

Petitions and Other Forms

Graduate School

Meet the Team

Meet the Team



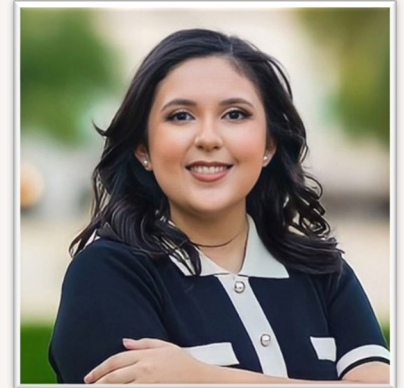
Ginger Hernandez
Assistant Vice Provost for
Graduate Fiscal and
Business Operations



Susie Saucedo
Management Analyst



Angela Del La Cruz
Administrative Associate



Clarissa Benavides
Administrative Associate

Graduate School Forms

Curriculum Change Forms

- Catalog identifies these requests as approved degree options. A petition is not needed
- Typically require department approval only
- Routed and approved through DocuSign
- Update the student's Program of Study in Degree Works (DW)
- Examples: Concentration Change, Thesis/Non-Thesis Option, Change in Catalog Year, Graduate Certificate (for degree-seeking students), Voluntary Withdrawal from Degree Program

Petitions and Other Forms

- Catalog identifies specific requirements, but the student is requesting a different option or exception.
 - Petitions WUWR (ex. Substitutions)
- Catalog identifies Graduate School approval is needed.
 - Forms (ex. Doctoral committee forms)
- Submitted by colleges through the Graduate School Documents Team folder.
 - Looking into electronic submission for all forms such as Docusign
 - Concerns about limitations of needing reviewer levels
 - Concerns about not being able to revise forms once signed, if needed

Key Differences

	Curriculum Forms	Petitions and Other Forms
Purpose	Changes follow catalog-approved options.	Catalog requirement not met, exception or other option require approval.
Approvals	Requires department approval.	Requires Graduate School approval.
Submission Method	Routed through DocuSign	Routed through the GS Document Team process.
System Impact	DegreeWorks Updated	Review before form approved and DegreeWorks updated.

Training Modules

Module #1: DegreeWorks 101

- An introduction to DegreeWorks and how it can be used to review graduate student degree progress, requirements, and academic information

Module #2: Curriculum Forms

- An overview of curriculum-related forms including information to help faculty and staff better understand the processes and requirements

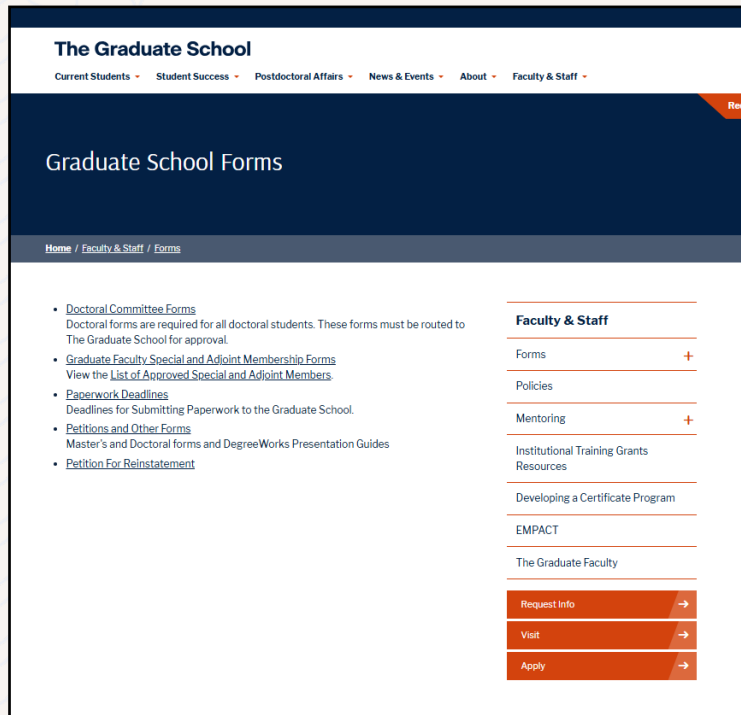
Updates to Forms

- Updated forms to improve accessibility.
- Removed fields that were not essential to the review or approval process, such as student address information, to reduce unnecessary data collection.
- Revised form language and instructions to ensure consistent terminology across all Graduate School forms and processes.
- Consolidated and streamlined related forms where appropriate, such as combining the Leave of Absence (LOA) and LOA Extension forms.
- Requested additional information on select forms to support new processing and reporting requirements in Banner and DW systems.

Where to access Graduate School Forms?

Steps:

1. Visit The Graduate School Website
2. Select "Faculty & Staff" at the top of the webpage.
3. Select "Forms" from the drop-down menu.
4. You should be on the landing page for the "Graduate School Forms".



Petition: Assistantship Policy (ASST)

This is a department initiated form. Must be routed and submitted by the department for Graduate School approval.

Deadlines:

- Fall: November 1st
- Spring: April 1st
- Summer: July 1st

ASST for FFDR Students: Is needed when Full-Time Fully Funded Doctoral Student(s) hold an assistantship and are requesting to be under enrolled in **9 SCH for Fall and Spring semesters** and **3 SCH for Summer semester**.

ASST for All Other Students: Is needed when Graduate Student(s) hold an assistantship and are requesting to be under enrolled in **6 SCH for Fall, Spring, and Summer semesters**. The student **must be enrolled in 1 SCH** to hold an appointment.

ASSTs will also need to be submitted 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 the **Global Initiatives Office** that they are **allowed to be under enrolled based on the type of Visa they hold**.

[Policy \(ASST\) Policy on Assistantships](#)
[HOP Policy on Assistantships](#)

 UT San Antonio® The Graduate School		
PETITION: ASSISTANTSHIP POLICY		
STUDENT INFORMATION		
Student Name	Banner ID	
Program		
Academic Standing:	☐ Master's ☐ Doctoral	
JUSTIFICATION		
GRADUATE ADVISOR OF RECORD OR DOCTORAL COMMITTEE CHAIR		
Graduate Advisor of Record or Doctoral Committee Chair, Signature		Date
DEPARTMENT CHAIR		
Department Chair, Signature		Date
ASSOCIATE DEAN		
Associate Dean, Signature		Date
DEAN OF THE GRADUATE SCHOOL		
Vice Provost & Dean of The Graduate School, Signature		Date
Comments: 		
Revised Aug 2026		

Transfer of Graduate Credit (TRANS)

- This is a department initiated form. It must be routed and submitted by the department 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 program of study (POS).
- 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
- Only graduate level courses earned at a “B” or higher qualify for transfer.
- If UTSA courses need a change in level TRANS request will need to be submitted.
- **This updated TRANS form has been consolidated into one form moving forward.**

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



UT San Antonio®
The Graduate School



TRANSFER OF GRADUATE CREDIT FORM

Students are expected to complete the majority of all coursework at UTSA. UTSA awards credit for college-level transfer coursework, earned with a grade of "B" or higher, from accredited colleges and universities. Admitted students may submit a petition for credits to the related Graduate Program Committee and academic College to receive credit earned from foreign institutions and non-accredited colleges or universities. Based on course level, rigor, quality, comparability, and degree program relevance, credits may be awarded on an individual basis at the discretion of the Graduate Program Committee, academic College, and the Graduate School. It is required to attach transcript(s) and the syllabus or course description. The courses listed below must not have been used in another degree program.

STUDENT INFORMATION

Student Name	Banner ID
Program	Date

Highest Education Level Completed: ▼

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

Transfer of Graduate Credit (TRANS)

Transfer Request Justification:

- A justification is required for all requests and must fit within the provided area without having to scroll through the box. If the justification requires more room, please submit an separate document within
- If the transfer request is being used to request a change of level, please include within the justification the reasoning for wanting to change levels.

TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE	
JUSTIFICATION FOR SUBSTITUTION OF COURSES	
APPROVALS	
Time Limits: Master's students have a time to degree completion of six years. Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation. The courses requested for transfer do not exceed the time limit for completing the degree. This degree program is _____ hours and the Graduate Advisor recommends approval of _____ transfer hours. (Please include total hours if previous request has been submitted) The majority will be completed at UTSA.	
Signature Graduate Advisor of Record, Signature	Print Name Date
Signature Department Chair, Signature	Print Name Date
Signature Associate Dean, Signature	Print Name Date
THE GRADUATE SCHOOL	
Signature Vice Provost and Dean of The Graduate School, Signature	Date
Revised Aug 2026	

Transfer of Graduate Credit (TRANS)

Post Bac & Post Masters Scenarios:

- Programs that offer a **post baccalaureate** may allow to transfer in up to 30 hours from a previously earned master's degree.
- If a student is admitted into a program that requires a **post masters**, then they must follow the post masters Program of Study (POS). Courses that were used towards another degree cannot be transferred and applied to the student's post masters POS.
- If submitting an additional TRANS request, please be sure to add the total transfer hours from previously approved requests and enter the **total number of hours** being transferred in for the student on the GAR Approved line on the second page of the TRANS request.
- Hours being transferred have to be equal to how they were earned, they cannot equal less hours or more hours (i.e. If it is a 2-hour course, it cannot be transferred in as a 3-hour course). For universities on a quarter system, the conversion of a 4 quarter credit is equal to 2.67 semester credits.

TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE

JUSTIFICATION FOR SUBSTITUTION OF COURSES

APPROVALS

Time Limits: Master's students have a time limit to degree completion of six years. Doctoral students have a time to degree completion of eight years comprised of six years from admission to candidacy and two years for dissertation.

The courses requested for transfer do not exceed the time limit for completing the degree.
This degree program is _____ hours and the Graduate Advisor recommends approval of _____ transfer hours. (Please include total hours if previous request has been submitted)
The majority will be completed at UTSA.

Graduate Advisor of Record, Signature

Print Name

Date

Department Chair, Signature

Print Name

Date

Associate Dean, Signature

Print Name

Date

THE GRADUATE SCHOOL

Vice Provost and Dean of The Graduate School, Signature

Date

Revised Aug 2025

Transfer of Graduate Credit (TRANS)

FSCA or Foreign Credentials Service of America:

- When a student has a foreign credential evaluation attached to their foreign transcript, all information related to the courses being used in the request will need to be written exactly as it shows on the evaluation documentation.
- As an example, for the "Semester Taken" column, if the evaluation shows as "2022-2023" instead of Fall 2022 or Spring 2023, the TRANS request will need to also show as the "2022-2023" that was written.
- When completing the "Hours" column of the TRANS request, the hours that are reflected on the TRANS request will also need to match exactly what is in the evaluation document.

TRANSCRIPT REPORT		
Name	Report Date	FCSAID
DOB		Order #
Institution		Purpose
GRADUATE		
INSTITUTIONS / DATES / SUBJECTS	HOURS	GRADE
	2023 - 2024	
Human Rights in International Politics - POL 5006	6.0	A
Constitutional Dev and Demonstration - POL 5003	3.0	B
International Law of Human Rights - LGS 5005	5.0	B
History of International Orgs - INS 5003	3.0	A
Women's Human Rights - HUM 5003	3.0	B
Human Rights and International Justice - HUM 5003	3.0	B
Children's Rights - HUM 5003	3.0	B
Hours:	26.00	
Graduate Total Hours = 26.00		
Graduate GPA = 3.35		

3 of 5

DW: Transfer of Graduate Credit (TRANS)

- **UT San Antonio completed courses**
 - Level changes made in Banner
 - Courses will apply to student's DW automatically or we will apply courses as indicated on TRANS
 - Section of catalog
 - Transfer courses will not appear on DW until TRANS approved
 - DW Exception:
 - TRANS Apprvd: PHY 7503 FA 2019

☐ Advanced Chemical Engineering Thermodynamics	Still needed:	3 Credits in CME 6203			
☒ Transport Phenomena	CME 6303	Transport Phenomena	A	3	Spring 2026
☐ Mathematical and Numerical Methods in Chemical Engineering	Still needed:	3 Credits in CME 6403			
☐ Research Seminar					
☐ Chemical Engineering Research Seminar	CME 6601	Chemical Engr Research Seminar	CR	1	Spring 2026
	CME 6601	Chemical Engr Research Seminar	IP	(1)	Fall 2026
	Still needed:	2 Credits more			
☐ PRESCRIBED ELECTIVES	MATE 5103	Principles of Material Engr	A-	3	Fall 2023
	MATE 5113	Func, Eval & Syn Tech of Matls	A	3	Spring 2024
	PHY 7503	Top: Electron Microscopy	A	3	Spring 2024
	Still needed:	11 Credits in CME 5503 or 6113 or 6123 or 6133 or 6703 or 6803 or 6813 or 6903 or 6943 or 6953 or 6951 or 6952 or 6973 or BME 6033 or 6043 or 6093 or 6123 or 6213 or 6303 or 6403 or 6703 or 6743 or 6803 or 6843 or 6893 or 6903 or 6933 or 6963 or CE 5613 or 5623 or 5643 or 5733 or 6383 or 6603 or ES 5063 or 5043 or CHE 6973 or MATE 5213 or 5223 or 5253 or ME 5233 or 5273 or 5453 or 5473 or 5483 or 5503 or 5643 or 5653 or 5743 or 6413			
Exception by:		Saucedo, Susie	On: 07/24/2026	Apply Here:	Transfer petition approved: PHY 7503
☐ DOCTORAL RESEARCH	CME 7102	Doctoral Research	IP	(2)	Fall 2026
	CME 7106	Doctoral Research	IP	(6)	Fall 2026
	Still needed:	10 Credits in CME 7101 or 7103			
☐ DOCTORAL DISSERTATION	Still needed:	18 Credits in CME 7201 or 7202 or 7203 or 7206			
If you have completed any of the Doctoral Milestones and they are not checked, please contact your advisor or department and make sure they have submitted the appropriate Doctoral Committee forms to the Graduate School. If you have any questions email us at Graduate.School@utsa.edu .					

DW: Transfer of Graduate Credit (TRANS)

- **Outside UT San Antonio completed courses**
 - DW degree and major hours are adjusted to account for transfer hours listed on TRANS
 - TRANS hours listed are notated on transcript once degree awarded

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Remove Course and/or Change the Limit	Transfer petition approved: CS8050 for CS5363	10/02/2026	Saucedo, Susie	Major in Computer Science, PH D	Yes
Remove Course and/or Change the Limit	Transfer petition approved: CS8050 for CS5363	10/02/2026	Saucedo, Susie	Major in Computer Science, PH D	Yes
Remove Course and/or Change the Limit	Transfer petition approved: CS 8260 & CS 8041	10/02/2026	Saucedo, Susie	Major in Computer Science, PH D	Yes
Remove Course and/or Change the Limit	Transfer petition approved: CS 8260 for CS 5443	10/02/2026	Saucedo, Susie	Major in Computer Science, PH D	Yes
Remove Course and/or Change the Limit	Transfer petition approved: CS 8041 for CS 5353	10/02/2026	Saucedo, Susie	Major in Computer Science, PH D	Yes
Remove Course and/or Change the Limit	Transfer petition approved: 9hrs	10/02/2026	Saucedo, Susie	Degree in Doctor of Philosophy	Yes
Remove Course and/or Change the Limit	Transfer petition approved: 9hrs	10/02/2026	Saucedo, Susie	Major in Computer Science, PH D	Yes

DW: Transfer of Graduate Credit (TRANS)

- Outside UT San Antonio completed courses

- Reflected on DW with exceptions
- Note added to include terms transfer courses were completed

