

The University of Texas at San Antonio

UTSA Graduate School

Course Program of Study (CPOS)

Petition Guide

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When is a CPOS petition (CPOS PET) not required?

- If the catalog states verbiage that is or similar to "...substitution as approved by program director, GAR, PhD Committee, etc.", then a **CPOS PET is not needed and an email to your R&G should allow the substitution.**
- If student is not on financial aid, please use the Waiver for University Wide Requirements petition (PET).
- Certificate/non-degree seeking student
 - Non-degree seeking students do not receive financial aid.
- Pursing a certificate while in a Master's or Doctoral program
 - Certificate classes will only count toward CPOS/Financial Aid hours if they are also being counted toward the major program of study.

Example:

Degree Requirements

The minimum number of semester credit hours required for this degree is 30. All candidates must complete the following:

A. Core Courses		18
ACC 5163	Ethics and Accountant's Professional Responsibility	
ACC 5863	Advanced Financial Accounting *	
ACC 5993	Data Analytics for Accountants *	
ACC 6003	Management Control Systems	
ACC 6013	Financial Accounting Theory	
ACC 6073	Advanced Federal Income Taxation *	
*Students who earn an average of 3.0 or higher in the combination of ACC 5863 , ACC 5993 , and ACC 6073 will satisfy the comprehensive examination requirement for the MACY degree.		
B. Electives		12
12 semester credit hours of graduate electives approved by the Graduate Advisor of Record and the Director of Master's Programs in Accounting.		
Total Credit Hours		30

How do I know which petition to use for a change in a program of study?

- **Why is the CPOS petition needed?**
 - It is for those students on federal aid that need to substitute a course that is not in their program of study.
- **How is the CPOS petition different from the Petition for Waiver of University Wide Requirements (PET)?**
 - CPOS Petition needs to be submitted **before** a student takes the course. A PET follows our forms deadlines listed [here](#).
 - The CPOS petition is reserved for any exceptions made to the program of study and the student is on financial aid.

Definitions:

- **Non-Compliant:** enrolling in courses that do not apply to your program of study and are receiving financial aid.
- **Compliant:** enrolling in courses that count towards your program of study while on financial aid
- **Federal financial aid:** [federal grants, federal loans, and federal work-study](#)
- **PET:** Petition for Waiver of University Wide Requirements

CPOS Petition Information & Process

- Department will need to complete the CPOS PET and route to the college for Graduate School approval.


Deadlines	
Registered Courses for Fall	August 1st
Registered Courses for Spring	January 2nd
Registered Courses for Summer	May 1st

Key points

- Please indicate the program of study section being petitioned.
- Indicate the student's Banner I.D.
- Select the catalog year which is listed in **two-year increments**.
- The form will need to indicate if the student is thesis, non-thesis, post-bac, or post-master's and, if applicable, the concentration of their degree.



The University of Texas at San Antonio



PETITION FOR COURSE PROGRAM OF STUDY (CPOS):

1

Please indicate the section of the program of study

College of Department:

