



Graduate Handbook

2012-2013

The Graduate School

THE UNIVERSITY OF TEXAS AT SAN ANTONIO™

Welcome to Graduate School at The University of Texas at San Antonio!

Entering your master's or doctoral program will be the beginning of an exciting and stimulating academic journey. You will be challenged to expand your research skills and your base of knowledge. Your achievements in scholarship and research will not only enrich you and this campus, but can also result in significant positive contributions to the larger community. You will be our community's future leaders and role models, and we hope that you will take advantage of the many opportunities for intellectual and personal development that will be offered through your graduate program experiences.

Thank you for taking the time to explore the graduate student handbook. We hope that it provides you with helpful information. Much of the information included here can be found in the Graduate Catalog or in the Class Schedule.

Please be sure to check with the Graduate Advisor for your program regarding information about program-specific policies and procedures.

We hope that you have a rewarding experience and wish you success!

~ UTSA The Graduate School

Contents

- San Antonio, 4
- Graduate School, 5
 - Thesis and Dissertation, 5
 - Student Success Workshops, 5
- The Graduate Catalog, 6
- Financial Aid, 6
 - Grants, 6
 - Scholarships, 6
 - Fellowships, 7
 - Assistantships, 7
- Residency Information, 8
- Registration Procedures, 9
 - Academic Advising, 9
 - Registration for Classes, 9
 - Late Registration, 10
 - Adding Courses After Late Registration, 10
 - Summer Maximum Hours of Enrollment, 10
 - Dropping Courses, 11
 - Auditing Courses, 12
 - Cancellation of Enrollment, 12
 - Withdrawal from the University, 13
 - Withdrawal for Military Service, 13
 - Medical and/or Mental Health Withdrawal, 13
 - Health Withdrawal Request Procedures, 14
 - Request to Return Following Health Withdrawal, 15
 - Confidentiality of Health Withdrawal Requests, 15
 - English Language Assessment Procedure, 16
- Records & Classification of Students, 17
 - Classification Terms, 17
 - Time Status Terms, 17
 - Verification of Enrollment and Degree, 18
 - Transcripts, 18
 - Release of Academic Records, 18
 - Catalog of Graduation, 19
 - Change of Major, Degree, or Classification, 19
 - Change of Name, 19
 - Change of Address, 19
- Courses, 20
 - Course Numbering System, 20
 - Prerequisites, 20
 - Extended Education Courses, 20
 - Distance Learning Courses, 21
 - Independent Study Courses, 21
- Grades, 22
 - Explanation of Credit, Grades, and Symbols, 22
 - Repeating Courses, 24
 - Administrative Procedures, 25
 - Class Participation Policy, 26
 - Grade Grievance Procedure, 26
 - Student Study Days, 27
- Academic Standing, 28
 - Good Standing, 28
 - Academic Probation, 28
 - Academic Dismissal, 28
 - Graduate Reinstatement, 29
- Academic Honesty, 30
 - Ethical Standards, 30
 - Fraudulent Degrees, 30
- Student Services, 31
 - Academic Advising, 31
 - Athletes, 31
 - Bookstores, 31
 - Campus Dining, 31
 - Career Center, 31
 - Child Development Center, 32
 - Campus Tours, 32
 - Computer Labs and Commons, 33
 - Counseling Services, 33
 - Disability Services, 34
 - Email (myUTSA accounts), 34
 - Financial Aid and Enrollment Services, 35
 - Health Services, 35
 - Housing and Residence Life, 35
 - Inclusion and Community Engagement Center, 35
 - Library, 36
 - Off-Campus Student Services, 36
 - Office of International Programs, 36
 - Office of Vice President Research, 36
 - Parking and Transportation Services, 37
 - Police Department, 37
 - Recreation and Wellness Center, 38
 - Registrar's Office, 38
 - Thomas Rivera Center for Student Services, 38
 - Transcripts, 38
 - Tuition and Fee Payment, 39
 - Teaching and Learning Center, 39
 - UTSACard, 40
 - Writing Center, 40
- Graduate Student Association, 40
- Graduate School Glossary, 41
- Colleges' Contact Information, 45

San Antonio

San Antonio is the second-largest city in the state of Texas and the seventh largest city in the United States. Located in the center of South Texas, the city is a cultural gateway into the American Southwest. San Antonio is the seat of Bexar County with a population just under 1.3 million as of the 2006 U.S. Census estimate.

San Antonio is famous for its River Walk, the Alamo, and home to the SeaWorld San Antonio and Six Flags Fiesta Texas theme parks. San Antonio is also home to the first museum of modern art in Texas—the Marion Koogler McNay Art Museum, as well as one of the more successful National Basketball Association teams in league history, the San Antonio Spurs.

Information on relocation to San Antonio can be found on The Office of Student Life's website at <http://utsa.edu/studentlife/>. Mysa.com (<http://www.mysa.com>) is another resourceful website with search options for local homes, condos, town homes and duplexes for sale or rent. It has options to search by specific areas or zip codes in Bexar County. Please keep in mind that the UTSA Main campus lies in the 78249 ZIP code while the Downtown UTSA campus is in the 78207 ZIP code.

The Graduate School

The Graduate School is vested in you as a graduate student. The Graduate School staff promotes and supports academic excellence in graduate education provided at UTSA and success for the diverse population of students who enter those programs. Graduate School services include admissions processing, student records maintenance, thesis and dissertation preparation and submittal, funding opportunities, and much more. For additional information on the Graduate School and the services it provides, visit www.graduateschool.utsa.edu.

Thesis & Dissertation

If your graduate program requires completion of a thesis or dissertation, you will need to make arrangements to submit a final thesis or dissertation draft to the Graduate School before being cleared for graduation. The Graduate School requires all final thesis and dissertation drafts to adhere to specific formatting guidelines. Students that fail to submit a final draft or drafts that do not adhere to the guidelines will not be cleared for graduation and may result in having to postpone graduation for another semester.

The Graduate School provides thesis and dissertation workshops throughout the year to assist you with the formatting process. For more information on these workshops, including a thesis/dissertation template and guideline manual, as well as student deadlines, please visit our website at <http://www.utsa.edu/graduate/CurrentStudent/td.htm>. Formatting guidelines do change over time, so it is imperative that students check the website frequently to stay up to date.

Student Success Workshops

The Graduate School partners with UTSA faculty, staff, and students each semester to provide our graduate students the opportunity to take learning beyond the classroom. The series of workshops focuses on a wide variety of academic, research, and professional development topics, allowing graduate students the flexibility of weekend workshops coupled with information that will enhance the graduate academic experience at UTSA. These workshops are free to students and their guests. Visit http://graduateschool.utsa.edu/current_students/detail/workshops for more information.

The Graduate School understands that our students lead productive and busy lives outside of school, which is why we are pleased to provide many of our workshops on our website – attending workshops at your convenience. Visit http://graduateschool.utsa.edu/Current_Students/detail/Online_Resources/ for more information.

The Graduate Catalog

The Graduate Catalog is your definitive source for all things graduate. It is the official resource regarding all graduate policies and procedures. The Graduate Catalog is the source for UTSA graduate degree and certificate programs and graduate policies and procedures for the academic year of publication. It includes information on everything from admission to graduation. The catalog for the current academic year can be found online at <http://www.utsa.edu/gcat/>.

Financial Aid

The University of Texas at San Antonio would like to start you on your path to graduate school. One of the essential parts of the planning process is for you to think about how you are going to fund your graduate education.

