



The Graduate School **Forms &** **Degree Works**

Doctoral

Presented by: Administrative Support Team



Introduction

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Petitions & Other Forms

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Forms Approval Process

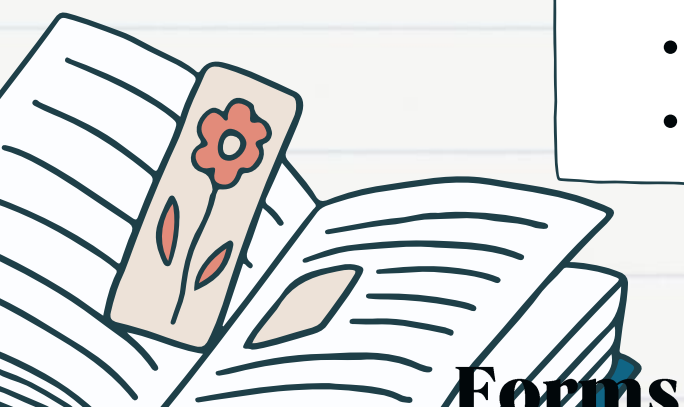
- Overview
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Meet the Team



Ginger Hernandez

**Senior Manager of
Administrative
Support Operations**



Susie Saucedo

Management Analyst



Angela Del La Cruz

**Administrative
Associate**



Clarissa Benavides

**Administrative
Associate**



Petitions and Other Forms



Overview

- **Where to access Petitions and Other Forms**
 - **Petition: Assistantship Policy (ASST)**
 - **Transfer of Graduate Credit Towards a Doctoral Degree (TRANS)**
 - **Petition: Course(s) Exceeding Time Limitation (TIME)**
 - **Doctoral Degree to Interim Master's Degree Request (INTRM)**
 - **Change from Doctoral to Master's Degree (CHANGE)**
 - **Graduate Student Course Add Form (ADD)**



Overview Continued

- Leave of Absence for Doctoral Students (LOA)/Leave of Absence Extension Request for Doctoral Students (LOAX)
- Petition For Waiver of University Wide Requirements (PET)
- Voluntary Withdrawal from University (WITH)
- Permission For Enrolling In Undergraduate Courses While A Graduate Form (PEUC)
- Change of Grade Form (COG)



Where to access Petitions & Other Forms

The screenshot shows the UT San Antonio Graduate School website. At the top, the navigation menu includes 'UTSA The Graduate School', 'Current Students', 'Student Success', 'Postdoctoral Affairs', 'News & Events', 'About', and 'Faculty & Staff'. The 'Faculty & Staff' link is circled in red and labeled with a large '1.'. Below the navigation is a dark blue header with the text 'Graduate School Forms' and a breadcrumb trail: 'Home / Faculty & Staff / Forms'. The main content area features a list of links on the left and a sidebar on the right. The link 'Petitions and Other Forms' is highlighted in yellow and circled in red, labeled with a large '2.'. The sidebar on the right contains a 'Faculty & Staff' section with a 'Forms' link and a plus sign, and a bottom section with 'Request Info', 'Visit', and 'Apply' buttons, each with a right-pointing arrow.

UT San Antonio

UTSA The Graduate School

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

Request Info Visit Apply

Graduate School Forms

Home / Faculty & Staff / Forms

- [Doctoral Committee Forms](#)
Doctoral forms are required for all doctoral students. These forms must be routed to The Graduate School for approval.
- [Graduate Faculty Special and Adjoint Membership Forms](#)
View the [List of Approved Special and Adjoint Members](#).
- [Paperwork Deadlines](#)
Deadlines for Submitting Paperwork to the Graduate School.
- [Petitions and Other Forms](#)
Master's and Doctoral forms and DegreeWorks Presentation Guides
- [Petition For Reinstatement](#)

Faculty & Staff

- Forms +
- Policies
- Mentoring +
- Institutional Training Grants Resources
- Developing a Certificate Program
- EMPACT

Request Info →

Visit →

Apply →

Where to Access Petitions & Other Forms Cont.

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.

Doctoral Forms

[Change from Doctoral to Master's Degree](#): This form must be completed to change a student's level from Doctoral to Master's. Changes in level are permanent--should a student wish to return to their original doctoral program after the change in level has been approved, they must reapply to the doctoral program.

[Doctoral Degree to Interim Master's Degree Request](#): This form must be completed to request an Interim Master's Degree for a student currently in a doctoral program.

[Leave of Absence for Doctoral Students](#): Students enrolled in a doctoral program may apply for a leave of absence each term (Fall or Spring), 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. A Leave of Absence Request should be submitted no later than or during the semester prior to the requested leave. In the event that this is not possible, the request should be submitted as soon as the student is aware that he or she will not be able to register for any given semester.

[Leave of Absence Extension Request for Doctoral Students](#): Students must currently be on an approved Leave of Absence in order to request an extension. The total time for a leave of absence may not exceed one year throughout the degree program. Under no circumstances may a leave of absence be applied retroactively.

[Transfer of Credit towards Doctoral 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 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 and Spring** semesters.
- 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 **Global Affairs** that they are **allowed to be under enrolled based on the type of Visa they hold**.

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The University of Texas at San Antonio

PETITION: ASSISTANTSHIP POLICY

STUDENT INFORMATION

Student Name: _____ Banner ID: _____
Degree 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 Approve Disapprove

DEPARTMENT CHAIR

Department Chair, Signature Date Approve Disapprove

ASSOCIATE DEAN

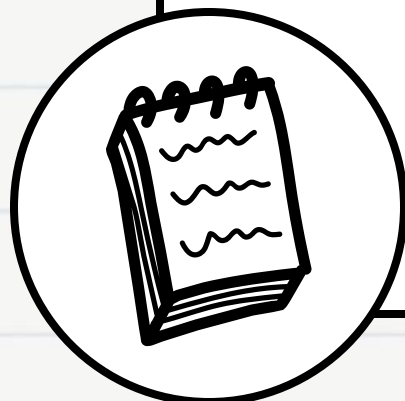
Associate Dean, Signature Date Approve Disapprove

DEAN OF THE GRADUATE SCHOOL

Vice Provost & Dean of The Graduate School, Signature Date Approve Disapprove

Comments: _____

Revised: July 2024



[Policy on Assistantships](#)

[HOP Policy on Assistantships](#)

Transfer of Graduate Credit Towards Doctoral 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.
- Programs that offer a post baccalaureate and post graduate POS **must** adhere to the appropriate POS.
- Courses that were used towards another doctoral 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.
- If UTSA courses need to be changed from 02 to 03, a TRANS request will need to be submitted.

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

TRANSFER OF GRADUATE CREDIT TOWARDS DOCTORAL DEGREE

If transfer courses will be used towards a degree at another institution cannot be transferred.

JUSTIFICATION FOR TRANSFER

TRANSFER OF GRADUATE CREDIT TOWARDS DOCTORAL DEGREE

This form must be completed by the department. Students are expected to complete all coursework at UTSA. Exceptions must meet conditions for transfer of credit and require approval of the appropriate Graduate Program Committee, the college's Associate Dean, and the Dean of the Graduate School. Work counted towards a degree at another institution cannot be transferred.

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.

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 <u>Section A</u>
						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.

APPROVALS

Time Limit for Completing years from admission to catalog: _____

The courses requested are graduate level
 This degree program is a post baccalaureate program
 The majority (over 50%) of the courses are graduate level

 Graduate Program Committee

 Department Chair, Signature

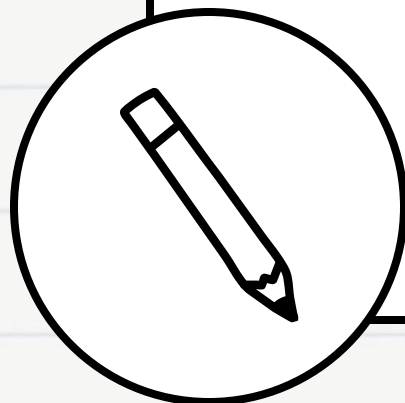
 Associate Dean, Signature

THE GRADUATE SCHOOL

Based on the College's record _____

 Vice Provost and Dean of the Graduate School

Revised July 2024



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:
 - **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.
- **LOA & LOAX** will have an effect on the course exceeding the time limit.

[Policy on Doctoral Time Limitation: Graduate Catalog Policy](#)

PETITION: COURSE(S) EXCEEDING TIME LIMITATION

GRADUATE ADVISOR
Graduate Advisor of Record

Comments:

DEPARTMENT CHAIR
Department Chair, Signatory

Comments:

ASSOCIATE DEAN
Associate Dean, Signatory

Comments:

DEAN OF THE COLLEGE
Vice Provost and Dean

Comments:

PETITION: COURSE(S) EXCEEDING TIME LIMITATION

Name: _____ Banner ID: _____

Degree Program: _____ Anticipated Graduation Date: _____
 Master's Doctoral

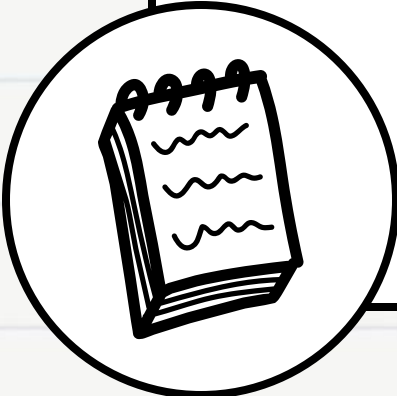
COURSE(S) EXCEEDING TIME LIMIT
Justification:

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




Doctoral Degree to Interim Master's Degree (INTRM)


Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
 - Fall: **Dec 1st**
 - Spring: **May 1st**
 - Summer: **August 1st**
- INTRM form allows a doctoral student to be awarded a Master's degree while they are pursuing their PhD.
- An approved Master's POS, QUAL, Transcript/Unofficial Transcript or SHACRSE & SHATERM Banner screen **must** be attached before sending forward,
 - Certification of Removal of Conditions, Petition of University Wide Requirements, and Transfer of Credit are applicable when needed.
- INTRM request **cannot** be awarded retroactively.
- INTRM request **cannot** be awarded in the same semester 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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The University of Texas at San Antonio



DOCTORAL DEGREE TO INTERIM MASTER'S DEGREE REQUEST

The following items must be attached to this form

<input type="checkbox"/> Approved Program of Study for the Master's Degree <input type="checkbox"/> Certification of having passed the Qualifying Exam <input type="checkbox"/> Transcript/Unofficial Transcript or SHACRSE & SHATERM Banner Screens	The following items can be attached if applicable <input type="checkbox"/> Certification of removal of any conditions imposed on admission <input type="checkbox"/> Petition(s) of University Wide Requirements for substitutions <input type="checkbox"/> Approved Transfer of Credit form
--	--

STUDENT INFORMATION

Name: _____ Banner ID: _____
 Date: _____

International Student? Yes No *NOTE: International students must contact the Office of International Programs 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 towards a second Master's degree.

