



The Graduate School

**Forms &
Degree Works**

Masters

Presented by: Administrative Support Team

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Meet the Team



Ginger Hernandez

**Assistant Vice Provost
for Graduate Fiscal
and Business
Operations**



Susie Saucedo

Management Analyst



Angela De La Cruz

**Administrative
Associate**



**Clarissa
Benavides**

**Administrative
Associate**



Petitions and Other Forms



Overview

- **Where to access Petitions and Other Forms**
 - **Petition: Assistantship Policy (ASST)**
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 - **Petition For Waiver of University Wide Requirements (PET)**
 - **Voluntary Withdrawal from University (WITH)**



Overview Continued

- **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 left is the UT San Antonio logo. The main navigation bar includes links for '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 this is a secondary navigation bar with 'Request Info', 'Visit', and 'Apply' buttons. The main content area has a dark blue header with the text 'Graduate School Forms'. Below this is a breadcrumb trail: 'Home / Faculty & Staff / Forms'. The main content area contains a list of links: 'Doctoral Committee Forms', 'Graduate Faculty Special and Adjoint Membership Forms', 'Paperwork Deadlines', 'Petitions and Other Forms', and 'Petition For Reinstatement'. The 'Petitions and Other Forms' link is highlighted in yellow and circled in red, with a large '2.' next to it. On the right side, there is a 'Faculty & Staff' sidebar menu with expandable sections for 'Forms', 'Policies', 'Mentoring', 'Institutional Training Grants Resources', and 'Developing a Certificate Program'. At the bottom right, there are three orange buttons: 'Request Info', 'Visit', and 'Apply', each with a right-pointing arrow.

Petition: Assistantship Policy (ASST)

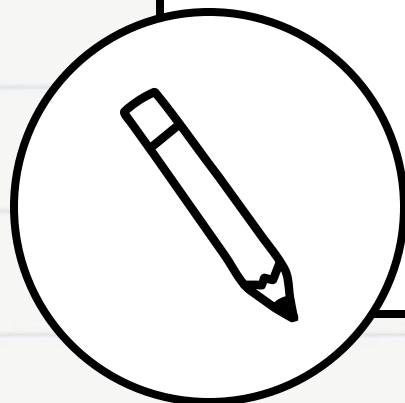
Quick Points

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

[Policy on Assistantships](#)

[HOP Policy on Assistantships](#)

The screenshot shows the 'PETITION: ASSISTANTSHIP POLICY' form from UTSA The Graduate School. The form is divided into several sections: 'STUDENT INFORMATION' with fields for Student Name, Banner ID, Degree Program, and Academic Standing (with checkboxes for Master's and Doctoral); 'JUSTIFICATION' with a large text area; and three signature sections: 'GRADUATE ADVISOR OF RECORD OR DOCTORAL COMMITTEE CHAIR', 'DEPARTMENT CHAIR', and 'ASSOCIATE DEAN', each with a signature line, date field, and 'Approve/Disapprove' checkboxes. The 'DEAN OF THE GRADUATE SCHOOL' section is also present with a signature line, date field, and 'Approve/Disapprove' checkboxes. A 'Comments' section is at the bottom, followed by a 'Revised: July 2024' note.



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

Quick Points


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

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


TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE

If transfer courses

JUSTIFICATION



UTSA The Graduate School
The University of Texas at San Antonio



TRANSFER OF GRADUATE CREDIT TOWARDS MASTER'S DEGREE

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

STUDENT INFORMATION

Name _____

Banner ID _____

Degree Program _____

Date _____

Highest Education Level Completed: Baccalaureate Master's Doctoral
 Type of Program: Post Master's Post Baccalaureate

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

APPROVALS

Time Limit for Completion: _____

The course is being transferred to this degree program.

The majority of the course is being transferred to this degree program.

Graduate Program Committee: _____

Department Chair, Signature: _____

Associate Dean, Signature: _____

THE GRADUATE SCHOOL

Based on the College's Policy: _____

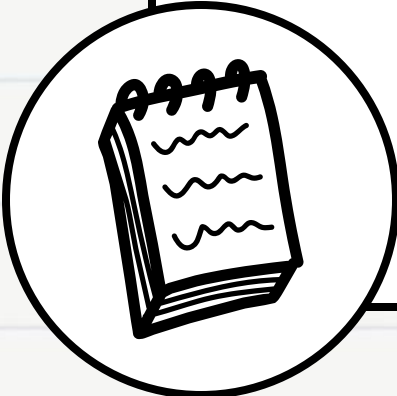
Vice Provost and Dean: _____

Revised July 2024

COURSES TO BE TRANSFERRED

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

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

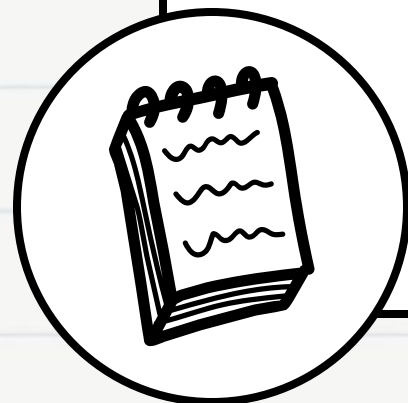


Petition: Course(s) Exceeding Time Limitation (TIME)

Quick Points

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

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



PETITION: COURSE(S) EXCEEDING TIME LIMITATION

GRADUATE ADVISOR
Graduate Advisor of Record
Comments:

DEPARTMENT CHAIR
Department Chair, Signature
Comments:

ASSOCIATE DEAN
Associate Dean, Signature
Comments:

DEAN OF THE GRADUATE SCHOOL
Vice Provost and Dean of the Graduate School
Comments:

UTSA The Graduate School
The University of Texas at San Antonio

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	

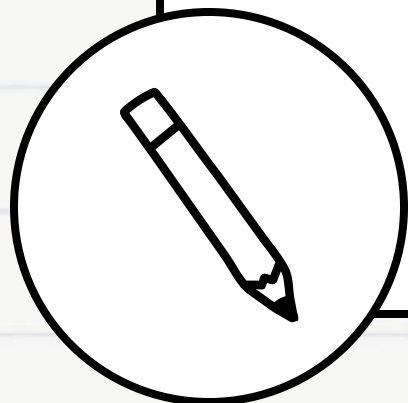
Revised July 2024

Graduate Student Course Add Form (ADD)


Quick Points

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

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



UTSA The Graduate School
The University of Texas at San Antonio



GRADUATE STUDENT COURSE ADD FORM

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

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

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

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

Petition for Waiver of University Wide Requirements (PET)

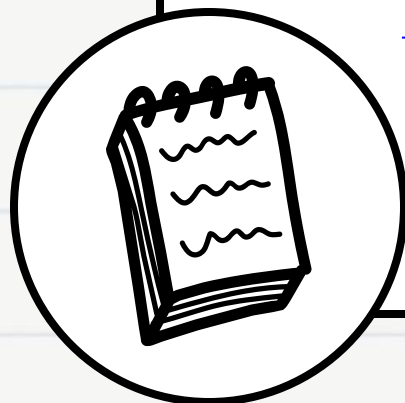
Quick Points

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

[Current Catalog](#)

[Previous Catalogs](#)

The screenshot shows the 'PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS' form from UTSA The Graduate School. The form includes a header with the UTSA logo and the text 'The University of Texas at San Antonio'. Below the header, there is a section for 'Check all that apply:' with checkboxes for 'Substitution of Courses: Core', 'Elective', and 'Other'. There are input fields for 'College of' and 'Department:'. The 'STUDENT INFORMATION' section includes fields for 'Name', 'Banner ID', 'Degree Program', 'Catalog Year' (with an example 'Ex: 23-25'), 'Date', and checkboxes for 'Master' and 'Doctoral' degrees. There are also dropdown menus for 'Select if Masth...' and 'Select if Doct...'. The 'JUSTIFICATION' section is a large text area. The 'APPROVALS' section has three rows for signatures and dates, each with 'Approve' and 'Disapprove' checkboxes. The 'THE GRADUATE SCHOOL' section has a signature line for the 'Vice Provost and Dean of The Graduate School' and a date field with 'Approve' and 'Disapprove' checkboxes. The form is dated 'Revised July 2024'.