STUDENT INFORMATION

2

Student Name

@

Banner ID
Ex: @01234567

3

Catalog Year
Ex: 23-25

Date

Degree Program

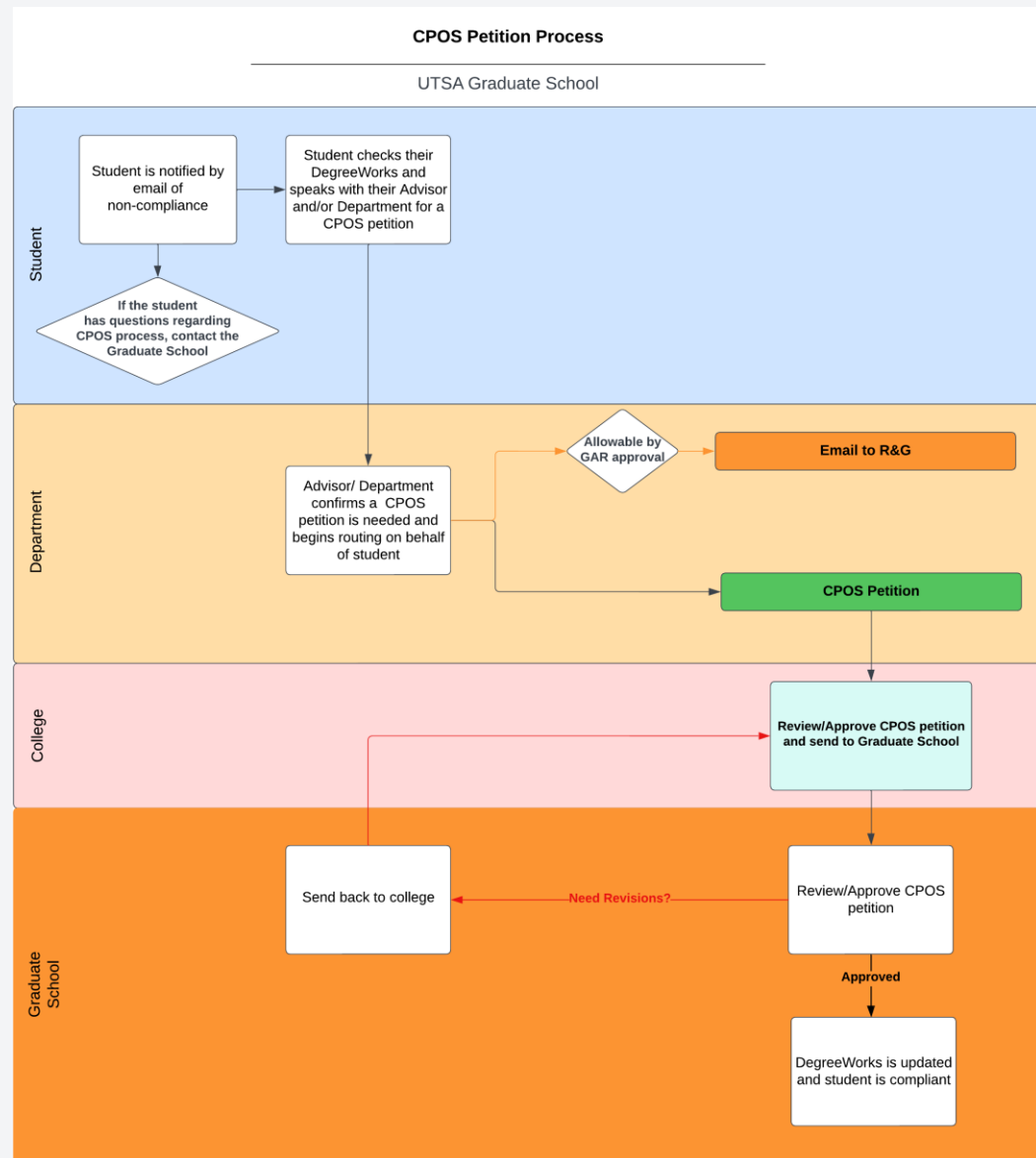
Concentration/Track/Option (if applicable)

4

Program of Study

JUSTIFICATION

CPOS petition process





Course Program of Study (CPOS)

Course Substitutions

Graduate Catalog Breakdown

Section A, B, C, D, etc.

Course abbreviation,
number, and title

DegreeWorks is
structured
according to the
graduate catalog

A. Required courses (27 semester credit hours):		27
CHE 5263	Advanced Analytical Chemistry	
CHE 5313	Advanced Biochemistry	
CHE 5453	Advanced Inorganic Chemistry	
CHE 5643	Advanced Organic Chemistry	
CHE 5843	Advanced Physical Chemistry	
Graduate Seminar in Chemistry (3 semester credit hours):		
CHE 5981	Graduate Seminar in Chemistry (repeated for a total of 3 hours) ¹	
Master's Thesis (6 semester credit hours):		
CHE 6983	Master's Thesis (including an oral defense of the written thesis, repeated for a total of 6 hours)	
Directed Research (3 semester credit hours):		
CHE 6991	Directed Research	
CHE 6992	Directed Research	
CHE 6993	Directed Research	
Registration for CHE 5922 Research and Teaching Practice and Ethics is required for all students who are Teaching Assistants.		
B. A minimum of 6 semester credit hours of electives in chemistry, as approved by the M.S. Research Advisor and the Graduate Curriculum Committee.		6
C. Students must pass a final oral comprehensive examination, scheduled during the student's last semester of work, for completion of the degree program.		
D. Students must successfully defend their thesis research results before their Graduate Committee prior to the submission of the thesis to the Dean of the Graduate School for approval.		
Total Credit Hours		33

CPOS Petition Core Course Substitution

Quick Points

- Department will need to complete form and route to 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 provided in the example to the right.
- The justification will be completed by the department and not the student.