It's a common misconception that there is no funding available for graduate students. The graduate school and Financial Aid Offices at UTSA work hard to dispel that myth by providing information on a vast array of funding opportunities available to their graduate students. There are several options you can choose from at UTSA:

Grants

Grants are awarded based on financial need determined by the results of the FAFSA form. Grants are gift funds that do not require repayment. A student's financial aid award will include grant funds whenever guidelines and funding levels permit. Funding is limited in some programs so students must apply early to receive most federal and state grant funds. Priority for grants is given to students that meet the March 31st priority deadline. Grant funds are initially awarded based on full-time status during the fall and spring semesters. If a student's enrollment changes to three-quarter time and half-time status, grant funds will be reduced. Graduate students are not eligible for federal grants but may be eligible for state grants if they demonstrate need and meet specific requirements such as early FAFSA submittal. The Office of Sponsored Programs has a searchable database for additional grant opportunities. It can be found at <http://vpr.utsa.edu/osp/fundingopportunities.php>.

Scholarships

The UTSA Office of Student Financial Aid & Enrollment Services provides current and prospective students at UTSA with resources to assist in the search for scholarship funds from university and external sources. The Scholarship Team coordinates and oversees the University's comprehensive scholarship program and acts as a liaison between the departments

on campus, the University Scholarship Committee, and the Office of Student Financial Aid and Enrollment Services. The Scholarship Team coordinates and administers more than 700 UTSA scholarship programs a year, ranging from a few hundred to several thousand dollars. Please keep in mind that the earlier you explore options for funding and apply, the more likely you are to receive financial assistance. The deadline for many scholarships/assistantships/loans is February 15 for the following year. Additional information on available scholarships can be found at <http://www.utsa.edu/scholarships/>.

Fellowships

A fellowship is a financial and intellectual reward for personal and academic achievements as well as the recognition of future potential. Most of the fellowships provide financial support for graduate study either abroad or in the United States. Because fellowships open doors to opportunities that would otherwise seem beyond reach many students apply for them. Most fellowships are prestigious and highly competitive. Additional information on available fellowships can be found at <http://www.utsa.edu/financialaid/types-of-aid/grants.html>.

Assistantships

Teaching, Research, and Graduate Assistantships are offered on a competitive basis through the department in which you are admitted. Non-resident and international students appointed to a 20 hr or more teaching or research assistantship are eligible for Resident Tuition, if appointed before or by census date. A student who is awarded an assistantship must be enrolled in at least six hours for graduate credit at UTSA during the fall or spring semester. International students are required to be enrolled full-time (nine semester hours) during the fall and spring semesters.

Residency Information

U.S. citizens, permanent residents and others included in Section 54.052 of the Texas Education Code are eligible to apply for Texas residency.

Residency for tuition purposes is controlled exclusively by the state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, an individual will be classified as a resident or a non-resident. For the purpose of assessing tuition, residency, and non-residency status shall be determined as provided in rules and regulations for determining residence status. The rules and regulations may be found in its entirety on line at www.thecb.state.tx.us. The residency review staff members in the Graduate School are not authorized to provide guidance on methods of obtaining residency. Their role is to review applications for Texas resident status, together with supportive documentation, and to render a decision based on the documentation and the requirements of the Texas Higher Education Coordinating Board rules and regulations.

A nonresident student classification is presumed to be correct as long as the residence of the individual in the state is primarily for the purpose of attending an educational institution. After residing and being employed or residing and owning property in Texas for at least 12 months, a nonresident student may be reclassified as a resident student as provided in the rules and regulations adopted by the Coordinating Board, Texas College and University System. Any individual reclassified as a resident student is entitled to pay the tuition fee for a resident of Texas at any subsequent registration as long as he continues to maintain his legal residence in Texas.

Students classified as nonresident students shall be considered to retain that status until they apply for reclassification in the form prescribed by the institution and are officially reclassified as residents for tuition purposes by the proper administrative officers of the institution. Application for reclassification must be submitted prior to the official census date of the relevant term.

Registration Procedures

Academic Advising

UTSA views sound academic advising as a significant responsibility in educating its students. Academic advisors assist students in developing intellectual potential and exploring educational opportunities and life goals. Many individuals within the UTSA community contribute to the advising process, including faculty and staff academic advisors. Students also are encouraged to develop mentoring relationships with faculty for additional information and support.

Students are responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely completion of their degree programs. Frequent advisor contact provides students with current academic information and promotes progress toward educational goals.

For more information on academic advising in their departments, graduate students should contact the Graduate Advisor of Record.

Registration for Classes

Students who attend classes at UTSA must be officially registered or approved to audit a course. Registration instructions are online each semester in *ASAP* at <https://asap.utsa.edu>. Questions regarding registration should be directed to the Enrollment Services Center or the Office of the Registrar.

UTSA does not guarantee the availability of particular courses or sections, and admission to classes is permitted only until the maximum number of students allowable in any section has been reached. UTSA reserves the right to cancel any course or section in which the number of registrants does not warrant its continuation.

A student is not permitted to register for classes offered in two consecutive time periods on different campuses, one at the Main Campus and the other at the Downtown Campus, unless there is at least a 40 minute period of time between the end of the first class and the beginning of the second class or the student has received special permission from the Dean of the college of his or her major to register for the two consecutive classes.

Late Registration

Late registration permits students who have been admitted to UTSA to register for classes during an allotted time just prior to and at the beginning of the semester as indicated each semester in the online registration calendar in ASAP at <https://asap.utsa.edu>. Since many courses will have been closed at capacity, late registrants may need to select their courses from a reduced schedule. *Students are not permitted to register after the close of the late registration period, except in extenuating circumstances.* See the section Adding Courses After Late Registration.

Adding Courses After Late Registration

Adding a course after the late registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean of the college offering the course and by the Dean of the Graduate School. For information on Census Date and deadlines for adding classes, students should refer to the University Calendar or the online registration calendar for each semester.

Undergraduates seeking to register for or to add a graduate course in any of these time periods must obtain the special approvals specified in the section [Enrollment in Graduate Courses](#) in Chapter 1, Bachelor's Degree Regulations, of the [UTSA Undergraduate Catalog](#).

Maximum Hours of Enrollment in Summer Terms

The Texas Higher Education Coordinating Board sets limits on the number of semester credit hours in which a student may enroll during a semester where the courses are offered in a shortened format. Therefore, students may enroll in no more than 3 semester credit hours in a three-week summer term, no more than 4 semester credit hours in a four-week summer term, no more than 6 semester credit hours in a five-week summer term, and no more than 12 semester credit hours in a ten-week summer term. In particular, a student may enroll in no more than 3 semester credit hours in the May Mini-mester.

A student may enroll in no more than 15 semester credit hours during an entire Summer Semester, regardless of the combination of terms.

Dropping Courses

Students may drop courses from their schedules for a limited time each semester. The [online registration calendar](#) for each semester indicates the deadlines for students to drop courses each term.

Courses officially dropped before the Census Date do not appear on a student's transcript. See the online registration calendar each semester for Census Dates.

Students who drop courses between the Census Date and the Automatic "W" Date have a record of the courses on their transcripts with an automatic grade of "W." See the online registration calendar for the Automatic "W" Date. The change becomes official after it is processed by the Office of the Registrar.

The Automatic "W" Date for graduate students is the end of the ninth week of classes for Fall and Spring semesters, the end of the third week of classes for a five-week Summer term, and the end of the sixth week of classes for a ten-week Summer term. Appropriate adjustments are made for the Automatic "W" Date for shorter Summer terms (see the online registration calendar).

It is the student's responsibility to drop a course by the appropriate deadline. If a student fails to drop a course, even if the student does not attend the course, he or she will receive a grade of "F" in the class.

Faculty and staff will not drop a student from a course automatically for nonattendance; the student must initiate the process and complete any necessary steps to ensure that the class is dropped.

Under certain circumstances, students may be dropped from courses administratively by college deans. Students who do not meet course prerequisites or who fail to attend a course prior to Census Date may be dropped from courses. If a dean determines that a student should be dropped from a course for these or other documented circumstances, the student will be notified by the college overseeing the course. Students cannot assume that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. Students are still responsible for dropping courses by the official deadline or they will receive a grade of "F" in the class. Students are responsible for checking their schedules on *ASAP* and for checking their official UTSA email accounts to determine if they have been dropped from a class.

