UTSA Graduate School

Handbook



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Introduction and Overview

The University of Texas at San Antonio (UTSA) was founded in 1969 and is the largest university in the San Antonio metropolitan region, with more than 34,344 students enrolled in Fall 2022. UTSA advances knowledge through research and discovery, teaching and learning, community engagement, and public service. The university also embraces multicultural traditions and is one of the nation's top Hispanic-Serving Institutions (HSIs). UTSA recently earned the Seal of *Excelencia* designation from Excelencia in Education, the nation's premier authority on accelerating Latino student success in higher education. Situated in our seventh-largest city which is growing faster than any other city—UTSA is uniquely positioned to serve society due to our deep integration in a region that reflects the demographic future of the United States.







UTSA 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.

UTSA VISION

To be a premier public research university, providing access to educational excellence and preparing citizen leaders for the global environment.

UTSA DESTINATIONS

- 1. UTSA will be a model for student success
- 2. UTSA will be a great public research university
- 3. UTSA will be an exemplar for strategic growth and innovative excellence

UTSA CORE VALUES

1. Integrity3. Inclusiveness5. Collaboration2. Excellence4. Respect6. Innovation

Rankings and Recognitions

institutions in the nation

UTSA #9 in the nation for degrees awarded to Hispanic students (Hispanic Serving Institution) and possesses a prestigious Tier One designation for research.



highlights UTSA's commitment to serving the San Antonio region 2023, recognizes UTSA's impact on <u>regional</u>

economic growth and opportunity

National Research University Fund (NRUF)

Latino student success

Graduate School at a Glance

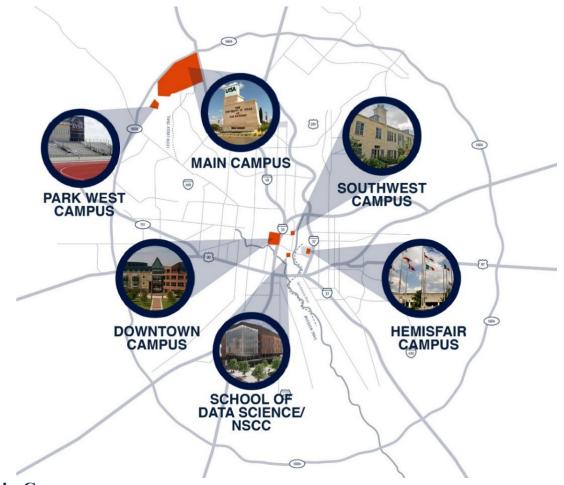


UTSA Graduate and Postgraduate Education Elemental Piece



Campuses

With thousands of talented and driven students across our physical and virtual campuses, UTSA is the largest university in the San Antonio metropolitan region. There are five campuses across the city (**campus map**): The Main Campus, Downtown Campus, Hemisfair Campus, Park West Campus, and the Southwest Campus. San Pedro I, the new School of Data Science home, is a 167,000-square-foot, six-story building that sits along San Pedro Creek east of UTSA's Downtown Campus.



Main Campus

Serving the majority of UTSA's students, the Main Campus includes the Carlos Alvarez College of Business, College of Education and Human Development, Klesse College of Engineering and Integrated Design, College of Liberal and Fine Arts, College of Sciences, Honors College, University College and The UTSA Graduate School. The 600-plus acre campus is surrounded by a thriving Medical Center, USAA, Valero, Fiesta Texas and anchor retail facilities such as The Shops at La Cantera and The Rim.

Downtown Campus

The Downtown Campus is located between San Antonio's historic West Side neighborhood and the downtown core in close proximity to a number of cultural, historic and commercial venues. The campus is home to the Margie and Bill Klesse College of Engineering and Integrated Design, the College for Health, Community, and Policy and the College of Education and Human Development. Also based at the Downtown Campus is the Urban Education Institute, a hub to prepare future educators, strengthen community partnerships and raise the educational attainment levels and earnings of economically disadvantaged students, as well as UTSA School of Data Science which is housed in San Pedro I, a building whose name recognizes the university's commitment to the site as a historic and future hub of prosperity for the city.