Example of Core Courses listed in Program of Study

The M.B.A. program requires 36 semester credit hours of work.

A. 27 semester credit hours of required master's level business courses		27
MBA 5113	Business Foundations	
MBA 5133	Financial Accounting Concepts	
MBA 5213	Management and Behavior in Organizations	
MBA 5233	Accounting Analysis for Decision Making	
MBA 5313	Marketing Management	
MBA 5333	Financial Management	
MBA 5413	Management Science with Data Analytics	
MBA 5513	Managerial Economics	
MBA 5613	Strategic Management and Policy	
B. 9 semester credit hours of elective master's level business courses		9
Total Credit Hours		36



PETITION FOR COURSE PROGRAM OF STUDY (CPOS):

Please indicate the section of the program of study: _____

College of _____

Department: _____

STUDENT INFORMATION

Student Name _____

Date _____

@ _____

Banner ID

Degree Program

Catalog Year

Ex: @01234567

Ex: 23-25

Concentration/Track/Option (if applicable)

Program of Study

JUSTIFICATION

- ☐ Both of the course's **abbreviations**, **numbers**, and **course titles**.

Ex. Sub MBA 5113: Business Foundations with FIN 6953: Independent Study

- ☐ **Answer** the following questions in the justification:

- Why did the student not take the required course?
- Was the core course content covered in the requested substituted course?

- ☐ If needed, provide additional details on where this substitution should apply in program of study.

CPOS Petition Prescribed Course Elective Substitution

Quick Points

- Department will need to complete form and route to the college for Graduate School approval.
- The justification will be completed by the department and not the student.

Example of Prescribed Elective Courses

CS 5713 Practical Attack and Defense Techniques

B. Required Computer Science courses

6

Students must complete at least 6 credit hours of Computer Science graduate courses from the list below.

CS 5233	Artificial Intelligence
CS 5363	Programming Languages and Compilers
CS 5443	Database Management Systems
CS 5513	Computer Architecture
CS 5523	Operating Systems
CS 5573	Cloud Computing
CS 5633	Analysis of Algorithms
CS 6243	Machine Learning
CS 6543	Networks

C. Required Electives:

6

Students must complete 6 credit hours from the elective courses listed below.

CS 5343	Developing Secure Systems and Software
CS 6323	Cybersecurity Models and Systems
CS 6353	Network and System Security
CS 6373	Applied Cryptography

D. Other Electives:

6

Students must complete at least 6 credit hours from the elective courses listed below (the topics of CS 5463 and CS 6463 need to be cybersecurity related).

CS 5463	Topics in Computer Science
CS 5723	Crypto Currencies and Bitcoins



PETITION FOR COURSE PROGRAM OF STUDY (CPOS):

Please indicate the section of the program of study: _____

College of _____

Department: _____

STUDENT INFORMATION

Student Name _____

Date _____

@ _____

Banner ID _____

Degree Program _____

Catalog Year _____

Ex: @01234567

Ex: 23-25

Concentration/Track/Option (if applicable) _____

Program of Study _____

JUSTIFICATION

- ☐ Both of the course's abbreviations, numbers, and course titles.

Ex. Sub CS 5103: Software Engineering with EE 5103: Engineering Programming

- ☐ Answer the following question in the justification:

- Why did the student not take any of the provided prescribed elective(s)?

- ☐ If needed, provide additional details on where this substitution should apply in the program of study.

CPOS Petition Elective Course Substitution

Quick Points

- Department will need to complete form and route to the college for Graduate School approval.
- The justification will be completed by the department and not the student.

Example of Elective Course

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




PETITION FOR COURSE PROGRAM OF STUDY (CPOS):

Please indicate the section of the program of study: _____

College of: _____ Department: _____

STUDENT INFORMATION

Student Name _____			Date _____
@ _____	Degree Program _____	Catalog Year _____	
Banner ID _____		Ex: 23-25	
Ex: @01234567	Concentration/Track/Option (if applicable) _____	Program of Study _____	

JUSTIFICATION

☐ Both of the course's **abbreviations**, **numbers**, and **course titles**.
Ex. Request to count CS 5103: Software Engineering as an elective.

☐ **Answer** the following question in the justification:

- Why has the student taken this course instead?

☐ If needed, provide additional details on where this substitution should apply in the program of study.