○ Selects 3 classes from the following:	CS 5233	Artificial Intelligence	IP	(3)	Fall 2026
	Still needed: 1 Class in CS 5103 or 5163 or 5323 or 5513 or 5523				
	Exception by:	Saucedo, Susie	On: 10/02/2026	Remove Course and/or Change the Limit:	Transfer petition approved: CS8050 for CS5363
	Exception by:	Saucedo, Susie	On: 10/02/2026	Remove Course and/or Change the Limit:	Transfer petition approved: CS8050 for CS5363
○ Computer Science Electives	Still needed: 6 Credits in CS 5000-through 7999 Except CS 5633 and 7211 and 7212 and 7213 and 7216 and 7311 and 7312 and 7313 and 7316				
	Exception by:	Saucedo, Susie	On: 10/02/2026	Remove Course and/or Change the Limit:	Transfer petition approved: CS 8260 for CS 5443
	Exception by:	Saucedo, Susie	On: 10/02/2026	Remove Course and/or Change the Limit:	Transfer petition approved: CS 8041 for CS 5353
	Exception by:	Saucedo, Susie	On: 10/02/2026	Remove Course and/or Change the Limit:	Transfer petition approved: CS 8260 & CS 8041

Notes

Status	Description	Created on	Created by
	Transfer petition approved for Kennesaw State Univ: 9hrs CS 8260 and CS 8050 taken SP26 and CS 8041 taken Fall 2025.	10/02/2026	Saucedo, Susie

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

- This is a department initiated form. It must be routed and submitted by the department 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
 - **Doctoral** - 8 years
- Course name, number, title, semester taken, and grade earned should match the Banner SHACRSE screen.
- The department will need to provide the **Anticipated Semester and Year** of when the student will graduate.
- The **catalog section** will also need to be provided to show where each course will be applied to. (ie. A, B, C, etc.)

Policy on Doctoral Time Limitation: Graduate Catalog Policy

[illegible]

DW: Course(s) Exceeding Time Limitation (TIME)

- DW exception added to indicate number of courses approved
- DW Indicator TIME needed: Not Counted

Not Counted



Credits applied: 9 Classes applied: 3

Course	Title	Reason	Grade	Credits	Term	Repeated
ENG 5613	19th-Cent Am Lit: Dystopias	Maximum number of classes exceeded	A	3	Fall 2017	
ENG 6013	Theoretical & Research Methods	Coursework must be completed within 8 years	A	3	Fall 2016	
ENG 7053	Sem: Feminism in the Americas	Coursework must be completed within 8 years -	A+	3	Spring 2018	

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Also Allow	GAR approved LNG 5153 as elective	09/15/2026	Miller, Molly R	Major in English, PH D	Yes
Also Allow	GAR approved MAS 6103 as elective	09/15/2026	Miller, Molly R	Major in English, PH D	Yes
Remove Course and/or Change the Limit	Time Limit Petition Approved: ENG 6033, ENG 6063	09/17/2026	Saucedo, Susie	Degree in Doctor of Philosophy	Yes
Apply Here	Time Limit Petition Approved DW Crrctn: ENG 6033	09/17/2026	Saucedo, Susie	Major in English, PH D	Yes
Remove Course and/or Change the Limit	Time Limit Petition Approved	09/29/2026	Saucedo, Susie	Degree in Doctor of Philosophy	Yes

DW: Course(s) Exceeding Time Limitation (TIME)

- May need to manually apply specific Time Limit approved courses to sections of DW POS, as indicated on TIME petition
 - Section of Catalog requested

Exceptions

Type	Description	Created on	Created by	Block
Also Allow	GAR approved LNG 5153 as elective	09/15/2026	Miller, Molly R	Majo
Also Allow	GAR approved MAS 6103 as elective	09/15/2026	Miller, Molly R	Majo
Remove Course and/or Change the Limit	Time Limit Petition Approved: ENG 6033, ENG 6063	09/17/2026	Saucedo, Susie	Degr
Apply Here	Time Limit Petition Approved DW Crrctn: ENG 6033	09/17/2026	Saucedo, Susie	Majo
Remove Course and/or Change the Limit	Time Limit Petition Approved	09/29/2026	Saucedo, Susie	Degr

Notes

Status	Description	Created on	Created by
	Time Limit Petition approved: ENG 6033, ENG 6063 and ENG 6053 - Valid approval until Expected Grad term Fall 2026	09/29/2026	Saucedo, Susie

CORE CURRICULUM					
Theory and Practice of Teaching or Rhetoric and Composition	ENG 5183	Theory/Practice Teaching Comp	A	3	Spring 2017
Exception by: Ragsdale, Jeffrey Lee On: 07/02/2026 Apply Here: Time Limit Petition Approved: ENG 5183					
Theoretical and Research Methods	ENG 6013	Theoretical & Research Methods	A+	3	Fall 2018
Latina/o Studies: Text and Context	ENG 6053	Latina/o Studies: Text & Context	A+	3	Fall 2016
Exception by: Miller, Molly R On: 07/02/2026 Apply Here: Time Limit Petition approved for ENG 6053					
SEMINARS					
Seminar: Latina/o Studies	ENG 7053	Sem: Latina/o Drama&Performance	A+	3	Fall 2017
Exception by: Miller, Molly R On: 07/02/2026 Apply Here: Time Limit Petition approved for ENG 7053					
Seminar: Issues in Culture	ENG 7063	NativeAm Wom Sovereign Stories	A	3	Spring 2018
Exception by: Miller, Molly R On: 07/02/2026 Apply Here: Time Limit petition approved for ENG 7063					
Seminar: Theory and Criticism	ENG 7073	Sem: Postcol/Decol Rev	A+	3	Spring 2017
Exception by: Miller, Molly R On: 07/02/2026 Apply Here: Time Limit petition approved for ENG 7073					
PRESCRIBED ELECTIVES					
	ENG 6063	CrosCulss:BlackFemTheories	A	3	Fall 2016
Exception by: Miller, Molly R On: 07/02/2026 Apply Here: Time Limit Petition approved for ENG 6063					
FREE ELECTIVES					
	ENG 6043	Creative Non-Fiction	A+	3	Spring 2017
	ENG 5613	19th-Century American Lit	A+	3	Summer 2017

Doctoral Degree to Interim Master's Degree (INTRM)

- This is a department initiated form. It must be routed and submitted by the department for Graduate School approval.
- Deadlines:
 - Fall: Dec 1st
 - Spring: May 1st
 - Summer: August 1st
- An approved Master's POS must be attached with the submission of this form.
- You can submit Petitions for INTRMs pending approval concurrently. (ie. Substitutions)
 - **You will no longer be required to submit pre approved PET forms, QUAL forms, and Transcripts**
- INTRM request **cannot** be awarded retroactively.
- INTRM request **cannot** be awarded in the same semester in which you are receiving their PhD or after the student has earned their PhD.
- Courses for an INTRM request have to be within the 6 year time limit to apply towards the Master's Degree.

[Policy on Interim Master's Request: Graduate Catalog Policy](#)

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DOCTORAL DEGREE TO INTERIM MASTER'S DEGREE REQUEST

Required:
The following item must be attached to this form:

- Approved Program of Study for the Master's Degree

If Applicable:

- You can submit Petitions for INTRMs pending approval concurrently.

STUDENT INFORMATION

Student Name

Banner ID

NOTE: International students must contact the International Services Office before changing their degree.

INTERIM MASTER'S REQUEST

Courses counted toward the Master's degree may also be included in the overall requirements for the doctorate, but may not be used toward a second Master's degree.

Highest Degree Earned: Program:

Current Degree: in beginning

Example: Ph.D. Program Concentration (if applicable) Term (ex. Sem & Year)

Interim Master's: in graduating

Example: M.S. Program Concentration (if applicable) Term (ex. Sem & Year)

APPROVALS

Print Name

Date

Print Name

Date

Print Name

Date

Department Chair, Signature

Associate Dean, Signature

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby

Vice Provost and Dean of The Graduate School

Date

Revised Jun 2026

What is needed in the Master's POS for INTRM

- New requirement for the Master's POS:

- We will now request the Catalog section to be added next to each course listed.
- ie. Section A, B, C, etc...

