

**College of Education & Human Development
The University of Texas at San Antonio**

Undergraduate Student Handbook

**A Guide to Policies & Procedures for Beginning and
Transfer Students**

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COLLEGE OF EDUCATION & HUMAN DEVELOPMENT UNDERGRADUATE STUDENT HANDBOOK

SECTION

1

GENERAL INFORMATION

1.1 WELCOME & OVERVIEW

Welcome to UTSA and to the College of Education and Human Development! Congratulations on making an excellent choice in a university. Established in 1969, UTSA is still a relatively young university. With a current enrollment of approximately 28,500 students, we are the second largest university in the University of Texas System. You will find that we are a vibrant and growing institution.

The COEHD consists of approximately 4,500 majors at the undergraduate, Masters, and Doctoral levels. Our faculty and staff create an especially strong team of professionals; many of them are award winners with national and international reputations. The faculty in the COEHD is particularly student-focused, strong in their fields of study, and looking forward to sharing their expertise with you. Likewise, our highly professional staff is dedicated to helping you have the best experience possible.

This handbook has been created with the new freshman and transfer UTSA-COEHD student in mind. It will introduce you to some of the policies and procedures within the COEHD and UTSA. In addition, it provides an overview of what you can expect from us and what we expect from you. Keep in mind that information changes. Therefore, this handbook will be revised and updated periodically. When consulting the COEHD Undergraduate Student Handbook, be sure you are using the most up-to-date version.

While we have made every attempt to include useful information, we cannot tell you *everything*. I know you will have more questions along the way. There may be times when you feel lost or frustrated and don't know where to go to get the answers or assistance you need. When that happens, please call or come by my office. We are here to help you navigate your way around this new and growing place. Think of my office as the place to go when you don't know where to go.

Otra vez, bienvenidos a la Universidad de Tejas en San Antonio y a la Facultad de Educación y Desarrollo Humano!

Sincerely,
Dr. Nancy K. Martin
Associate Dean for Student Success
Main Building 3.214 G&H (1604 Campus)
Phone: 210-458-4416
E-Mail: nancy.martin@utsa.edu

1.2 ROLES & RESPONSIBILITIES OF ADMINISTRATORS IN THE COEHD: WHO DOES WHAT?

DEPARTMENT CHAIRS.

There are currently five academic departments in the COEHD: Bicultural-Bilingual Studies (BBL), Counseling, Educational Psychology, Adult & Higher Education (CEPAHE), Educational Leadership and Policy Studies (ELPS), Health & Kinesiology (HAK) and Interdisciplinary Learning & Teaching (ILT). Undergraduate students in the COEHD major in either the ILT Department, in the BBL Department, or in the HAK Department. However, depending on your degree plan you may enroll in courses housed in other departments across the COEHD. (See Appendix A for Department Contact information. See Appendix C for a listing of all disciplines and course prefixes housed in each department. See Appendix F for a list of degrees offered in the COEHD. See Appendix G to view the COEHD organization chart.)

Each department has its own department chair, appointed for a three-year term. Some of their responsibilities include:

- Approving course adds and changes of grade
- Responding to student concerns regarding faculty &/or classes
- Hiring and evaluating faculty
- Creating the course schedule (in consultation with faculty)

ASSOCIATE DEANS.

There are five associate deans in the COEHD. Unlike department chairs, associate deans' positions are on going. Two of them, the Associate Dean for Research and the Associate Dean for Graduate Studies, work primarily with faculty and with graduate students. The following three associate deans work with undergraduate students. Their contact information and some of their responsibilities are outlined below:

Associate Dean for Undergraduate Student Success – Dr. Nancy K. Martin

Phone: 458-4416 Fax: 458-4487

Email: nancy.martin@utsa.edu

Office: Main Building (MB) 3.214G & H (inside advising center)

- The place to go when you don't know where to go!
- Oversees COEHD Dean's Student Leadership Advisory Council (DSLAC) and facilitates communication between COEHD undergraduate students and the administration, faculty and staff.
- Supervises Director of COEHD Advising Center and Coordinator for Undergraduate Student Services
- Addresses student petitions related to progress toward graduation, i.e.: petitions for reinstatement, grade grievance
- Systematically solicits input from students, faculty, and staff regarding the development of initiatives and programs to meet students' needs and facilitate their success

- Collects, analyzes, and monitors data related to student retention and graduation for the purpose of identifying and removing (or alleviating) barriers specific to COEHD students.
- Facilitates the development of initiatives and programs to facilitate student success
- Liaisons with community colleges that feed into UTSA (i.e.: ACCD and SWTJC).

Associate Dean for Teacher Education – Dr. Blanche Desjean-Perrotta

Phone: 458-5818 Fax: 458-5794

E-Mail: blanche.perrotta@utsa.edu

Office: Main Building (MB) 0.500

- Oversees all aspects of the teacher certification programs
- Coordinates and supervises professional staff in the teacher education program
- Responsible for implementing Fitness to Teach Policy
- Maintains communication between Texas Education Agency, Texas Higher Education Coordinating Board and UTSA
- Addresses student, staff, and faculty concerns regarding certification programs
- Reviews and analyzes data for TExES exams and other sources to ensure program quality and success

Associate Dean for Downtown - Arthur E Hernandez

Phone: 458-2610 Fax: 458-2615

E-Mail: art.hernandez@utsa.edu

Office: Durango Building 4.122 (Downtown)

- Provides student and faculty support
- Coordinates College Outstanding Student recognition
- Coordinates the development and implementation of DT programs

1.3 ETIQUETTE, EXPECTATIONS AND PROTOCOL

ETIQUETTE

When speaking to your professor or a UTSA administrator.

All UTSA administrators (deans, department chairs, etc) and most of your professors have PhD's in their field. It is appropriate to address them as "Dr. _____". It is never appropriate to address an administrator or a tenured or tenure-track professor as Mr. _____ or Ms. _____ or by their first name. Some of your class instructors have Masters degrees. They should be addressed as "Professor _____". This can sometimes be confusing so, when in doubt, ask!

In class.

Turn your cell phones off in class and do not email or play games on your laptop. Ringing cell phones disrupt the learning environment and bother other students. Playing games, surfing the web or IM'ing friends during class impedes your learning and is discourteous to your professor.

It is always best to attend every class. Be on time, in your seat and ready to learn when the professor arrives. However, if you must miss class, be sure you inform your professor ahead of time if possible. If this is not possible, contact your professor ASAP after class. This can be

done by email, phone or briefly before or after class. If you must be late to class or have to leave class early, explain the reason to your professor and apologize for doing so.

Talk to your instructors and let them know if you are confused about material covered in class. Remember, your professors are sources for recommendations for scholarships, student awards and jobs so it is important to get to know your professors, positively.

EXPECTATIONS FOR STUDENTS.

First and foremost, attend class. Arrive on time prepared and ready to learn. If you must miss class, you are responsible for finding out from your peers what was missed and contact the professor about missed assignments, etc. Unlike high school, it is not the responsibility of your professor to contact you regarding missing class or missing assignments. All assignments should be neat and turned in on time. Work that is late and/or sloppy tells your professor that you do not care about your learning and the assignment was thrown together at the last minute.

Ask yourself the following questions:

Do I arrive at class on time? Or am I consistently late? Do I meet deadlines or do I frustrate those who can't do their work until I do mine?

Am I proactive? Do I come to class prepared to learn? Do I try to get something out of my readings, projects, and fieldwork? Do I work hard to get along with others? Am I exhibiting scholarliness, or am I just here to get the credit hours and get out of here?

Am I friendly and helpful to my classmates? Do I give 100% to group projects or do I rely on someone else to pick up the slack?

Do I read my required readings every week? Do I "show what I know" by participating in class discussions? Or do I "blow it off" and choose to "hide" from my professor during class discussions?

Am I open-minded? Do I respect others' thinking? Do I embrace diversity?

Academic Honesty. All students within the University of Texas-San Antonio and the COEHD are expected to contribute to an atmosphere of high ethical standards and observe all accepted principles of academic honesty. Academic dishonesty is a serious violation of the Student Code of Conduct and includes, but is not limited to, cheating, plagiarism, collusion, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, or any act designed to give unfair advantage to a student or an attempt to commit such acts. It is important that all ideas obtained from others (as well as quotes) be properly referenced. Information derived from the Internet should be properly referenced.

Academic dishonesty is taken very seriously and may result in severe consequences such as failing the course or expulsion from the university. The UTSA Student Code of Conduct can be viewed on line at <http://www.utsa.edu/osja/conductoutline.cfm>

EXPECTATIONS FOR FACULTY BY STUDENTS AND BY UTSA.

University professors have expectations and responsibilities in three areas: teaching, research, and service. You can be very proud of your good choice to attend UTSA as many of the faculty members in the COEHD have received awards for their outstanding contributions in each of these components.

TEACHING.

All faculty members are expected to provide you with a course syllabus early in the semester. The syllabus will include information regarding class assignments and exams, how each assignment is weighted and how your grade will be determined. The syllabus will also explain your professor's attendance policy and how class attendance and participation factor into your grade. It is important to keep the syllabi for all your classes, as it is a key reference guide throughout the semester.

Faculty are also expected to be available to you at designated times outside of class. Each faculty member will note his or her contact information and office hours on the syllabus. If you need to speak with your professor and the office hours do not work for your schedule, contact him or her to make an appointment at another time.

RESEARCH & PUBLISHING.

Unlike K-12 teachers, university professors are expected to conduct original research and publish their findings in professional journals. Many of our faculty members have earned national and international reputations for their research. It is possible that you might be asked to participate in a research study for a professor. Participation in any research study is completely voluntary and anonymous and greatly appreciated.

SERVICE.

In addition to teaching and research, university professors are expected to participate in professional service. There are numerous department, COEHD and university committees in which your professor may participate. In addition to service to the COEHD and UTSA, your professor may also provide service to the profession by serving as an officer or committee member of a professional organization, such as the American Educational Research Association (AERA) or the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD). Such contributions are time consuming and important to the development of the profession and the visibility of the university.

PROTOCOL

When issues arise and you need assistance or have a concern, it is important to follow appropriate protocol. It is best to not go directly to the president or to the dean. This will likely take longer and not result in a timely solution. The best person to help you is most likely someone else closer to the problem and easier to get in to see.

The best approach is usually to seek a solution directly with the individual. However, if the concern persists, contact his or her immediate supervisor. For example, if you have a problem with a professor, first try to work it out directly with him or her. If that does not work, the next step would be to go to the chair of the department in which the course is taught. If you have a concern regarding academic advising, contact the Director of Advising.

The key is to identify the direct supervisor of the individual and go up the ladder in order. Following this “chain-of command” will be the most effective route to a solution and save you time in the long run. (See Appendix A for COEHD professional staff, department, and contact information. See Appendix C for a list of course prefixes in each department and Appendix G for an organizational chart of the COEHD.)

If you still do not know who to see or where to go, see the Associate Dean for Undergraduate Student Success located inside the COEHD Advising Center in the Main Building (MB) 3.214 G&H (458-4416). We will direct you regarding where to go and who to contact. If we do not know the answer to your question, we will find out and get back to you.

ACADEMIC ADVISING INFORMATION

SECTION

2

2.1 CLASSIFICATION OF STUDENTS

UTSA undergraduate students are classified according to the following table:

Classification Terms		Number of Semester Credit Hours Earned	Advising Center 1604 Campus	Advising Center Downtown Campus
Lower-division	Freshman	0 to 29	CFAC	
	Sophomore	30 to 59	COEHD	Undergraduate Advising Center
Upper-division	Junior	60 to 89	COEHD	Undergraduate Advising Center
	Senior	90 or more	COEHD	Undergraduate Advising Center

2.2 CFAC vs. COEHD ADVISING & CERTIFICATION CENTER

The Colleges' Freshman Advising Centers (CFAC) (1604 Campus) assists freshmen (students with less than 30 hours) and transfer freshmen with declared majors. The College of Education and Human Development (COEHD) Undergraduate Advising and Teacher Certification Center (1604 Campus) assists sophomores and above (students with 30+ hours).