Highest Degree Earned: _____ Program: _____

Current Degree: _____ in _____ beginning _____
Example: Ph.D. Program Concentration (if applicable) Term

Interim Master's: _____ in _____ graduating _____
Example: M.S. Program Concentration (if applicable) Term

APPROVALS

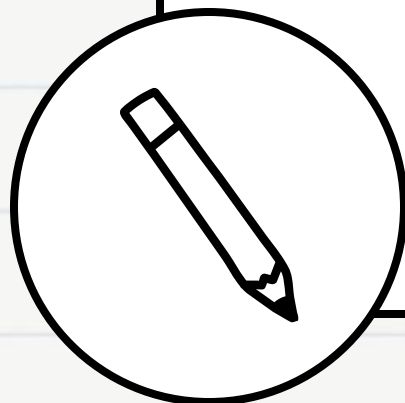
Graduate Advisor of Record, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Department Chair, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Associate Dean, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

THE GRADUATE SCHOOL

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

Vice Provost and Dean of The Graduate School Date: _____

Revised July 2024



Change from Doctoral to Master's Degree (CHANGE)

Quick Points

- Department will need to complete form and route the college for Graduate School approval.
- Deadlines:
 - Fall: Aug 1st
 - Spring: Jan 2nd
 - Summer: May 1st
- CHANGE form allows a doctoral student to change from pursuing a doctoral degree to a master's degree.
- CHANGE requests **cannot** be applied to the student's profile retroactively.
- Once a CHANGE request has been approved, it is a **permanent change**. The student will have to reapply to the PhD program if they wish to pursue their doctoral degree.

[Policy on Change Request: Graduate Catalog Policy](#)

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CHANGE FROM DOCTORAL TO MASTER'S DEGREE

This request is for students who wish to permanently change their level from the doctoral degree to the master's degree. This form is to be completed by the department.

STUDENT INFORMATION

Name: _____ Banner ID: _____
 International Student? Yes No Date: _____
NOTE: International students must contact the Office of International Programs before changing their classification.

CHANGE IN CLASSIFICATION

Please note: A change from the doctoral level to the master's level is permanent. Should a student wish to return to his or her original (doctoral) program after the request has been approved, he or she must reapply to the doctoral program.

Student has been notified of the above policy.

Current Degree: _____ in _____
Example: Ph.D. Program

Change to: _____ in _____
Example: M.S. Program

Effective Term: Fall Spring Summer Year: _____
 Term of Expected Graduation: Fall Spring Summer Year: _____

APPROVALS

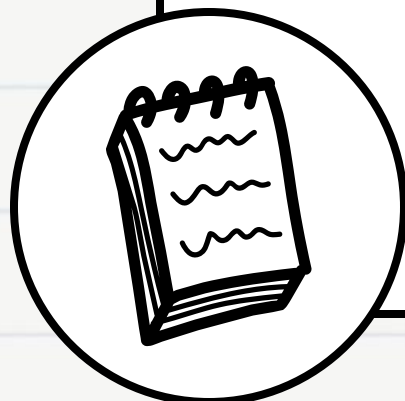
Student, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Graduate Advisor of Record, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Department Chair, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Associate Dean, Signature	Print Name	Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby Approve Disapprove

 Vice Provost and Dean of The Graduate School Date: _____

Revised July 2024





Graduate Student Course Add Form (ADD)

Quick Points

- Students 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 due to level restrictions.

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



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 if reached

APPROVALS

REQUIRED UNTIL CLOSE OF BUSINESS ON CENSUS DATE:

Instructor, Signature: _____ Print Name: _____ Date: _____
Department Chair, Signature: _____ Print Name: _____ 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.

Student, Signature: _____ Print Name: _____ Date: _____

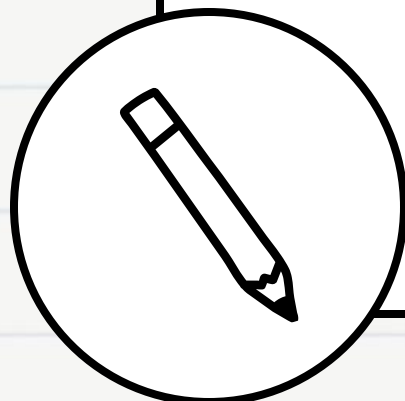
REQUIRED ONLY AFTER CENSUS DATE: Approval signatures and justification memo. NOTE: After Census day, you are required to 1. obtain approvals from the college and university and 2. write and attach a memo explaining why you want to add a class so late in the semester. The class will only be added if there 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: _____



Leave of Absence (LOA)/ Leave of Absence Extension (LOAX)

Quick Points

- Student must complete the form(s) and obtain signatures and route to department for The Graduate School approval.
- Deadlines:
 - Fall: November 1st
 - Spring: April 1st
 - Summer: July 1st
- Leave of Absence (LOA): Is applied for one semester under special circumstances. Funding may be affected, encourage student to reach out to the Office of Financial Aid.
- Leave of Absence Extension (LOAX): Is applied to extend a previous LOA request. It must be submitted before previous LOA ends. A leave of absence may not exceed one year throughout the student's degree program.

Students that do not secure approved LOA or LOAX each semester may not return to the University without applying for readmission into graduate program.

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

UTSA The Graduate School
The University of Texas at San Antonio

LEAVE OF ABSENCE REQUEST FOR DOCTORAL STUDENTS

Students enrolled in a doctoral program may apply for a leave of absence each term (Fall or Spring), 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. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate advisor. If the student has been admitted to candidacy, the application must be approved in advance by the graduate advisor and the graduate Associate Dean of the college, and Dean of the Graduate School. A leave of absence is required for Fall and Spring semesters (and/or Summer if doctoral program mandates Summer enrollment). Under no circumstances may a leave of absence be applied retroactively.

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 following Fall or Spring semester 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.

Time for Submission: A Leave of Absence request should be submitted no later than or during the semester prior to the requested leave. In the event that this is not possible, the request should be submitted as soon as the student is aware that he or she will not be able to register for any given semester.

Procedure for 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 documents:
*Student's specifications on why a Leave of Absence is needed
*Supporting letters (if applicable)

STUDENT INFORMATION

Name: _____ Banner ID: _____
Degree Program: _____ College: _____

International Student? Yes No
NOTE: International students must inform International Programs office prior to leave of absence.

Have you previously been granted a leave of absence at UTSA? Yes No If yes, dates: _____
Date Admitted to Program: _____

LEAVE OF ABSENCE PERIOD REQUESTED

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

Leave of Absence Requested: _____ to _____ Plan to Return: _____
If you have an extenuating circumstance, please see the Leave of Absence Extension form.

Student Signature: _____ Date: _____

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The University of Texas at San Antonio

LEAVE OF ABSENCE EXTENSION REQUEST FOR DOCTORAL STUDENTS

Doctoral students may apply for a leave of absence extension. The total time for a leave of absence may not exceed one year throughout the degree program. Students must currently be on an approved Leave of Absence in order to request an extension. Under no circumstance may a leave of absence be applied retroactively.

STUDENT INFORMATION

Name: _____ Banner ID: _____
Degree Program: _____ College: _____
Date Admitted to Program: _____ (Semester/Year)

International Student? Yes No
NOTE: International students must inform International Programs office prior to leave of absence.

REQUEST LEAVE OF ABSENCE TO BE EXTENDED

* Please attach a letter specifying why you need an extension for your current leave of absence.

Original Request: _____ to _____
Request Extension: _____ to _____
Plan to Return: _____

Student Signature: _____ Date: _____

APPROVALS

_____ Graduate Advisor of Record, Signature	_____ Print Name	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Program Director (if applicable), Signature	_____ Print Name	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Department Chair, Signature	_____ Print Name	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
_____ Associate Dean, Signature	_____ Print Name	_____ Date	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

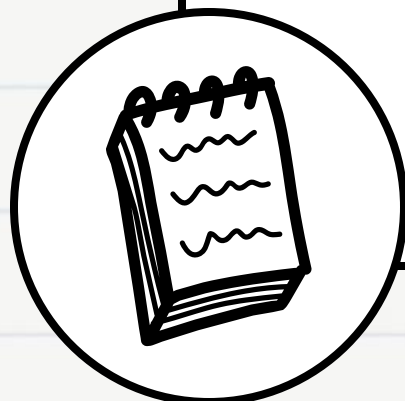
THE GRADUATE SCHOOL

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

Vice Provost and Dean of The Graduate School, Signature

Date

Revised July 2024



Petition for Waiver of University Wide Requirements (PET)

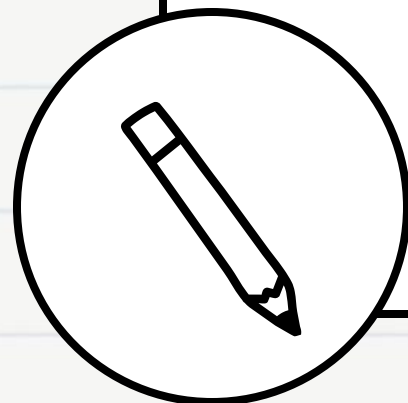
Quick Points

- 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 certificate, masters, or doctoral policies or to student's catalog.
- The form will need to indicate 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 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 sections for 'STUDENT INFORMATION' (Name, Banner ID, Degree Program, Catalog Year, Date, Select if Mast., Select if Doct.), 'JUSTIFICATION' (a large text area), and 'APPROVALS' (Graduate Advisor of Record, Department Chair, Associate Dean, and Vice Provost and Dean of The Graduate School). Each approval section includes a signature line, print name, date, and 'Approve'/'Disapprove' checkboxes. The form also features the UTSA logo and the text '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, Master's Degree Regulations, or Doctoral 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

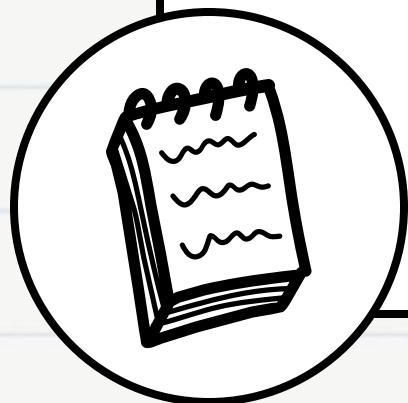
- » Degree Requirements
- » Transfer of Credit

[Master's Program Regulations](#)

» Doctoral Degree Regulations

- » Degree Requirements
- » Transfer of Credit
- » Graduate Program Committee Requirements
- » Admission to Candidacy
- » Completing the Degree

[Doctoral Program Regulations](#)



Petition for Waiver of University Wide Requirements (PET)

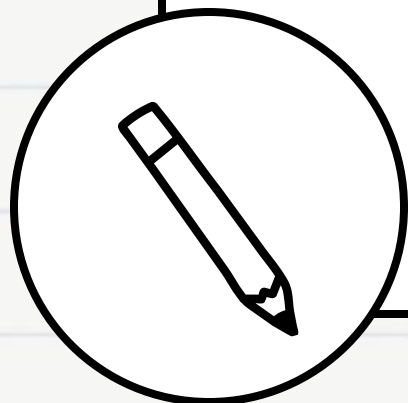
Core Course Substitution

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 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?
- The justification will be **completed by the department** and not the student.