Petition for Waiver of University Wide Requirements (PET)

General Policies (Other)

Quick Points

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

Graduate Catalog

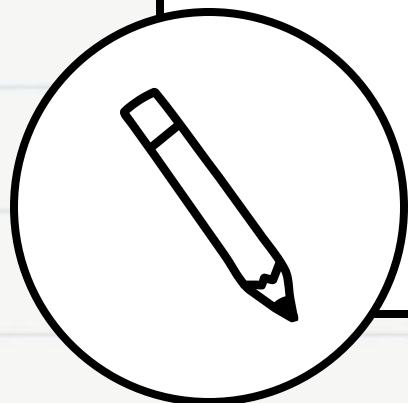
- » Introduction
- » **Certificate Program Regulations**

[Certificate Program Regulations](#)

» Master's Degree Regulations

- » Degree Requirements
- » Transfer of Credit

[Master's Program Regulations](#)



Petition for Waiver of University Wide Requirements (PET)

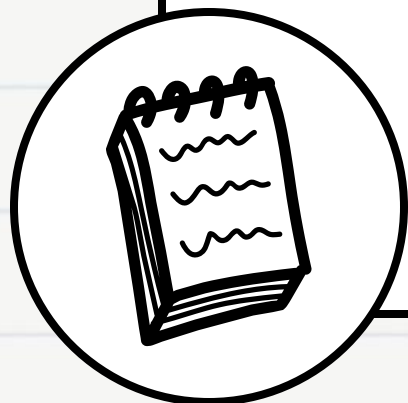
Core Course Substitution

Quick Points

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

A. Required courses (27 semester credit hours):		27
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 Courses in Catalog



Petition for Waiver of University Wide Requirements (PET)

Prescribed Elective Substitution

Quick Points

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

2. Prescribed electives (12 semester credit hours):

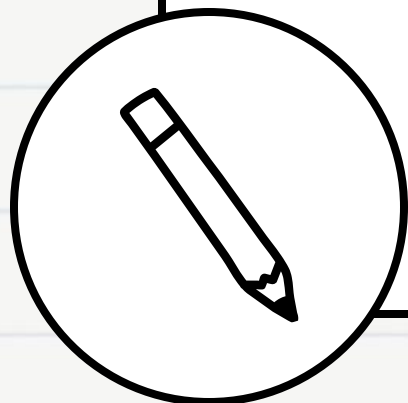
a. ENG literary study from before 1700, at least 3 semester credit hours must be [ENG 5943](#) Topics in Major English Authors (minimum 3 semester credit hours)

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

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

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

Example of Prescribed Elective Courses in Catalog



Petition for Waiver of University Wide Requirements (PET)

Elective Substitution

Quick Points

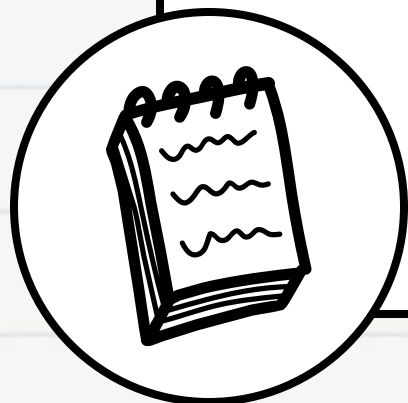
- Department will need to complete form and route the college for Graduate School approval.
- If petitioning for any elective course(s) substitution listed in the **catalog**, the justification must include the following information:
 - The course(s) abbreviation(s), number(s), and course title(s).
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

B. Electives:

12

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

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



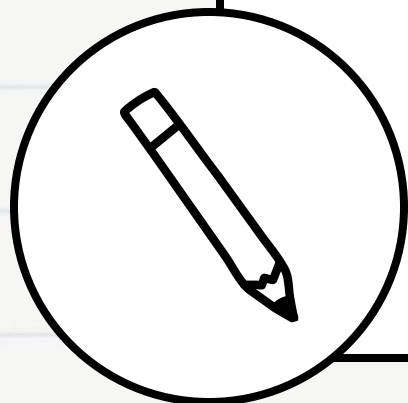
Petition for Waiver of University Wide Requirements (PET)

Cohort Petition

Quick Points

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

The screenshot shows the 'PETITION FOR WAIVER OF UNIVERSITY WIDE REQUIREMENTS' form for UTSA The Graduate School. The form includes sections for 'STUDENT INFORMATION' (Name, Date, Banner ID, Degree Program, Catalog Year, Concentration), 'JUSTIFICATION' (a large text area), and 'APPROVALS' (Graduate Advisor of Record, Department Chair, Associate Dean, and The Graduate School). Each approval section includes fields for Signature, Print Name, and Date, along with 'Approve' and 'Disapprove' checkboxes. The form is dated '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.
- Once the request has been approved it is a **permanent request**. The student would have to reapply to their graduate program if they are interested in pursuing it at a later time.

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

VOLUNTARY WITHDRAWAL FROM A GRADUATE DEGREE PROGRAM

APPROVALS

Graduate Advisor of Record
Print Name

Department Chair, Signature
Print Name

Associate Dean, Signature
Print Name

THE GRADUATE SCHOOL
Based on the College's
Vice Provost and Dean

UTSA The Graduate School
The University of Texas at San Antonio

VOLUNTARY WITHDRAWAL FROM A GRADUATE DEGREE PROGRAM

This form should be completed only if you wish to withdraw permanently from a graduate degree program. Once this request is approved, you must reapply and be readmitted to the University of Texas at San Antonio if you wish to resume your graduate enrollment.

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

This is not the Leave of Absence form.

STUDENT INFORMATION

Name: _____ Banner ID: _____

International Student? Yes No

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

VOLUNTARY WITHDRAWAL FROM GRADUATE DEGREE PROGRAM

College: _____ Degree: _____

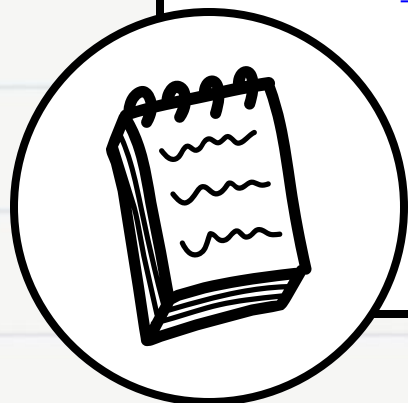
Program: _____ Reason for Withdrawal: _____

Effective (Date): _____ Semester and Year: _____

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

Student Signature: _____ Date: _____

Revised July 2024

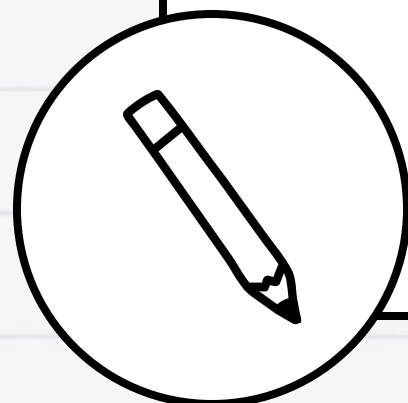


Permission for Enrolling in Undergraduate Courses While a Graduate (PEUC)

Quick Points

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

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



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

APPROVALS

_____/_____/_____
GAT / Print Name / Date

_____/_____/_____
Instructor signature / /

_____/_____/_____
Department Chair signature / /

_____/_____/_____
Associate Dean signature / /

_____/_____/_____
Vice Provost and Dean of the Graduate School / /

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

Permission for Enrolling in Undergraduate Courses While a Graduate

How to Submit Form: Submit completed form through the [Document Uploader](#) for processing.

