orientation and Family Programs hosts Roadrunner Camp, established in 1993, a two-day, one-night spirit and traditions camp for freshmen held the week before Fall classes begin. Orientation and Family Programs also provides support services and programming for family members of new students, including UTSA Family Weekend, Family Association, Family of the Year, Family Connection, and the Family Association Scholarship.

### Graduate Student Orientation

Graduate Student Orientation (<http://graduateschool.utsa.edu/current-students/graduate-orientation>) provides new master's and doctoral students the occasion to receive an overview on how to be successful in graduate school and the resources and student services available to them. Graduate Student Orientation takes place prior to the start of the Fall, Spring, and Summer semesters. An online orientation option is available to students as well. New graduate students who attend orientation will have the opportunity to:

- network with faculty, staff and current graduate students
- receive literature on current academic and student services available for graduate students
- take part in a panel discussion on tips to be successful in graduate school

Academic departments also host orientations for their students, as well as the Office of International Programs (<http://international.utsa.edu/international-student-orientation>) that offers a mandatory orientation for all beginning international students.

## Parking Services

Parking on all UTSA campuses requires either 1) the purchase of a UTSA parking permit or 2) the payment of an hourly fee at a short-term parking space. A variety of parking permit options are available to best fit individual needs. For more information, including permit types, prices, and parking locations, please visit <http://utsa.edu/parking>.

### Disabled Veteran Parking

Upon registration and proper notification to Campus Services, owners of vehicles displaying specialty license plates, as identified in Texas Transportation Code 504.315 (<http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.504.htm#504315>) and 504.316 (<http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.504.htm#504316>) only, are exempt from the payment of fees at paid short term surface parking and are further exempt from the payment of fees for any University surface parking permit for which they are otherwise eligible, in accordance with State Law. The value of the no charge permit received cannot be applied to future permit upgrades and is not refund eligible. **This privilege applies to the veteran only and not to anyone else driving the vehicle.**

This parking privilege does not apply to 1) a parking space or area located in a controlled access parking facility if at least 50 percent of the

number of parking spaces or areas designated specifically for persons with physical disabilities on the property of the institution of higher education are located outside a controlled access parking facility; 2) an area temporarily designated for special event parking; or an area where parking is temporarily prohibited for health or safety concerns.

## Scholarship Programs

### General Scholarships

Academic and need-based scholarships are offered for qualified first-time incoming freshmen, college transfers and currently enrolled undergraduate and graduate students. First-time freshmen and transfer students can apply for UTSA General Scholarships awarded through the Office of Student Financial Aid and Enrollment Services at the same time they apply for admission to UTSA at [www.applytexas.org](http://www.applytexas.org) (<http://www.applytexas.org>). Please note that colleges and departments administer their own scholarship programs and therefore have separate applications. Check with the college or department to which you are applying to determine which scholarships you may be eligible for and obtain an application.

Continuing UTSA undergraduate and graduate students can apply for UTSA General Scholarships by completing and submitting the online General Scholarship Application on the UTSA Scholarship website (<http://utsa.edu/scholarships>) and through their ASAP account. Additionally, all students are encouraged to seek scholarship/fellowship opportunities through their respective college/department. Students can also conduct independent searches for scholarships by utilizing the links under Outside Scholarship Opportunities on the Scholarship website.

**IMPORTANT:** The deadline to apply for General Scholarships for first-time freshmen is **December 1**; the deadline for transfer and continuing students to apply is **February 15**. A large number of General Scholarships are need-based, therefore students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) by the priority deadline of March 1 and be admitted to UTSA for consideration.

To receive priority consideration for scholarships, first-time high school graduates and transfer students must be admitted to UTSA by March 15 and submit a General Scholarship Application. High school graduates must have SAT and/or ACT scores on file with the Office of Admissions. Transfer students must have a minimum cumulative grade point average of at least 2.5. All students must be enrolled in a degree-seeking program, and for a majority of scholarships, must attend as a full-time student.

Students selected for a General Scholarship will receive an award letter in the mail, providing the name of the scholarship, dollar amount awarded, whether it is renewable or not, and the guidelines to maintain it. Students will also receive tips on how to write a thank you letter as they will be required to submit a thank you letter to their scholarship donor before funds will disburse. Students selected for scholarships that are renewable will not be required to re-apply for that scholarship, they will automatically be renewed providing they meet the requirements of the scholarship and remain in good academic standing.

### College/Department Scholarships

Departmental and Honors College scholarships have varying deadlines and require a separate application. Please review carefully the requirements for all scholarships and obtain applications from the

appropriate college or department. Some scholarships apply to incoming freshmen and transfer students; others apply only to upperclassmen, while others may be appropriate for undergraduate and graduate students. More information can be found at: <http://utsa.edu/scholarships/deptcoll.html>.

### Outside Scholarships

Scholarships awarded from outside sources can impact a student's financial aid. Therefore all non-UTSA scholarships must be reported to the Office of Student Financial Aid and Enrollment Services as they are a source of financial assistance and by Federal regulation, must fit within a student's cost of attendance. All outside scholarships are to be reported using the UTSA External Scholarship Notification found on the UTSA Financial Aid website at: <http://www.utsa.edu/financialaid/forms/index.html>. (<http://utsa.edu/financialaid/pdf/1314/Externalscholarship.pdf>)

## Tuition Assistance Programs

The Texas Higher Education Coordinating Board (THECB) administers various tuition assistance programs including programs for teachers and vocational nursing students.

### Teach for Texas Financial Assistance Program

The THECB administers a loan repayment program for teachers certified in fields in which there is a critical shortage of teachers who take jobs as classroom teachers in those fields in Texas, as well as a grant program to help teachers obtain certification in these fields. Information about this program may be obtained from the Teach For Texas Loan Repayment Assistance Program website (<http://www.hhloans.com/index.cfm?objectid=a85b6795-9731-b000-c93ca1848b604db8>) or by contacting the Office of Student Teaching in the College of Education and Human Development. Details about this program are found in the Texas Education Code, Subchapter O, Sections 56.352–56.359.

Further information about this and other tuition assistance programs may be obtained by visiting the College for All Texans website (<http://www.collegeforalltexas.com/apps/financialaid/tofa.cfm?Kind=LRP>).

## Transportation Services

The 'Runner, UTSA's shuttle service, offers on- and off-campus routes with buses operating on class days only. Additional information and detailed schedules are available online at <http://utsa.edu/transportation> or by downloading The 'Runner mobile GPS app on the Apple App Store (<https://itunes.apple.com/us/app/utsa-the-runner/id1176676982?mt=8>) or Google Play (<https://play.google.com/store/apps/details?id=com.syncromatics.rtpi.utsa>).

VIA, the City of San Antonio's public transportation system, provides bus service between the Main Campus and the Downtown Campus. Students, faculty, and staff may ride any of these routes by paying normal fares or by purchasing a discounted VIA pass. For more VIA bus information, please visit [www.viainfo.net](http://www.viainfo.net) (<http://www.viainfo.net>).

## University Career Center

The mission of the UTSA University Career Center is to assist students and alumni in identifying and developing the skills necessary to pursue their lifelong career goals. The Center provides comprehensive career



planning, job search, and employment-related services for students and alumni. We have offices at both the main and downtown campuses. All students are encouraged to take advantage of the many services provided.

## Career Counseling

Career planning helps students define and explore options that are compatible with their individual goals and abilities. Career planning can also help determine their college major and further clarify options that are available in a chosen field. The professional staff in the Career Center are committed to student success and offer a wide range of career resources and tools.

Individual career counseling is available to discuss any aspect of career development. Several online self-assessments are available to explore interests, values, and personality in terms of potential careers. Career counselors help interpret the assessment results and provide support throughout the career development process.

## RowdyJobs

The University Career Center maintains an online job database called RowdyJobs that has current job postings for work study, part-time jobs (on- and off-campus), paid and unpaid internships, co-ops, and full-time professional jobs. The job postings are updated daily and students can apply for the jobs online through the RowdyJobs job bank (<http://utsa.edu/careercenter/rowdyjobs.html>). Students can also use the Online Résumé Wizard in the RowdyJobs to create a résumé or upload their existing résumé to apply for positions or for employers to view and download.

## Personal Career Planning Course

The University Career Center staff offers a for-credit course called UCS 2033 Personal Career Planning, which is an excellent opportunity to explore career and life planning with a focus on issues and obstacles that can impact career choices. Personal Career Planning includes thorough self-assessment, including interests, personality, values clarification, and skills identification as they relate to occupational choices. UCS 2033 is recommended for undecided and undeclared majors or students seeking to change majors or career paths.

## Professional Development Workshops

A variety of professional development workshops are offered each semester, including topics such as résumé writing, interviewing skills, job search strategies, dressing for success, salary negotiation and business etiquette.

## Résumé Reviews

Students and alumni can e-mail a résumé or can schedule an appointment to meet with a career counselor for a résumé review and/or final editing. Walk in appointments are scheduled every Wednesday from 1:00 p.m.–4:00 p.m. for short, 20-30 minute sessions with a career counselor for résumé reviews or simple career related questions and support.

## Group and Individual Mock Interviews

Practice makes perfect! Appointments for individual mock interviews can be scheduled with one of the professional staff members who will assist with preparation for the real thing. Additionally, group mock interviews

are offered at different scheduled times to give students and alumni the opportunity to practice interview questions with our partner employers.

## Career Fairs and Business Etiquette Dinners

Multiple career fairs are held each semester. Attended by hundreds of employers from a variety of disciplines, these events offer information about employment opportunities for full- and part-time jobs, internships and more. Business Etiquette dinners teach students how to conduct themselves at business lunches and dinners, which is especially important as it is part of the interview process. Skills learned here will last a lifetime.

## On-Campus Recruiting

The University Career Center partners with thousands of employers throughout the United States to post jobs and recruit students and alumni for employment opportunities. The RowdyJobs database allows employers to post vacancies, search résumés and schedule interviews.

Dozens of employers come to campus each year to interview UTSA students and alumni for internship, co-op, and full-time professional positions. Scheduled interview sessions are posted on the Career Center website. Students and alumni may submit a résumé to the employer and, if selected for an interview, can sign up for an appointment via the RowdyJobs system (<http://utsa.edu/careercenter/rowdyjobs.html>).

## Live CHAT

Students and alumni can visit online with a career professional about any aspect of career exploration or a job search. CHAT is available Monday–Friday from 1:00–5:00 p.m. via the website (<http://utsa.edu/careercenter>).

For more information about these and the many other tools and resources offered by the University Career Center, please visit either campus location (Main Campus: UC 2.02.04, Downtown Campus: MNT 1.162), call 210-458-4589 for the Main Campus location or 210-458-2910 for the Downtown Campus location, or visit the website (<http://utsa.edu/careercenter>).

## UTSA Alumni Association

Since 1977, the purpose of the Alumni Association is to support the educational activities of The University of Texas at San Antonio, policies generally favorable to higher education and to engage in other benevolent and charitable undertakings relevant to the mission of UTSA.

The UTSA Alumni Association is an incorporated, 501(c)(3) organization in the State of Texas. As a dues-paying membership organization, it is governed by an elected board of directors. It is located on the UTSA Main Campus in the Katz Alumni Center. There are more than 112,000 UTSA alumni and the Alumni Association works to keep them connected to their alma mater by providing opportunities to re-connect with the college.

Alumni and friends can join as annual or life members. At the time of graduation, the Association gives new graduates a complimentary first year of membership. Members have access to a wide variety of exclusive discounts and benefits including but not limited to: UTSA football loyalty points, use of the UTSA Library, discounted UTSA Recreation Center membership, hotel, restaurant, and insurance partnership discounts.

They can also attend the best football tailgate for free at Roadrunner Station for all home games.

In addition, the Alumni Association fosters life-long learning for alumni by giving them access to the University Career Center, the Center for Professional Excellence, and travel opportunities. Members of the Association also receive access to discounts for extended education courses at UTSA, as well as GMAT, LSAT, and GRE preparation workshops.

Volunteering is another great way to be involved with the Alumni Association. To discover what else the Association has to offer, please visit the website at <http://alumni.utsa.edu/>. Below is some of the many activities alumni can participate in.

- Alumni Association Gala
- Diploma Dash<sup>®</sup> 5K Run/City Championship Race
- Golf Scramble
- Roadrunner Station Home Football Game Tailgates
- The UTSA Ring
- Alumnus of the Year and Distinguished Service Award recognition
- Homecoming activities, monthly mixers, and networking opportunities

A primary goal of the Alumni Association is to provide scholarships for future and current UTSA students. Since the scholarship fund was established in 1982, the Association has awarded more than \$1 million in scholarships.

As UTSA continues to grow, it needs the support of its alumni and friends more than ever as it strives to obtain a Tier One status. The Alumni Association continues to build a thriving community of alumni, and it encourages Roadrunners to feel pride in their alma mater and play an active role in the University's vibrant alumni base.

For more information about the UTSA Alumni Association, call 210-458-4133 or 1-888-ONE-ALUM, visit online at <http://alumni.utsa.edu>, or email [alumni@utsa.edu](mailto:alumni@utsa.edu).

## UTSA Bookstore

Campus Services contracts with Follett Higher Education Group to provide management of the campus bookstore operations, including the Rowdy Campus Store on the Main Campus and the Downtown Campus Bookstore. Visit [www.UTSA.bkstr.com](http://www.utsa.bkstr.com) (<http://www.utsa.bkstr.com>) for more information, including locations, hours of operation, pricing, and merchandise.

**Please note:** Students whose courses are held at the Downtown Campus must purchase their books at the Downtown Campus Bookstore. These classes often require different books than those courses taught at the Main Campus.

A student of this institution is not under any obligation to purchase a textbook from a University-affiliated bookstore (Texas Education Code, § 51.9705; 19 TAC 4.214 et seq.). The same textbook may also be available from an independent retailer, including an online retailer. Information regarding required or recommended textbooks and other course materials, if any, is available on the Schedule of Classes on ASAP. The book title, author, International Standard Book Number (ISBN), edition, and price is provided for each class section.

## UTSACard

The UTSACard is the official identification card of the UTSA community. All current students, faculty, and staff may take advantage of the benefits of the UTSACard prepaid debit account (Rowdy Dollars), which may be used to pay for everything on campus from dining to printing. The UTSACard is required to access several UTSA facilities, including student computer laboratories, the Recreation Center, and Student Health Services.

Students must obtain the card in person by presenting a valid government-issued photo ID, such as a driver's license, passport, or military ID at the UTSACard Office on the first floor of the Multidisciplinary Studies Building (MS 1.01.52) at the Main Campus or in the Frio Street Building (FS 1.506) at the Downtown Campus.

A \$3 nonrefundable UTSACard fee is assessed each semester at the time of registration at UTSA. A \$10 fee is charged for replacing a UTSACard when lost, stolen, or damaged through neglect, as the card is valid as long as the student remains enrolled at UTSA.

For more information, please visit <http://utsa.edu/utsacard>.

## Veterans Assistance

Educational benefits are available to veterans, dependents of veterans, and personnel actively serving in the United States Armed Forces. The UTSA Veterans Certification Office provides the required forms and information regarding educational benefits available to eligible veterans and their dependents. Offices are located at both the Main Campus, JPL 1.01.14, 210-458-4540, and at the Downtown Campus, FS 1.504, 210-458-2077. Information is also available on the Internet at <http://utsa.edu/va/>.

Students receiving veteran's assistance are responsible for understanding and meeting the academic standards of progress required of all Veterans Administration (VA) recipients. These standards are set by VA regulations and are monitored by the Texas Veterans Commission.

All students receiving GI Bill educational benefits *must* send all post-secondary educational institution transcripts to the UTSA Office of Admissions for evaluation of prior credit. Current and former military members must send a copy of their military transcripts to the University before certification.

## VetSuccess On Campus Program

The VetSuccess on Campus program is a collaborative effort between UTSA and the Department of Veterans Affairs (VA) with the purpose of providing a supportive on-campus environment for student Veterans. Services provided will enable student Veterans to make a smooth transition to college life and successfully complete their educational programs.

The VA has placed two full-time, experienced Vocational Counselors on the UTSA campus. These counselors will serve as "one-stop liaisons" for Veterans, active duty military and their eligible family members who attend or plan to attend UTSA.

VetSuccess on Campus Counselors can assist with:

- Information on VA educational benefits to include: Montgomery G.I. Bill (Chapter 30), Post 9/11 G.I. Bill (Chapter 33), and other VA and non-VA educational benefits
- How to apply for and maximize your VA educational benefits should you be eligible for more than one benefit
- Understanding and applying for Vocational Rehabilitation and Employment (Chapter 31)
- Vocational exploration and career counseling services
- Information on college credit for military experience and training
- Job placement assistance and referrals to state employment agencies and services
- Information on applying for other VA benefits to include disability compensation, Life Insurance and Home Loan Guaranty
- Assistance with electing healthcare benefits through the Veterans Health Administration
- Information and referrals for VA medical and mental health services
- Referrals to the local Vet Center for readjustment counseling services
- Referrals to on-campus, community and VA resources to ensure academic success.

For more information visit the UTSA Veterans Certification Office website: <http://utsa.edu/va/>.

## **Office of the Associate Provost for Veteran and Military Affairs**

The Office of the Associate Provost for Veteran and Military Affairs (<http://provost.utsa.edu/veteran>) strategically aligns all veteran and military connected entities under one department to provide oversight, easing the transition to higher education and enhancing the overall student success of The University of Texas at San Antonio (UTSA) military affiliated community.

## **Welcome Center**

The Welcome Center is a part of the Undergraduate Admissions Office and serves as the front door to the university. The Welcome Center provides campus visitors and prospective students with general UTSA information, college information, admission materials, campus maps, and directions. Daily campus tours are provided, as well as special signature group tours for high schools, colleges, and outreach groups. Self-Guided and Virtual tours are also available and various on-campus recruitment events are hosted throughout the year. In addition to campus tours on the main campus, the downtown campus has select days for visitors and prospective students to tour and experience as well.

The Welcome Center is located on the ground floor of the Bauerle Road Garage, room 0.316, in the northwest corner of the garage. For more information, visit the UTSA Welcome Center website (<http://utsa.edu/welcomecenter>) or call 210-458-5145.

# Appendices

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1. **Student Records:** The educational records of students are considered to be confidential under both state and federal law. The University's procedures regarding access to student records, including academic, health center, counseling, financial aid, and discipline records shall be in accordance with the applicable provisions of the federal *Family Educational Rights and Privacy Act of 1974* (FERPA) and the *Texas Public Information Act*.

## A. Students' Rights and Responsibilities

1. **Constitutional Rights:** Subject to the applicable provisions of *The Rules and Regulations* (<http://www.utsystem.edu/bor/rules>) of the Board of Regents of The University of Texas System and the *Handbook of Operating Procedures* (<http://utsa.edu/hop>) of The University of Texas at San Antonio, students have the rights accorded to all persons under the United States Constitution regarding freedom of speech, peaceful assembly, and association. Causes may be supported by individual students and by student organizations, through the use of lawful means that do not disrupt the operations of the University. These rights carry with them the responsibility for each individual student to accord the same rights to other students and student groups and not to interfere with or obstruct the rights of others to use University facilities. The University regulates the time, place, and manner of these activities on campus and establishes certain guidelines for the activities of student organizations and students to facilitate the orderly use of campus facilities and to prevent disruption of University operations.
1. **Academic Procedures:** Students have the right to be informed about the evaluation methods which will be employed by the instructor and the right to review tests and other written work after the instructor has evaluated it. A student with an academic grievance should first seek to resolve the problem directly with the instructor of the course. If the matter cannot be resolved at that level, the grievance should be submitted in writing to the department chair/division director or other designated administrator. The student may appeal the decision to the Dean of the College and then to the Dean of University College for an undergraduate student or the Dean of the Graduate School for a graduate student. The decision of the Dean of University College or the Dean of the Graduate School is final.
1. **Discipline Procedures:** A student or an organization accused of violating a Regents' rule or regulation, University regulation, or administrative rule is accorded the rights of procedural due process. An accused student or organization is entitled to a hearing before a University Hearing Officer, although a student may waive the right to a hearing and accept administrative disposition of the case. A student also has the right to appeal a discipline decision. (See (p. 117)Sec. 701, Student Code of Conduct.)