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	
CHE 5981	Graduate Seminar in Chemistry (repeated for a total of 3 hours) ¹	

Example of Core 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):

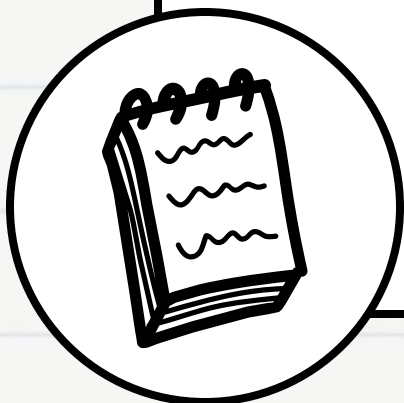
a. ENG literary study from before 1700, at least 3 semester credit hours must be [ENG 5943](#) Topics in Major English Authors (minimum 3 semester credit hours)

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

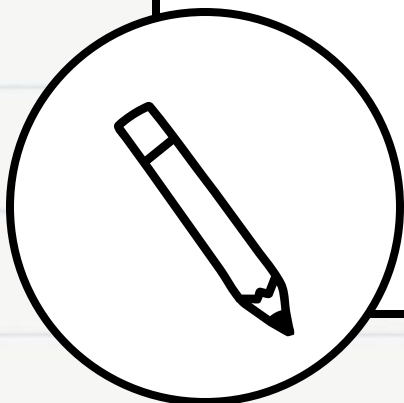
- Department will need to complete form and route the college for Graduate School approval.
- If petitioning for any elective course(s) substitution listed in the **catalog**, the justification must include the following information:
 - The course(s) abbreviation(s), number(s), and course title(s).
 - 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 "...subsiution as approved by GAR, program director, 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.

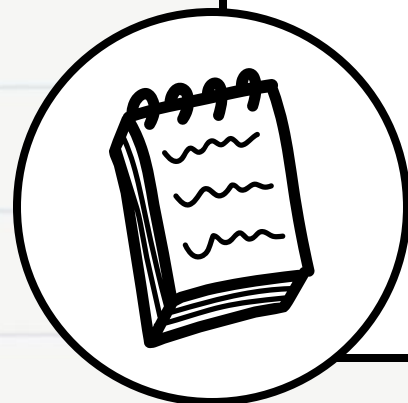


Petition for Waiver of University Wide Requirements (PET)

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 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.
- If there are less than 10 students who are affected 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.



UTSA The Graduate School
The University of Texas at San Antonio

PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS

Check all that apply:
 Substitution of Courses: Core Elective Other

College of _____ Department: _____

STUDENT INFORMATION

COHORT PET _____ Date _____
Name

_____ _____ _____
Banner ID Degree Program Catalog Year

Master Doctoral
Select if Mast... Select if Doct...

_____ Concentration (if applicable)

JUSTIFICATION

APPROVALS

<small>Signature</small> _____	<small>Print Name</small> _____	<small>Date</small> _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<small>Graduate Advisor of Record, Signature</small>			
<small>Signature</small> _____	<small>Print Name</small> _____	<small>Date</small> _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<small>Department Chair, Signature</small>			
<small>Signature</small> _____	<small>Print Name</small> _____	<small>Date</small> _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<small>Associate Dean, Signature</small>			
<small>Signature</small> _____	<small>Print Name</small> _____	<small>Date</small> _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<small>Vice Provost and Dean of The Graduate School, Signature</small>			

THE GRADUATE SCHOOL

Signature _____ Date _____ Approve Disapprove

Revised July 2024

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.
- A WITH request **is not the same** as an LOA/LOAX request.
- 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

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: _____

Withdrawal: _____ Effective (Date): _____

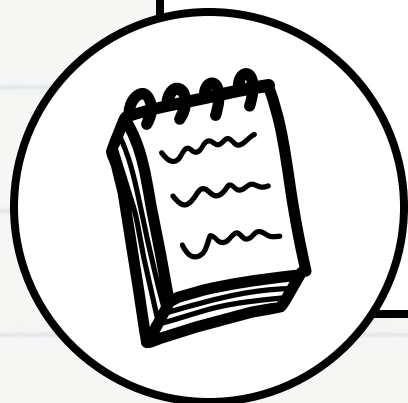
Semester and Year: _____

I have dropped all courses for this and future terms.

I am voluntarily withdrawing from the graduate degree program listed above.

Revised July 2021

Student Signature: _____ Date: _____

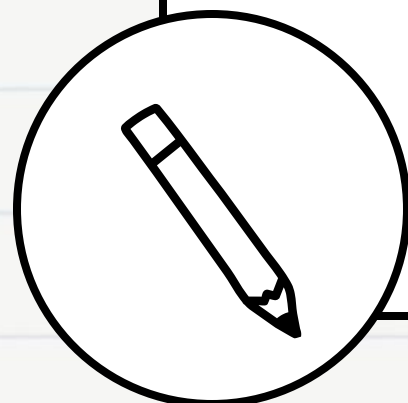


Permission for Enrolling in Undergraduate Courses While a Graduate (PEUC)

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](#)

A screenshot of the 'Permission for Enrolling in Undergraduate Courses While a Graduate' form. The form is titled 'UTSA Registrar' and includes sections for 'APPROVALS', 'STUDENT INFORMATION', and 'SIGNATURE'. It contains various input fields for student information, course details, and signatures. A 'UTSA OFFICE USE ONLY' section is at the bottom. The form is titled 'Permission for Enrolling in Undergraduate Courses While a Graduate' and includes instructions on how to submit the form and directions for students.

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 _____ Signature (Instructor) _____ Print Name _____ Date _____

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

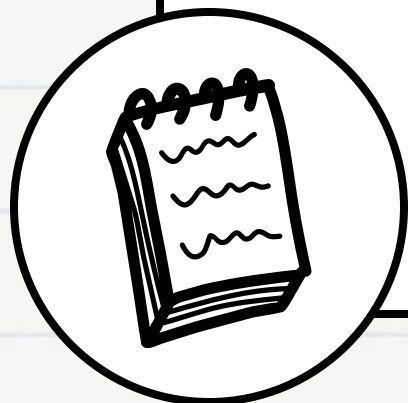
Approved _____ Signature (Dean) _____ Print Name _____ Date _____

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/Asst. 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 _____
Reg/Exec/Word/Forms/Inventory Forms and Web/Change of Grade Form (Rev. 12/1/20)





Course Program of Study (CPOS) Petition



Course Program of Study Petition (CPOS Petition)

Quick Points

- Department will need to complete form and route the college for Graduate School approval. **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**
- CPOS Petition form(s) are submitted by the department who would like to request exceptions to certificate, masters, or doctoral student's catalog.
- 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 the following format:
 - Catalog Year
 - Example 1: 23-25
 - Example 2: 2023 -2025

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

UTSA The Graduate School
The University of Texas at San Antonio

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

APPROVALS

Graduate Advisor of Record, Signature Print Name Date Approve Disapprove

Department Chair, Signature Print Name Date Approve Disapprove

Associate Dean, Signature Print Name Date Approve Disapprove

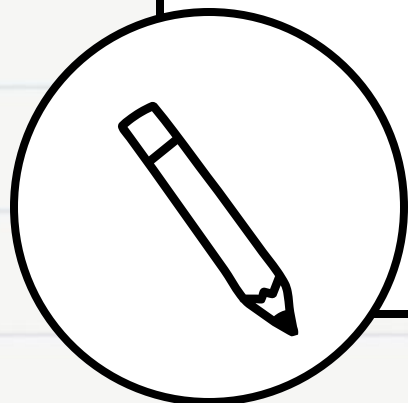
THE GRADUATE SCHOOL

Vice Provost and Dean of The Graduate School, Signature Date Approve Disapprove

April 2025

[Current Catalog](#)

[Previous Catalogs](#)





Petition for Reinstatement



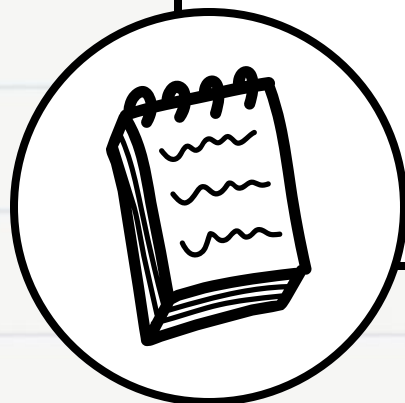
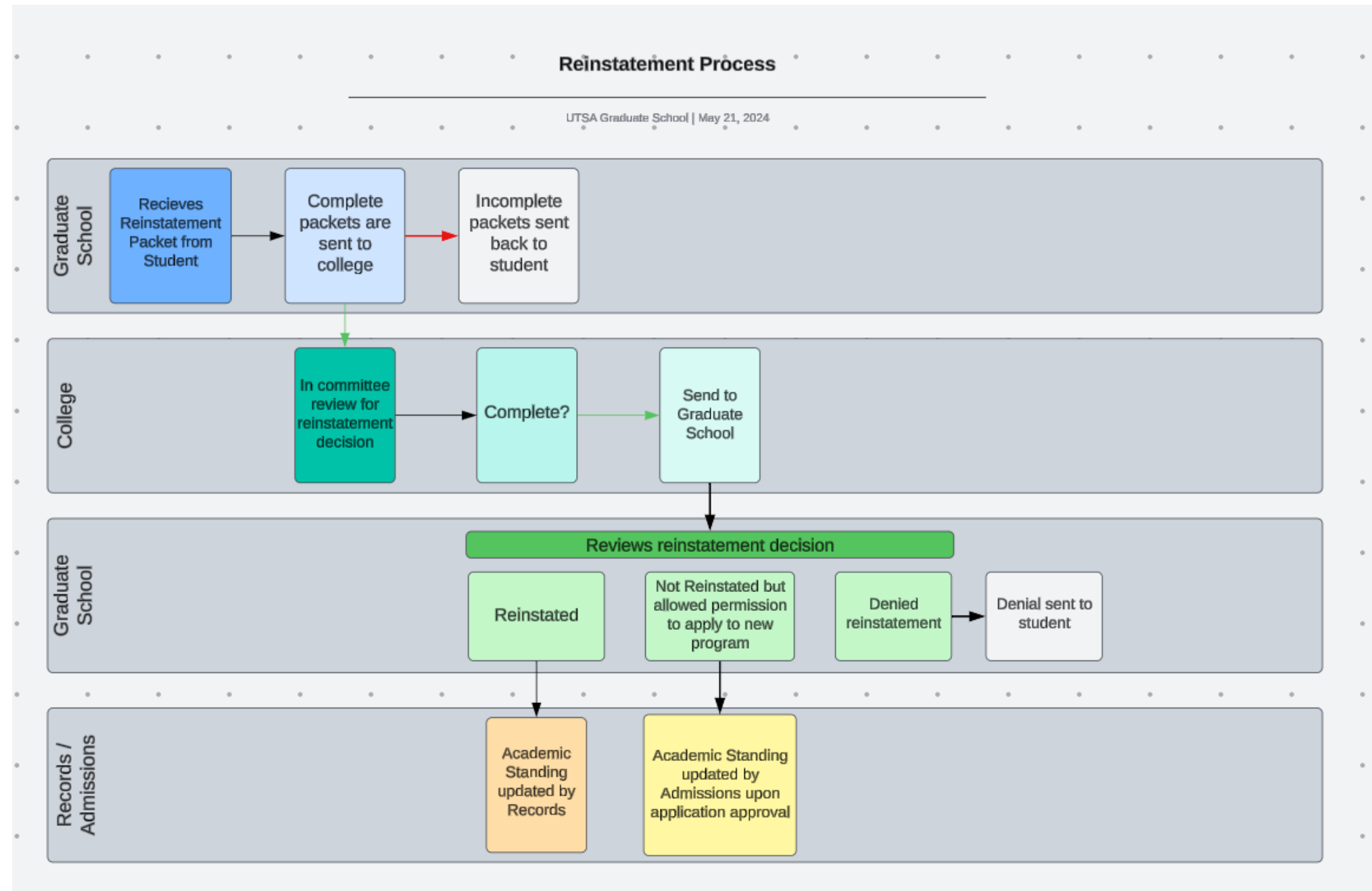
Where to access Petition for Reinstatement

The image shows a screenshot of the UTSA Graduate School website. At the top, the navigation menu includes 'UTSA The Graduate School', '1. Current Students', 'Student Success', 'Postdoctoral Affairs', 'News & Events', 'About', and 'Faculty & Staff'. The 'Current Students' link is circled in black. Below the navigation is a breadcrumb trail: 'Home / Current Students'. The main content area is titled 'Graduate Student Resources' and contains a grid of resource cards. A large grey arrow points from the 'Current Students' link in the navigation menu down to the 'Petition for Reinstatement' card in the grid. The 'Petition for Reinstatement' card is highlighted with a yellow background and has a '2.' next to it, with the card title also circled in black. The grid includes the following cards: 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), and Petition for Reinstatement.