- **Fields to select on the Document Uploader:** Department: Registrar; Term: Select Applicable Term; Category: Registration Forms; Document: Permission for Enrolling in Undergraduate courses while a Graduate

Directions:

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

STUDENT INFORMATION

Term: Fall Spring Summer Year: _____ myUTSA ID: _____

First Name: _____ Middle: _____ Last: _____

Phone Number: _____ Preferred Email: _____

Undergraduate Course to be Taken:
CRN: _____ Subject: _____ Course #: _____ Section #: _____

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

SIGNATURE

Student Signature: _____ Date: _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 512.021 and 512.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 519.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

UTSA OFFICE USE ONLY:

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

Change of Grade Form (COG)

Quick Points

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

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

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

Change of Grade Form

Please print using black ink.

Student's First Name: _____ Middle: _____ Last: _____

myUTSA ID _____ Term: Fall Spring Summer Year _____

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

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

Reason for change of grade:

Instructor's signature _____ Signature (Instructor) _____ Print Name _____ Date _____

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

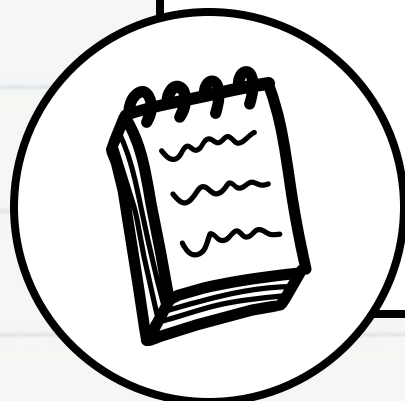
Approved _____ Signature (Dean) _____ Print Name _____ Date _____

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

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

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

Requires Academic Standing be changed from _____ to _____ Processed by _____ Date _____
F:\Reg\Exec\Word\03 Forms\Inventory Forms and Web\Change of Grade FormP (Rev. 12/1/20)





Course Program of Study (CPOS) Petition



Course Program of Study Petition (CPOS Petition)

Quick Points

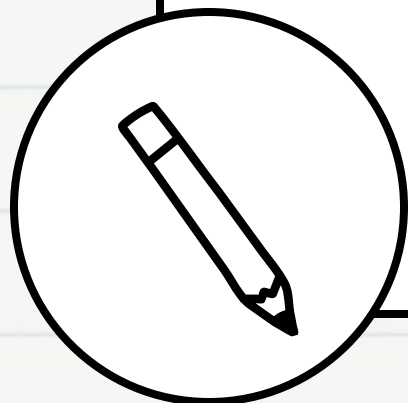
- Department will need to complete form and route the college for Graduate School approval. **This petition is for students on financial aid and is submitted during course registration.**
- Deadlines:
 - **Fall: Aug. 1st**
 - **Spring: Jan. 2nd**
 - **Summer: May 1st**
- CPOS Petition form(s) is submitted by the department for exceptions to the program of study. This is a hard deadline to ensure all requests are processed.
- 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](#)

The screenshot shows the 'PETITION FOR COURSE PROGRAM OF STUDY (CPOS)' form. At the top, there is the UTSA logo and the text 'The Graduate School The University of Texas at San Antonio'. Below the title, there is a dropdown menu for 'Please indicate the section of the program of study:'. Underneath, there are fields for 'College of' and 'Department:'. The 'STUDENT INFORMATION' section includes fields for 'Student Name', 'Date', 'Banner ID' (with an example '@01234567'), 'Degree Program', 'Catalog Year' (with an example 'Ex: 23-25'), 'Concentration/Track/Option (if applicable)', and 'Program of Study'. The 'JUSTIFICATION' section is a large text area. The 'APPROVALS' section has three rows for 'Graduate Advisor of Record, Signature', 'Department Chair, Signature', and 'Associate Dean, Signature', each with a 'Print Name' field and a 'Date' field, followed by 'Approve' and 'Disapprove' checkboxes. The 'THE GRADUATE SCHOOL' section has a 'Vice Provost and Dean of The Graduate School, Signature' field and a 'Date' field, also with 'Approve' and 'Disapprove' checkboxes. The date 'April 2025' is printed at the bottom right of the form.

[Current Catalog](#)

[Previous Catalogs](#)





Petition for Reinstatement



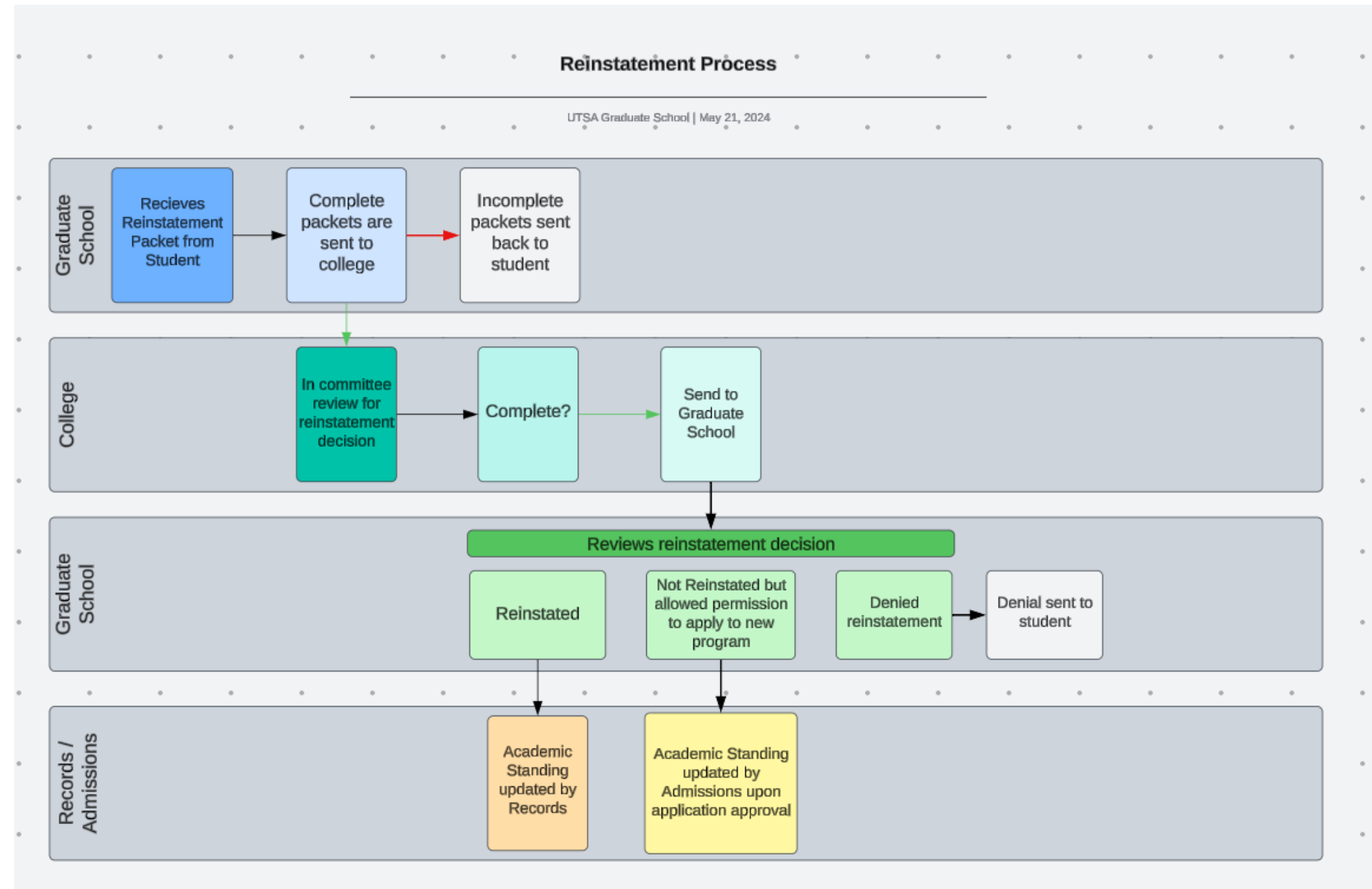
Where to access Petition for Reinstatement