After the Automatic "W" Date, a student may not drop a course except with the approval of the Dean of the college in which the course is offered and then only for urgent and substantiated, nonacademic reasons. Students who want to drop all classes after the semester begins should refer to the section Withdrawal from the University in this chapter.

Auditing Courses

UTSA students and nonstudents who wish to audit a course may do so with the approval of the instructor and the chair of the department in which the course is offered, provided there is space in the classroom after all registered students have been accommodated. The minimum enrollment in a course must be reached without auditors.

Auditing entitles a student to listen and observe. Participation of an auditor in class is at the discretion of the instructor. No UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis. Due to the format of studio/laboratory use, auditors are not approved for art courses. Students not enrolled in courses at the University are not allowed to audit courses that require the use of the University computing system.

All auditors must submit an Audit Course Form to the Enrollment Services Center. A UTSA student pays an auditing fee of \$25 per course. Auditors who are not registered UTSA students must pay an auditing fee of \$50 per course. Persons over 65 years of age are permitted to audit without paying an auditing fee.

Permission to audit must be obtained and fees paid beginning the first day of class through the Census Date. Students who register for a course and later want to change the course to an audit must officially drop that course before submitting an Audit Course Form.

Nonstudent auditors who want library privileges may receive them by completing a Friends of the UTSA Library application at the circulation desk in the UTSA Library and paying a nonrefundable fee. There are limits on the services offered to Friends of the UTSA Library cardholders; further details are available from the library circulation desk.

Nonstudent auditors who want UTSA parking privileges must register their vehicles and purchase a parking permit. To purchase a parking permit, the nonstudent auditor should go to the University Parking and Transportation Services Office with their validated Audit Course Form.

Cancellation of Enrollment

Students who fail to fulfill admission, registration, or financial requirements, or who otherwise fail to adhere to academic regulations may have their enrollment for the semester cancelled. Students may apply for readmission for a subsequent semester provided they have resolved the cause of cancellation.

Withdrawal from the University

Continuing students who wish to withdraw (drop all courses for which they are enrolled during a specific semester) from the University before the first class day of the Fall or Spring Semester may do so via *ASAP*. Students who wish to withdraw from the University before the start of Summer classes may withdraw via *ASAP* through the Friday prior to the start of the May Mini-semester. All other Summer withdrawals must be completed as stated in the following paragraph.

Students who find it necessary to withdraw (drop all courses for which they are enrolled during a specific term) must submit a completed Withdrawal Form at the Enrollment Services Center. The Withdrawal Form must have all required signatures for the withdrawal to be processed. The Withdrawal Form is available online on the Office of the Registrar's Web site.

Students may not withdraw from the University later than the third class day preceding final examinations in the Spring and Fall Semesters. Students who officially withdraw from the University after Census Date receive grades of "W" in all classes.

Students who withdraw from all classes are subject to the University's academic probation and dismissal regulations. Students withdrawing should refer to the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

Withdrawals for international graduate students also require the consent of the Office of International Programs.

Academic appointments (Teaching Assistant and Graduate Assistant positions) may not extend beyond the effective date of a student's withdrawal.

Withdrawal for Military Service

A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (IN) in each course (refer to section Explanation of Credit, Grading System, and Symbols in this chapter); or (3) at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.

Medical and/or Mental Health Withdrawal from the University

Students experiencing a significant and unforeseeable medical or mental health challenge, compromising the student's ability to effectively participate in their educational program, may request withdrawal from classes or, in rare circumstances, reduce their course loads at the

University without unnecessary academic penalty. A Medical or Mental Health (M/MH) Withdrawal from the University should be considered only when all other options are exhausted by the student. Such withdrawals can be granted only for the current or immediately preceding semester. No other “retroactive” withdrawals shall be approved beyond the eligibility period.

Students should refer to the Academic Calendar for the established withdrawal and drop dates. A student granted M/MH Withdrawal or course load reduction will be assigned a grade of “W” for the affected courses. If the effective date of the withdrawal or course load reduction is on or before the Census Date, no record of the courses will appear on the student’s transcript.

Students will be limited to one M/MH Withdrawal during their academic career at UTSA, unless given special permission by the Dean of the Graduate School. Challenges identified by the student as a result of their issues will be evaluated by the appropriate Service Director (Director of Operations, Student Health Services for a medical issue or Director of Counseling Services for a mental health issue or their respective designees). During the withdrawal process, recommendations will be provided to the Dean of the Graduate School on the student’s behalf in an effort to ensure the student is able to continue their academic pursuits without hindrance once they decide and are permitted to return to the University.

Medical/Mental Health Withdrawal Request Procedures

M/MH Withdrawal requests must be submitted in writing to the appropriate service office (medical withdrawals to Student Health Services; mental health withdrawals to Counseling Services). Such requests must be accompanied by recent evaluation supported through documentation from a licensed doctor, physician, medical provider, or mental health professional. Hospitalization records from a recent admission, if relevant, should also accompany any application. All documents and any other requirements made by the Service Director (or their designee) must be provided or completed within one month of the initial request. If the application is not completed within one month, the file will be closed and no further action will be taken unless a new application is initiated before the end of the eligibility period.

The appropriate Service Director or their respective designee will review the request and any supporting documentation to determine whether the medical or mental health issues adversely affecting the student’s ability to function academically were substantial enough to warrant the student’s withdrawal under this policy. Upon that review, the appropriate Service Director or their respective designee will provide a written recommendation to the Dean of the Graduate School communicating their assessment. The Dean will have one month to process their decision and make the final determination regarding the status of each application. The student will be notified of the final determination in writing in a manner consistent with the policies and procedures established by the Dean of the Graduate School.

Any refund of tuition and/or fees will follow the University's [Refund Policy for Withdrawal or Dropped Courses](#) (see Chapter 3 of the *UTSA Information Bulletin*) at the time of the effective date of the withdrawal. The effective date of the withdrawal will be determined by the Dean of the Graduate School. Appeals may be submitted in writing to the Executive Director of Student Health and Counseling Services. All appeal recommendations will go back to the Dean for review. The Dean's decision based on the appeal recommendation shall be final.

Request to Return Following a Medical/Mental Health Withdrawal

Students who are granted M/MH Withdrawals and wish to return to UTSA must submit their request for re-enrollment in writing to the appropriate Service Director or their respective designee. Such requests must be supported by a current release of information form from the licensed doctor, physician, medical provider, or mental health professional providing their care. The respective Service Director or their designee has the authority to require a current and comprehensive assessment of the student prior to recommendation. The respective Service Director or their designee will evaluate the information provided by the primary provider to ensure that it supports the student's re-enrollment, and will forward a written recommendation to the Dean. The Dean will inform the student, in writing, of the decision as to whether the student's return is appropriate. In addition, before being allowed to re-enroll, students must correspond with the Director of the respective service and/or the Director of Disability Services in order to forecast any possible needs and to facilitate maximizing the student's potential for a successful return.

Confidentiality of Medical/Mental Health Withdrawal Requests

The student's written request for the withdrawal as well as the Service Director's recommendation will remain the responsibility of the respective service involved to maintain, while only the Dean's decision will become part of the Student's Education Record. Medical and mental health background information is not shared with the Dean unless a special request has been made by the Dean with the student's approval in writing. The Dean will keep all shared medical and mental health related information confidential. Any supporting medical or mental health documentation will be maintained confidentially in compliance with policies and ethical standards applicable to Student Health Services and Counseling Services.

English Language Assessment Procedure

The English Language Assessment Procedure (ELAP) is a mandatory UTSA assessment for incoming international students whose Test of English as a Foreign Language (TOEFL) scores are between 500 and 600 (paper version) or 61 and 100 (Internet version). ELAP tests academic language skills in the areas of reading, writing, listening, and speaking. The test is administered during orientation week at no charge to the student. A registration hold is placed on students until the test is successfully completed.

Students who are required to take English for International Students (EIS) classes and do not register for them or drop them before they are successfully completed will be withdrawn from the University and will jeopardize their visa status. Once students successfully complete the EIS classes, the registration hold is removed from their record.