COLLEGES' FRESHMAN ADVISING CENTER INFORMATION:

Web-site: <http://www.utsa.edu/cfac/>
 Location: MS 2.02.18
 Telephone: 210-458-5170
 Fax: 210-458-6281
 E-mail: cfac@utsa.edu

Advisors:

Jim Aviles james.aviles@utsa.edu
 Rhonda O'cana rhonda.ocana@utsa.edu

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT (COEHD) UNDERGRADUATE ADVISING AND TEACHER CERTIFICATION CENTER INFORMATION

Web-site: <http://coehd.utsa.edu/Students/Advising/index.htm>
 Location: MB 3.214
 Telephone: 210-458-4424
 Fax: 210-458-5410
 E-mail: COEHDAdvising@utsa.edu

2.3 ADVISORS ASSIGNED TO THE VARIOUS PROGRAMS

Major-Concentration	Assigned Advisor	Email
IDS Early Childhood to 4 th grade certification option Degree Only	Raquel Linares Open Advisor Position	Raquel.linares@utsa.edu
IDS 4 th - 8 th grade certification option Special Education option	Bradley Chandler	Bradley.chandler@utsa.edu
Mexican American Studies IDS with a BBL emphasis	Alonzo Castillo	Alonzo.castillo@utsa.edu
Health and Kinesiology	George Bergquist Yolanda Davis	George.bergquist@utsa.edu Yolanda.davis@utsa.edu

2.4 ACADEMIC ADVISING DOWNTOWN CAMPUS

The Downtown Undergraduate Advising Center (DTUAC) assists all majors regardless of classification.

Web-site: <http://www.utsa.edu/dtuac/>
 Location: BV 1.304
 Telephone: 210-458-2550
 Fax: 210-458-2575
 E-mail: dtadvising@utsa.edu

Advisor:
 Maria Villareal: Maria.villareal@usa.edu
 Vacant position

It is in the student's best interest to stay with one Advising Center to assure continuity.

2.5 APPOINTMENTS VERSUS WALK-IN

Students should make an appointment with their assigned advisor once every fall and spring semester to update the degree plan, discuss specific questions and monitor the general progress towards the degree. Schedule your appointment early in the semester and avoid high traffic times, such as the start of registration periods in November or April.

Walk-in times are for emergencies or questions that have a quick answer such as: Does this course fulfill a specific requirement? How do I apply for graduation? Where do I find more information about . . . ?

You might not be able to see your assigned advisor during walk-in times, as walk-in times are on first-come first-served basis.

Walk-in times are not for new or transfer students. They need at least a one hour appointment to discuss degree plan and specific requirements.

Sign-in sheets for walk-in days are available at 8:00 AM and will be closed once our capacity is reached. You might not be able to get on the walk-in list if you arrive late. Therefore, plan ahead and avoid high-traffic time periods.

Check our website for the most current walk-in schedule
<http://coehd.utsa.edu/Students/Advising/index.htm>

2.6 ADVISING SYLLABUS

The Advising Syllabus outlines the responsibilities and expectations in the advising process for both the advisor and the student. The Advising Syllabus can be accessed via the following link:

http://coehd.utsa.edu/Students/Advising/forms/COEHD_Advising_Syllabus.pdf

2.7 TEXAS SUCCESS INITIATIVE (TSI) REQUIREMENTS

<http://www.utsa.edu/success/>

Under the Texas Success Initiative (TSI), undergraduate students entering Texas public institutions of higher education must be assessed for readiness to enroll in freshman-level academic coursework. The Texas Higher Education Coordinating Board has approved the following four testing instruments to be used to determine students' readiness to enroll in college level courses:

1. Texas Higher Education Assessment (THEA*)
2. ACCUPLACER
3. COMPASS
4. ASSET

* *THEA test is required for all COEHD students pursuing teacher certification unless otherwise exempt.* <http://coehd.utsa.edu/Students/Advising/THEA.htm>

Students must have scores on file at UTSA for one of these testing instruments prior to initial registration at UTSA. Test results are accepted when submitted directly to UTSA by the testing company or listed on a student's official academic transcript from a previously attended institution.

P

ROCEDURES & POLICIES OF INTEREST

SECTION

3

3.1 REGISTRATION

All students who have been admitted to UTSA can register for classes on-line

<http://www.utsa.edu/registrar/registration.cfm>

The date is based on your classification with graduate students and seniors being the first student group to register.

Take advantage of early registration. Registration for spring courses always starts in November. Registration for summer and fall courses always starts in April. For specific dates check the registrar's website <http://www.utsa.edu/registrar/registration.cfm>

3.2 RESTRICTED COURSES

The following courses are restricted to students who have been admitted to the Teacher Certification Program. Students must be admitted to the program before they can enroll in these courses. If you want to enroll but you are not yet admitted to the program, go to the following link for more information: http://coehd.utsa.edu/Students/Advising/Admin_U_T_C.htm

If you are admitted to the teacher education program and you have completed all prerequisites, but you are not able to register on-line for the courses below, please contact the Advising Center.

BBL 3823	C&I 4203	ECE 4143	KIN 4203	RDG 3533	SPE 3623
BBL 4033	C&I 4303	ECE 4203	KIN 4303	RDG 3773	SPE 3643
BBL 4063	C&I 4403			RDG 3813	SPE 3653
BBL 4073	C&I 4433	EDP 4203		RDG 3823	SPE 4603
BBL 4403	C&I 4443			RDG 4733	SPE 4613
BBL 4603	C&I 4533	ESL 4403			SPE 4623
BBL 4433	C&I 4543				SPE 4633
BBL 4443	C&I 4553				SPE 4643
	C&I 4603				SPE 4653
	C&I 4616				
	C&I 4626				
	C&I 4636				
	C&I 4646				
	C&I 4656				
	C&I 4666				
	C&I 4676				
	C&I 4686				
	C&I 4996				

3.3 CENSUS DAY

Census Day is the 12th class day of each long semester. The number of student/class enrollments on Census Day is the basis for the official student statistics that the university reports to the Texas Higher Education Coordinating Board. Up until Census Day students are allowed to drop individual courses and receive a tuition refund.

WHY IS IT A BIG DEAL TO ADD A CLASS AFTER CENSUS DAY?

Any changes to a student's schedule after Census Day will have an impact on the university and the student. As a public institution, UTSA will not receive any funding/credit for students who add a course after Census Day. Therefore only in extraordinary circumstances (such as has been attending course, but was dropped due to a UTSA error) will a student be allowed to add a class after Census Day.

At the same time, students who drop an individual course after Census Day will receive a grade of "W" with no refund.

<i>If you need to --</i>	<i>Place to start</i>	<i>Next Steps</i>
Add a class during add-drop	Check the class schedule on-line, sign-on to ASAP and add the course	
Add a closed class during add-drop	Obtain an "add form", fill out the top portion and take it to your advisor. Your academic advisor will sign the form. The advisor's signature verifies that you do, in fact, need the class.	Obtain signatures from: 1. The instructor, 2. The chair of the department in which the course is housed. (See Appendix I for a full listing of UTSA colleges and the departments housed in each.) Take the "add form" to Enrollment Services to be officially added into the class.
Add a class after census day	Write a short memorandum explaining your extraordinary circumstance and attach it to the "add form". Fill out the top portion of the "add form" and take it to your advisor. Your academic advisor will sign the form. The advisor's signature verifies that you do, in fact, need the class.	Obtain signatures from: 1. The instructor, 2. The chair of the department in which the course is housed, 3. The Associate Dean of the College in which the course is housed, 4. The Vice President for Undergraduate Studies (See Appendix I for a full listing of UTSA colleges and the departments housed in each.) Take the "add form" to Enrollment Services to be officially added into the class. Approval may be denied at any step in the process.

DROPPING COURSES <http://www.utsa.edu/infoguide/ch4ug.cfm#>

Students may drop courses from their schedules for a limited time each semester. The University Registration Calendar indicates the deadlines for students to drop courses each term.

http://www.utsa.edu/registrar/reg_materials/reg_calendar_fall.pdf

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".

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.

Limitations on the number of courses that may be dropped (with an automatic "W"):

Students who enroll in higher education for the first time during the fall 2007 or any subsequent terms are not permitted to drop more than six courses between Census Date and the Automatic "W" Date. This includes any course a transfer student has dropped at another institution of higher education. Only in extenuating circumstances will a student be allowed to drop more than six courses.

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.

Students may be administratively dropped from courses for failure to attend certain laboratory courses in the first class week, for failure to attend or participate in developmental courses, for failure to complete course prerequisites prior to the start of the semester, or when courses are canceled.

Students cannot assume, however, that they will be automatically dropped from any class for failure to attend or failure to pay tuition and fees. 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.

Refer to the section, Three-Attempt Rule, for information about the financial consequences of receiving "W" grades.

<i>If you need to --</i>	<i>Place to start</i>	<i>Next Steps</i>
Drop a Class (if you have earned 29 or fewer hours)	Check the registration calendar for drop deadlines (the third class day preceding final examinations). Sign-on to ASAP and drop an	Recommended: Meet with your advisor during an appointment to discuss how dropping the individual course impacts your degree

	individual class on-line	progress.
Drop a Class (if you have earned 30 or more hours)	Check the registration calendar for drop deadlines. (Ninth week of the Fall or Spring semesters) Sign-on to ASAP and drop the individual class on-line	Recommended: Meet with your advisor during an appointment to discuss how dropping the individual course impacts your degree progress.
Administrative Drop	Contact your instructor to discuss your situation.	If recommended by instructor, Associate Dean will make final decision about administrative drop
Medical Drop	Contact Health Services http://www.utsa.edu/health/ and write a letter requesting course-load reduction due to a medical condition and provide supportive documents	Health Services forwards documents and recommendation to the Dean of Undergraduate Studies for final decision.
Mental Health Drop	Contact Counseling Services http://www.utsa.edu/counsel/ and write a letter requesting course-load reduction due to a mental health condition and provide supportive documents	Counseling Services forwards documents and recommendation to the Dean of Undergraduate Studies for final decision.
Withdrawing from all classes before the automatic 'W' deadline	Obtain withdrawal form from the registrar's website http://www.utsa.edu/registrar/ and fill out top section. Take it to your advisor for signature.	Make sure to check with Financial Aid Office how this withdrawal will affect your financial aid. Take signed form to Enrollment Services to withdraw from all courses. The automatic grade of 'W' will be given to all courses.
Withdrawing from all classes after the automatic 'W' deadline	Obtain withdrawal form from the registrar's website http://www.utsa.edu/registrar/ and fill out top section. Take it to your advisor for signature.	Make sure to check with Financial Aid Office regarding how this withdrawal will affect your financial aid. Take signed form to Enrollment Services to withdraw from all courses. A grade of 'W' will be assigned to all passing courses. A grade of 'F' will

		be assigned to all non-passing courses.
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Registration calendar: http://www.utsa.edu/registrar/reg_materials/reg_calendar_fall.pdf

DROPPING COURSES VERSUS WITHDRAWING FROM COURSES

You may drop individual courses on your own following the time-line of the registration calendar and before the automatic 'W' deadline.

After the automatic 'W' deadline you cannot drop an individual course any more. You may withdraw from all classes and you will receive a 'W' for all passing courses and a grade of 'F' for non-passing courses. In extenuating circumstances and only for non-academic reasons such as medical or mental health reasons you may be granted an administrative withdrawal to receive the grade of 'W'.

MEDICAL AND/OR MENTAL HEALTH WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from the University or reduce their course loads (drop some of their courses) after the semester begins due to a medical or mental health issue may write a letter requesting the withdrawal or course load reduction and provide appropriate supporting documentation (for example, a letter from a physician or psychologist, hospital, or other medical professional who is already familiar with the student's condition). The documentation should be submitted to Health Services for medical conditions and Counseling Services for mental health conditions. Once supporting documentation is reviewed by the service in question, that service will provide the documentation with recommendations to the Dean of Undergraduate Studies.

A student granted a medical and/or mental health withdrawal or course load reduction will be assigned grades of "W" in the affected courses, unless the effective date of the withdrawal or course load reduction is on or before Census Date, in which case no record of the courses appears on the student's transcript.

3.4 STUDENT GRIEVANCES

<http://www.utsa.edu/infoguide/appendices/e.cfm#e>

UTSA students may need to pursue questions or concerns involving academic or nonacademic aspects of student life. The Student Ombudsperson assists students who are encountering challenges within the campus community by listening to concerns, providing and clarifying information, identifying and evaluating options, acting as a facilitator or mediator, serving as a referral agent, and making recommendations for change to enhance the mission of the University.

The Student Ombudsperson offers confidential services to all students in a welcoming and safe environment and communicates with various representatives and offices to respond to and help resolve concerns in a timely and impartial manner.

The Student Ombudsperson is located in the Office of the Vice President for Student Affairs in the Main Building 4.108 and may be reached at (210) 458-4136.

GENERAL GRIEVANCE PROCEDURES

A student grievance may involve a UTSA employee or other students. A student with a grievance involving a University employee should first seek to resolve the problem with the employee. If the matter cannot be resolved with the employee, the grievance can be forwarded to the employee's supervisor in his or her department.

A student who believes another student has violated the Student Code of Conduct may file a complaint with the Office of Student Judicial Affairs.