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

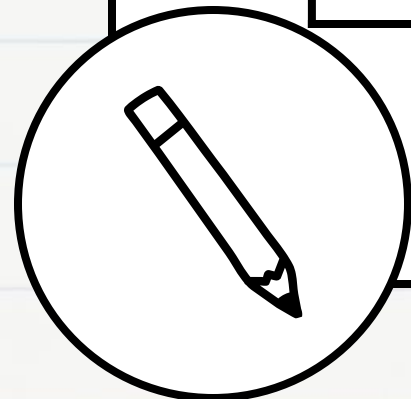
Graduate Faculty



The Graduate Faculty

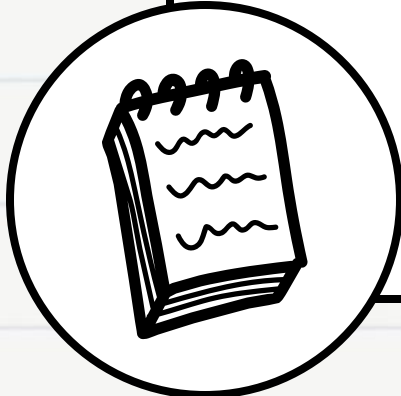
[The Graduate Faculty Website](#)

	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"> • Sole chairing dissertations for doctoral students 	<ul style="list-style-type: none"> • 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 UTSA Faculty. Do I Need a Special Membership?

UTSA Faculty Titles	
Does not need a special membership	Tenure/Tenure-Track (TT) Academic Titles <ul style="list-style-type: none">• Professor• Associate Professor• Assistant Professor
Needs a special membership	Fixed-Term Track (FTT) Academic Titles <ul style="list-style-type: none">• 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 <p>People outside UTSA or retired UTSA faculty</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 at UT San Antonio titles:
 - Professor
 - Assistant Professor
 - Associate Professor

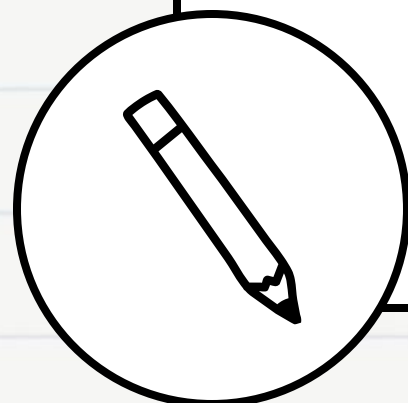
Information on Committee Composition: [Graduate Catalog Policy](#)

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

Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)

The image displays three overlapping copies of the 'APPLICATION FOR GRADUATE FACULTY SPECIAL MEMBERSHIP: Course Qualifications Statements' 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:** Includes fields for Full Name, Requesting UTSA Department, and Requesting College.
- Status:** Radio button options 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)'.
- Section II. JUSTIFICATION:** A section for 'Explanation of the department need for this Special Membership in the UTSA Graduate Faculty:' with multiple lines for text.
- Section III. CURRICULUM VITA:** Fields for 'Current Position/Title' and 'Current Affiliation/Employer', with a note to 'Please attach a copy of a current Curriculum Vita.'
- Footer:** Revised 9/22/2023



Adjoint Membership (AM) Application

Quick Points

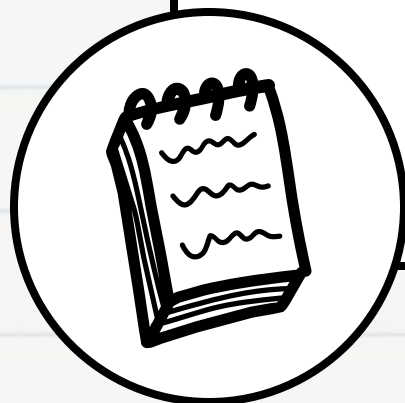
- Must be completed and submitted by the department.
- Deadlines are every 15th of the following months:
 - Fall: August–November
 - **October 15th**: Deadline for Fall Graduates
 - Spring: January–April
 - **February 15th**: Deadline for Spring Graduates
 - **April 15th**: Deadline for Summer Graduates
- 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 Graduate Faculty Titles: [Handbook of Operating Procedures \(HOP\)](#)

Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)

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 question about terminal degrees), and "SIGNATURES & RECOMMENDATIONS" (Number of Department Graduate Program Committee members, Vote (for/against), Date of Vote, and signatures from Graduate Program Chair, Department Chair, and Associate Dean, each with Print Name, Date, and Approve/Disapprove checkboxes).



Where to access Membership Applications

The screenshot shows the website's navigation menu at the top with links for Current Students, Student Success, Postdoctoral Affairs, News & Events, About, and Faculty & Staff. The main header reads 'Faculty/Staff Resources' with a breadcrumb trail 'Home / Faculty & Staff'. The left sidebar contains a list of resources: Forms, Policies, Mentoring (with sub-links for Mentoring Resources and Plan for Mentoring Best Practices), Institutional Training Grant Resources, Developing a Certificate Program, EMPACT, and The Graduate Faculty. A red arrow points to 'The Graduate Faculty'. The right sidebar, titled 'Faculty & Staff', lists Forms, Policies, Mentoring, Institutional Training Grants Resources, Developing a Certificate Program, EMPACT, and The Graduate Faculty, each with a plus sign. At the bottom right, there are three orange buttons: 'Request Info', 'Visit', and 'Apply', each with a right-pointing arrow.

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



Doctoral Committee Forms



Overview

- **Where to access Doctoral Committee Forms**
 - **Additional Website Information**
- **Completion of Qualifying Exam (QUAL)**
- **Application for Candidacy For the Doctoral Degree (CAND)**
- **Application of Doctoral Dissertation Committee (DISS)**
- **Dissertation Proposal Approval (PROP)**
- **Certification of Completion of Dissertation Requirements for Doctoral Degree (CERT)**
- **Program of Study (POS)**



Where to access Doctoral Forms

UTSA The Graduate School

[Current Students](#) ▾ [Student Success](#) ▾ [Postdoctoral Affairs](#) ▾ [News & Events](#) ▾ [About](#) ▾ [Faculty & Staff](#) ▾

[Request Info](#) [Visit](#) [Apply](#)

Graduate School Forms

[Home](#) / [Faculty & Staff](#) / [Forms](#)

- **Doctoral Committee Forms**
Doctoral forms are required for all doctoral students. These forms must be routed to The Graduate School for approval.
- [Graduate Faculty Special and Adjoint Membership Forms](#)
View the [List of Approved Special and Adjoint Members](#).
- [Paperwork Deadlines](#)
Deadlines for Submitting Paperwork to the Graduate School.
- [Petitions and Other Forms](#)
Master's and Doctoral forms and DegreeWorks Presentation Guides
- [Petition For Reinstatement](#)

Faculty & Staff

- Forms +
- Policies
- Mentoring +
- Institutional Training Grants Resources
- Developing a Certificate Program
- EMPACT

[Request Info](#) →

[Visit](#) →

[Apply](#) →

Completion of Qualifying Exam (QUAL)

Quick Points

- Must be submitted by department after the student has successfully completed all parts of the qualifying exam.
- 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”)
 - Special Members of the Graduate Faculty (“Special Members”)

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

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

Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)

UTSA The Graduate School
The University of Texas at San Antonio

COMPLETION OF QUALIFYING EXAM

STUDENT INFORMATION

Name _____ Program Name _____ Banner ID _____

Passed Qualifying Exam: Written: _____ Date _____ Oral: _____ Date _____ Cumulative GPA: _____

SIGNATURES OF QUALIFYING EXAM COMMITTEE MEMBERS

Exam Committee Chair, Signature _____ Print Name _____ Date _____

Exam Committee, Signature _____ Print Name _____ Date _____

Exam Committee, Signature _____ Print Name _____ Date _____

Exam Committee, Signature _____ Print Name _____ Date _____

Exam Committee, Signature _____ Print Name _____ Date _____

DEPARTMENT

Print Name Date

Department Chair, Signature _____ Print Name _____ Date _____

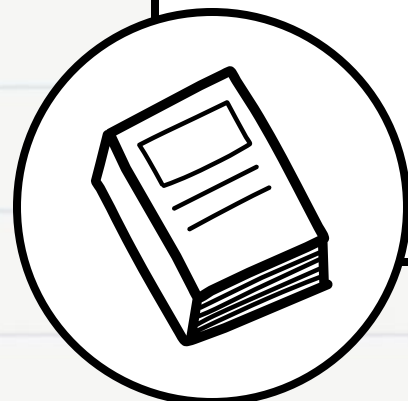
COLLEGE

Associate Dean of the College, Signature _____ Print Name _____ Date _____

THE GRADUATE SCHOOL

Vice Provost and Dean of The Graduate School, Signature _____ Date _____

Form Updated 9.11.2023



Application for Candidacy For the Doctoral Degree (CAND)

Quick Points

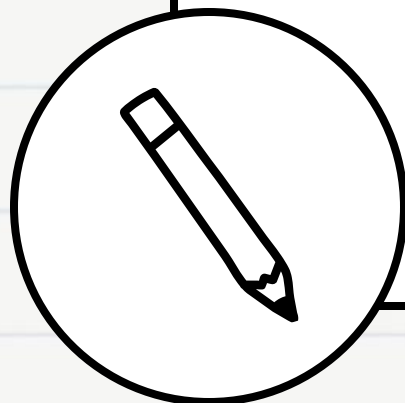
- Must be filled out by the student and advisor to establish that student is working on dissertation. Completed form must be submitted by the department.
- Deadlines:
 - Fall: November 1st
 - Spring: April 1st
 - Summer: July 1st
- Committee Composition:
 - **Majority (51%) must be graduate faculty or adjoint faculty:**
 - Professor
 - Assistant Professor
 - Associate Professor
 - Adjoint Graduate Faculty (“Adjoint Members”)
 - Special Members of the Graduate Faculty (“Special Members”)

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

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

Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)

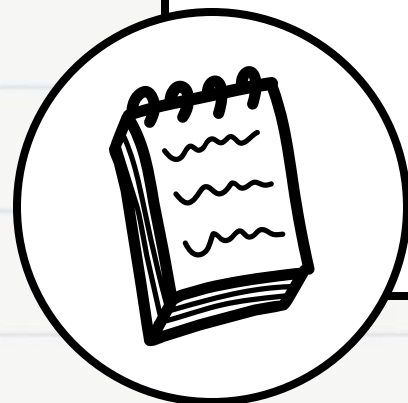
The image shows a screenshot of the 'APPLICATION FOR CANDIDACY FOR THE DOCTORAL DEGREE' form from UTSA The Graduate School. The form is titled 'STUDENT INFORMATION' and includes fields for Name, Banner ID, Anticipated Graduation Date, Degree Sought, and Program of Study. It also has sections for Degree Name, Signature, and Date. There are checkboxes for 'Level of English proficiency is satisfactory', 'Scholarship to date is satisfactory', 'Program of Study is satisfactory', and 'Qualifying exam administered'. Below these are five rows for committee members, each with a 'Select' dropdown, 'Print Name', and 'Date' fields. The 'DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS' section includes a checkbox for 'We recommend that the student be advanced to candidacy' and another for 'We do not recommend advancement to candidacy at this time'. It also has fields for 'Department Chair, Signature', 'Associate Dean of the College, Signature', 'Print Name', and 'Date'. The 'THE GRADUATE SCHOOL' section includes a checkbox for 'Approve' and another for 'Deny Candidacy', along with a signature line for the 'Vice Provost and Dean of The Graduate School' and a 'Date' field. The form is updated as of 9.11.2023.



