


**UTSA** Orientation & Family Programs

## UTSA Information Bulletin

This electronic resource provides rules and regulations of the university




For a complete list of all rules and regulations that apply to you, along with academic resources and services available to you visit [UTSA.edu/InfoGuide](http://UTSA.edu/InfoGuide)

At the end of this section of 101 you should be able to return to this electronic resource on your own when the need arises.

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## Information Bulletin

STUDENTS ARE HELD INDIVIDUALLY RESPONSIBLE FOR MEETING ALL REQUIREMENTS AS DETERMINED BY THE UNIVERSITY OF TEXAS AT SAN ANTONIO AND THE UNIVERSITY OF TEXAS SYSTEM. FAILURE TO READ AND COMPLY WITH POLICIES, REGULATIONS, AND PROCEDURES WILL NOT EXEMPT A STUDENT FROM WHATEVER PENALTIES HE OR SHE MAY INCUR.



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## Information Bulletin

### General Academic Regulations- Undergraduates




- Rules and Regulations are organized in alphabetical order like a table of contents
- This makes it easier to go directly to a particular rule/regulation

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## Information Bulletin

### Some important sections we will review are:



- Records & Classification of Students
- Courses
- Grades
- Registration Procedures
- Academic Standing

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## Academic Resources & Services

### RECORDS AND CLASSIFICATION

This section lists policies and procedures about a student's academic record and classification

- Time Status Terms**
  - To be considered as a full-time student, students must be enrolled in at least 12 hours in the fall or spring semesters or the entire summer semester
- Change of Major/Degree/ Classification**
  - Students who wants to change their majors or programs of study must do so through your Academic Advisor
- Change of Name**
  - If a student needs to change their name, they can only do so through the Office of the Registrar with appropriate legal documentation
  - If a student needs to change their address, they can do so in ASAP




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## Academic Resources & Services

### COURSES

This section lists all policies and procedures that refer to all UTSA courses. I am going to explain UTSA's:

- Course Numbering System
- Common Course Numbering System
- Prerequisites



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## COURSE NUMBERING SYSTEM

All courses at UTSA are given a 2 or 3 letter abbreviation that is followed by a 4 digit number

- The letters represent the course subject
- The first number in the 4 digit series indicates the level of the course
  - Courses beginning with a 1 or a 2 are lower division courses, courses starting with a 3 or 4 are upper division courses
- The middle numbers are for administrative purposes
- The last number indicates the credit hours the class is worth
- After the 4 digit course number, you will also see a section number. Important for several reasons:
  - a course has more than one class or "section" so if you and a friend want to take the same class it is important that you sign up for the same section.
  - by looking at the section number you can determine on which campus that class will take place, "0" = Main Campus, "9" = Downtown Campus.

**Example**

Administrative Use
Section Number  
MAT 1023.001

Subject
Level
Credit Hours


0 = Dev  
 1 = Fr  
 2 = So  
 3 = Jr  
 4 = Sr  
 5 = Grad

Lower  
 Upper

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## COMMON COURSE NUMBERING SYSTEM

- This system provides a common set of numbers and course descriptions that help in the transfer of courses between Texas public institutions
- It is important to check the Texas Common Course Number (TCCN) before you think about transferring courses in or out of UTSA, in order to make sure you get the credit



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## PREREQUISITES

**What is a prerequisite?**  
A class/test that you have to complete before you can take another class

Course prerequisites can be found in the UTSA Undergraduate Catalog.

It is the student's responsibility to be sure that all prerequisites are met before enrolling in any course.

The UTSA automated registration system through ASAP will screen for designated prerequisites on specific departmental courses offered in fall and spring.