# B. Student Code of Conduct

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## General Provisions

### Sec. 101. Introduction

By enrolling at The University of Texas at San Antonio, a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state, and local laws; the *Rules and Regulations* of the Board of Regents of The University of Texas System; the rules and regulations of The University of Texas at San Antonio (<http://utsa.edu/policies>); and directives issued by an administrative official in the course of their duties. A student who enrolls at the University is charged with the obligation to conduct themselves in a manner compatible with the University's function as an educational institution; consequently, conduct which interferes with the use or utilization of University facilities by other persons may be sanctioned regardless of whether such conduct is specifically proscribed by the provisions of the *Student Code of Conduct*.

### Sec. 102. Definitions

In this chapter, unless the context requires a different meaning:

1. "referral" is a written statement of the essential facts constituting a violation of Regents' Rules, University policies, or administrative rules;
2. "administrative disposition" is a document signed by the student and Dean which includes a statement of the disciplinary charges, the findings, the sanction, and a waiver of the hearing procedures;
3. "Vice President" means the Vice President for Student Affairs (<http://utsa.edu/students>) or the Vice President's delegate or representative;
4. "chief student affairs officer" means the administrative officer primarily responsible for the development and administration of policies relating to students, for the development and implementation of services to students, and for the initial preparation of institutional regulations that will implement the policies and regulations;
5. "Dean or Dean of Students (<http://www.utsa.edu/studentlife>)" refers to the administrative officer or officers responsible for the administration of the disciplinary process, who may designate individual(s) to administer disciplinary cases under this policy;
6. "Student Conduct and Community Standards (<http://utsa.edu/studentlife/conduct>)" means the Dean of Students' delegates for matters pertaining to student misconduct;
7. "faculty member" means a person who is employed by the University for the purpose of teaching a class and who has authority to assign grades for the class;
8. "Hearing Officer" means an individual or individuals appointed by the Vice President to hear disciplinary charges, make findings of fact, and upon a finding of responsibility, impose an appropriate sanction(s);
9. "student" means a person who
  - a. is currently enrolled at the University;
  - b. is accepted for admission or readmission to the University;
  - c. has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows;
  - d. is attending an additional program sponsored by the University while that person is on campus; or
  - e. has engaged in prohibited conduct at a time when he or she met the criteria of 1, 2, 3, or 4;
10. "System" means The University of Texas System (<http://www.utsystem.edu>);
11. "campus" means all real property, buildings, or facilities owned or controlled by the institution;
12. "University" means The University of Texas at San Antonio;
13. "weekday" means Monday through Friday excluding any day that is an official holiday of the University or when regularly scheduled classes are suspended due to emergent situations; and
14. "day" means a calendar day except for days on which the University is officially closed or when regularly scheduled classes are suspended due to emergent situations.

### Sec. 103. Application

1. The *Student Code of Conduct* applies to individual students, prescribes the standards of conduct expected of students enrolled at the University, outlines actions that can be taken when conduct is not in conformity with the prescribed standards, and establishes due process procedures for the imposition of such actions.
2. A student may be sanctioned by the University for conduct that is proscribed by the University even though the student may be punished by local, state, or federal authorities for the same conduct, but the sanctions imposed by the University shall not be used merely to duplicate penalties imposed by local, state, or federal authorities.

### Sec. 104. Miscellaneous

1. Computation of Time: Where the required action must be taken on a specified number of days either before or after the date upon which an act or event takes place or is to take place, the date of the act or event from which the time is computed shall not be included.
2. Service: Service of every notice, request, or decision required by the *Student Code of Conduct* may be made by delivering a copy of the documentation to the person to be served in person, by regular mail, or by e-mail. A written notice, request, or decision may be served on a student by mailing to the preferred address appearing in the Office of the (<http://www.utsa.edu/registrar>) Registrar (<http://www.utsa.edu/registrar>)'s (<http://www.utsa.edu/registrar>) records.

## Student Standards of Conduct

### Sec. 201. Conduct Expected of Students

A student is expected and required to obey federal, state, and local laws; to comply with the Regents' *Rules and Regulations*, with University rules and regulations, and with directives issued by an administrative official of the System or the University in the course of their authorized duties; and to observe standards of conduct appropriate for an academic institution.

## Sec. 202. Specific Conduct Proscribed

1. Disciplinary proceedings may be initiated against any student for any of the following acts or violations:
  - a. violation of any provision of the Regents' *Rules and Regulations* of the System;
  - b. violation of any rule or regulation of the University, including but not limited to those relating to on-campus housing, the registration of student organizations, the use of University facilities or grounds, and the time, place, and manner of expression or expression-related conduct;
  - c. failing to comply with any order or instruction of an official of the University or the System acting in the course of their authorized duties, and furnishing false information to or withholding material information from any University staff member acting in the course of their duties;
  - d. damaging, destroying, tampering or defacing property, equipment, supplies, buildings, or facilities owned, leased, or controlled by the University or the System and/or damaging, destroying, defacing, or taking without authorization property located on campus and belonging to any student, employee, or visitor;
  - e. the unauthorized entry into or upon property owned, leased, or controlled by the University;
  - f. forging, altering, mutilating, or destroying any University document or record, entering false information in such documents or records, or giving a false response to an inquiry made by an official of the University or the System acting in the course of their duties, including but not limited to omitting requested information related to an application for admission, the award of a degree, or any official record of the University. A former student who engages in such conduct is subject to bar against readmission, revocation of degree, and withdrawal of diploma;
  - g. forging or altering any parking permit, traffic ticket, or parking ticket issued by the System or the University, any ticket for admission to a program or event sponsored by the University, any means of identification issued by the University, any instrument obligating the University to pay any sum of money, any key which may be used for entering any building owned or controlled by the System or the University, or participating in such action with other persons;
  - h. using or participating with others in the use of any University record, instrument, or document that does not specifically relate to the person or persons making use of same, except to the extent such use may be authorized by statute, a rule or regulation of the University, or the written permission of either the person to whom such record, instrument, or document relates or the University official having custody of same;
  - i. using or participating with others in the use of any permit, means of identification, or key issued by the University to a person other than the user;
  - j. engaging in, or encouraging, aiding, or assisting any other person to engage in any act that is commonly known and recognized as hazing. The term hazing includes, but is not limited to, "walks," "rallies," "paddling," and all other acts that may be now or hereafter defined as such by Section 51.936 of the *Texas Education Code*. Acts constituting hazing shall not be justified or excused by the fact that they were performed either with the consent of the person subjected to such hazing or as a part of the requirements for becoming a pledge or member of any fraternity, sorority, club, society, association, or organization (see Appendix C (<http://catalog.utsa.edu/informationbulletin/appendices/universitypolicies/>));
  - k. failing or refusing to pay any monetary debt or obligation owed to the University. A check, draft, or order tendered to the University shall not discharge a debt or obligation unless the University receives payment upon presentation of such check, draft, or order;
  - l. use, manufacture, possession, possession of drug paraphernalia, sale, or distribution on the campus of the substances defined and regulated under Chapters 481 (<http://www.statutes.legis.state.tx.us/docs/HS/htm/HS.481.htm>), 482 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.482.htm>), 483 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.483.htm>), and 485 (<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.485.htm>) of the *Texas Health and Safety Code*, except as may be allowed by the provisions of such articles. If a student is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction assessed shall be suspension from the institution for a specified period of time, and/or suspension of rights and privileges;
  - m. unauthorized use, possession, or consumption of any intoxicating beverage is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural facilities, and all other public areas. However, with the prior consent of the President of the University, the foregoing provisions of this section may be waived with respect to any specific event sponsored by the institution. In addition, events scheduled in special use facilities may serve alcohol in accordance with state law and University procedures governing such facilities. The University's contracted dining services provider may serve alcohol in a venue and manner approved by the University and in accordance with state law. An exception to this provision is possession or consumption of alcohol in Laurel Village and University Oaks Apartments done in accordance with state law and the community policy standards/regulations governing those two communities. Violations of this policy also include but are not limited to underage possession or consumption of alcohol, providing alcohol to a minor, public intoxication, minor driving under the influence of alcohol, and driving while intoxicated;
  - n. any conduct which constitutes a violation of a federal, state, or local law regardless of whether the conduct takes place on or off campus or results in the imposition of the penalty prescribed by the federal, state, or local law;
  - o. possession or use of firearms, imitation firearms, explosives, ammunition, hazardous chemicals, or weapons as defined by state or federal law on University premises in accordance with the designated exclusionary zones determined by the President of the University as outlined in the Campus Carry Policy (<http://www.utsa.edu/campuscarry>), or on any property or in any building or facility owned or controlled by the System is strictly prohibited unless authorized by the Vice President and by federal, state, or local laws;
  - p. advocacy, either oral or written, directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
  - q. physical abuse, threats, intimidation, retaliation, unwanted and/or repetitive contact, coercion, and/or conduct that threatens or endangers the health or safety of any persons on any property

- owned or controlled by the System or the University, or at any function, program, event, or assembly conducted, sponsored, supervised, or authorized by the University;
- r. engaging in harassment; harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University;
  - s. engaging in conduct, either alone or in concert with other people, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any scheduled class, laboratory, education or research activity, athletic event or contest, concert, program, assembly, or other activity either sponsored, performed, authorized, or participated in by the System or the University, any administrative process, procedure or function of the System or the University, any disciplinary hearing conducted by the University with regard to any student, faculty member or employee, any authorized or lawful use of property owned or controlled by the System or the University, any officer, official, agent, or employee of the University or System in the performance of their duties or the performance of any service the University has undertaken to perform or has contracted to have performed for the benefit of the students, faculty, officials, officers, agents, or employees of the University. Examples include but are not limited to such acts as stand-ins, sit-ins, lock-ins, lock-outs, parades, marches, picketing, concerts, speeches, solicitations, campaigning, or group demonstrations;
  - t. entering, walking, running, lying, playing, remaining, or being in the water of any University fountain or other artificial body of water located on the campus that is not designed and maintained for recreational or therapeutic purposes, unless such person has been granted permission by the President of the University to enter, remain, or be in such waters; or dumping, throwing, placing, or causing any material, object, trash, waste, or debris to be placed in the water of any campus fountain or other artificial body of water; or damaging, defacing, or removing any portion of any fountain, monument, building, statue, structure, facility tree, shrub, or memorial located on the University campus;
  - u. unauthorized appearance on the campus after having been suspended or expelled from the University or any other component institution of the System for disciplinary reasons must have written approval of the chief student affairs officer of the System institution at which the suspended or expelled student wishes to be present. In a request for such approval, the former student is required to disclose in writing each institution from which the individual has been suspended or expelled and the conduct leading to the disciplinary action;
  - v. failing to notify University authorities of personal knowledge of any violation of the *Student Code of Conduct*;
  - w. making a charge of a violation of the *Student Code of Conduct* against a member of the University community that is knowingly false;
  - x. attempting to, or actual theft of or damaging property of the University or property of a member of the University community or other personnel or public property on University property;
  - y. engaging in an inappropriate or disproportionate use of an information technology resource owned or controlled by the University or System or using an information technology resource for an illegal, threatening, or disruptive/destructive purpose; prohibited conduct includes but is not limited to circumventing system or network security, committing copyright infringement, transmitting unsolicited e-mail, sharing a University-issued password, falsifying an e-mail header, unauthorized entry into or transfer of a file to use, read, change the contents or for any other purpose and using resources for personal financial gain or profit, or any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, University computers, computer programs, computer records, or computer networks accessible through the University's computer resources;
  - z. engaging in stalking, which is defined as repeated conduct directed specifically at another person that reasonably causes that person, or a member of that person's family or household, to fear for their safety or that person's property; such conduct may include, but is not limited to repeated, close physical or visual contact, watching, following and making direct or implied threats by phone calls, e-mail, letters or messages;
    - aa. photographing and/or otherwise visually recording someone without that person's consent with the intent to arouse or gratify the sexual desire of any person;
    - bb. photographing and/or otherwise visually recording, broadcasting, or transmitting a visual image of another person at a location that is a bathroom, private dressing room, or on-campus bedroom, without the other person's consent;
    - cc. engaging in the unauthorized use, access and presence of, on or in property, equipment, supplies, buildings, or facilities owned or controlled by the System or the University;
    - dd. otherwise engaging in conduct that is inappropriate for members of an academic institution (such conduct includes, but is not limited to pranks, choosing to remain where the odor of marijuana is confirmed by a University official, throwing food at persons or property, public nudity, unwanted communications, unwanted non-physical contact, and harassing telephone calls); and
    - ee. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed violations.
2. Neither the President of the University nor any System officer, nor any representative of either of them when dealing with disruptive activities, shall negotiate or attempt to negotiate with any person or persons engaged in any disruptive activity on the campus. When such a situation arises, the President of the University or System officer, or any representative of either of them, shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities that come to their attention.
  3. It is unlawful for any person on any property of the University to refuse to identify themselves to an institutional representative in response to a request. A person identifies themselves by giving their name and complete address substantiated by a current driver's license, voter registration card, or other official documentation, and by stating truthfully whether they are a student or employee of the System or a component institution.
  4. A student who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

## Sec. 203. Scholastic Dishonesty

1. Student Conduct and Community Standards or a faculty member may initiate disciplinary proceedings against any student for an alleged potential infraction involving scholastic dishonesty.
2. "Scholastic Dishonesty" is any form of cheating or plagiarism that violates the *Student Code of Conduct*. Scholastic dishonesty or academic dishonesty includes, but is not limited to cheating,

## B. Student Code of Conduct

plagiarism, collusion, falsifying academic records, and any act designed to give unfair advantage to the student (such as, but not limited to submission of essentially the same written assignment for two [2] courses without the prior permission of the instructor, and providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

3. "Cheating" is any form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Cheating includes, but is not limited to:
  - a. copying from another person's or another student's work during an examination, test, or while completing an assignment;
  - b. using unauthorized assistance, material, or study aids during an examination, quiz, or other academic work;
  - c. failing to make any effort to prevent another from using unauthorized assistance, material, or study aids during an examination, quiz, or other academic work;
  - d. failing to comply with instructions given by the person administering the test;
  - e. possessing materials during a test which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if the person administering the test has specifically prohibited them;
  - f. using, buying, offering money or other valuable things, either for personal use, the free use of others, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, any complete test, test key, homework solution or assignment, computer program, or other graded class material without expressed authority from the person or their designee approved by the University to administer the course;
  - g. collaborating with, allowing someone to copy from one's work, or seeking aid from another student during a test or other assignment without expressed authorization from the person or their designee approved by the University to administer the course;
  - h. discussing the contents of an examination with another student who will take the examination at a later time or date;
  - i. divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to students;
  - j. substituting for another person, or permitting another person to substitute for one's self to take a course, or a test, or to complete a course-related assignment;
  - k. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
  - l. falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - m. taking, keeping, misplacing, or damaging the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;
  - n. misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially; and
  - o. attempting to commit or assisting with the commission or attempted commission of any of the foregoing listed violations.
4. "Plagiarism" is a form of academic dishonesty and intellectual theft that violates long-held and widely-recognized principles of academic integrity including, but not limited to the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of said work as one's own academic work offered for credit. Plagiarism also includes, but is not limited to:
  - a. failing to credit sources in a work in order to pass it off as one's own work;
  - b. having someone else complete assigned work and then passing it off as one's own;
  - c. plagiarism may occur with respect to unpublished as well as published material; this includes the act of copying another student's work or other unpublished document and submitting it as one's own individual work without proper attribution;
  - d. Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote;
  - e. Inadvertent Plagiarism involves the inappropriate, but not deliberate use of another's words, ideas, or data without appropriate attribution, failure to follow established rules for documenting sources, or from being insufficiently careful in research and writing;
  - f. Paraphrased Plagiarism involves paraphrasing without acknowledgment of ideas taken from another that the reader might mistake for one's own;
  - g. Plagiarism Mosaic involves the borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source; and
  - h. Insufficient Acknowledgment involves the partial or incomplete attribution of words, ideas, or data from an original source.
5. "Collusion" includes, but is not limited to the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
6. "Falsifying academic records" includes, but is not limited to the altering or assisting in the altering of any official record of the University or the System, the submission of false information, or the omission of requested information required for or related to any academic record of the University or the System. Academic records include, but are not limited to applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

## Disciplinary Sanctions

### Sec. 301. Authorized Disciplinary Sanctions

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation, or administrative order of the University, a provision of the Regents' Rules of the System, or a federal, state, or local law. Sanctions include but are not limited to prohibited conduct taking place in System-sponsored, off-campus activities such as field trips, internships, rotations or clinical assignments, regardless of whether civil or criminal penalties are



also imposed for such conduct. The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct, and the results which followed as a natural consequence of such conduct.

1. Disciplinary warning;
2. Disciplinary probation;
3. Withholding grades, official transcript, or degree;
4. Bar against readmission, or drop from current enrollment and bar against readmission;
5. Restitution or reimbursement for damage to or misappropriation of institutional or System property;
6. Suspension of rights and privileges, including participation in athletic or extracurricular activities;
7. Failing grade for an examination or assignment or for a course, and/or cancellation of all or any portion of prior course credit;
8. Suspension from the institution for a specified period of time;
9. Expulsion (permanent separation from the institution);
10. Educational programs;
11. Revocation of degree, denial of degree, and/or withdrawal of diploma;
12. Deferral of sanction; or
13. Other sanction(s) as deemed appropriate under the circumstances.

## Sec. 302. Explanation of Disciplinary Sanctions

1. Disciplinary warning is a written statement expressing disapproval of conduct.
2. Disciplinary probation indicates further violations may result in suspension or expulsion. Students who are assessed this sanction will be removed from behavioral probation automatically upon expiration of the probationary period.
3. Bar against readmission means a student may be prohibited from admission or enrollment at the University. This sanction is among those that may be imposed upon a student who fails to respond to a summons from the Dean of Students or their designee to discuss allegations that the student has engaged in conduct which may result in disciplinary action.
4. Restitution requires a student to reimburse the University for loss from, damage to, or unauthorized taking or use of property owned or leased by the University when the conduct of the student has caused or contributed to cause such loss. The student shall be advised of the amount of the loss and that failure to make restitution by a specified date will result in suspension from the University until such time as restitution shall have been made.
5. Suspension of rights and privileges means a student shall not be eligible to participate in official events or activities of the University, whether athletic or non-athletic, shall not join a registered student organization or participate in any meetings or activities of a registered student organization of which they may already be a member, and shall not be appointed or elected to or continue to function in any office or position within student government or the staff responsible for publication of a student newspaper. Students may also be barred from entering specified buildings, or restricted from using particular facilities. This sanction may be enforced in part or in full.
6. A failing grade means an "F." This sanction is among those that may be given when a student is found responsible for scholastic dishonesty in a course.
7. Suspension from the University prohibits the student on whom it is imposed, during the period of suspension, from entering the University campus without prior written approval of the Vice President, from being initiated into an honorary or service organization, and from receiving credit for academic work done during the period of the suspension. Suspension may also prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of the System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. The Dean of Students or Hearing Officer may, however, permit the student to receive credit for academic work completed at another institution during the period of suspension, except when suspension is imposed for academic dishonesty. The Dean of Students or Hearing Officer may impose conditions related to the violation(s), and failure to meet such conditions or terms of the sanction will be considered an additional violation.
8. Expulsion from the University means a student will be dropped from current enrollment and a bar against readmission imposed. Expulsion is a permanent separation from the University and prohibits the student on whom it is imposed from entering the University campus without prior written approval of the Vice President. Expulsion may prohibit the student from being admitted to, enrolling at, or entering the campus of another component institution of the System without prior written approval of the chief student affairs officer of the institution at which the student wishes to be present. Educational programs are activities developed to expand the student's understanding of the regulation or policy, and/or help the student learn more about themselves in relation to the policy or the violation.
9. Possession or distribution of drugs or alcohol: The University will impose at least the minimum disciplinary sanction of suspension for a specified period of time, or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs prohibited by state, federal, or local law. Other sanctions that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other sanction as may be deemed appropriate under the circumstances.
10. Debts to the University: Students who owe a debt to the University may be denied admission or readmission to the University and have their official transcripts, grades, diplomas, and degrees to which they would otherwise be entitled, withheld until the debt is paid. Students who write bad checks to the University for tuition and fees will have their registration canceled. Bad checks written to the University for other purposes will subject the student to legal and/or disciplinary action.
11. Deferral of sanction (e.g., probation, suspension) may be imposed on a student for whom the specific sanction deferred is appropriate, but for whom there are mitigating circumstances as determined by Student Conduct and Community Standards or the Hearing Officer. If a student is found to have violated any rule of the University and/or the System while the deferred sanction is in effect, the minimum sanction for such a violation will be the sanction that had been deferred. The facts of the case may be decided by the Hearing Officer and/or appealed to the Vice President, but the minimum sanction may not.

