

75-hour Policy Update

Effective 1/26/16

Proposed wording sent to Dr. Williams:

Students may make changes to their program of study (majors, minors, concentrations, degree type, etc.) up to the completion of 75 semester credit hours earned (not including dual credit or AP credit). After earning 75 hours, students may only make changes if they will not delay graduation by adding additional hours or semesters to those already needed under the current program of study. If changes are not approved, students may petition through their assigned advisor.

How to apply the policy to certain Special Populations:

- Undeclared students must declare a major by the 45-hour mark.
- Dual credit and AP credit will not apply to this policy, so incoming freshmen will not be penalized for having a high number of hours upon admission.
- Students exited from a major after earning 75 hours will be able to change to any major that they qualify for. Any additional changes will be subject to the policy.
- Transfer students admitted with 75+ hours will be able to make changes until the end of their first semester at UTSA. After the first semester, they will be subject to the policy.
- Post-bacc students begin a new cycle and have 75 “new” hours before being subject to the policy.

Process:

If a student has earned 75+ hours of college credit (not including AP or dual credit) and wants to make any changes to their program of study (majors, minors, concentrations, etc.), the following process should be followed.

1. The current advisor will determine how many hours and semesters the student will need to graduate under the current program of study.
2. The current advisor will determine how many hours and semesters the student will need to graduate under the new program of study using DegreeWorks (“What-If”).
3. If the number of hours **and** semesters in the new program of study is equal to or less than those required under the current program of study, the changes can be made by the advisor.
4. If the number of hours **or** semesters in the new program of study is more than those required under the current program of study, the changes cannot be made.

- a. Students wanting to petition may do so through their current advisor.
- b. Petitions will include:
 - i. University Requirement Petition form
 - ii. Current program of study plan
 - iii. DegreeWorks “What-If” for the new program of study
 - iv. Letter of justification from the student
 - v. *Optional*: Advisors are encouraged to clearly state the difference in hours/semesters between the current program of study and the new program of study. They may also include additional information relevant to the student’s circumstances (e.g. risk of reaching the 30/45 limit).
- c. Petition Routing:
 - i. Petitions that involve changing the student’s primary major would be sent to the Associate Dean of the college that houses the new major.
 - 1. For instance, a student wishing to change from History to Business would have their petition sent to the Associate Dean of the College of Business.
 - ii. Petitions that involve changing/adding a second major, minor, concentration, etc. would be sent to the Associate Dean of the college that houses the student’s current/primary major.
 - 1. For instance, a History student wishing to add a Business Administration minor or 2nd major would have their petition sent to the Associate Dean of the College of Liberal and Fine Arts.