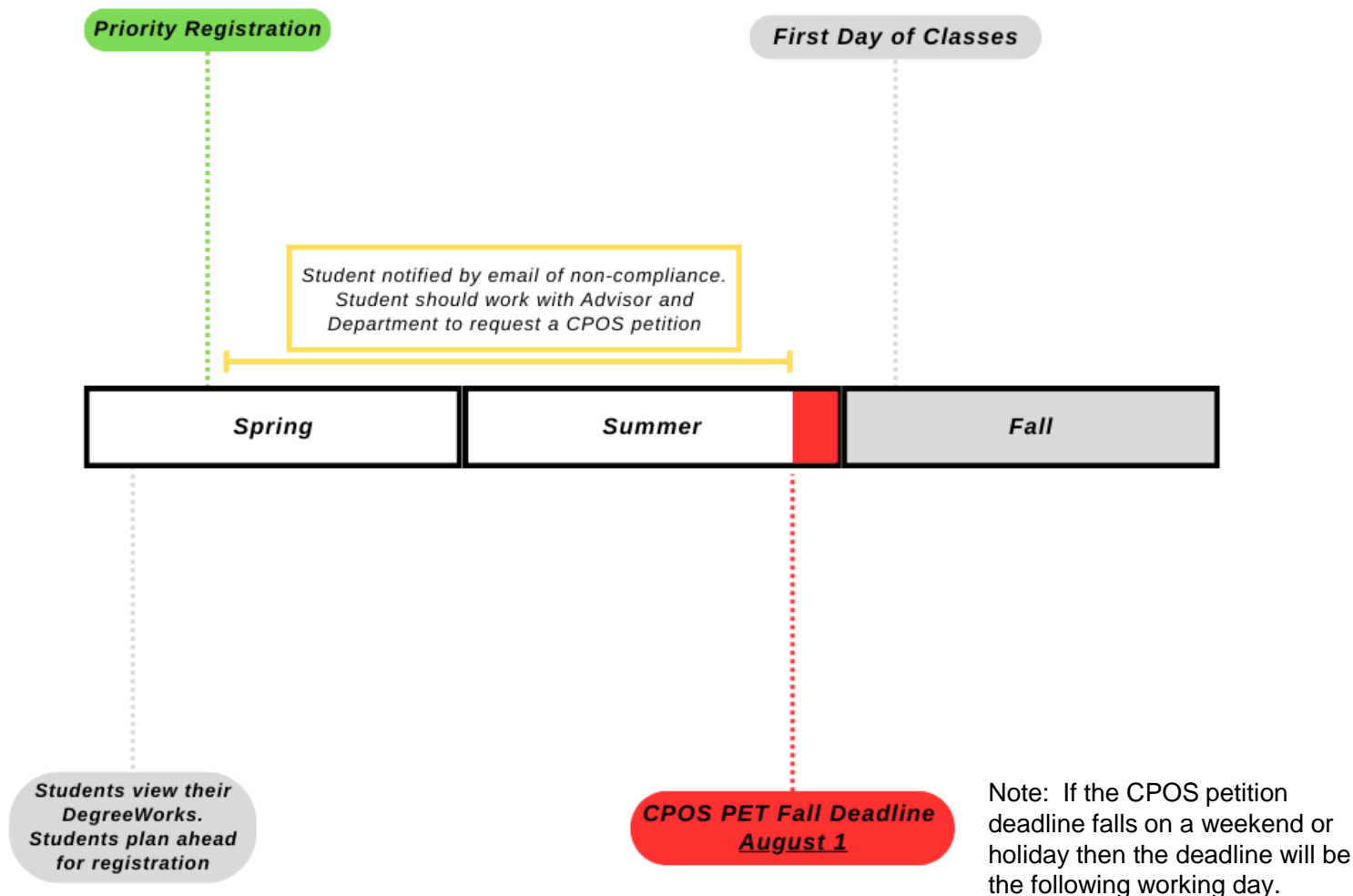


Course Program of Study (CPOS)