Student Conduct and Community Standards or the Hearing Officer may impose conditions related to the violation. Failure to meet such conditions shall be considered an additional violation.

### Sec. 303. Authorized Academic Sanctions

1. A faculty member, Student Conduct and Community Standards, or a Hearing Officer may impose one or more of the following sanctions for scholastic dishonesty:
  - a. written warning that further scholastic dishonesty violations may result in a more severe sanction;
  - b. no credit, or reduced credit for the paper, assignment, or test in question;
  - c. retaking of examination or resubmission of assignment; or
  - d. failing grade or reduced final grade for the course.
2. Student Conduct and Community Standards, with approval of the student's academic dean, may assign an academic sanction for violation of a University policy concerning scholastic dishonesty to a student who fails without good cause to appear for a meeting or formal hearing.
3. A student who is in violation of University regulations concerning scholastic dishonesty may also be subject to one or more of the sanctions in Section 301.

## Initiation of Disciplinary Charges

### Sec. 401. Investigation

1. Upon receiving information that any student has allegedly violated Regents' Rules, University regulations, or administrative rules, Student Conduct and Community Standards shall investigate the alleged violation. Student Conduct and Community Standards may dismiss the allegation as unfounded or summon the student. In cases where the alleged violation is sexual harassment, sexual misconduct, or sexual violence, the investigation will be conducted by Equal Opportunity Services (<http://www.utsa.edu/eos>) (EOS). Please refer to Section 801 - 811 for the process regarding these incidents.
2. Any student may be summoned by written request from Student Conduct and Community Standards to meet for the purpose of investigating and/or discussing the allegations. The written request shall specify a place for the meeting and a time at least three (3) weekdays after the date of the written request if the request is sent regular mail, or at least two (2) weekdays after the date of the request if the request is sent by e-mail or hand delivered. The written request may be mailed to the address appearing in the Office of the Registrar's records, e-mailed to the student at the e-mail address on record with the System institution, or may be hand-delivered to the student. If a student fails to appear without good cause, as determined by Student Conduct and Community Standards, the office may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons, or the office may proceed to implement the disciplinary hearing procedures provided in Section 501, *et seq.* The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the Office of the Registrar, or failure to read mail or e-mails shall not be good cause for the failure to respond to a summons.
3. The purpose of the meeting is to allow Student Conduct and Community Standards to discuss, for the purposes of investigating,

the alleged incident/violation(s) with the student. At this meeting the student is given a copy of the *Student Code of Conduct*.

### Sec. 402. Disposition of the Charges

The student must choose one of two decision-making approaches: (1) an administrative decision made by Student Conduct and Community Standards; or (2) a formal hearing.

1. When the student elects not to dispute the facts upon which the charges are based and agrees to the sanctions Student Conduct and Community Standards assesses, the student may execute a written waiver of the hearing procedures yet retain the right to appeal the decision of Student Conduct and Community Standards only on the issue of the sanction. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
2. In any case where the accused student disputes the facts upon which the charges are based and elects the formal hearing as the decision-making approach, or refuses to execute a written waiver of a hearing, such charges shall be heard and determined by a fair and impartial Hearing Officer. A Hearing Officer will be chosen in accordance with the procedures of the institution.

### Sec. 403. Interim Discipline

1. Pending a hearing or other disposition of the allegations against a student, the Dean may take such interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution. This includes, but is not limited to an immediate suspension and bar from the campus when it reasonably appears from the circumstances that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the University. Notwithstanding (B), listed below, the Dean of Students may withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a student alleged to have violated a rule or regulation of the System or its institutions which would reasonably allow the imposition of such sanction. The Dean may take such actions pending a hearing, resolution by administrative disposition, and/or exhaustion of appellate rights if the Dean has provided the student an opportunity to provide a preliminary response to the allegations and in the opinion of the Dean, the best interests of the System or the institution would be served by this action.
2. When interim disciplinary action has been taken, a hearing of the charges against the student will be held under the procedures specified in Section 501, *et seq.* A hearing following interim disciplinary action will generally be held within 10 days after the interim disciplinary action was taken; however, at the discretion of the Dean of Students, the 10-day period may be extended for a period not to exceed an additional 10 days.
3. As an alternative to a hearing of the charges before a Hearing Officer, the accused student may choose to have the charges disposed of in accordance with an administrative decision as set forth under procedures specified in Section 402.

## Hearing

### Sec. 501. Notice of Hearing

1. Student Conduct and Community Standards shall notify the accused student in writing of the statement of charges and a summary statement of evidence supporting the charge; the name of the person

who will act as the Hearing Officer; the date, time, and place of the hearing; and that both the accused student and Student Conduct and Community Standards will be accorded the following rights in connection with such hearing:

- a. the right to have actual copies of documents that each intends to present, including a list of the names of witnesses and a brief summary of their testimony;
  - b. the right to appear, present testimony of witnesses and documentary evidence, cross-examine witnesses, and be assisted by an advisor of choice. The advisor may be an attorney. If the accused student's advisor is an attorney, Student Conduct and Community Standards' advisor may be an attorney from the Office of General Counsel of the System. An advisor may confer with and advise Student Conduct and Community Standards or the accused student, but shall not be permitted to question witnesses, introduce evidence, make objections, or present argument to the Hearing Officer; and
  - c. the right to have all proceedings at the hearing recorded electronically. The recording of the hearing shall be made under the direction of the Hearing Officer.
2. The required notice shall be delivered in person to the student or sent by regular mail or e-mail, addressed to the accused student at the address appearing in the Office of the Registrar's records, and shall be mailed at least 10 days prior to the date specified for the hearing. A notice sent by regular mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday. The requirements of this paragraph shall not be applicable in any case where immediate interim action has been taken in accordance with Section 403.

## Sec. 502. Postponement of Hearing

1. Upon a showing of good cause by either the accused student or Student Conduct and Community Standards, the Hearing Officer may postpone the hearing, or by agreement of the student and Student Conduct and Community Standards.
2. Requests for postponement shall be in writing and shall set forth the facts upon which the party relies as constituting good cause.
3. The application for postponement must be presented to the Hearing Officer and the opposing party no later than the third day preceding the date specified for the hearing. Any application received after that date will be granted only in the case of extreme hardship or emergency.
4. Upon granting a postponement, the Hearing Officer shall notify the accused student and Student Conduct and Community Standards of the new date, time, and place for the hearing. It shall be the responsibility of the accused student and Student Conduct and Community Standards to notify their respective witnesses accordingly.

## Sec. 503. Challenge to the Hearing Officer

1. An accused student may challenge the ability of the Hearing Officer to render a fair, impartial, and objective decision.
2. The challenge must be made in writing and submitted to the Hearing Officer through Student Conduct and Community Standards at least three (3) days prior to the hearing. The reason or reasons upon which

the challenge is based shall be set forth fully and shall be confined solely to the fairness and objectivity of the Hearing Officer.

3. It shall be up to the Hearing Officer to determine whether they can render a fair and objective decision in the case. In the event the Hearing Officer disqualifies themselves, a substitute will be chosen in accordance with procedures of the institution.

## Sec. 504. Disclosure of Evidence

1. In order that the case be fully developed for the benefit of the Hearing Officer, Student Conduct and Community Standards and the accused student shall be required to disclose to each other the names of the witnesses they expect to be present and actual copies of documents and other evidence relied upon.
2. The parties are encouraged to exchange this information at the earliest practical time but not later than five (5) days prior to the date of the hearing. Upon objection by the opposing party, witnesses or other evidence not so disclosed will be excluded by the Hearing Officer unless it be shown by the party offering same that the existence of the testimony to be given by the witness or the evidence offered was unknown to the offering party five (5) days prior to the date of the hearing and could not have been discovered by the use of reasonable diligence.
3. The provisions of this section shall not prohibit either party from offering at the hearing evidence that is strictly in rebuttal to evidence offered by the other party.

## Sec. 505. Request for Public Hearing

1. The accused student may request that the hearing be open to the public. In the absence of such a request, the hearing will not be open to the public or representatives of the news media.
2. A request that the hearing be open to the public must be made in writing and delivered to Student Conduct and Community Standards no later than the third day preceding the date specified for the hearing.
3. An accused student who requests a public hearing is not entitled to require that such hearing be held in any particular place or that the facility in which the hearing is held accommodate any specific number of persons. The determination of the suitability of the facility in which the hearing is to be held will rest solely within the discretion of Student Conduct and Community Standards.

## Sec. 506. Authority of the Hearing Officer

The Hearing Officer shall have and exercise such power and authority as may be deemed appropriate or necessary to ensure that a fair, orderly, and impartial hearing of the charges is conducted in accordance with the provisions of the *Student Code of Conduct*. At the discretion of the Hearing Officer, one or more commissioned peace officers from the police department of the University shall be available throughout the hearing to enforce the orders and rulings of the Hearing Officer, control admission to the hearing, and perform such other duties as the hearing may require.

## Sec. 507. Order and Decorum

1. If, in the opinion of the Hearing Officer, the demeanor or conduct of any person or persons in attendance at the hearing causes or

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contributes to any disruption, disturbance, or distraction of the hearing, such person or persons shall be required to leave the hearing room.

2. No camera or photographic equipment of any kind, nor any equipment which may be used to record or transmit sound, shall be permitted in the hearing room or in the hallway outside of the hearing room during the progress of the hearing or any recess thereof. This prohibition shall not apply to any equipment used under the direction of the Hearing Officer to make the official recording of the hearing.
3. Persons in attendance at the hearing shall not consume any food or beverage, use electronic devices, nor read any newspaper, magazine, or book during the progress of the hearing.
4. If the accused student has requested a public hearing in accordance with Section 505, a reasonable number of seats will be provided within the hearing room for use by persons who wish to attend the hearing. The number of seats to be provided and the arrangement thereof shall be determined by Student Conduct and Community Standards after giving consideration to the size of the hearing room and necessity for maintaining clear access to all doors to the hearing room. Admission of the public shall be on a first-come basis.
5. No one shall be allowed to stand, sit on the floor, or bring additional seats into the hearing room. Designation of the hearing as a public hearing does not mean that everyone who wishes to attend will be accommodated, and the refusal to admit persons after seating within the hearing room has been filled will not be a denial of a public hearing.

### Sec. 508. Order of Proceedings

1. The hearing shall be called to order and shall proceed in the following manner:
  - a. the Hearing Officer shall read the charges against the accused student, explain the rights of the parties, and entertain questions from either party concerning the procedures to be followed;
  - b. Student Conduct and Community Standards shall proceed to present evidence in support of the charges;
  - c. the accused student shall present evidence in support of their defense to the charges;
  - d. each party may then present rebuttal evidence;
  - e. argument may then be presented by each party; and
  - f. Student Conduct and Community Standards may recommend a sanction to be assessed by the Hearing Officer. The recommendation may be based upon past practice of the University for violations of a similar nature, the past disciplinary record of the student, or other factors deemed relevant by Student Conduct and Community Standards. The accused student shall be entitled to respond to the recommendation of Student Conduct and Community Standards.
2. An accused student who fails to appear in person at their disciplinary hearing shall remain accountable. The hearing will be held without the accused student's presence, and a decision will be rendered by the Hearing Officer.

### Sec. 509. Burden of Proof

1. Student Conduct and Community Standards shall have the burden of proceeding with the evidence and proving the charges by the greater weight of the credible evidence.
2. As the party having the burden of proof, Student Conduct and Community Standards shall have the right to open and conclude both in presenting evidence and in argument.

### Sec. 510. Oath and Removal of Witness

1. Each witness shall swear or affirm that the testimony they will give will be true. The Hearing Officer shall administer the required oath or affirmation to each testifying witness.
2. At the request of either party, all witnesses may be removed from the hearing room so they cannot hear the testimony of any other witness. Neither party nor their advisors shall be placed under the rule. Witnesses removed shall be instructed by the Hearing Officer not to converse with each other or with any other person about the case other than with the parties or their advisor, and that they are not to read any report of or comment upon the testimony given at the hearing while isolated. Violation of such instructions will result in the imposition of such sanction as the Hearing Officer may deem appropriate.

### Sec. 511. Record of the Hearing

The hearing will be recorded. If either party desires to appeal the decision of the Hearing Officer, the record can be made available to the appealing party by submitting a written request. The official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Officer. At the request of the Vice President, the recording of the hearing will be transcribed, and both parties will be furnished a copy of the transcript.

### Sec. 512. Evidence

1. The term "evidence" refers to the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary or objective exhibits offered by the parties.
2. The Hearing Officer shall be the sole judge of the admissibility of evidence, the credibility of the witnesses, and the weight to be given to the evidence or any inference drawn therefrom. The Hearing Officer may ask questions of witnesses, the parties, or their counsel as may be deemed appropriate to ascertain the facts, or to aid the Hearing Officer in deciding upon the admissibility of evidence, the credibility of a witness, or the weight given to evidence admitted.
3. The Hearing Officer is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of the System. Legal rules of evidence do not apply to *Student Code of Conduct* hearings.
4. Either party may object to the admission of evidence upon any ground that they deem appropriate. The Hearing Officer shall rule upon such objections and either admit or exclude the objectionable evidence.
5. Evidence which is irrelevant, immaterial, or unduly repetitious will be excluded by the Hearing Officer upon objection of either party.



6. Documents, letters, writings, pictures, drawings, or objects that a party plans to offer in evidence shall first be given to the Hearing Officer to be marked and identified as the exhibit of that party and listed by the Hearing Officer. After being marked and identified, each exhibit shall be shown to the opposing party. Unless the opposing party disputes the authenticity of the exhibit or has no knowledge with respect thereto, the exhibit may be offered without authentication; however, the exhibit may be objected to on grounds other than authenticity.

### **Sec. 513. Agreements of the Parties**

Any of the provisions of this chapter relating to the time within which an act must be performed or the procedures for conducting the hearing may be altered by written agreement of the parties, duly signed and presented to the Hearing Officer for inclusion in the record of the case.

### **Sec. 514. Decision of the Hearing Officer**

The Hearing Officer shall render and send to Student Conduct and Community Standards and the accused student a written decision that contains findings of fact and a conclusion as to whether the accused student is responsible for the violations as charged. Upon a finding of responsibility, the Hearing Officer shall assess a sanction or sanctions specified in Section 301 and/or Section 303. When an accused student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the assessment of a minimum sanction provided in Section 202 (A) (12) is required.

## **Disciplinary Records**

### **Sec. 601. Disciplinary Record**

1. The University shall maintain a permanent, written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of degree, and/or withdrawal of diploma. A record of scholastic dishonesty shall be maintained for at least five (5) years, unless the record is permanent in conjunction with the above-stated sanctions.
2. Disciplinary records required by law to be maintained for a certain period of time (e.g., Clery (<http://clerycenter.org/jeanne-clery-act>) violations) shall also be maintained for at least the time specified in the applicable law, unless the records are permanent in conjunction with the above-stated sanctions.
3. A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed, and any other pertinent information.
4. This disciplinary record shall be maintained by Student Conduct and Community Standards. It shall be treated as confidential, and shall not be accessible to or used by anyone other than Student Conduct and Community Standards, the Dean of Students or University official with legitimate educational interests, except upon written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena. The record in disciplinary cases where the sanctions are not as described in Subsection (A) of this section may be destroyed by Student Conduct and Community Standards six (6) years after final disposition of the case or may be considered for destruction at the written request of the student.

### **Sec. 602. Notation of Sanction**

Student Conduct and Community Standards shall notify the Dean when one of the following sanctions is assessed in a disciplinary case:

1. Bar against readmission;
2. Drop from enrollment and bar against readmission;
3. Denial of degree or transcript;
4. Suspension from the University; or
5. Expulsion from the University.

## **Appeal**

### **Sec. 701. Right to Appeal**

1. The accused student may appeal a disciplinary sanction assessed by Student Conduct and Community Standards in accordance with Section 702 below.
2. Either the accused student or Student Conduct and Community Standards may appeal the decision of the Hearing Officer.
3. In cases dealing with alleged violations of the University's Policy on Sexual Harassment and Sexual Misconduct, the accused student, student complainant, and/or Student Conduct and Community Standards may appeal the findings of the Dean and/or any sanctions imposed by the Vice President in accordance with Section 807 below.

### **Sec. 702. Appeal of Sanction Assessed by Student Conduct and Community Standards**

1. A written appeal of the sanction assessed by Student Conduct and Community Standards must state the specific reasons for the appeal and any argument to the Vice President with a copy to Student Conduct and Community Standards. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) days after the appealing party has been notified of the sanction assessed by Student Conduct and Community Standards. If the sanction assessed by Student Conduct and Community Standards is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) day period for the appeal. Student Conduct and Community Standards may submit a response to the appeal which must be received by the Office of the Vice President for Student Affairs no later than five (5) days after receipt of the appeal with a copy to the other party.
2. An appeal of the sanction assessed by Student Conduct and Community Standards will be reviewed solely on the basis of the written argument of the student and Student Conduct and Community Standards.
3. The action of the Vice President shall be communicated in writing to the accused student and Student Conduct and Community Standards within thirty (30) days after the appeal and related documents have been received.
4. The decision of the Vice President is the final appellate review.

### **Sec. 703. Appeal of Decision of Hearing Officer**

1. A written appeal of the decision of the Hearing Officer must state the specific reasons for the appeal and any argument to the Vice President with a copy to the non-appealing party. The appeal must be

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stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) days after the appealing party has been notified of the decision of the Hearing Officer. If the notice of the decision of the Hearing Officer is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) day period for the appeal. The non-appealing party may submit a response to the appeal that must be received by the Office of the Vice President for Student Affairs no later than five (5) days after receipt of the appeal with a copy to the other party. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.

2. Student Conduct and Community Standards will submit the record from the hearing to the Vice President as soon as it is available to Student Conduct and Community Standards.
3. The action of the Vice President shall be communicated in writing to the accused student and Student Conduct and Community Standards within thirty (30) days after the appeal and related documents have been received.
4. The Vice President may approve, reject, or modify the decision in question, or may require the original hearing be reopened for the presentation of additional evidence and reconsideration of the decisions. It is provided, however, that upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction may not be reduced below the sanctions prescribed by Section 202 (A) (12) of the *Student Code of Conduct*.
5. The decision of the Vice President is the final appellate review.

## Sec. 704. Effect of Appeal Upon Disciplinary Action

1. An appeal of the decision of the Hearing Officer or of a sanction assessed by Student Conduct and Community Standards shall suspend the imposition of the prescribed disciplinary action pending final disposition of the appeal.
2. If upon final disposition of any case in which the action has been suspended during appeal, the Vice President, whose decision becomes final, finds that the original action can no longer be imposed because of passage of time, may specify a new period of time for which the original action will be imposed, or in any case where imposition of the original action will no longer be effective because of a change in the status of the student involved, the Vice President shall prescribe a substitute disciplinary action deemed appropriate to the conduct involved.

## Sexual Harassment and Sexual Misconduct

### Sec. 801. Investigation

1. Upon receiving information that any student has allegedly violated the University's Policy on Sexual Harassment and Sexual Misconduct in accordance with 9.24 (<http://www.utsa.edu/hop/chapter9/9-24.html>) in the *Handbook of Operating Procedures* (HOP), Equal Opportunity Services (<https://www.utsa.edu/eos>) (EOS) shall investigate the alleged violation and forward the EOS report to the Dean of Students.

2. EOS will provide a letter of finding to both the complainant(s) and respondent(s) providing the final findings of the EOS investigation.
3. If a "no contact" directive is given by EOS, the Dean, and/or the UTSA Police Department, it shall remain in effect until the final disposition of the case.
4. Complainant(s) and respondent(s) may request interim remedies and/or measures that may be provided before the end of the EOS investigation. See HOP 9.24. IX. Procedures, D 8 for interim remedies/measures.