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' link in the grid. The 'Petition for Reinstatement' link is circled in black and has a yellow highlight. The number '2.' is placed next to this link. The grid of resources includes: 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).

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

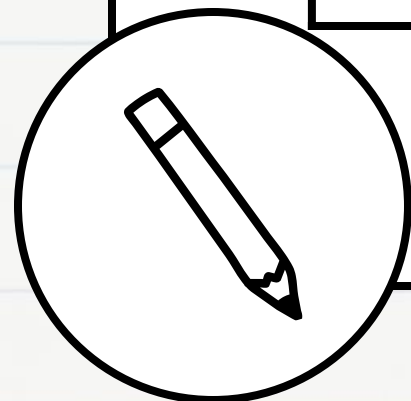
Graduate Faculty



The Graduate Faculty

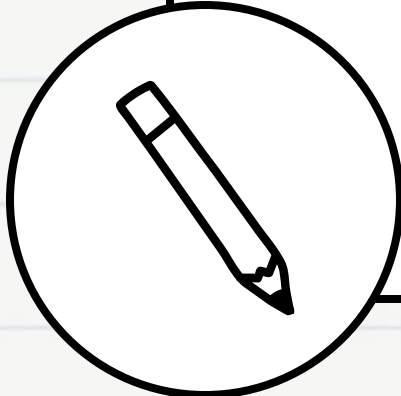
[The Graduate Faculty Website](#)

	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 thesis for masters 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	<p>Tenure/Tenure-Track (TT) Academic Titles</p> <ul style="list-style-type: none">• Professor• Associate Professor• Assistant Professor
Needs a special membership	<p>Fixed-Term Track (FTT) Academic Titles</p> <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 titles:
 - Professor
 - Assistant Professor
 - Associate Professor

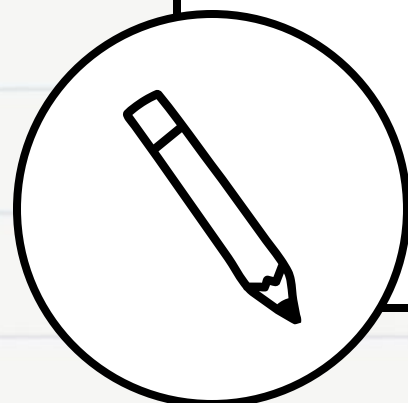
Information on Committee Composition: [Graduate Catalog Policy](#)

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**
 - Fields: Full Name, Requesting UTSA Department, Requesting College
 - Status: Initial Appointment as a Special Member to the Graduate Faculty; Reappointment as a Special Member to the Graduate Faculty
 - Reason(s) for Application: Application to teach at the Master's level; Application to teach at the Doctoral level and Master's level; Application to serve on Master's committee(s); Application to serve on Doctoral and Master's committee(s)
- Section II: JUSTIFICATION**
 - Text: Explanation of the department need for this Special Membership in the UTSA Graduate Faculty:
 - Form: Multiple horizontal lines for text entry.
- Section III: CURRICULUM VITA**
 - Fields: Current Position/Title, Current Affiliation/Employer
 - Note: Please attach a copy of a current Curriculum Vita.
- Footer:** Revised 9/22/2023



Adjoint Membership (AM) Application

Quick Points

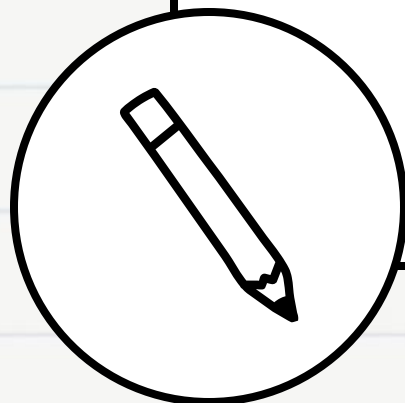
- Must be completed and submitted by the department.
- Deadlines are every 15th of the following months:
 - Fall: August–November
 - **October 15th**: Deadline for Fall Graduates
 - Spring: January–April
 - **February 15th**: Deadline for Spring Graduates
 - **April 15th**: Deadline for Summer Graduates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

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

Information on 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 terminal degree question), and "SIGNATURES & RECOMMENDATIONS" (Number of Department Graduate Program Committee members, Vote (for/against), Date of Vote, and signatures of Graduate Program Chair, Department Chair, and Associate Dean with Approve/Disapprove checkboxes).