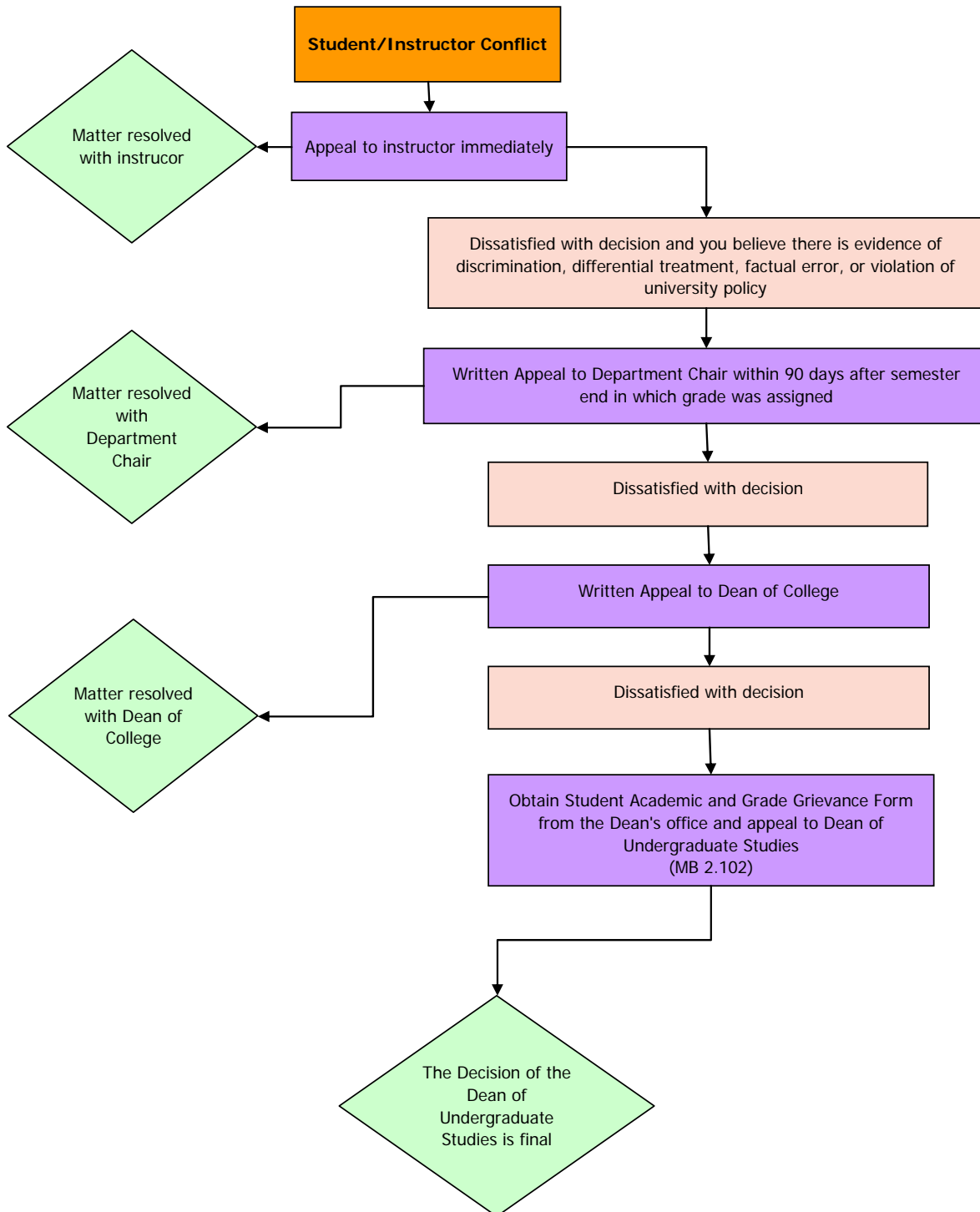
In conflict situations that do not require a criminal or student conduct response, or have not been resolved through regular grievance channels, it is recommended that students pursue resolution of their conflict with the Student Ombudsperson.

ACADEMIC AND GRADE GRIEVANCE PROCEDURES

In resolving any student grievance regarding grades, evaluations or other academically-related situations involving 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 student evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment or factual mistake, or violation of a relevant University policy. If the matter is not resolved, the student may file a formal grade grievance with the Department Chair. **The student must file the grievance in writing with the Department Chair within 90 calendar days from the end of the term 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 to the Dean of Undergraduate Studies. Appeals to the Dean of Undergraduate Studies must use the Student Academic Grievance Form. The decision of the Dean of Undergraduate Studies is final.

Flowchart of Academic and Grade Grievance Procedures



In no circumstances will grades be changed after one calendar year

3.5 GRADING SYSTEM

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. Refer to sections, Undergraduate Credit Limitation and Three-Attempt Rule, in this chapter, for information about the financial consequences of receiving “W” and “F” grades.

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 TeleCampus and declare UTSA as their home institution will have the courses taken at other institutions through the UT TeleCampus listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the UT TeleCampus 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	Outstanding
B	3	Above Average
C	2	Average
D	1	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 was passing at the time of withdrawal or drop.

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

HOW TO CALCULATE YOUR GPA

<i>Letter Grade</i>	=	<i>Grade Points</i>
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

Example:

<i>Course</i>	<i>Grade</i>	<i>Grade Points</i>	<i>X</i>	<i>Semester Credit Hours</i>	=	<i>Total Grade Points</i>
COM 3083	B	3	X	3	=	9
HIS 1043	A	4	X	3	=	12
CS 1023	D	1	X	3	=	3
MKT 3013	C	2	X	3	=	6
MAT 1023	C	2	X	3	=	6
KIN 1001	B	3	X	1	=	3
Total				16		39

Formula:

(Total Grade Points) **divided by** (Total # of credits hrs) **equals** GPA
39 **divided by** **16** **equals** 2.43

INCOMPLETE GRADES

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 remainder 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 semester and be passing 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. Although the student has a maximum of one year to complete the course requirements, the instructor may set an earlier deadline. After course requirements are fulfilled, the instructor will submit a change of grade form. You should check ASAP to be sure the change of grade has been processed.

In undergraduate courses, 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. **A student cannot graduate with an “IN” grade on the transcript.** If the work is not completed within this time, the “IN” is automatically changed to a grade of “F” or “NC.”

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

REPEATING COURSES

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.” These are the only courses where repeating is not a duplication. All semester credit hours and grade points from each of these courses taken are included in the student’s record.

COURSES THAT MAY BE REPEATED TO IMPROVE A GRADE

Students may only repeat a course for credit in which they received a grade of “D” or “F.” Credit can be counted for only one of the courses. Receipt of a higher grade in a subsequent semester does not alter the student’s academic standing in the semester when the original grades were earned. Students may repeat any course in which they received a grade of “NC” in order to improve their grade; however, this does not alter the student’s overall grade point average.

The following repeat policy became effective beginning with the Fall 2005 Semester:

UNDERGRADUATE STUDENTS WHO HAVE EARNED FEWER THAN 45 SEMESTER CREDIT HOURS

Undergraduate students who have earned fewer than 45 semester credit hours of college credit prior to the beginning of a semester when a course is repeated (excluding incomplete coursework, grade changes, outstanding transfer work, or credit by examination that affect

cumulative earned credit hours after the semester begins) and are repeating a lower-division course (1000 or 2000 level) may repeat courses in which they received grades of “D” or “F” in order to earn a higher grade.

In these cases, if the student repeats the course and earns a higher grade, the semester credit hours from the original grade of “D” or “F” are excluded from the student’s grade point average and only the semester credit hours from the higher grade are used in calculating the grade point average. If the student earns the same grade or a lower grade, then the repeated course grade is not used in computing the grade point average, and the repeated course is marked as excluded on the student’s official record. All grades remain on the student’s official academic record.

If the course being repeated is an upper-division course (3000 or 4000 level), the original grade of “D” or “F” is included in the calculation of the grade point average, along with the grade earned when the course is repeated. All grades remain on the student’s official academic record.

UNDERGRADUATE STUDENTS WHO HAVE EARNED 45 SEMESTER CREDIT HOURS OR MORE

Undergraduate students who have earned 45 or more semester credit hours of college credit prior to the beginning of a semester when a course is repeated (excluding incomplete coursework, grade changes, outstanding transfer work, or credit by examination that affect cumulative earned credit hours after the semester begins) may choose to repeat any class where the original grade is “D” or “F;” **however, both grades are included in the calculation of the grade point average.** All grades remain on the student’s official academic record.

COURSES THAT MAY NOT BE REPEATED TO IMPROVE A GRADE

If a student repeats a course in which a grade of “A,” “B,” “C,” or “CR” was earned, and the course description does not indicate that the course “may be repeated for credit,” then the repeated course is marked as a duplication and the grade and semester credit hours for the repeated course are not used in the calculation of the student’s grade point average or the number of hours earned at UTSA.

REPEATING COURSES TO RAISE CORE GPA FOR ADMISSION TO THE TEACHER CERTIFICATION PROGRAM

If a student repeats a Core course in which a grade of “B,” “C,” or “D” was earned, the higher grade will be used to calculate the Core GPA. However, the grade of the repeated courses is not used in the calculation of the student’s UTSA grade point average or the number of hours earned at UTSA.

3.6 ACADEMIC STANDING

MINIMUM GRADE REQUIREMENTS

Students are expected to maintain a level of scholastic achievement that allows them to meet the grade requirements for graduation. Students remain in good standing when they maintain a UTSA grade point average of 2.0 or higher. Students who fail to maintain the minimum required grade point average of 2.0 in all work attempted at UTSA will be placed on academic warning, academic probation, or academic dismissal as appropriate.

In order to graduate, students must maintain a minimum 2.0 cumulative GPA and at least a 2.0 in their major. However, students who want to be admitted to the Teacher Certification program

must maintain a 2.5 GPA or higher in all course work completed at UTSA, Transfer Schools and in all Core courses.

ACADEMIC WARNING

First-time undergraduates at UTSA, including transfer students, who were admitted in good standing and earn a semester grade point average between 1.0 and 1.99 during their first semester at UTSA are placed on academic warning. New provisional students and students admitted on academic probation are not eligible for the academic warning status.

First time undergraduates at UTSA, including transfer students, who were admitted in good standing and have a semester grade point average below 1.0 during their first semester are placed on academic probation and bypass the academic warning status completely.

Students on academic warning must be advised prior to registration to help ensure their academic success. Freshmen who have declared majors are advised in the Colleges' Freshman Advising Center (CFAC). Students who have earned 30 or more semester credit hours and have declared majors are advised in the advising center of the college of their major. Students who are undecided are advised in the Tomás Rivera Center (TRC).

At the end of their second semester of registration at UTSA, the academic standing of students on academic warning will be changed to good standing if their overall UTSA grade point average rises to at least 2.0 or their academic standing will be changed to academic probation if their overall UTSA grade point average remains below 2.0.

Students on academic warning may enroll in no more than 13 semester credit hours in a Fall or Spring Semester and no more than seven semester credit hours in a Summer Semester.

Sophomores and above in the COEHD with a UTSA GPA between 2.0 and 2.49 will have an academic warning hold (PASE hold). Students are required to complete the PASE exercise through Web-CT and meet with an advisor to discuss their academic progress and have the hold permanently lifted.

ACADEMIC PROBATION

Students in good standing (as defined above) whose overall UTSA grade point average falls below 2.0 (other than first-time undergraduates who meet the criteria for academic warning) are placed on academic probation. Academic probation will be cleared when a student achieves a 2.0 overall UTSA grade point average.

Students placed on academic probation must make a semester grade point average of 2.0 or above in each semester of probation in order to remain enrolled. Students on academic probation whose semester grade point average is below 2.0 will be placed on academic dismissal, even if their overall UTSA grade point average is above 2.0.

Sophomores and above in the COEHD with a UTSA GPA below a 2.0 will have a probationary hold (PASE hold) on their records. Students are required to complete the PASE exercise through Web-CT and meet with an advisor to discuss their academic progress before the hold can be temporarily lifted.

Students on academic probation must be advised prior to registration to help ensure their academic success. At that time, the student and the advisor will develop a remedial plan

specifying expectations the student will be required to meet during the semester. Students who do not follow this plan will be subject to academic dismissal.

Students cannot graduate while on academic probation.

Students on academic probation may enroll in no more than 13 semester credit hours in a Fall or Spring Semester and no more than seven semester credit hours in a Summer Semester.

Students on academic probation during a Spring Semester may not enroll in the following May Mini-mester.

ACADEMIC DISMISSAL AND REINSTATEMENT POLICY AND PROCEDURES

Students on academic probation who earn a semester grade point average below 2.0 will be placed on academic dismissal. There are three types of academic dismissal, each of which is described below.

If students believe there are non-academic, documented, extenuating circumstances that contributed to their inability to do well academically, they may appeal their dismissal through the Associate Dean's office.