## Sec. 802. Disposition of HOP 9.24 Violation

1. After receiving the EOS report, the complainant(s) and respondent(s) have seven (7) workdays from the date of the EOS report to submit comments regarding the report to the Dean.
2. The Dean will review the EOS report and any written comments submitted by the respondent(s) and/or complainant(s). After review, the Dean will provide a determination of action which includes:
  - a. requesting further investigation by EOS into the complaint;
  - b. dismissing the complaint if it is determined at the completion of the investigation that there is no violation;
  - c. proceeding with disciplinary charges if the findings are inconclusive and the Dean determines a hearing of the charges would be beneficial; or
  - d. proceeding with disciplinary charges if the findings indicate the Policy on Sexual Harassment and Sexual Misconduct was violated.
3. A decision that the policy was violated shall be made upon the record provided by the EOS investigator, any comments submitted by the complainant(s) or respondent(s), and the totality of circumstances surrounding the conduct complained of, including but not limited to the context of that conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature.
4. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. If additional investigation is requested, no decision regarding charges will be made until the investigation is complete.
5. The Dean's final determination of action will be provided to the complainant(s) and respondent(s) within ten (10) days if either the complainant(s) and/or respondent(s) submit comments. If the complainant(s) and/or respondent(s) disagree with the final determination of action, they may request and receive a hearing.

To the extent authorized by the Family Educational Rights and Privacy Act (<http://www.utsa.edu/registrar/FERPA>) (FERPA), the Dean will provide both parties, the complainant(s) and respondent(s), with a final determination of action.

## Sec. 803. Disposition of Charges

The complainant(s) and respondent(s) must choose one of two decision-making approaches: (1) an administrative decision made by Student Conduct and Community Standards; or (2) a formal hearing.

1. Administrative Decision (Waiver)
  - a. When the respondent(s) elect(s) not to dispute the facts upon which the charges are based and agree to the sanctions Student Conduct and Community Standards assesses, the student may execute a written waiver of the hearing procedures, yet retain the

right to appeal the decision of Student Conduct and Community Standards only on the issue of the sanction.

- b. The complainant may agree and elect not to dispute the facts upon which the charges are based, and agree to the sanctions Student Conduct and Community Standards assesses.
2. Formal Hearing
    - a. Complainant(s) may request a hearing:
      - i if they disagree with the respondent(s) choice to complete a written waiver of the hearing procedures;
      - ii if the complainant(s) disagree with the sanctions in the waiver, the hearing will be to determine sanctions only; or
      - iii the complainant(s) always retain(s) the right to request and receive a hearing.
    - b. The respondent(s) may dispute the facts upon which the charges are based and elect the formal hearing as the decision-making approach, or refuse to execute a written waiver of a hearing.
    - c. When a hearing is requested, the charges shall be heard and determined by a fair and impartial Hearing Officer. A Hearing Officer will be chosen in accordance with the procedures of the institution.

### Sec. 804. Burden of Proof

EOS will determine if the student is responsible for violating the University's Policy on Sexual Harassment and Sexual Misconduct, HOP 9.24, and the Dean shall find the student responsible for violating the *Student Code of Conduct* if the greater weight of the credible evidence supports the alleged violation(s).

### Sec. 805. Interim Discipline

1. During the investigation of an alleged violation pursuant to Section 801, EOS may recommend the Dean take interim disciplinary action. The Dean may take interim disciplinary action as is appropriate to the circumstances when such action is in the best interest of the institution, pending a disposition of the allegations against a student. This includes, but is not limited to an immediate suspension and bar from the campus when it reasonably appears from the circumstances the continued presence of the student poses a potential risk that harassment will continue to harm the complaining student, other members of the University community, or any visitor. The Dean may take such actions pending a disposition of the sexual harassment, sexual misconduct, or sexual assault case, and/or exhaustion of appellate rights.
2. When interim disciplinary action has been taken, a disposition of the charges against the student will be held under the procedures specified in Section 803, *et seq.* A decision pursuant to Section 803 following interim disciplinary action will generally be held within ten (10) days after the interim disciplinary action was taken; however, at the discretion of the Dean, the 10-day period may be extended for a period not to exceed an additional ten (10) days.

### Sec. 806. Hearing Procedures

In a hearing of the disciplinary charges, both the complainant(s) and the respondent(s) have the right to be present throughout the hearing. Each may have an advisor(s), and both may submit questions to witnesses.

## Appeal

### Sec. 807. Right to Appeal

1. Both the complainant(s) and respondent(s) may appeal a disciplinary sanction(s) assessed by Student Conduct and Community Standards in accordance with Section 803.
2. The complainant(s), respondent(s), and/or Student Conduct and Community Standards may appeal the decision of the Hearing Officer.

### Sec. 808. Appeal of Sanction Assessed by Student Conduct and Community Standards

1. A written appeal of the sanction assessed by Student Conduct and Community Standards must state the specific reasons for the appeal and any argument to the Vice President with copies provided to the non-appealing parties and to Student Conduct and Community Standards. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) days after both the appealing and non-appealing parties have been notified of the sanction assessed by Student Conduct and Community Standards. If the sanction assessed by Student Conduct and Community Standards is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) day period for the appeal. Student Conduct and Community Standards and the non-appealing party should be notified by the Office of the Vice President for Student Affairs that an appeal has been received. Student Conduct and Community Standards and the non-appealing party may submit a response to the appeal which must be received by the Office of the Vice President for Student Affairs no later than five (5) days after receipt of the appeal with a copy to the other party.
2. An appeal of the sanction assessed by Student Conduct and Community Standards will be reviewed solely on the basis of the written arguments of the appealing party, non-appealing party, and Student Conduct and Community Standards.
3. The action of the Vice President shall be communicated in writing to the appealing party, non-appealing party, and Student Conduct and Community Standards within thirty (30) days after the appeal and related documents have been received.
4. The decision of the Vice President is final.

### Sec. 809. Appeal of Decision of Hearing Officer

1. A written appeal of the decision of the Hearing Officer must state the specific reasons for the appeal and any argument to the Vice President with a copy to the non-appealing parties. The appeal must be stamped as received by the Office of the Vice President for Student Affairs no later than fourteen (14) days after the appealing party has been notified of the decision of the Hearing Officer. If the notice of the decision of the Hearing Officer is sent by regular mail, the date the notice or decision is mailed initiates the fourteen (14) day period for the appeal. The Office of the Vice President for Student Affairs shall notify the non-appealing parties that an appeal has been received and they may submit a response to the appeal that must be received by the Office of the Vice President for Student Affairs no later than five (5) workdays after receipt of the appeal with a copy to the other parties. The appeal of the decision of the Hearing Officer will be reviewed solely on the basis of the record from the hearing.

## *B. Student Code of Conduct*

2. Student Conduct and Community Standards will submit the record from the hearing to the Vice President as soon as it is available to their office.
3. The action of the Vice President shall be communicated in writing to the appealing and non-appealing parties within thirty (30) days after the appeal and related documents have been received.
4. The Vice President may approve, reject, or modify the decision in question, or may require the original hearing be reopened for the presentation of additional evidence and reconsideration of the decisions.
5. The decision of the Vice President is final.

## **Sec. 810. Effect of Appeal Upon Disciplinary Action**

1. An appeal of the decision of the Hearing Officer or of a sanction assessed by Student Conduct and Community Standards shall suspend the imposition of the prescribed disciplinary action pending final disposition of the appeal.
2. If upon final disposition of any case in which the action has been suspended during appeal, the Vice President, whose decision becomes final, finds the original action can no longer be imposed because of passage of time, may specify a new period of time for which the original action will be imposed, or in any case where imposition of the original action will no longer be effective because of a change in the status of the student(s) involved, the Vice President shall prescribe a substitute disciplinary action deemed appropriate to the conduct involved.

## **Sec. 811. Communication of Sanctions**

The complainant(s), respondent(s), and Student Conduct and Community Standards will be notified, in writing, about the outcome of both the complaint and the appeal.



## C. University Policies

### General Statement Regarding Peaceful Public Assembly at UTSA

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the university. Students, faculty, and staff, when not operating in their official capacity, have the right to assemble, to speak, and the corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen.

However, these activities are subject to the well-established right of colleges and universities to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs, administrative processes or other authorized activities of the university. The university shall not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person. Further, no expression or assembly may be conducted in a way that damages or defaces property of the university or of any person who has not authorized the person engaging in expression or assembly to damage or deface his or her property.

University staff, faculty and students may peaceably assemble anywhere on the UTSA campuses that they are otherwise permitted to be without advanced permission, as long as there is no disruption to other university activities. In keeping with the university's mission, any program or event sponsored by an academic or administrative unit of the university shall have priority in the use of space and facilities over any speech, expression, and assembly that is not sponsored by an academic or administrative unit.

No person, including a student or university employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by UTSA if it is obscene, unlawfully defamatory, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action. Further, no person may attempt to coerce, intimidate, or badger any other person into viewing, listening to, or accepting a copy of any communication or persist in demanding the attention of any other person after that other person has attempted to walk away or has clearly refused to attend to the speaker's communication. Persons or organizations who are planning a public assembly with more than 50 participants are strongly encouraged to notify and consult with the executive director of the University Center or his/her designee (herein referred to as the executive director) as soon as practicable after the point at which the planners anticipate or plan for more than 50 participants. Persons or organizations planning smaller assemblies are encouraged to consult the executive director if there is uncertainty about applicable university rules, the appropriateness of the planned location, or possible conflict with other events. The executive director has experience in helping student organizations structure events in ways that both comply with the university's rules and achieve the organization's goals for the event. The executive director can help identify appropriate space and potentially conflicting events, as well as help the planners avoid unintended disruption or other violations.

Other generally applicable or narrowly localized rules, written and unwritten, incidentally limit the time, place, and manner of speech, but are too numerous to compile or cross-reference in this policy. For example, libraries typically have highly restrictive rules concerning noise; fire and

safety codes prohibit the obstruction of exits and limit the constriction of hallways; classroom speech may be confined to the subject matter of the class; and individual professors may have rules of decorum in their classroom. Such rules must be viewpoint neutral and should not restrict speech more than is reasonably necessary to serve their purpose.

*Section 9.37(II), University of Texas at San Antonio, Handbook of Operating Procedures.* For the complete Peaceful Public Assembly Policy, please refer to the *Handbook of Operating Procedures* (<http://utsa.edu/hop/chapter9/9-37.html>).

### Posting Materials on Campus

A student or student organization may publicly post an approved sign on University property. Signs include billboards, decals, notices, placards, posters, and any kind of hand-held signs. Posting is defined as any means used for displaying a sign. A detailed explanation of University posting policy may be obtained from the Student Activities Office at UC 1.210 (Main Campus) or DB 1.302 (Downtown Campus). All materials must be approved for posting by the Student Activities Office (<http://utsa.edu/sa>).

### Solicitation on Campus

Series 80000, Rule 80103 (<http://www.utsystem.edu/bor/rules/#A9>), of the Regents' *Rules and Regulations* states that no solicitation shall be conducted on any property, street, or sidewalk or in any building, structure, or facility of the UTSA Campus, except by the officers or employees of the University, acting in the course and scope of their authority, or by the Student Government (SG), or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

1. does not disturb any academic programs or administrative activities of the University or any program or activity that is authorized by The University of Texas System;
2. does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
3. does not harass or intimidate the person or persons being solicited; and
4. does not violate applicable State, Federal, or local laws or regulations.

Non-University groups, individuals, or associations are not permitted to solicit, distribute, or circulate any petitions, handbills, or other literature in University buildings or on the grounds.

Newspaper vending is permitted only in the areas designated in advance by the President or his delegate. Any requests for other newspapers and/or additional distribution areas should be directed in writing to the Vice President for Business Affairs. Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations). Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will under no circumstances be granted permission to do so.

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs, 210-458-4201.

Additional information on UTSA's solicitation policy may be obtained at <http://utsa.edu/hop/chapter9/9-10.html> or the Student Activities Office located at UC 1.210 (Main Campus) or DB 1.302 (Downtown Campus).

## Nondiscrimination Policy

The Regents adopted the following revised statement against discrimination for The University of Texas System and all institutions: To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the System or any of its institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, disability, citizenship, gender identity or gender expression. Discrimination on the basis of sexual orientation is also prohibited pursuant to this policy. (Regents' *Rules and Regulations*, Series 10000, Rule 10701 (<http://www.utsystem.edu/bor/rules/#A2>), Sec. 1, and *Handbook of Operating Procedures*, Chapter 9.01 and 9.24 (<http://utsa.edu/hop/chapter9/9-1.html>)).

## Prohibition of Discrimination and Sexual Harassment

It is the policy of The University of Texas at San Antonio (UTSA) to maintain an educational and working environment that provides equal employment opportunity and equal access to use of University programs, services, and activities. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Likewise, sexual harassment (including sexual violence) in any form will not be tolerated. Discrimination on the basis of sexual orientation, gender identity and gender expression are also prohibited pursuant to University policy. This policy applies to UTSA administrators, faculty, staff, students, visitors, and applicants for employment or admission. The Director of Equal Opportunity Services serves as UTSA's Equal Employment Opportunity (EEO) Officer and Title IX Coordinator. Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational institutions, including sexual harassment and sexual violence. The Campus Sexual Violence Elimination Act (SaVE) prohibits Intimate Partner Violence pursuant to University policy. The Director of Equal Opportunity Services, the Title IX Coordinator, and the Office of Equal Opportunity Services (EOS) are authorized to investigate complaints. The EOS office is located in the North Paseo Building (NPB), Room 5.130, telephone number 210-458-4120. (Regents' *Rules and Regulations*, Series 10000, Rule 10701 (<http://www.utsystem.edu/bor/rules/#A2>), Sec. 1, and *Handbook of Operating Procedures*, Chapter 9.01 and 9.24 (<http://utsa.edu/hop/chapter9/9-1.html>)).

The University keeps information confidential to the extent permitted by law. If applicable, an individual's desire to maintain anonymity will be honored unless it constrains attempts at establishing facts and eliminating unwanted conduct. In such cases, the University balances the individual's desire for privacy and confidentiality with its commitment to provide an environment free of harassment and discrimination. Relevant information will be provided to those with a need to know in order to achieve resolution of the complaint.

## Definitions

**Discrimination**, including harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression.

**Harassment**, as a form of discrimination, is defined as verbal or physical conduct that is directed at an individual or group because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered harassment under this policy.

**Sexual harassment** is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status; (2) submission to or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile, or offensive environment. Sexual Misconduct which includes Sexual Violence and Intimate Partner Violence is a form of sexual harassment which includes sexual assault, sexual battery, sexual coercion, domestic violence, dating violence and stalking. Sexual violence is a violation of the Texas Penal Code, UTSA policy, and Title IX of the Education Amendments of 1972.

## Examples

Behavior that could be considered sexual harassment includes but is not limited to: (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) acts of sexual violence and intimate partner violence; (3) explicit or implicit propositions or offers to engage in sexual activity; (4) comments of a sexual nature including sexually explicit statements, questions, jokes, or anecdotes; (5) remarks of a sexual nature about a person's clothing or body; (6) remarks about sexual activity, speculation about sexual experience; (7) exposure to sexually oriented graffiti, pictures, posters, or materials; and/or (8) physical interference with or restriction of an individual's movements. Such conduct is expressly prohibited and offenders are subject to disciplinary action.

## Reporting Responsibilities

Any person who believes they have been subjected to discrimination or harassment is urged to immediately report the incident to the EOS. Faculty and staff are required to immediately report to EOS complaints of discrimination, harassment and sexual violence made to them by faculty, staff, students, or visitors.

## Resolution Options

### Informal

A person who believes that he or she has been subjected to discrimination or harassment, including sexual harassment in violation of this policy, may take action through an informal resolution process or

a formal complaint process, or both. However, the informal resolution process cannot be used for complaints of sexual violence. The informal resolution and formal complaint resolution process described in this policy are not mutually exclusive and neither is required as a precondition for choosing the other; however, they cannot both be used at the same time.

The informal resolution process may be used as a prelude or an alternative to filing a formal complaint. Informal resolution may be an appropriate choice where the conduct is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process except as determined by the EOS. Assistance is provided in an attempt to resolve possible discrimination if the individual does not wish to file a formal complaint. Such assistance includes: (1) strategies for the individual to effectively inform the offending party that his or her behavior is offensive and should cease; (2) action by an appropriate University official to stop the offensive conduct; or (3) modification of the situation in which the offensive conduct occurred. However, the University may take more formal action to ensure an environment is free of discrimination. EOS will document informal resolutions and retain such documentation.

## Formal

(This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, "complaint" is synonymous with "grievance.")

UTSA encourages any person who believes that he or she has been subjected to discrimination to immediately report the incident to his or her supervisor, the EOS, Human Resources, or Student Conduct and Community Standards. The complainant will be advised of the procedures for filing a formal complaint of discrimination. Complaints should be filed as soon as possible after the conduct giving rise to the complaint within 30 days after the event occurred. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the complaint may be filed within thirty (30) calendar days after the end of that semester. Complaints involving sexual violence do not have to be reported within the 30 day window, but should be reported as soon as possible.

In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant's name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or information relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint. Complaint forms are located on the Office of Equal Opportunity Services website (<http://utsa.edu/eos>).

Within ten (10) working days of receipt of a complaint, the EOS may either dismiss the complaint or authorize an investigation. A complaint may be dismissed if the facts alleged would not constitute discrimination; the complaint fails to allege facts relevant to discrimination; or the appropriate resolution or remedy has already been achieved or offered and rejected. If a complaint will not be investigated, EOS will notify the complainant to explain the reason for the dismissal and inform the complainant that, within fifteen (15) working days of the notification, he or she may appeal the decision not to proceed with a complaint

investigation to the Chief Legal Officer, explaining why the decision was in error. A response will be sent in twenty (20) working days from receipt of the appeal. The Chief Legal Officer's decision is final.

As part of the investigation process, the accused individual will receive a copy of the complaint and allowed a reasonable time to respond in writing. The complainant and accused individual may present documents or information believed to be relevant to the complaint. Any persons who may have relevant information will be interviewed and such interviews will be appropriately documented. The investigation will be conducted as soon as possible and, upon completion of the investigation, a written report will be issued. The report shall include: a recommendation of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, any relevant evidence, and recommended disciplinary action if a violation of the policy occurred. The report will be sent to the appropriate vice president who has authority over the respondent, and a copy will be provided to the complainant and the respondent. Title IX complaints for student on student sexual harassment will be provided to the Dean of Students for disposition.

The complainant and respondent have seven (7) working days from the date of the report to submit comments regarding the report to the appropriate vice president. Complaints against a student may be protected by the Family Education Rights and Privacy Act (FERPA) restrictions and copies of the written complaint may not be provided. Within ten (10) working days of receiving any comments submitted by the complainant or respondent, the appropriate vice president who has authority over the respondent may: (1) notify both the complainant and respondent that a review is in progress; (2) request further investigation into the complaint; (3) dismiss the complaint if the results of the completed investigation are inconclusive or there is insufficient reasonable credible evidence to support the allegation(s); or (4) find that the policy was violated.

A decision that the policy was violated shall be made into the record provided by the investigator and any comments submitted by the complainant or respondent. If the appropriate vice president who has authority over the respondent determines a violation of policy, he or she will take appropriate disciplinary action based upon the severity of the conduct or delegate such authority and action to the subordinate supervisor, if appropriate. Disciplinary actions can include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension, and dismissal.

## Nondiscrimination Policy

The complainant and the respondent shall be informed in writing of the administrative official's decision and be provided a copy of the final statement of findings. If a student is recommended for disciplinary action, the EEO Officer will notify the Office of Student Conduct and Community Standards. Implementation of disciplinary action against faculty, employees, and students will be handled in accordance with the University's policy and procedures for discipline and dismissal of faculty, employees, and students.

During the complaint process, a complainant or respondent may be accompanied by a person of his or her choice; however, this individual may not actively participate in a meeting or interview. An administrator, faculty member, student, or employee who retaliates in any way against an individual who has brought a complaint pursuant to this policy or an individual who has participated in an investigation of such a complaint is subject to disciplinary action, including dismissal. Individuals shall not be penalized, disciplined, or prejudiced who in good faith report a violation

or policy, procedure or law. The Office of Equal Opportunity Services will document complaints and retain such documentation.

## Policy on AIDS, HIV Infection, and HBV

The University of Texas at San Antonio recognizes Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as serious public health issues and is committed to encouraging an informed and educated response to concerns and questions regarding these infections. Please refer to the [Handbook of Operating Procedures](http://utsa.edu/hop/chapter9/9-22.html), Chapter 9, 9.22 (<http://utsa.edu/hop/chapter9/9-22.html>), for the most current policy.

Educational materials and questions regarding HIV and Hepatitis B virus can be addressed at Student Health Services. Contact Student Health Services (<http://utsa.edu/health>) at 210-458-4142 or by visiting their office at RWC 1.500 (Main Campus).

