



# The Graduate School Forms & Degree Works

## Masters

Presented by: Administrative Support Team

# Introduction

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# Meet the Team



**Ginger Hernandez**

**Senior Manager of  
Administrative  
Support Operations**



**Susie Saucedo**

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Associate II**



**Clarissa  
Benavides**

**Administrative  
Associate I**



# Petitions and Other Forms



# Overview

- **Where to access Petitions and Other Forms**
  - **Petition: Assistantship Policy (ASST)**
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  - **Petition For Waiver of University Wide Requirements (PET)**
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# Overview Continued

- **Permission For Enrolling In Undergraduate Courses While A Graduate Form (PEUC)**
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# Where to access Petitions & Other Forms

**UTSA**  
The Graduate School

Orientation G.R.A.D. Space Current Students Tuition & Funding Postdoctoral Affairs About Us News

**1.** Faculty/Staff

military students international students

apply online request info

### resources

- Automated Student Access Program (ASAP)
- Graduate Catalog

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. We have several departments that can assist you with questions regarding professional development activities, administrative processes, and graduate student success initiatives.

Office Hours: 8 A.M. to 5 P.M., Monday through Friday  
Campus Location: GSR 2.116  
Phone: 210-458-4331  
Questions regarding [admissions, transcripts and recruiting](#).

## faculty/staff resources

UTSA is an emerging research university and one of the fastest-growing public universities in Texas. Our top-tier university currently offers over 100 graduate programs across our colleges including: Carlos Alvarez College of Business, College of Education and Human Development, Margie and Bill Klesse College of Engineering and Integrated Design, College of Liberal & Fine Arts, College of Health Community and Policy, College of Sciences and the School of Data Science.

Excellence, innovation, and creativity are abundant at our University. A prime example of this is UTSA's recent ranking as one of the best young universities in the nation by Times Higher Education. UTSA has also been recognized as a Global Leader and highly ranked the best University for Veterans by Military Times and "Best of the Best" U.S. universities for Hispanics, African-Americans and Females by the Hispanic Network Magazine.

- Graduate Council** >
- Forms** >
  - 2.** [Petitions and Other Forms](#)
  - [Doctoral Committee Forms](#)
  - [Graduate Reinstatement Forms](#)
  - [Graduate Faculty Special and Adjoint Membership Forms](#)
  - [Petitions and Other Forms Deadlines](#)
- Propose and Evaluate** >
- Mentoring** >
- Institutional Training Grant Resources** >

# Where to Access Petitions & Other Forms Cont.

The screenshot shows the UTSA Graduate School website. The header includes the UTSA logo and navigation links: Orientation, G.R.A.D. Space, Current Students, Tuition & Funding, Postdoctoral Affairs, About Us, News. The main navigation bar has 'The Graduate School' and 'military students' buttons. Below this is a banner image with 'apply online' and 'request info' buttons. The central section is titled 'Petitions and Other Forms' and contains a list of links: 'Automated Student Access Program (ASAP)', 'Graduate Catalog', and a list of forms: 'Doctoral and Master's Forms', 'Master's Forms', and 'Doctoral Forms'. The 'Doctoral and Master's Forms' and 'Master's Forms' links are highlighted in yellow. The footer contains office hours, campus location, phone number, and a link for questions regarding admissions, transcripts, and recruiting.

## Petitions and Other Forms

### Doctoral and Master's Forms

[Assistantships](#): Students requesting reduced course load or on academic probation must submit this petition to hold an assistantship.

[Course\(s\) Exceeding Time Limitation](#): This form is required to approve courses that have exceeded either the Master's (6 year) or Doctoral (8 year) time limitation.

[Graduate Student Course Add Form](#): Doctoral/Master's student to add a course for any of the following: (1) ASAP registration has closed, requiring Department Chair and Instructor signature. (2) One Month after Fall/Spring Semester Census date has passed requiring Departmental, Academic College, and Graduate School Approval. (3) 10 Days after Summer Term Census requiring Departmental, Academic College, and Graduate School Approval. (4) Student is unable to add Undergraduate course for Undergraduate credit due to Graduate level restriction. (5) Class does not have an active Waitlist. (6) Prepayment has not been received prior to Census date.

[Petition for Waiver of University Wide Requirements](#): This form must be completed in order to petition to waive university wide requirements.

[Voluntary Withdrawal from a Graduate Degree Program](#): This form should be completed by the student when he or she wishes to withdraw permanently from a graduate degree program. Once this request is approved, the student must reapply and be readmitted to UTSA to resume graduate enrollment.

### Master's Forms

[Certification of Completion of Thesis Requirements for Master's Degree](#): The department will complete this form and route to The Graduate School for approval once the student has met all requirements to graduate. This form must be received by The Graduate School no later than the final deadline to submit a thesis.

[Transfer of Credit towards Master's Degree](#): Students are expected to complete all coursework at UTSA. Exceptions require completion of this form and must meet conditions for transfer of credit.



# Petition: Assistantship Policy (ASST)

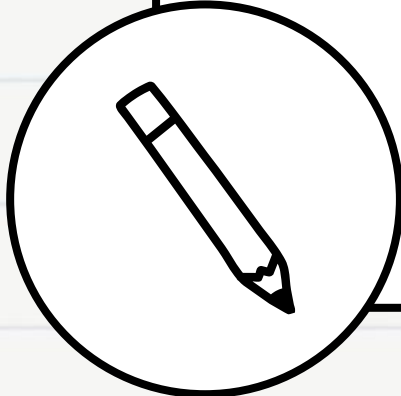
## Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
  - Fall: November 1st
  - Spring: April 1st
  - Summer: July 1st
- ASST is needed when Graduate Student(s) hold an assistantship and are requesting to be under enrolled in **6 SCH for Fall and Spring** semesters. The student **must be enrolled in 1 SCH** to hold an appointment.
- ASST form will need to be completed if the student is on Academic Probation.
- Under enrollment in the student's graduating semester is a **one-time approval request**.
- International students will also need to confirm with **Global Affairs** that they are allowed to be under enrolled based on the type of Visa they hold.

[Policy on Assistantships](#)

[HOP Policy on Assistantships](#)

The screenshot shows the 'PETITION: ASSISTANTSHIP POLICY' form from UTSA The Graduate School. The form includes sections for Student Information, Justification, and signatures from the Graduate Advisor of Record or Doctoral Committee Chair, Department Chair, Associate Dean, and Dean of the Graduate School. Each signature section includes a signature line, a date field, and 'Approve' and 'Disapprove' checkboxes. The form also has a 'Comments' section at the bottom and a 'Revised: July 2024' note.



# Transfer of Graduate Credit Towards Master's Degree (TRANS)

## Quick Points


- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
  - Fall: November 1st
  - Spring: April 1st
  - Summer: July 1st
- TRANS forms are utilized when the department would like to transfer in graduate level courses to apply to the student's catalog.
- Transcripts and Syllabi/Course Descriptions **must** be attached to the form before moving forward.
- Course name, number, and grade should appear exactly as it does on the transcript.
- Courses that were used towards another degree **cannot** be transferred and applied to the student's current POS.
- Only graduate level courses earned at a "B" or higher qualify for transfer.

[Policy on Transfer of Credit: Graduate Catalog Policy](#)


**TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE**

If transfer courses

**JUSTIFICATION**



**UTSA The Graduate School**  
The University of Texas at San Antonio



**TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE**

Generally, all work for the master's degree must be completed at UTSA. Transfer credit of usually no more than six semester credit hours may be allowed for graduate coursework completed at another accredited institution upon the approval of the appropriate Graduate Program Committee in which the degree program is located. This petition may allow a maximum of one-third of the semester credit hours of coursework (exclusive of thesis) required for a degree at UTSA to be accepted as transfer credit for the degree. This form must be completed by the department.

**STUDENT INFORMATION**

Name \_\_\_\_\_

Banner ID \_\_\_\_\_

Degree Program \_\_\_\_\_

Date \_\_\_\_\_

Highest Education Level Completed:  Baccalaureate  Master's  Doctoral

Type of Program:  Post Master's  Post Baccalaureate

*It is required to attach transcript(s), the syllabus or course description, and evidence that the university where the course was taken is accredited.*

**APPROVALS**

Time Limit for Completion

The course  
 This degree  
 The majority of the degree

Graduate Program Committee

Department Chair, Signature

Associate Dean, Signature

**THE GRADUATE SCHOOL**

Based on the College's Policy

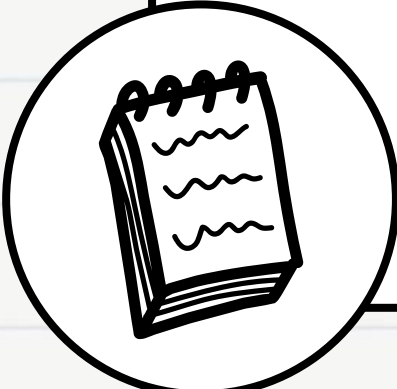
Vice Provost and Dean

Revised July 2024

**COURSES TO BE TRANSFERRED**

Name of Institution	Semester Taken	Course Number and Name	Hours	Equivalent Grade	UTSA Equivalent Course	Credits to be used to fulfill the requirements below
Ex: Texas A&M University - Corpus Christi	Summer 2023	MKTG 5320: Marketing Management	3	A	MBA 5313 Marketing Management	Section of catalog Section A
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog
						Section of Catalog

\* The courses listed above must have a grade of B or better, be from an accredited university, and not have been used in another degree program.

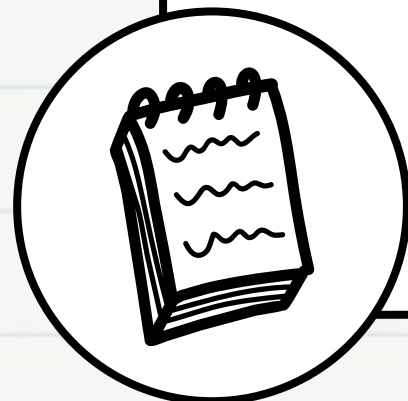


# Petition: Course(s) Exceeding Time Limitation (TIME)

## Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
  - Fall: November 1st
  - Spring: April 1st
  - Summer: July 1st
- TIME form is used when the course exceeds the below time limit:
  - **Masters** - 6 years
- Course name, number, title, semester taken, and grade earned should match the Banner SHACRSE screen.
- The department will need to provided the **anticipated semester and year** of when the student will graduate.

[Policy on Master's Time Limitation: Graduate Catalog Policy](#)



**PETITION: COURSE(S) EXCEEDING TIME LIMITATION**

**GRADUATE ADVISOR**  
Graduate Advisor of Record  
Comments:

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**PETITION: COURSE(S) EXCEEDING TIME LIMITATION**

**DEPARTMENT CHAIR**  
Department Chair, Signature  
Comments:

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Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Master's  Doctoral

**COURSE(S) EXCEEDING TIME LIMIT**  
Justification:

Course/Number	Name of Course	Semester Taken	Grade
Example: EDU 5003	Research Methods	Fall 2004	A

**DEPARTMENT COMMITTEE MEMBERS**

Name	Signature	Approve	Disapprove
Example: Henry Ford	Henry Ford	EDU 5003	

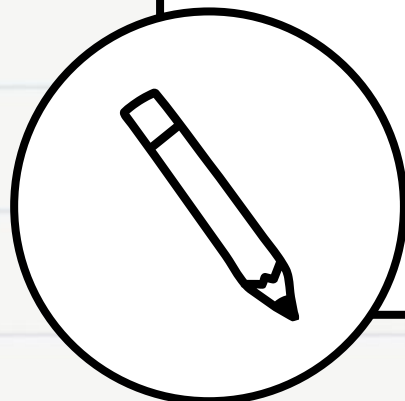
Revised July 2024

# Graduate Student Course Add Form (ADD)


## Quick Points

- Student will need to complete form and department will route to the college for Graduate School approval.
- ADD forms are sent for Graduate School approval if the **census date has passed** and the student needs to be added to a course or if the student was **dropped for non-payment**.
  - A letter from either the student or the department must be attached explaining why they would like to be added to the course.
- ADD forms are also used if the student is are trying to register for a course, but are unable to do so due to level restrictions.

Policy on Late Registration: [Student Policy](#)



**UTSA The Graduate School**  
The University of Texas at San Antonio



### GRADUATE STUDENT COURSE ADD FORM

Doctoral/Master's student to add a course for any of the following:

1. ASAP registration has closed, requiring Department Chair and Instructor signature.
2. After Semester Census date has passed requires Departmental, Academic College, and Graduate School Approval.
3. Student is unable to add Undergraduate course for Undergraduate credit due to Graduate level restriction.
4. Class does not have an active Waitlist.
5. Prepayment has not been received prior to Census date.