FIRST ACADEMIC DISMISSAL. Students, other than those classified as provisional students, who are placed on academic dismissal for the first time will be reinstated if they so choose after not attending UTSA for the next regular semester (Fall, Spring, or entire Summer Semester). Students seeking reinstatement must apply for admission with the Admissions Office by July 1 for Fall Semester, December 1 for the Spring Semester, and May 1 for Summer Semester. Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

SUBSEQUENT ACADEMIC DISMISSAL.

Students placed on academic dismissal for a second or subsequent time may be reinstated after not attending UTSA for one calendar year with the approval of the COEHD reinstatement committee.

Students seeking reinstatement must apply for admission to the Admissions Office and pay the reinstatement fee. The application for admission may be filed online. Upon application and fee payment, the Admissions Office will forward a petition packet containing the petition form and complete instructions to the applicant. The application, reinstatement fee, petition form and all required supporting documentation must be on **file in the Admissions Office by June 15 for the Fall Semester; October 15 for the Spring Semester; and March 15 for the Summer Semester**, to be considered by the appropriate reinstatement committee. The reinstatement committee's decision, and any conditions of the decision, will be communicated to the applicant by the reinstatement committee.

Appeal of a denial for reinstatement may be made to the Dean of Undergraduate Studies within two weeks after notice of the denial is postmarked. The decision of the Dean of Undergraduate Studies is final.

Students on academic dismissal from UTSA may attend other institutions and transfer appropriate coursework completed to UTSA, but grades earned cannot count toward or be used to improve their UTSA grade point average.

PROVISIONAL ACADEMIC DISMISSAL.

Provisionally admitted students who are placed on academic dismissal must attend another college or university and complete a minimum of 12 semester credits of transferable college coursework with a minimum 2.0 grade point average to qualify for reinstatement to UTSA. Provisionally admitted students who have been dismissed, met these qualifications, and wish to be reinstated should apply for admission with the Admissions Office by July 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Semester. The application for admission may be filed online.

APPEALS FOR EARLY REINSTATEMENT

Early reinstatements are very rare. In order to be considered for early reinstatement, you must submit a packet of information that presents a compelling argument for this exception to University policy. Detailed information regarding appeal packets and relevant deadlines can be obtained from the Associate Dean for Undergraduate Student Success (MB 3.214H, 458-4416).

<i>If you need to --</i>	<i>Place to start</i>	<i>Next Steps</i>
Apply for re-instatement after your first dismissal	Apply for admission online http://www.utsa.edu/home/admissions.html	You have to sit-out one semester
Apply for re-instatement after 2 nd or subsequent semester	Apply for admission online http://www.utsa.edu/home/admissions.html Upon application and fee payment you will receive a petition packet. Fill out packet and return it to the Admission Office by the appropriate deadlines	Paperwork will be forwarded to reinstatement committee. You will be notified in writing of the decision
Appeal denial for reinstatement	Contact the office of the Dean of Undergraduate Studies (MB 2.102) within 2 weeks of notice of denial	The decision of the Dean of Undergraduate Studies is final
Appeal for one semester early reinstatement	Obtain petition packet from the office of the Associate Dean (MB 3.214H). Fill out packet, attach supporting documents and return packet to the office of the Associate Dean by the appropriate deadlines.	Paperwork will be forwarded to reinstatement committee. You will be notified in writing of the decision. The committee's decision is final.

UNIVERSITY DEADLINES TO APPLY FOR REINSTATEMENT

July 1 st	for Fall Semester
December 1 st	for Spring Semester
May 1 st	for Summer Semester

DEADLINES TO APPEAL FOR ONE SEMESTER EARLY REINSTATEMENT

Please check the web-site for specific dates as they vary depending on the start of the semester.

http://coehd.utsa.edu/Students/Advising/Reinstatement_Procedures.htm

3.7 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, and no more than 6 semester credit hours in a five-week summer term. **In particular, a student may enroll in no more than 3 semester credit hours in the May Mini-mester.**

3.8 45/30 HOUR RULE (UNDERGRADUATE CREDIT LIMITATION)

[Section 54.068 of the Texas Education Code](#) was amended during the 76th legislative session to allow institutions of higher education to charge a higher tuition rate to resident students for semester credit hours attempted in excess of 45 semester credit hours above those required for completion of a degree program. **The law applies only to new undergraduate resident students beginning in Fall 1999 or later.** The 79th legislative session changed the reduction of the semester-credit-hour limitation **to 30 semester credit hours for all new undergraduate resident students who enroll for the first time in Fall 2006 or thereafter.**

The 45 (or 30) hours **include** courses which are repeated, duplicated, or courses for which the student received a grade of “W.” Although the law allows some exclusions, hours for courses passed, failed, withdrawn, and dropped are counted in the 45 (or 30) hours if the student took them while paying resident tuition at a public institution in Texas.

Resident undergraduate students who initially enrolled during or after the Fall 1999 Semester and who enroll in courses in excess of 45 semester credit hours above those required for completion of their degree program will be assessed an **additional charge of \$121 per semester credit hour.** Effective Fall 2006, all new undergraduate resident students will be assessed the higher tuition rate for semester credit hours attempted in excess of 30 semester credit hours above those required for completion of a degree. Students with questions or who wish to appeal this policy due to extenuating circumstances should contact their advisor.

3.9 THREE-ATTEMPT RULE

The Texas Legislature enacted legislation that does not allow universities to receive state funding for courses containing the same content attempted by a student more than twice at the same Texas state-supported institution of higher education. This regulation not only includes completing a class more than twice, but also includes classes where grades of “W” were earned by withdrawing from classes or dropping a class after the official semester Census Date (see the online registration instruction calendars for specific Census Dates for each semester).

There is now a monetary benefit if students complete classes prior to the third attempt; therefore, it is imperative that students make every effort to complete courses successfully the first time. **Upon the third or subsequent attempt to take the same course at UTSA, a surcharge per semester credit hour will be assessed by UTSA for courses that fall into this category. This surcharge will be in addition to the regular in-state per semester credit hour tuition rate.** Current tuition, fees, and charges schedules can be accessed on the [Fiscal Services Web site](#).

However, out-of-state students who pay the out-of-state rate would not be subject to the surcharge; out-of-state students with fee waivers or who are exempt from paying the out-of-state rate would be assessed the surcharge at the same rate as in-state students.

The Texas Legislature has mandated that students be held accountable for any courses they have taken beginning with the Fall 2002 Semester (this means that the “course count” begins with courses taken or dropped after Census Date beginning with the Fall 2002 Semester). However, certain classes will be exempt from this rule such as independent study and special topics courses with differing content. Students who, in their final semester or term prior to graduation, must repeat one or more previously completed courses for the second or more times in order to meet graduation requirements, will be exempt from paying higher tuition for the repeated course(s) only in the semester or term prior to graduation and shall be permitted the exemption from paying higher tuition for the repeated course(s) for only one semester. Those students wishing to apply for this exemption need to go through the appeal process described below.

Undergraduate students wishing to appeal a charge because of the three-attempt rule may complete an appeal form available in the college advising centers for undergraduate students.

3.10 PETITIONS

Extenuating circumstances may warrant a waiver of university regulations or degree requirements and students have to petition to the Associate Dean for Undergraduate Success.

The following degree requirements cannot be waived:

Completion of 39 hours of upper division course work

Completion of at least 120 total hours

Completion of 30 hours in residency

Students need to meet with an advisor to initiate the petition process.

<i>If you need to --</i>	<i>Place to start</i>	<i>Next Steps</i>
Appeal 45/30 Hour Rule	Obtain form from the Advising Center. Fill out	Advisor will complete form and forward it to the

	top part of the form and attach letter explaining your extenuating circumstances. Submit form to Advisor.	Associate Dean of COEHD and Dean of Undergraduate Studies. You will be notified of the decision in writing. The decision is final.
Appeal to waive additional charges for enrolling in a course for the 3 rd of subsequent time	Obtain form from the Advising Center. Fill out form and attach statement justifying the request, including supporting documentation. Submit form to advisor.	Advisor will review form and forward it to the Associate Dean of COEHD and Dean of Undergraduate Studies. You will be notified of the decision in writing. The decision is final.
Petition to waive a university regulation or degree requirement	Collect supporting documents and make appointment with your advisor by calling 458-4424.	Advisor will help you to fill out the form and forward it to the Associate Dean for Undergraduate Success. You will be notified of the decision in writing.

3.11 REGISTRATION HOLDS

The COEHD Undergraduate Advising Center handles the following four registration holds. For any other holds, contact the appropriate office as indicated in ASAP.

PROBATIONARY HOLD (PASE HOLD)

If your UTSA GPA is below a 2.0, you are on academic probation and the university places a registration hold on your records. You are required to log on to Web-CT, complete the PASE exercise and make an appointment with your academic advisor to have the hold temporarily lifted for registration purposes.

ACADEMIC WARNING HOLD (PASE HOLD)

If your UTSA GPA is between 2.0 and 2.49, COEHD places a hold on your records, as you are at high risk to fall on probation. To have the hold temporarily lifted, you should contact the Advising Center by telephone or e-mail. You are required to log-on to Web-CT, complete the PASE exercise and make an appointment with your advisor within a semester time frame. Once you have met with your advisor, the registration hold will be permanently deleted. You are only required to do the PASE exercise once.

45-HOUR HOLD

If you have completed 45 hours and you do not have a semester-by-semester plan on file with your academic advisor, the university places a registration hold on your records. To have the hold removed, you need to complete a semester-by-semester plan and make an appointment with your advisor to discuss your degree plan. Once you meet with your advisor and have a semester-by-semester plan on file, the registration hold will be permanently lifted.

90-HOUR HOLD

If you have completed 90 hours and you do not have a semester-by-semester plan on file with your academic advisor, the university places a registration hold on your records. To have the hold removed, you need to complete the semester-by-semester plan showing your remaining courses until your graduation and submit the form to the Advising Center. Your advisor will verify your plan and if correct, permanently lift the hold. Turn around time for this hold to be lifted is 5 business days.

3.12 GRADUATION

Graduation & the commencement ceremony – not the same!

Graduation is the process of being awarded a degree. All graduate and undergraduate students wishing to graduate, whether or not they intend to participate in the commencement ceremony, must apply for graduation by the semester deadline. Commencement ceremonies are the services held at the end of each Fall and Spring semester. These are ceremonies in which the attainment of the degree is recognized and celebrated by the University community and the students' friends and family. Commencement ceremonies are held in May for the spring semester and December for the fall semester. There is no commencement ceremony in summer and students who graduate in summer have the option to participate either in the spring or fall ceremony. (See specific deadlines for summer candidates.)

Participation in a commencement ceremony does not imply or infer the awarding of a degree at the time of the commencement ceremony; a final degree audit must be completed before a degree is officially awarded.

COMMENCEMENT HONORS

- Commencement honors are determined by using the UTSA GPA at the end of the semester immediately preceding the semester in which the student is a candidate.
- The same divisions for cum laude, magna cum laude, and summa cum laude are used as indicated in the section below titled "University Honors".
- The student must have a minimum of 45 UTSA semester credit hours, including those currently in progress.
- Prior to the May and December Commencement ceremonies students will be notified if they are eligible to participate with honors at the commencement ceremonies.

Participation with honors at commencement does not imply that the student will be awarded University Honors. Students must achieve a GPA eligible for honors once final grades are posted for the semester in which the student is a candidate.

UNIVERSITY HONORS

Degree requirements to graduate with University Honors:

<i>GPA requirement</i>	<i>Honor</i>
------------------------	--------------

(in all course work
attempted at UTSA)

3.50	Cum Laude
3.75	Magna Cum Laude
3.90	Summa Cum Laude

- Candidates who have completed some portion of the requirements for the baccalaureate degree at other collegiate institutions may graduate with honors when they meet the GPA requirements listed above, in addition to completing a minimum of 45 semester credit hours at UTSA by the time of graduation (excluding courses challenged by examination or taken on a credit/no-credit basis in which only the symbol "CR" is recorded).
- No degree candidate shall be eligible for graduation with honors if, at the time of graduation, disciplinary action has been taken against the student by the University.

APPLYING FOR GRADUATION

Students are responsible for applying for graduation. It is recommended that undergraduates apply for graduation after completing 90 semester credit hours. Applying for graduation is a two step process for COEHD students:

Step 1. Log into ASAP

- Click on the Student Services & Financial Aid link
- Click on the Student Records link
- Click on the Graduation link
- Click on the Graduation Application/Survey link
- Please read all instructions carefully. Your application will not be processed unless you complete the application in its entirety and receive a confirmation number on the last page. Please print the page and keep it for your records.

If you have any questions about the application process, please call the Graduation Coordination Office at 458-8000.

Step 2. Request a degree audit in the COEHD Undergraduate Advising Center

- Print out the degree audit request form

http://coehd.utsa.edu/Students/Advising/forms/DEGREE_AUDIT_REQUEST.pdf

- Fill out form and submit to COEHD Undergraduate Advising Center
- Check Lonestar account for results

It is recommended that you submit the degree audit request by May 1st for summer and fall graduation and December 1st for spring graduation.