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## GRADES

This section lists all policies and procedures regarding the grading system at UTSA

**I will explain:**

- Grading Scale
- Hours earned vs. hours attempted
- How to calculate your GPA
- Repeating courses
- Credit/No credit
- Grade Reports
- President's List, Dean's List, Honor Roll



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## GRADING SCALE

Grade Symbol	Grade Point	Meaning of Grade Symbol
A+	4.00	Outstanding
A	4.00	Outstanding
A-	3.67	Outstanding
B+	3.33	Above Average
B	3.00	Above Average
B-	2.67	Above Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Average
D+	1.33	Below Average but Passing (see credit/no-credit grading policy)
D	1.00	Below Average but Passing (see credit/no-credit grading policy)
D-	0.67	Below Average but Passing (see credit/no-credit grading policy)
F	0	Failure
CR	0	Credit: Indicates successful credit by examination or credit received under the credit/no-credit requirement or option.
NC	0	No Credit: Indicates unsuccessful credit by examination or no credit received under the credit/no-credit requirement or option.
W	0	Withdrawal: Indicates that the student dropped the course or withdrew from the University.
IN	0	Incomplete: Assigned at the discretion of the instructor; see 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

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**Calculating Your GPA - Example**  
Let's say you take four classes one semester: Math, Biology, Psychology, & History. At the end of the semester you receive an A in Math, B in Biology, C in Psychology and A in History. According to the chart we just reviewed: A=4 points, B=3 points, C=2 points and A=4 points. Multiply each number by the number of credit hours the class is worth. In this case, all classes have 3 credit hours each. Add up the total number of credit hours & the total points received, then divide, now you have your semester GPA!

My Fall Courses	hrs	Grade	Points	Times	Cr Hours
MAT 1013	3	A	4	x	3 = 12
BIO 1013	3	B	3	x	3 = 9
PSY 1013	3	C	2	x	3 = 6
HIS 1013	3	A	4	x	3 = 12
		<b>Total Hours</b>	<b>12</b>	<b>Total Points</b>	<b>39</b>
		<b>3.25 My Fall GPA</b>			
		<b>12 / 39</b>			

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**Hours Attempted**  
The number of hours attempted is the total number of semester credit hours for which a student has enrolled.

**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.

Example 1	My Fall Courses	Grade	Hours EARNED
Example 1	MAT 1013	A	3 HRS
	BIO 1013	A	3 HRS
	PSY 1013	A	3 HRS
	HIS 1013	A	3 HRS
	<b>Total Hours ATTEMPTED</b>		<b>Total Hours EARNED</b>
	12		12

Example 2	My Fall Courses	Grade	Hours EARNED
Example 2	MAT 1013	A	3 HRS
	BIO 1013	A	3 HRS
	PSY 1013	F	0 HRS
	HIS 1013	A	3 HRS
	<b>Total Hours ATTEMPTED</b>		<b>Total Hours EARNED</b>
	12		9

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## REPEATING A COURSE

The policy for repeating courses, as stated below, only applies to courses completed and repeated at UTSA.

**Courses that May Be Repeated - Not Considered a Duplicate Course**  
Certain courses in the catalog state in their course description that they "may be repeated for credit."

**Courses That May Be Repeated to Improve a Grade**  
Any undergraduate may repeat a course in which he or she has received a grade of "D" or "F" in an attempt to replace the grade with a higher grade. If the student receives a higher grade, then the original grade of "D" or "F" is not used in the computation of the grade point average.

**Limitations on Repeating Courses to Improve a Grade**  
Let's look at some examples of the limitations to the repeating courses policy...

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**Repeating Courses - Example**  
When a student repeats a course, the higher of the grades will replace the lower grade and will be used in the GPA calculation however FOUR limitations apply. \*All grades will appear on the student's transcript!!!

Four Limitations

- 1) Students can only repeat an individual course for the purpose of improving a grade ONCE.
- 2) Should a student need to repeat that same course again, the grades will NOT be replaced but AVERAGED in the GPA.
- 3) Students may improve a grade in a maximum of FOUR courses.
- 4) For any additional repeated courses, the grades will NOT be replaced but AVERAGED in the GPA.