- DegreeWorks will be updated based on the INTRM packet. If additional forms are needed, please attach pending approvals for:

- Substitutions
- Time Limitations
- Transfer of Credit

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
PROGRAM OF STUDY FOR THE MASTER'S DEGREE

Please Type
STUDENT'S NAME: [REDACTED] STUDENT'S BANNER ID: [REDACTED]

PROGRAM OF STUDY FOR THE DEGREE: Master of Science CATALOG: [REDACTED]
MAJOR Chemistry CONCENTRATION: [REDACTED]

The following courses are required for the degree indicated above:

Discipline and Number	Course Title	Semester Hrs Credit	Grade	When & Where Completed, if not UTS	Catalog Section
CHE 5263	Advanced Analytical Chemistry	3	A-	Fall 2024	A
CHE 5453	Advanced Inorganic Chemistry	3	B	Spring 2025	A
CHE 5643	Advanced Organic Chemistry	3	B	Fall 2023	A
CHE 5981	Graduate Seminar in Chemistry	1	CR	Spring 2026	A
CHE 5981	Graduate Seminar in Chemistry	1	CR	Fall 2025	A
CHE 5981	Graduate Seminar in Chemistry	1	CR	Spring 2025	A
CHE 5843	Advanced Physical Chemistry	3	B	Spring 2024	B
CHE 6973	SP: NMR Spectroscopy	3	B	Spring 2024	B
CHE 6973	SS: Asymmetric Organocatalysis	3	B	Fall 2023	B
CHE 6993	Directed Research	3	A+	Summer 2025	A
CHE 6994	Directed Research	4	A+	Spring 2025	A
CHE 6991	Directed Research	1	A+	Fall 2024	A
CHE 6991	Directed Research	1	A+	Spring 2024	A
TOTAL		30		(30) Minimum	

Upon completion of the above requirements, in addition to meeting the University-wide requirements for all Master's degrees, the above-named student will have satisfied all requirements for the Master's degree.

GRADUATE ADVISOR'S SIGNATURE [REDACTED] DATE: 08/28/2026 | 10:58 AM CDT
DEPARTMENT CHAIR'S SIGNATURE [REDACTED] DATE: 08/28/2026 | 11:01 AM CDT
DEAN'S SIGNATURE [REDACTED] DATE: 08/29/2026 | 9:23 AM CDT

--THE ORIGINAL COPY OF THIS FORM MUST BE FILED WITH THE REGISTRAR--
DO NOT WRITE BELOW THIS LINE

Applied for degree	Time Limit (6 yrs)	Hours of A	x 4 =
Advanced to Candidacy	Catalog	B	x 3 =
Admission Cleared	Indep. Study Max. (6)	C	x 2 =
Total Transfer Hrs. (6)	Spec. Prob. Max. (6)	Total	GPA (3.0)
UT System Transfer	Comprehensive Exam		
Non-UT Transfer	Thesis Filed		

NOTES:

DW & Banner: INTRM

- Banner will be updated with the Masters Program requested in INTRM packet
- Courses on INTRM POS will be changed in level from 03 to 02
 - Appear on Masters DW
 - Will temporarily not appear in PhD DW
- Course levels changed back after Interim Masters awarded
 - Will no longer appear on Masters DW
 - Appear on PhD DW

Summer 2026: PhD
Computer Science

Fall 2026: MS
Computer
Science -
AWARDED

Spring 2027: PhD
Computer
Science

DW & Banner: INTRM

- Review EXTRA COURSES section on DW for Masters.
 - POS should indicate where on Masters POS we should apply PhD courses
 - PET needs to be submitted, when needed
- COMP requirement, if applicable, met with QUAL exam form
 - Exception added on Masters POS on DW (older catalogs)
 - Code added in Banner (25-27 and newer catalogs)

Graduate Student Course Add Form (ADD)

- Students will need to complete this 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 trying to register for a course but are unable to due to level restrictions.
- A late ADD is after census and if it is a request for a level restriction, it can be sent to the Graduate School for approval.

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

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The Graduate School



GRADUATE STUDENT COURSE ADD FORM

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

1. myUTSA registration has closed, requiring Department Chair and Instructor signature.
2. Student is unable to add Undergraduate course for Undergraduate credit due to Graduate level restriction.
3. Class does not have an active Waitlist.
4. Prepayment has not been received prior to Census date.

Name Banner ID

Email

Term: ☐ Fall ☐ Spring ☐ Summer Year:

CRN: Subject: Course #: Section #:

NOTICE TO STUDENT:

1. You must obtain approvals from the college and university.
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.
3. Once all signatures are obtained, please upload your form through Document Uploader. Please note that even if all signatures are obtained, you cannot be added if class capacity is reached.

Student, Signature Print Name Date

APPROVALS

REQUIRED UNTIL CLOSE OF BUSINESS ON CENSUS DATE:

NOTICE TO INSTRUCTOR AND CHAIR: By signing you are authorizing the enrollment of the student into the section including overriding all restrictions (pre-requisite, major, closed classes) EXCEPT fire code and fiscal holds that prevent registration.

Instructor, Signature Print Name Date

Department Chair, Signature Print Name Date

REQUIRED ONLY AFTER CENSUS DATE:

Associate 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)

ONE STOP OFFICE USE ONLY

One Stop Initials: Date: Capacity:

Revised Sept 2026

Leave of Absence Form (LOA)

- Students will need to complete this form and department will route to the college for Graduate School approval.
- Deadlines:
 - Fall: November 1st
 - Spring: April 1st
 - Summer: July 1st
- Leave of Absence (**LOA**): Is applied for **up to one year** under special circumstances. Funding may be affected, encourage student to reach out to the Office of Financial Aid.
- Students that do not secure approved LOA each semester may not return to the University without applying for readmission into graduate program.
- **The LOA and LOAX forms have been combined to create the new version of the LOA form. There will no longer be two different forms.**

[Policy on Leave of Absence: Graduate Catalog Policy](#)



LEAVE OF ABSENCE REQUEST

Students enrolled in a doctoral program may apply for a leave of absence each term (Fall, Spring or Summer), not to exceed one year, when events such as illness or injury, active military service, or the need to provide care for a family member prevent active participation in the degree program. Per the university's continuous doctoral enrollment policy, under no circumstances may a leave of absence be applied retroactively. No degree examinations may be taken and no research may be conducted while a student is on a leave of absence.

A leave of absence will prevent the student from receiving student funding from his or her program and may affect ability to receive financial aid or loans and/or to defer payments on loans. Students should contact the Office of Financial Aid with questions regarding financial aid or loan status.

A student returning from a leave of absence must enroll for the semester approved or provide a written request for a leave of absence extension (a leave of absence may not exceed one year throughout the student's degree program). A student who does not register or who does not secure an approved leave of absence extension will be considered to have withdrawn and will be dropped from the program. A student may not return to the University without applying for readmission to the graduate program and must pay the Graduate School application fee.

Submission:
Fill out form, secure appropriate signatures from the Graduate Advisor and the Graduate Associate Dean of the College, and submit the original signed form to your college along with the following required documentation:
• Student letter requesting Leave of Absence
• Supporting letters (if applicable)

STUDENT INFORMATION

Student Name	Banner ID
Program	College

International Student? ☐ Yes ☐ No

NOTE: International students must inform the International Services Office prior to leave of absence.

Semester and Year Admitted to Program: _____

Have you previously been granted a leave of absence at UTSA? ☐ Yes ☐ No

If yes, dates: _____ to _____

LEAVE OF ABSENCE PERIOD REQUESTED

*Please attach a letter detailing your reason for requesting leave.