Records & Classification of Students

Classification Terms

Graduate Degree-Seeking Student: A student who is admitted to a graduate degree program, unconditionally, conditionally, or conditionally on academic probation.

Special Graduate Student: A student who is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.

Non-Degree-Seeking Graduate Student: A student who registers for courses but does not intend to work toward a degree at UTSA.

Note: A graduate student who wishes to work on a program to meet the requirements for teacher certification or for a certificate endorsement must be admitted as a graduate degree-seeking student or special graduate student (not a special undergraduate student). He or she must apply to the College of Education and Human Development Advising and Certification Center for an official analysis of the requirements that must be met before he or she can be recommended for certification.

Time Status Terms

	Number of Credit Hours Enrolled	
Graduate Time Status	Fall/Spring	Summer
Full time	Nine or more semester credit hours	Five or more semester credit hours
Three-quarter time	Six to eight semester credit hours	Not applicable
Half time	Four to five semester credit hours	Three to four semester credit hours
Less than half time	Fewer than four semester credit hours	One to two semester credit hours

Verification of Enrollment and Degree

UTSA student enrollment and degree verifications are reported by the National Student Clearinghouse (NSC). For students on financial aid this means that UTSA electronically submits enrollment verification statuses to the NSC at several key periods during the semester to keep their enrollment status up to date with loan guarantors, services, or lenders. The NSC also provides enrollment status and deferment information to the Department of Education's National Student Loan Data System. This service provides for more efficient processing of enrollment information for financial aid loans.

The NSC also provides enrollment and degree verification for nonlending institutions, such as travel agencies, health care companies, and prospective employers. Students who do not want to have their directory information, such as enrollment and degree status, verified in this manner should contact the Office of the Registrar to request that this information be kept confidential.

Transcripts

Official transcripts of all coursework taken at UTSA may be requested at the Enrollment Services Center or online. See the UTSA Web site at <http://utsa.edu/registrar/transcripts.cfm> for details on how to request a transcript.

While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the transcript request, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action. Transcripts from other institutions submitted to UTSA become the property of the University and are not reproduced or mailed to other institutions, agencies, or individuals as an official transcript.

Official transcripts will not be issued for students who have a financial obligation or other commitment outstanding to the University until the obligation is cleared.

Release of Academic Records

All official certifications with regard to the academic performance or status of a student or former student of UTSA are made by the Office of the Registrar.

UTSA transcripts and other information from a student's academic record are released by the Office of the Registrar only upon written request from the student or other person authorized by law under the Family Educational Rights and Privacy Act (FERPA) of 1974. Exceptions may be made in response to a subpoena or court order, under other circumstances as allowed under FERPA, or as provided in the policy on releasing directory information set forth in Chapter 5, [Administrative Policies and Procedures](#), of the *UTSA Information Bulletin*.

Catalog of Graduation

Graduate students have six years from their term of original registration as degree seeking to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. If a student drops out for one or more long semester (Spring or Fall), he or she has the option of reenrolling under a subsequent catalog. These students will have six years to complete degree requirements under the new catalog. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Graduate Program Committee.

Degree requirements may be changed from one catalog to the next. The student is normally bound by the requirements of the catalog in force at the time of his or her first registration; the student may choose, however, to fulfill the requirements of a subsequent catalog, with approval of the Graduate School.

Change of Major, Degree, or Classification

Students who wish to change their majors, degree objectives, or classifications can access the required forms on *ASAP*. The change is not official until the student is admitted to the new degree program or certification program. Classification changes (e.g., special graduate to degree-seeking) requested during any semester will not be effective until the following semester. A fee of \$5 is assessed each student changing their major to defray administrative processing costs.

Change of Name

A student's name on official records at UTSA is the name under which the student applied for admission, unless a [Name and ID Number Change Form](#) has been processed through the Office of the Registrar. The official University transcript will carry the current name and the most immediate previous name, if any. Name and ID Number Change Forms should be supported by appropriate legal documentation.

Change of Address

Currently enrolled students who have changed their address *must* notify the Graduate School on the appropriate form or on the UTSA Web site in *ASAP* at <https://asap.utsa.edu>. Official notification of change of address is necessary for proper identification of student records and for accurate mailing of correspondence and information pertaining to graduation requirements. Students who are applying for graduation will specify on the Application for Graduation the address where their diploma is to be mailed. This does not change the official mailing address with the University.

Courses

Course Numbering System

All courses are designated by four-digit numbers following a two- or three-letter abbreviation of the subject of the course. The first digit indicates the level of the course. Courses beginning with “0” are developmental education courses and may not be counted toward a degree. Courses beginning with “1” or “2” are lower-division (freshman and sophomore level). Courses beginning with “3” or “4” are upper-division (junior and senior level). Courses beginning with a “5” or higher are graduate-level courses.

The second and third digits in the course numbers are used within the colleges by each department to distinguish individual courses. The fourth digit indicates the semester-credit-hour value of each course.

The number of lecture and laboratory contact hours per week are provided in parentheses in the course description sections of the *UTSA Graduate Catalog* immediately following the course number and title. For example, (3-0) indicates three hours of lecture and zero hours of laboratory per week.

Prerequisites

Prerequisites are stated for many courses listed in this catalog. Prerequisites advise students of the background expected of all students in the course. It is the student’s responsibility to be sure that all prerequisites are met before enrolling in any course. When a student has not met the specific prerequisites listed, he or she may, under special conditions, obtain permission to register from the instructor of the course. Some colleges may also require the permission of the Department Chair and the Associate Dean. Students who do not meet prerequisites for a course and do not have the appropriate permissions to register may be dropped from the course.

Extended Education Courses

The Office of Extended Education develops and presents seminars, online courses, conferences, and programs for the general public, professionals, governmental agencies, and businesses. It also provides specialized training to businesses, government agencies, and nonprofit organizations needing customized programs for their employees. These courses are not offered for academic credit. For information, contact the [Office of Extended Education](#).

Distance Learning Courses

UTSA participates in the UT Online Consortium (UTOC). Degree-seeking graduate students taking courses through this system, that are not hosted by UTSA, must still meet all UTSA residence requirements. For information on the UT Online Consortium, see Chapter 6, [Academic Resources and Student Services](#), of the *UTSA Information Bulletin* or the UTOC Web site at www.utcoursesonline.org.

Independent Study Courses

No more than six hours of independent study courses or directed research, regardless of discipline, will apply toward a degree.

Grades

Explanation of Credit, Grading System, and Symbols

Hours Attempted: The number of hours attempted is the total number of semester credit hours for which a student has enrolled and received grades of “A,” “B,” “C,” “D,” “F,” “W,” or “CR” except as provided for repeated courses.

Hours Earned: The hours earned by a student are the number of semester credit hours in which grades of “A,” “B,” “C,” “D,” or “CR” have been received.

Grade Point Average: The UTSA grade point average is determined by dividing the number of grade points earned at UTSA by the number of for-credit semester credit hours attempted at UTSA. Credits and grades for work completed at other institutions or credits earned by examination are not included in the UTSA grade point average.

Students who are in a UTSA-hosted degree program through the UT Online Consortium (UTOC) and declare UTSA as their home institution will have the courses taken at other institutions through the UTOC listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the UTOC count as transfer credit and apply to a UTSA degree as determined by the student’s academic advisor.

The following table explains UTSA grade symbols.