Application of Doctoral Dissertation Committee (DISS)

Quick Points

- Must be submitted by department. This form establishes the student's dissertation committee. Must be re-submitted anytime committee changes.
 - 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")
 - Special Members of the Graduate Faculty ("Special Members")
- Information on Committee Composition: [Graduate Catalog Policy](#)
 Information on Graduate Faculty Titles: [Handbook of Operating Procedures \(HOP\)](#)
 Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)



UTSA The Graduate School
The University of Texas at San Antonio

APPOINTMENT OF DOCTORAL DISSERTATION COMMITTEE
Please Choose One: New appointment of committee Change of committee member(s)

STUDENT INFORMATION

Name: _____ Banner ID: _____
 Program Name: _____ Department: _____ Date: _____

Proposed Dissertation Committee:

Select	Print Name	Department	Graduate Faculty	If Applicable Membership Approved
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCTORAL PROGRAM COMMITTEE RECOMMENDATIONS

We recommend that the Dissertation Committee be approved We do not recommend that the Dissertation Committee be approved

Select: _____ Print Name: _____ Date: _____
 Department Chair, Signature: _____ Print Name: _____ Date: _____
 Associate Dean of the College, Signature: _____ Print Name: _____ Date: _____

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: _____
 Form Updated 9.11.2023

Dissertation Proposal Approval (PROP)

Quick Points

- Must be submitted to advisor, dissertation committee and The Graduate School for approval. Must be routed and 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”)
 - Special Members of the Graduate Faculty (“Special Members”)

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

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

Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)

UTSA The Graduate School
The University of Texas at San Antonio

DISSERTATION PROPOSAL APPROVAL FORM

STUDENT INFORMATION

Name: _____ Banner ID: _____
 Department: _____ College: _____
 Title of Dissertation Proposal: _____

DISSERTATION COMMITTEE MEMBERS

Select	Print Name	Department
Select	Print Name	Department
Select	Print Name	Department
Select	Print Name	Department
Select	Print Name	Department
Select	Print Name	Department

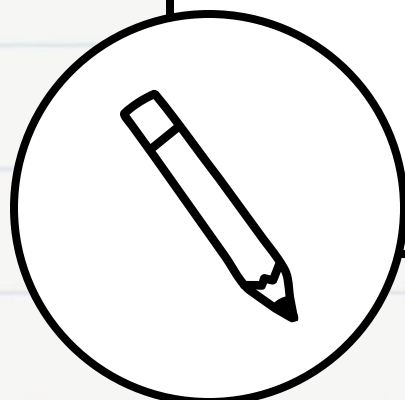
DOCTORAL PROGRAM COMMITTEE ACTION

Select	Print Name	Date
Department Chair, Signature	Print Name	Date
Associate Dean, Signature	Print Name	Date

THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby Approve Disapprove Dissertation Proposal.

Vice Provost and Dean of The Graduate School, Signature _____ Date _____
 Updated Form: 9.11.2023



Certification of Completion of Dissertation Requirements for Doctoral Degree (CERT)

Quick Points

- Must be completed and routed by department to The Graduate School for approval once student has met all requirements to graduate.
- 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 Graduate Faculty Titles: [Handbook of Operating Procedures \(HOP\)](#)

Information on Adjoint/ Special Memberships: [Graduate Faculty Special and Adjoint Members FAQs](#)

The form is titled "CERTIFICATION OF COMPLETION OF DISSERTATION REQUIREMENTS FOR DOCTORAL DEGREE" and is from "UTSA The Graduate School, The University of Texas at San Antonio". It is divided into several sections:

- STUDENT INFORMATION:** Fields for Name, Banner ID, Dissertation Title, Semester, hours of credit to be awarded for dissertation, Grade to be awarded for dissertation credit, Date dissertation approved by committee, and Ph.D. in.
- DISSERTATION COMMITTEE MEMBERS:** A table with columns for Name, Print Name, and Date, with five rows for committee members.
- DEPARTMENT:** Fields for Department Chair, Signature, Print Name, and Date.
- COLLEGE:** Fields for Associate Dean of the College, Signature, Print Name, and Date.
- THE GRADUATE SCHOOL:** A section for approval with checkboxes for "Approve" and "Deny the request", and a field for the Vice Provost and Dean of The Graduate School, Signature, and Date.
- OFFICE OF THE REGISTRAR:** Fields for "A) Credit and grade entered on student's record?", "B) Dissertation title entered on student's record?", "C) Graduation check updated?", "D) Student notified?", and "E) Notes".

At the bottom, it says "Form Updated 9.11.2023".



Program of Study (POS)

Quick Points

- This is a department form. Must be routed and submitted by the department for Graduate School approval.
- Deadlines for POS:
 - 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.**

Example of a typical POS:

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
 Program of Study for the Doctor of Philosophy

Student Name _____ Student ID _____
 Program of Study for Doctor of Philosophy _____
 Catalog 2019-2021 Major Computer Science Concentration n/a

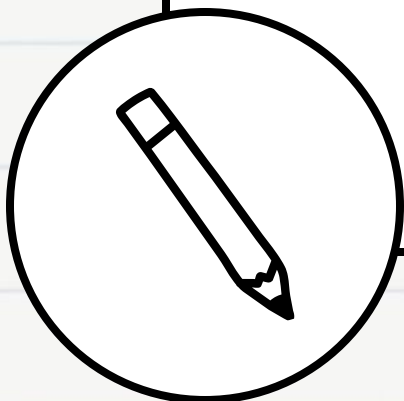
The following courses are required for the degree indicated below:

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 * 73

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

You can find your Program of Study here: [Graduate Catalog](#)





Forms Approval Process

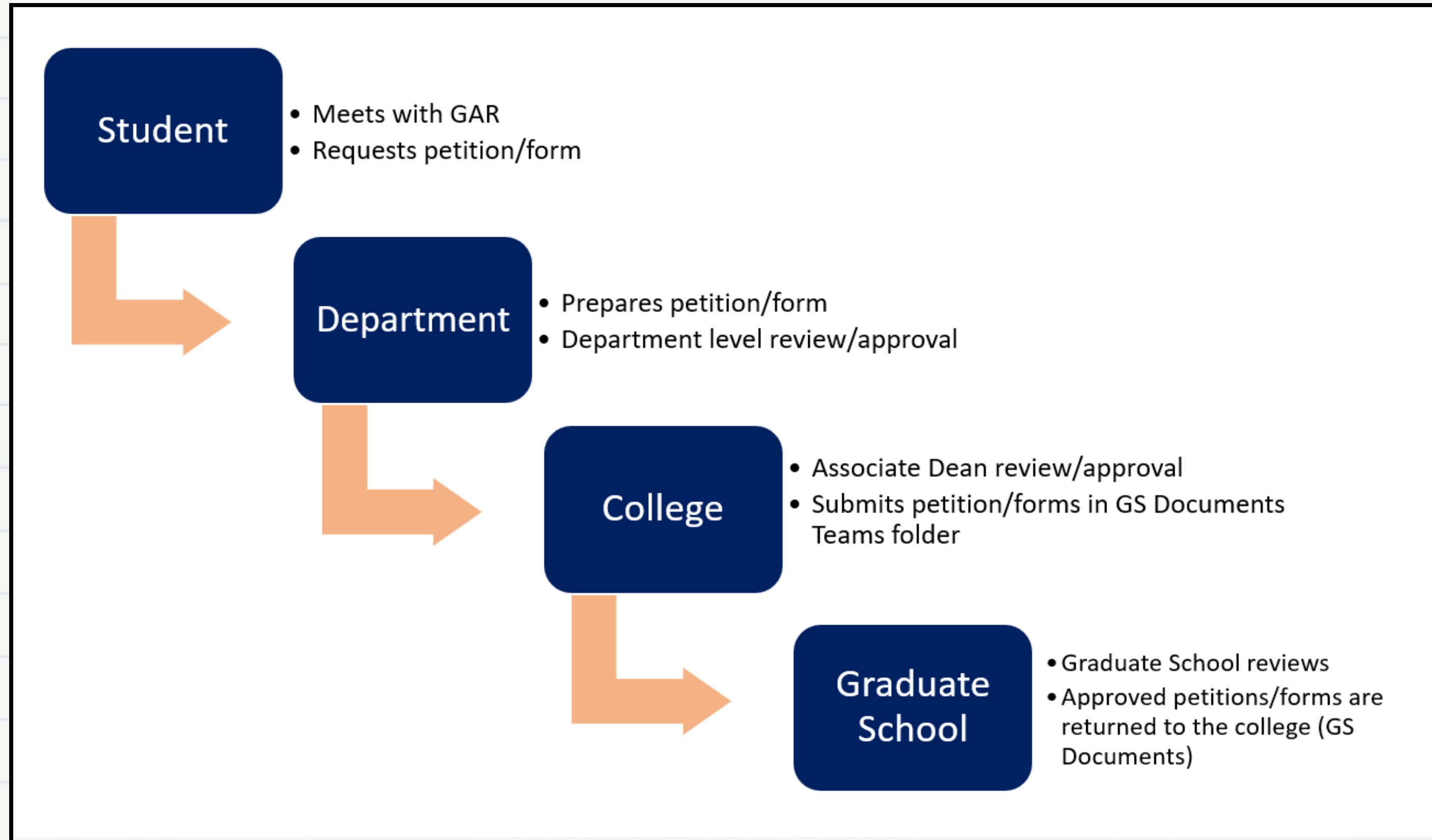


Overview

- **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

The screenshot shows the UTSA Graduate School website. At the top, there is a navigation bar with the UTSA logo and several menu items: Current Students, Student Success, Postdoctoral Affairs, News & Events, About, and Faculty & Staff. Below this is a dark blue header with the text 'Graduate School Forms' and three buttons: Request Info, Visit, and Apply. A breadcrumb trail reads 'Home / Faculty & Staff / Forms'. The main content area features a list of links for various forms, with 'Paperwork Deadlines' circled in red. To the right, there is a 'Faculty & Staff' section with expandable menus for Forms, Policies, Mentoring, Institutional Training Grants Resources, and EMPACT. At the bottom right, there are three orange buttons: Request Info, Visit, and Apply, each with a right-pointing arrow.