Leave of Absence Requested: _____ Plan to return: _____

Please use semester/year format in these fields. Ex: Fall 2026 Ex: Spring 2027

Student Signature _____ Date: _____

Revised Aug 2026

How to access the Petition for Reinstatement webpage

The screenshot shows the UTSA Graduate School website. At the top, a navigation bar includes links for 'Current Students', 'Student Success', 'Postdoctoral Affairs', 'News & Events', 'About', and 'Faculty & Staff'. A red circle and the number '1.' highlight the 'Current Students' link. Below the navigation bar is a breadcrumb trail: 'Home / Current Students'. The main content area is titled 'Graduate Student Resources' and contains a grid of nine resource cards. A large grey arrow points from the 'Current Students' link to the 'Petition for Reinstatement' card. This card is highlighted with a yellow background and a red circle, with a red circle and the number '2.' next to it. The 'Petition for Reinstatement' link is also circled in red within the card's button.

UTSA The Graduate School

1. Current Students - Student Success - Postdoctoral Affairs - News & Events - About - Faculty & Staff -

Request Info Visit App

Home / Current Students

Graduate Student Resources

The Graduate School at The University of Texas at San Antonio is here to ensure you have the necessary resources and support for a successful graduate education experience.



Academic Resources

View All Academic Resources



Graduate Advisors

Find a Graduate Advisor



Handbook

Graduate Student Handbook



Graduate School Newsletter

Graduate School Newsletter



G.R.A.D. Space

G.R.A.D. Space



Graduate and Postdoctoral Success

Graduate and Postdoctoral Success Resources



Thesis and Dissertation

Thesis and Dissertation Resources and Guidelines



Annual Review and IDP

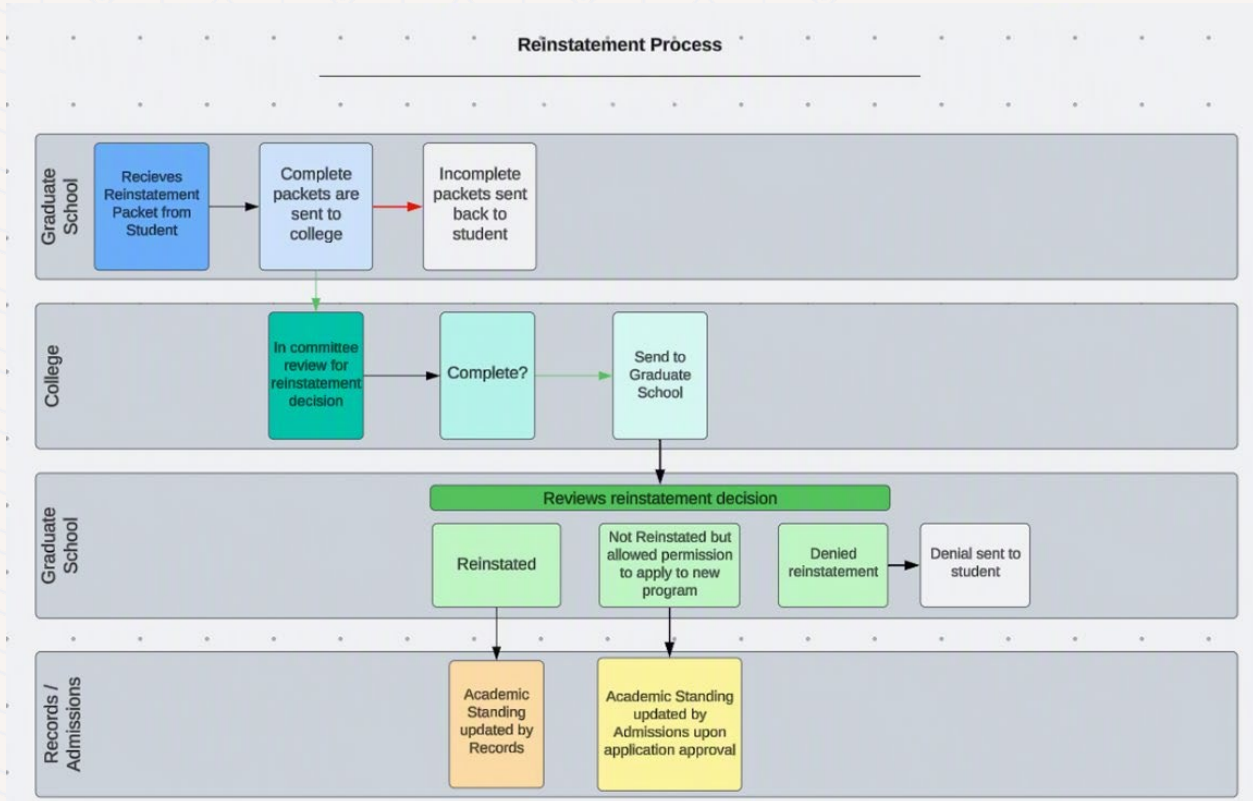
Annual Review and IDP Overview



2. Petition for Reinstatement

Petition for Reinstatement

Petition for Reinstatement Work Flow Chart



Petition for Reinstatement

- Student must route their completed and signed packet, signed letter, and any supporting documentation to the Graduate School through the email address, gradschooladmin@utsa.edu.
- Once a decision has been provided by the reinstatement committee, if the student is reinstated, the academic standing will need to be updated before the student can register.
- We work with the Records Office for these requests and it may take a few days for the academic standing to be updated.
- Deadlines:
 - Fall: June 15th
 - Spring: October 15th
 - Summer: March 15th



PETITION FOR GRADUATE REINSTATEMENT

Please complete the following form and attach your letter and supporting documents per instructions from Section B.

SECTION A

STUDENT INFORMATION

Last Name	First Name	Middle Initial	myUTSA ID
Email Address			

REINSTATEMENT INFORMATION

From which program were you academically dismissed ?	
For which semester were you academically dismissed (semester/year)?	
For which program are you seeking reinstatement?	
For which semester are you seeking reinstatement (semester/year)?	

IDENTIFICATION OF MITIGATING CIRCUMSTANCES FOR DISMISSAL

(Please check those relating to your circumstances)

☐ Personal illness or accident	☐ Financial burdens
☐ Personal disability	☐ Transportation problems
☐ Illness, accident, or death of family member	☐ Difficulty contacting advisor or professor
☐ Required out-of-town travel or overtime work	☐ Dissatisfied with program choice
☐ Increase in job responsibilities	☐ Desire for change of program
☐ Job promotion	☐ Course load too heavy
☐ New employment of self or family member	☐ Course schedule conflict
☐ Loss of employment of self or family member	☐ Language difficulties or barriers
☐ Loss of housing or relocation of housing	☐ Lack of prerequisite coursework or knowledge
☐ Military duty	☐ No utilization or unaware of academic resources
☐ Marriage or divorce	☐ Other (please explain in brief detail):
☐ Birth of family member	
☐ Loss of childcare	

Updated Aug 2026

REIN: Early Consideration Waiver

- This form must be submitted with the Petition for Reinstatement packet only if the student intends to petition immediately after dismissal due to exceptional, extenuating circumstances that prevent the student from waiting one semester.
- The student will need to provide a signed letter that will need to be submitted with the form explaining the exceptional, extenuating circumstances that require the submission of the Petition for Reinstatement prior to waiting one semester.
- These Petition for Reinstatements requests can typically be time sensitive to the student as they are seeking immediate reinstatement before the start of a new semester and when a decision of academic dismissal is provided to the student.

**UT San Antonio®**
The Graduate School



PETITION FOR GRADUATE REINSTATEMENT: EARLY CONSIDERATION WAIVER

This form must be submitted with the Petition for Reinstatement packet only if the student intends to petition for reinstatement immediately following the semester in which they have been academically dismissed from after dismissal due to exceptional, extenuating circumstances that prevent the student from waiting one semester; (i.e. if you have been academically dismissed in the Spring 2026 semester and would like to submit a Petition for Reinstatement to the Summer 2026 semester, an Early Consideration form will need to be submitted with your Petition for Reinstatement packet)

SECTION A

STUDENT INFORMATION

Last Name

First Name

Middle Initial

Banner ID

Email Address

Dismissed: Semester and Year

Seeking Reinstatement: Semester and Year

SECTION B

LETTER OF EXPLANATION

Please compose a formal letter directed to the Reinstatement Committee explaining the exceptional, extenuating circumstances that require you to submit your petition for reinstatement prior to waiting one semester. Your letter must be signed and attached to the Petition for Reinstatement packet.