Grade Symbol	Grade Points	Meaning of Grade Symbol
A	4	<i>Outstanding</i>
B	3	<i>Above Average</i>
C	2	<i>Average</i>
D	1	<i>Below Average (see Academic Probation)</i>
F	0	<i>Failure (see Academic Dismissal)</i>
CR	0	<i>Credit. Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.</i>

NC	0	<i>No Credit</i> . Indicates unsatisfactory progress.
W	0	Withdrawal. Indicates that the student was passing at the time of withdrawal or drop.
IN	0	Incomplete. Assigned at the discretion of the instructor; see details below.
NR	0	No Report. Assigned only by the Registrar when unusual circumstances do not allow a student's grade to be entered by the deadline for processing grades. It is replaced with the official grade as soon as possible.
EX	0	Expelled
RP	0	<i>Research in Progress</i> . Used to denote research in progress only for MOT 6933, MUS 6913, and Master's Thesis and Doctoral Dissertation courses. When the project, thesis, or dissertation is complete, the "RP" grades will be changed to letter grades up to the maximum number of semester credit hours approved for the specific degree.

Beginning Fall 2011, UTSA will adopt a voluntary plus/minus grading system (see chart below). Please keep the following in mind as the new grading system is implemented:

- **Check your syllabus!** Because the plus/minus grading system is optional, professors may choose whether or not they would like to use the new plus/minus scale or the standard A, B, C, D, F grading scale. To find out which grading scale your professors are using, please check your course syllabus.
- **Grade Points:** Please refer to the following chart for information on how grade points will be assigned in the Current Letter Grade system and the new optional Plus/Minus system.

<i>Current Letter Grade</i>	<i>(Optional) Letter Grade +/-</i>	<i>Grade Points</i>
	A+	4.00
A	A	4.00
	A-	3.67
	B+	3.33
B	B	3.00
	B-	2.67
	C+	2.33
C	C	2.00
	C-	1.67
	D+	1.33
D	D	1.00
	D-	0.67
F	F	0.00

- **Transcripts:** Your transcript will include a notation indicating the adoption of the voluntary plus/minus grading system in the Fall 2011 semester.

- **Policy:** The policy for the new grading system, including how it will affect minimum course grades, academic probation, and academic dismissal, can be found in the UTSA Information Bulletin: <http://utsa.edu/infoguide/ch4g.html#grades>

Credit/No-Credit: Students may earn “CR” or “NC” grades only for specific courses listed in this catalog as graded on a credit/no-credit basis.

Incomplete: The grade “IN” is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the rest of the student’s work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. A grade of Incomplete may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the term to receive a grade of “IN.”

Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete. During the regular grading period this is done electronically. After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted to the Dean’s office. The Dean’s office will then submit the form to the Office of the Registrar.

Incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student’s graduation. If the work is not completed within this time, the “IN” remains on the student’s record, and credit may be earned only when the student reenrolls in the course and completes the entire course satisfactorily. The time limit does not apply to graduate-level thesis, internship, or dissertation courses, except that an “IN” cannot be removed after a degree is awarded. The time limit does apply to all other graduate courses, including special problems and independent study courses.

IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Repeating Courses

Courses designated “may be repeated for credit” in the catalog may be repeated with both semester credit hours and grade points earned being counted. Otherwise, students at the graduate level may not elect to repeat courses for the purpose of raising a grade. However, when a course was taken more than six years ago, or upon the recommendation of the appropriate Graduate Program Committee, the course may be repeated; in such cases, both grades in the course appear on the transcript and both are counted in the student’s grade point average. Only semester credit hours for the repeated course may be counted toward the degree.

Administrative Procedures

Reporting of Grades by Faculty

Final grades are reported by course instructors every term and are due 48 hours after the final examination. Final grades cannot be withheld nor can reporting of them be deferred.

Grade Reports

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available in *ASAP* at <https://asap.utsa.edu>. Students who are removed from, placed on, or continued on academic probation and students who are dismissed from UTSA will receive notification from the Office of the Registrar.

Transcripts may be withheld from any student who owes tuition and fees to the University.

Change of Grades

Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. Under unusual circumstances, however, grades may be assigned or changed by someone other than the faculty member. Grades may be changed or assigned through administrative channels in the following procedure:

1. Circumstances when an assigned grade of "A," "B," "C," "D," or "F" might be changed. In this case, the formal appeals process stated in the catalog must be initiated by the student. Because a grade change of this type is related directly to issues of academic freedom, a committee composed of qualified faculty should be appointed by the appropriate Graduate Program Committee to assess the academic merits of the appeal. The committee report should weigh heavily in the subsequent administrative review by the Department Chair, College Dean, and Graduate School Dean. Grades may be changed only if compelling evidence demonstrates discrimination, differential treatment, or factual mistake.
2. Circumstances when an assigned grade of "IN" or "NC" might be changed. Under unusual circumstances, a faculty member of record may be unable to assign grades in a timely manner. Examples include death or incapacitation of a faculty member; a faculty member who permanently leaves the University and refuses or fails to respond; and a faculty member who is on leave and cannot be reached.

Additional work performed by a student may not be used to raise a grade that has been reported to the Office of the Registrar.

IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. With the exception of UTSA policies on class absences related to observance of religious holy days, active military service, or attendance at an official University sanctioned student activity, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students may be excused from attending classes or other required activities, including examinations, to attend an official University sanctioned student activity (as defined in the [Handbook of Operating Procedures](#)) or for the observance of a religious holy day, including travel for that purpose. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under § 11.20, Tax Code. A student whose absence is excused for attending an official University sanctioned student activity or for religious holy day reasons may not be penalized for the absence and shall be allowed by the instructor to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under the Texas Education Code, § 51.9111, may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within reasonable time after the absence. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9).

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration calendar will receive a grade of "F."

Academic and Grade Grievance Procedure

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment regarding grades and evaluations is

final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of Undergraduate Studies, and if a graduate student, to the Dean of the Graduate School. Appeals must be submitted on the Student Academic and Grade Grievance Form. The decisions of the Deans of Undergraduate Studies and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

Student Study Days

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are to be given, quizzes are to be scheduled, review sessions are to be held, or for any other class-related activities, other than office hours.

Academic Standing

A student's academic standing, whether the student is a doctoral student, a graduate degree-seeking student, a special graduate student, or a non-degree-seeking graduate student, is defined as good standing, academic probation, or academic dismissal.

Good Standing

Good standing is the absence of any contingency that would result in the student's being on academic probation or academic dismissal.

Academic Probation

Academic probation describes the standing of a student at the graduate level who is in one of the following categories:

1. A student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of "D" in any course in a term.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have a grade point average of at least a 3.0 (on a 4.0 scale).

Academic probation is cleared only when none of the above criteria apply and when the student achieves an overall grade point average of 3.0 as a graduate student at UTSA. Students on academic probation are encouraged to discuss their status with their academic advisors.

Academic Dismissal

Academic dismissal occurs:

1. When a student at the graduate level earns a grade point average of less than 2.0 in any term.
2. When a student at the graduate level earns a grade of "F" in any course.
3. When a student at the graduate level is admitted on probation with conditions and fails to meet a condition.
4. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic

probation set forth above. If, however, the student's UTSA grade point average for the term is at least 3.0, he or she will continue on academic probation.

Graduate Reinstatement

A student who has been dismissed academically may petition for reinstatement after one long semester (Fall or Spring) has elapsed from the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. Students are required to complete a reinstatement packet along with a letter containing all explanations, recommendations, or doctors' statements in support of the student's request for reinstatement and submit them to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate School prepares the petition for reinstatement and submits it to the Department's Graduate Program Committee. The Graduate Program Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester.

Academic Honesty

Ethical Standards

The University can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, or practice these principles. Consequently, alleged cases of academic dishonesty involving UTSA students will inevitably occur.

Academic or scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Academic dishonesty is a violation of the Student Code of Conduct and is addressed in the *UTSA Information Bulletin*, [Appendix B, Sec. 203](#).

Students are not at liberty to disregard previous college work attempted. All students transferring to UTSA *must list all* colleges and universities attended on their UTSA application for admission. While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if coursework has been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the admission application, withdrawal of any offer of acceptance, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

Fraudulent Degrees

Under Chapter 61, Subchapter G, of the Texas Education Code, it is illegal to use a fraudulent or substandard degree for gaining admission into an educational program, presenting oneself to the public as an expert, gaining employment or promotion, or gaining a governmental position with authority over others. Violation of this subchapter is a misdemeanor and falls under the Deceptive Trade Practices Act.