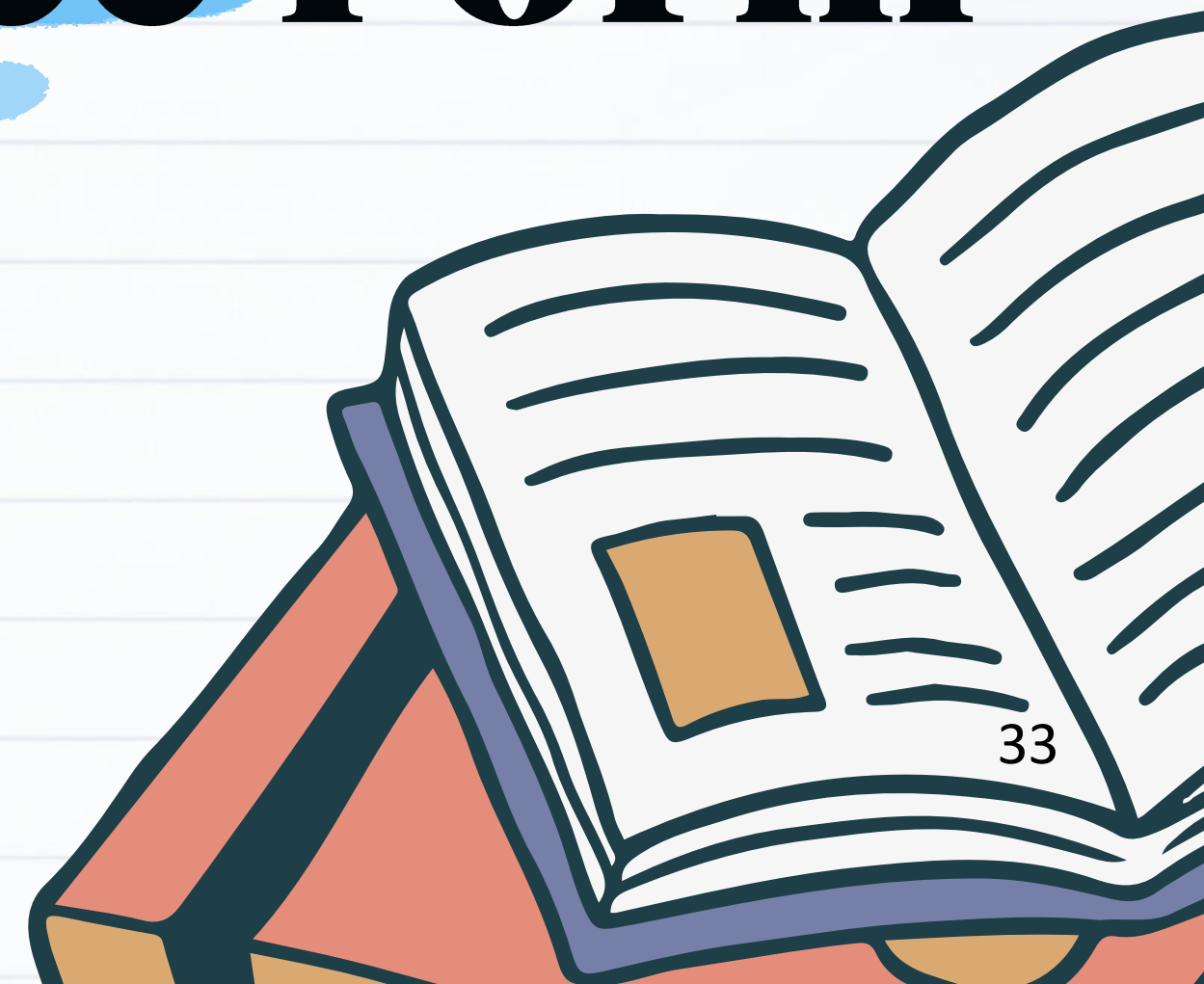
Where to access Membership Applications

The screenshot shows the website's navigation menu with links for Current Students, Student Success, Postdoctoral Affairs, News & Events, About, and Faculty & Staff. The main heading is 'Faculty/Staff Resources'. Below this, there are two columns of links. The left column lists: 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. The right column lists: Faculty & Staff (with sub-links for Forms, Policies, Mentoring, Institutional Training Grants Resources, Developing a Certificate Program, EMPACT, and The Graduate Faculty), Request Info, Visit, and Apply. A red arrow points to the 'The Graduate Faculty' link in the left sidebar.

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



Masters Committee Form



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

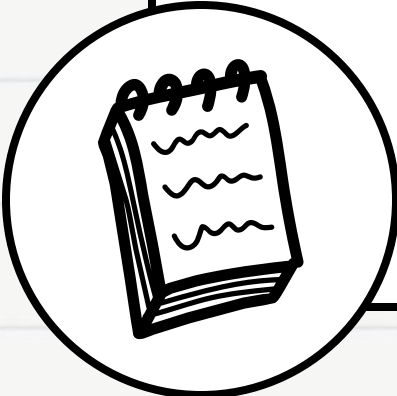
Quick Points


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

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


Information on 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



CERTIFICATION OF COMPLETION OF THESIS REQUIREMENTS FOR MASTER'S DEGREE

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

STUDENT INFORMATION

Name _____ myUTSA ID _____

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

Semester hours of credit to be awarded for thesis: _____

Grade to be awarded for thesis credit: _____

Date thesis approved by committee: _____

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

THESIS COMMITTEE MEMBERS

Chair, Signature _____	Print Name _____	Date _____
Member, Signature _____	Print Name _____	Date _____
Member, Signature _____	Print Name _____	Date _____
Member, Signature _____	Print Name _____	Date _____
Outside Member, Signature _____	Print Name _____	Date _____

DEPARTMENT

Graduate Advisor of Record, Signature _____	Print Name _____	Date _____
Department Chair, Signature _____	Print Name _____	Date _____

COLLEGE

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 _____

OFFICE OF THE REGISTRAR

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

C) Graduation check updated? _____ D) Student notified? _____ E) Notes _____



Forms Approval Process

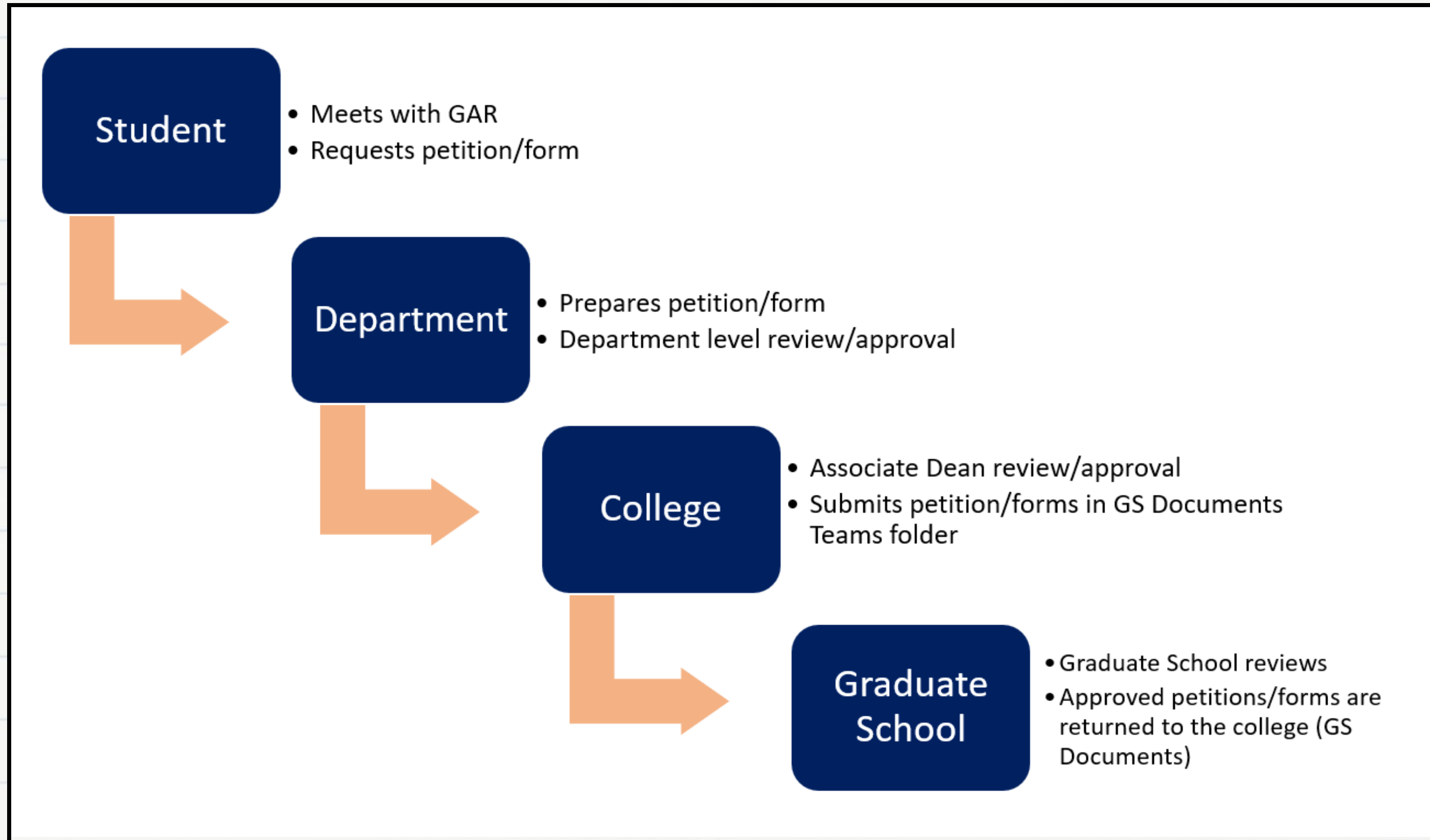


Overview

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



Forms Approval Process



Additional Website Information: Deadlines

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 below the header reads 'Home / Faculty & Staff / Forms'. The main content area features a list of links on the left and a sidebar on the right. The sidebar has a 'Faculty & Staff' section with expandable items: Forms, Policies, Mentoring, Institutional Training Grants Resources, and Developing a Certificate Program. At the bottom of the sidebar are three 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 →