Name: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Term:  Fall  Spring  Summer Year: \_\_\_\_\_  
CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_

**NOTICE TO STUDENT:** Once all signatures are obtained, submit form to the One Stop Enrollment Center for Processing. Locations: Main Campus JPL 1.01.04 Downtown Campus FS 1.500  
**NOTE:** Even if all signatures are obtained, you cannot be added if class capacity is reached

#### APPROVALS

**REQUIRED UNTIL CLOSE OF BUSINESS ON CENSUS DATE:**

_____ Instructor, Signature	_____ Print Name	_____ Date
_____ Department Chair, Signature	_____ Print Name	_____ Date
_____ Student, Signature	_____ Print Name	_____ Date

**REQUIRED ONLY AFTER CENSUS DATE:** Approval signatures and justification memo. NOTE: After Census day, you are required to 1. obtain approvals from the college and university and 2. write and attach a memo explaining why you want to add a class so late in the semester. The class will only be added if there is a credit on your account for this course and classroom capacity has not been reached.

_____ Dean of College, Signature	_____ Print Name	_____ Date
_____ Dean The Graduate School, Signature	_____ Print Name	_____ Date

\* Fiscal Services Stamp for prepayment (only necessary after census date)

#### OFFICE USE ONLY

One Stop Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Capacity: \_\_\_\_\_

# Petition for Waiver of University Wide Requirements (PET)

## Quick Points

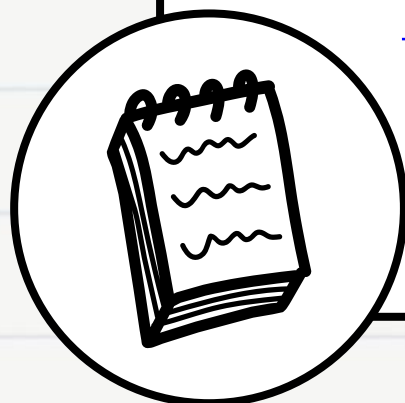
- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
  - Fall: November 1st
  - Spring: April 1st
  - Summer: July 1st
- PET form(s) are submitted by the department who would like to request exceptions to student, certificate policies, master's policies, or to student's catalog.
- The form will need to indicate if the student is **thesis** or **non-thesis** and, if applicable, the **concentration** of their degree.
- It is imperative that the correct catalog is listed on the form and should be listed in the following format:
  - Catalog Year
    - Example 1: 23-25
    - Example 2: 2023 -2025

[Current Catalog](#)

[Previous Catalogs](#)

The screenshot shows the 'PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS' form from UTSA The Graduate School. The form includes the following sections:

- Header:** UTSA The Graduate School logo and the University of Texas at San Antonio logo.
- Check all that apply:** Substitution of Courses: Core  Elective  Other
- College of:** [Text box] **Department:** [Text box]
- STUDENT INFORMATION:**
  - Name: [Text box] Date: [Text box]
  - Banner ID: [Text box] Degree Program: [Text box] Catalog Year: [Text box] Ex: 23-25
  - Concentration (if applicable): [Text box]
  - Master  Doctoral
  - Select if Mast: [Dropdown] Select if Doct: [Dropdown]
- JUSTIFICATION:** [Large text area]
- APPROVALS:**
  - Graduate Advisor of Record, Signature: [Text box] Print Name: [Text box] Date: [Text box] Approve  Disapprove
  - Department Chair, Signature: [Text box] Print Name: [Text box] Date: [Text box] Approve  Disapprove
  - Associate Dean, Signature: [Text box] Print Name: [Text box] Date: [Text box] Approve  Disapprove
- THE GRADUATE SCHOOL:**
  - Vice Provost and Dean of The Graduate School, Signature: [Text box] Date: [Text box] Approve  Disapprove
- Footer:** Revised July 2024



# Petition for Waiver of University Wide Requirements (PET)

## General Policies (Other)

### Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- If petitioning for any policy found in **Certificate Program Regulations or Master's Degree Regulations**, the justification must be able to answer the following questions:
  - What does the policy state?
  - What did the student do instead?
  - Why did the student pursue this course of action?
- The justification will be **completed by the department** and not the student.

#### Graduate Catalog

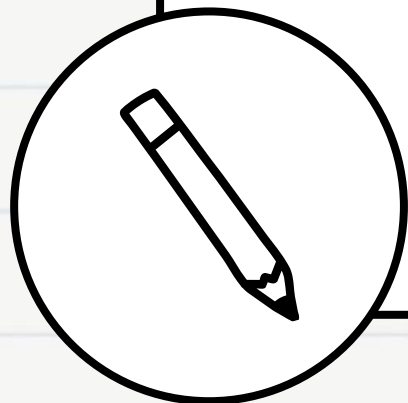
- » Introduction
- » **Certificate Program Regulations**

[Certificate Program Regulations](#)

#### » Master's Degree Regulations

- » Degree Requirements
- » Transfer of Credit

[Master's Program Regulations](#)



# Petition for Waiver of University Wide Requirements (PET)

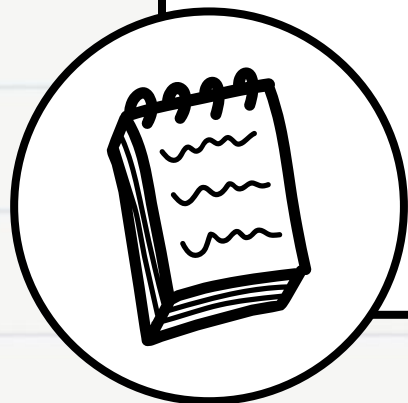
## Core Course Substitution

### Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- If petitioning for any core course(s) substitution listed in the **catalog**, the justification must include the following information:
  - Both of the courses abbreviations, numbers, and course titles.
  - Why did the student not take the required course?
  - Was the core course content covered in the requested substituted course?
- The justification will be **completed by the department** and not the student.

A. Required courses (27 semester credit hours):		27
<a href="#">CHE 5263</a>	Advanced Analytical Chemistry	
<a href="#">CHE 5313</a>	Advanced Biochemistry	
<a href="#">CHE 5453</a>	Advanced Inorganic Chemistry	
<a href="#">CHE 5643</a>	Advanced Organic Chemistry	
<a href="#">CHE 5843</a>	Advanced Physical Chemistry	
<a href="#">CHE 5981</a>	Graduate Seminar in Chemistry (repeated for a total of 3 hours) <sup>1</sup>	

Example of Core Courses in Catalog



# Petition for Waiver of University Wide Requirements (PET)

## Prescribed Elective Substitution

### Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- If petitioning for any prescribed elective course(s) substitution listed in the **catalog**, the justification must include the following information:
  - State which part of the POS this will impact.
  - The course(s) abbreviation(s), number(s), and course title(s).
  - Why the student was unable to take any of the prescribed elective courses?
  - If the POS states that these courses cover a particular topic/theme, the justification will also need to indicate that the content of the substituted course will also cover this topic/theme.
- The justification will be **completed by the department** and not the student.

### 2. Prescribed electives (12 semester credit hours):

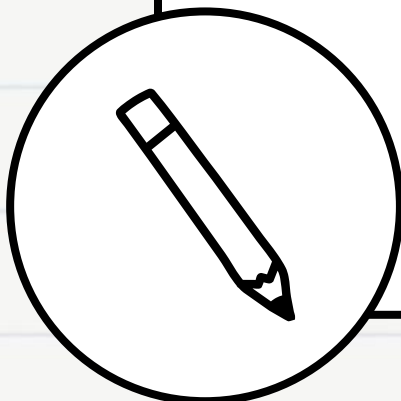
a. ENG literary study from before 1700, at least 3 semester credit hours must be [ENG 5943](#) Topics in Major English Authors (minimum 3 semester credit hours)

b. ENG literary study between 1700 and 1900 (minimum 3 semester credit hours)

c. ENG literary study after 1900 (minimum 3 semester credit hours)

At least 3 hours of the above prescribed electives must include the study of literatures of the U.S., 3 of which must include the study of multiethnic literatures of the U.S. after 1900.

### Example of Prescribed Elective Courses in Catalog





# Petition for Waiver of University Wide Requirements (PET) Elective Substitution

## Quick Points

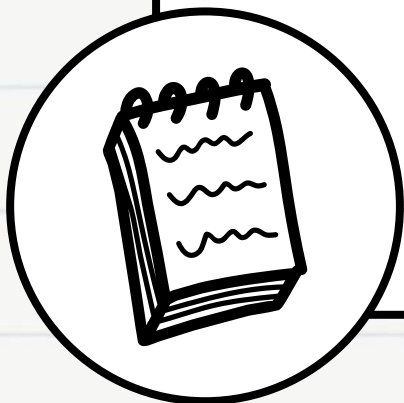
- Department will need to complete form and route the college for Graduate School approval.
- If petitioning for any elective course(s) substitution listed in the **catalog**, the justification must include the following information:
  - The course(s) abbreviation(s), number(s), and course title(s).
  - State which course or part of the POS that will the substitution will apply to.
  - Why the student has taken this course instead.
- If the catalog states verbiage that is or similar to "...substitution as approved by program director, GAR, PhD Committee, etc.", then a PET is **not needed**.
- The justification will be **completed by the department** and not the student.

### B. Electives:

12

Students must complete at least 12 semester credit hours of additional eligible, organized graduate courses in the Department of Computer Science.

Example of Elective Courses in Catalog. PET would be needed if the student has taken any courses outside of Computer Science Department.

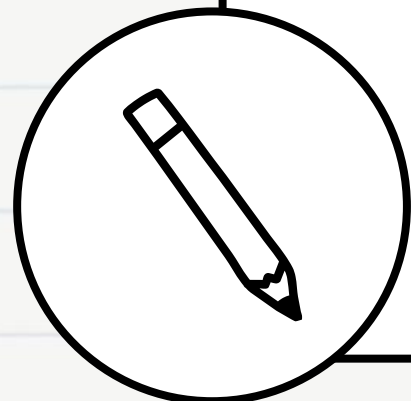


# Petition for Waiver of University Wide Requirements (PET)

## Cohort Petition

### Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Cohort Petition(s) can only be used when it effects **10 or more students who follow different catalogs** and are impacted by the same catalog/policy. The justification must be able to answer the questions below:
  - What course(s) or portion of the catalog is effected?
  - Why is this no longer being offered or provided?
  - What is the alternative that the students will need to do in order to fulfill this portion of their catalog?
- A **list** with the students first name, last name, banner ID, and catalog year will need to be attached to the PET.
- If there are less than 10 students who are effected by a policy/catalog, **individual PET(s)** will need to be completed with their student information.
- The justification will be **completed by the department** and not the student.



The screenshot shows the 'PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS' form for UTSA The Graduate School. The form includes the following sections:

- Header:** UTSA The Graduate School logo and the University of Texas at San Antonio logo.
- Check all that apply:** Substitution of Courses: Core  Elective  Other
- College of:** [Text field] **Department:** [Text field]
- STUDENT INFORMATION:**
  - COHORT PET:** [Text field]
  - Name:** [Text field] **Date:** [Text field]
  - Banner ID:** [Text field] **Degree Program:** [Text field] **Catalog Year:** [Text field] (Ex: 23-25)
  - Concentration (if applicable):** [Text field]
  - Master  Doctoral
  - Select if Mast:** [Dropdown] **Select if Doct:** [Dropdown]
- JUSTIFICATION:** [Large text area]
- APPROVALS:**
  - Graduate Advisor of Record, Signature:** [Text field] **Print Name:** [Text field] **Date:** [Text field]  Approve  Disapprove
  - Department Chair, Signature:** [Text field] **Print Name:** [Text field] **Date:** [Text field]  Approve  Disapprove
  - Associate Dean, Signature:** [Text field] **Print Name:** [Text field] **Date:** [Text field]  Approve  Disapprove
- THE GRADUATE SCHOOL:**
  - Vice Provost and Dean of The Graduate School, Signature:** [Text field] **Date:** [Text field]  Approve  Disapprove

Revised July 2024

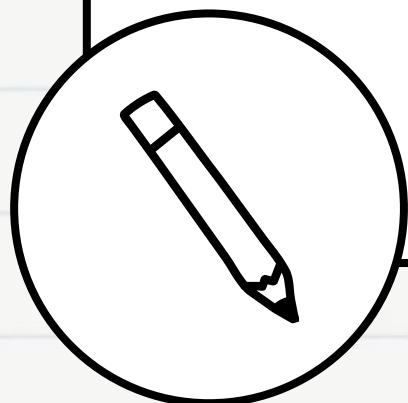
# Petition for Waiver of University Wide Requirements (PET)

## Blanket Petition

### Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Blanket petition(s) can only be used when it effects an **one entire catalog**. The justification must be able to answer the questions below:
  - What course(s) or portion of the catalog is affected?
  - Why is this no longer being offered or provided?
  - What is the alternative that the students will need to do in order to fulfill this portion of the catalog?
- If there are a few students who follow different catalogs, but it **does not specifically impact one catalog**, either individual PET(s) or Cohort PET(s) will need to be completed.
- The justification will be **completed by the department** and not the student.