Anticipated Timelines

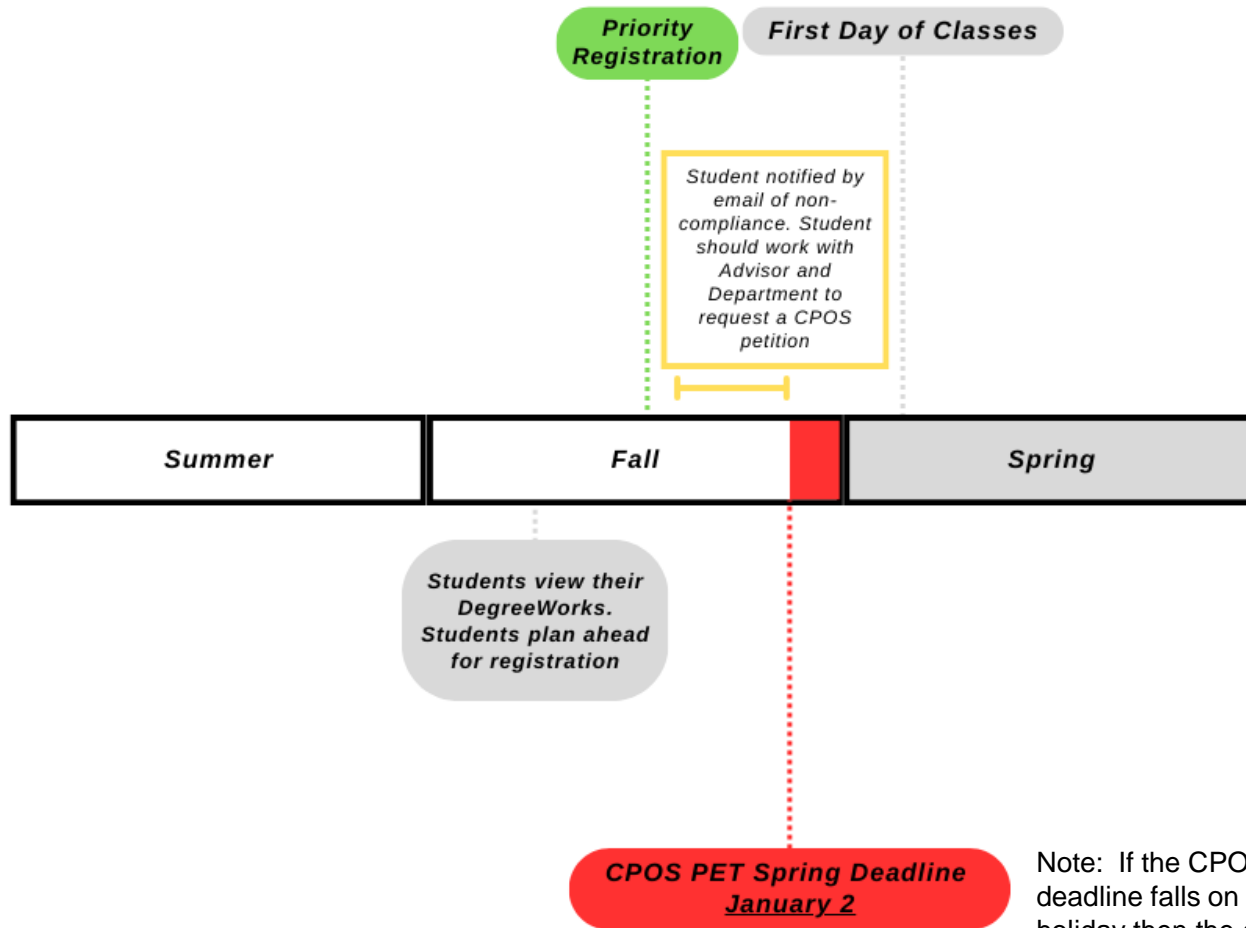
CPOS Fall Substitution

(Anticipated Timeline)