Student Services

Academic Advising

You should contact the division office of your major to determine their procedures for selecting courses and to arrange a meeting with your graduate and/or faculty advisor. In most cases, academic advisors and their contact information can be found on your Dean's Condition Sheet.

Athletics

UTSA is a member of the Southland Conference and San Antonio's only NCAA Division I institution. The university fields teams in football, baseball, basketball, cross country, golf, indoor and outdoor track and field, softball, tennis, soccer, and volleyball. More information can be found at <http://goutsa.com/>.

Bookstores

The UTSA Bookstores offer a full line of new and used textbooks, reference books, school and office supplies, academically-priced software, clothing and gift items, snacks and drinks. The Main Campus Bookstore is located in the University Center (UC 1.02.02). The Downtown Campus Bookstore is located on the first floor of the Buena Vista Street Building (BV 1.342). **Textbooks can also be purchased online at <http://utsa.edu/auxiliary/bookstore.html>.**

Campus Dining

UTSA offers various dining venues to suit virtually anyone's taste at moderate prices. MainCampus locations include Chilis Too, Taco Cabana, Burger King, and Starbucks in the UC, Extreme Pita in the Business Bldg, and Einstein Bros. Bagels in the BSE. Downtown Campus locations include the Frio Street Bldg Food Court, Subway, and Benne Pizza. For information on hours and services please visit <http://www.campusdish.com/en-US/CSSW/UTSA/Locations/>

Career Center

UTSA's Career Center is here to assist students and alumni in identifying and developing the skills necessary to pursue lifelong career goals.

They have two offices for your convenience:

Main Campus: University Center, UC 2.02.04 Ph: (210) 458-4589, Fax: (210) 458-4117

Monday-Thursday 7:30am – 5:30 pm, Friday 7:30am – 5:00pm

Downtown Campus: Buena Vista Building, BV 1.304 Ph: (210) 458-2910, Fax:(210) 458-2915

Monday-Thursday 7:30am – 5:30 pm, Friday 7:30am – 5:00pm

Child Development Center

The UTSA Child Development Center provides child care services for UTSA students, staff, and faculty. The Center is licensed by the Texas Department of Family and Protective Services and accredited by National Association for Education of Young Children. The program is designed to enhance children's emotional, social, emotional, social, creative, physical, language and cognitive development through creative learning experiences in an educational environment. In order to qualify, the UTSA Parent or Legal Guardian of the Child to be enrolled must be a **full-time** student, or a staff or faculty member at UTSA Main/Downtown, Institute of Texan Cultures, or University Oaks/Chisholm Hall. More info can be found at: <http://www.utsa.edu/cdc/>.

Campus Tours

Get acquainted with the UTSA Campuses on a Campus Tour!

Main Campus Tour:

Offered by the Graduate School every Monday at 11:00 a.m.. To register, please go to: <http://events.embark.com/Event/UTSA/General/>.

Downtown Campus Tour:

Offered by the Visitor's Center Monday through Friday 2:00 p.m. To register, please go to: <http://www.utsa.edu/visitor/index.cfm>.

For more info on tours offered through the Visitor's Center or to register, visit: <http://www.utsa.edu/visitor/index.cfm>.

Computer Labs and Commons

UTSA currently has two fully-staffed laboratories at the Main Campus and one at the Downtown Campus. All laboratories contain assistive technology equipment. All student network user accounts are in the **abc123** login format. This login will access lab, PrintSmart, library, AirRowdy, WebCT, and G-Mail accounts. Account maintenance procedures can be found in ASAP. More information can be found at <http://www.utsa.edu/oit/scs/>.

Main Campus Locations:

Business Bldg (BB) Rm. 2.01.20

(210) 458-7646

Hours: Monday – Thursday, 7 a.m.– 12 a.m.;

Friday, 7 a.m.– 9 p.m.

Weekend hours vary.

John Peace Library, Library Information

Commons (LIC) - JPL 2nd floor

Hours: Monday—Thursday, Open 24 hrs.

Friday, closes at 9 p.m.

Weekend hours vary.

Downtown Campus Location:

Frio Street Bldg (FS) Rm. 2.400

(210) 458-2725

Hours: Monday–Thursday, 7 a.m.–10:30 p.m.

Friday, 7 a.m.– 6 p.m.

Weekend hours vary.

Counseling Services

UTSA Counseling Services provides a confidential atmosphere where students may discuss concerns that are important in their lives. Many may be considered normal challenges that we all learn to master as we develop as a person. Some student's concerns may also involve major hurdles that interfere with their ability to manage important life experiences such as relationships, family, work or school. Services are available to all students who are currently attending class. All services are confidential.

Counseling Services has offices at:

Main campus in the RWC 1.810 Rec Wellness Center, Ph: (210) 458-4140

Semester hours: Monday, Thursday and Friday from 8:00 am - 5:00 pm; Tuesday and

Wednesday from 8:00 am - 7:00 pm

Downtown campus in the Buena Vista Bldg, Room 1.308, Ph: (210) 458-2930

Semester hours: Monday through Thursday, 8:00 am - 4:00 pm

Visit <http://www.utsa.edu/counsel/> for more information.

Disability Services

Disability Services (DS) at UTSA promotes equal access to all university programs and activities for students with disabilities. The goals of DS are:

- To provide services, accommodations, and equipment to enable students with disabilities to participate in and benefit from all educational programs and activities.
- To promote an environment at UTSA that is barrier free: free from both physical barriers and barriers of attitude.
- To encourage students to become as independent and self-reliant as possible. Toward this goal, students are expected to assume major responsibility for securing services and accommodations.
- To provide disability awareness education to the university community through publications, programs, consultation, and the Internet.

Main Campus:

Location

Room 2.03.18 Multidisciplinary Studies Building (MS)

Telephone

Voice: (210) 458-4157

Fax: (210) 458-4980

TTY: (210) 458-4981

Hours for Fall/Spring Semester

8:00 a.m.-6:30 p.m. Monday-Thursday

8:00 a.m.-5:00 p.m. Friday

Hours for Summer Semester

8:00 a.m.-5:00 p.m. Monday-Friday

Downtown Campus:

Location

Room 1.302 Buena Vista Building (BV)

Telephone

(210) 458-2945 Voice/TTY

(210) 458-2949 Fax

Hours for Fall/Spring Semester

8:00 a.m.-5:00 p.m. Monday-Friday

Hours for Summer Semester

8:00 a.m.-5:00 p.m. Monday-Friday

Email (myUTSA accounts)

MyUTSAmail is your default official means of communication with all offices at UTSA.

MyUTSAmail features include 4 GB of storage, access to Google Applications®: Chat, Docs, and Calendar. Important information such as financial aid award notification, registration information, payment deadlines, and how to access bills and grades are sent to the myUTSAmail. You are also able to designate a personal or work email address as your official correspondence with the University. You will set up your official means of email communication on your ASAP student account at <http://asap.utsa.edu>.

Financial Aid and Enrollment Services

The UTSA Office of Student Financial Aid and Enrollment Services work to serve students by providing excellent customer service, accurate information and a wide range of funding opportunities. Their Main Campus office can be found JPL 1.01.04. The Downtown office is located in the Frio Building 1.500. They can be reached at (210) 458-8000 or financialaid@utsa.edu. Our UTSA School Code is 010115.

Health Services

Student Health Services does just what its name implies - provides medical care to students while trying to provide the most up-to-date medical walk-in care available an average of 1,509 students per month. They deliver quality services in the area of personal growth through health and life planning that contributes to the educational and life-long success of the students. They're located at:

Main Campus:

Recreation Wellness Center 1.500

Phone: (210) 458-4142 **Fax:** (210) 458-4151

Downtown Campus:

Buena Vista Building 1.308

Phone: (210) 458-2930 **Fax:** (210) 458-2935

Housing and Residence Life

If you are relocating to San Antonio (home of the NBA Champion SAN ANTONIO SPURS), please be sure to visit the following websites for information on the many campus and off campus housing options:

The Office of Housing and Residence Life can be found at <http://utsa.edu/housing/>. Services available to UTSA students includes the off campus housing brochure—
<http://www.utsa.edu/studentlife/pdfs/housingbrochure.pdf>.