Courses	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> or More ...
1 WRC	(R) →	D	C
2 POL	(R) →	B	Third or More Averaged
3 KIN	(R) →	B	
4 BIO	(R) →	B	
5 STA	F →	B	

↓ Averaged to D

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## CREDIT/NO CREDIT OPTION

- This option allows students to take a class and either get **credit** or get **no-credit** from the class based on the letter grade performance
- Only free electives may be taken on an optional **credit/no credit** basis. Courses to be applied to the core curriculum or to major, minor, or support work, must be taken on a regular or mandatory **credit/no credit** basis as specified in undergraduate catalog degree requirements
- If a student **passes the course (receives A-D)** then the student gets a **CR or credit** for the course, if a student **does not pass** the course then they earn a **NC or no credit** for the course
- Since student's will not receive an actual letter grade, this option **does not affect the student's GPA**
- **Once the student has selected the CR/NC option**, they cannot switch back to the letter grade option
- **Some degree programs** will require some courses to be taken using this option
- A **maximum of 24 hours** may be taken using this option
- Students who choose to take a course using CR/NC option, have until the **8<sup>th</sup> week** of the semester to fill out the appropriate paper work

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## GRADE REPORTS

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available **online in ASAP**.

Note on **Mid-Term Grade Reports**

Professors who have freshmen in their courses, have to report midterm grades



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## PRESIDENT'S LIST, DEAN'S LIST, AND HONOR ROLL

The University's way of recognizing students' academic achievement

These awards are based on GPA

GPA's must be earned without CR/NC and cannot include D, F, or IN

**President's List - 4.0**  
**Dean's List - 3.75**  
**Honor Roll - 3.5**



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## REGISTRATION PROCEDURES

This section lists all policies and procedures regarding UTSA's registration process. We will discuss:


- Undergraduate Credit Limitation
- Three-Attempt Rule
- Dropping Courses
- Withdrawing from UTSA



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## ACADEMIC REGULATIONS

### Undergraduate Credit Limitation Rule



- UTSA gives each student a buffer of 30 credit hours in order to complete their degree
- If students exceed the 30 credit hour buffer then they will be charged \$121 per credit hour in addition to the cost of the course
- Therefore, if your degree requires 120 credit hours and you have attempted 150 credit hours and still have not received your degree, you will be assessed an additional \$121 dollars per credit hour for the remaining courses you take at UTSA in addition to the cost of the classes

Let's look at an example...

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### Undergraduate Credit Limitation Rule Example

120 hrs degree	}	Total Hours to Complete a Degree (example only)
+30 buffer hrs	}	30 Buffer Hours Allotted to Complete Your Degree
<hr/>		
150 hrs complete	}	Total Hours You Have to Complete Your Degree
+ 3 hrs last class	}	Need to Take One More Class to Graduate
<hr/>		
153 hrs		
↑		
OVER BY 3 HOURS	→	\$121 per credit hour
		X 3 credit hours
		<b>\$363 surcharge</b>

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## ACADEMIC REGULATIONS

### Three-Attempt Rule

- A student has two chances to take a course without financial penalty at UTSA
- On the third time they enroll in the same course, the student will be charged \$121 per semester credit hour in addition to the cost of the course



Let's see an example...

**"TRY IT TWICE... THIRD TIMES A SURCHARGE!!!!"**

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### Three Attempt Rule Example

A student is enrolled in College Algebra. The first time taking the course the student does not do well and ends up failing the class. The second time the student has a big work load with all of their other classes and the student earns a D. On the third attempt the student takes College Algebra, they will be charged a surcharge of \$121 per semester credit hour. The second example emphasizes the fact that the \$121 charge is per credit hour as BIO 1404 is worth 4 credits hours.

Course	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	
MAT 1013	F →	D →	(B)	\$121 per credit hour X 3 credit hours \$363 surcharge
BIO 1404	F →	D →	(B)	\$121 per credit hour X 4 credit hours \$484 surcharge

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## DROPPING COURSES

- Courses officially dropped **before the census date** do not appear on a student's transcript
- 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." This will count towards one of the student's six drops.

### Six-Drop Policy

- The **six-drop policy** limits students to dropping no more than six courses throughout their entire undergraduate career in a Texas public institution of higher education.
- Students should be aware that all class drops will follow them to all Texas public institutions.




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## WITHDRAWING FROM THE UNIVERSITY

If a student needs to withdraw from the university completely **BEFORE** the **first day** of classes (Fall/Spring), they can do so via **ASAP**.  
 If a student needs to withdraw from the university completely **AFTER** the **first day** of classes (Fall/Spring), they can do so via ASAP unless the student is an athlete or an international student.