The screenshot shows the 'PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS' form from UTSA The Graduate School. The form includes sections for 'STUDENT INFORMATION' (Name, Banner ID, Degree Program, Catalog Year, Concentration), 'JUSTIFICATION' (a large text area), and 'APPROVALS' (signature lines for Graduate Advisor of Record, Department Chair, Associate Dean, and Vice Provost and Dean of The Graduate School). Each approval line includes fields for Signature, Print Name, and Date, along with 'Approve' and 'Disapprove' checkboxes. The form also features a 'Check all that apply' section for Substitution of Courses (Core, Elective, Other) and a 'Revised July 2024' note at the bottom.



# Voluntary Withdrawal From a Graduate Degree Program (WITH)

## Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
  - Fall: November 1st
  - Spring: April 1st
  - Summer: July 1st
- WITH form are submitted by the department for students who would like to voluntarily withdraw from their program and UTSA.
- The student must either **not be enrolled or withdrawn from all course(s)** before moving forward for processing.
- Once the request has been approved it is a **permanent request**. The student would have to reapply to their graduate program if they are interested in pursuing it at a later time.

[Policy on Withdrawal from the University: Student Policy](#)

**VOLUNTARY WITHDRAWAL FROM A GRADUATE DEGREE PROGRAM**

**APPROVALS**

Graduate Advisor of Record  
Print Name

Department Chair, Signature  
Print Name

Associate Dean, Signature  
Print Name

**THE GRADUATE SCHOOL**  
Based on the College's Request  
Vice Provost and Dean of Graduate Studies

Revised July 2024

**UTSA The Graduate School**  
The University of Texas at San Antonio

**VOLUNTARY WITHDRAWAL FROM A GRADUATE DEGREE PROGRAM**

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 enrollment.

Please note: This form does not withdraw you from your course(s) for this or any semester. If you wish to withdraw from your courses for this semester only, please contact the Registrar's Office.

*This is not the Leave of Absence form.*

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

International Student?  Yes  No

*NOTE: International students must contact the Office of International Programs. Withdrawal may affect visa status.*

**VOLUNTARY WITHDRAWAL FROM GRADUATE DEGREE PROGRAM**

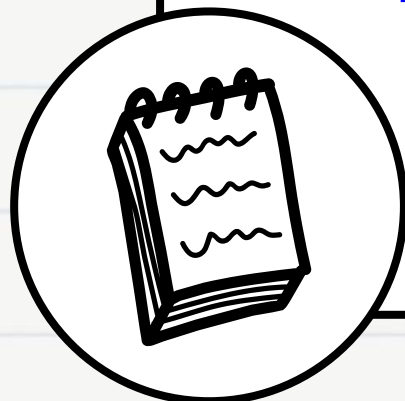
College: \_\_\_\_\_ Degree: \_\_\_\_\_

Program: \_\_\_\_\_ Reason for Withdrawal: \_\_\_\_\_

Effective (Date): \_\_\_\_\_ Semester and Year: \_\_\_\_\_

I have dropped all courses for this and future terms.  
 I am voluntarily withdrawing from the graduate degree program listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

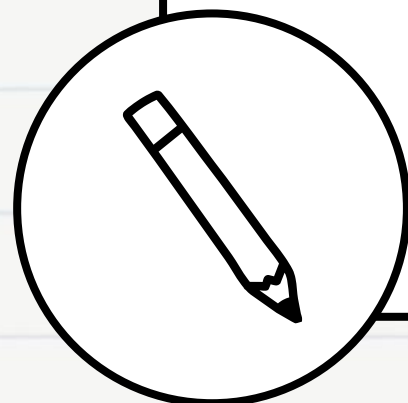


# Permission for Enrolling in Undergraduate Courses While a Graduate (PEUC)

## Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- PEUC form(s) are submitted by the department for students who would like to take an undergraduate course and earn it for graduate credit to apply it to their catalog.
- A course syllabus, with clear indication of **additional course work or graduate level course work** which will be completed to earn the course for graduate credit must be attached to the form.
- If the student would like to be enrolled in an undergraduate course and **not receive graduate credit**, then an ADD form will need to be submitted.

[Policy on Enrolling in Undergrad Courses: Student Policy](#)



myUTSA ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_ *Permission for Enrolling in Undergraduate Courses While a Graduate Page 2*

**APPROVALS**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
GSI / Print Name / Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Instructor signature / /

\_\_\_\_\_  
Department Chair signature

\_\_\_\_\_  
Associate Dean signature

\_\_\_\_\_  
Vice Provost and Dean of the Graduate School

myUTSA ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_ **UTSA Registrar**

**Permission for Enrolling in Undergraduate Courses While a Graduate**

**How to Submit Form:** Submit completed form through the Document Uploader for processing.  
• **Fields to select on the Document Uploader:** Department: Registrar; Term: Select Applicable Term; Category: Registration Forms; Document: Permission for Enrolling in Undergraduate courses while a Graduate

**Directions:**

1. A **graduate student** may enroll in an undergraduate course and apply the credit earned to his/her graduate degree.
2. Students taking an undergraduate course for graduate credit must obtain all signatures on form.
3. Syllabus indicating graduate level work in undergraduate course must be attached to this form at the time of submitting.

**STUDENT INFORMATION**

Term:  Fall  Spring  Summer Year: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Undergraduate Course to be Taken:  
CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_

Explain the reasons for this request AND attach copy of the syllabus that indicates graduate level work to be completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 553.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect. In accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 12.

**UTSA OFFICE USE ONLY:**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_ Form revised 08/31/23 • Page 1 of 2

# Change of Grade Form (COG)

## Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- COG form must be requested through Office of the Registrar.
- COG(s) forms only need Graduate School approval once they have **exceeded an academic year**.
  - The justification will need to indicate why it took over a year to complete the course work.
    - The entire text of the justification will need to fit within the “Reason for the Change of Grade” section **without** having to scroll/expand the text box or add a letter with the explanation if additional room is needed.

[Policy on Change of Grades: Student Policy](#)

**UTSA** The University of Texas at San Antonio  
**OFFICE OF THE REGISTRAR**

### Change of Grade Form

Please print using black ink.

Student's First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

myUTSA ID: \_\_\_\_\_ Term: Fall  Spring  Summer  Year: \_\_\_\_\_

CRN: \_\_\_\_\_ SUBJECT: \_\_\_\_\_ COURSE NO.: \_\_\_\_\_ SECTION NO.: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Numeric Alpha Numeric Numeric Print Name

Grade originally assigned \_\_\_\_\_ Grade to be changed to \_\_\_\_\_  
(letter grade, IN, NR, etc.) ("IN" requires a completed Requirements for Removal of Incomplete Form)

Reason for change of grade:  
\_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Instructor) Print Name

Recommend approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Department Chair) Print Name

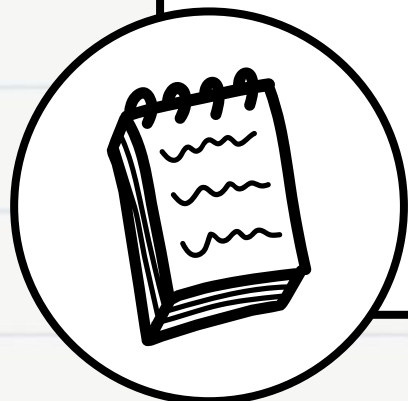
Approved \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Dean) Print Name

Requests to change a grade more than one year old must also be approved by Undergraduate Studies (for undergraduates) or the Graduate School (for graduate students).

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Signature (Vice Provost/Assoc. Vice Provost) Print Name

**WHEN APPROVED, FORWARD TO THE OFFICE OF THE REGISTRAR**  
**For Registrar's Office Use Only**

Requires Academic Standing be changed from \_\_\_\_\_ to \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_  
Reg/Exec/Word/Forms/Inventory Forms and Web/Change of Grade FormF (Rev. 12/01/20)





# Petition for Reinstatement



# Where to access Petition for Reinstatement

UTSA The University of Texas at San Antonio

Orientation G.R.A.D. Space **Current Students** Tuition & Funding Postdoctoral Affairs About Us News

## Current students

The Graduate School at The University of Texas at San Antonio is here to ensure you have the necessary resources and support to ensure a successful graduate education experience. The Graduate School is dedicated to providing innovative and quality education for students through professional development and life-long learning. Our mission is to empower UTSA graduate students through professional and interpersonal development opportunities.

[Graduate and Postdoctoral Success >](#)

[Thesis & Dissertation >](#)

[Academic Resources >](#)

- [Academic Holds](#)
- [Unofficial Transcripts](#)
- [Petition for Reinstatement](#)
- [Graduate Catalog](#)

[G.R.A.D. Space >](#)

[Graduate Advisors >](#)

[Student Services >](#)

[Graduate School Newsletter >](#)

[Annual Review and IDP >](#)

[apply online](#) [request info](#)

**resources**

- [Automated Student Access Program \(ASAP\)](#)
- [Graduate Catalog](#)

**contact us**

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. We have several departments that can assist you with questions regarding professional development activities, administrative processes, and graduate student success initiatives.

Office Hours: 8 A.M. to 5 P.M., Monday through Friday

## Petition for Reinstatement

A student who has been dismissed academically may petition for reinstatement after one semester (Fall, Spring, or Summer) has elapsed from the date of dismissal. Under exceptional circumstances, an Early Consideration Waiver may be considered for possible reinstatement the following semester. For example: a student who is academically dismissed in Spring 2023 may submit their petition for reinstatement during the Summer semester for possible reinstatement for Fall 2023, pending the approval of the Reinstatement Committee.

**Deadlines**

Students are required to complete a reinstatement packet along with a letter containing all explanations, recommendations, or other supporting documentation for the reinstatement request and submit them to the Senior Vice Provost & Dean of The Graduate School on or before the following deadlines:

- June 15 for Fall Semesters
- October 15 for Spring Semesters
- March 15 for Summer Semesters

Before you fill out the form	+
Completing the form	+
Decision and Next Steps	+

Click [here](#) to view the Graduate Reinstatement Step-by-Step Guide.

**Questions?**

If you have questions on the reinstatement process, please contact:  
[gradschooladmin@utsa.edu](mailto:gradschooladmin@utsa.edu) or (210) 458-4331

As a graduate student, you are responsible for **reading and completing** the Petition for Reinstatement Packet

[apply online](#) [request info](#)

**resources**

- [Automated Student Access Program \(ASAP\)](#)
- [Graduate Catalog](#)

**contact us**

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. We have several departments that can assist you with questions regarding professional development activities, administrative processes, and graduate student success initiatives.