**Note: The intention of this letter is strictly to explain your reason for petitioning without waiting one semester.
This is not the Petition for Reinstatement letter.*

Updated Aug 2026

Petition for Graduate Student Course Program of Study (CPOS)

Petition for Graduate Student CPOS form are submitted by the department who would like to request substitutions to certificate, masters, or doctoral student's catalog requirements. This petition is for students on financial aid and is submitted when registration is open.

Deadlines:

- Fall: Aug. 1st
- Spring: Jan. 2nd
- Summer: May 1st

Petitions submitted by the deadline are guaranteed to be processed. For extenuating circumstances, you may connect with your Retention and Graduation Program Coordinator ([R&G](#)) to discuss the possibility of an late request.

The form will need to indicate the section of the program of study that is being petitioned, if the student is post masters or post baccalaureate 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 either of the following two year formats:

Catalog Year: 23-25 or 2023 - 2025

The form is titled "PETITION FOR GRADUATE STUDENT COURSE PROGRAM OF STUDY (CPOS):" and includes the UT San Antonio logo. It is divided into several sections: "STUDENT INFORMATION" with fields for Name, Banner, Program, Catalog Year (with an example "Ex: 23-25"), Date, Concentration/Track Option (if applicable), and degree type (Certificate, Master, or Doctoral). The "JUSTIFICATION" section is a large text area. The "APPROVALS" section contains three rows for signatures and dates from the Graduate Advisor of Record, Department Chair, and Associate Dean. The "THE GRADUATE SCHOOL" section includes a line for the Vice Provost and Dean of The Graduate School's signature and date. The form is noted as being updated in Summer 2026.

[View here for the CPOS Petition Guide](#)

DW: Graduate Student CPOS

MANUAL EXCEPTIONS TO DEGREE REQUIREMENTS

- DW impacts CPOS
- DW will indicate what courses are CPOS ineligible
- CPOS Only impacts students **receiving and using** federal aid
- Contact Retention & Graduation Program Coordinator for guidance on steps for resolving CPOS issues

Student ID
[REDACTED] X

Name
[REDACTED]

Degree
Master of Arts V

[Advanced search](#)

Level Masters-Graduate **Classification** Graduate, Master's **Major** Bicultural/Bilingual Education **Program** MA-Bicultural/Bilingual Edu

College Education & Human Development **Student Catalog** Spring 2026, Spring 2026 **Academic Standing** Academic Good Standing

Graduate Advisor [REDACTED] **Courses Not In Program of Study** Fall 2026: BBL 7123

DW: Graduate Student CPOS

MANUAL EXCEPTIONS TO DEGREE REQUIREMENTS

- Cannot make changes to DW without approval
- CPOS Petition serves as documentation of approval to changes in degree requirements that differ from what is outlined in the catalog
- Contact Retention & Graduation Program Coordinator for guidance on steps for resolving CPOS issues
- Example of approved CPOS and DW update:

① Numerical Analysis	MAT 5403	Functional Analysis I	IP	(3)	Fall 2026
	Exception by:	McCants, Elder D	On: 09/03/2026	Substitute:	Petition Approved: Sub. MAT 5603 with MAT 5403

Petition for Waiver of University Wide Requirements (PET)

If petitioning for any **policy/degree requirements** in the Graduate Catalog the justification must be able to answer the following questions:

- What does the policy state or what is the degree requirement?
- What did the student do instead?
- Why did the student pursue this course of action?

If petitioning for **courses** listed in the Graduate Catalog the justification must be able to answer the following questions:

- Core Courses:
 - Both of the course's 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?
- Electives and Other Courses:
 - State which part of the POS this will impact.
 - The course(s) abbreviation(s), number(s), and course title(s).
 - If applicable, why the student was unable to take any of the required 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.
- If the catalog states verbiage that is or similar to "...substitution as approved by GAR, program director, PhD Committee, etc.", then a PET is not needed. You should email graduate.school@utsa.edu or your college's Retention & Graduate Coordinator for the Degree Works update.

The form is titled "PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS" and is from UT San Antonio The Graduate School. It includes a header with the university logo and a blue banner with a white eagle. The form is divided into several sections: "Check all that apply: Substitution of Courses: Core [] Other []", "STUDENT INFORMATION" (with fields for Name, Banner ID, Program, Catalog Year, Date, and Degree Type: Certificate, Master, Doctoral), "JUSTIFICATION" (a large blue box with red text stating "The justification will be completed by the department and not the student."), "APPROVALS" (with signature lines and dates for Graduate Advisor of Record, Department Chair, and Associate Dean), and "THE GRADUATE SCHOOL" (with a signature line for the Vice Provost and Dean of The Graduate School). The form is dated "Form updated Summer 2026".

Petition for Waiver of University Wide Requirements (PET) Cont.

Cohort Petition(s) can only be used when it effects 10 or more students who follow different catalogs and are impacted by the same course/policy. 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 their catalog?

A list with the students first name, last name, banner ID, and catalog year will need to be attached to the PET.

Blanket petition(s) can only be used when it effects one entire catalog. 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 the catalog?

The form is titled "PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS" and is from UT San Antonio The Graduate School. It includes a header with the university logo and a blue box with a white eagle. The form is divided into several sections: "Check all that apply: Substitution of Courses: Core ☐ Other ☐", "STUDENT INFORMATION" (with fields for Name, Banner ID, Program, Catalog Year, and Date), and "JUSTIFICATION" (with a large blue box containing the text "The justification will be completed by the department and not the student."). Below the justification box is the "APPROVALS" section, which includes fields for the Graduate Advisor of Record, Department Chair, and Associate Dean, each with a signature line, print name, and date. At the bottom is the "THE GRADUATE SCHOOL" section, which includes a field for the Vice Provost and Dean of The Graduate School, with a signature line, print name, and date. The form is dated "Form updated Summer 2026".

DW: PET

MANUAL ADJUSTMENTS TO DEGREE REQUIREMENTS

- Documents approval to changes in degree requirements that differ from what is outlined in the catalog.
- Cannot make changes to DW without approval. PET serves as documentation.

Look at Extra
Courses
section on DW

① FOUNDATION COURSES

① Management Science with Data Analytics	MBA 5413	Mgt Sci with Data Analytics	IP	(3)	Fall 2026
① Financial Accounting Concepts	MBA 5223	Fin Acct Concept Dec Making	IP	(3)	Fall 2026
Exception by: Dietzmann, Rosalinda G On: 09/11/2026 Apply Here: Petition approved by Department 9/2/26					

Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 12 Classes applied: 4

Course	Title	Grade	Credits	Term
EGR 6283	Mentored Teaching Engineering	A+	3	Fall 2023
ME 7953	Doctoral Research	A	3	Summer 2024
ME 7953	Doctoral Research	IP	(3)	Fall 2026
ME 7953	Doctoral Research	IP	(3)	Fall 2026

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Apply Here	Petition approved by Department 9/2/26	09/11/2026	Dietzmann, Rosalinda G	Major in Finance, MS	Yes

Registrar Forms

Registrar Forms

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 Upload](#) for processing.

- **Field to select on the Document Upload:** 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 552.007 and 552.003 of the Texas Government Code, you are entitled to review and receive this information. Under Section 552.004 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 Manual item 32.

UTSA OFFICE USE ONLY

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

PEUC Form

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, IS, NR, etc.) ("IS" 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	
Approval	_____	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).