During summer terms, all students must submit a withdrawal form to **Enrollment Services Center (ESC)**.



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## ACADEMIC STANDING

This section lists all policies and procedures regarding academic standing at UTSA. You will learn about

- Academic Warning
- Academic Probation
- Academic Dismissal
- Academic Honesty
- Student Code of Conduct



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## ACADEMIC STANDING

**Minimum Grade Requirements**

Students remain in good standing when they maintain a cumulative UTSA grade point average (GPA) of 2.0 or higher. Students who fail to maintain a cumulative 2.0 in all work attempted at UTSA will be placed on Academic Warning, Academic Probation, or Academic Dismissal as appropriate.

**Academic Warning**

- **First-time** undergraduate students (including transfer students), who were admitted in good standing and earn a semester **GPA between 1.0 and 1.99** during their first semester at UTSA are placed on Academic Warning.
- First time **undergraduate students** admitted on Academic Probation are not eligible for the academic warning status-these students would need to speak with their advisor regarding academic standing status.



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## ACADEMIC STANDING

Students remain in good standing when they maintain a UTSA grade point average of 2.0 or higher.

**Academic Probation & Academic Dismissal**

- **First-time** undergraduate students at UTSA (including transfer students), who were admitted in good standing and have a semester **GPA below 1.0** during their first semester are placed on Academic Probation and **bypass the Academic Warning status completely**.
- After their first semester **ALL** students, who were admitted in good standing, whose UTSA GPA fall below 2.0 are placed on **Academic Probation**.
- While on Academic Probation, a student must earn a **semester GPA of 2.0** or higher in order to remain enrolled at UTSA. If a student on Academic Probation makes a semester GPA below a 2.0, then they will be placed on Academic Dismissal.
- In order to be released from Academic Probation, students must raise their **cumulative GPA** to a 2.0 or higher.

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## ACADEMIC HONESTY

It is imperative that you read UTSA's policy on Academic Honesty. This policy is located on the web at: [UTSA.edu/InfoGuide/ch4ug.html](http://UTSA.edu/InfoGuide/ch4ug.html)




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## ACADEMIC HONESTY

**Ethical Standards**

- Ethical standards are taken very seriously at UTSA. All students are expected to contribute to an environment of high ethical standards by observing **Academic Honesty**.
- Those who do not comply are found to be **academically dishonest**.
  - 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.
  - *Collusion* - can be working together in groups when group work was not specified by the professor or turning in the same paper for two different assignments.
- **Academic Dishonesty** is a violation of the **Student Code of Conduct** and is addressed in Appendix B, Sec. 203 of the Info Bulletin.



## STUDENT CODE OF CONDUCT

The **Student Code of Conduct** applies to individual students, prescribes the standards of conduct expected of students enrolled at UTSA, outlines actions that can be taken when conduct does not conform to the standard and establishes a due process procedure

It is the **student's responsibility** to read the Student Code of Conduct so they are aware of the different policies

"I didn't know" will not excuse them if they are found in violation of the Student Code of Conduct



[UTSA.edu/InfoGuide/Appendices/B.html](http://UTSA.edu/InfoGuide/Appendices/B.html)

- **Mobile Devices (Laptops, Tablets, Phones)**
  - Keep them safe, use strong passwords, enable finder service
  - Change passwords to frequently accessed sites, if device is lost or stolen
- **Email**
  - Beware of email phishing and spam
  - Beware of suspicious links and attachments
- **Network, File and Media Sharing**
  - Do not download or share pirated media
  - Secure access to shared folders and media
  - Protect your Wi-Fi network
  - Think before you post on social media
- **More information**
  - [utsa.edu/oit](http://utsa.edu/oit)
  - [onguardonline.gov](http://onguardonline.gov)
  - [cias.utsa.edu/docs/Cyber\\_Hygiene\\_Handout.pdf](http://cias.utsa.edu/docs/Cyber_Hygiene_Handout.pdf)