## Prohibition of Hazing

Under state law (§ 37.151 through 37.157 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#F>) and 51.936 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51936>), Texas Education Code) individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to law, a person can commit a hazing offense not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the Office of Student Life (<http://utsa.edu/studentlife>) firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Office of Student Life and immunizes that person from participation in any judicial proceeding resulting from that report.

The penalty for failure to report hazing activities is a fine not to exceed \$2,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury that results; they range from individual fines of \$2,000 and/or up to 180 days in jail to individual fines of up to \$10,000 and/or a state jail term of not less than 180 days or more than two years. Organizational penalties include fines of not less than \$5,000 or more than \$10,000. If the organizational hazing activity resulted in personal injury, property damage, or other loss, the penalty is a fine of not less than \$5,000 or more than double the amount lost or expenses incurred because of the injury, damage, or loss.

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity;

2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this section;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Activities that under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of subsection 202(A)(10) of the Student Code of Conduct (p. 109), include, but are not limited to:

- calisthenics, such as sit-ups, push-ups, or any other form of physical exercise;
- total or partial nudity at any time;
- the eating or ingestion of any unwanted substances;
- the wearing or carrying of any obscene or physically burdensome article;
- paddle swats, including the trading of swats;
- pushing, shoving, tackling, or any other physical contact;
- throwing oil, syrup, flour, or any harmful substance on a person;
- rat court, kangaroo court, or other individual interrogation;
- forced consumption of alcoholic beverages either by threats or peer pressure;
- lineups intended to demean or intimidate;
- transportation and abandonment (road trips, kidnaps, walks, rides, drops);
- confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small);
- any type of personal servitude that is demeaning or of personal benefit to the individual members;
- wearing of embarrassing or uncomfortable clothing;
- assigning pranks such as stealing, painting objects, or harassing other organizations;
- intentionally messing up the house or a room for clean-up;
- demeaning names;



- yelling and screaming; and
- requiring boxing matches or fights for entertainment.

(Adapted from the ARCH Chapter and Undergraduate Councils of Delta Tau Delta Fraternity.)

## **Nonsmoking Policy**

UTSA is a tobacco- and smoke-free campus. Smoking and the use of tobacco products are prohibited in and on all University-owned and leased property to include buildings, grounds, resident and housing areas, parking lots and structures, green space, sidewalks, walkways, and personal vehicles on the property. Tobacco products are defined as all forms of tobacco products including but not limited to cigarettes (of any kind, including herbal/spice cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco. Details regarding the policy can be found in Section 9.36 (<http://utsa.edu/hop/chapter9/9-36.html>) of the Handbook of Operating Procedures. Compliance with the policy is the responsibility of all members of the University community, including contractors, vendors, and visitors. Violations will be dealt with on a case-by-case basis in accordance with established disciplinary policies of the University.

# D. Crime Awareness and Campus Security Report

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In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Annual Security and Fire Safety report is prepared and published by October 1st of every year by the UTSA Police Department. The contents of this report are in cooperation with the Office of Student Affairs, University Housing, Student Conduct and Community Standards, Counseling Services, Fire and Life Safety Division, Title IX, and other university departments. Each entity provides updated information on their educational efforts and programs to comply with the Act.

The Annual Security and Fire Report has statistical information for three years of offenses occurring at all 3 UTSA campuses. Crime stats are provided by the UTSA Police Department and other police agencies. The report contains certain security policy statements, fire safety policies and procedures and reporting requirements, sexual assault policies which assure basic victims' rights, the law enforcement authority of UTSA police, and where students should go to report crimes. The annual report contains UTSA's policy regarding sex-related offenses, including sexual assault prevention programs, educational programs to promote awareness of sex offenders, administrative disciplinary procedures and sanctions for offenders as well as counseling and other student services for victims. Included in the report is a statement advising the campus community where to locate information concerning registered sex offender information as provided by a state under 42 U.S.C. § 14071(j).

The annual report also includes information regarding timely warning and emergency notification information. The report contains the university's policies and procedures regarding immediate emergency response, including procedures regarding how the campus community will be notified of a significant emergency involving an immediate threat and campus evacuation.

The annual report includes information about the missing student notification policy for students who reside in on-campus housing and about how to obtain information regarding registering a confidential contact.

The annual report discloses statistics for reported Clery Act crimes that occurred in the following areas: on campus, on public property within or immediately adjacent to campus, and in or on noncampus buildings or property that UTSA owns or controls.

The report is available to all current and prospective students and employees through the UTSA Police Department website (<http://www.utsa.edu/utsapd>) and in various UTSA publications. Hard copies of the Annual Security and Fire Safety Report are also available at the University Police Department Main and Downtown Campuses and the Institute of Texan Cultures (ITC) Security Station. The Clery Compliance Coordinator, Rebecca Gomez, can be reached at 210-458-4417.

A copy of the statistics include in the annual report is also provided to the U.S. Department of Education.

## Reporting Crimes or Emergencies

### Police-Fire-EMS

Dial:

**911** (Any on-campus phone)

**210-458-4911** (Cell phone or off-campus phone)

**210-458-4242** UTSA Police Non-Emergency

The UTSA Police Department is responsible for law enforcement, security, and emergency response at the UTSA Main Campus, Downtown Campus, Hemisfair Park (ITC), Park West and University Heights Tech Center. The primary office of the UTSA Police Department is located on the Main Campus in the Bosque Street Building, 1.400. A satellite police office at the Downtown Campus is located at the Buena Vista Building 1.303. The UTSA Police Department is operational 24 hours a day, 365 days a year, and is staffed by commissioned Texas peace officers and supported by civilian personnel and non-commissioned public safety officers. A number of well-marked outdoor emergency telephones are located throughout the campuses in parking lots, parking garages, and elevators to report crimes, emergencies or to request police services. Walk-in reports will be taken at either the Main Campus or Downtown Campus offices; however, for faster service, please call the numbers listed. UTSAPD's Silent Witness Program is a way for people who have witnessed a crime or suspicious activity at any UTSA campus and want to report it, but want to remain anonymous and are not sure who to contact at the police department. NOTE: The Silent Witness Program is NOT intended to report crimes in progress. The program can be accessed at: <http://utsa.edu/utsapd/forms/witness.cfm>.

## Encouragement of Prompt Reporting of Crimes

Please promptly report all criminal incidents and medical emergencies to the UTSA Police Department using the telephone numbers listed in this report. Upon receipt of the call, university police officers are dispatched immediately to the site of the incident and have the authority to make arrests, if necessary. The UTSA Police Department provides notification to the university community on a timely basis about crimes and crime related issues.

## Annual Security & Fire Safety Report

By October 1st of each year, the Annual Campus Security & Fire Safety Report is distributed to all enrolled students and current employees. Distribution can be made by mail, campus mail, electronic mail or text messaging. The Annual Security & Fire Safety Report is posted on the UTSA Police Department website at: <http://www.utsa.edu/utsapd/>.

The Annual Campus Security & Fire Safety Report is available to prospective students or employees at the same website listed above. The UTSAPD Clery Compliance Division is responsible for gathering the crime statistics from the department's database, from area law enforcement agencies, and from other campus offices that receive reports about crimes. The UTSAPD Clery Compliance Division is responsible for the publication and dissemination of the Annual Security Report.

## Timely Warnings

When a reported offense occurs, and is a Clery Act crime, the Chief of Police or designee conducts a timely review of the circumstances

surrounding the offense as soon as pertinent information is available. This is performed to determine if the offense constitutes a continuing threat to students, faculty, and staff. If the offense presents a continuing threat to the students, faculty, and staff, then the Chief or designee orders the distribution of a timely warning. The timely warning is composed by the Director of Emergency Management or designee and posted on the department's website (<http://utsa.edu/utsapd>) and the Campus Alerts website (<http://alerts.utsa.edu/>). Victim's names are withheld as confidential. Timely warnings include as much specific information as available about the crimes and information that will help students, faculty and staff to protect themselves from similar crimes. The timely warning may be distributed to students, faculty, and staff through social media outlets, mass email distribution, printed flyers on public, or office bulletin boards, text messaging, and the UTSA Emergency Notification System (ENS). UTSAPD may withhold the information required above if there is clear and convincing evidence that the release of the information would jeopardize the safety of an individual or an ongoing criminal investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. UTSAPD will disclose any information withheld for these reasons once safety or the criminal investigation is no longer jeopardized. If the decision is made to disseminate a timely warning, coordination with other university departments is considered. However, the Chief of Police shall not be bound to consult with other departments if doing so would cause a delay that could put members of the community at risk.. The key factor is the safety of the community, and UTSA's procedures ensure that emergency notifications will be issued immediately without delay.

## Campus Security Authorities

UTSA acknowledges that some individuals may be hesitant about reporting crimes to the police, but may be more inclined to report crimes to other university officials designated by the Clery Act as Campus Security Authorities. Campus Security Authorities includes any individual who has significant responsibilities for student and campus activities. Some of the offices where a report to can be made to a CSA include, but are not limited to, the Vice President for Student Affairs (210-458-4136), Dean of Students (210-458-4720), Associate Vice President for Student Health Services (210-458-4142), Director of Housing and Residence Life (210-458-6200), Director of Campus Living Villages (210-877-4000), Student Conduct and Community Standards (210-458-4720), the Athletic Director (210-458-4161), the Associate Vice President for Human Resources (210-458-4250), and the Title IX Coordinator at (210-458-4120). Crimes can be reported by phone, walk-in meeting, or by appointment.

Campus Security Authorities also include faculty and administrators who have significant responsibilities for student and campus activities including advising, mentoring, coaching, housing, discipline and campus judicial proceedings. Please contact the UTSA police department for a complete list of all Campus Security Authorities. Information is disclosed for the purpose of collecting data to be included in the annual crime statistics or for creating timely warnings. A complainant (victim) may request to make a confidential statement to a Campus Security Authority concerning crimes. The statements made to Campus Security Authorities are confidential unless they pose a continued threat to the safety of the university community.

When no threat is posed, the only information disclosed is for the purpose of collecting data to be included in the annual crime statistics. If a complainant insists that their name or other identifiable information not be disclosed, the complainant will be informed that the ability of UTSA to respond may be limited. A complainant may also make a confidential

statement to The Director of Student Counseling (210-458-4140) or the Director of Student Health Services (210-458-4142). These officials are exempt from disclosing information to the UTSA Police Department (except by law in cases where there is an immediate threat to the safety of an individual, other persons, children, or the elderly) because of their function within the scope of their professional license or certification as a counselor. These officials also encourage complainants they treat or counsel to report crimes on a voluntary, confidential basis for inclusion in annual crime statistics. For a complete listing of all Campus Security Authorities, please contact the UTSAPD Clery Compliance Coordinator at 210-458-4417.

## Crimes Occurring Off Campus

Crimes occurring off-campus should be reported to the San Antonio Police Department at 210-207-7273 or the Bexar County Sheriff's Office at 210-335-6000.

## Security of and Access to Campus Facilities

The University Police Security Services Office is responsible for keys, UTSA Card access, and all associated records. Keys and UTSA Card access to UTSA buildings, offices, and other facilities are strictly controlled to ensure that only authorized UTSA affiliates have keys or UTSA Card access to facilities. Keys and UTSA Card access to UTSA buildings, offices, and other facilities are issued upon authorization by the appropriate administrative official, per chapter 8.04 of the UTSA Handbook of Operating Procedures. A computer based electronic monitoring system located at the UTSA Police Department monitors a network of intrusion alarms, panic alarms, and access controlled doors. More information on access to campus facilities can be found in chapter 8.04 of the UTSA Handbook of Operating Procedures.

## Access To Academic Buildings

Academic campus buildings and support facilities are accessible by members of the campus community, guests and visitors during normal business hours. Academic buildings are card access equipped for access to buildings that are locked after normal business hours. Access to classrooms and office buildings for special events after normal business hours, weekends and holidays is coordinated with the various campus departments overseeing that particular area or event. Many buildings, offices, labs, computer rooms and other areas of campus are equipped with card key access and door alarms that are monitored by the UTSA Police Department Communications Center.

## Access To Apartments and Residence Halls

**Chisholm Hall:** Chisholm Hall is operated by Campus Living Villages, a third party provider. The exterior doors remain locked 24 hours a day. Unlimited access is available to residents via an electronic access control system. Each unit has a front door equipped with a mechanical lock. Guests and visitors to the student residence halls may gain admission at a centralized check-in desk and must be escorted when in the residence hall.

**University Oaks Apartments:** The University Oaks Apartments are also operated by Campus Living Villages. Access to the University Oaks Apartment complex is through access gates for vehicles to the parking lot as well as access gates for pedestrians to the grounds. Each apartment has a front door equipped with a mechanical lock.

**Chaparral Village:** Chaparral Village is operated by UTSA Housing and Residence Life. Access to the Chaparral Village complex is through various pedestrian gates or the City Center. Each unit has a front door equipped with an electronic lock. Each bedroom door within each unit is equipped with an electronic lock.

**Laurel Village:** Laurel Village is operated by UTSA Housing and Residence Life. Access to the Laurel Village complex is through various pedestrian gates or the City Center. Each unit has a front door equipped with an electronic lock and pin code. Each bedroom door within each unit is equipped with an electronic lock.

**Alvarez Hall:** Alvarez Hall is operated by UTSA Housing and Residence Life. The main entrance doors to the lobby are accessed through an electronic access control system. Access to Alvarez Hall is through pedestrian gates or the main entrance doors to the lobby. Each unit has a front door equipped with an electronic lock and PIN code. Each bedroom door is equipped with an electronic lock and PIN code.

All residents should immediately report lost access cards and keys, malfunctioning locks, and gates to their respective Director for on-campus Housing.

## Maintenance of Emergency Phones and Security Equipment

UTSA Police Department staff regularly test the emergency telephones and security equipment including alarms, security cameras and card access hardware. Security Services staff submit repair orders for emergency phones, lights and security equipment when needed. Officers report hazards discovered during routine patrols. The Community Affairs Unit of the Police Department periodically conducts lighting surveys of the campus grounds and recommends additional lighting to eliminate areas of darkness. The Facilities Services staff conduct a monthly lighting survey of campus parking lot lights and building exterior lights to schedule lamp replacements or repairs. The Community Affairs Unit recommends the trimming of shrubbery, trees and other vegetation to prevent the obstruction of ample lighting on pedestrian walkways. Lighting upgrade recommendations are routinely evaluated by Facilities Services and the Community Affairs Unit. Improvements typically include the placement of additional or upgraded lighting in buildings, parking lots, in areas with heavy landscaping and along pedestrian walkways. Periodic security assessments are conducted when repeated crimes occur within a short time frame or when a crime trend at a particular location identifies the need for security improvements.

A total of 133 outdoor emergency telephones are located on the Main Campus and eight are located at the Downtown Campus. Campus elevators and parking garages are equipped with emergency telephones. All emergency telephones connect directly to the UTSA Police Dispatcher. There are security video cameras installed at designated campus locations based on security needs. These locations include the pedestrian areas of Chaparral Village, Laurel Village, Alvarez Hall, and restricted work areas, research laboratories, building interiors, designated parking lots, and parking garages. Security camera monitors are located in the Police Communications Center. We encourage students, faculty and staff to report safety concerns, exterior lighting, and emergency telephone malfunctions to the UTSA Police Department at 210-458-4242.

## Campus Law Enforcement Policy

The UTSA Police Department is located in the Bosque Street Building, BOS suite 1.400. UTSA PD is responsible for law enforcement, police services, and safety and security at all UTSA campuses. The department

has an authorized strength of 52 commissioned police officers with full arrest authority and 37 public safety officers.

## Commissioned Peace Officers

University police officers receive their police authority via Article 2.12 of the Texas Code of Criminal Procedure and Article 51.203 of the Texas Education Code. UTSA police officers must meet specific employment qualifications and training requirements in order to be licensed peace officers by the Texas Commission on Law Enforcement (TCOLE). UTSA police officers receive their commission as peace officers upon graduation from The University of Texas System Basic Peace Officer Academy or other regional police academy. All officers have been trained in first aid and CPR and are authorized to enforce state, local and federal laws on the university campuses. UTSA police officers carry firearms and conduct foot, bicycle, and vehicular patrols on all UTSA properties including the on-campus housing facilities 24 hours a day. The principal jurisdiction of peace officers commissioned by The University of Texas System includes all counties in which property is owned, leased, rented, or otherwise under the control of The University of Texas System. The University of Texas at San Antonio peace officers are authorized by law to function as peace officers outside their primary jurisdiction to assist another law enforcement agency in Texas or to otherwise perform duties as a peace officer on official university business. For UTSA, normal police operations are conducted within the boundaries of property owned, leased, or otherwise under the control of UTSA. These properties include Main Campus, Downtown Campus, HemisFair Park (ITC), University Heights Tech Center, Park West, and the contiguous areas around each UTSA campus.

## University Public Safety Officers and Dispatchers

Public Safety Officers (PSOs) of the UTSA Police Department are civilian employees who have the same level of arrest authority as a citizen as authorized by the Texas Code of Criminal Procedure. PSOs serve as support staff for the police department by providing a visible uniform presence in buildings and on university property to deter crime. PSOs report criminal incidents to police officers who are designated first responders. The police communications center is staffed by 11 state certified police telecommunications operators who are also certified 911 operators.

## Working Relationships with State and Local Police

The UTSA Police Department maintains close working relationships with the San Antonio Police Department, Bexar County Sheriff's Office, as well as federal, state, and other law enforcement agencies.

The UTSA PD routinely shares investigative information with these agencies and also works closely with the San Antonio Fire Department and EMS. UTSA PD has a mutual aid law enforcement agreement with the San Antonio Police Department to provide law enforcement services, to investigate crimes, and to protect life and property within the geographical areas common to the City of San Antonio and UTSA. The San Antonio Police Department and other local law enforcement agencies notify the UTSA Police when crimes occur within their jurisdictions that impact UTSA. A number of recognized student meeting and living facilities off campus. These facilities are not owned or controlled by UTSA. UTSA is routinely informed by other local law enforcement agencies of any criminal activities involving UTSA student



organizations. The information in these reports is subsequently shared with the Office of Student Affairs.

## Emergency Management, Response and Evacuation Procedures

The UTSA Office of Emergency Management (OEM) is committed to openly engaging the university community to prepare for, respond to, and recover from local emergencies through an all-hazards approach. OEM's highest priority is to help provide a safe and secure environment for the UTSA community of students, faculty, staff, and visitors. The Office of Emergency Management works cooperatively with all members of the UTSA community, The University of Texas System, City of San Antonio, and the State of Texas to achieve this objective. The mission is accomplished by coordinating and sharing essential elements of information with students and staff, as well as providing business continuity guidance within the four phases of emergency management: mitigation, preparedness, response, and recovery. The Office of Emergency Management will identify critical and key resources to allow UTSA faculty, staff, and students the opportunity to recover from emergencies and disasters affecting the UTSA campuses. Each member of the UTSA community is encouraged to be responsible for their own preparedness, including the safety of others.

### UTSA Emergency Response Team

The UTSA Emergency Response Team (ERT) is activated as needed to manage UTSA's response to an emergency incident. It is comprised of members from Student Affairs, Academic Affairs, Information Technology, Facilities Services, Human Resources, Police Department, and other supporting departments. During an actual emergency, the ERT evaluates information from various sources and provides feedback and support to the emergency Incident Commander. Every ERT member receives specialized training to prepare them for the challenges presented by a critical incident. The ERT's support role during an emergency incident is carried out in UTSA's state of the art Emergency Operations Center (EOC). The EOC is equipped with a number of media sources including news feeds, video feeds from campus security cameras, and multiple communications phone and data lines. The UTSA Director of Emergency Management is responsible for overall management of EOC operations. More information can be found at <http://alerts.utsa.edu/>.

### Emergency Response and Evacuations

The UTSA Police Department is the primary first responder to any emergency situation on all campuses. Campus and community emergency responders such as UTSA's Environmental Health, Safety and Risk Management team and the San Antonio Fire Department may also respond to the emergency scene depending on the scope of the emergency.

Preparedness is everyone's responsibility. The UTSA OEM has developed a Community Emergency Response Guide that has been placed throughout all UTSA campuses in classrooms, hallways, meeting spaces, and areas where large crowds gather indoors. The guide provides information regarding protective actions to be taken during emergencies, such as an active shooter incident, suspicious package discovery, tornadoes and severe weather, hazardous materials, medical emergencies, and also provides emergency contact phone numbers. All university facilities have evacuation maps next to the elevators in each building at all campuses. The UTSA OEM coordinates the Floor Captain Safety Liaison program, which trains faculty and staff on evacuation procedures, shelter-in-place procedures, utilizing evac-chairs (mobility

impaired evacuation chairs), fire safety, incident command system, crime prevention, and active shooter response. Floor Captain Safety Liaisons provide assistance during building evacuations.