Approval _____ 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: _____

Request/Withdraw Form/Incomplete Form and With Change of Grade Form (Rev. 12/03/20)

COG Form

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

- This is a department form. It must be routed and submitted by the department for Graduate School approval.
- PEUC form(s) are submitted by the department for students who would like to take an undergraduate course and earn graduate credit for it.
- A course syllabus must attached to the form, with clear indication of **additional course work to earn graduate credit**.
- 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.

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 512.027 and 512.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 519.034 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 32.

UTSA OFFICE USE ONLY:

Date: _____ Received By: _____ Processed By: _____ Form revised 06/31/23 • Page 1 of 2

Change of Grade (COG)

- This is a department form. It must be routed and submitted by the department 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

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: _____ Signature (Instructor) _____ Print Name _____ Date _____

Recommend approval: _____ Signature (Department Chair) _____ Print Name _____ Date _____

Approved: _____ Signature (Dean) _____ Print Name _____ Date _____

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: _____ Signature (Vice Provost/Assoc Vice Provost) _____ Print Name _____ Date _____

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 _____
High School/Transfer/Previous Term and With Change of Grade Form (Rev. 1/2018)

Committee Forms

Initial Committee Forms

Each form must be submitted by the department.

Deadlines:

Fall: November 1st

Spring: April 1st

Summer: July 1st

Committee Composition:

- **Majority (51%) must be graduate faculty or adjoint faculty:**
 - Professor
 - Assistant Professor
 - Associate Professor
 - Adjoint Graduate Faculty (“Adjoint Members”)
- If a committee members do not have one of the above titles, then a Special Membership of the Graduate Faculty (“Special Members”) is required.

Application for Candidacy (CAND)

This form is titled "APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE" and includes sections for Student Information, Proposed Dissertation Committee, Doctoral Program Committee, and The Graduate School. It contains various fields for names, titles, and dates, along with checkboxes for different roles.

Appointment of Doctoral Dissertation Committee (DISS)

This form is titled "APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE" and includes sections for Student Information, Proposed Dissertation Committee, Doctoral Program Committee Recommendations, and The Graduate School. It contains various fields for names, titles, and dates, along with checkboxes for different roles.

Completion of the Qualifying Exam (QUAL)

This form is titled "COMPLETION OF QUALIFYING EXAM" and includes sections for Student Information, Qualifying Exam Committee Members, Department, and The Graduate School. It contains various fields for names, titles, and dates, along with checkboxes for different roles.

Dissertation Proposal Approval (PROP)

This form is titled "DISSERTATION PROPOSAL APPROVAL FORM" and includes sections for Student Information, Dissertation Committee Members, Doctoral Program Committee, and The Graduate School. It contains various fields for names, titles, and dates, along with checkboxes for different roles.

[Click here for to view each form](#)

Deadlines:

Fall: December 1st

Spring: May 1st

Summer: August 1st

Committee Composition:

- **Majority (51%) must be graduate faculty or adjunct faculty:**
 - Professor
 - Assistant Professor
 - Associate Professor
 - Adjoint Graduate Faculty ("Adjoint Members")
- If a committee members do not have one of the above titles, then a Special Membership of the Graduate Faculty ("Special Members") is required.
- New Updates: CERT form will now require the Doctoral Research letter grade and awarded hours, if applicable.

42

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

Submitted by the department.

Deadlines:

Fall: December 1st

Spring: May 1st

Summer: August 1st

Committee Composition:

- **Majority (51%) must be graduate faculty or adjunct faculty:**
 - Professor
 - Assistant Professor
 - Associate Professor
 - Adjoint Graduate Faculty (“Adjoint Members”)
- If a committee members do not have one of the above titles, then a Special Membership of the Graduate Faculty (“Special Members”) is required.
- New Updates: For the comprehensive exam requirement, the MSCERT form will now require the comprehensive exam approval date, if applicable.

 UT San Antonio® The Graduate School		
CERTIFICATION OF COMPLETION OF THESIS REQUIREMENTS FOR MASTER'S DEGREE		
STUDENT INFORMATION		
Name _____		Banner ID _____
Thesis Title (as it is to be listed on the student's official records) _____		
Total thesis hours to be awarded: _____		
Letter grade to be awarded for thesis credits: _____		
Date thesis approved by committee: _____		
Date comprehensive exam approved by committee, if applicable: _____		
Program: _____		
THESIS COMMITTEE MEMBERS		
Select _____	Print Name _____	Date _____
Select _____	Print Name _____	Date _____
Select _____	Print Name _____	Date _____
Select _____	Print Name _____	Date _____
Select _____	Print Name _____	Date _____
DEPARTMENT		
Department Chair, Signature _____	Print Name _____	Date _____
COLLEGE		
Associate Dean of the College, Signature _____	Print Name _____	Date _____
THE GRADUATE SCHOOL		
Vice Provost and Dean of The Graduate School, Signature _____		Date _____
Form updated Fall 2026		

New: Comprehensive Exam on CERT – Thesis

COMP CODE VS. MANUAL EXCEPTION

- 25-27 catalog Banner code
- Catalogs before 25-27 require a DW exception
- Masters Thesis students
 - Confirm comprehensive requirement is met on CERT form
 - Petitions & Other Forms Training
- Non-thesis Masters students
 - Confirm comprehensive requirement is met by submitting Curriculum Form
 - Curriculum Forms Training
- Affects DW percentage



Comprehensive Examination

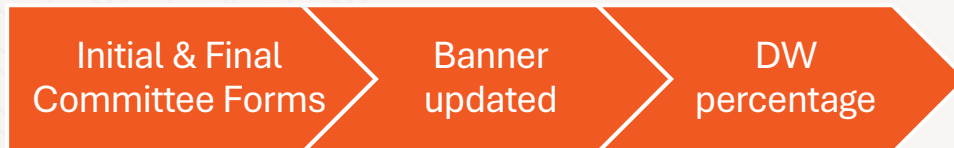
Comprehensive Exam

AP



Banner & DW: Initial & Final Committee Forms

- Banner
 - Committee Forms
 - RP grades
- DW Percentages
 - RPs (thesis, dissertation, doctoral research)
 - doctoral milestones
 - other degree requirements
- ProQuest
 - Not approved until all Initial and/or Final Committee Forms approved
- Graduation audits
 - DW serves as auditing tool
 - Confirm with GCO on auditing process



Program of Study (POS)

This is a department form. Must be routed and submitted by the department for Graduate School approval.

Deadlines:

Fall: December 1st

Spring: May 1st

Summer: August 1st

- For Degree Works purposes, it is recommended that all Petition substitutions (PET), Transfer of Credits (TRANS), Exceeding Time (TIME) limit petitions, Blanket/Cohort Petitions (BLANKET) are indicated on the POS.
- The POS is not the final audit, that is DegreeWorks. Revisions may be required even after approval of POS.**

THE UNIVERSITY OF TEXAS AT SAN ANTONIO				
Program of Study for the Doctor of Philosophy				
Student Name <u>[REDACTED]</u>		Student ID <u>[REDACTED]</u>		
Program of Study for Doctor of <u>Philosophy</u>				
Catalog <u>2019-2021</u>	Major <u>Computer Science</u>	Concentration <u>n/a</u>		
The following courses are required for the degree indicated below:				
Discipline and Number	Courses Title	Sem. Hr. Credit	Grade	When and Where Completed if not taken at UTSA
CORE COURSES (12 hrs. required)				
CS 5363	Programming Lang & Compiler	3	A	Spring 2020 UTSA
CS 5513	Computer Architecture	3	A	Fall 2020 UTSA
CS 5523	Operating Systems	3	A	Fall 2019 UTSA
CS 5633	Analysis of Algorithms	3	A	Fall 2019 UTSA
ELECTIVES (12 hrs. required)				
CSci 713	Software Development Processes	3	A	Fall 2018 NDU (Petition Approved)
CSci 718	Software Testing and Debugging	3	A	Spring 2019 NDU (Petition Approved)
CSci 724	Artificial Intelligence	3	A	Spring 2019 NDU (Petition Approved)
CSci 846	Development of Distributed Systems	3	A	Spring 2019 NDU (Petition Approved)
RESEARCH SEMINAR (3 hrs. minimum)				
CS 7123	Research Seminar	3	CR	Spring 2020 UTSA
DOCTORAL RESEARCH (18 hrs. minimum)				
CS 7216	Doctoral Research	6	A	Spring 2022 UTSA
CS 7216	Doctoral Research	6	A	Fall 2022 UTSA
CS 7216	Doctoral Research	6	A	Spring 2023 UTSA
DOCTORAL DISSERTATION (9 hrs. minimum)				
CS 7316	Doctoral Dissertation	6	RP	Fall 2023 UTSA
CS 7313	Doctoral Dissertation	3	RP	Fall 2023 UTSA
FLEXIBLE ELECTIVES (18 hrs. minimum)				
CS 7216	Doctoral Research	6	A	Fall 2021 UTSA
CS 7213	Doctoral Research	3	A	Spring 2022 UTSA
CS 7213	Doctoral Research	3	A	Summer 2022 UTSA
CS 7213	Doctoral Research	3	A	Fall 2022 UTSA
CS 7213	Doctoral Research	3	A	Spring 2023 UTSA
CS 7311	Doctoral Dissertation	1	RP	Spring 2024
				Total * <u>73</u>