If a student has officially declared multiple majors, multiple concentrations, or multiple minors, they must apply for graduation by submitting an additional form to the Graduation Coordination office http://www.utsa.edu/registrar/grad_info.cfm

APPLICATION DEADLINES

The on-line application for graduation must be submitted by the semester deadlines:

- Fall Graduation (December): October 1st
- Spring Graduation (May): February 15th
- Summer Graduation (August): June 1st
- Summer Graduation participating in May Commencement: February 15th

DEGREE VERIFICATION PROCESS

Once all final audits are completed – approximately 30 days after the end of the term – degrees will be posted to the transcripts.

During the semester of graduation, the COEHD undergraduate advising center is responsible for auditing the degree plan to ensure that uniform requirements for the degree are met. At the close of the semester, a final audit will be conducted to verify completion of all degree requirements.

Students who apply for the degree in a given semester but do not fulfill all requirements must submit a new application for graduation before the deadline for the semester in which they intend to graduate.

DIPLOMAS

- Diplomas include the following information: Student's name, degree and major. University honors and Honors College tiers are included for qualifying students.
- The name on the diploma will reflect the first, middle, and last name as recorded in the UTSA Student Information System. If there are questions regarding the diploma name, the student should contact the Graduation Coordination Office at 458-8000 or by email at GraduationCoordination@utsa.edu
- Diplomas are mailed to the address provided by the student on the ASAP Application for Graduation. It is recommended that all degree candidates log into ASAP before the end of the semester and verify that the diploma address is correct.
- If the diploma address is incorrect, log into ASAP and update it under the Personal Information menu.
- Diplomas are printed and mailed approximately 45 days after the end of the semester.
- Diplomas will not be mailed to students with University Holds. Please log into ASAP to verify that no holds exist on your account.

STUDENT RESOURCES & SUPPORT

4.1 ASSOCIATE DEAN FOR UNDERGRADUATE STUDENT SUCCESS

UTSA is a big place and can be very confusing. If you do not know where to go, contact the office of the Associate Dean for Undergraduate Student Success. The Associate Dean, Dr. Nancy Martin, or her assistant, Ms. Silvia Barta, can help you. All your problems cannot be solved in this office. However, we can help you obtain the information you need to get you to the right place.

The Associate Dean for Undergraduate Student Success is located in the Main Building (MB) 3.214 H&G, inside the COEHD Advising Center.

Phone: 210.458.4416

E-Mail: Dr. Nancy Martin nancy.martin@utsa.edu

Ms. Silvia Barta silvia.barta@utsa.edu

4.2 SUPPORT FOR STUDENT DIVERSITY.

UTSA strongly promotes and supports diversity. Learning how people relate to each other is important to your education. The University's strategic plan states that we all have "... the intellectual and moral obligation . . . to understand and value differences among [society's] members." To facilitate meaningful interaction between and among various minority groups, a variety of centers and programs have been established. Among them are the Center for Inclusion and Community Engagement (ICE) and the Allies Program.

CENTER FOR INCLUSION AND COMMUNITY ENGAGEMENT (ICE).

Vision Statement □ The Inclusion and Community Engagement Center seeks to be a nationally recognized diversity and volunteer services center, providing innovative programming and services to our campus and local community.

Core Values □ The Inclusion and Community Engagement Center strives for cross-cultural understanding and appreciation of all our diverse histories and experiences.

We value: □

- Meaningful dialogues across ethnic, cultural, sexual orientation and gender identity lines while providing support for single group interest.
- • Exploring the educational benefits of active volunteerism for our students. □
- Access to higher education and other retention efforts which encourage the success, educational and professional development of all individuals, particularly those from underrepresented groups. □
- Cross-Cultural collaboration with the San Antonio community through programming,

symposia, volunteer experiences and skills development activities, which enhance the community involvement and academic mission of UTSA. □

- Guidance, training, and support to other campus units towards the accomplishment of a vision of equality and diversity.

For more information, contact ICE at (210) 458-4770 or <http://www.utsa.edu/ice/>

ALLIES PROGRAM.

The Allies Program seeks to empower all administrators, faculty, staff and students to create and maintain a welcoming and inclusive environment for all gay, lesbian, bisexual and transgender (GLBT) members of our campus community. By providing support, resources, and educational programs, Allies will help GLBT students find their place and remain a vital part of the UTSA community. For more information consult the Allies website:

<http://www.utsa.edu/counsel/Ally.htm>

4.3 COEHD COMPUTER LAB INFORMATION

The College of Education & Human Development Computer labs are located in the Main Building (MB) at the 1604 campus and in the Frio Street Building (FS) at the Downtown Campus. These labs are only for COEHD students and were improved with education students in mind. The labs have 20" iMacs with dual operating systems, Windows or Mac OS, providing students a choice of which system they wish to use. Slimmer tables have been incorporated to maximize the space of the labs as well as to allow the students enough table space to read and write. Limited printing is available.

Students must present UTSA ID.

*Fall 2007 Semester Hours:

1604 Computer Lab

Monday-Thursday	9:00am - 8:00pm,
Friday	9:00am - 5:00pm
Saturday	9:00am - 6:00pm

DT Computer Lab

Monday-Thursday	9:00am – 6:00pm
Friday	8:30am – 5:30pm

Visit us at <http://coehd.utsa.edu/Students/labs/index.htm> for latest hours and additional up-to-date information.

**subject to change*

4.4 PAYING FOR COLLEGE: SCHOLARSHIPS AND OTHER FINANCIAL RESOURCES

Step 1. Apply for Financial Aid

Every year, UTSA receives funding from the federal and state government to assist you in obtaining a college education. To access these funds you will need to complete a Free Application for Federal Student Aid (FAFSA). Based on the results of the FAFSA, the UTSA

Financial Aid office will be able to determine if you are eligible to receive any of these monies to help with the cost of school.

To submit a FAFSA, visit: <http://www.utsa.edu/financialaid/>

How often will I need to submit a FAFSA?

You should apply every academic year. The earliest you can submit your FAFSA for a particular academic year is January 1st. Don't assume you don't qualify. Apply!

How does applying for financial aid help me qualify for scholarships?

To be considered eligible for some scholarships, you must demonstrate "financial need". At UTSA, we look at the results of your FAFSA to determine if you meet this requirement.

Is there anything I can do to maximize the amount of financial aid that I receive?

Yes. January 1st is the earliest you can submit your FAFSA for the next academic year. The UTSA Financial Aid Office awards certain types of financial aid on a "first come-first served" basis until the funds are expended. Thus, by filing early in the year, you are able to "get in line" to be considered for these funds before they are depleted. If you don't have your tax forms in January, you can file an estimated FAFSA and then update it later in the year.

Be sure to accept your financial aid award by the stated deadline.

If you fail to accept your financial award by the deadline, then some of your funds may be given to other students.

Step 2. Apply for Scholarships

Scholarships are funded by individuals and organizations who are interested in providing free money to help you with the cost of your education. *Most scholarships have a once a year application deadline date that occurs months before you actually receive the money.*

The UTSA Scholarship Office

- Provides general scholarships to all UTSA students.
- Application deadline is *February 15th each year.*
- A listing of available general scholarships can be found at:
<http://www.utsa.edu/scholarships/genscholar.cfm>

THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT SCHOLARSHIPS

The Coordinator of Undergraduate Student Services administers the COEHD Scholarship program through the office of the Associate Dean for Student Success.

Location of office: Main Building, 3.214-J

Contact: Pam Wood at pam.wood@utsa.edu or call 210-458-4021

- The College offers scholarships that are specifically for COEHD majors or students seeking secondary degrees or post-baccalaureate teaching certificates. *Application deadlines for most awards occur in early March.*
- A list of available COEHD Scholarships can be found on the COEHD website at: <http://coe hd.utsa.edu/Students/Scholarships/PSAvialCOEHD.htm>
- Undergraduate students can obtain individual assistance in finding and applying for scholarships by scheduling an appointment with Pam Wood, Coordinator of Undergraduate Student Services. To schedule a session, e-mail the days and times of the week that you are available to: pam.wood@utsa.edu or call 210-458-4021.
- Mass e-mail notification about upcoming scholarship opportunities and deadlines are sent out to interested students via the COEHD Scholarship Alert E-mail List. To add your name to the list, e-mail pam.wood@utsa.edu or call 210-458-4021.
- On the College's webpage, information about additional scholarship opportunities and other financial resources can be found at: <http://coe hd.utsa.edu/Students/Scholarships/index.htm>

INFORMATION FOR TRANSFER STUDENTS

5.1 ACADEMIC CALENDAR AND TIMELINE

- Transfer students should pay close attention to the Academic Calendar and note that deadlines and registration dates may occur **much earlier** at UTSA than other institutions, especially community colleges.
- Financial Aid is awarded for the full year at UTSA. Priority deadlines and scholarships are awarded in early Spring for the next academic year. The UTSA General Scholarship deadline is February 1. The recommended deadline for the FAFSA is March 1 although your FAFSA may be submitted as early as January 1. Delays in submitting financial aid documentation may impact the amount of financial aid awarded. www.utsa.edu/financialaid
- Students should plan in advance to see an academic advisor for registration and course scheduling assistance. It is a good idea to schedule an advising appointment as soon as you have been admitted, and again when the schedule for the upcoming semester is released.
<http://coehd.utsa.edu/Students/Advising/index.htm>

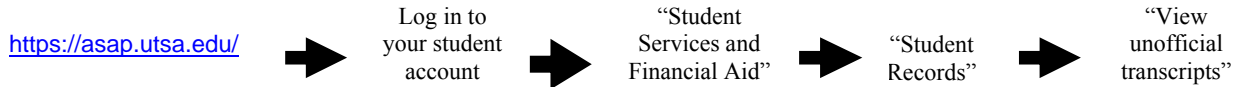
<i>Semester you would like to attend class:</i>	<i>Call your advisor in:</i>	<i>Schedule is released online:</i>	<i>Register:</i>	<i>Classes begin:</i>
Fall	March	Mid/Late March	April	Late August
Spring	October	Mid/Late October	November	Mid January
Summer	March	Mid/Late March	April	June

- Registration for Summer and Fall semesters occurs at the same time.
- Calendars, payment deadlines, and registration information **can only be found online**. UTSA does not print or mail this information to students directly.
 - ✓ You can find the UTSA Academic Calendar online at:
<http://www.utsa.edu/cal.cfm>
 - ✓ The Registration Calendar and Deadlines, including payment deadlines can be found at: <https://asap.utsa.edu/terms.htm>

5.2 TRANSFER CHECKLIST AND TIPS

- Transcripts
 - ✓ In addition to transcripts submitted for admission purposes, transfer students should submit an additional transcript from the most recently attended institution with final grades. While an admissions decision can be made with some work still in progress, credit for on-going courses cannot be posted to a student's record until an official transcript with final grades has been submitted.

- ✓ Students should log on to ASAP (<https://asap.utsa.edu/>) and check their record to make sure that all transcripts have been received, and that all courses taken appear on their record.



- ✓ Students without complete transcripts may encounter complications when trying to register.
- Visiting with an advisor
 - ✓ Transfer students should make a one hour appointment with an advisor in the COEHD Advising Center (MB 3.214) as soon as they are officially admitted to UTSA. Appointments can be scheduled by calling 210-458-4424. New transfer students are discouraged to come to walk-in hours, as there will not be sufficient time to discuss degree requirements in detail.
- Catalog
 - ✓ At UTSA, a new undergraduate catalog is introduced every 2 years. There are curriculum and pre-requisite changes in every catalog. Available programs, core curriculum requirements, and major requirements may be added or subtracted.
 - ✓ Students transferring to UTSA from a public community college in Texas have the option to follow the catalog which was active when they first enrolled at the community college. When admitted, students are automatically placed under the current catalog at UTSA. (Example: Student takes classes at San Antonio College in Fall 2005. Student transfers to UTSA and begins classes here in Fall 2007. Student has the option to be under either the UTSA 2004-2006 or 2006-2008 catalog). ***Transfer students should meet with their COEHD Academic Advisor to determine whether to remain in the most recent catalog or request a change.***
- Petitions for course substitution
 - ✓ A petition for substitution is officially asking the COEHD to use one course in place of another.
 - ✓ In the instance when a transferable course is not an exact equivalent to a UTSA course, but the content of the course is similar to the UTSA requirement, students may petition for a substitution.
 - ✓ COEHD Academic Advisors assist students with the petitioning process. However, it is always the student's responsibility to initiate the petitioning process and to produce supporting documentation (such as the course description and/or syllabus) that shows why a substitution might be justified.
 - ✓ Petitions for substitution are a request, not a guarantee. If petitions for substitution are necessary, students should allow ample time for this

process prior to any registration that might be affected. This process may take up to 4 weeks.

