

RECORDS AND CLASSIFICATION OF STUDENTS

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Change of Name

A student's name on official records at UT San Antonio 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 UT San Antonio 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 UT San Antonio by accessing myUTSA (<https://experience.elluciancloud.com/uotasa/>) 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

UT San Antonio student enrollment and degree verifications are reported by the National Student Clearinghouse (<https://studentclearinghouse.org/>) (NSC). For students on financial aid this means that UT San Antonio 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 *myUTSA* 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 UT San Antonio are made by the Office of the Registrar. A Letter of Degree Completion may be provided by a student's assigned academic advisor.

UT San Antonio 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 (<https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/ferpa/>) of this bulletin.

Classification of Terms

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

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 UT San Antonio's expectation of a timely graduation, UT San Antonio 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

Graduate Time Status	Number of Credit Hours Enrolled Fall/Spring	Number of Credit Hours Enrolled Summer
Full time	9 or more semester credit hours	5 or more semester credit hours

Three-quarter time	6 to 8 semester credit hours	Not applicable
Half time	4 to 5 semester credit hours	3 to 4 semester credit hours
Less than half time	Fewer than 4 semester credit hours	1 to 2 semester credit hours

Transcripts

Official transcripts of all coursework taken at UT San Antonio must be requested online through Parchment, Inc. Transcripts are no longer printed on campus. Instructions on how to order official transcripts may be found on the One Stop Enrollment website (<https://onestop.utsa.edu/registration/transcript-services/transcript-account-ordering-instructions/>).

While enrolled at UT San Antonio, both undergraduate and graduate students who attend other colleges or universities are required to submit official academic transcripts to UT San Antonio from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. Undergraduate students must submit their official transcripts to the Office of Admissions and graduate students are required to submit their official academic transcripts to the Graduate School. This includes concurrent enrollment while attending UT San Antonio. Failure to do so may result in the rejection of the transcript request, cancellation of enrollment, permanent dismissal from UT San Antonio, or other appropriate disciplinary action. Transcripts from other institutions submitted to UT San Antonio become the property of UT San Antonio 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 UT San Antonio until the obligation is cleared.

Reverse Transfer

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

All undergraduate 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 UT San Antonio. 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 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:

- 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 *myUTSA* in order to grant UT San Antonio permission to send their UT San Antonio transcript to the lower division institution they previously attended

Catalog of Graduation

Undergraduate Students

Undergraduate students have six years from the end of their semester of original registration at any public Texas institution of higher education (excluding dual credit enrollment) 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 completes all degree requirements under the subsequent catalog.

Choosing a new catalog begins a new six-year time limit based on the student's new catalog term. Students who were not admitted under, or enrolled during, one of their chosen catalog's active terms will have six years from the end of the catalog's first term to complete a degree program. Students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time. A student must have an approved catalog at the time an application for graduation is filed. All continuing students requesting a catalog change must do so through their assigned advisor.

Any current or former UT San Antonio undergraduate student may graduate under the current catalog even if they have not completed a course during a semester in which the catalog was in effect. A student requesting to graduate under the current catalog must meet all requirements (including those of the Core Curriculum) as outlined in that catalog.

Students admitted to certain colleges or degree programs may be required to update to the catalog in effect at the time of admission. Students can confirm whether admission to a certain program will require a change of catalog by consulting 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 UT San Antonio, provided they are continuously enrolled at UT San Antonio. 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 their first registration; the student may choose, however, to fulfill the requirements of a subsequent catalog, with approval of the Graduate School.

Change of Program of Study, Degree, or Classification

Undergraduate Students

Undergraduate students requesting to make changes to their programs of study (major(s), minor(s), concentration(s), or catalog year) 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. Some majors have specific requirements for admission to their programs. Students should consult their academic advisor for additional information before making changes to their program of study. Students requesting to make changes to their declared certificate(s) must do so through the academic department offering the certificate.

Changes to a program of study are effective for the current term if made before the appropriate Census Date. Changes approved after the Census date deadline will be made effective for the following term. Students who have applied to graduate during the current term may make changes to their program of study after the Census Date if they are necessary to be cleared for graduation. The deadline for submitting a change of curriculum request for a given term can be found on the academic calendar.

An undergraduate student may declare up to two majors, two minors, and two concentrations.

Students may voluntarily make changes to their program of study 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). Transfer students admitted with 75 or more hours are allowed to make changes to their program of study until the end of their first semester at UT San Antonio. After their first semester, they will be subject to the 75-hour policy. After earning 75 or more semester credit hours of college-level work, students may only make changes to their program of study if the changes will not delay graduation by adding additional hours or semesters to those already needed under their current program of study. If the changes will add hours or semesters to the student's degree plan, approval from the appropriate Associate Dean is Required.

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 *UT San Antonio Student Policies*. Students wishing to change status from degree-seeking to non-degree-seeking will not have previous college transfer credit posted to the UT San Antonio 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 Admissions application, along with a nonrefundable application fee, by the application

deadline and follow the policy as specified in the Graduate Admissions policies.

Students requesting to make changes to their concentration(s) or certificate(s) must do so through their academic department. Requests to change the catalog year are submitted through the student's *myUTSA* Account. Changes are not official until approved and entered into the Student Information System.

Changes to a program of study are effective for the current term if made before the appropriate Census Date. Changes approved after the Census date deadline will be made effective for the following term. Students who have applied to graduate during the current term may make changes to their program of study after the Census Date if they are necessary to be cleared for graduation. The deadline for submitting a change of curriculum request for a given term can be found on the academic calendar.