Office Hours: 8 A.M. to 5 P.M., Monday through Friday

Campus Location: GSR 2.116

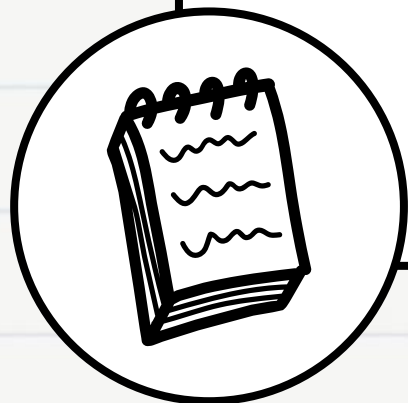
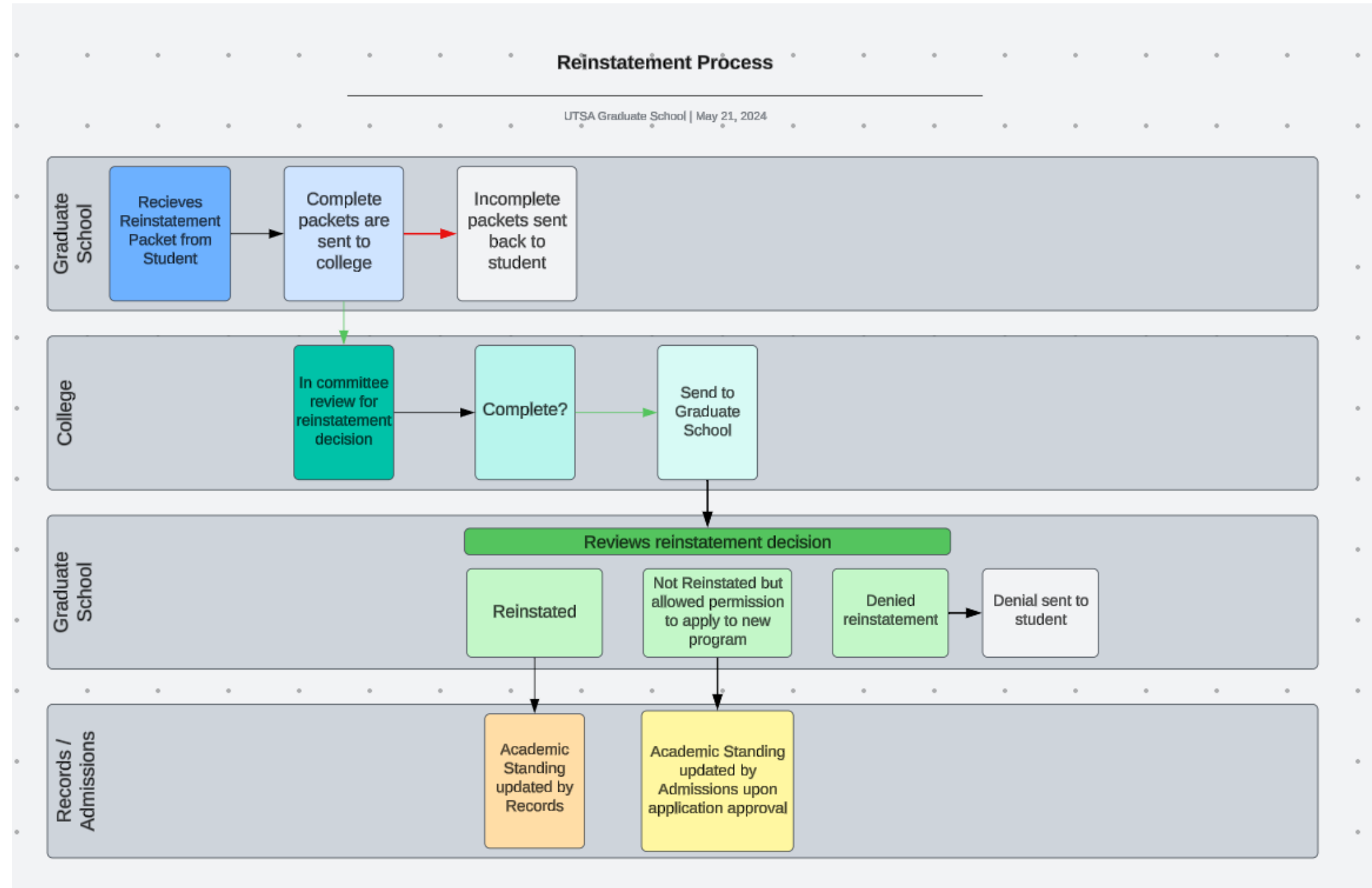
Phone: 210-458-4331



# Petition for Reinstatement

## Quick Points

- Student must completed the packet and route to The Graduate School.
- Workflow Process
- Deadlines:
  - Fall: June 15th
  - Spring: October 15th
  - Summer: March 15th





**The Graduate Council**

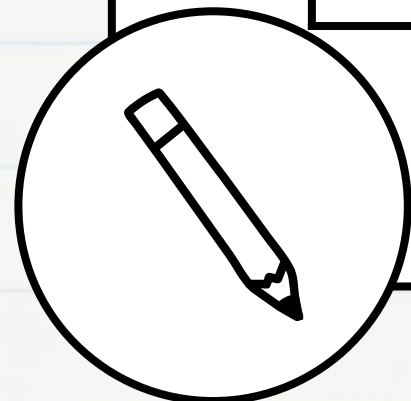
# **Graduate Faculty**



# The Graduate Faculty

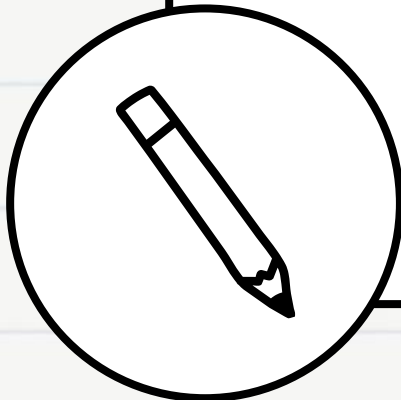
(as defined by the Graduate Council)

	Graduate Faculty	Graduate Faculty Scholars	Special Member of the Graduate Faculty	Graduate Faculty Adjoint
Who is it?	Professor, Assistant Professor, Associate Professor	Professor, Assistant Professor, Associate Professor	FTT (Fixed-term track) and Faculty Members from other institutions	Faculty Members from other institutions with an Memorandum of Understanding (MOU)
What can I do?	<ul style="list-style-type: none"> <li>• <b>Sole chairing thesis</b> for masters students</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching graduate courses</li> <li>• Can <b>serve</b> on thesis and dissertation committees, and chair on thesis for Master's students</li> </ul>	With a Special Membership appointment you may teach graduate courses or serve on graduate committees.	Programs with an MOU 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.
Committee Role	No membership needed to serve/chair a committee	No membership needed to serve on a committee	With a Special Membership you may <b>co-chair</b> a committee.	With an Adjoint Membership you may <b>sole chair</b> a committee.
Term	Will remain in effect until the next academic program review	Graduate Faculty Scholars may request a vote for Graduate Faculty status annually	3-year term	5-year term



# I am UTSA Faculty. Do I Need a Special Membership?

UTSA Faculty Titles	
Does not need a special membership	<b>Tenure/Tenure-Track (TT) Academic Titles</b> <ul style="list-style-type: none"><li>• Professor</li><li>• Associate Professor</li><li>• Assistant Professor</li></ul>
Needs a special membership	<b>Fixed-Term Track (FTT) Academic Titles</b> <ul style="list-style-type: none"><li>• Professor of Instruction</li><li>• Professor for Research</li><li>• Professor of Practice</li><li>• Lecturer</li><li>• Clinical Professor</li><li>• Full list of Fixed-Term Track Titles: <a href="https://www.utsa.edu/hop/chapter2/2.02.html">https://www.utsa.edu/hop/chapter2/2.02.html</a></li></ul> <p><b>People outside UTSA or retired UTSA faculty</b></p>



# Special Membership (SM) Application

## Quick Points

- Must be completed and submitted by the department.
- Deadlines are every 15th of the following months:
  - Fall: August–November
    - **October 15th**: Deadline for Fall Graduates
  - Spring: January–April
    - **February 15th**: Deadline for Spring Graduates
    - **April 15th**: Deadline for Summer Graduates
- You need a Special Membership if you **do not hold** one of the following Graduate Faculty titles:
  - Professor
  - Assistant Professor
  - Associate Professor

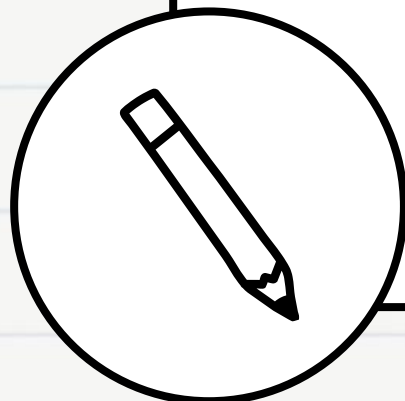
Information on Committee Composition: [Graduate Catalog Policy](#)

Information on Adjoint/ Special Memberships: [Graduate Council Bylaws](#)

Information on Graduate Faculty Titles: [Handbook of Operating Procedures \(HOP\)](#)

The image displays three overlapping copies of the 'APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP' form. The top-most form is the most visible and shows the following details:

- Title:** APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP: Course Qualifications Statements
- Header:** UTSA The Graduate School, The University of Texas at San Antonio
- Section I: APPLICANT**
  - Fields for: Full Name, Requesting UTSA Department, Requesting College
  - Status options: Initial Appointment as a Special Member to the Graduate Faculty, Reappointment as a Special Member to the Graduate Faculty
  - Reason(s) for Application: Application to teach at the Master's level, Application to teach at the Doctoral level and Master's level, Application to serve on Master's committee(s), Application to serve on Doctoral and Master's committee(s)
- Section II: JUSTIFICATION**
  - Text area: Explanation of the department need for this Special Membership in the UTSA Graduate Faculty:
- Section III: CURRICULUM VITA**
  - Fields for: Current Position/Title, Current Affiliation/Employer
  - Note: Please attach a copy of a current Curriculum Vita.
- Footer:** Revised 9/22/2023



# Adjoint Membership (AM) Application

## Quick Points

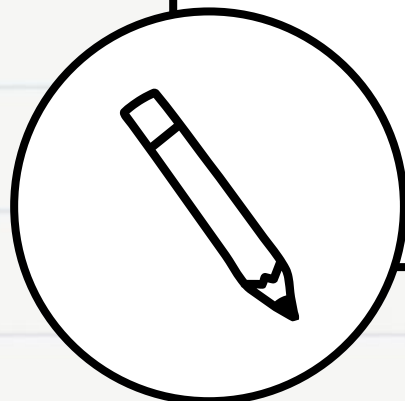
- Must be completed and submitted by the department.
- Deadlines are every 15th of the following months:
  - Fall: August–November
    - **October 15th**: Deadline for Fall Graduates
  - Spring: January–April
    - **February 15th**: Deadline for Spring Graduates
    - **April 15th**: Deadline for Summer Graduates
- You need an Adjoint Membership if you are from a program with a **Memorandum of Understanding (MOU) with another institution.**

Information on Committee Composition: [Graduate Catalog Policy](#)

Information on Adjoint/ Special Memberships: [Graduate Council Bylaws](#)

Information on Graduate Faculty Titles: [Handbook of Operating Procedures \(HOP\)](#)

The form is titled "UTSA The Graduate School The University of Texas at San Antonio" and "APPLICATION FOR ADJOINT FACULTY FOR GRADUATE FACULTY MEMBERSHIP". It includes sections for "APPLICANT" (Full Name, Requesting Department, Requesting College), "CURRICULUM VITA" (Current Non-UTSA Position/Title, Current Non-UTSA Affiliation/Employer, Highest Degree Earned, When and Where Obtained, Area of Specialization, and a terminal degree question), and "SIGNATURES & RECOMMENDATIONS" (Number of Department Graduate Program Committee members, Vote for/against, Date of Vote, and signatures of Graduate Program Chair, Department Chair, and Associate Dean).



# Where to access Membership Applications

The screenshot shows the UTSA Graduate School website. The header includes the UTSA logo and navigation links: Orientation, G.R.A.D. Space, Current Students, Tuition & Funding, Postdoctoral Affairs, About Us, and News. Below the header, there are images of a modern building interior and a group of people. A green button labeled 'apply online' is visible. The main content area features a section titled 'Special and Adjoint Members of the Graduate Faculty' with a sub-heading 'How do department's request special or adjoint membership for a faculty member?'. Below this, there are two numbered lists: one for the request process and one for the approval process. A red arrow points to a list of links at the bottom of the page, including 'Application Deadlines', 'Dates of Graduate Council Meetings', 'Applications for Adjoint and Special Membership', 'FAQs on Special Membership of the Graduate Faculty', and 'FAQs on Adjoint Members of the Graduate Faculty'.

**UTSA**  
The Graduate School

Orientation G.R.A.D. Space Current Students Tuition & Funding Postdoctoral Affairs About Us News

Support  
UTSA  
military students

apply online request info

resources

- Automated Student Access Program (ASAP)
- Graduate Catalog

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. We have several departments that can assist you with questions regarding professional development activities, administrative processes, and graduate student success initiatives.

Office Hours: 8 A.M. to 5 P.M., Monday through Friday  
Campus Location: GSR 2.116  
Phone: 210-458-4331  
Questions regarding [admissions, transcripts and recruiting](#).