Southwest Campus

The Southwest Campus is located on the San Antonio River in downtown San Antonio, on the historical site of the Southwest School of Art, which merged with UTSA in 2022. Southwest School of Art was founded in 1965 and has long been regarded as a nationally recognized leader in visual arts education. An urban oasis, the campus has been a place for learning and growth for more than 165 years. The buildings and campus were originally known as the Ursuline Convent and Academy, which opened in 1851 as the first school for girls in San Antonio.

Hemisfair Campus

The Hemisfair Campus, UTSA's second downtown location, is situated east of the Downtown Campus, along IH-37 opposite the Alamodome. It is home to the Institute of Texan Cultures, where historical exhibits, cultural programs and live performances are offered year-round. Through its research, collections, exhibits and outreach, the institute promotes an understanding and appreciation of the rich diversity of Texas and Texans.

Park West Campus

Athletics enrich the UTSA experience, encouraging a sense of community and school spirit that inspires students, faculty, staff, alumni and fans alike. The 125-acre Park West Campus, which sits less than two miles from Main Campus, is home to a soccer field and a track-and-field stadium. It serves Roadrunner student-athletes and is designated as a host site for many community sporting events.

UTSA Online

UTSA offers graduate students an excellent selection of 100% online degree programs to allow students the flexibility they need to reach their personal, professional, and educational goals.

Satellite Locations

UTSA has established a presence at unique locations locally and abroad to expand the horizons of student learning and to engage with the San Antonio community.

Campus Resources



Campus Recreation Center

The Rec Center offers two levels of facility space and programming space, including five multipurpose courts, a 54-foot Rockwall, a TV/gaming lounge area, lounge spaces, racquetball courts, an Aquatics Center, four studios, meeting rooms, a demonstration kitchen, massage studio, fitness assessment lab, and multiple cardio and weight rooms.

Campus Services

Our service areas meet the needs of university affiliates, from surface and garage parking options, convenient on-campus dining locations, vending services, identification cards, the student transit system, and additional services.

Career Center

Assists students in identifying and developing skills necessary to pursue lifelong career goals.

Center for Military Affiliated Students (CMAS)

The Center for Military Affiliated Students houses our veteran's certification office, Hazlewood financial aid program, the VetSuccess on Campus program, and the Office of Veteran and Military Affairs.

Counseling Services

Supports students' health and wellbeing and collaborates with staff, faculty and student groups to help students build skills in the eight dimensions of wellbeing to promote student success.

Global Initiatives

Provides information on immigration, financial resources, and health insurance for international students.

Graduate Student Association (GSA)

Serves to represent graduate student interest by fostering community, networking and administrative feedback.

Libraries

UTSA has four libraries that hold Special Collections including the John Peace Library (JPL) and the Applied Engineering College Library, both located on UTSA's main campus, the Downtown Campus Library (DTL), and the Special Collections Library at Hemisphere Park.

National and International Organizations

Provides information on campus events, student organizations, and involvement in the UTSA community. Several students' associations/councils/societies are available to organize and celebrate cultural events, also to provide resources.

One Stop Enrollment Center

Provides information on student's admissions, registration, graduation and financial aid.

Student Disability Services

Promotes equal access to all university programs and activities for students with disabilities.

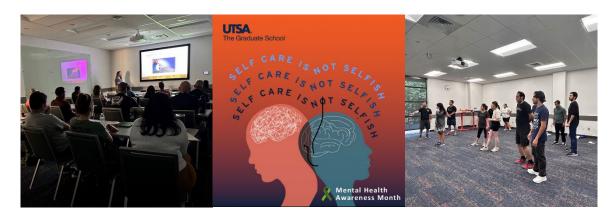
UTS Tech Café

The UTS Tech Café is here to support students, faculty and staff with all their technological needs.