- Pre-requisites and course sequencing
 - ✓ A pre-requisite is a requirement that must be completed before the desired course can be taken.
 - ✓ Pre-requisites at UTSA and in the COEHD are strictly enforced and may be different than pre-requisites required at other institutions. Pre-requisites may also vary by catalog. Students should consult the UTSA Undergraduate catalog for pre-requisite requirements <http://www.utsa.edu/ucat/Chapter4/index.cfm>.
 - ✓ Transfer students should meet with their COEHD Academic Advisor to make sure that pre-requisite courses have been fulfilled and that your student record is updated to allow appropriate registration online.
 - ✓ Some courses in the COEHD are only offered once per year (i.e., only each Fall). Students should pay particular attention to these courses and plan accordingly. The COEHD Advising Center is familiar with course rotations and can assist transfer students with this planning process.
 - ✓ Students who do not adequately plan for the prescribed COEHD course sequence may encounter difficulty registering and may be delayed in graduation.
- GPA
 - ✓ The COEHD re-calculates major, core, and overall GPA according to program guidelines. The COEHD Advising Center can assist students with program requirements and GPA calculation.

**APPENDIX A. COEHD PROFESSIONAL STAFF, DEPARTMENT OFFICES, & DEAN'S
OFFICE CONTACT INFORMATION**

COEHD Professional Staff

	Name	Office	Phone	1st Point of Contact
COEHD Advising Center, Director	Sylvia Mansour	MB 3.214	458-4424	Kevin
Certification Advising, Coordinators	Carole Preston Allegra Castro	MB 3.214	458-6287	Karen
Undergraduate Student Services, Coordinator	Pam Wood	MB 3.214J	458-4021	Katie
School Partnerships, Director	Ron Thomas	MB 0.500	458-5420	Le'Kisha
Student Teaching, Director	Janet Scott	MB 0.500	458-5420	Le'Kisha
TEExES Program, Director	Cherie Weiss	MB 0.500	458-5420	Le'Kisha

Department Offices

Department	Dept Chair	Office	Phone	1st Point of Contact
Bicultural Bilingual Studies	Dr. Robert Milk	MB 3.112	458-4426	Liliana
Counseling, Ed Psych, Adult & Higher Education	Dr. Marcheta Evans	DB 4.322	458-2600	Donna
Ed Leadership & Policy Studies	Dr. David Thompson	MB 3.310	458-4816	Eva
Health & Kinesiology	Dr. Zenong Yin	MB 3.324	458-5642	Karen
Interdisciplinary Learning & Teaching	Dr. Elizabeth Pate	MB 2.212	458-5969	Jenny or Leslie or Monica

Dean's Office

	Name	Office	Phone	1st Point of Contact
Dean	Dr. Betty Merchant	MB 3.304	458-4370	Lorrie
Associate Dean, Undergraduate Student Success	Dr. Nancy Martin	MB 3.214	458-4416	Silvia
Associate Dean, Teacher Education	Dr. Blanche Desjean-Perrotta	MB 0.500	458-5818	Allison

Associate Dean, Downtown Campus	Dr. Art Hernandez	DB 4.122	458-2610	Liz
Associate Dean, Graduate Studies	Dr. Page Smith	MB 3.304	458-4370	Alicia
Associate Dean, Research	Dr. Bertha Perez	MB 3.304	458-5200	Silvia

APPENDIX B. COEHD STUDENT CLUBS AND ORGANIZATIONS

THE AIKIDO CLUB

Practice and promote the art of Aikido

President: Karl Wilhelm
 Organization E-mail: james.clark@utsa.edu
 Organization Website: None
 Faculty Sponsor: James Clark – 458-5850
 Offer Member Scholarships: None

BILINGUAL EDUCATION STUDENT ORGANIZATION (BESO)

The purpose of the organization is to provide information, assistance and fellowship for students who are interested in bicultural and bilingual studies and to encourage awareness for bilingual education among students and faculty.

President: Maricela Alvarea
 Organization E-mail: beso@lonestar.utsa.edu
 Organization Website: http://bbl.utsa.edu/programs/s_programs.htm
 Faculty Sponsor: Claudia L. Garcia – claudia.garcia@utsa.edu
 Offer Member Scholarships: Yes-The Guadalupe Harber Scholarship & The Rodolfo Jacobson Scholarship

THE COUNCIL FOR EXCEPTIONAL CHILDREN

President: Marivel Gutierrez – (210) 789-3927 - mariveg@lonestar.utsa.edu
 Organization E-mail: Unknown
 Organization Website: None
 Faculty Sponsor: Dr. Maria Kaylor – 458-5530 or maria.kaylor@utsa.edu
 Offer Member Scholarship: None

DEAN'S STUDENT LEADERSHIP ADVISORY COUNCIL (DSLAC)

Serves as the collective and diverse representative voice of all undergraduate and teacher certification students of the COEHD. As such, represents student needs and concerns to the Dean; acts as a liaison and facilitates communication among students and faculty.

President: Paula Salas – paula.salas@lonestar.utsa.edu
 Organization E-mail: None
 Organization Website: <http://coe hd.utsa.edu/Students/DSLAC/index.html>
 Faculty Sponsor: Dr. Nancy Martin – 458-4416 or nancy.martin@utsa.edu
 Faculty Sponsor: Dr. Christine Moseley – 458-5992 or Christine.moseley@utsa.edu
 Faculty Sponsor: Dr. Wayne Wright – 458-2024 or wayne.wright@utsa.edu
 Administrative Contact: Pam Wood, Coordinator of U/G Student Services – 458-4021 or pam.wood@utsa.edu
 Offer Member Scholarship: No

INTERNATIONAL READING ASSOCIATION

The purpose of the International Reading Association Student Council is to promote reading, reading instruction and to afford pre-service teachers the opportunity to join a professional organization.

President: Robin Wright – 481-2103 – robinw@lonestar.utsa.edu
 Organization E-mail: None
 Organization Website: <http://isci.utsa.edu/Reading/IRA/index.htm>
 Faculty sponsor: Dr. Susan Keehn – 458-5402 or susan.keehn@utsa.edu
 Faculty sponsor: Dr. Miriam Martinez – 458-5971 or miriam.martinez@utsa.edu
 Faculty sponsor: Dr. Janis Harmon – 458-7283 or janis.harmon@utsa.edu
 Offer Member Scholarship: Unknown

KAPPA DELTA PI HONOR SOCIETY IN EDUCATION

The purpose of Omicron Chi Chapter shall be to promote excellence in and recognize outstanding contributions to education.

Organization Website: <http://coehd.utsa.edu/Special/KappaDeltaPi.htm>
 Faculty Sponsor: Dr. Barbara Gonzalez Pino - 458-5796 or barbara.gonzalezpino@utsa.edu
 Offers Member Scholarship: Unknown

KINESIOLOGY & HEALTH SOCIETY

To promote physical education and health to the community. To teach our members the value of community service and participating in conventions. To promote professionalism, development and social networking.

President: Ronald Gembler – (210) 421-4237 – rgembler@hotmail.com
 Organization e-mail: khs@lonestar.utsa.edu
 Organization website: <https://lonestar.utsa.edu/khs/>
 Faculty Sponsor: Ms. Virginia Trummer – 458-5425 or virginia.trummer@utsa.edu
 Offers Member Scholarship: Yes

MEXICAN AMERICAN STUDIES STUDENT ORGANIZATION (MASSO)

The purpose of the organization will be to promote and support the Mexican American Studies Program and foster a positive environment for majors as well as recruit majors. Promoting Chicana/o studies to the UTSA student body is also a priority and intent.

Organization E-mail: None
 Organization Website: None
 Faculty Sponsor: Dr. Josie Mendez-Negrete - 458-2637 or josephine.mendeznegrete@utsa.edu
 Faculty Sponsor: Dr. Marie Miranda - 458-2675 or marie.miranda@utsa.edu
 Offer Member Scholarships: Unknown

NATIONAL SCIENCE TEACHER ASSOCIATION

To promote the mission of NSTA; to acquaint pre-service teachers of science with the support resources available from UTSA; to provide additional professional development in science education to pre-service teachers and to acquaint pre-service teachers of science with others like themselves at their university or college and across the United States and Canada

Organization E-mail: nstaofutsa@gmail.com
Organization Website: None
Faculty Sponsor: Dr. Kim Bilica – 458-7438 or Kimberly.bilica@utsa.edu
Offer Member Scholarship: Unknown

**To learn about other student clubs and organizations campus-wide,
visit the UTSA Student Activities webpage at:**

http://www.utsa.edu/sa/so/student_orgs.cfm

APPENDIX C.
COEHD UNDERGRADUATE COURSE PREFIXES AND DEPARTMENT

Prefix	Discipline	Department
ASL	American Sign Language	Interdisciplinary Learning & Teaching (ILT)
BBL	Bicultural-Bilingual	Bicultural-Bilingual Studies (BBL)
C&I	Curriculum & Instruction	Interdisciplinary Learning & Teaching (ILT)
COU	Counseling	Counseling & Educational Psychology (CEPAHE)
ECE	Early Childhood	Interdisciplinary Learning & Teaching (ILT)
EDL	Educational Leadership	Educational Leadership & Policy Studies (ELPS)
EDP	Educational Psychology	Counseling & Educational Psychology (CEPAHE)
EDU	Educational Foundations	Educational Leadership & Policy Studies (ELPS)
EIS	English for International Student	Bicultural-Bilingual Studies (BBL)
ESL	English as a Second Language	Bicultural-Bilingual Studies (BBL)
HTH	Health	Health & Kinesiology
IDS	Interdisciplinary Studies	Interdisciplinary Learning & Teaching (ILT)
KIN	Kinesiology	Health & Kinesiology
MAS	Mexican-American Studies	Bicultural-Bilingual Studies (BBL)
RDG	Reading	Interdisciplinary Learning & Teaching (ILT)
SPE	Special Education	Interdisciplinary Learning & Teaching (ILT)

APPENDIX D.
ALPHABETICAL LISTING OF ABBREVIATIONS

Abbreviation	Category or Description	
4-8 BBL	4 th - 8 th grade Generalist Bilingual Certification	Teaching certificate that can be pursued by an IDS major
4-8 ESL	4 th - 8 th grade English as a Second Language Certification	Teaching certificate that can be pursued by an IDS major
4-8 LARSS	4 th - 8 th grade Language Arts, Reading and Social Studies Certification	Teaching certificate that can be pursued by an IDS major
4-8 MS	4 th - 8 th grade Math/Science Certification	Teaching certificate that can be pursued by an IDS major
All-Level	A teaching certificate that allows the student to teach one subject at all grade levels.	Public School Grade Levels
All-Level Art	All-Level Art Certification	Teaching certificate that can be pursued by an Art major
All-Level HTH	All-Level Health Certification	Teaching certificate that can be pursued by a Health major
All-Level MUS	All-Level Music Certification	Teaching certificate that can be pursued by a Music major
All-Level PE	All-Level Physical Education Certification	Teaching certificate that can be pursued by a Kinesiology major
All-Level Sp Ed	Early Childhood through 12 th grade Special Education Certification	Teaching certificate that can be pursued by an IDS major
ART	Art Building- 1604 Campus	Building Code
ATE	Academy for Teacher Excellence	A Grant Program in the COEHD
B.A.	Bachelor of Arts Degree	Undergraduate Degree
B.S.	Bachelor of Science Degree	Undergraduate Degree
BB	Business Building-1604 Campus	Building Code
BBL	Department of Bicultural-Bilingual Studies	COEHD Departments offering Undergraduate (U/G) Programs
BESO	Bilingual Education Student Organization	COEHD Student Club or Organization
BSB	Biosciences Building-1604 Campus	Building Code
BSE	Biosciences Building-1604 Campus	Building Code
BV or BVB	Buena Vista Street Building - Downtown Campus	Building Code
CC	Convocation Center-1604 Campus	Building Code
CEC	Council for Exceptional Children	COEHD Student Club or Organization
CFAC	Colleges Freshmen Advising Center	Advising Office for declared Freshmen who have completed 29 hours or less.
COA	College of Architecture	UTSA College
COB	College of Business	UTSA College
COE	College of Engineering	UTSA College