### Confirmation of an Emergency or Dangerous Situation

In order to confirm a significant emergency or dangerous situation is occurring on campus, UTSA police officers are dispatched to the location where the incident has been reported. If responding officers confirm that a significant emergency or dangerous situation is occurring, the police field supervisor will ensure that appropriate UTSA officials are notified by the UTSA police dispatch center. Patrol field supervisors have the capability to activate notifications to the UTSA campus community that are affected by the emergency or dangerous situation in consultation with the UTSA Director of Emergency Management and the Chief of Police. Department and UTSA administrators will be promptly notified of major incidents by the Chief of Police.

### Emergency Notifications and Warning Systems

Upon the confirmation of a significant emergency or dangerous situation involving an immediate life safety threat to students, faculty, or staff occurring on any UTSA campus, the UTSA Director of Emergency Management or designee will, without delay, notify the campus community. The content of the notification is determined by the Director of Emergency Management, in consultation with the Chief of Police, and take into account the safety of the UTSA community. The UTSA Director of Emergency Management or designee will activate appropriate mass notification systems, unless in the professional judgment of UTSA emergency response officials, the notifications will compromise efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency. The notification will contain information and instructions to students, faculty, or staff that will enable them to take reasonable protective or safety measures to escape from, shelter within or avoid the emergency location. Initial notifications are made upon confirmation that an emergency incident has occurred. Additional follow-up notifications are made as new information about the emergency is obtained that will provide additional protective instructions or a status update.

UTSA provides various methods to notify students, faculty, and staff of a developing situation or emergency. The UTSA OEM coordinates the UTSA Emergency Notification System) and the Giant Voice outdoor/indoor mass notification system. These robust technologies allow UTSA students, faculty, and staff to receive life safety and security messages at any of the UTSA campuses or via their mobile/landline devices. Providing multiple alerting methodologies ensures UTSA is prepared for all types of emergency situations.

All UTSA mass notification systems are designed to utilize pre-scripted messages, as well as customized emergency communication with students, faculty, and staff. Police dispatchers, Emergency Management staff, and police commanders are trained to activate the mass notifications systems, including how to develop messages and alerts. All trained staff regularly test the system as a means of ongoing training, troubleshooting, and developing regular familiarity with the system. Messages and alerts, either initiated by dispatch or PD/ Emergency Management leadership, have the ability to quickly alert the UTSA community via text, landline phone, cell phone, email, or through the outdoor/indoor mass notification system. Persons authorized for

making notification decisions include the Chief of Police or his designee, Director of Emergency Management, and on-duty police supervisors.

Families and external agencies also have access to emergency information through the UTSA Campus Alerts website. The Campus Alerts webpage is routinely updated during an emergency, and provides an outlet for internal and external stakeholders to quickly review updates during a rapidly developing situation or emergency. This webpage also serves as a clearinghouse of campus emergency preparedness information, as well as road closures, class cancellations, general alerts, and other areas of interest to the UTSA community. For more information, visit the Campus Alerts webpage at <http://alerts.utsa.edu/>.

The UTSA Police Department also posts information on Facebook and Twitter sites to reach external partners.

Facebook - [www.facebook.com/UTSAPoliceDepartment](http://www.facebook.com/UTSAPoliceDepartment) (<https://www.facebook.com/UTSAPoliceDepartment>)  
Twitter - [twitter.com/#!/UTSA\\_Police](https://twitter.com/#!/UTSA_Police) ([https://twitter.com/UTSA\\_Police](https://twitter.com/UTSA_Police))

## Notification Systems Used at UTSA

**UTSA Alerts System:** In the event of a campus-wide incident threatening life safety, the university can utilize the UTSA Alerts System which is an enhanced emergency telephone, text and email notification system for students, faculty, and staff. When activated, the system will send emergency information and protective actions to registered recipients.

**Giant Voice Mass Notification System:** UTSA also has an indoor and outdoor mass notification system at the Main Campus. The system features eight outdoor siren towers that optimally can be heard within 1,600 feet of each tower. In an emergency, the high-power sirens will broadcast alerts via a live or recorded voice message tailored to the emergency situation. The system has the capability to alert the entire Main Campus or smaller areas, depending upon the scope of the emergency. Most buildings feature an indoor emergency notification system, which utilizes the fire alarm system speakers to broadcast emergency messages.

**Alertus Desktop Notification & e-Panic Buttons:** UTSA employs an emergency desktop notification system called Alertus. During a campus emergency, the OEM has the capability to send a desktop notification with life safety information via a scrolling ticker, pop-up window, or a full-screen override. Additionally, newly installed ePanic buttons on university desktop computers allow students, faculty, and staff to send a silent alert to PD dispatch if they should find themselves in distress.

**UTSA Mobile App:** The University maintains a mobile app for smartphones, whereby an "emergency info" section is included to provide mobile access to emergency resources. From the app, users can click on the emergency info section and have access to direct dial options for emergency and non-emergency purposes, link directly to the Campus Alerts website, call the emergency hotline at (210) 458-SNOW (7669), and have access to the emergency response guide. The UTSA app is available for download through app stores for Apple, Android, and Google Play.

**Campus Alerts:** UTSA developed the Campus Alerts website to keep students, faculty, staff, and the general public informed on the status of university operations on a daily basis. Managed by the UTSA Office of Emergency Management and the UTSA Office of Communications, the site is a single source for information on the status of on-going emergencies, a clearinghouse for preparedness tips/information, university resources, UTSA closures prompted by severe weather, health,

and other emergencies. The website is accessible from a link at the footer of all UTSA Web pages. The goal of the one-stop site is to help reduce confusion by eliminating duplicate messages on multiple UTSA websites. Campus Alerts can be found at <http://alerts.utsa.edu/>.

**National Weather Service Accreditation:** UTSA is accredited as a Storm Ready University. Storm Ready is a National Weather Service program created to ensure American communities have advance warning systems and methodologies to alert their residents of hazardous weather.

**(210) 458-7669 (SNOW):** UTSA has an emergency recorded message phone line. UTSA faculty, staff, and students can call 210-458-SNOW (or extension 7669 from a UTSA line) at any time for information about the university regarding the status of classes and employee work schedules.

**Social Media (Facebook, Twitter):** The use of social media sites provides a valuable means of interacting with the community. UTSA utilizes social media websites to enhance communication and can disseminate information related to campus emergencies, crime alerts, or issues concerning public safety.

Facebook - [www.facebook.com/UTSAPoliceDepartment](https://www.facebook.com/UTSAPoliceDepartment) (<https://www.facebook.com/UTSAPoliceDepartment>); Twitter - [twitter.com/#!/UTSA\\_Police](https://twitter.com/#!/UTSA_Police) ([https://twitter.com/UTSA\\_Police](https://twitter.com/UTSA_Police)).

**Digital Signage – UTSA TV:** The Office of Information Technology manages a number of televisions across the university campuses that regularly post information and bulletins. Emergency notifications can be displayed on these televisions when needed.

## Annual Exercises and Drills

UTSAPD, the OEM, and campus leadership regularly participate in planned exercises, drills, and coordination activities to test emergency plans and capabilities. These preparedness and mitigation exercises provide the campus emergency response team and university departments the opportunity to learn their roles, responsibilities, and procedures before an actual emergency. All exercises with the emergency response team are designed following federal and state guidelines to ensure consistency with the National Incident Management System and Incident Command System. Emergency exercises are followed through with after action reports, meetings, and evaluations to identify lessons learned and explore new or improved means of coordination before, during, and after an emergency at any UTSA campus.

Selected exercises, drills, evacuations, and activities are announced and published on the UTSA Campus Alerts webpage, as well as via email to students, staff, and faculty. Communication to the community is important before testing emergency systems or exercises so as to not alarm building occupants and ensure external partners are aware of the activities. All exercise and drill reports are maintained internally with UTSAPD and within the OEM. When warranted, external agencies participate in these exercise drills including the San Antonio Fire Department, San Antonio Police Department, and other county, state, and federal emergency management agencies. Selected exercises, drills, evacuations and activities may be unannounced to test response actions by emergency first responders and building or area occupants.

## Security Awareness Programs

The University of Texas at San Antonio encourages all students and employees to be responsible for their own security and the security of

others. UTSA has a number of campus-wide educational programs such as orientation for new students, faculty, and staff to include:

**Roadrunner Days:** A series of required events for all freshmen and transfer students that traditionally takes place on the two days prior to the first day of classes and held once a year that includes elements of safety and security from UTSAPD and the Office of Environmental Health, Safety, and Risk Management.

**Rowdy Wing Fling:** Held once a year in the fall semester to educate students on the issues of underage drinking

**Safety Escort Program:** Safety escorts are provided at all campuses at any time from one campus destination to another. By calling 210-458-4242, a uniformed police officer or Public Safety Officer will respond to provide this free service.

**Self Defense Program:** The UTSA Police Department has a one hour self-defense class where physical, non-physical, and avoidance techniques are covered as well as resources to continue self-defense education. This program is typically presented 8 times each year.

**Whistle Defense Program:** The UTSA Police Department offers free key chain safety whistles for UTSA students, faculty, and staff as a personal defense system for university community. The Whistle Defense Program is a campus safety program based on the use of whistles to alert patrol officers, students, faculty, and staff that a crime or emergency has occurred or is about to occur.

**Health Services Information Fairs:** Held twice a year to give faculty, staff, and students information on various health issues to include HIV awareness, drug and alcohol dependency issues, and sexual assault awareness.

**International Student Orientation:** Usually held three times a year for international students to gain knowledge of UTSA student support services and academic life and reduce anxiety about the transition to U.S. college life.

**Printed Crime Prevention Literature:** Crime prevention literature related to personal safety, identity theft, auto theft prevention, and residential security is available at designated locations throughout the campus. Specialized crime prevention literature is available upon request. The UTSAPD website also has crime prevention brochures in PDF format.

**Operation Identification:** Operation Identification is an ongoing program, which involves the engraving of a state driver's license number on valuable items of personal property such as laptops and bicycles. Engravers are available at the UTSA Police Department.

**Annual Compliance Training and Human Resources:** Compliance training conducted annually for all faculty and staff with topics that include sexual harassment, public safety, and discrimination issues. These programs are offered at scheduled times during the calendar year and all university community members are encouraged to attend. The programs are designed to inform students, faculty, and staff about campus safety and security procedures.

## Crime Prevention Programs

### General Information

The UTSA Police Department has a comprehensive crime prevention program that assists community members to reduce their risk of becoming a victim of crime. The Community Affairs Unit has certified

crime prevention officers on staff that have received specialized training in crime prevention and physical security. Programming and presentations offered include self-defense, alcohol awareness, and sexual assault, domestic violence, dating violence, and stalking prevention. Other duties include conducting residence and office security surveys, and threat assessments.

**Safety Escort Program:** Safety escorts are provided at all campuses at any time from one campus destination to another. By calling 210-458-4242, a uniformed police officer or Public Safety Officer will respond to provide this free service.

**Crime Prevention Presentations:** Crime prevention presentations pertaining to personal safety, sexual assault, domestic violence, dating violence, and stalking prevention, acquaintance rape, women's self-defense, alcohol and drug awareness, burglary and theft prevention, and office safety are conducted for students, faculty, and staff. The Community Affairs Unit works closely with campus housing departments and UTSA student groups to develop and schedule presentations. Contact the Community Affairs Unit at 210-458-6250 for more information. Classes are scheduled through the UTSAPD website. Customized crime prevention presentations are available upon request. For the 2016 calendar year, UTSAPD provided 159 crime prevention presentations.

**Self Defense Program:** The UTSA Police Department has a one hour self-defense class where physical, non-physical, and avoidance techniques are covered as well as resources to continue self-defense education. This program is typically presented 8 times annually.

**Whistle Defense Program:** The UTSA Police Department offers free key chain safety whistles for UTSA students, faculty, and staff as a personal defense system for university community. The Whistle Defense Program is a campus safety program based on the use of whistles to alert patrol officers, students, faculty, and staff that a crime or emergency has occurred or is about to occur.

**Hazing Prevention - Hazing 101:** Fraternities, sororities, and other registered student organizations can request hazing prevention presentations from the UTSA Police Department and Student Activities. These presentations address the legal and student conduct consequences of engaging in this behavior as well as providing appropriate behavior guidelines.

**Printed Crime Prevention Literature:** Crime prevention literature related to personal safety, identity theft, auto theft prevention, and residential security is available at designated locations throughout the campus. Specialized crime prevention literature is available upon request. The UTSAPD website also has crime prevention brochures in PDF format.

**Operation Identification:** Operation Identification is an ongoing program, which involves the engraving of a state driver's license number on valuable items of personal property such as laptops and bicycles. Engravers are available at the UTSA Police Department or contact the Community Affairs Unit at 210-458-6974 to make an appointment to have a personal item engraved by a Community Affairs staff member. This program is offered 7 times annually, usually in the fall semester.

**National Night Out:** National Night Out is an annual event where the police and the UTSA community come together to raise community awareness and involvement in preventing crime. This event is typically attended by over 1000 students.



**Runner Beat Newsletter:** The Runner Beat is a UTSAPD monthly campus safety newsletter that is distributed to all students via email as well as posted on UTSA Today for faculty and staff.

**Crime Statistics Reports:** In addition to the annual crime statistics report required by the Clery Act, the UTSA Police Department posts a public crime log of offenses that occurred within the past 60 days. The crime log can be found at <http://www.utsa.edu/utsapd/blotter/index.html>. A paper copy is available at the UTSA Police Department located in the Bosque Building, suite 1.400, during normal business hours.

**Environmental Health, Safety and Risk Management (EHSRM):** EHSRM's goal is to work with the university community in making The University of Texas at San Antonio a safer and healthier place to work and study through a variety of training classes offered through Human Resources Training. About 45 different classes are offered throughout the year.

**UTSA Training and Development Department:** Training and Development provides high quality training programs on safety and security to UTSA staff and faculty. Classroom and online courses are offered.

**Student Health Services - Alcohol and Drugs presentation:** This is a peer-led discussion on the risks of alcohol and drug use that is presented to student organizations, a classroom or a conference, and offered several times during the year.

**State Mandated Risk Management Training for Student Organizations:** In September 2007, the State of Texas passed a law requiring student organization leaders and advisors to attend a training course that covers seven risk management topics that include alcohol, drugs, hazing, sexual harassment, firearms, weapons, travel and behavior at organization events. It is the hope of both The State of Texas and UTSA that students will practice risk management techniques in order to have safe student organizations. UTSA Student Organizations are required to send two student leaders each academic year to a state mandated risk management training provided by the Office of Student Activities. Advisors of student organizations are required to attend only one time. Once the organization has had two leaders attend a training session, it is the duty of those representatives to ensure the members of their organization are aware of the information presented.

**E.P.I.C Journey:** Administered by Student Conduct and Community Services, the EPIC Journey model is a developmental approach to conduct intended to transform the student's decision making patterns.

For additional crime prevention information or to schedule a crime prevention presentation, please call the Community Affairs Unit at 210-458-6250 during business hours.

## Drug and Alcohol Policy

### General Information

The Drug Free School and Communities Act of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. UTSA is a drug free school and complies with the Drug Free Workplace Act of 1990. Information concerning these programs must be distributed to students annually. For information regarding these policies, please refer to the following: Drug-Free Schools and Communities Act provided by the Office of the Vice President for Student Affairs; Student Conduct and Community Standards, Subsection 3.21 of Chapter VI, Part One of

the *Rules and Regulations* of the Board of Regents of The University of Texas System located in Appendix F (p. 142) Drug-Free Schools & Communities Act (p. 142). In addition, the Education Department General Administrative Regulations – Part 86, Complying with the Drug Free Schools and Campuses Regulations: A Guide for University and College Administrators, UTSA's Human Resources department annually documents the UTSA's efforts regarding compliance to the act in December. A memo is then generated certifying UTSA's compliance with the regulation, along with documentation of all UTSA compliance actions.

UTSA is committed to maintaining a safe and healthy environment for the campus community. Alcohol and other drugs should not interfere with the UTSA's educational mission. All UTSA students, faculty, staff, administrators and visitors are subject to local, state and federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs.

### Drugs

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on any UTSA campus or at any UTSA sponsored event held off campus is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner that impairs performance of assigned tasks. Texas law prohibits the medically unsupervised use, possession, sale, manufacture or distribution of drugs classified as illegal or the use, possession, sale, manufacture or distribution of prescription medication used in an illegal manner or used in a manner other than that prescribed. Students determined to be in violation are subject to arrest, criminal prosecution, and referral to Student Conduct and Community Standards for disciplinary action. Additional policies on drugs regulated by campus housing may apply at campus housing facilities. The UTSA Student Code of Conduct prohibits the use, manufacture, possession, sale, or distribution on campus of the substances defined and regulated under the Texas Health and Safety Code, except as may be allowed by the provisions of such articles. If a student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the minimum sanction shall be suspension from the institution for a specified period of time, and/or suspension of rights and privileges.

### Alcohol

The use of alcoholic beverages must be in compliance with Texas law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited. UTSA police officers enforce laws regulating the use of alcoholic beverages and underage drinking. Officers may issue court appearance citations or affect an arrest if required by law. In addition, student violators are referred to the Student Conduct and Community Standards office and Housing and Residence Life as appropriate. Alcoholic beverages may not be consumed or possessed in public areas of the University, except for approved catered events and the Chili's restaurant in the University Center or at authorized off-campus facilities.

Additional policies on alcohol regulated by Housing and Residence Life apply at campus housing facilities. According to the UTSA Student Code of Conduct, the use or possession of any intoxicating beverage is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural facilities, housing facilities (except at the University Oaks Apartments with specific restrictions), and all other public areas. Regarding the possession and consumption of alcoholic beverages, Texas state law will be strictly enforced on the campuses at all times.



## Drug and Alcohol Counseling Services on Campus

**Counseling Services** (210) 458-4140, provides short-term counseling for students. The office is located in the Recreation and Wellness Center, room 1.810. Counseling Services provides individual alcohol and drug related consultations, substance abuse assessments and feedback. Referrals for education and other support services to students dealing with alcohol and drug issues are provided, to include maintaining recovery. Students can also seek support and guidance on starting 12-step recovery groups on campus. The Counseling Center uses online anonymous assessments using E-Chug for alcohol and E-Toke for marijuana to give students feedback on alcohol and drug use, potential risks of substance use, and ways to reduce harm associated with misuse of substances.

**Student Health Services** (210-458-4142) is located in the Recreation and Wellness Center, room 1.500, and no appointment is required. Student Health Services provides referrals for education and other support services to students dealing with alcohol and drug issues. Student Health Services sponsors two student organizations that raise awareness and educate students on various health and wellness issues. The two organizations are registered student organizations and utilize a peer-to-peer education model.

**SHO** - Student Health Organization - general wellness.

**CAMBassadors** – Cancer Advocacy Movement Ambassadors - promote cancer education and awareness.

**The Office of Student Activities** (210-458-4160) located in the University Center, room 1.210, provides a variety of programming opportunities and events for students. Training provided the Student Activities Risk Education staff facilitate discussions with representatives of UTSA's 256 student organizations regarding drug and alcohol use and misuse among student organizations. Campus-wide programs with intentional educational messages regarding alcohol and drugs are offered throughout the year. Educational programs include Rowdy Wing Fling, Alcohol Awareness Week, Safe Spring Break, Party on the Paseo, and Roadrunners Late Night. The student organization and peer education program, Be A Responsible Roadrunner, offers members the opportunity to develop and produce events with risk reduction messages to promote positive and responsible choices for a safer and healthier university community. Classroom and student organization presentations are also offered.

**Student Conduct and Community Standards** (210-458-4720) located in the University Center, room 2.02.18, administers the disciplinary process using the E.P.I.C. (Engagement, Personal development, Inter-personal development, and Community membership) Journey Sanctioning Model. This developmental approach to conduct includes combining consistently applied inactive sanctions such as probation and deferred suspension, with active experiences, in order to engage the student in risk education and learning. This combination of sanctions provides a journey intended to transform the student's decision-making patterns.