Writing Center

Assists with writing assignments from ANY class at UTSA. Day and evening private tutoring sessions are also available.

Wellness



Wellbeing Services

Wellbeing is an optimal and dynamic state that allows people to achieve their full potential. UTSA provides resources to promote student wellbeing, focusing on the entire educational experience. In addition to collaboration with staff, faculty and student groups, the Graduate School collaborates with Wellbeing Services to support students' health and build skills in the eight dimensions of wellbeing to promote student success.

Graduate Student Wellbeing

The Graduate School conducts an annual wellbeing survey and graduate student-facilitated focus groups to assess the needs of master's and doctoral students. This data is used to make **data-based decisions when developing wellbeing programming**. Data from the initial survey was used to develop pilot programming in the summer. This resulted in the pilot program *Summer Wellbeing Series*: a collaboration with UTSA's Wellbeing Services and participation from GREAT peer mentors. The information below was used to develop more programming that will continue to be refined and adapted based on student feedback.

	RSVPs	Check-ins	Attendance Rate			
Stress Management	31	15	48%			
Work/Life Balance	57	18	31%			
Healthy Lifestyle	28	17	60%			
Group Activity	21	15	71%			
Total	137	65	47%			

Summer Programming: Summer Wellbeing Series

Wellbeing Wednesdays

This series is the result of summer pilot wellbeing programming and preliminary needs assessment results. Wellbeing Wednesdays includes, but is not limited to the following sessions:

- Stress Management for Graduate Students
- Time Management: Balancing Graduate School
- Creating a Healthier Lifestyle for Graduate Students
- How to Overcome Imposter Syndrome
- Self-defense Demonstration

Graduate School Administrative Resources



The Graduate Faculty

The Graduate Faculty of The University of Texas at San Antonio shall be composed of persons whose professional and scholarly accomplishments and effectiveness in teaching graduate students shall qualify them for active participation in graduate instruction at The University of Texas at San Antonio.

Membership Overview

An application for Special Membership or an application for Adjoint Membership must be filled out and current Vita must be attached. The completed application must be submitted by the department in which the applicant would like to be a Special or Adjoint member.

Membership Eligibility & Policy

Any University of Texas at San Antonio faculty member who holds a <u>tenured or tenure-track</u> <u>appointment</u> as Assistant Professor, Associate Professor, or Professor is eligible for appointment as a Member of the Graduate Faculty.

The Graduate Council Bylaws provide more information on Membership Eligibility & Policy.

Special Memberships

University of Texas at San Antonio faculty members, who do not hold a full- time tenured or tenure-track appointment, including research, emeritus, visiting, adjunct, or part-time faculty members or individuals outside the university. Special Members may teach graduate courses, serve on graduate committees, and co-chair thesis and dissertation committees, but a Special Member may not serve as the sole chair of thesis and dissertation committees. The status of Special Members will be for 3 years, unless renewed.

The Graduate Council Bylaws provide more information on Special Memberships.

Adjoint Memberships

Joint programs and programs with Memorandum of Understanding with faculty from another institution are eligible to be Members of the Graduate Faculty. With an **adjoint membership appointment you may teach graduate courses, serve on graduate committees, and chair thesis and dissertation committees.** Adjoint Members of the Graduate Faculty are appointed for five-year terms.

The Graduate Council Bylaws provide more information on Adjoint Memberships.

Who needs a special/adjoint membership?

- If you do not hold one of these three titles within UTSA:
 - 1. Professor
 - 2. Assistant Professor
 - 3. Associate Professor

• Then you will need a Special/Adjoint Membership, please view the following:

COMMON TITLES THAT REQUIRE A SPECIAL/ADJOINT MEMBERSHIP

Procedure

The Special/Adjoint Membership procedure can be found here.