## Special and Adjoint Members of the Graduate Faculty

### How do department's request special or adjoint membership for a faculty member?

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

### Approval Process:

1. The application must be approved by the Graduate Program Chair, the Department Chair, and the Associate Dean of the college.
2. After all the signatures have been gathered at the department and college level, the form must be routed to the Graduate School.
3. The Graduate Council's Membership committee will vote on the application, and if it is approved by the majority of the committee, it will go before the council at the next Graduate Council meeting for final approval.
4. If the council approves the application at their monthly meeting, a monthly membership list will be updated here: [List of Approved Special and Adjoint Members](#)

- [Application Deadlines](#)
- [Dates of Graduate Council Meetings](#)
- [Applications for Adjoint and Special Membership](#)
- [FAQs on Special Membership of the Graduate Faculty](#)
- [FAQs on Adjoint Members of the Graduate Faculty](#)

Located here is the membership process, deadlines, applications, and common FAQ



# Masters Committee Form





# Certification of Completion of Thesis Requirements for Master's Degree (CERTMST)

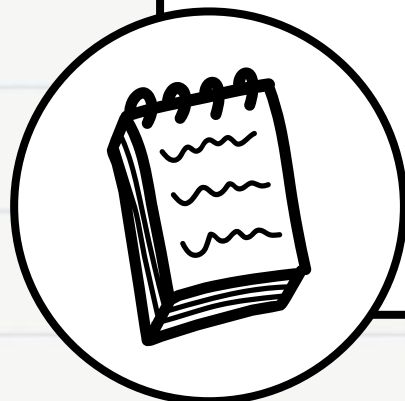
## Quick Points


- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
  - Fall: December 1st
  - Spring: May 1st
  - Summer: August 1st
- Committee Composition:
  - **Majority (51%) must be graduate faculty or adjoint faculty:**
    - Professor
    - Assistant Professor
    - Associate Professor
    - Adjoint Graduate Faculty (“Adjoint Members”)
  - Special Members of the Graduate Faculty (“Special Members”)

Information on Committee Composition: [Graduate Catalog Policy](#)


Information on Adjoint/ Special Memberships: [Graduate Council Bylaws](#)

Information on Graduate Faculty Titles: [Handbook of Operating Procedures \(HOP\)](#)





**UTSA** The Graduate School  
The University of Texas at San Antonio



### CERTIFICATION OF COMPLETION OF THESIS REQUIREMENTS FOR MASTER'S DEGREE

This is to certify that the student named below has completed all requirements for thesis associated with the degree indicated and that thesis has been filed with the Graduate School.

**STUDENT INFORMATION**

Name \_\_\_\_\_ myUTSA ID \_\_\_\_\_

Thesis Title (as it is to be listed on the student's official records) \_\_\_\_\_

Semester hours of credit to be awarded for thesis: \_\_\_\_\_

Grade to be awarded for thesis credit: \_\_\_\_\_

Date thesis approved by committee: \_\_\_\_\_

Degree to which thesis applies (M.A., M.S., etc., area and concentration): \_\_\_\_\_

**THESIS COMMITTEE MEMBERS**

<i>Chair, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____
<i>Member, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____
<i>Member, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____
<i>Member, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____
<i>Outside Member, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____

**DEPARTMENT**

<i>Graduate Advisor of Record, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____
<i>Department Chair, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____

**COLLEGE**

<i>Associate Dean of the College, Signature</i> _____	<i>Print Name</i> _____	<i>Date</i> _____
---	-------------------------	-------------------

**THE GRADUATE SCHOOL**

Based on the College's recommendation, I hereby  Approve  Deny the request.

*Vice Provost and Dean of The Graduate School, Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**OFFICE OF THE REGISTRAR**

A) Credit and grade entered on student's record? \_\_\_\_\_ B) Thesis title entered on student's record? \_\_\_\_\_

C) Graduation check updated? \_\_\_\_\_ D) Student notified? \_\_\_\_\_ E) Notes \_\_\_\_\_

# Forms Approval Process

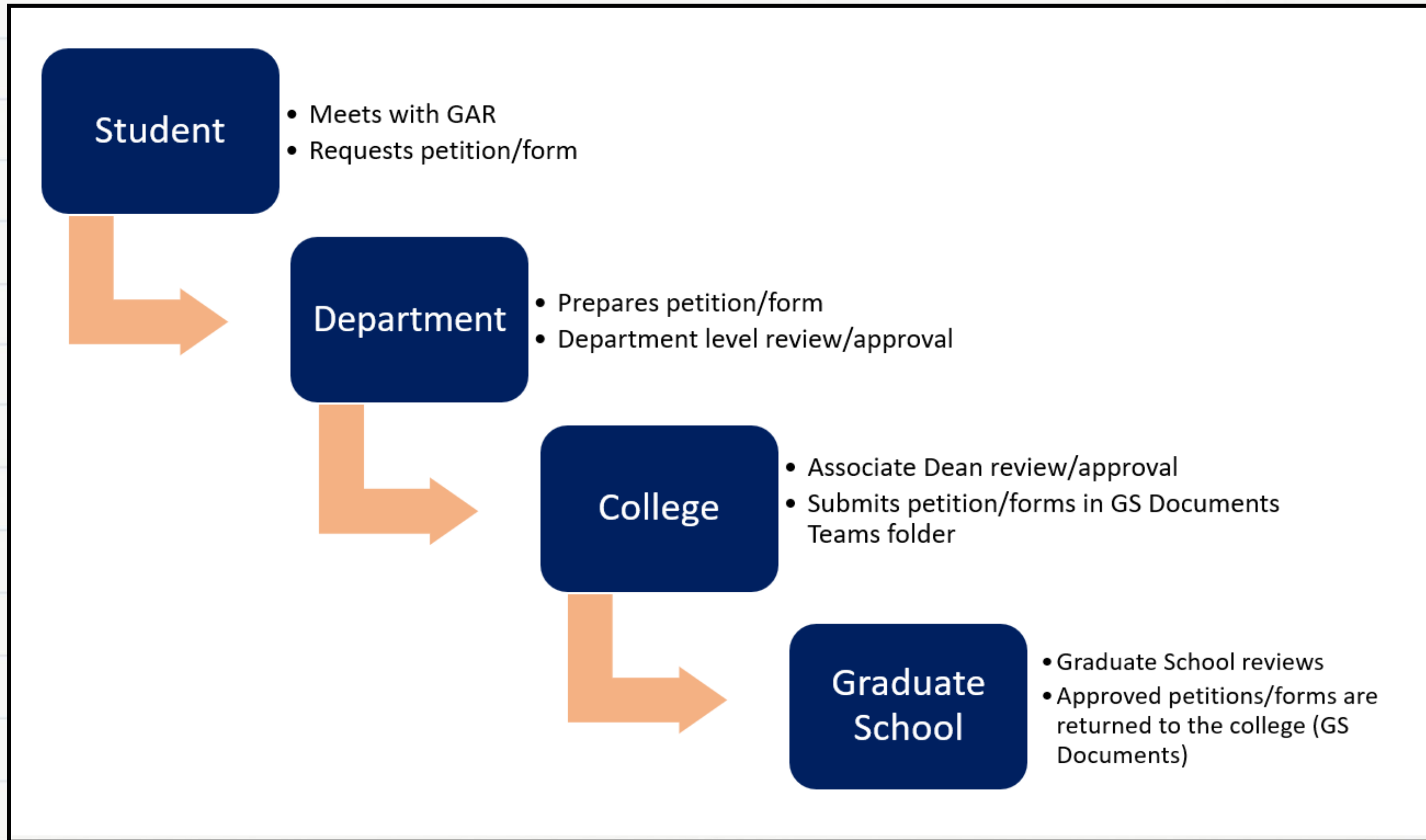


# Overview

- **Process for Submitting Forms**
- **Updated Forms**
- **Where to access Deadlines**
  - **Additional Graduate School Website Information**
- **Delays to Avoid**



# Forms Approval Process



# Additional Website Information: Deadlines

**UTSA**  
The Graduate School

Orientation G.R.A.D. Space Current Students Tuition & Funding Postdoctoral Affairs About Us News

**1. Faculty/Staff**

**international students**

**apply online** **request info**

**resources**

- Automated Student Access Program (ASAP)
- Graduate Catalog

The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. We have several departments that can assist you with questions regarding professional development activities, administrative processes, and graduate student success initiatives.

Office Hours: 8 A.M. to 5 P.M., Monday through Friday  
Campus Location: GSR 2.116  
Phone: 210-458-4331  
Questions regarding [admissions, transcripts and recruiting](#)

**faculty/staff resources**

UTSA is an emerging research university and one of the fastest-growing public universities in Texas. Our top-tier university currently offers over 100 graduate programs across our colleges including: Carlos Alvarez College of Business, College of Education and Human Development, Margie and Bill Klesse College of Engineering and Integrated Design, College of Liberal & Fine Arts, College of Health Community and Policy, College of Sciences and the School of Data Science.

Excellence, innovation, and creativity are abundant at our University. A prime example of this is UTSA's recent ranking as one of the best young universities in the nation by Times Higher Education. UTSA has also been recognized as a Global Leader and highly ranked the best University for Veterans by Military Times and "Best of the Best" U.S. universities for Hispanics, African-Americans and Females by the Hispanic Network Magazine.

**Graduate Council >**

**Forms >**

- Doctoral Forms
- Graduate Faculty Special and Adjoint Membership Forms
- Graduate Reinstatement Forms
- Petitions and Other Forms Deadlines**
- Petitions and Other Forms

**Policy >**

**Propose and Evaluate >**

**Mentoring >**

**Institutional Training Grant Resources >**

**2.**

# Additional Website Information: Deadlines

The screenshot shows the UTSA Graduate School website. At the top, there is a dark blue navigation bar with the UTSA logo and "The University of Texas at San Antonio" text. To the right of the logo are links for "myUTSA", "UTSA Today", "Visit", "Directory", and "Search". Below this is an orange navigation bar with "UTSA The Graduate School" on the left and "Faculty/Staff" on the right. A secondary navigation bar contains links for "Orientation", "G.R.A.D. Space", "Current Students", "Tuition & Funding", "Postdoctoral Affairs", "About Us", and "News".

The main content area features a large hero image of a man clapping in a lecture hall. To the left of the hero image are two green buttons: "apply online" and "request info". To the right are two green boxes labeled "military students" and "international students".

Below the hero image is a section titled "Petitions and Other Forms Deadlines" with a page number "38". This section contains a table of deadlines for submitting paperwork to the Graduate School, organized by semester.

Fall Semester*	
<b>Deadlines for Submitting Paperwork to the Graduate School</b>	
Oct. 15	Special Membership Applications for Fall Graduates due to Graduate School
Oct. 15	Interim Master's Request due to the Graduate School
Nov. 1	All Petitions (substitutions, transfer of credit, etc.) due to Graduate School
Nov. 1	Doctoral Forms (Interim POS, Qualifying Exam, Candidacy, Appointment of Committee, Proposal Approval, Leave of Absence) due to Graduate School
Dec. 1	Certification of Completion Thesis and Dissertation and Final POS due to the Graduate School
Spring Semester*	
<b>Deadlines for Submitting Paperwork to the Graduate School</b>	

On the left side of the page, there is a "resources" section with links for "Automated Student Access Program (ASAP)" and "Graduate Catalog". Below this is a paragraph stating: "The Graduate School is committed to advancing academic excellence in graduate and postdoctoral education and training. We have several departments that can assist you with questions regarding professional development activities, administrative processes, and graduate student success initiatives." At the bottom left, the office hours are listed as "8 A.M. to 5 P.M., Monday through Friday" and the campus location as "GSR 2.116".

# Updated Forms

Petition for Waiver of University Wide Requirements for now asks:

- For concentration
- For master's: thesis or non-thesis
- Changed to Banner ID

Transfer of Graduate Credit Towards Master's Degree now ask:

- Catalog section

Petition: Course(s) Exceeding Time Limitation:

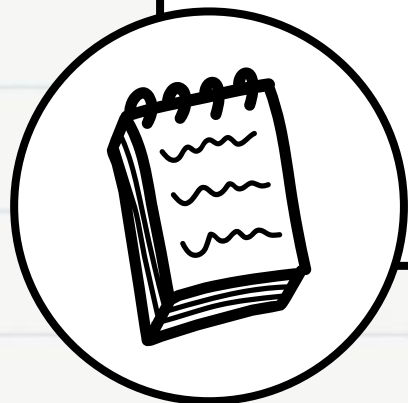
- Changed to Banner ID
- Removed student email address
- Removed Semester admitted

Voluntary Withdrawal form a Graduate Degree Program:

- Changed to Banner ID
- Removed student contact information

Petition: Assistantship Policy:

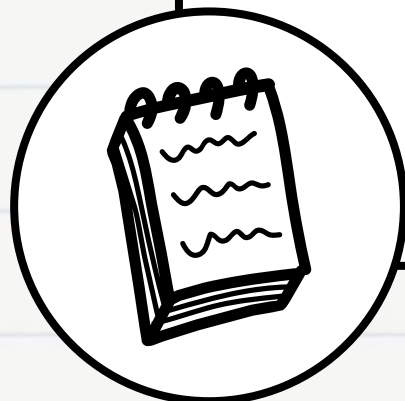
- Removed Semester Admitted



# Delays to Avoid

## Quick Points

- All petitions/forms need to be submitted in the GS Documents Teams folder.
  - Do not email forms.
  - Especially not directly to Dr. Mathur for her review or approval.
  - If form is time-sensitive you can message your respective POC on Teams when form is uploaded.
- Ensure forms are submitted in the current version.
  - Forms in the older version will be returned.
  - Forms are dated with the last update.
- Submit forms by deadline.
  - All deadlines **bolded and in red** are firm deadlines.
  - If revisions/additional information is requested, must be resubmitted in a timely manner. Otherwise request could be delayed to the following semester.