UTSA The Graduate School

Current Students ▾ Student Success ▾ Postdoctoral Affairs ▾ News & Events ▾ About ▾ Faculty & Staff ▾

Request Info Visit Apply

Graduate School Forms

Home / Faculty & Staff / Forms

- [Doctoral Committee Forms](#)
Doctoral forms are required for all doctoral students. These forms must be routed to The Graduate School for approval.
- [Graduate Faculty Special and Adjoint Membership Forms](#)
View the [List of Approved Special and Adjoint Members](#).
- [Paperwork Deadlines](#)
Deadlines for Submitting Paperwork to the Graduate School.
- [Petitions and Other Forms](#)
Master's and Doctoral forms and DegreeWorks Presentation Guides
- [Petition For Reinstatement](#)

Faculty & Staff

- Forms +
- Policies
- Mentoring +
- Institutional Training Grants Resources
- Developing a Certificate Program
- EMPACT

Request Info →

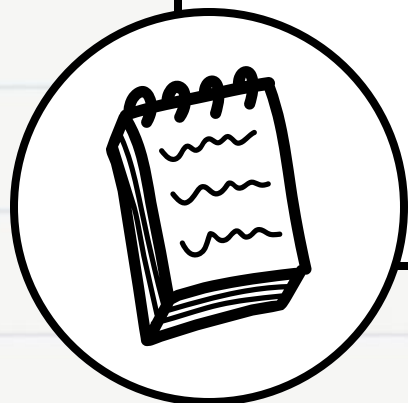
Visit →

Apply →

Delays to Avoid

Quick Points

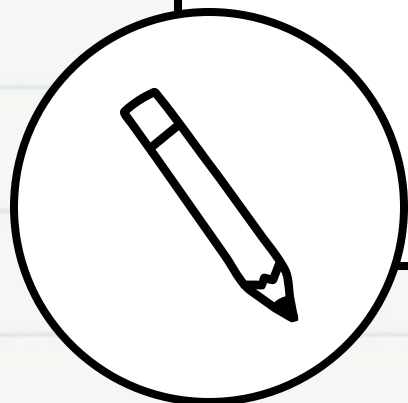
- All petitions/forms need to be submitted in the GS Documents Teams folder.
 - Do not email forms.
 - Especially not directly to Dr. Mathur for her review or approval.
 - If form is time-sensitive, you can message your respective POC on Teams when form is uploaded.
- Ensure forms are submitted in the 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, form must be resubmitted in a timely manner.
Otherwise, requests could be delayed to the following semester.

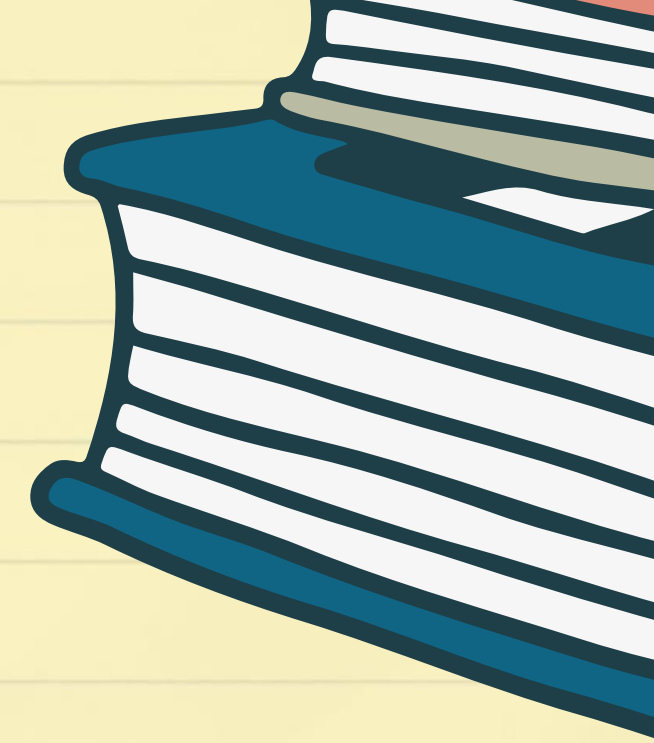


Delays to Avoid

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.
 - If final POS is approved but did not note petitions, you will be required to correct and resubmit along with the appropriate paperwork.
- Delays can slow updates to student's academic record in Degree Works.
 - Approved forms are used to update Degree Works.
 - Copy of approved forms are indexed in Xtender.



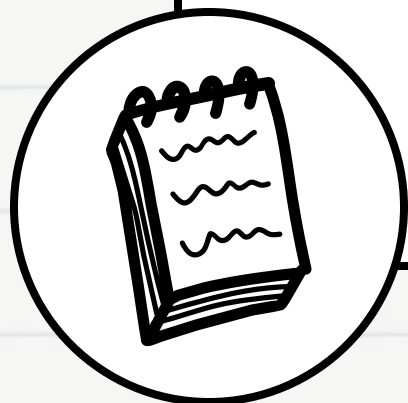


Degree Works



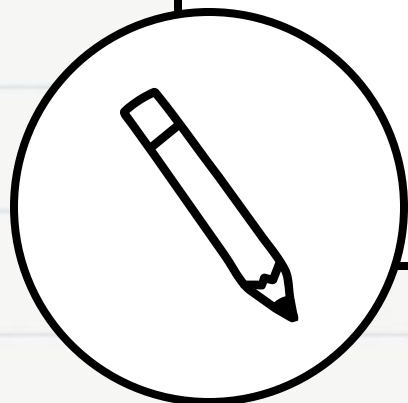
What is DegreeWorks (DW)?

- 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 – Doctoral

Worksheet

Data refreshed 05/03/2024 11:44 AM

Student ID: [REDACTED] Select Student: [REDACTED] Degree: Doctor of Philosophy

Advanced search

Level: Doctoral-Graduate Classification: Doctoral Major: Environmental Sci&Engineering Program: PHD-ESE-EI College: Engineering & Integr Design

Student Catalog Fall 2023 Holds: Graduate Studies, Graduate Studies, Graduate Studies, HS - Tuberculosis Screening, International Programs

Academic What-If Athletic Eligibility View historic audit 06/03/2024 at 11:02 AM 03/P...

Format: Student View

Degree progress

UTSA GPA: 0.00

Requirements: 0% Credits: 0%

In-progress classes Preregistered classes **PROCESS**

Audit date: 06/03/2024 11:02 AM

Diagnostics Save audit Delete audit Collapse all

Degree in Doctor of Philosophy INCOMPLETE

Credits required: 60 Credits applied: 0 Catalog year: 2023-2024

Unmet conditions for this set of requirements: 60 hours are required. You currently have 0, you still need 60 more hours.

Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress. You are required to be enrolled in doctoral level classes each Fall and Spring semester until the time of graduation.

- Your GPA is below 3.0 - please see an advisor
- Major Requirements **Still needed:** See Major in Environmental Science and Engineering section

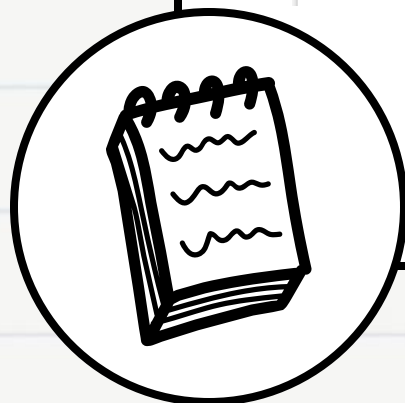
Major in Environmental Science and Engineering INCOMPLETE

Credits required: 60 Credits applied: 0 Catalog year: 2023-2024 GPA: 0.00

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

- Hours required for major **Still needed:** 60 hours are required. You currently have 0, you still need 60 more hours.
- CORE CURRICULUM**
 - Process and Ethics in Thesis/Dissertation Research Development **Still needed:** 1 Class in CE 5001
 - Advanced Civil Engineering Statistics or Environmental Statistics **Still needed:** 1 Class in CE 5043 or ES 5023 or STA 5103
 - Civil Engineering Systems Analysis or Experimental Design/Analysis **Still needed:** 1 Class in ES 5233 or ME 5213
 - Global Change **Still needed:** 1 Class in CE 6383 or ES 5043 or GEO 5033
 - TRACK ELECTIVES **Still needed:** 12 hours of elective courses can be selected from one of the following tracks: Environmental Science, Environmental Engineering and Civil Engineering. Courses must be approved by the student's Dissertation Advisor and the Doctoral Studies Committee. You currently have 0, you still need 12 more hours.
 - APPROVED ELECTIVES **Still needed:** 6 hours must be selected from 5000-7000 level courses offered in Civil and Environmental Engineering or other departments, with the approval of the ESE Doctoral Studies Committee. You currently have 0, you still need 6 more hours.
 - GRADUATE SEMINAR IN ENVIRONMENTAL SCIENCE AND ENGINEERING **Still needed:** 2 Classes in CE 6221 or ES 5981
 - DOCTORAL RESEARCH AND DISSERTATION **Still needed:** Choose from 1 of the following:
 - OPTION I: You must complete all of the following:
 - Civil Engineering Research 15 Credits in CE 7211 or 7212 or 7213
 - Civil Engineering Dissertation 15 Credits in CE 7313 or 7312 or 7311
 - OPTION II: You must complete all of the following:
 - Environmental Science Engineering Research 15 Credits in ES 7211 or 7212 or 7213
 - Environmental Science Engineering Dissertation 15 Credits in ES 7313 or 7312 or 7311
 - OPTION III: You must complete all of the following:
 - Geoscience Engineering Research 15 Credits in GEO 7211 or 7212 or 7213
 - Geoscience Engineering Dissertation 15 Credits in GEO 7313 or 7312 or 7311

- OPTION III: You must complete all of the following:
 - Geoscience Engineering Research 15 Credits in GEO 7211 or 7212 or 7213
 - Geoscience Engineering Dissertation 15 Credits in GEO 7313 or 7312 or 7311
- DOCTORAL MILESTONES 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.
 - Complete Qualifying Exam **Still needed:**
 - Form your Dissertation Committee **Still needed:**
 - Defend your Dissertation Proposal **Still needed:**
 - Advance to Candidacy **Still needed:**
 - Defend your Dissertation **Still needed:**
 - Complete Final Submission of Documentation to the Graduate School **Still needed:**



Degree Works – other sections Doctoral

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	

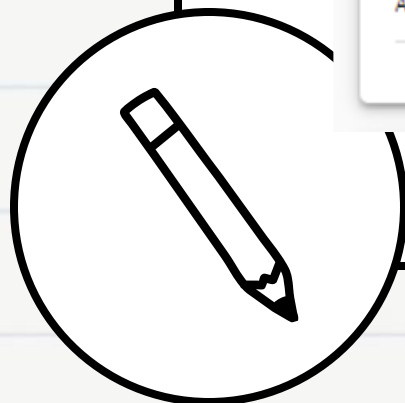
Courses not applying towards degree requirements or degree hours

Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 6 Classes applied: 2

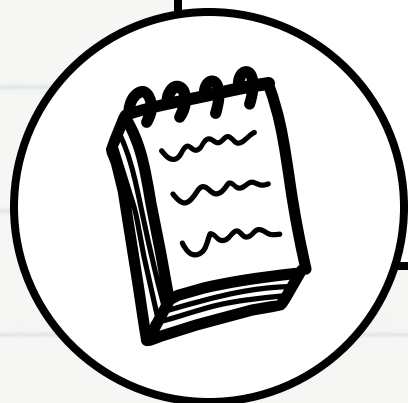
Course	Title	Grade	Credits	Term	Repeated
ANT 6603	Ecological Anthropology	A	3	Spring 2023	
ANT 6953	Independent Study	A	3	Spring 2023	

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

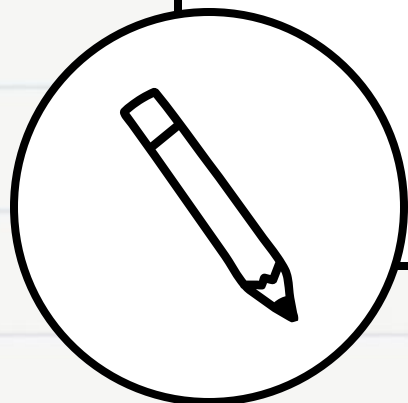
- Transfer of Graduate Credit Towards a Doctoral Degree (TRANS)
- Petition For Waiver of University Wide Requirements (PET)
- Core Course Substitution
- Prescribed Elective Substitution
- Elective Substitution
- Blanket Petition
- Cohort Petition



Transfer of Graduate Credit Towards a Doctoral 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 has 15 hours from UT Arlington approved to count towards their core and elective requirements. 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
 - 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



Example:

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

Degree in Doctor of Philosophy INCOMPLETE

Credits required: 67 Credits applied: 10 Catalog year: 2022-2023

Unmet conditions for this set of requirements: 82 hours are required. You currently have 24, you still need 43 more hours.

Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress. You are required to be enrolled in doctoral level classes each Fall and Spring semester until the time of graduation.

You meet the minimum GPA requirement

Major Requirements Still needed: [See Major in Biomedical Engineering, PH D section](#)

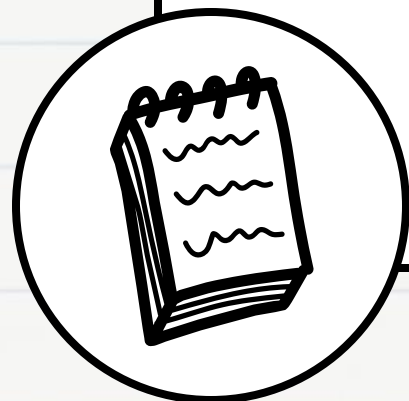
Major in Biomedical Engineering, PH D INCOMPLETE

Credits required: 67 Credits applied: 10 Catalog year: 2022-2023 GPA: 4.00

Unmet conditions for this set of requirements: Research seminar (BME 6011 or BIME 6090 at UTHSCSA) is to be registered for during each Fall and Spring semester while in the BME Doctoral program.

All courses must be completed with a grade of 'C' or better with an overall GPA of 3.0 or better.

Course	Title	Grade	Credits	Term	Repeated
--------	-------	-------	---------	------	----------



Example:

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

○ REQUIRED CORE COURSES **Still needed:** 5 Credits in [BME 6033](#) or [6303](#) or [6703](#) or [6803](#) or [6903](#) or [BIME 6004](#) or [6006](#) or [CSBL 5095](#) or [TSCI 5070](#) or [RADI 5015](#)

Please see Faculty Advisor for specific Required Core Classes.

Exception by: Saucedo, Susie On: 04/23/2024 Remove Course 12hrs transfer petition approved
and/or Change the
Limit:

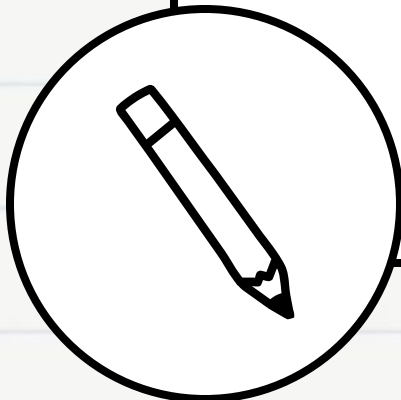
○ APPROVED ELECTIVES **Still needed:** 32 Credits in [BIO 5433](#) or [5483](#) or [5503](#) or [BME 6043](#) or [6053](#) or [6093](#) or [6111](#) or [6123](#) or [6143](#) or [6213](#) or [6223](#) or [6233](#) or [6243](#) or [6253](#) or [6313](#) or [6323](#) or [6333](#) or [6343](#) or [6353](#) or [6363](#) or [6523](#) or [6723](#) or [6733](#) or [6743](#) or [6753](#) or [6793](#) or [6823](#) or [6843](#) or [6863](#) or [6873](#) or [6893](#) or [6913](#) or [6923](#) or [6933](#) or [6943](#) or [6953](#) or [6963](#) or [6973](#) or [6993](#) or [BIME 5091](#) or [CHE 5263](#) or [CSBL 5022](#) or [EE 5243](#) or [5263](#) or [5353](#) or [6343](#) or [6363](#) or [IBMS 5000](#) or [INTD 5007](#) or [5040](#) or [6033](#) or [7074](#) or [ME 5013](#) or [5243](#) or [5413](#) or [5463](#) or [5473](#) or [5483](#) or [5613](#) or [5653](#) or [5713](#) or [5743](#) or [MICR 5051](#) or [PHAR 5013](#) or [5014](#) or [RADI 6016](#) or [6051](#) or [STA 5103](#)

You must complete 82 total hours, which can include additional courses from Research Seminar, Prescribed Electives, Free Electives, Supervised Teaching, Doctoral Research/Dissertation, or other courses as approved by your advisor.

Exception by: Saucedo, Susie On: 04/23/2024 Remove Course 3hrs transfer petition approved
and/or Change the
Limit:

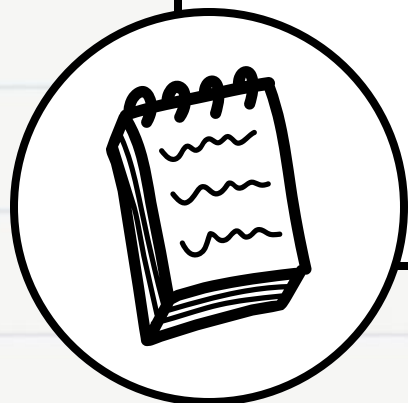
Exceptions

Type	Description	Created on	Created by	Block	Enforced
Remove Course and/or Change the Limit	12hrs transfer petition approved	04/23/2024	Saucedo, Susie	Major in Biomedical Engineering, PH D	Yes
Remove Course and/or Change the Limit	3hrs transfer petition approved	04/23/2024	Saucedo, Susie	Major in Biomedical Engineering, PH D	Yes
Remove Course and/or Change the Limit	15hrs transfer credit petition approved.	04/23/2024	Saucedo, Susie	Major in Biomedical Engineering, PH D	Yes
Remove Course and/or Change the Limit	15hrs transfer credit petition approved.	04/23/2024	Saucedo, Susie	Degree in Doctor of Philosophy	Yes



Transfer of Graduate Credit Towards a Doctoral Degree (TRANS) (Credit earned at UTSA)

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



Transfer of Graduate Credit Towards a Doctoral Degree (TRANS) (Credit earned at UTSA)

Things to keep in mind:

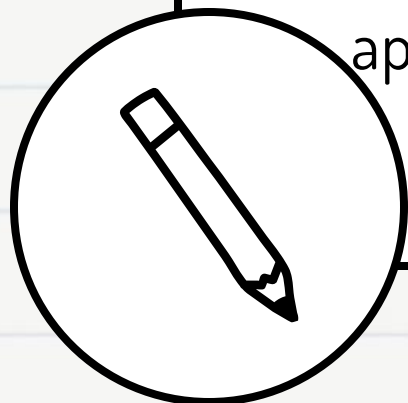
- Student completed a different course than what is stated in the catalog degree requirements for the new degree. Make sure you indicate the substitution.
 - Example: Student will be using ANT 6953 to substitute for ANT 5023.
- Master's degree has elective options and it states, "chosen in consultation 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.

<input type="radio"/>	Hours Required for major	Still needed:	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	Still needed:	1 Class in ANT 5023		
<input checked="" type="checkbox"/>	Theory in Cultural Anthropology	ANT 5033	Theory in Cultural Anthro	A+	3 Fall 2022
<input checked="" type="checkbox"/>	Advanced Biological Anthropology	ANT 5073	Adv. Biological Anthropology	A	3 Fall 2022
<input type="radio"/>	APPROVED DEDICATED METHODS CLASS	Still needed:	3 hours of dedicated methods class, as approved by the Student's advisor		
<input type="radio"/>	APPROVED ELECTIVES	Still needed:	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	Still needed:	6 Credits in ANT 6981 or 6982 or 6983		
<input type="radio"/>	COMPREHENSIVE EXAMINATION	Still needed:	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

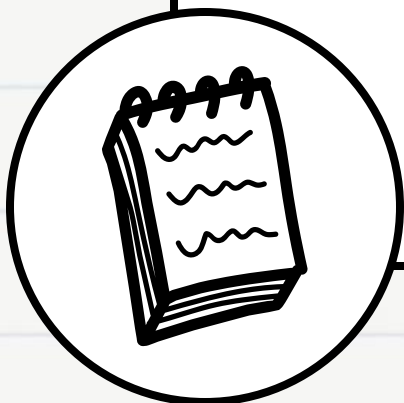
Cert in Real Estate Finance and Development

COMPLETE

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

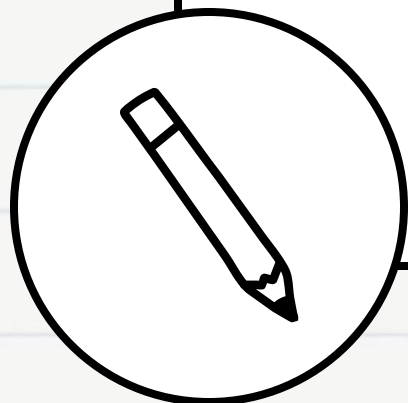
All courses must be completed with a grade of 'C' or better.

	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)
 - 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: Degree Works updated with petitions

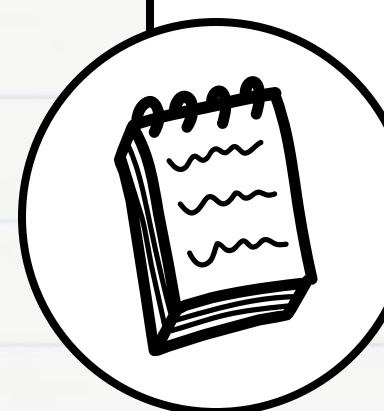
Substitutions of core courses

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	Still needed:	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	Still needed:	1 Class in ILR 7643			
<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
		Still needed:	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
		Exception by:	Saucedo, Susie	On: 12/14/2023	Substitute:	EGR6183 sub for ILT7153 petition approved
<input type="radio"/>	Behavioral and Contextual Perspectives on ILT	Still needed:	1 Class in ILT 7633			
<input checked="" type="checkbox"/>	Evaluation of Research	EGR 6653	Found Engr Ed Research Methods	A+	3	Fall 2023
		Exception by:	Saucedo, Susie	On: 12/14/2023	Substitute:	EGR6653 sub for ILT7733 petition approved



Examples: DegreeWorks 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.