Deadlines

The application deadlines for the monthly ballot can be found <u>here</u>.

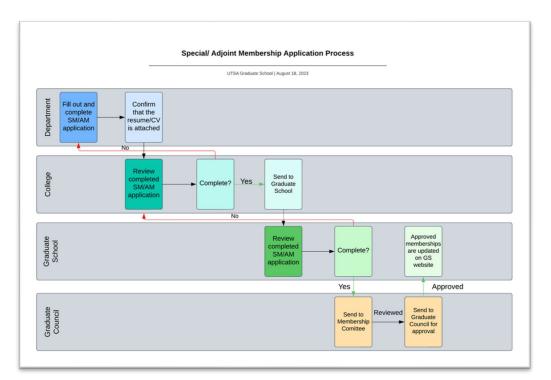
Student Quick Reference Guide for Membership Process

Please follow this link for the Student Guide to Dissertation/ Thesis Committees.

Faculty Titles

Please visit here to view all UTSA faculty titles.





Doctoral Forms

The following <u>Doctoral Forms</u> are required for all doctoral students. These forms must be routed to The Graduate School for approval.

Here are the following paperwork deadlines.

Graduate Students

Graduate Catalog

The <u>Graduate Catalog</u> provides information about degrees offered by the colleges, degree requirements for all majors, courses offered in the departments, and the faculty in each area

- <u>Certificate Program Regulations</u>
- <u>Master's Degree Regulations</u>
- Doctoral Degree Regulations
- <u>Readmission</u>
- <u>Withdrawal Process</u>
- <u>Student Academic Standing</u>
- <u>Grades</u>
- Academic and Registration Calendars
- Graduate Registrar Forms
- Graduate Degree-Seeking Student
- <u>Special Graduate Student</u>
- International Graduate Student

Graduate School Staff

Administrative Support Operations

The administrative staff oversees our application system, customer relations manager, account management, reconciliation, forms, and student petitions among many other responsibilities. This team is typically behind the scenes of The Graduate School but their responsibilities are the driving force.

Retention: Support and Success Initiatives

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. The Retention staff oversee graduate student success initiatives and training.

Strategic Success Initiatives

The Graduate School is committed to growing our Graduate Community through Student Success and Professional Development workshops, speaker series, and events. Our goal is to ensure all our graduate students are prepared with the tools and skills necessary to become successful in the academy or workforce.

Student Forms

The following <u>Graduate Student Forms</u> provide information on Petitions, Assistantships, Doctoral Leave requests, Course Add forms, etc. The following <u>Doctoral Forms</u> are required for all doctoral students and should be submitted to the Graduate School.

Assistantships

Graduate students play a critical role in faculty scholarship and the university's research and teaching missions. Accordingly, assistantships are prioritized to attract, retain, and graduate a high caliber of diverse students that will be rigorously trained to meet the needs of the national and regional workforce. There are several types of assistantships available to graduate students at UTSA. Specific job descriptions are available from the hiring department, but the following information provides a general overview of the responsibilities for each type of assistantship. Please visit here for further information on Assistantships.

Reinstatement

A graduate student who has been dismissed academically may petition for reinstatement after one semester (fall, spring, or summer) has elapsed from the date of dismissal. The Graduate School prepares the petition for reinstatement and submits it to the department's Graduate Program Committee.

Further information on Graduate Reinstatement.

Further information on Petition for Reinstatement process, deadlines and items.

Student Policies

<u>Student Policies</u> 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 UTSA, and scholastic probation and dismissal.

Withdrawal Process

The withdrawal process varies according to a student's academic needs. The following polices goes into the types of withdrawal a student can pursue. Along with the process, procedures, and any implications it may have of their financial status, degree completion, immigration status, academic status, etc.