CPOS Spring Substitution

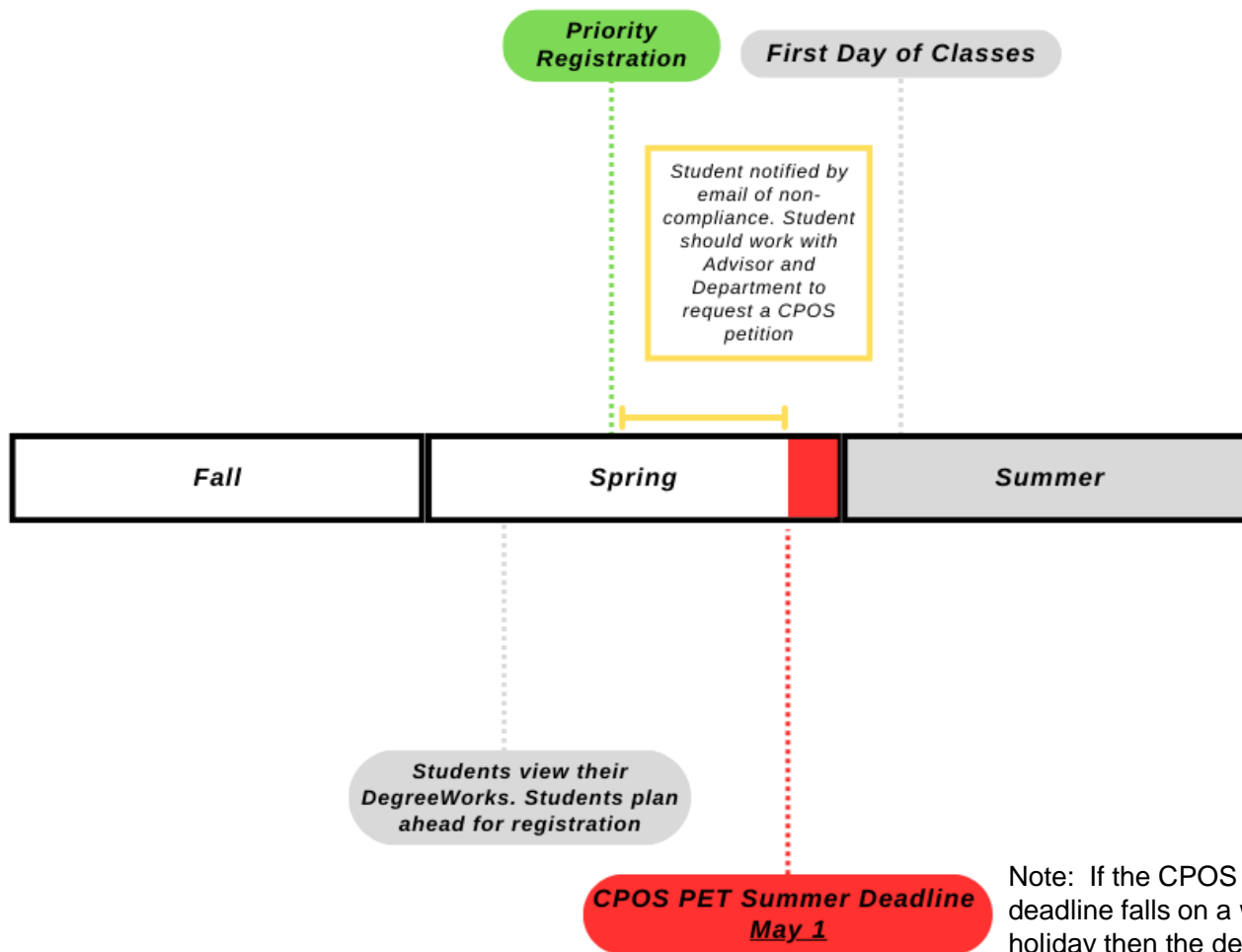
(Anticipated Timeline)



Note: If the CPOS petition deadline falls on a weekend or holiday then the deadline will be the following working day.

CPOS Summer Substitution

(Anticipated Timeline)



Note: If the CPOS petition deadline falls on a weekend or holiday then the deadline will be the following working day.



Course Program of Study (CPOS)

Important Information

Things to consider with CPOS

- Anything that changes the student's program of study could impact CPOS compliance, which includes the following:
 - Doctoral Degree to Interim Master's Degree Request
 - Change from Doctoral to Master's Degree Request
 - Graduate Certificate Form (new form for degree-seeking students)
 - Change of Catalog (to be submitted by the student through their MyUTSA account)
 - Concentration or Thesis/Non-Thesis Change (new form)
- If the student needs one of the above requests, it must be submitted by the deadline:

Deadlines	
Registered Courses for Fall	August 1st
Registered Courses for Spring	January 2nd
Registered Courses for Summer	May 1st

Recommendations & Best Practices:

- **Plan ahead!**
 - Ensure student is following the appropriate Program of Study in Degree Works this includes Graduate Catalog, concentration and thesis/non-thesis, interim master's, change in level, and graduate certificate (degree seeking students).
 - Ensure the courses the student is registering for applies towards their Program of Study.
 - If course(s) is not in the Program of Study, submit the appropriate request(s) by the deadline.
- Questions or concerns can be emailed to Graduate.School@utsa.edu.

Helpful Links and Resources

- [One Stop](#)
 - [CPOS](#)
 - [DegreeWorks](#)
 - [Financial Aid](#)
- [Graduate School](#)
 - [Graduate Catalog](#)
 - [CPOS Petition](#)
 - [Other forms](#)