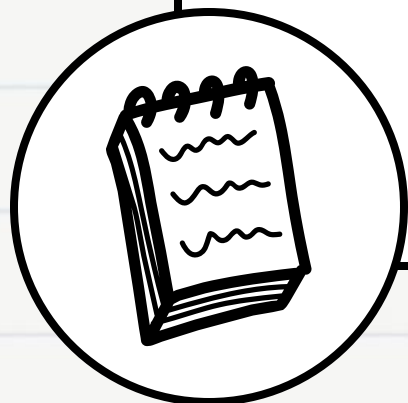
Visit →

Apply →

Delays to Avoid

Quick Points

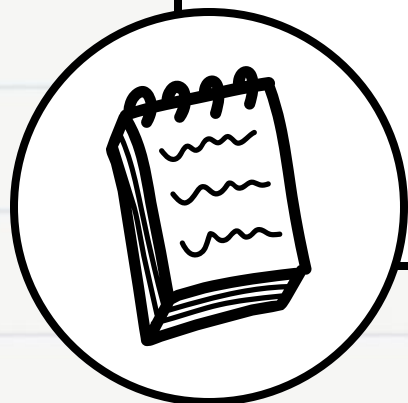
- All petitions/forms need to be submitted in the GS Documents Teams folder.
 - Do not email forms.
 - Especially not directly to Dr. Mathur for her review or approval.
 - If form is time-sensitive you can message your respective POC on Teams when form is uploaded.
- Ensure forms are submitted in the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



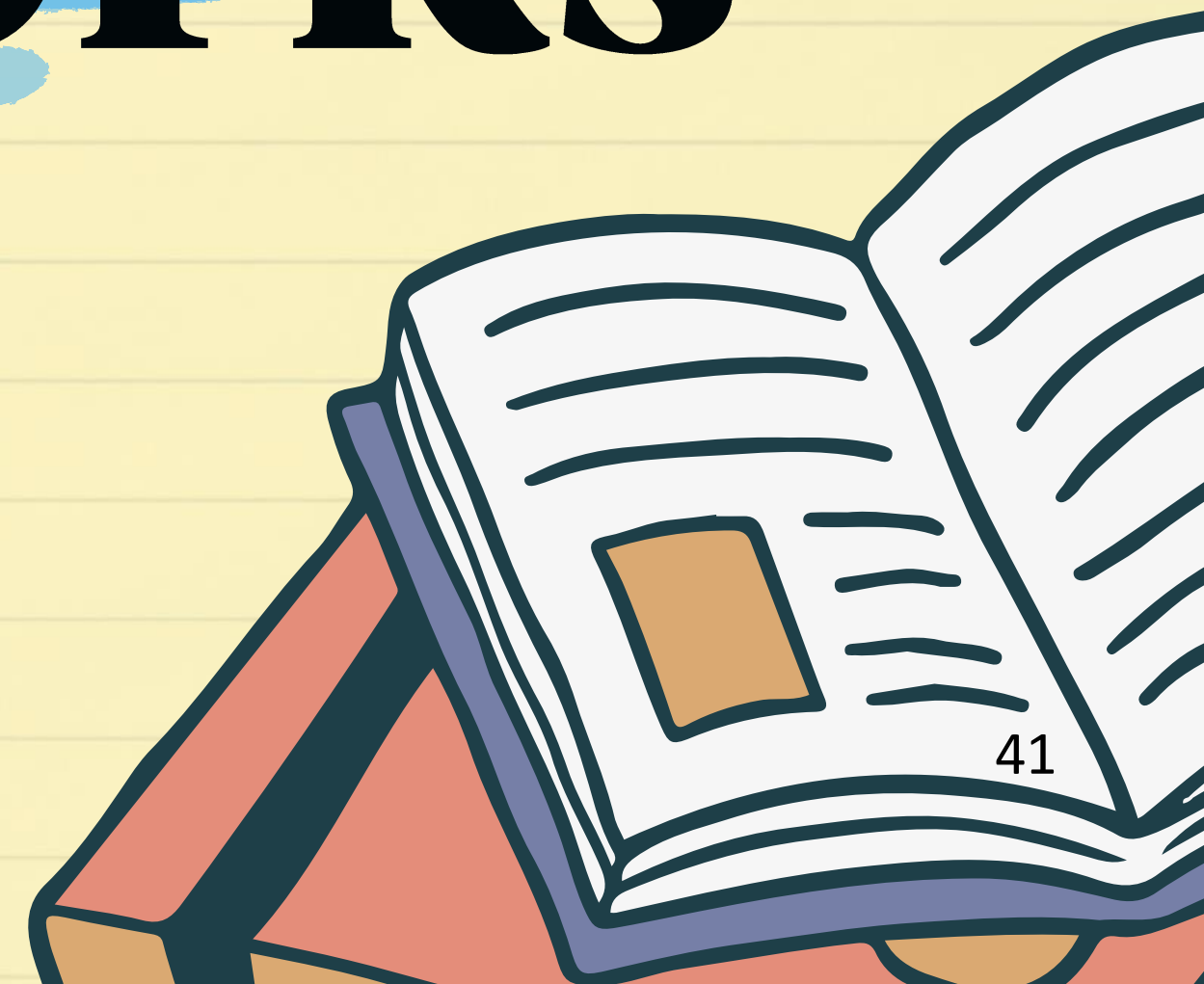
Delays to Avoid

Quick Points

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



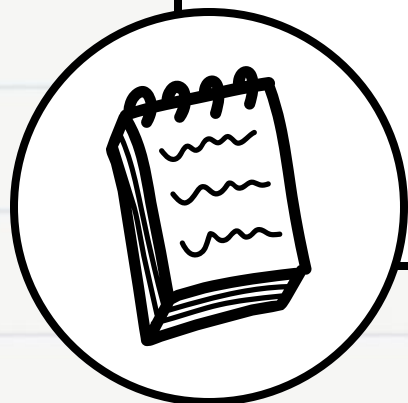
Degree Works



What is DegreeWorks (DW)?

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

<https://onestop.utsa.edu/registration/degree-planning/degreeworks/>



Access DegreeWorks

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



DW Worksheet View – Master’s

Worksheet

Data refreshed 06/03/2024 1:21 AM

Student ID: [Redacted] | Select Student: [Redacted] | Degree: Master of Business Adm

Advanced search

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

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

Academic | What-If | Athletic Eligibility

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

Format: Student View

Degree progress

UTSA GPA: 3.41

Requirements: 58% | Credits: 50%

In-progress classes Preregistered classes **PROCESS**

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

Diagnostics | Save audit | Delete audit

Degree in Master of Business Administration INCOMPLETE

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

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

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

Major in Business Administration, MBA INCOMPLETE

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

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

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

Students who earned a Grade of 'B' or better in MBA 5613 will satisfy the comprehensive examination requirement. Students who receives a grade of 'B-' 'C+' or 'C' may still satisfy the requirement by successfully passing a comprehensive examination as a set out in the catalog.