* Minimum of 72 hours of courses with a B or above

Graduate Faculty

	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?	Sole chairing dissertations for doctoral students	- Teaching graduate courses - Can serve on thesis and dissertation committees, and chair on thesis for Master's students	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 co-chair a committee.	With an Adjoint Membership you may sole chair 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 faculty at UT San Antonio. Do I need a Special Membership?

UTSA Faculty Titles	
Does not need a special membership	Tenure/Tenure-Track (TT) Academic Titles • Professor • Associate Professor • Assistant Professor
Needs a special membership	Fixed-Term Track (FTT) Academic Titles • Professor of Instruction • Professor for Research • Professor of Practice • Lecturer • Clinical Professor • Full list of Fixed-Term Track Titles: https://www.utsa.edu/hop/chapter2/2.02.html People outside UT San Antonio or retired UT San Antonio faculty

Membership Applications

This is a department form. Must be routed and submitted by the department for Graduate School approval.

Deadlines:

- 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 at UT San Antonio titles:
 - Professor
 - Assistant Professor
 - Associate Professor
- You may obtain an Adjoint Membership if you are from a program with a Memorandum of Understanding (MOU) with another institution.

Application for Graduate Faculty Special Membership (SM)

The form is titled "APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP" and includes the UT San Antonio logo. It contains sections for:

- I. APPLICANT:** Fields for Full Name, Requesting Department, and Requesting College.
- Status:** Checkboxes for "Initial Appointment as a Special Member to the Graduate Faculty" and "Reappointment as a Special Member to the Graduate Faculty".
- Reason(s) for Application:** Checkboxes for "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)", and "Application to serve on Doctoral and Master's committee(s)".
- Areas of Expertise:** Two lines for text input.
- II. JUSTIFICATION:** A section for "Explanation of the department need for this Special Membership in the UT San Antonio Graduate Faculty" with three lines for text.
- APPROVAL:** A section with checkboxes for "Graduate Faculty", "Department", and "Associate Faculty".
- III. CURRICULUM VITA:** Fields for "Current Position/Title" and "Current Affiliation/Employer".

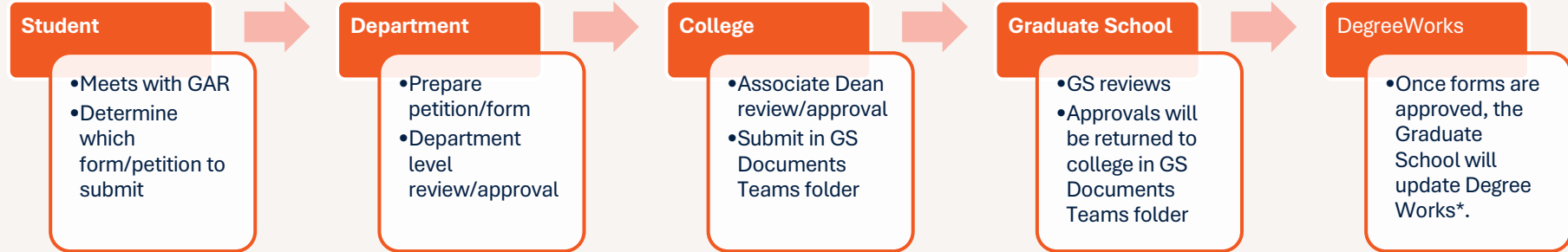
Application for Adjoint Faculty for Graduate Faculty Membership (AM)

The form is titled "APPLICATION FOR ADJOINT FACULTY FOR GRADUATE FACULTY MEMBERSHIP" and includes the UT San Antonio logo. It contains sections for:

- APPLICANT:** Fields for Full Name and Requesting Department.
- Status:** Checkboxes for "Initial Appointment as a Special Member to the Graduate Faculty" and "Reappointment as a Special Member to the Graduate Faculty".
- Curriculum Vita:** A section for "Current Non-UT San Antonio Position/Title (if applicable)" and "Current Non-UT San Antonio Affiliation/Employer (if applicable)".
- Areas of Expertise:** Two lines for text input.
- Does the applicant hold a terminal degree in the field of this application?** Checkboxes for "Yes" and "No".
- Does the applicant hold a terminal degree in the field of this application?** Checkboxes for "Yes" and "No".
- SIGNATURES & RECOMMENDATIONS:** A section for "Number of Department Graduate Program Committee members" and "Date of Vote".
- Signature Lines:** Fields for "Graduate Program Chair, Signature", "Department Chair, Signature", and "Associate Chair, Signature".

Forms Approval Process

Petitions/Forms Approval Process



*Please keep in mind that we receive a high volume of forms daily from all eight colleges. We appreciate your patience and understanding as each submission requires review, processing, and updates within DegreeWorks to ensure accuracy and compliance.

Petitions and Forms Deadlines

- Each form has a priority deadlines, this is to ensure petitions/forms are processed in a timely manner so DegreeWorks can be updated for degree audits
- At the end of the semester, our priority is to process CERT, POS and CPOS forms.
 - Submitting a petition and other forms during a peak time (i.e. end of semester) will cause a delay in updating the DegreeWorks for the degree audit.
- Ensure forms are submitted in a timely manner.
 - Submit Committee forms as student reach milestone
 - Review DegreeWorks to ensure all courses are applying where needed and submit petition/form if necessary
- Petitions and other forms take a longer time to review and that is why they have earlier deadlines
- All deadlines available for review [online](#)
 - Curriculum Forms are **firm** deadlines as updates need to be made by Census Date

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. Trepal 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 are dated with the latest update Fall 2026
- Submit forms by deadline.
 - If revisions/additional information is requested, form must be resubmitted in a timely manner.

Delays to Avoid

Quick Points

- Petitions/forms affects a student academic progress in DegreeWorks. Except Leave of Absence.
- If final POS is approved but did not submit petitions, you will be required to correct and resubmit along with the appropriate paperwork.
- Late submissions of forms will slow the process of the updates to student academic records in Degree Works.

Degree Audits Workflow

Colleges/Departments

- Advise students on degree requirements
- Review student records and verify completion of program requirements
- Prepare degree audits and submit supporting petitions/forms when required

Graduate School

- Review submitted petitions/forms
- Process approved updates in DW and/or Banner

Graduation Coordination (GCO)

- Review completed degree audits for graduation
- Approve degree audits and certify students for degree conferral

Final Takeaways

- Forms submitted after the priority deadline can cause stress to all involved due end of semester priorities.
- The Graduate School received over 3,300 forms this past academic year.
- When forms are not submitted in a timely manner, students may become concerned about the progress they see in DegreeWorks.
- Copy of approved forms are indexed in AppEnhancer.
- 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 DegreeWorks is accurately tracking student progress.

