RECORDS AND CLASSIFICATION OF STUDENTS

- Change of Name (p. 1)
- Change of Address (p. 1)
- Verification of Enrollment and Degree (p. 1)
- Release of Academic Records (p. 1)
- Classification of Terms (p. 1)
- Time Status Terms (p. 1)
  - Undergraduate Time Status (p. 1)
  - Graduate Time Status (p. 1)
- Transcripts (p. 2)
- Reverse Transfer (p. 2)
- Catalog of Graduation (p. 2)
  - Undergraduate Students (p. 2)
  - Graduate Students (p. 2)
- Change of Major, Degree, or Classification (p. 2)
  - Undergraduate Students (p. 2)
  - Graduate Students (p. 3)

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 (https://onestop.utsa.edu/forms/registrar/) 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 must 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.

Verification of Enrollment and Degree
UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (https://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.

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 (http://catalog.utsa.edu/policies/administrativepoliciesandprocedures/ferpa/) of this bulletin.

Classification of Terms
Undergraduate students are classified according to the following table:

<table>
<thead>
<tr>
<th>Classification Terms</th>
<th>Number of Semester Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower-division Freshman</td>
<td>0 to 29</td>
</tr>
<tr>
<td>Lower-division Sophomore</td>
<td>30 to 59</td>
</tr>
<tr>
<td>Upper-division Junior</td>
<td>60 to 89</td>
</tr>
<tr>
<td>Upper-division Senior</td>
<td>90 or more</td>
</tr>
</tbody>
</table>

Time Status Terms
Undergraduate Time Status

<table>
<thead>
<tr>
<th>Undergraduate Time Status</th>
<th>Number of Credit Hours Enrolled Per Fall, Spring, or Entire Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 or more semester credit hours</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9 to 11 semester credit hours</td>
</tr>
<tr>
<td>Half time</td>
<td>6 to 8 semester credit hours</td>
</tr>
<tr>
<td>Less-than-half time</td>
<td>Fewer than 6 semester credit hours</td>
</tr>
</tbody>
</table>

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.

Graduate Time Status

<table>
<thead>
<tr>
<th>Graduate Time Status</th>
<th>Number of Credit Hours Enrolled Fall/Spring</th>
<th>Number of Credit Hours Enrolled Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Nine or more semester credit hours</td>
<td>Five or more semester credit hours</td>
</tr>
</tbody>
</table>
To be eligible, undergraduate 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 Reverse Transfer agreement allows undergraduate 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, undergraduate students enrolled at a university must meet the following criteria:

- 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

Catalog of Graduation

Undergraduate Students

Undergraduate students have six years from their term of initial registration to complete a degree program under the catalog in effect when they initially registered. An undergraduate 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. Undergraduate 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.

Graduate Students

Master’s students have six years from their term of initial registration 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. Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Graduate Program Committee.

Degree requirements may change from one catalog to the next. Graduate students are 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

Undergraduate Students

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 One Stop Enrollment website (https://onestop.utsa.edu/forms/registrar/). 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 UTSA Student Policies. 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.

**Graduate Students**

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 the Graduate Admissions policies.