Inclusion and Community Engagement Center (ICE)

The Inclusion and Community Engagement Center at UTSA is a diverse, open and public space for all members of the university community to explore issues relating to culture, ethnicity, gender, sexual orientation, sexual identity, volunteerism, and politics. The ICE center is your resource for community service, multicultural and diversity programming, and leadership opportunities. They are located in the University Center (UC 2.01.04) on the Main campus. Visit their website at <http://utsa.edu/ice/>.

Library

With locations at the Main Campus, Downtown Campus, and the Institute of Texas Cultures, the library offers a full array of services to help you succeed in your graduate program. One-to-One Research Help, Crash Courses in how to research, and interactive Research 101 Tutorials are just a few of the services they offer. For more information about the UTSA libraries and their hours, please visit <http://lib.utsa.edu>. In fall 2009, the Library opened Graduate-Only study rooms in the Main Campus and Downtown Campus libraries.

Off-Campus Student Services

The Office of Student Life can be found at <http://utsa.edu/studentlife/>. Services available to UTSA students, faculty, and staff include Off-Campus Housing brochures, listings of available houses, apartments, and rooms in homes available for rent, and a list of fellow students searching for roommates.

Office of International Programs (OIP)

For information on Immigration Advising, International Student Orientation and topics relevant to International Students please visit the Office of International Programs. For more information, visit <http://international.utsa.edu/>. The OIP conducts mandatory orientation sessions for newly admitted international students prior to each semester (fall, spring, summer).

Main Campus Contact and Location:

Main Building, Room 1.210

Hours: 9:00am - 4:00pm (No Appointment Needed)

Phone: (210) 458-7202 **Fax:** (210) 458-7222

Email: internationalprograms@utsa.edu

Office of Vice President for Research

The **Office of Sponsored Programs**, a unit in the Office of The Vice President for Research at UTSA, supports and advises the entire academic community in securing external support for sponsored programs and collaborations. They review, negotiate, approve, and provide administrative oversight related to proposals and establishment of awards on behalf of The University of Texas at San Antonio in accordance with all applicable policies, and regulations. Their website also has information on both internal and external Funding Opportunities. More information can be found at <http://vpr.utsa.edu/osp/>.

The UTSA **Institutional Review Board (IRB)**, a unit of the Office of Vice President for Research at UTSA, is the university committee that reviews and approves human subject research for the purpose of protecting the rights and welfare of those subjects. The Board is charged with the responsibility to formulate and implement procedures to assure the University's compliance with federal, state and institutional regulations for the safeguarding of the welfare and well-being (physical, mental, social, legal, etc.) of human subjects involved in research projects in which UTSA is engaged or for which UTSA otherwise exercises oversight.

The IRB is committed to the principles of the Belmont Report. These principles consist of respect for persons, beneficence and justice. These principles guide the review of research with human subjects at UTSA. The IRB advises and educates researchers, staff and students on research with human subjects and promotes best practices for the ethical conduct of research with these individuals. More information can be found at <http://vpr.utsa.edu/oric/irb/>.

Main Campus Contact and Location:

Location: MS 4.01.84 **Phone:** (210) 458-6473

Hours: 8:00 AM - 5:00 PM M-F

Email: irb@utsa.edu

Parking & Transportation Services

Parking & Transportation Services is the one-stop shop for all your transportation needs. You must purchase a permit from the UTSA Parking & Transportation office if you plan to park on campus. Permits can be ordered in ASAP (<https://asap.utsa.edu/>) and will be mailed to the address on file. The Parking & Transportation office can be reached at (210) 458-PARK (7275) or parking@utsa.edu. Information on permit types and parking regulations can be found at <http://www.utsa.edu/parking/>.

The Parking & Transportation Services Department also provides a Campus Courtesy Vehicle for assistance to motorists on campus with such problems as dead batteries, flat tires, out of gas or keys locked in their vehicle. You can call 210.458.4242 or use any building, elevator or parking lot emergency phone or intercom to request assistance.

Police Department

The UTSA Police Department is committed to ensuring that our students, faculty, administrators, and guests have a safe and pleasant experience when visiting any of the UTSA campuses. They can be reached at (210) 458-4242 (non-emergency) and (210) 458-4911 (emergency).

Recreation and Wellness Center

UTSA's Campus Recreation office enhances a student's educational experience by providing opportunities for recreational activities with fellow students, group exercise classes, nutrition guidance, massage therapy and much more. UTSA has Campus Recreation Centers at both the Main and Downtown Campuses. All current UTSA students may use the Rec Centers by presenting their valid UTSA Card. For more information, visit the Campus Recreation website at www.utsa.edu/recreation.

Registrar's Office

The Office of the Registrar handles activities such as:

- Maintaining and creating student academic records
- Processing Approved Grade Changes
- Graduation Application Process
- Commencement Ceremonies
- Verifying Certification of Attendance through the National Clearinghouse
- Verifying degrees awarded
- Processing transcript requests
- Providing enrollment reports
- Providing registration services such as adds/drops/withdrawals to departments and students
- Updating addresses
- Processing Change of Name Requests
- Veterans' Education Benefits

The Registrar website can be found at <http://www.utsa.edu/registrar/> or call (210) 458-8000.

Tomas Rivera Center for Student Success (TRC)

The Tomas Rivera Center assists UTSA graduate students in achieving academic success. Melissa Thomas, the Graduate Student Learning Assistance (GSLA) Assistant Director, provides assistance in four areas: writing, research, professional, and academic success. Melissa aims to develop well-rounded graduate students who are successful in their program by providing workshops, resources, in-depth programs, and academic coaching. She's located in the Multidisciplinary Studies Building 1.02.02. The GSLA website can be found at <http://www.utsa.edu/trcss/gsla/>.

Transcripts

Official UTSA Transcripts can be ordered online through ASAP. In order to request a transcript:

1. Login to [ASAP](#).

2. In the "Main Menu" page, click on the "Student Services & Financial Aid" tab.
 3. In the "Student Services & Financial Aid" page, click on the "Student Records" link.
 4. In the "Student Records" page, click on the "Request Official Transcript" link.
 5. Read the instructions carefully to begin your online transcript request.
- Need assistance with Online Transcripts requests? Call 210-458-8000 or toll free 1-800-669-0919.

Tuition and Fee Payment

The Fiscal Services Office serves the UTSA community by managing the cashiering, collection, and student account services functions of the University. They have 3 locations for your convenience:

Main Campus:

JPL – John Peace Library Bldg, Room 1.03.06,

Downtown Campus:

Downtown Frio Street Bldg, Room 1.508.

Tuition payment deadlines are available on the class schedule booklet or online at <https://asap.utsa.edu/terms.htm>. Payment options are as follows:

	CASH	CHECK	MONEY ORDER	MASTERCARD	DISCOVER
BANNER ASAP	NO	YES-Free	NO	YES-1.855%**	YES-1.855%**
PHONE	NO	NO	NO	YES-1.855%**	YES-1.855%**
MAIL	NO	YES	YES	NO	NO
DROP BOX	NO	YES	YES	NO	NO
IN PERSON	YES	YES	YES	NO	NO

** Effective November 7, 2005, MasterCard and Discover payments will no longer be accepted in person.

**Although Fiscal Services Offices no longer accept credit card payments in person, MasterCard and Discover payments can still be made on Banner ASAP and by phone.

**There is an additional transaction cost for any credit card payment of 1.855%.

Teaching & Learning Center

The UTSA Teaching and Learning Center (TLC) is a proactive, professional, and visionary department that inspires, supports, and recognizes good teaching practices, effective assessment, and student engagement. The TLC offers workshops and resources for Teaching Assistants, Faculty, Staff, and the graduate student population. For more information visit <http://www.utsa.edu/tlc> or call the Main Campus office, (210) 458-7374.