COEHD	College of Education and Human Development	UTSA College
COLFA	College of Liberal and Fine Arts	UTSA College
COPP	College of Public Policy	UTSA College
COS	College of Sciences	UTSA College
DB or DBB	Durango Building- Downtown Campus	Building Code
DSLAC	Dean's Student Leadership Advisory Council	COEHD Student Club or Organization
EB	Engineering Building-1604 Campus	Building Code
EC-4	Early Childhood through 4 th Grade Generalist Certification	Teaching certificate that can be pursued by an IDS major
EC-4 BBL	Early Childhood through 4 th Grade Bilingual Generalist Certification	Teaching certificate that can be pursued by an IDS major
Elementary	Teaching certificates that allow you to teach either early childhood through 4th grade or 4th through 8th grade.	Public School Grade Levels
FS	Frio Street Building-Downtown Campus	Building Code
HAK	Department of Health and Kinesiology	COEHD Departments offering Undergraduate (U/G) Programs
HC	Honors College	UTSA College
History-SS	History Major with concentration in Social Studies	College of Liberal and Fine Arts Major for students seeking High School Social Studies Certification.
HPO	Health Professions Office	Advising for Health and Kinesiology Majors who want to enter a Health Professions School
HSS	Social Sciences Building-1604 Campus	Building Code
HTH	Health Major	COEHD Undergraduate Major
IDS	Interdisciplinary Studies Major	COEHD Undergraduate Major
ILT	Department of Interdisciplinary Learning and Teaching	COEHD Departments offering Undergraduate (U/G) Programs
IRA	International Reading Association	COEHD Student Club or Organization
ITC	Institute of Texan Cultures-ITC Campus	Building Code
JPL	John Peace Library Building-1604 Campus	Building Code
KAH	Department of Health and Kinesiology	COEHD Departments offering Undergraduate (U/G) Programs
KHS	Kinesiology and Health Society	COEHD Student Club or Organization
KIN	Kinesiology Major	COEHD Undergraduate Major
MAS	Mexican American Studies Major	COEHD Undergraduate Major
MASSO	Mexican American Studies Student Organization	COEHD Student Club or Organization
Math-GMS	Math Major with concentration in General Mathematical Studies	College of Science Undergraduate Major for students seeking High School Math Certification

MB	Main Building-1604 Campus	Building Code
MDS	Multidisciplinary Science Major	College of Science Undergraduate Major for students seeking High School Science Certification
MS	Multidisciplinary Studies Building-1604 Campus	Building Code
NSTA	National Science Teacher Association	COEHD Student Club or Organization
PE	Physical Education Building-1604 Campus	Building Code
PPR Exam	Pedagogy and Professional Responsibilities Exam	One of the required TExES exams that assesses the student's knowledge of teaching methodology and professional responsibilities.
RWC	Recreation and Wellness Center-1604 Campus	Building Code
SB	Science Building-1604 Campus	Building Code
Secondary	A teaching certificate that allows you to teach 8th through 12th grade only	Public School Grade Levels
TALC	Teacher Academy Learning Community	Part of the ATE Grant Program- Provides free services for future teachers
TExES	Texas Examinations of Educator Standards	The State Teacher Certification Examination
THEA	Texas Higher Education Assessment	Test required to progress to upper level (3000 and 4000 level coursework) and to enter the COEHD Teacher Certification Program
TOPT	Texas Oral Proficiency Test	A required TExES certification exam that determines the student's proficiency in a particular language (i.e., the Spanish proficiency of prospective Spanish teachers.)
TRC	Tomas Rivera Center	Advising office for undeclared freshman. Provides academic support services.
UC	University Center-1604 Campus	Building Code

APPENDIX E.
ABBREVIATIONS BY CATEGORY

UTSA Buildings

ART	Art Building	1604 Campus
BB	Business Building	1604 Campus
BSB	Biosciences Building	1604 Campus
BSE	Biotechnology Sciences and Engineering	1604 Campus
BV or BVB	Buena Vista Street Building	DT Campus
CC	Convocation Center	1604 Campus
DB or DBB	Durango Building	DT Campus
EB	Engineering Building	1604 Campus
FS	Frio Street Building	DT Campus
HSS	Social Sciences Building	1604 Campus
ITC	Institute of Texan Cultures	ITC Campus
JPL	John Peace Library Building	1604 Campus
MB	Main Building	1604 Campus
MS	Multidisciplinary Studies Building	1604 Campus
PE	Physical Education Building	1604 Campus
RWC	Recreation and Wellness Center	1604 Campus
SB	Science Building	1604 Campus
UC	University Center	1604 Campus

UTSA Colleges

COA	College of Architecture
COB	College of Business
COE	College of Engineering
COEHD	College of Education and Human Development
COLFA	College of Liberal and Fine Arts
COPP	College of Public Policy
COS	College of Sciences
HC	Honors College

Important Campus-Wide Offices

CFAC	Colleges Freshmen Advising Center
HPO	Health Professions Office

TRC	Tomas Rivera Center
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College of Education and Human Development (COEHD):
Departments offering Undergraduate (U/G) Programs

BBS	Department of Bicultural-Bilingual Studies
ILT	Department of Interdisciplinary Learning and Teaching
KAH	Department of Health and Kinesiology

Undergraduate Degrees

B.A.	Bachelor of Arts Degree
B.S.	Bachelor of Science Degree

Undergraduate Majors

HTH	Health Major
IDS	Interdisciplinary Studies Major
KIN	Kinesiology Major
MAS	Mexican American Studies Major

Teaching Certificates

a. Teaching Certificates available to Interdisciplinary Studies Majors (IDS)

EC-4	Early Childhood through 4 th Grade Generalist
EC-4 BBL	Early Childhood through 4 th Grade Bilingual Generalist
4-8 MS	4 th -8 th grade Math/Science
4-8 LARSS	4 th -8 th grade Language Arts, Reading and Social Studies
4-8 BBL	4 th -8 th grade Generalist Bilingual
4-8 ESL	4 th – 8 th grade English as a Second Language
EC-12 Special Ed	Early Childhood through 12 th grade Special Education

b. Teaching Certificates available to Kinesiology and Health Majors (KIN or HTH)

EC-12 HTH	All-Level Health Certification
EC-12 PE	All-Level Physical Education Certification

c. Teaching Certificates available to Majors from other UTSA Colleges

EC-12 Art	All-Level Art Certification
EC-12 FRN	All-Level French
EC-12 GER	All-Level German
EC-12 MUS	All-Level Music Certification

EC-12 SPAN	All-Level Spanish
8-12	Science
8-12	Earth Science
8-12	Life Science
8-12	Math
8-12	History
8-12	Social Studies
8-12	Speech
8-12	English, Language Arts and Reading

Tests/Assessments for Students Seeking Teacher Certification

PPR Exam	Pedagogy and Professional Responsibilities Exam
TE_xES	Texas Examinations of Educator Standards
THEA	Texas Higher Education Assessment
TOPT	Texas Oral Proficiency Test

COEHD Student Clubs and Organizations

BESO	Bilingual Education Student Organization
CEC	Council for Exceptional Children
DSLAC	Dean's Student Leadership Advisory Council
IRA	International Reading Association
KHS	Kinesiology and Health Society
MASSO	Mexican American Studies Student Organization
NSTA	National Science Teacher Association
	Kappa Delta Pi Honor Society in Education

COEHD Grant Programs

ATE	Academy for Teacher Excellence
TALC	Teacher Academy Learning Community

APPENDIX F. DEGREES OFFERED IN THE COEHD

Undergraduate Degrees

Four undergraduate degrees are offered within the College: the Bachelor of Arts in Interdisciplinary Studies, the Bachelor of Arts in Mexican American Studies, the Bachelor of Science in Health, and the Bachelor of Science in Kinesiology.

Minors are also offered in Bicultural Studies, English as a Second Language, and Health. Within each degree there are multiple tracks. For detailed information regarding each of these, consult the COEHD section of the UTSA undergraduate catalog.

BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES

Degree Only. The Bachelor of Arts (B.A.) in Interdisciplinary Studies (IDS) degree-only concentration may be used as preparation for careers in government service or work with youth in a non-teaching capacity, or as an opportunity to prepare for graduate or professional study in areas such as business, counseling, or social work.

Teacher Certification Tracks.

Early Childhood–Grade 4 (EC–4) Generalist Certification,
 Grades 4–8 Language Arts/Reading/Social Studies Certification
 Grades 4–8 Mathematics/Science Certification
 Special Education EC–12
 Early Childhood–Grade 4 Bilingual Generalist Certification Concentration
 Grades 4–8 Bilingual Generalist Certification Concentration
 Grades 4–8 ESL Certification Concentration

Those seeking teacher certification in grades 8-12 or in the content areas of Music or Art will major in the content area (either in the College of Liberal & Fine Arts or in the College of Science) and take additional coursework in the COEHD to fulfill teacher certification requirements. (For more information, regarding teacher certification, contact an advisor.)

BACHELOR OF ARTS IN MEXICAN AMERICAN STUDIES

Majors are required to complete a prescribed program of study that must include a concentration from one of eight areas: Anthropology; Communities, Families, and Children; History; Literary and Cultural Studies; Nonprofit Management; Political Science; Sociology; or Spanish.

BACHELOR OF SCIENCE IN HEALTH

This program provides students with the opportunity to pursue a Bachelor of Science degree in Health for students interested in careers in community health and school health (teacher certification in early childhood-grade 12).

BACHELOR OF SCIENCE IN KINESIOLOGY

Students are prepared for careers in exercise science or teaching physical education (pre-kindergarten–12).

Current Masters and Doctoral Programs.

Master of Arts in Bicultural-Bilingual Studies

- Bicultural-Bilingual Education Concentration
- Bicultural Studies Concentration

Master of Arts in Teaching English as a Second Language

Master of Education in Educational Leadership and Policy Studies

- Higher Education Administration Concentration
- Educational Leadership Concentration

Master of Arts in Counseling

Master of Arts in Education

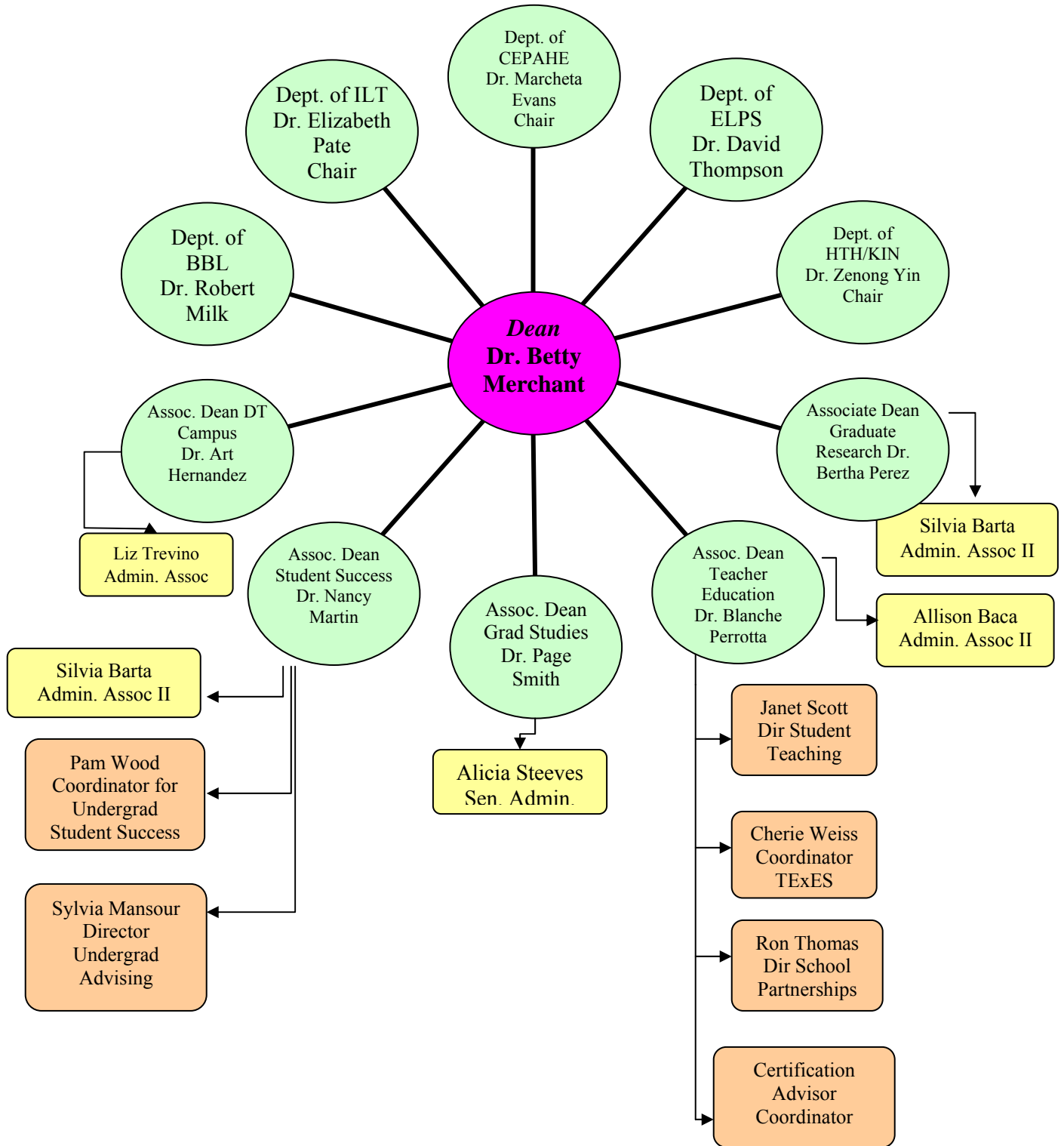
- Reading and Literacy Concentration
- Early Childhood and Elementary Education Concentration
- Instructional Technology Concentration
- Special Education Concentration
- Curriculum and Instruction Concentration
 - o Accelerated Teacher Education Program (ATEP)
 - o MAECIT Program
- Kinesiology and Health Promotion Concentration