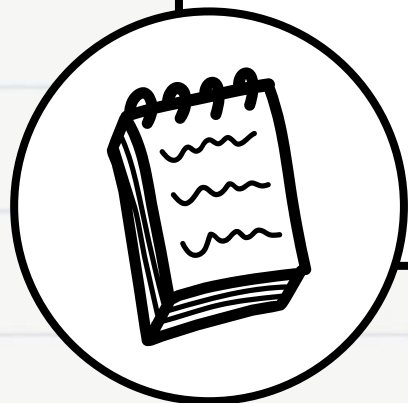




# Delays to Avoid

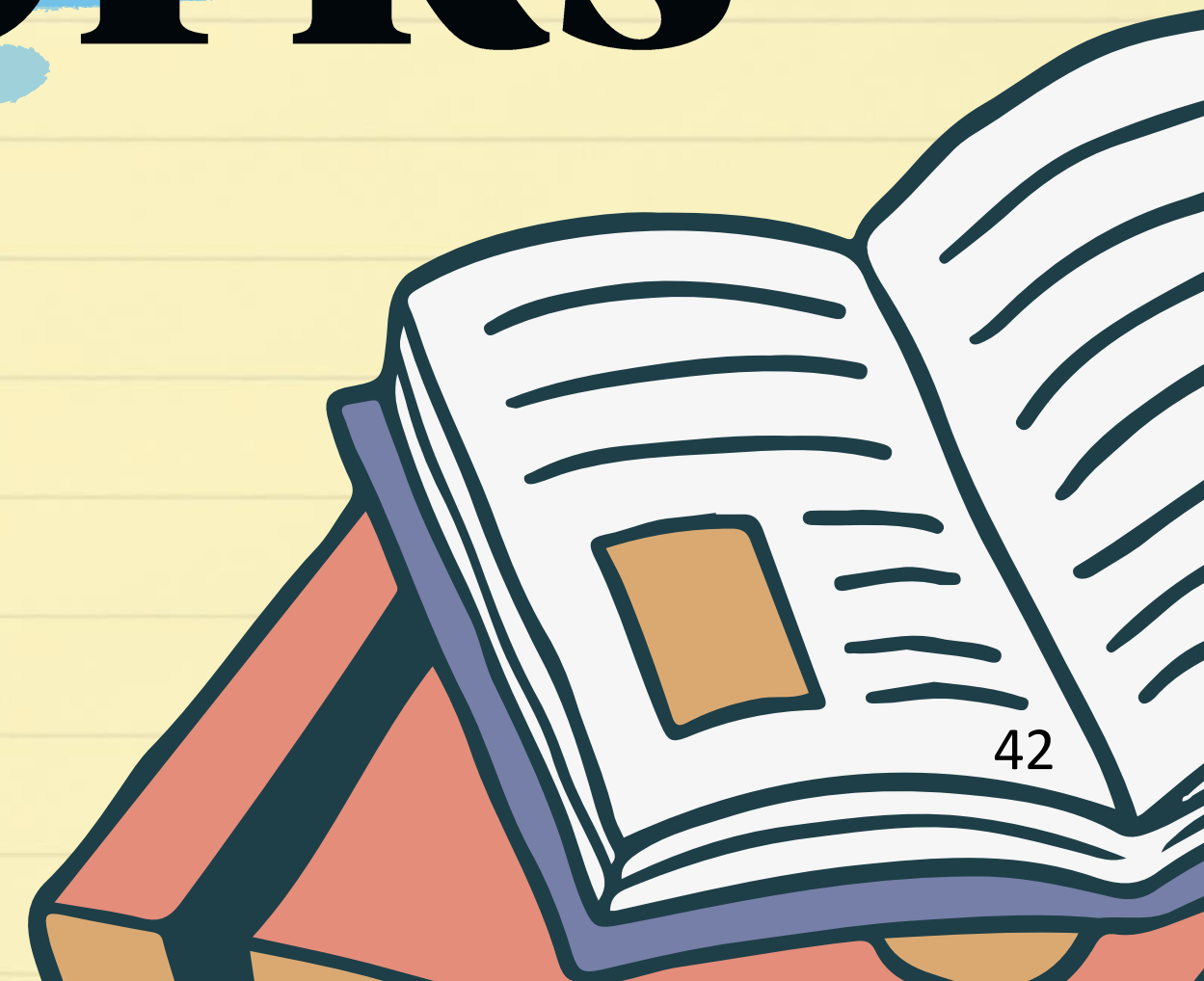
## Quick Points

- Ensure all forms needed for updating Degree Works are submitted.
  - This includes transfer petitions, substitutions, and exceeding time for courses on final program of study.
- Delays can slow updates to student's academic record.
  - Approved forms are used to update student's progress in Degree Works and Banner.
  - Copy of approved forms are indexed in Xtender.



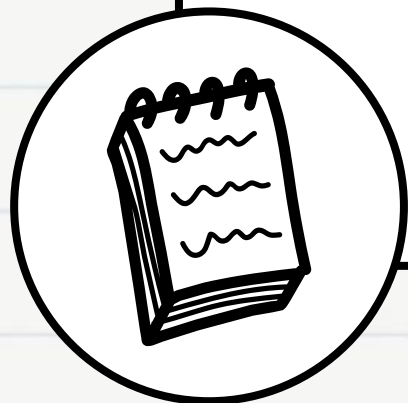


# Degree Works



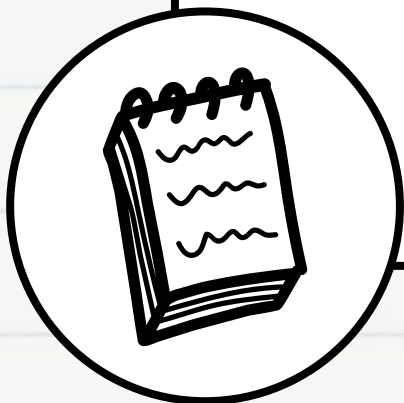
## What is DegreeWorks (DW)?

- An unofficial advising and planning tool
- Can use it to easily identify which courses have been completed, and which ones are still needed to fulfill degree requirements
- DegreeWorks is now updated, so graduate students can now use it
- DegreeWorks is scribed to match catalog degree requirements
- For DW scribing: Retention and Graduation Program Coordinators (RGs) will reach out for additional degree requirement information not available in the catalog, such as “approved electives by GAR”, free electives, list of course options, so DegreeWorks can be updated.
- For additional general information on DegreeWorks
- <https://onestop.utsa.edu/registration/degree-planning/degreeworks/>



# Access DegreeWorks

- All students
- Some staff
- To request access to DegreeWorks, submit SIS – Security Access Request  
<https://www.utsa.edu/enrollment/sissecurity/access/>
- DegreeWorks worksheet view is the same for all



# DW Worksheet View – Master’s

**Worksheet**

Data refreshed 06/03/2024 1:21 AM

Student ID: [REDACTED] Degree: Master of Business Adm

Level: Masters-Graduate Classification: Graduate, Master's Major: Business Program: MBA-Business-BU College: Business Student Catalog: Fall 2023

Academic Standing: Academic Good Standing Adviser: Nicholas Gravaci (nicholas.degraw@utsa.edu)

Academic | What-If | Athletic Eligibility

View historic audit: 06/03/2024 at 4:58 PM 02/MBA

Format: Student View

**Degree progress**

UTSA GPA: 3.41

Requirements: 58% Credits: 50%

In-progress classes  Preregistered classes **PROCESS**

Audit date: 06/03/2024 4:58 PM

Diagnostics Save audit Delete audit

**Degree in Master of Business Administration** INCOMPLETE

Credits required: 36 Credits applied: 18 Catalog year: 2023-2024

\*\*\*Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress.\*\*\*

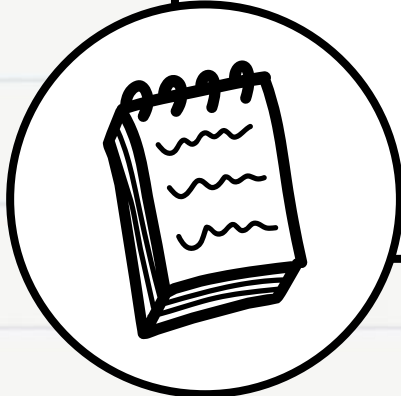
Hours required	Still needed:	36 hours are required. You currently have 18, you still need 18 more hours.
You meet the minimum GPA requirement		
Major Requirements	Still needed:	See Major in Business Administration, MBA section

**Major in Business Administration, MBA** INCOMPLETE

Credits required: 36 Credits applied: 18 Catalog year: 2023-2024 GPA: 3.41

All courses must be completed with a grade of 'C' or better.

Course	Title	Grade	Credits	Term	Repeated
Hours required for program	Still needed:	36 hours are required. You currently have 18, you still need 18 more hours.			
<b>MBA CORE COURSES</b>					
Business Foundations	MBA 5113	Business Foundations	B	3	Fall 2023
Financial Accounting Concepts	MBA 5133	Financial Accounting Concepts	B+	3	Fall 2023
Management and Behavior in Organization	MBA 5213	Mgt & Behavior-Organizations	A-	3	Spring 2024
Accounting Analysis for Decision Making	MBA 5233	ACC Analysis for Decision Mig	B+	3	Spring 2024
Marketing Management	MBA 5313	Marketing Management	DP	(3)	Fall 2024
Financial Management	MBA 5333	Financial Management	DP	(3)	Fall 2024
Decision Analysis and Production Management	Still needed:	1 Class in MBA 5413			
Managerial Economics	Still needed:	1 Class in MBA 5513			
Strategic Management and Policy	Still needed:	1 Class in MBA 5613			
<b>GENERAL THESIS OR NON-THESIS OPTION</b>	Still needed:	Choose from 1 of the following:			
General Thesis Option	You must complete all of the following:				
Approved Electives	3 hours of electives approved by Graduate Program Committee. You currently have 0, you still need 3 more hours.				
Master's Thesis	6 Credits in ECO 6903 or FIN 6903 or IS 6903 or MGT 6903 or MKT 6903 or MS 6903 or STA 6903				
General Non-Thesis Option	9 hours of electives approved by Graduate Program Committee. You currently have 0, you still need 9 more hours.				
<b>COMPREHENSIVE EXAMINATION REQUIRED</b>	Students who earned a Grade of 'B' or better in MBA 5613 will satisfy the comprehensive examination requirement. Students who receives a grade of 'B-'/'C+' or 'C' may still satisfy the requirement by successfully passing a comprehensive examination as a set out in the catalog.				



# Degree Works – other sections Master's

## In-progress

Credits applied: 6 Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
MBA 5313	Marketing Management	IP	(3)	Fall 2024	
MBA 5333	Financial Management	IP	(3)	Fall 2024	

Currently enrolled courses

## Not Counted

Credits applied: 0 Classes applied: 2

Course	Title	Reason	Grade	Credits	Term	Repeated
HIS 5113	Historical Approach& Interpret	Max of zero classes/credits exceeded	W	0	Spring 2004	
HIS 5653	Modern Chinese History	Max of zero classes/credits exceeded	W	0	Spring 2004	

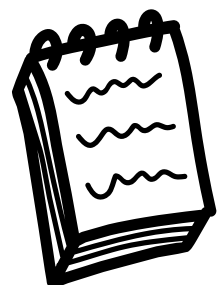
Courses not applying towards degree requirements or degree hours

## Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 6 Classes applied: 2

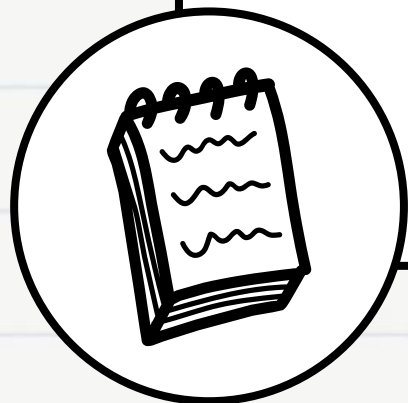
Course	Title	Grade	Credits	Term	Repeated
ANT 6603	Ecological Anthropology	A	3	Spring 2023	
ANT 6953	Independent Study	A	3	Spring 2023	

Courses that the student has completed or has in progress, but they are not applying to their degree requirements.