• <u>Voluntary Withdrawal (withdrawing from program)</u>: This form should be completed only if you wish to withdraw permanently from a **graduate degree program**. Once this request is approved, you must reapply and be readmitted to the University of Texas at San Antonio if you wish to resume your graduate degree.

- <u>Withdrawing from courses/semester:</u> A student has the option to withdraw from a course(s) or from the semester. Depending on the students' academic needs, please refer to the <u>academic calendar</u> for withdrawal dates.
 - **Before & after census date:** Depending on when a student withdraws from either course(s) or the university, it can have financial implications that can affect scholarships, financial aid and/or tuition refund.
 - o <u>Course/Semester Withdrawal Form</u>
- <u>Medical and or Mental Health Withdrawal</u>: Students who experience a significant medical or mental health challenge, which compromises their ability to effectively participate in their educational program, may request a full Withdrawal from all classes for the particular term without unnecessary academic penalty. Please visit <u>Medical and/or Mental Health Withdrawal</u> from UTSA that provides information on the request procedure and process.

Handbook of Operating Procedures – Students

The following links provide information on the rules and regulations for the governance of the institution in the form of a Handbook of Operating Procedures.

- <u>Title IX</u>
- <u>Student Employee Responsibility</u>
- <u>BIT</u>

Graduate School Vocabulary

- <u>Beak Speak</u>: is our name for all the terms and lingo you'll get to know and love here at UTSA. Studying this list will help you make the most of being a Roadrunner!
- Census date: is the date defined by The Texas Higher Education Coordinating Board (THECB) on which an official and final enrollment count is recorded for submission to The THECB. The actual day on which the Census Date falls is contingent on the length of the semester. Please view the <u>Academic Calendar</u> for the Census date.
- <u>Graduate Advisor of Record (GAR)</u>: can assist with questions regarding courses, degree planning, registration assistance, department processes and information.
- <u>Keep Running With Us</u>: a streamlined, invite-only admissions process for undergraduate alumni in pursuit of their graduate education.
- <u>Nuestro Nido</u>: or G.R.A.D. Space connects the graduate student community across the UTSA to foster collaboration and creativeness in students' research and projects throughout their academic journey. The G.R.A.D. Space offers various academic and professional services to develop graduate students into the best scholars and professionals while earning their degree.

Professional and Career Development

Graduate and Postdoctoral Success (GPS)

Graduate and Postdoctoral Success (GPS) assists master's students, doctoral students and postdoctoral associates successfully navigate their careers. We seek to enhance training

opportunities for early career scholars and researchers that prepare them for a variety of career options in a dynamic workforce. Through innovative and quality educational offerings, our objective is to increase the confidence and motivation of trainees to identify and pursue their career goals, and to reduce training time to more efficiently direct their efforts. GPS programming is structured to allow for a high degree



of flexibility, ensuring that trainees can meet their own self-defined learning needs within career exploration, professional development and academic scholarship.

Some of the GPS programming offered includes:

- **3-MT Research Competition:** 3MT® is a competition that provides graduate students the opportunity to showcase their scholarly work or research in three minutes or less. More importantly, there are cash prizes!
- **Career Pathways:** Local, regional and national guest speakers who provide unique insights through a career-focused lens.
- **Community Building:** The Graduate School provides multiple opportunities to get connected with the graduate community including social events and annual Graduate Student appreciation Week celebrations.
- **Dissertation Writing Camps:** Provides intensive, focused writing time in a quiet and supportive environment to help you make significant progress through the difficult stages of writing your doctoral dissertation.
- Level Up: The new Level Up Loyalty Program rewards students and postdocs who attend professional development events throughout the fall and spring semesters. Attend events and earn exclusive UTSA Graduate School swag items (per semester).
- **Micro-credentialing:** Competency-based professional development that is transferable across a variety of careers. Through online sessions, learners develop interconnected skills and earn digital badges, which can be added to LinkedIn, portfolios and social media.
- **Postdoc Affairs:** Focused on postdoctoral fellows' social and other needs like wellness, immigration rules, work-life balance, etc.
- **Thesis and Dissertation:** The Graduate School and the Libraries offers thesis and dissertation <u>services</u> to help guide you in the final stages of your doctoral journey.
- **Transdisciplinary Team Grand Challenge:** Our challenge to UTSA graduate student researchers is to work together across disciplines to propose conceptual projects to address any aspect of conflict, including broad topics such as conflict prevention, management and

resolution and narrower topics such as expression of conflict in music and art or historical depictions of specific conflicts.