UTSACard

The *UTSACard* is the official identification card of the UTSA community. The UTSA Card Main Campus Office can be found on the ground floor of the MS building, 1.01.52. The Downtown Campus Office can be found in FSB 1.506. It is highly recommended that all new graduate students obtain a *UTSACard* as it used for identification and security purposes.

Writing Center

The Judith G. Gardner Center for Writing Excellence is open to serve students throughout the University. Anyone with any major may come to The Center for assistance on any writing assignment given by a professor in any discipline. They have offices at both campuses: **Main Campus:** John Peace Library; Tutor room: JPL 2.01.12D; Computer Lab: JPL 2.01.12C
Downtown Campus: Frio Street Building. Room FS 4.432

Graduate Student Association

The Graduate Student Association (GSA) at the University of Texas at San Antonio serves to represent graduate student interests by fostering community, networking, and administrative feedback on issues that matter to you. GSA strives to:

- Provide a social network and support group for graduate students in order to increase retention and student success
- Connect graduate students with resources and support services that are essential to gaining the most from the UTSA experience
- Increase communication among graduate students, faculty and administration at UTSA

To contact the GSA, email utsagradstudents@gmail.com. You can also visit the GSA online at: <http://utsagradstudents.wordpress.com/>

Graduate School Glossary

Academic Advisor: The faculty member in a department who is responsible for disseminating information about the graduate program, answering questions from the students on coursework or content, and advising graduate student who have not yet selected a thesis/dissertation topic.

Assistantship: A form of financial aid in which the graduate student is paid for work performance. This work is often related to the student's studies or area of specialization. A research assistantship or "RA" pays a student to assist a professor on an experiment or research project. A teaching assistantship or "TA" pays a student to teach sections or classes or undergraduate courses, or to help grade papers and examinations.

Audit: To attend a class regularly without participating in class work and without receiving credit.

Committee: This may refer to one of several types of important committees:

1. Admissions Committee: This committee considers applications for admission to graduate school. Decisions are made by a committee of faculty members within an academic department. For example, students applying to an engineering department will be admitted or denied by the admission committee composed of faculty members in engineering rather than by a central admissions director within the university's administration.

Thesis/Dissertation or Examination Committee: A committee of faculty members usually chosen by the graduate student from his or her department or from closely related departments. This committee helps the student plan the thesis/dissertation or determines the general content of the qualifying examination for the final thesis/dissertation defense. These committees usually serve both as advisors to the student and as examiners on the material studies or research performed.

Committee Chair: The chairperson of the thesis/dissertation is a faculty member in the department the student is studying in. Choice of a chairperson is made by the student according to his/her proposed area of research. The chairperson acts as the academic advisor, as well as assuming primary responsibility for guiding the student throughout the thesis/dissertation research project and completion of the thesis/dissertation. The chair is responsible for the integrity and scholarly intent by insuring the thesis/dissertation is consistent with the standards of research in the discipline.

Comprehensive Exam: Exams usually taken in the final year of the graduate program. The type of exam varies by program and degree earned. Exam questions are open ended to allow the student to demonstrate their comprehensive knowledge of the discipline. Usually, exam answers are evaluated by the committee of faculty who wrote the questions. Each question must pass by a majority vote for the student to pass the exam and be allowed to graduate.

Defense: This is the final examination on the graduate student's thesis/dissertation, and the final requirement for the Master's or Ph.D. The defense may take one of several forms, such as a lecture on the thesis/dissertation topic, or a formal oral examination. The graduate student explains and defends the accuracy and significance of the research and arguments in his or her thesis/dissertation.

Discipline: A broad field of research study such as Psychology, Physics, English, or Computer Science.

Dissertation: The independent project conducted by a graduate student after completing coursework and general examinations. The dissertation will vary in form and length depending on the discipline and nature of the research project. It usually requires one to three years to complete. The dissertation is supposed to show mastery of knowledge and research tools, and should contribute something new to the discipline in which it is written.

Doctorate: Another word for Ph.D. or Doctor of Philosophy degree. Those who earn the Ph.D. are entitled to use the title "Doctor".

Ed.D.: Doctor of Education degree. A post-baccalaureate degree awarded upon completion of at least three years of full-time specialized study, together with a major research contribution to the field of education that demonstrates independence as a scholar. The degree culminates with a formal dissertation.

Fellowship: A fellowship is a financial and intellectual reward for personal and academic achievements as well as the recognition of future potential. Most of the fellowships provide financial support for graduate study either abroad or in the United States; however, a few provide support for the last two years of undergraduate study. Because fellowships open doors to opportunities that would otherwise seem beyond reach many students apply for them. Most fellowships are prestigious and highly competitive.

GMAT: Graduate Management Admission Test, usually required for applicants to business or management programs.

GRE: The Graduate Record Examination is for graduate school applicants what the SAT is for college applicants. It is a standardized test designed by the Educational Testing Service to measure knowledge and skills. Each section (Verbal, Quantitative) is scored on a 200-800 scale. The GRE has three sections: Verbal, Quantitative, and Writing. There are also GRE Advanced tests in specific disciplines such as English, Mathematics, Philosophy, and so on. GRE scores are often an admissions application requirement.

M.A.: Master of arts degree. A post-baccalaureate degree awarded upon completion of at least 30 semester hours of graduate credit, usually in the humanities or social sciences. May or may not include research and a thesis, depending on the field of study.

M.S.: Master of science degree. A post-baccalaureate degree awarded upon completion of at least 30 semester hours of graduate credit, usually in the sciences or professions. Research and a thesis are required in most of the sciences.

Master's Degree: The degree of professional certification in the field, following a Bachelor's degree. A master's curriculum usually rests on one to three years of coursework and may involve a thesis, a research project, or a comprehensive exam as the final requirement.

Non-Degree seeking student: A graduate student taking courses but not admitted to a graduate program leading to a degree.

Non-resident: Students who do not meet the residence requirements of the state or city that has a public college or university. Tuition fees and admissions policies may differ for residents and non-residents.

Ph.D.: The Doctor of Philosophy degree, a research degree which usually involves coursework, special and general examinations, a major research project leading to the writing of a dissertation, and defense of the dissertation. The Ph.D. can require anywhere between three to seven years to complete depending on the discipline, institutional policies, and the student's preparedness.

Proposal: Also called a prospectus. A statement or paper in which the graduate student proposes to his or her department committee a thesis/dissertation topic with details on what the thesis/dissertation will accomplish, and how the research will be conducted. The proposal must be approved before work on the thesis/dissertation begins.

Stipend: A grant of money to a graduate student for expenses beyond tuition and fees. Graduate fellowships sometimes pay both tuition and a stipend, which can be applied towards living expenses.

Thesis: A research paper presented as a major, and usually the final, requirement of a degree program. The thesis is sometimes used interchangeably with "dissertation" in Ph.D. research. More often it refers to a project more limited in scope completed as a Master's requirement.

COLLEGES' CONTACT INFORMATION

COLLEGE	PHONE NUMBER	LOCATION
COLLEGE OF ARCHITECTURE	(210) 458-3010	Monterrey Bldg, 1.122
COLLEGE OF BUSINESS	(210) 458-4641	Business Bldg, 4.01.18
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT	(210) 458-7470	Main Bldg, 3.304
COLLEGE OF ENGINEERING	(210) 458-5526	Biotechnology Sciences & Engineering Bldg, 2.106
COLLEGE OF LIBERAL & FINE ARTS	(210) 458-4479	Humanities & Social Sciences Bldg, 4.01.23
COLLEGE OF PUBLIC POLICY	(210) 458-2530	Durango Bldg, 4.110
COLLEGE OF SCIENCES	(210) 458-4430	Biotechnology Sciences & Engineering, 2.108