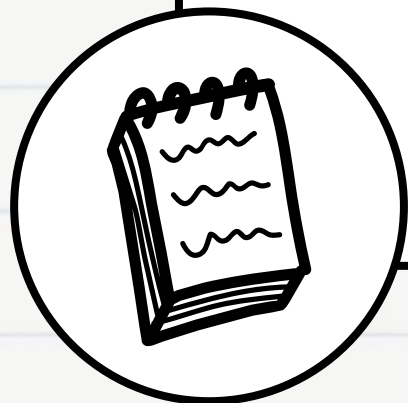
## **Petition forms used to update DW**

- **Transfer of Graduate Credit Towards a Master's Degree (TRANS)**
- **Petition For Waiver of University Wide Requirements (PET)**
  - Core Course Substitution
  - Prescribed Elective Substitution
  - Elective Substitution
  - Blanket Petition
  - Cohort Petition



## **Transfer of Graduate Credit Towards a Master's Degree (TRANS)** **(Transfer credit from other institutions)**

- Student's degree requirements on DegreeWorks are updated according to the approved transfer credit petition.
  - For example, a student had PS735101 from Oblate School of Theology approved to count towards electives requirement. We did a "Remove Course and/or Change the Limit" exception to adjust the hours required for the electives section to account for the 3 hours of approved transfer credit.
- Courses are not actually transferred, so you won't actually see a course applied to the area.
  - But you will see that the hours were adjusted to account for the transfer hours approved. In this student's case, instead of needing 12 hours of electives they now need 9 hours of electives.
- You will notice there are up to 3 exceptions on a student's DegreeWorks.
  - Adjusted degree required hours
  - Adjusted program hours
  - and sometimes adjusted for a specific degree requirement (ex. prescribed electives)





# Example:

## Transfer Credit Exception on DegreeWorks (Credit earned at Other Institutions)

**Degree in Master of Science** INCOMPLETE

Credits required: 57 Credits applied: 9 Catalog year: 2023-2024

\*\*\*Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress.\*\*\*

- Hours required for program **Still needed:** 60 hours are required. You currently have 9, you still need 48 more hours.
- You meet the minimum GPA requirement
- Major Requirements **Still needed:** See [Major in Clinical Mental Health Counseling, MS](#) section

---

APPROVED ELECTIVES **Still needed:** 9 hours of approved electives are required.

**Exception by:** Saucedo, Susie **On:** 04/17/2024 **Remove Course and/or Change the Oblate School Limit:** transfer petition approved. P5735101

---

**Major in Clinical Mental Health Counseling, MS** INCOMPLETE

Credits required: 57 Credits applied: 9 Catalog year: 2023-2024 GPA: 4.00

All courses must be completed with a grade of 'C' or better, with a maximum of two grades below 'B'

Course	Title	Grade	Credits	Term	Repeated

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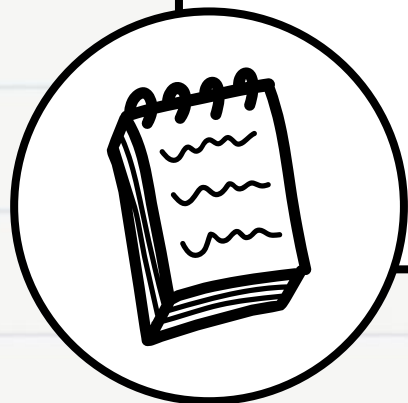
**Exceptions**

Type	Description	Created on	Created by	Block	Enforced
Remove Course and/or Change the Limit	transfer petition approved. P5735101 Oblate School	04/17/2024	Saucedo, Susie	Major in Clinical Mental Health Counseling, MS	Yes
Remove Course and/or Change the Limit	transfer petition approved. 3hrs Oblate School	04/17/2024	Saucedo, Susie	Degree in Master of Science	Yes
Remove Course and/or Change the Limit	transfer petition approved. 3hrs Oblate School	04/17/2024	Saucedo, Susie	Major in Clinical Mental Health Counseling, MS	Yes



## **Transfer of Graduate Credit Towards a Master's Degree (TRANS) (Credit earned at UTSA)**

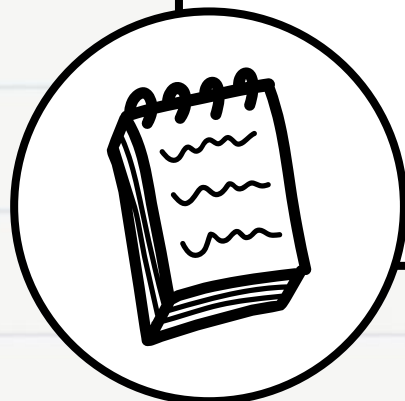
- We send the approved form to Registrar/Graduation Coordination and they change the course level from 03 to 02 (Doctoral --> Masters).
- Once they make the course level change, then it will populate as expected in DegreeWorks.



# Transfer of Graduate Credit Towards a Master's Degree (TRANS) (Credit earned at UTSA)

## Things to keep in mind:

- Student completed a different course than what is stated in the catalog degree requirements for the new degree. Make sure you indicate the substitution.
  - Example: Student will be using ANT 6953 to substitute for ANT 5023.
- Master's degree has elective options and it states, "chosen in consultation with your advisor" (or similar verbiage). Indicate on form where you want the course applied, otherwise if not indicated then you will need to email RG with additional information or, RG will be reaching out for clarification on petition applicability.



**Major in Anthropology, MA** INCOMPLETE

Credits required: 33 Credits applied: 6 Catalog year: 2022-2023 GPA: 4.00

All courses must be completed with a grade of 'C' or better.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Hours Required for major	<b>Still needed:</b>	33 hours are required. You currently have 6, you still need 27 more hours.			
<input type="radio"/>	REQUIRED BASIC COURSES					
<input type="radio"/>	History, Method, and Theory of Archaeology	<b>Still needed:</b>	1 Class in <a href="#">ANT 5023</a>			
<input checked="" type="radio"/>	Theory in Cultural Anthropology	ANT 5033	Theory in Cultural Anthro	A+	3	Fall 2022
<input checked="" type="radio"/>	Advanced Biological Anthropology	ANT 5073	Adv. Biological Anthropology	A	3	Fall 2022
<input type="radio"/>	APPROVED DEDICATED METHODS CLASS	<b>Still needed:</b>	3 hours of dedicated methods class, as approved by the Student's advisor			
<input type="radio"/>	APPROVED ELECTIVES	<b>Still needed:</b>	15 hours of elective courses must be chosen in consultation with your advisor. Students will normally take a minimum of 9 hours of electives in regular, organized graduate anthropology courses (this excludes ANT 6443, ANT 6933, and ANT 6953). Students are expected to develop a primary regional or topical expertise. You currently have 0, you still need 15 more hours.			
<input type="radio"/>	MASTER'S THESIS	<b>Still needed:</b>	6 Credits in <a href="#">ANT 6981</a> or <a href="#">6982</a> or <a href="#">6983</a>			
<input type="radio"/>	COMPREHENSIVE EXAMINATION	<b>Still needed:</b>	A candidate for a master's degree must pass the comprehensive examination.			

**Extra Courses - Credits Not Applied to Graduation Requirements**

Credits applied: 6 Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
ANT 6603	Ecological Anthropology	A	3	Spring 2023	
ANT 6953	Independent Study	A	3	Spring 2023	

# Certificates

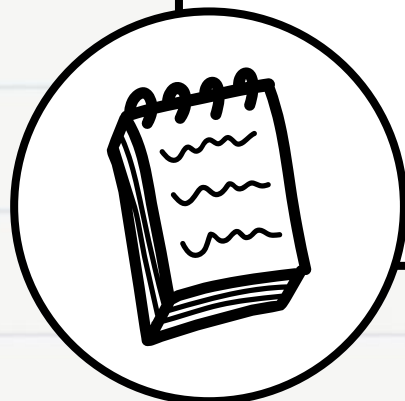
## Cert in Real Estate Finance and Development

COMPLETE

Credits required: 12 Credits applied: 12 Catalog year: 2023-2024 GPA: 3.83

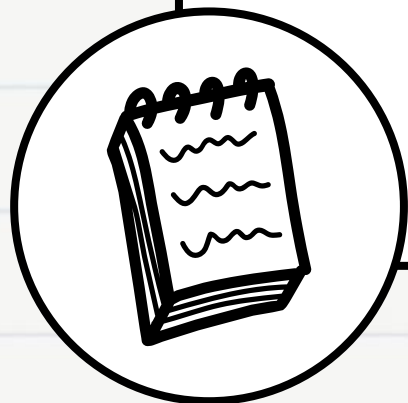
All courses must be completed with a grade of 'C' or better.

	Course	Title	Grade	Credits	Term	Repeated
✓	Hours required for certificate					
✓	Real Estate Principles	FIN 5403	Real Estate Principles	A	3	Fall 2022
✓	Real Estate Finance and Investment	FIN 6953	Independent Study	A-	3	Spring 2024
	Exception by:	Saucedo, Susie	On: 02/16/2024	Substitute:	FIN6953 SP24 sub for FIN 5423 petition approved	
✓	Real Estate Construction	FIN 6953	Independent Study	A	3	Spring 2023
	Exception by:	Saucedo, Susie	On: 02/16/2024	Substitute:	FIN6953 SP23 sub for FIN 5443 approved petition	
✓	Real Estate Development	FIN 5453	Real Estate Development	A-	3	Fall 2023



## **Petition For Waiver of University Wide Requirements (PET)**

- Information on form is detrimental in ensuring a student's DegreeWorks is updated accurately
  - Program (include: thesis/non-thesis, concentration, track etc...)
  - The course(s) abbreviation(s), number(s), and course title(s)
  - Which part of the catalog the substitution or approval will apply to. The more specific the better.
    - If there are several elective sections, indicate which elective section.
    - Older petitions: Retention and Graduate Program Coordinator may reach out for additional information if it is unclear from the petition where a course should be applied on DegreeWorks, or if that section has been satisfied so the course is not applicable, etc...



# Examples: DegreeWorks updated with petitions

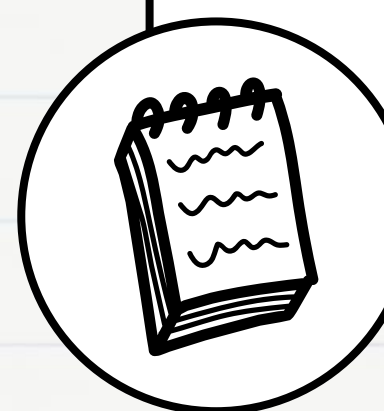
Substitutions of core courses

**Major in Interdisciplinary Learning and Teaching** INCOMPLETE

Credits required: 60 Credits applied: 51 Catalog year: 2021-2022 GPA: 4.00

All courses must be completed with a grade of 'B' or better.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Hours Required for Major	<b>Still needed:</b>	60 hours are required. You currently have 51, you still need 9 more hours.			
<input type="radio"/>	RESEARCH METHODS COURSES					
<input type="radio"/>	Advanced Research on Instruction	<b>Still needed:</b>	1 Class in <a href="#">ILR 7643</a>			
<input checked="" type="checkbox"/>	Overview of Research Design for Instructional Inquiry	ILT 7013	Overview: Res Des/Instrct Inq	A	3	Fall 2021
<input type="radio"/>	Research Methods Electives	ILT 7743	Mixed Method Analysis and App	A+	3	Fall 2023
		<b>Still needed:</b>	6 hours of approved research methods courses must be selected from within the College. You currently have 3, you still need 3 more hours.			
<input type="radio"/>	CORE COURSES					
<input checked="" type="checkbox"/>	Exploration of Interdisciplinary Learning and Teaching	ILT 7003	Exploration of ILT	A	3	Fall 2021
<input checked="" type="checkbox"/>	Socio-constructivist and Cognitivist Perspectives on ILT	ILT 7133	Socio/Cognit Persp ILT	A+	3	Spring 2023
<input checked="" type="checkbox"/>	Internship	ILT 7143	Internship	A+	3	Spring 2023
<input checked="" type="checkbox"/>	Critical Cultural Perspectives on ILT	EGR 6183	Engineering Education Methods	A+	3	Fall 2022
		<b>Exception by:</b>	Saucedo, Susie	<b>On:</b> 12/14/2023	<b>Substitute:</b>	EGR6183 sub for ILT7153 petition approved
<input type="radio"/>	Behavioral and Contextual Perspectives on ILT	<b>Still needed:</b>	1 Class in <a href="#">ILT 7633</a>			
<input checked="" type="checkbox"/>	Evaluation of Research	EGR 6653	Found Engr Ed Research Methods	A+	3	Fall 2023
		<b>Exception by:</b>	Saucedo, Susie	<b>On:</b> 12/14/2023	<b>Substitute:</b>	EGR6653 sub for ILT7733 petition approved



# Examples: Degree Works updated with petitions

## Major in Biology, MS INCOMPLETE

Credits required: 36 Credits applied: 24 Catalog year: 2021-2022 GPA: 3.66

**Unmet conditions for this set of requirements:** 36 hours are required. You currently have 24, you still need 12 more hours.  
All courses must be completed with a grade of 'C' or better.