• **Dissertation Weekend Warrior Program**: This 6-hour program offers doctoral students a safe space to discuss goal setting, time management, and writing strategies with members of their cohort as they prepare to write their research manuscript. Additionally, participants have the opportunity to engage with subject matter experts from across UTSA.

Institutional Membership and Networking

UTSA prides itself on having plenty of resources and opportunities to support everyone. All faculty, postdocs, academic staff, and graduate students get free access by using their UTSA email address to sign up for membership.

Trainings



UTSA Talent Management provides the most dynamic and effective training available to faculty, staff and student employees. Training & Development's professional staff bring innovative training techniques to improve expertise in both the workplace and personal development areas.

UTSA also has LinkedIn Learning courses for every step of your career. You can learn more about it at the People Excellence <u>Training</u> website.

Responsible Conduct of Research (RCR)

UTSA is committed to research integrity and the responsible conduct of research. Training in Responsible Conduct of Research (RCR) is highly recommended for postdoctoral trainees involved in research. To ensure that all researchers are trained to conduct their research in a knowledgeable and responsible manner, we have implemented a Responsible Conduct of Research (RCR) Standard, following NIH guidelines (NIH's Responsible Conduct of Research) which covers topics like conflict of interest, policies regarding human/ vertebrate subjects, mentor/mentee responsibilities, safe research environments, international collaborative research, peer review, data acquisition, reproducibility, ethical data management, research misconduct and policies, plagiarism, responsible authorship and publication, social responsibility of scientist.

Graduate Schools offer two different Responsible Conduct of Research (RCR) Trainings:

- 1. A general online tutorial conducted by CITI (<u>CITI RCR training</u>) appropriate for the career stage of the students/researcher.
- 2. Research field-specific discussions, workshops, or seminars offered or recommended by Graduate Schools, departments, and colleges.

CITI Online Grant Proposal Program

The <u>CITI Grant Proposal Development Program</u> is a fully online, self-paced proposal development training to help graduate students, postdoctoral fellows, and other professionals better understand grants, how to find them, and how to create and submit a proposal. The 9-module course aims to take much of the mystery out of grant writing by walking learners through the

process one-step at a time with in-depth instruction that includes videos, exercises, resources, and examples.

This online training course is free and accessible to all UTSA graduate students and postdocs. To set up an account and participate in the training, follow these <u>instructions</u>.

Training Grants

The Graduate School provides support for faculty applying for predoctoral training grants, with various faculty and staff serving as Principal Investigators (PI) or significant contributors inducing the Senior Vice Provost for Graduate & Postdoctoral Studies and Graduate Dean, Assistant Dean, Director of Diversity and Special Projects, and Director of Postdoctoral Success. Additionally, we provide support through the Graduate School's Training Grants Coordinator.

Faculty and staff can access institutional resources and information regarding training grant applications to various funding agencies in the <u>Graduate School website</u>. This includes funding opportunities, National Institute of Health (NIH) and UTSA resources as well as templates for common grant application components, and mentoring resources – to name a few. All templates can be accessed via OneDrive using UTSA credentials.