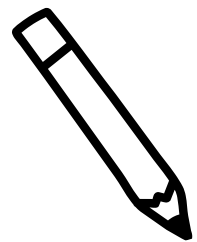
	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Thesis Option: Emphasis in Microbiology and Immunology					
<input checked="" type="checkbox"/>	Core Lecture Courses					
	BIO 5133	Principles of Cell Biology	A	3	Fall 2021	
	BIO 5213	Principles of Chemical Biology	A	3	Spring 2022	
<input checked="" type="checkbox"/>	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	
	Exception by: Saucedo, Susie On: 02/19/2024 Apply Here: BIO6953 sub for BIO7051 approved					

Major in Cybersecurity Science INCOMPLETE

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

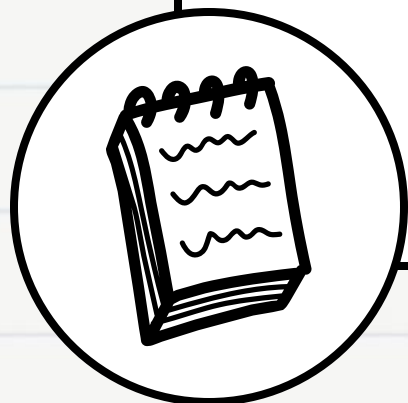
	Course	Title	Grade	Credits	Term	Repeated
<input type="checkbox"/>	Hours required for major					
<input checked="" type="checkbox"/>	Principles of Cyber Security					
	CS 5323	Principles of Cybersecurity	A-	3	Fall 2023	
<input checked="" type="checkbox"/>	Practical Attack and Defense Techniques					
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

Why it is important to be specific on course applicability.



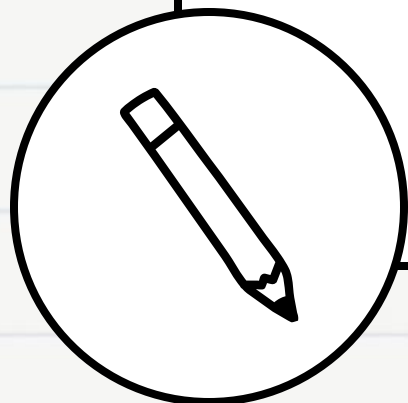
Blanket & Cohort Petition

- **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



Doctoral Committee Forms used to update Degree Works

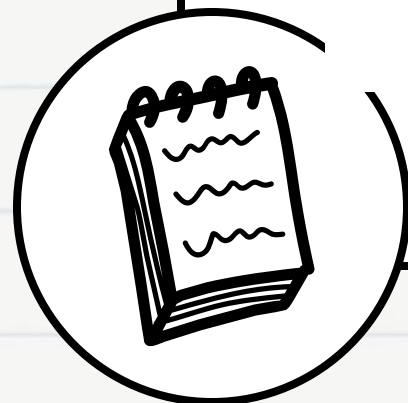
- **Application for Candidacy For the Doctoral Degree (CAND)**
- **Application of Doctoral Dissertation Committee (DISS)**
- **Completion of Qualifying Exam (QUAL)**
- **Dissertation Proposal Approval (PROP)**
- **Certification of Completion of Dissertation Requirements for Doctoral Degree (CERT)**
 - **Used as final check for ProQuest submissions**



Doctoral Committee Forms on Degree Works

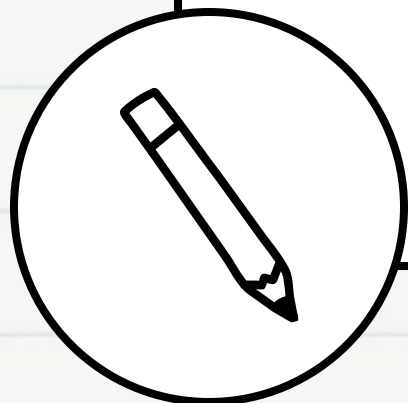
Force complete exception applied once the approved form is received by the GS DW Team

<input type="radio"/> DOCTORAL MILESTONES	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 .		
<input checked="" type="checkbox"/> Complete Qualifying Exam	Exception by: Saucedo, Susie	On: 05/01/2024	Force Complete: Milestone Completed/Xtender
<input type="radio"/> Form your Dissertation Committee	Still needed:		
<input type="radio"/> Defend your Dissertation Proposal	Still needed:		
<input checked="" type="checkbox"/> Advance to Candidacy	Exception by: Saucedo, Susie	On: 04/22/2024	Force Complete: Milestone Completed/Xtender
<input type="radio"/> Defend your Dissertation	Still needed:		
<input type="radio"/> Complete Final Submission of Documentation to the Graduate School	Still needed:		



Forms updated by Registrar

- **Doctoral Degree to Interim Master's Degree Request (INTRM)**
 - Sent to Registrar and they change 03 applicable courses to 02 for the term in which they will award the Master's and then they change the courses back to 03 the semester after the degree has been conferred.
 - Currently, we have noticed that sometimes the changing back to 03 for these courses does not occur. We will be meeting with their office to reassess the process. If you notice this for a student, let your RG know or email graduate.school@utsa.edu.
- **Change from Doctoral to Master's Degree (CHANGE)**
 - Once we receive this form we update the student's record in Banner.
 - NOTE: Typically, a Transfer of Graduate Credit Towards a Masters Degree form is submitted indicating courses that should be changed from 03 to 02. If the Registrar hasn't updated the Banner record yet, then we provide this information to them and they will update the students course record as requested. Once they complete their process, then you will see the 03 courses on the students new Master's DegreeWorks worksheet.



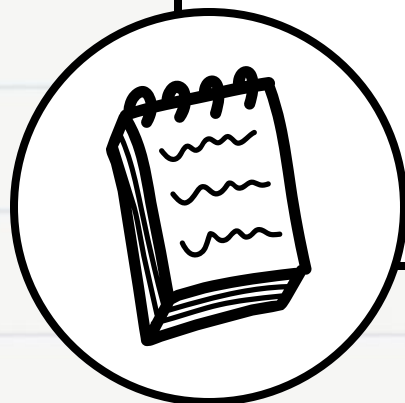
Forms updated by Registrar

- **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	



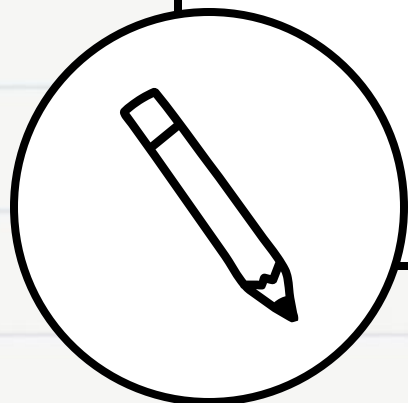
Alert: Extra Courses

Extra Courses - Credits Not Applied to Graduation Requirements ^

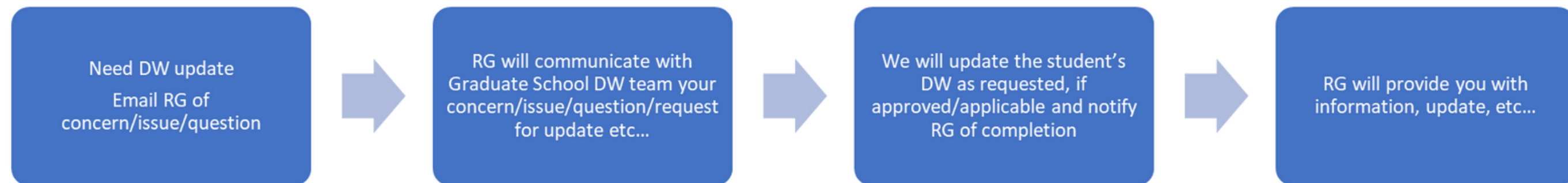
Credits applied: 6 Classes applied: 2

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

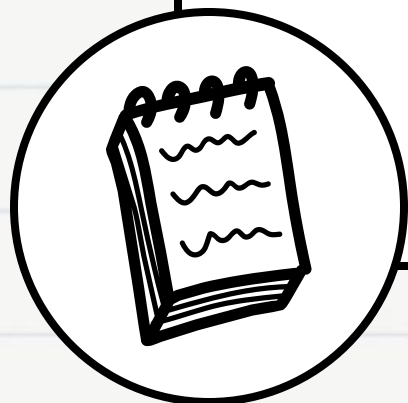
- If you see a course in the Extra Courses section on their DW, and it should apply to a specific degree requirement, then consider either:
 - the petition process for prescribed catalog requirements (course listed, course options listed)
 - or if the catalog states “as approved by GAR” or similar verbiage, 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.



Degree Works Workflow

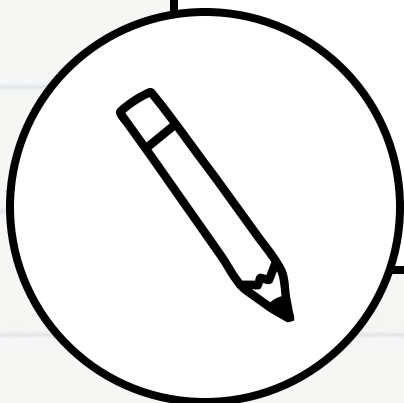


Example: this can be missing previously approved petitions, courses in extra courses that should apply, etc...



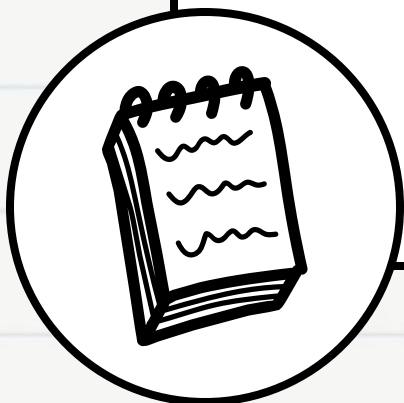
Clarification requests

- 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

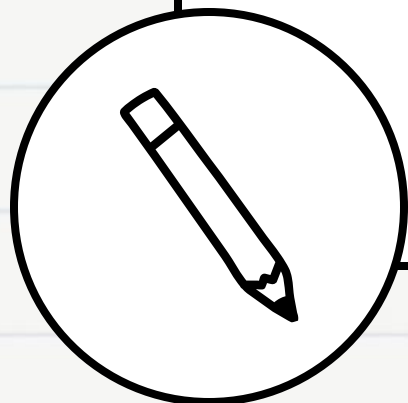
- Follow DegreeWorks Workflow
 - Provide email to RG from GAR stating they have approved the course to count towards that specific area of the catalog degree requirements.
- If there is a blanket approval, then you can indicate this on the email to RG and we will scribe it in DW, so that the course pulls in automatically for ALL students in the specified catalog year and program (include thesis/non-thesis, concentration etc...).
- If there is a chorot 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 PhD 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 to 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.
 - 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



Angela De La Cruz

- POC – Form Intake/processing
- Academic Forms and Registrar Forms
- Petition for Reinstatement



Clarissa Benavides

- Doctoral Committee forms, composition questions, petitions, memos.
- Graduate Faculty Committee & Memberships

Gradschooladmin@utsa.edu



Ginger Hernandez

- Academic Policy questions



Jeff Ragsdale

Assistant Vice Provost
of Graduate Studies

Graduate.school@utsa.edu



Susie Saucedo

Management Analyst

Degree Works – Retention and Graduate Program Coordinators



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