Degree Works – other sections Master's

In-progress

Credits applied: 6 Classes applied: 2

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

Currently enrolled courses

Not Counted

Credits applied: 0 Classes applied: 2

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

Courses not applying towards degree requirements or degree hours

Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 6 Classes applied: 2

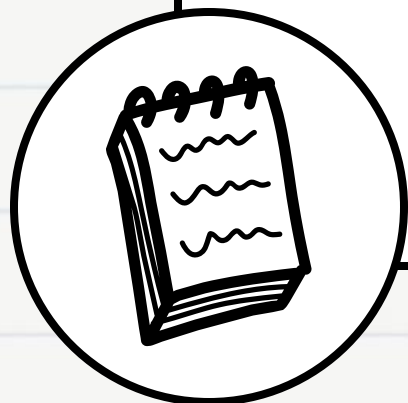
Course	Title	Grade	Credits	Term	Repeated
ANT 6603	Ecological Anthropology	A	3	Spring 2023	
ANT 6953	Independent Study	A	3	Spring 2023	

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



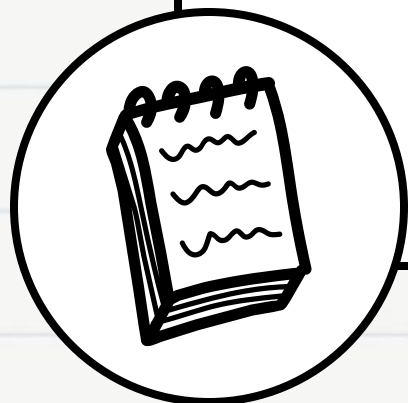
Petition forms used to update DW

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



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

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



Example:

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

Degree in Master of Science INCOMPLETE

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

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

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

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

Exception by: Saucedo, Susie **On:** 04/17/2024 **Remove Course and/or Change the Oblate School Limit:** transfer petition approved. PS735101

Major in Clinical Mental Health Counseling, MS INCOMPLETE

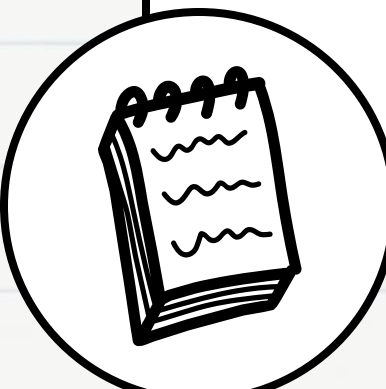
Credits required: 57 Credits applied: 9 Catalog year: 2023-2024 GPA: 4.00

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

Course	Title	Grade	Credits	Term	Repeated

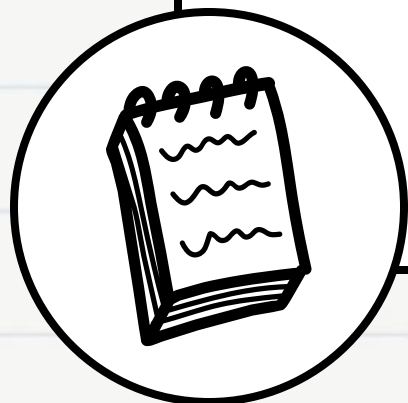
Exceptions

Type	Description	Created on	Created by	Block	Enforced
Remove Course and/or Change the Limit	transfer petition approved. PS735101 Oblate School	04/17/2024	Saucedo, Susie	Major in Clinical Mental Health Counseling, MS	Yes
Remove Course and/or Change the Limit	transfer petition approved. 3hrs Oblate School	04/17/2024	Saucedo, Susie	Degree in Master of Science	Yes
Remove Course and/or Change the Limit	transfer petition approved. 3hrs Oblate School	04/17/2024	Saucedo, Susie	Major in Clinical Mental Health Counseling, MS	Yes



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

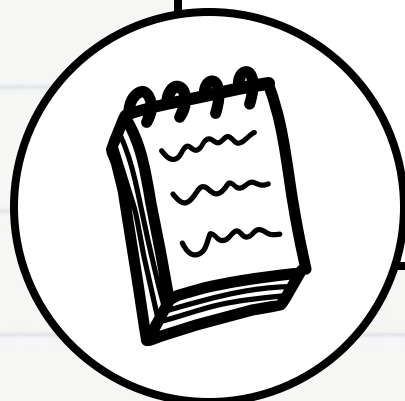
- We send the approved form to Registrar/Graduation Coordination and they change the course level from 03 to 02 (Doctoral --> Masters).
- Once they make the course level change, then it will appear on the student's DegreeWorks
- Note: If the course is not applying to a specific area of the new Master's DegreeWorks worksheet then reach out to Retention and Graduation Program Coordinator and inform them of DegreeWorks issue and they will route to correct Graduate School staff.



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

Things to keep in mind:

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



Major in Anthropology, MA INCOMPLETE

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

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

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Hours Required for major	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

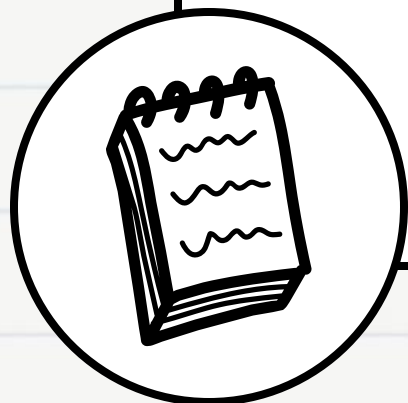
Cert in Real Estate Finance and Development

COMPLETE

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

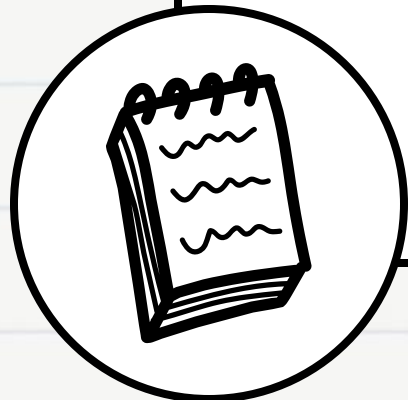
All courses must be completed with a grade of 'C' or better.

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



Examples: DegreeWorks updated with petitions

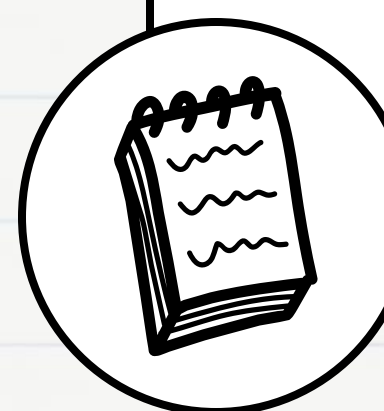
Substitutions of core courses

Major in Interdisciplinary Learning and Teaching INCOMPLETE

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

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

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Hours Required for Major	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: Degree Works updated with petitions

Major in Biology, MS INCOMPLETE

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

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

	Course	Title	Grade	Credits	Term	Repeated
○ Thesis Option: Emphasis in Microbiology and Immunology						
✔ Core Lecture Courses	BIO 5133	Principles of Cell Biology	A	3	Fall 2021	
	BIO 5213	Principles of Chemical Biology	A	3	Spring 2022	
✔ 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