**UTSA Athletics** provides the Champs / Life Skills program for student athletes and includes presentations each semester regarding alcohol abuse, drug abuse and issues associated with the responsible use of alcohol and the dangers of illegal drugs.

**Human Resources** offers employees the Employee Assistance Program through the Human Resources website at <http://www.utsa.edu/hr/>

[EmployeeRelations/eapinfo.html](#). The Employee Assistance Program is a confidential service that includes short term assessments, counseling, prevention, education, crisis intervention, and referrals for a wide range of issues including substance abuse.

## Sexual Assault, Domestic Violence, Dating Violence And Stalking Policy Violence Against Women Act of 1994 (VAWA) and Reauthorization Act of 2013

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act of 1994. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

### Introduction

It is the policy of The University of Texas at San Antonio to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. UTSA fosters an understanding of difference and cultivates the ethical and moral issues that are the basis of a humane social order. Therefore, UTSA prohibits and will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape, domestic violence, dating violence, and/or stalking. In addition, all such acts of sexual violence are considered forms of Sexual Harassment covered under Title IX of the Education Amendments of 1972 (Title IX) and the 1994 Violence Against Women Act.

### State Definitions

In Texas, the Family Code defines "Family Violence" (domestic violence) to mean an act, other than a defensive measure to protect oneself, by a member of a family against another member of the family that is intended to result in physical harm, bodily injury, or sexual assault or that is a threat that reasonably places the family member in fear of imminent physical harm, bodily injury, or sexual assault (Texas Family Code 71.004).

"Dating Violence" is defined in Texas as an act, other than a defensive measure to protect oneself, that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim's dating relationship with an individual with whom the actor is or has been in a dating relationship. The act is intended to result in physical harm, bodily injury, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, or sexual assault. A "Dating Relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature which is determined based on consideration of the length, nature, frequency and type of interaction between the persons involved in the relationship (Texas Family Code 71.0021).

The Texas Penal Code defines "Sexual Assault" as an offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual

organ of another person, including the actor (Texas Penal Code Sec. 22.011).

"Without Consent" in regards to sexual assault is defined in Texas Penal Code as:

1. the actor compels the other person to submit by the use of violence;
2. the actor compels the other person to submit by threatening to use violence against the victim or against any other person;
3. the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4. the actor knows that as a result of mental disease the other person is at the time of the sexual assault incapable of appraising the nature of the act;
5. the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. the actor has intentionally impaired the other person's power to appraise the victim's conduct by administering any substance without the victim's knowledge. (Texas Penal Code Sec. 22.011)

Texas law defines "Stalking" when a person commits an offense on more than one occasion and pursuant to the same course of conduct directed specifically at another person, knowingly engages in conduct that:

1. the actor knows or reasonably believes the victim will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person's family or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person's property;
2. causes the other person, a member of the other person's family, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property.

Further, it would cause a reasonable person to fear bodily injury or death for themselves; bodily injury or death for a member of the person's family or for an individual with whom the person has a dating relationship; or that an offense will be committed against the person's property. (Texas Penal Code Sec. 42.072)

## Federal Definitions - Violence Against Women Act 1994

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition
  - a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:**

1. A Felony or misdemeanor crime of violence committed
  - a. By a current or former spouse or intimate partner of the victim;
  - b. By a person with whom the victim shares a child in common;

- c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:**

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - a. Fear for the person's safety or the safety of others; or
  - b. Suffer substantial emotional distress.
2. For the purposes of this definition-
  - a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

## Procedures to Follow

Anyone who is a victim of any form of sexual assault, domestic violence, dating violence, and stalking should immediately call the UTSA Police Department by dialing 4911 on campus or by calling 210-458-4911. Reporting these crimes does not mean that the victim must press charges, take the case to criminal trial and/or a university disciplinary hearing.

A victim may be undecided about filing criminal charges, but it is very important to report to the police, preserve evidence and going to a hospital for forensic collection of physical evidence that may assist in proving that a criminal offense occurred and may be helpful in obtaining

a protective order. Treatment at a hospital is also important for the treatment of injuries and emotional trauma. A victim may always exercise the option to file criminal charges at a later time.

Victims may also report in a confidential manner to any of the following: the University Counseling Services at (210-458-4140), Student Health Services at (210-458- 4142) or Title IX Coordinator in the Office of Equal Opportunity Services at 210-458-4120

Any student or employee victim who reports to UTSA that has been a victim of sexual assault, domestic violence, dating violence, and stalking, whether the offense occurred on or off campus, will be provided with a written explanation of the victim's rights and options.

UTSA will protect the confidentiality of victims and other necessary parties, in all public access records, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). UTSA will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of UTSA to provide the accommodations or protective measures.

## Notification of Law Enforcement

Victims of sexual assault, domestic violence, dating violence and stalking or persons who have information regarding these crimes are strongly encouraged to report the incident to the UTSA Police Department immediately. It is the UTSAPD's policy to conduct investigations of all sexual assault, domestic violence, dating violence, and stalking complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure, and the Bexar County District Attorney's Office. UTSAPD will report all acts of sexual violence to the Title IX Coordinator on campus. A victim of sexual assault, domestic violence, dating violence or stalking has the right to decline notification or reporting to law enforcement authorities.

## Non-Reported Sexual Assault Evidence Program

The Non-Reported Sexual Assault Evidence Program allows survivors of a sexual assault to obtain a forensic medical exam and have evidence collected, without cost to the victim, even if they do not wish to involve law enforcement personnel at the time of its collection. This will secure the evidence while giving the survivor time to consider if they want to report the assault. The Methodist Specialty and Transplant Hospital located at 8026 Floyd Curl Drive (210-575-8168) employs trained Sexual Assault Nurse Examiners. Sexual assault victims enter through the emergency room, but have a separate waiting area and exam room. A victim may bring a friend to the hospital for support. A Rape Crisis Center Advocate can be present to offer emotional support. If the assault occurred weeks or months before, medical attention is still important. Victims can contact UTSAPD's Crime Prevention Unit at 210-458-6250 or the Student Health Services' Women's Resource Center at 210-458-6829 for more information or assistance. Student victims of sexual violence can also contact the Title IX Coordinator in the Office of Equal Opportunity Services at 210-458-4120.

## Bystander Intervention

Bystander intervention is defined as the willingness to take action and help someone in time of need. Safe and positive options for bystander

intervention will be in place for an individual who intervenes to prevent harm when there is a risk of sexual assault, domestic violence, dating violence, and stalking against a person.

Safe and positive options for bystander intervention include:

- Get others involved
- Call UTSA Police (210) 458-4911
- Report to a Campus Crisis Helpline (210) 458-4140
- Report to the Equal Opportunity Services office (210) 458-4120

Getting others involved and reporting potential or actual crimes to the police or UTSA officials helps to mitigate risk for the bystander and serves to ensure that the victim receives appropriate care as well as addressing the offender's behavior.

## Pseudonym/Criminal Charges

All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedures Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault, domestic violence, dating violence, and stalking are not required to file criminal charges or seek judicial actions through the university disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical, academic and emotional assistance.

## Police Training

UTSAPD police officers attend the Sexual Assault Family Violence Investigators Course (SAFVIC). This course is specifically designed to provide law enforcement officers with the tools they need to effectively investigate and prevent sexual assault and family violence. The curriculum covers crucial aspects for law enforcement's response to these crimes, as well as the creation and use of community-based resources to assist law enforcement's efforts.

## Victim Support Services

Information and assistance is available for the victim through University Counseling Services, 210-458-4140; Student Health Services, 210-458-4142; Rape Crisis Hotline, 210-349-7273; Rape Crisis Center, 210-521-7273; the Bexar County Family Justice Center, 210-208-6800; and the Office of Student Life, 210-458-4720. These departments can provide support services to the victim and specifically assist the victim in reporting a sexual assault, domestic violence, dating violence, or stalking to the UTSA Police Department. The UTSA Police Department Crime Prevention Unit is available to all victims to provide an immediate safety plan, written information about personal safety, information and assistance in obtaining protective or no contact orders, information and assistance with campus housing relocation for campus residents, Texas Crime Victims' Rights, Texas Crime Victims Compensation Fund, and other related information upon request. Reports of sexual assault, domestic violence, dating violence, and stalking can also be made to the San Antonio Police Department at 210-207-7273 or the Bexar County Sheriff's Office at 210-335-6000. UTSAPD or Campus Security Authorities will assist the victim in contacting these agencies, if requested. Support can also be provided to the victim for visa and immigration assistance by the UTSA International Students Services Office at 210-458-7202 and for student financial aid by the UTSA Student Financial Aid and Enrollment Services Office at 210-458-8000.

## Protective and No Contact Orders

Victims of sexual assault, domestic violence, dating violence, and stalking are eligible to apply for protective orders and/or no-contact orders or similar lawful orders issued by a criminal, civil, or tribal court and/or Student Conduct and Community Standards. Protective Orders may prohibit the offender from committing further acts of family violence; or harassing or threatening the victim, either directly or indirectly by communicating the threat through another person. A “No Contact Order” is a court order or administrative order that prohibits someone from contacting another person in any way. Texas law provides for the criminal enforcement of valid protective orders issued by a Texas court and valid out of state protective orders. For more information on protective orders, contact the UTSAPD Crime Prevention Unit at 210-458-6974 or the Bexar County Family Justice Center at 210-208-6800.

## Changes in Academic and Living Situation

The Office of Student Life can assist the victim of a sexual assault, domestic violence, dating violence, and stalking with issues including, but not limited to, class schedule changes, withdrawal procedures, campus housing relocation, or transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, Student Conduct and Community Standards and the Title IX Coordinator may take interim action against the accused student, as appropriate.

## Title IX Requirements

Title IX prohibits discrimination on the basis of sex in education programs of activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX requires UTSA to take immediate action to eliminate harassment, prevent its recurrence, and address its effects. The Title IX Coordinator is responsible for administrative investigation of claims of sexual harassment and sexual violence, and ensuring there are appropriate grievance procedures for prompt and equitable resolution of student sex discrimination complaints. The university’s Title IX investigation is different from a law enforcement criminal investigation, and a law enforcement investigation does not relieve the university of its independent Title IX obligation to investigate conduct.

## Student Conduct and Community Standards - Procedures for Disciplinary Action

A student may choose to report the assault to Student Conduct and Community Standards for disciplinary action regardless of whether or not the student has decided to press criminal charges. A student may also file a report of sexual assault, domestic and dating violence, and stalking against another student, or a faculty or staff member, by directly contacting the Coordinator for Student Conduct and Community Standards at 210-458-4720. All members of Student Conduct and Community Standards and Equal Opportunity Services (Title IX) must receive annual training on issues related to sexual assault, domestic violence, dating violence, and stalking and how to conduct investigations and hearings that protect the safety of victims and promotes accountability. All disciplinary investigations and actions will be conducted in a prompt, fair and impartial manner, from the onset of the investigation to the conclusion of the case and its final outcome.

UTSA will provide the accuser and the accused an explanation of the procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, and stalking.

## Student Conduct and Community Standards Investigation

Upon receiving information that any student has allegedly violated Regents’ Rules, University regulations, or administrative rules, Student Conduct and Community Standards shall investigate the alleged violation. Student Conduct and Community Standards may dismiss the allegation as unfounded or summon the student. In cases where the alleged violation is sexual harassment or sexual violence, the investigation will be conducted by Equal Opportunity Services (EOS). Please refer to Section 801 - 808 of the Student Code of Conduct for the process regarding these incidents. Any student may be summoned by written request of Student Conduct and Community Standards for a meeting for purposes of the investigation and/or to discuss the allegations. The written request shall specify a place for the meeting and a time at least three (3) weekdays after the date of the written request if the request is sent regular mail, or at least two (2) weekdays after the date of the request if the request is sent by e-mail or hand delivered. The written request may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the e-mail address on record with the U.T. institution, or may be hand delivered to the student.

If a student fails to appear without good cause, as determined by Student Conduct and Community Standards, the office may bar or cancel the student’s enrollment or otherwise alter the status of the student until the student complies with the summons, or the office may proceed to implement the disciplinary hearing procedures provided in Section 501, et seq. The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the registrar, or failure to read mail or e-mail shall not be good cause for the failure to respond to a summons. The purpose of the meeting is to allow Student Conduct and Community Standards to discuss, for the purposes of investigation, the alleged incident/offense with the student. At this meeting the student is given a copy of the Student Code of Conduct.

For specific procedures, refer to Sec.402, 403, 501 and 503 of Appendix B: Student Code of Conduct (p. 109).

## Sanctions That May Be Imposed

The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in the conduct and the results which followed as a natural consequence of the conduct.

For specific sanctions which may be imposed and Appeal Process, refer to Sec. 301 - Authorized Disciplinary Sanctions and Sec. 701 - Right to Appeal of Appendix B: Student Code of Conduct (p. 109).

## Campus Sexual Assault, Domestic Violence, Dating Violence, and Stalking Victim’s Bill of Rights

The United States Congress enacted the “Campus Sexual Assault Victim’s Bill of Rights” as a part of the Higher Education Amendments of 1992, as amended by the Campus Sexual Violence Elimination Act (Campus SaVE). This law requires that all universities afford sexual assault victims certain basic rights such as:



- Accuser and accused must have the same opportunity to have others present including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both parties shall be simultaneously informed of the outcome of any disciplinary proceeding in writing.
- Survivors shall be informed of their options to notify law enforcement, including on-campus and local police.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## Policy on Awareness and Programs to Prevent Sexual Assault, Domestic Violence, Dating Violence and Stalking

It is the policy of The University of Texas at San Antonio to provide awareness and prevention programs to protect and prevent students, faculty and staff from becoming the victims of sexual assault, domestic violence, stalking and dating violence. Awareness and prevention programs for sexual assault, domestic violence, stalking and dating violence are directed at new students, faculty and staff. Similarly, these same awareness and prevention programs are made available to existing students, faculty and staff.

The sexual assault, domestic violence, stalking and dating violence awareness and prevention programs are designed to be culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and assessed for value, effectiveness and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

## Programs for Awareness and Prevention of Sexual Assault, Domestic Violence, Dating Violence and Stalking

There are many campus resources that can help campus community members reduce their risk of becoming a victim of sexual assault, domestic violence, dating violence and stalking:

**Sexual Assault Awareness:** Through the Tomás Rivera Center for Student Success, Learning Communities' Freshman Seminar class assists students in the development of strategies and attitudes to maximize academic success. In the Sexual Assault Awareness presentation, students gain an understanding of the definition of sexual assault, how it occurs and ways to avoid sexual assault through active class participation, and respect of others. This presentation is usually given 8 to 10 times annually.

**Sexual Assault Awareness Month (SAAM Campaign):** SAAM Campaign held in April to raise awareness about sexual violence and to educate campus community on how to prevent it.

**Crime Prevention Presentations:** Crime prevention presentations pertaining to personal safety, sexual assault, domestic violence, dating violence, and stalking prevention, acquaintance rape, and women's self-defense are conducted for students, faculty, and staff. The Crime Prevention Unit works closely with campus housing departments and

UTSA student groups to develop and schedule presentations. Contact the Crime Prevention Unit at 210-458-6250 for more information. Classes are scheduled through the UTSAPD website. Customized crime prevention presentations are available upon request.

**New Student Orientation:** Information Fair - Information is distributed by UTSA departments to freshman and transfer students. Materials provide information on awareness, prevention, reporting, and how to seek assistance involving sexual assault, sexual violence, stalking, and dating/domestic violence.

**New Student Planner:** All undergraduate students participating in orientation receive a planner. Planner contains information regarding Equal Opportunity Services, Title XI, and Campus SaVE.

**New Student Orientation:** Socio-Drama and Discussion Panel - Orientation Leaders depict various aspects of college life, some of which address dating violence. During the discussion panel, participants are encouraged to reflect and ask questions in regards to learn more about by-stander intervention in regards to drugs, alcohol, sexual assault, stalking, dating violence. Requirement to attend orientation for transfer and freshman students Presentation is usually given 10 to 12 times a year and available online.

**Haven:** Understanding sexual assault, is a two part online evidence based that educates students on sexual assault, relationship violence, and the bystander intervention. Haven is required by all first time freshman.

**Self Defense Program:** The UTSA Police Department has a one hour self#defense class where physical, non#physical, and avoidance techniques are covered as well as resources to continue self#defense education. This program is typically presented 8 times annually.

**Intimate Partner Violence:** Programs are offered through the Counseling Center as part of their programming for sexual assault awareness. A Sexual Assault Advocate is part of the Counseling Center.

**Safety Escort Program:** Safety escorts are provided at all campuses at any time from one campus destination to another. By calling 210-458-4242, a uniformed police officer or Public Safety Officer will respond to provide this free service.

**Rowdy Wing Fling:** A program offered to students in the first six weeks of the fall semester that focuses on risk education around the topics of alcohol, drugs, sexual violence, and individual responsibility.

**Women's Resource Center:** The Women's Resource Center (Recreation and Wellness Center # Room 1.812) aims to provide the men and women of the UTSA community with resources, services, and knowledge of women's issues. The WRC is coordinated by the Health Education staff of Student Health Services and is open to all UTSA students who are interested in learning more about various women's topics. Students who would like information about services within the local community, state, and national level can request more information from the Health Education staff. Services are offered upon request during the academic semesters.

**Discrimination and Sexual Harassment Training:** The UTSA Human Resources Office provides a 3 hour class on awareness and prevention of discrimination and sexual harassment for faculty and staff. The class, offered two times per year, provides definitions, exercises, small group discussion and case studies about unlawful discrimination and sexual harassment. The class will cover the process of filing a

discrimination charge, the roles and responsibilities of UTSA's Office of Equal Opportunity Services, and the roles and responsibilities of UTSA employees. Two up-to-date audiovisuals are included. Participants will receive a detailed packet of information about preventing discrimination and harassment, and about UTSA policies and procedures.

**Title IX and Campus SaVE Act Training:** This course provides faculty and staff with information on requirements imposed by the Office of Civil Rights (OCR) April 2011 Dear Colleague Letter (DCL) The course explains the responsibilities of the UTSA Title IX Coordinator and faculty and staff identified as responsible by the DCL. Staff will discuss the policy and procedures for reporting and investigating reports of sexual violence and sexual assault involving UTSA students. The course also includes a discussion on the Campus SaVE Act requirements addressing intimate partner violence, hate crimes, and new Clery reporting requirements. This course is conducted by EOS and Title IX office.

**Texas House Bill 699 (HB699) - Campus Sexual Assault Policy:** Mandatory per Texas House Bill 699 - UTSA Sexual Assault Policy Acknowledgement. HB699 relates to requiring public institutions of higher education to establish a policy on campus sexual assault and notification of such policy to campus community. Effective Fall 2015, all incoming freshman and undergraduate transfer students must receive information on UTSA's Sexual Assault Policy during their first semester using the Automated Student Access Program (ASAP). Required students must read and acknowledge our policy. Conducted by UTSA Equal Opportunity Services and Title IX Office

**New Employee - Title IX and Campus SaVE Training:** Title IX-Campus SaVE Training provided at "Day One" New Employee Orientation for staff and faculty. Conducted by UTSA Equal Opportunity Services and Title IX Office.

**Student Employees - Title IX and Campus SaVE Training:** EOS / Title IX office conducts In Class Title IX- Campus SaVE Training for Student Employees (Teaching Assistants, Resident Assistants, Complex Coordinators, Research Assistants, Peer Mentors, etc. Conducted by UTSA Equal Opportunity Services and Title IX Office.

**Campus Climate Survey - (UTSA):** An institution wide campus climate survey to examine the perception of the campus climate pertaining to sexual violence and student awareness of our campus initiatives to prevent sexual and intimate partner violence. Conducted by UTSA Equal Opportunity Services, Title IX Office and the Office of Student Affairs.

**THE PAISANO,** Self-supported, student-run weekly newspaper: Provides annual dissemination of Title IX and Campus SaVE information to the UTSA campus community. Conducted by UTSA Equal Opportunity Services and Title IX Office.

**New Employee Development:** This course gives new employees an overview of UTSA – and includes presentations from Police, Safety, and Emergency Management regarding personal safety, sexual assault, domestic violence, dating violence, stalking prevention, and acquaintance rape. Offered 6 times per year.

**Whistle Defense Program:** The UTSA Police Department offers free key chain safety whistles for UTSA students, faculty, and staff as a personal defense system. The Whistle Defense Program is a campus safety program to alert patrol officers, students, faculty, and staff that an offense or emergency has occurred or is about to occur. Whistles are provided upon request, at orientation and information fairs, usually 12 times each year.