Within the past year, the Graduate School has submitted grant applications in collaboration with several UTSA departments and universities. The following grants have been awarded:

Alfred P. Sloan Foundation

The *Culturally Aware Mentor Preparation for Building a Thriving Diverse STEM Workforce of the Future* is a project funded by the Alfred P Sloan Foundation is designed formalize partnerships between UTSA, Minority Serving Institutions (MSI) across the nation, and the US Fish and Wildlife Service. This grant is focused on advancing equity in conservation and natural resources educational programs and professions by developing effective mentoring practices for diverse groups of students.

National Science Foundation

The Collaborative Research: The University of Texas System AGEP: An Inclusive Model for BIPOC Faculty Career Paths is a project funded by the National Science Foundation. The overarching goal of this grant is to increase diversity in STEM by creating an adaptable model of best practices that provides a robust support system through collaborative mentoring and sponsorship of black, indigenous or people of color (BIPOC) doctoral candidates, postdoctoral fellows and junior faculty in the University of Texas System and across the country. This project is a collaboration with four other UT System institutions.

Graduate School Academic Resources



Annual Review and IDP

The Graduate School, in partnership with academic colleges, faculty, staff and students, has developed a streamlined combined <u>Annual Review and IDP</u> initiative, that requires a mandatory annual review for all doctoral students. The Annual Review and IDP is an assessment of scholarly activities, types of funding received and sources, milestone achievements and future goals for the upcoming academic year. Establishing expectations and setting goals with a robust plan is essential for continued success in your plan of study. Students will complete this form with their currently assigned graduate advisor and submit it to the Graduate School for review.

Bold Doctoral Journey

The focal point of the <u>Bold Doctoral Journey</u> is to promote graduate student excellence. The Bold Doctoral Journey creates a framework centered on doctoral support, development of marketable skills, mentorship, professional development, the use of individual development plans (IDP) and a mandatory staged orientation series.

Bold Doctoral Staged Orientation Series

The <u>Bold Doctoral Staged Orientation</u> series meets students at pivotal times in their doctoral journey: Introduction, Launch, Candidacy and Dissertation. Each stage is supported by policies and processes (Requirements), preparedness training aligned with each stage (Initiatives) and cross-training and upskilling (Tools).

DegreeWorks

<u>DegreeWorks</u> is an important tool to navigate your educational journey. It helps you identify which courses you have completed, which courses are still needed to fulfill your degree requirements,

milestone progression and progress towards graduation. You can access DegreeWorks anytime through ASAP, click <u>here</u> to review access instructions and an example degree plan.

Doctoral Milestones

Doctoral Milestones refers to the significant touchpoints along your doctoral journey with corresponding documentation. Systematically this includes qualifying exam, appointment of dissertation committee, dissertation proposal defense, advancement to candidacy, dissertation defense and final submission of documentation.

Fellowship and Awards

The Graduate School offers funding opportunities through <u>fellowships and awards</u> to help support graduate students.

G.R.A.D. Space

<u>The G.R.A.D. Space</u> connects the graduate student community across the University of Texas at San Antonio to foster collaboration and creativeness in students' research and projects throughout their academic journey. The G.R.A.D. Space offers various academic and professional services to develop graduate students into the best scholars and professionals while earning their degree.

Graduate Representatives of Excellence Academic Team (GREAT) Peer Mentors

The <u>GREAT Peer Mentors</u> consists of a select group of graduate students who act as student hosts at campus events, vertical learning communities, university, community and alumni functions as well as providing peer mentorship.

Graduate School Orientation

Graduate school is an exciting journey of self-improvement, professional growth and academic excellence. We are excited to join you on this journey beginning with Graduate School Orientation (GSO). You're invited to a day of fun and learning to network with fellow new students and hear from current students and faculty! Check out our full list of <u>Orientation Experiences</u>.

Graduate School Events Calendar and Newsletter

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. The <u>Graduate School Events Calendar</u> enables you to view events and activities that can assist you with professional development, administrative processes, and overall graduate student success. <u>Bird is the Word</u> is the Graduate School Newsletter that highlights our previous academic year, enrollment and event updates, student spotlights, important news and more.