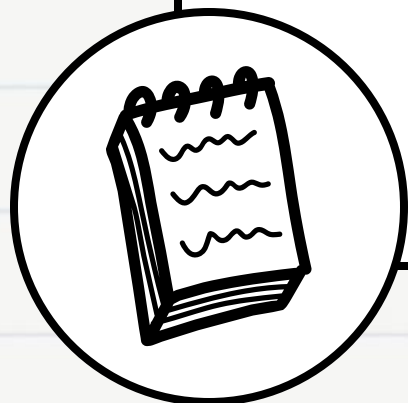
	Course	Title	Grade	Credits	Term	Repeated
i Hours required for major						
✔ Principles of Cyber Security	CS 5323	Principles of Cybersecurity	A-	3	Fall 2023	
✔ Practical Attack and Defense Techniques	CS 5713	PractAttack&DefenseTechniques	A	3	Fall 2023	
✔ Computer Science Courses	CS 5233	Artificial Intelligence	B+	3	Spring 2024	
	CS 5523	Operating Systems	B+	3	Spring 2024	
i Required Electives	CS 5343	Secure Systems & Software	IP	(3)	Fall 2024	
	CS 6353	Network and System Security	IP	(3)	Fall 2024	
i 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		
i Master's thesis or Additional Electives	CS 5723	Crypto Currencies & Bitcoins	IP	(3)	Fall 2024	
	CS 5733	Privacy Enhancing Techniques	A	3	Spring 2024	
○ 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.



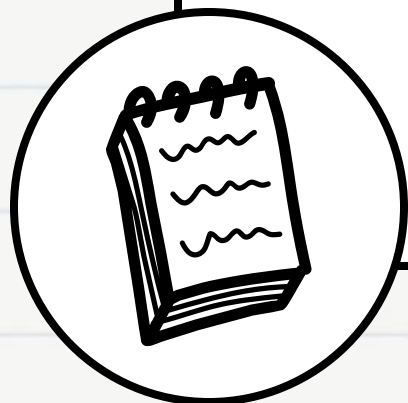
Blanket & Cohort Petition

- **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



Forms updated by Registrar

- **Petition: Course(s) Exceeding Time Limitation (TIME)**
 - Courses that have exceeded the time limit are list at the bottom of Degree Works.
 - Graduate School DegreeWorks team will add an exception to account for the amount of approved courses on the approved form.
 - Example, there are 6 courses listed on form, then the exception we apply adjusts to allow 6 expired courses to apply to the student's DegreeWorks. Other adjustments are sometimes made to ensure the courses approved are the courses DegreeWorks applies.



Forms updated by Registrar

Degree in Master of Science INCOMPLETE

Credits required: 60 Credits applied: 54 Catalog year: 2020-2021

Unmet conditions for this set of requirements: 60 hours are required. You currently have 54, you still need 6 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.

Exception by: Saucedo, Susie **On:** 10/24/2024 **Remove Course and/or Change the Limit:** time limit petition approved

Exception by: Garcia, Amanda **On:** 10/24/2024 **Substitute:** Exclude COU 5243 taken prior to 202510

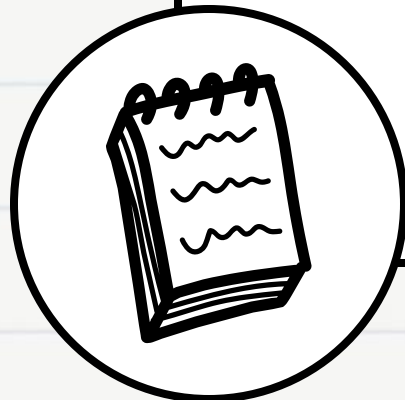
You meet the minimum GPA requirement

Major Requirements **Still needed:** See [Major in Clinical Mental Health Counseling, MS section](#)

Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 9 Classes applied: 3

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



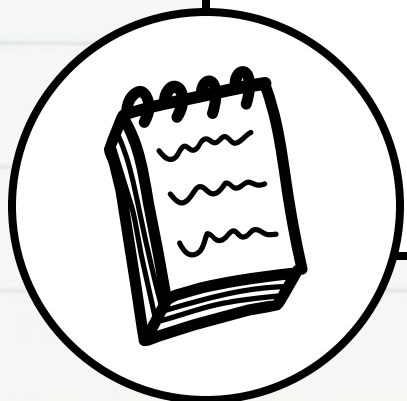
Alert: Extra Courses

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

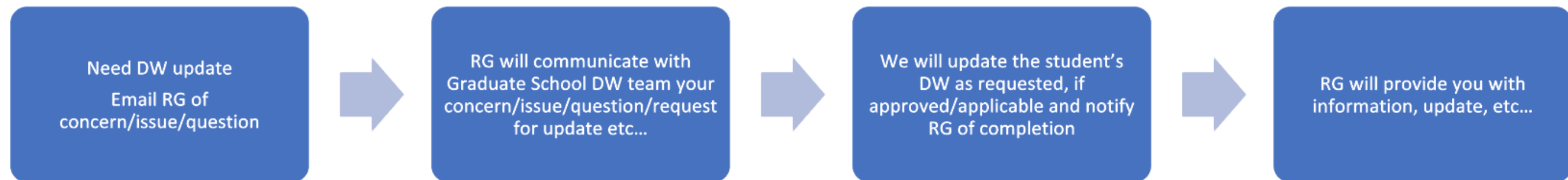
Extra Courses - Credits Not Applied to Graduation Requirements

Credits applied: 6 Classes applied: 2

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



Degree Works Workflow

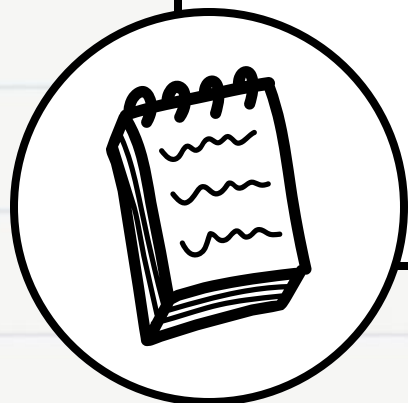


Example: this can be missing previously approved petitions, courses in extra courses that should apply, etc...



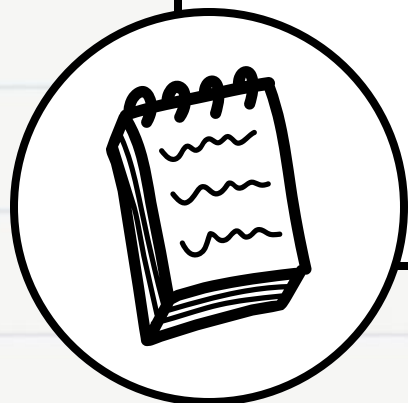
Clarification requests

- RG's may reach out for additional clarification on the applicability of petitions.
 - Example: Petition states elective but there are three elective sections (prescribed, free, and additional electives).
 - 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.
 - An approved petition for a course that the student never enrolled in



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

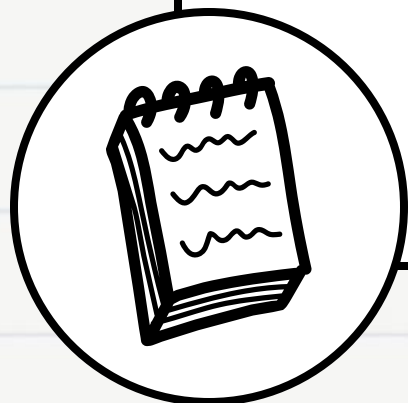
- Follow DegreeWorks Workflow
 - Provide email to RG from GAR stating they have approved the course to count towards that specific area of the catalog degree requirements.
- If there is a blanket approval, then you can indicate this on the email to RG and we will scribe it in DW, so that the course pulls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



Student Academic Progress

Quick Points

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





Resources



Point of Contact (POC) within the Graduate School

Forms and Policy Questions



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



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