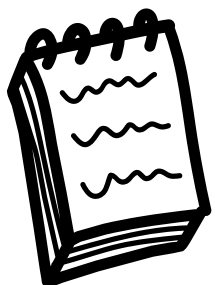
	Course	Title	Grade	Credits	Term	Repeated
<span style="color: red;">○</span> Thesis Option: Emphasis in Microbiology and Immunology						
<span style="color: green;">✔</span> Core Lecture Courses	BIO 5133	Principles of Cell Biology	A	3	Fall 2021	
	BIO 5213	Principles of Chemical Biology	A	3	Spring 2022	
<span style="color: green;">✔</span> Research Support Courses	BIO 7041	Drug Dev from Natural Sources	CR	1	Fall 2022	
	BIO 7041	Drug Dev from Natural Sources	CR	1	Spring 2023	
	BIO 7041	Drug Dev from Natural Sources	CR	1	Fall 2023	
	BIO 6953	Independent Study	B+	3	Spring 2024	
<b>Exception by:</b>	Saucedo, Susie	<b>On:</b> 02/19/2024	<b>Apply Here:</b>	BIO6953 sub for BIO7051 approved		

## Major in Cybersecurity Science INCOMPLETE

Credits required: 30 Credits applied: 30 Catalog year: 2023-2024 GPA: 3.72

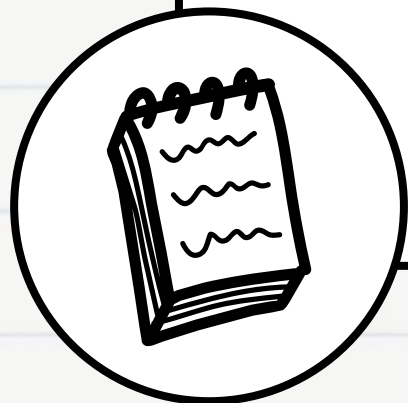
	Course	Title	Grade	Credits	Term	Repeated
<span style="color: blue;">i</span> Hours required for major						
<span style="color: green;">✔</span> Principles of Cyber Security	CS 5323	Principles of Cybersecurity	A-	3	Fall 2023	
<span style="color: green;">✔</span> Practical Attack and Defense Techniques	CS 5713	PractAttack&DefenseTechniques	A	3	Fall 2023	
<span style="color: green;">✔</span> Computer Science Courses	CS 5233	Artificial Intelligence	B+	3	Spring 2024	
	CS 5523	Operating Systems	B+	3	Spring 2024	
<span style="color: blue;">i</span> Required Electives	CS 5343	Secure Systems & Software	IP	(3)	Fall 2024	
	CS 6353	Network and System Security	IP	(3)	Fall 2024	
<span style="color: blue;">i</span> Other Electives	CS 6343	Cyber Risk Management	A	3	Spring 2024	
	CS 5173	Steganography	IP	(3)	Summer 2024	
<b>Exception by:</b>	Saucedo, Susie	<b>On:</b> 04/23/2024	<b>Apply Here:</b>	approved petition CS 5173 apply		
<span style="color: blue;">i</span> Master's thesis or Additional Electives	CS 5723	Crypto Currencies & Bitcoins	IP	(3)	Fall 2024	
	CS 5733	Privacy Enhancing Techniques	A	3	Spring 2024	
<span style="color: red;">○</span> Comprehensive Oral Examination	<b>Still needed:</b>	Student must pass a final comprehensive oral examination for completion of the degree program.				

Why it is important to be specific on course applicability.



## Blanket & Cohort Petition

- **Blanket petition**
  - Applies to ALL students in that catalog(s) and program (include thesis/non-thesis, concentration, track etc...).
  - We use this approval to scribe DegreeWorks. This means that this course will automatically pull into the approved degree requirement area on DegreeWorks once a student is enrolled and/or has completed the course.
- **Cohort petition**
  - We will do a manual exception for each student on the list of approved students





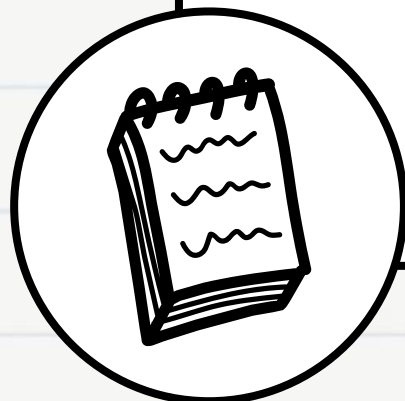
## Forms updated by Registrar

- **Petition: Course(s) Exceeding Time Limitation (TIME)**
  - Form is sent to the Registrar and they confirm that the courses can be used in the degree.
  - Courses that have exceeded the time limit are list at the bottom of Degree Works.

### Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 9    Classes applied: 3

Course	Title	Grade	Credits	Term	Repeated
DEM 7803	DrRes: Comprehensive Exam Prep	A-	3	Summer 2016	
DEM 7903	Policy Development	A	3	Spring 2016	
URP 5393	Urban Planning Methods II	B	3	Summer 2015	



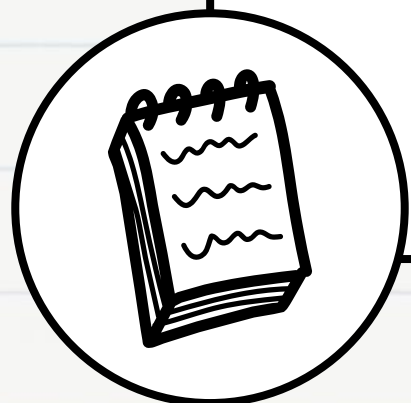
# Alert: Extra Courses

- If you see a course in the Extra Courses section on their DW, and it should apply to a specific degree requirement, then consider either:
  - the petition process for prescribed catalog requirements (course listed, course options listed)
  - or if the catalog states “as approved by GAR” or similar verbiage, then email assigned Retention and Graduation Program Coordinators (RG) with official approval, they will share with Graduate School DW Team and we will update DW as requested.

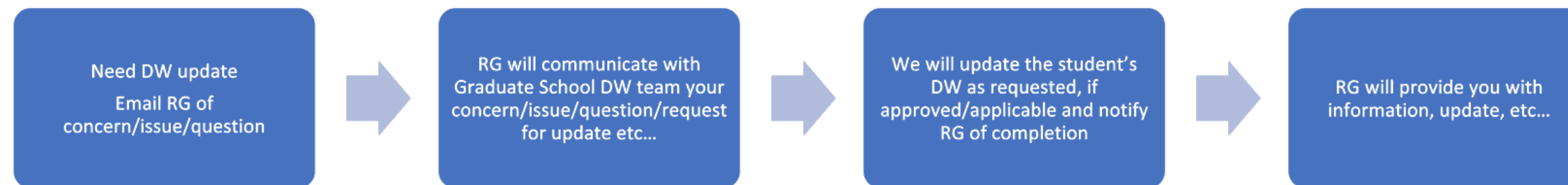
**Extra Courses - Credits Not Applied to Graduation Requirements**

Credits applied: 6    Classes applied: 2

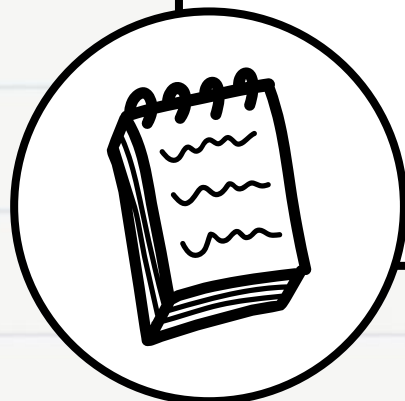
Course	Title	Grade	Credits	Term	Repeated
ANT 6603	Ecological Anthropology	A	3	Spring 2023	
ANT 6993	Independent Study	A	3	Spring 2023	



# Degree Works Workflow

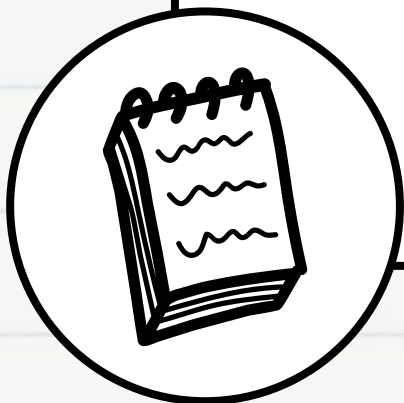


Example: this can be missing previously approved petitions, courses in extra courses that should apply, etc...



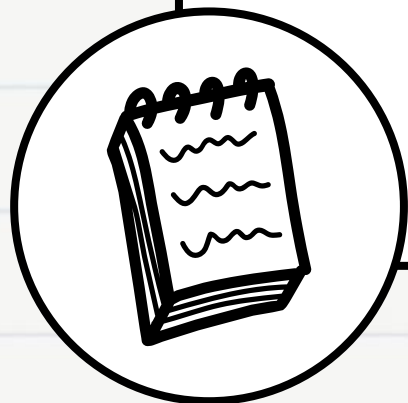
## Clarification requests

- RG's may reach out for additional clarification on the applicability of petitions.
  - Example: Petition states elective but there are three elective sections (prescribed, free, and additional electives). More typical of older petitions since new petition form requests more detailed information.
  - Example: SOC 5113 approved to sub for a core course, but the student ended up completing the required core course, so technically the petition is no longer applicable.



## **Catalog degree requirement states “approved by GAR” or similar verbiage**

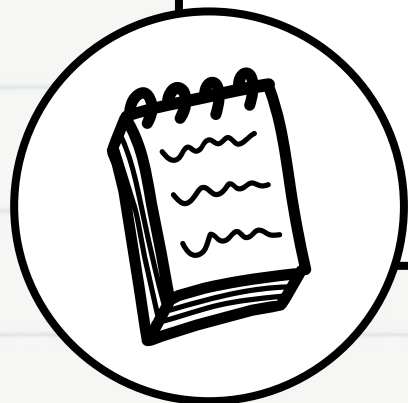
- Follow DegreeWorks Workflow
  - Provide email to RG from GAR stating they have approved the course to count towards that specific area of the catalog degree requirements.
- If there is a blanket approval, then you can indicate this on the email to RG and we will scribe it in DW, so that the course pulls in automatically for ALL students in the specified catalog year and program (include thesis/non-thesis, concentration etc...).
- If there is a cohort approval for a specific group of students, then indicate that on the email and we will manually update each student provided on that list.
  - Example: 10 Master's students were told to take a specific course to satisfy electives area, which in the catalog states “as approved by GAR,” or similar verbiage, then you can include in an email to RG all students who are approved to use this course for that area indicated.



# Student Academic Progress

## Quick Points

- Forms were updated to make it easier apply approved petitions to Degree Works
  - This will help alleviate confusion and the need to reach out for clarification
  - Delays can slow updates to student's academic record
  - Approved forms are used to update student's progress in Degree Works
  - When forms are not submitted in a timely manner, students may become concerned about the progress they see in Degree Works
- The Graduate School received over 2200 forms this academic year.
  - It's essential that we all work together to ensure that every necessary form is submitted and approved in a timely manner.
  - Your attention to detail and commitment to this process are vital. By collaborating effectively and supporting one another, we can ensure Degree Works is accurately tracking student progress.





# Resources



# Point of Contact (POC) within the Graduate School

## Forms and Policy Questions



**Clarissa Benavides**

- Doctoral Committee forms and composition questions
- Petition for Reinstatement
- Graduate Council & Memberships
- POC - Form Intake/processing



**Gabby Zepeda**

- Petitions and Other Forms
- POC - Form processing and academic policy questions

[Gradschooladmin@utsa.edu](mailto:Gradschooladmin@utsa.edu)



**Ginger Hernandez**

- Academic Policy questions



**Jeff Ragsdale**

Assistant Vice Provost  
of Graduate Studies

[Graduate.school@utsa.edu](mailto:Graduate.school@utsa.edu)



**Susie Saucedo**

Management Analyst

## Degree Works - Retention and Graduate Program Coordinators



**Jo Ann Jones**

**COEHD**

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**Sam Sifuentes**

**HCAP**

[Samantha.Sifuentes@utsa.edu](mailto:Samantha.Sifuentes@utsa.edu)



**German Medina**

**KCEID**

[German.Medina@utsa.edu](mailto:German.Medina@utsa.edu)



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