**Party on the Paseo:** An annual spring event that occurs during San Antonio's FIESTA celebration. The program focuses on Alcohol and Drug Awareness and focuses on resources available to promote and decrease the risk of alcohol involved situations, i.e. sexual assault's, violence, and bystander intervention.

**Film Screening:** The Invisible War - Screening of the documentary "The Invisible War" about increasing incidents of violent sexual assault within the military. Panel discussion was facilitated involving UTSA Counseling Services, Equal Opportunity Services, UTSA Police Department, San Antonio Rape Crisis Center, and Family Violence Prevention Services.

**Study Abroad Student Orientation:** UTSA Police Department and health services participate with presentations addressing various safety topics and prevention information including sexual violence, stalking, and dating violence to students preparing for a study abroad travel.

**International Students Orientation and Fair:** Title XI and UTSA Police Department participate with presentations addressing sexual violence, sexual harassment, stalking, and dating violence to new International students.

**Title XI Biannual Mass Email:** During the Spring and Fall semester Title XI coordinates and provides Title XI information to all UTSA students, faculty, and staff.

## Sexual Offender Registration Policy

Federal law requires that convicted sex offenders are required to register with local law enforcement in the jurisdiction where they live as well as those who have indicated that they are enrolled, employed, or carrying on a vocation at institutions of higher learning. That information is provided to the Texas Department of Public Safety, which maintains a public database of names, crimes, and addresses. Information concerning Sex Offender Registration information and registered sex offenders is found at the Texas Department of Public Safety web site for Sex Offender Registration at <https://records.txdps.state.tx.us/SexOffender/index.aspx>.

## Weapons on Campus

In accordance with Texas Penal Code Ch. 46, it is a felony to intentionally, knowingly, or recklessly possesses a firearm (without a license to carry a concealed handgun permit), illegal knife, or prohibited weapon on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution. According to the UTSA Student Code of Conduct, possession or use of firearms, imitation firearms, explosives, ammunition, hazardous chemicals, or weapons as defined by Texas or federal law on university premises or on any property or in any building or facility owned or controlled by The University of at San Antonio is strictly prohibited by federal, state, or local laws. The possession or use of imitation firearms, BB guns, air#soft guns, or similar simulated firearms is prohibited in all campus housing areas. In accordance with Texas State law, effective August 1, 2016, Texans with a license to carry a concealed handgun are authorized to possess handguns on campus. Certain locations, venues and events are prohibited for handguns including licensed concealed handguns. UTSA policies and a list of the prohibited locations is available at the UTSA Campus Carry website at <http://www.utsa.edu/campuscarry/>.

## Missing Students Who Reside In On-Campus Housing

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the UTSA Police Department at 210-458-4911. UTSAPD will generate a missing person report and initiate an investigation. The Director and Assistant Director for UTSA Housing and Residence Life may be contacted at 210-458-6200. The Residence Life Coordinator and Director of Operations for Campus Living Villages who operate the University Oaks Apartments, 6685 UTSA Blvd., and Chisholm Hall, 6960 North Loop 1604 West, can be contacted at 210-877-4000 or 210-697-4400.

Each residential student has the option of identifying a confidential contact person or persons whom UTSA shall notify within 24 hours of the determination that the student is missing. The confidential contact information is restricted and will only be used by authorized campus officials and/or law enforcement in the furtherance of a missing person investigation as well as appropriate campus officials and/or law enforcement as necessary in compliance with all applicable privacy laws. After investigating the missing person report, should UTSAPD determine that the student is missing and has been missing for more than 24 hours, UTSA will notify the student's confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UTSA will notify the student's parent or legal guardian immediately after UTSAPD has determined that the student has been missing for more than 24 hours in addition to notifying the additional confidential contact person(s) designated by the student. If a student has selected a confidential contact person, UTSA will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify and select a confidential contact can do so through their respective on-campus housing management. Depending on jurisdictional issues, the UTSA Police Department will lead missing person investigations and/or assist outside law enforcement agencies in the furtherance of a missing person investigation and share relevant investigative information.

## Fire Safety Report

The University of Texas at San Antonio (UTSA) Environmental Health, Safety and Risk Management (EHSRM) department has summarized the following information, reported by calendar year:

1. Statistics relating to fires in on-campus student housing, including
  - a. The number of fires and the cause of each fire;
  - b. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
  - c. The number of deaths related to a fire; and
  - d. The value of property damage caused by a fire.
2. A description of each on-campus student housing facility fire safety system.
3. The number of fire drills held during the previous calendar year.
4. The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
5. The institution's procedures for student housing evacuation in the case of a fire.

6. Fire safety education and training programs provided to the students and employees.
7. Titles of each person or organization to which students and employees should report that a fire occurred.
8. Plans for future improvements in fire safety, if determined necessary by the institution.

For the purposes of this report:

"On-campus student housing" refers only to structures containing residential occupancy for students. It does not include neighborhood centers within student housing developments, campus facilities (administrative, academic, library, student life, or support) where students may overnight on a transient basis, vehicles, locations off UTSA property, or outdoor locations of any kind.

"On-campus student housing" at UTSA consists of five developments. The UTSA Housing and Residence Life department (HRL, <http://utsa.edu/housing/>) operates three of these, Alvarez Residence Hall (formerly San Saba Hall), Chaparral Village and Laurel Village. Campus Living Villages (CLV, <http://www.campushousing.com/utsa/>) operates two of these, Chisholm Hall and University Oaks apartments.

"Fire" is "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." "Fire" does not include controlled burning, even when that event is contrary to policy, such as candles, smoking, or other open flames, when that open flame does not result in property damage.

## Fire Safety Systems

Alvarez Residence Hall (formerly San Saba Hall), a 618-bed four-story residence hall, built in 2013, consists of II-B (unprotected non-combustible) construction with 30-minute demising walls separating sleeping units. Alvarez Residence Hall has full automatic fire sprinkler coverage and addressable local and building fire alarms with manual and automatic initiation. UTSA has installed portable fire extinguishers inside the building.

Chaparral Village, built in 2004 with type V-A (protected wood frame) construction, consists of a multi-building development. Student housing structures within the development have automatic smoke detectors with local alarm and building-wide alarms with manual initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. All buildings in the development have full sprinkler coverage. UTSA has provided portable fire extinguishers outside the buildings.

Chisholm Hall, built in 1982 of type II-B (unprotected non-combustible) construction, is a single four-story residential building. Chisholm has local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. The building has full sprinkler coverage. CLV has provided portable fire extinguishers inside the building.

Laurel Village, built in two phases in 2007 and 2008 with type V-A (protected wood frame) construction, consists of a multibuilding development. Student housing structures within the development have local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. All buildings in the

development have full sprinkler coverage. UTSA has provided portable fire extinguishers outside the buildings.

University Oaks, built in three phases in 1992, 1993, and 1994 with type V#A (protected wood frame) construction, consists of three multibuilding developments. Student housing structures within the development have local alarms with automatic initiation. CLV has installed portable fire extinguishers in the buildings. In 2011, Campus Living Villages upgraded the fire alarm systems to provide manual initiation and improved audible alarm coverage in all three phases of the development, including notification of emergency forces through a remote monitoring service.

## Fire Drills

Occupants of on-campus student housing facilities with centrally monitored fire alarm systems (Chaparral Village, Laurel Village, and San Saba Hall) perform drills on fire evacuation at least once per year per building. CLV performs one fire drill per semester at Chisholm Hall. To create and sustain a culture of preparedness, fire drills are unannounced to residents and occur at times of high expected occupancy.

## Fire Prevention Policies

UTSA HRL and CLV policies prohibit open flames, candles, smoking indoors, modification of fire safety devices (sprinklers, smoke detectors, extinguishers, etc.), and initiating false alarms. Further, campus policies prohibit storage and use of propane cylinders.

## Procedures for Evacuation

The UTSA Community Emergency Response Guide and the UTSA Fire and Life Safety Manual include emergency procedures for fire. Current language is below.

### Text of Evacuation Procedures (as of August 30, 2012):

*Fire:*

Pull the nearest fire alarm and leave via the preplanned evacuation route if safe to do so.

Dial 4911 or 911 (UTSA Phone) and give your name and location of the fire. (If necessary, dial 911 from another building).

When a fire alarm sounds, occupants should:

- Proceed immediately to an exit according to the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.
- Do not use an elevator.
- If there is smoke in the area, remain close to the floor.
- Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.

If you cannot leave the room:

- Open the windows.
- Seal the cracks around doors with clothing or other material, soaked with water if possible.

- Hang an object (bed sheet, jacket, shirt, etc.) out the window to gain attention.
- Shout for help.
- If possible, call 458-4911 or 911 (UTSA phone) and report that you are trapped.
- If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures.

As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans.

## Fire Safety Education Programs

Members of the UTSA Housing and Residence Life staff, including Resident Assistants, receive training in fire prevention, emergency response, and emergency management.

Members of the CLV staff, including Residential Assistants, receive training in emergency management protocols, including fire alarm activation.

Some UTSA students and employees receive fire safety training as part of organized safety, health, and environmental protection training programs. Exposure to this training content depends on the roles and responsibilities of the student or employee.

UTSA's Environmental Health, Safety, and Risk Management department makes fire safety and prevention training available to UTSA employees and on-campus student residents upon request.

## Reporting Fires in On-campus Student Housing

Fire reporting in UTSA on-campus student housing varies by housing development:

Chaparral Village, Laurel Village, Alvarez Residence Hall:

*The University of Texas at San Antonio Police Department 210-458-4911  
Associate Director Housing Operations, Housing and Residence Life  
Associate Director Education and Residence Life, Housing and Residence Life*

Chisholm Hall, University Oaks:

*The University of Texas at San Antonio Police Department 210-458-4911  
Residential Advisor  
CLV professional staff  
Residential Life Coordinator  
Director of Operations  
General Manager*

## Plans for Future Improvements

UTSA and CLV intend to expand and develop fire protection and fire drills in on-campus student housing facilities, and fire prevention policies, as necessary.



## E. Student Grievances

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UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. The Student Ombudsperson assists students who are encountering challenges within the campus community by listening to concerns, providing and clarifying information, identifying and evaluating options, acting as a facilitator or mediator, serving as a referral agent, and making recommendations for change to enhance the mission of the University.

The Student Ombudsperson provides assistance to students in a welcoming and safe environment and communicates with various representatives and offices to respond to and help resolve concerns in a timely and impartial manner.

The Student Ombudsperson (<http://utsa.edu/students/ombudsperson>) is located in the Office of the Vice President for Student Affairs in the Main Building, room 4.108 and may be reached at 210-458-4136.

### General Grievance Procedures

A student grievance may involve a UTSA employee (faculty, staff or student-employee) or other students. A student with a grievance involving a University employee should first seek to resolve the issue with the employee. If the matter cannot be resolved with the employee, the grievance can be forwarded to the employee's supervisor.

A student who believes another student has violated the Student Code of Conduct may file a complaint with the Student Conduct and Community Standards (<http://utsa.edu/studentlife/conduct>).

In conflict situations that do not require a criminal or student conduct response, or have not been resolved through regular grievance channels, it is recommended that students pursue resolution of their conflict with the Student Ombudsperson or with the Academic Affairs Ombudsperson (<http://provost.utsa.edu/vpafs/ombudsperson.asp>) for academic affairs employee related matters.

### Academic and Grade Grievance Procedure

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair (Academic and Grade Grievance Form (<http://www.utsa.edu/registrar/forms/StudentAcademicGradeGrievance.pdf>)). 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 or the other concern or incident occurred.

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, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decisions of the Deans of University College and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

**Under no circumstances will grades be changed after one calendar year.**

### Counseling Services

Counseling Services provides confidential, professional services by staff psychologists, social workers, counselors and psychiatrists to help meet the personal and developmental needs of currently enrolled students. Counseling Services has offices at both the Downtown and Main campuses. Most services are free and all services are confidential. Our counseling center is accredited by The International Association of Counseling Services (IACS).

The transitions and stresses of university life affect all students to different degrees. Students coping with these challenging issues may, at times, need the assistance of a qualified professional. The counseling process helps students resolve personal concerns and acquire the skills, knowledge, and abilities that will enable them to succeed throughout their college experience. Additionally, Counseling Services staff members provide consultation services to faculty and staff who may need support or training in approaching students with mental health concerns.

Counseling Services provides individual brief therapy for personal and educational concerns and group therapy for interpersonal relationship concerns, sexual and gender diversity, skills building and general support. Counseling Services also screens for possible learning disabilities (for a nominal fee) and has limited psychiatric services. Visit the Counseling Services website (<http://utsa.edu/counsel>) or call 210-458#4140 to initiate services. A crisis helpline is available after-hours, weekends and holidays by calling 210-458-4140, option 3.

# F. Drug Free Schools & Communities Act

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## Health Risks of Alcohol and Drugs

### Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than in nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in nonalcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

### Drugs

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, although frequently, those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

### Cocaine

Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision, and treatment.

### Amphetamines

Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

### MDA and MDMA (XTC, ecstasy)

These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly, and overdose can happen. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia, and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

### Rohypnol (rophies, roofies, rope)

This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

### Heroin and Other Opiates

These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

### Hallucinogens or Psychedelics

These include LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes, and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashbacks" consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

### Solvent Inhalants (glue, lacquers, plastic cement, etc.)

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

### Marijuana (cannabis)

Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment, and impaired coordination. Prolonged use can lead to psychological dependence.

### Intravenous Drug Use

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV disease, hepatitis, tetanus (lockjaw), and infections in the heart. Permanent damage may also result.

### UTSA is a Drug-Free School

The Drug-Free Schools and Communities Act Amendments of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. Information concerning these programs must be distributed to students annually. The University of Texas at San Antonio has adopted the following:

## Standards of Conduct

Series 50000, Rule 50101, Sec. 1 of the Board of Regents' (<http://www.utsystem.edu/board-of-regents/rules>) *Rules and Regulations* of The University of Texas System provides for disciplinary action against any student who engages in conduct prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of drugs and alcohol; or possession of drug paraphernalia.

The use or possession of alcohol or drugs by an employee on University premises is defined as misconduct by The University of Texas System's "Policies and Procedures for Discipline and Dismissal of Employees." The unlawful use, possession, or distribution of illicit drugs or alcohol on University premises by an employee is prohibited by The University of Texas System's "Drugs and Alcohol (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts102-drugs-and-alcohol-policy>) Policy (<http://www.utsystem.edu/board-of-regents/policy-library/policies/uts102-drugs-and-alcohol-policy>)."

## University Sanctions

### Students

The University will impose at least a minimum disciplinary sanction of suspension for a specified period of time, or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other sanctions that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or other such sanction as may be deemed appropriate under the circumstances.

### Employees

The unlawful use, possession, or distribution of drugs or alcohol will result in a penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

## Student Health Services

Student Health Services (<http://www.utsa.edu/health>) provides information on and referrals for counseling and/or rehabilitation services in addition to general health services. The clinic is located at the Main Campus Recreation and Wellness Center, room 1.500. The clinic at the Downtown Campus is located at the Buena Vista Building, room 1.308.

## Penalties under State and Federal Law

### I. Texas Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substance	Confinement in jail for not more than 2 years nor less than 180 days, and a fine not to exceed \$10,000.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.

Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in a state prison for life or for a term of not more than 99 years nor less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000.	Confinement in a state prison for a term of not more than 20 years nor less than 2 years, and a fine of not more than \$10,000.
Public intoxication		Fine not to exceed \$500.
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$250 nor more than \$1,000.
Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Possession of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000 or confinement in jail for not more than 1 year, or both.

### II. Federal Law

Offense	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensation of drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (including marijuana)	Imprisonment for up to 1 year, and a fine of not less than \$1,000.	Imprisonment for not more than 20 years nor less than 5 years and fine of not less than \$5,000 plus costs of investigation and prosecution.

*F. Drug Free Schools & Communities Act*

Operation of a  
Common Carrier under  
the influence of alcohol  
or drugs

Imprisonment for up to  
15 years and a fine not  
to exceed \$250,000.

*The Rules and Regulations of the Board of Regents, the Institutional Rules, and state or federal laws are subject to amendment or change; when such changes occur, these changes are incorporated into this document by reference.*



# G. Tuition Rebate for Certain Undergraduates

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## Purpose

The tuition rebate program allows eligible students to receive up to \$1,000 in tuition rebates. The purpose of this program is to provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

## Authority

The program is authorized by Texas Education Code, § 54.0065 (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#540065>).

## Eligible Students

To be eligible for a rebate under this program, a student must meet all of the following requirements:

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution.
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
4. Have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. For example, if the degree requires the student to have a minimum of 120 semester credit hours to graduate, the student must graduate with no more than 123 hours attempted to qualify for a rebate.
  - a. Hours attempted include transfer credits, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, repeated courses, and course credit earned exclusively by examination that is in excess of nine semester credit hours. [For the purpose of the rebate program, hours attempted taking UTSA developmental courses are not counted toward the total semester credit hours attempted.]
  - b. Hours earned to satisfy the requirements for a Reserve Officers' Training Corps (ROTC) program but that are not required to complete the degree program shall not be counted.
  - c. Hours earned before graduating from high school (dual credit hours), other than hours earned exclusively by examination, shall not be counted.
  - d. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
  - e. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.
5. If enrolled for the first time in the Fall 2005 semester or later, graduate within four calendar years for a four-year degree. If

the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete, the student must graduate within five calendar years. A student unable to meet the provisions of this paragraph because of a hardship may seek an exception to this requirement from the Dean of University College.

## Amount of Tuition Rebate

The amount of the tuition rebate is equal to the amount of undergraduate tuition paid by the student to the institution up to a maximum of \$1,000.

A student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of tuition paid to those other institutions.

Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

## Responsibilities of Students

Students must apply for the tuition rebate prior to receiving their baccalaureate degree using forms provided by the institution. The Application for Tuition Rebate form may be downloaded from the UTSA Office of the Registrar website.

## Further Information

For more information on the tuition rebate program, visit the website [www.CollegeForAllTexans.com](http://www.CollegeForAllTexans.com).

# H. Accreditation

## Institutional Accreditation

The University of Texas at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (<http://www.sacscoc.org>) to award baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033 or call 404-679-4500 for questions about the accreditation of The University of Texas at San Antonio.

## Accredited Programs

### College of Architecture, Construction and Planning

Program	Accreditation
Master of Architecture	National Architectural Accrediting Board (NAAB); expires 2024

### College of Business

Program	Accreditation
B.B.A., M.B.A., E.M.B.A.	Association to Advance Collegiate Schools of Business (AACSB) International; expires 2022
Master of Accountancy (MACY)	AACSB International; expires 2022
M.S. in Business	AACSB International; expires 2022
M.S. in Data Analytics	AACSB International; expires 2022
M.S. in Finance	AACSB International; expires 2022
M.S. in Information Technology	AACSB International; expires 2022
M.S. in Management of Technology	AACSB International; expires 2022
Ph.D. in Business Administration	AACSB International; expires 2022

Accounting programs meet standards for additional AACSB International Accounting Accreditation.

### College of Engineering

Program	Accreditation
B.S. in Biomedical Engineering	ABET; expires 2023
B.S. in Civil Engineering	ABET; expires 2023
B.S. in Computer Engineering	ABET; expires 2023
B.S. in Electrical Engineering	ABET; expires 2023
B.S. in Mechanical Engineering	ABET; expires 2023

### College of Liberal and Fine Arts

Program	Accreditation
B.F.A. in Art	National Association of Schools of Art and Design (applies to University, not programs); expires 2018
B.A. in Art	National Association of Schools of Art and Design (applies to University, not programs); expires 2018

B.A. in Art History and Criticism National Association of Schools of Art and Design (applies to University, not programs); expires 2018

M.F.A. in Art National Association of Schools of Art and Design (applies to University, not programs); expires 2018

M.A. in Art History National Association of Schools of Art and Design (applies to University, not programs); expires 2018

Bachelor of Music National Association of Schools of Music; expires 2018

B.A. in Music National Association of Schools of Music; expires 2018

Master of Music National Association of Schools of Music; expires 2018

### College of Public Policy

Program	Accreditation
Master of Public Administration	National Association of Schools of Public Affairs and Administration (NASPAA); expires 2019
Master of Social Work	Council on Social Work Education; expires 2020

### College of Sciences

Program	Accreditation
B.S. in Chemistry	American Chemical Society
B.S. in Biochemistry	American Chemical Society

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