Doctor of Philosophy in Culture, Literacy and Language

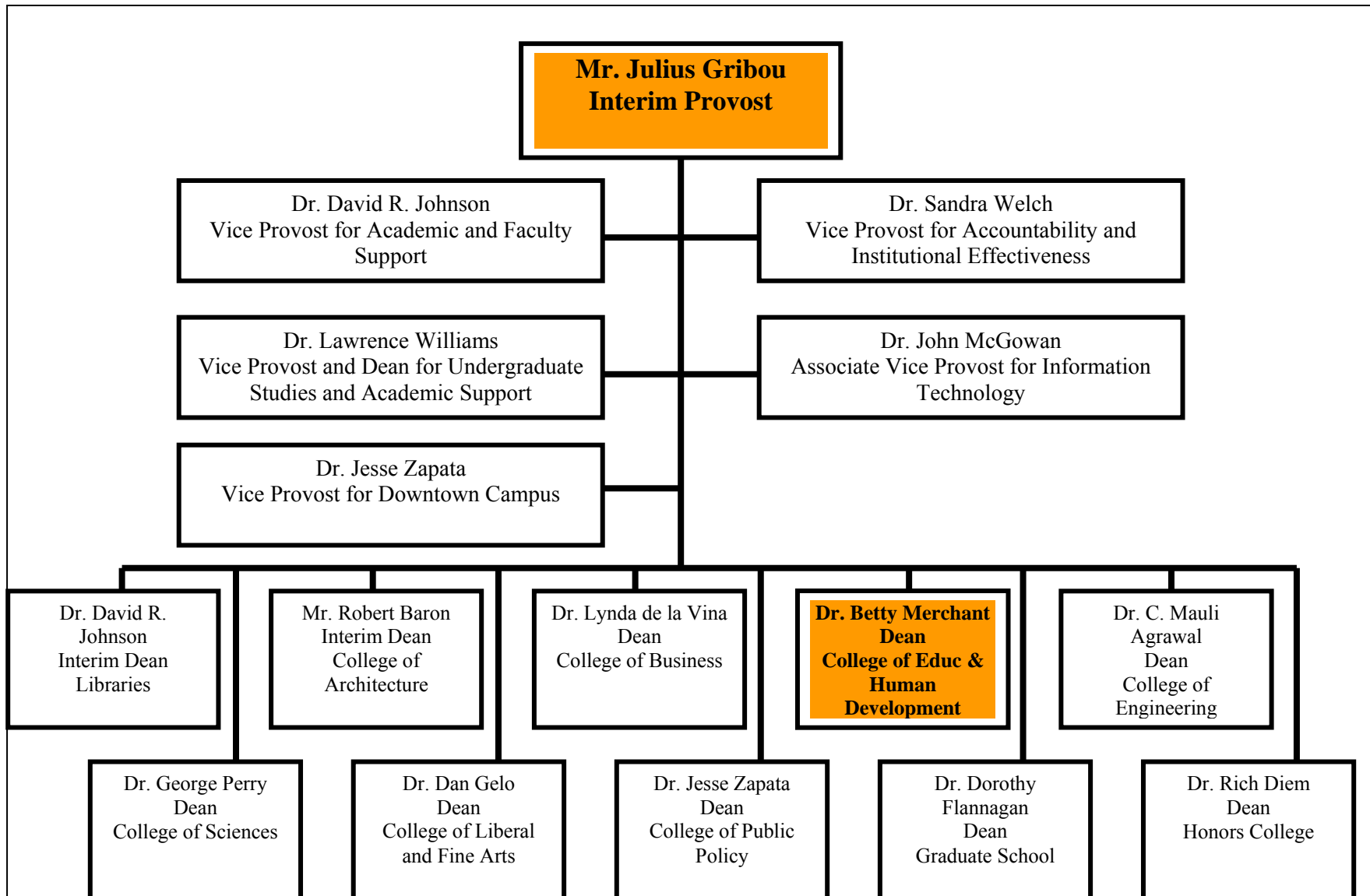
Doctor of Education in Educational Leadership

Doctor of Philosophy in Counselor Education and Supervision

APPENDIX G. COEHD ORGANIZATIONAL CHART



APPENDIX H. UTSA ACADEMIC AFFAIRS ORGANIZATIONAL CHART 2007-2008



APPENDIX I.
LIST OF UTSA COLLEGES & DEPARTMENTS

The College of Architecture consists of the following academic department:
Architecture

The College of Business consists of the following academic departments:
Economics
Finance
Management Science and Statistics
Marketing
Management
US Army ROTC
Information Systems & Technology Management

The College of Education & Human Development consists of the following academic departments:
Educational Leadership and Policy Studies
Counseling, Educational Psychology, and Adult & Higher Education
Health and Kinesiology
Interdisciplinary Learning & Teaching
Bicultural-Bilingual Studies

The College of Engineering consists of the following academic departments:
Civil and Environmental Engineering
Electrical Engineering
Mechanical Engineering
US Air Force ROTC
Biomedical Engineering

The College of Liberal and Fine Arts consists of the following academic departments:
Anthropology
Communication
English, Classics and Philosophy
History
Music
Political Science and Geography
Psychology
Sociology
Art and Art History
Modern Languages and Literatures

The College of Public Policy consists of the following academic departments:
Criminal Justice
Public Administration

Social Work

The College of Sciences consists of the following academic departments:

Biology

Chemistry

Computer Science

Mathematics

Earth and Environmental Science

Physics and Astronomy

GLOSSARY OF UNIVERSITY-WIDE TERMS AND DEFINITIONS

click on a letter below to go to that section of the glossary

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

ACADEMIC ADVISOR – a professional staff advisor who assists students with academic planning and supports students in ways that promote academic success. All freshmen who have declared college majors are advised by staff at the Colleges’ Freshman Advising Center. Other undergraduate students, who are sophomores through seniors, are advised by professional staff in the college academic advising centers of the students’ majors. (Faculty can serve as mentors and advisors in various colleges.)

ASAP – the Automated Student Access Program is on the UTSA BANNER web site. Students can create a personal identification number and access their grades, registration, financial obligation, account balance, and many other very useful data.

ATE -- Academy for Teacher Excellence. A grant program in the COEHD.

B

BB – Business Building (1604 Campus)

BBL – Department of Bicultural-Bilingual Studies

BESO – Bilingual Education Student Organization

BSB – Biosciences Building-1604 Campus

BSE – Biosciences Building-1604 Campus

BV or BVB – Buena Vista Building - Downtown Campus

C

CATALOG OF GRADUATION - The catalog that is in effect at the time the student actually first enrolls at UTSA or other public institution in Texas. It lists all of the courses required for the student’s degree completion and any prerequisites. This plan of study is in effect for seven years and does not change. The university publishes a catalog every two years, alternating years for undergraduate and graduate catalogs.

CC – Convocation Center-1604 Campus

CFAC – Colleges Freshman Advising Center. 1604 campus.

CENSUS DAY – Census Day is the 12th class day of each long semester. The number of student/class enrollments on Census Day is the basis for the official student statistics that the university reports to the Texas Higher Education Coordinating Board. Up until Census Day students are allowed to drop individual courses and receive a tuition refund.

CEPAHE – Department of Counseling, Educational Psychology, Adult and Higher Education.

COA- Cost of Attending. This is determined by the UTSA Financial Aid and Enrollment Services office and is based on the average cost of attending UTSA.

COA – College of Architecture

COB – College of Business

COE – College of Engineering

COEHD – College of Education and Human Development

COLFA – College of Liberal & Fine Arts

COPP – College of Public Policy

COS – College of Sciences

COURSE NUMBERS – a numbering system that indicates the academic level, academic subgroup or sequence, and credit hours of the specific course.

For example, all UTSA numbers are four digits. Look at ENG 1013 as an example:

ENG 1 0 1 3

1 - The first digit is the academic level: **1-freshman** (2-sophomore, 3-junior, 4-Senior, 5,6,7-graduate)

01 – the sequence assigned to this course by the English faculty

3 – the credit hours that the course meets per week (determines a value of the course in the grade calculation)

All courses beginning with a 1 and 2 are considered “lower division” and those beginning with 3 and 4 are "upper division." This is important for registration and for university requirements for graduation.

COURSE/CLASS SCHEDULE BOOK – this book lists all of the courses and sections of courses offered for registration in a specific semester or summer term. It lists the time the class meets, the building and room number, and the name of the instructor. This book gives registration instructions, and entries can be changed by the university. This is not the catalog.

D

DB – Durango Building (Downtown Campus)

DISCIPLINE – the academic course label determined by the college or department and faculty. For example, **ENG 1013** is ENGLISH from the English department. A listing of these labels is always in the course schedule book for each registration period.

DSLAC – Dean’s Student Leadership Advisory Council

E

EB – Engineering Building-1604 Campus

EFC - Expected Family Contribution. The amount of money the federal government has determined that you or your family should be able to pay toward your cost of attending college for 1 academic year. It is based on your FAFSA.

EDP – Educational Psychology

ELL – English language learner

ELPS – Department of Educational Leadership and Policy Studies

ESL – English as a Second Language

F

FAFSA - Free Application for Federal Student Aid.

FS – Frio Street Building-Downtown Campus

FTT – Fitness to Teach Policy

FULL-TIME UNDERGRADUATE STUDENT - enrolled in at least 12 semester credit hours for a semester (fall, spring), or a summer term. A fulltime Graduate Student must take 9 semester hours

G

GRADE POINTS – points earned for each letter grade earned. Used to determine grade point average. UTSA is on a 4.0 grade point system.

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 point

GRADE POINT AVERAGE – a calculation of grade points earned for the credit hours attempted in a semester or term. For example, a student enrolls in 12 semester credit hours, each course is 3 credit hours, and earns an A, B, C & F.

A = 4 points x 3 semester credit hours = 12 grade points

B = 3 points x 3 semester credit hours = 9 grade points

C = 2 points x 3 semester credit hours = 6 grade points

F = 0 points x 3 semester credit hours = 0 grade points

Add up the credit hours attempted = 12

Add up the grade points earned = 27

Divide the grade points by the credit hours for GPA = 2.25

The student records system keeps a calculation for each semester or term of UTSA coursework and also gives an overall UTSA GPA for all semesters or terms of UTSA coursework.

GRADUATE STUDENTS – students who have attained an acceptable undergraduate or baccalaureate degree and have been accepted into an advanced level program. These students are referred to as master's level or doctoral level.

H

HAK – Department of Health and Kinesiology

HPO – Health Professions Office. Advising for undergraduate students who want to enter a Health Professions School.

HSS – Humanities & Social Sciences Building. 1604 campus.

HTH – Health

I

IDS – Interdisciplinary Studies major

ILT – Department of Interdisciplinary Learning and Teaching

IRA – International Reading Association

ISD – Independent School District

ITC – Institute of Texan Cultures-ITC Campus

J

JPL – John Peace Library Building-1604 Campus

K

L

M

M&O – Maintenance and operations budget.

MAS – Mexican American Studies Major

MASSO – Mexican American Studies Student Organization

MB – Main Building. 1604 Campus. The College of Education & Human Development, the President and the Provost are housed in the MB.

MS – Multidisciplinary Studies Building. 1604 campus.

N

NSTA – National Science Teacher Association

O

P

PE – Physical Education Building-1604 Campus

PPR Exam – Pedagogy and Professional Responsibilities Exam. One of the required TExES exams that assesses the student's knowledge of teaching methodology and professional responsibilities.

PREREQUISITE – A requirement that must be completed before a desired course can be taken. That is, without the knowledge from the prerequisite, it is likely that the student will have difficulty with the desired course.

Q

R

RWC – Recreation and Wellness Center-1604 Campus

S

SAR- Student Aid Report. The report that you receive from the federal government after they have processed your FAFSA.

SB – Science Building-1604 Campus

SBEC – State Board for Educator Certification. SBEC is a part of TEA.

SEMESTER or TERM – the way in which an academic year is divided for course enrollment and credit. At UTSA the year is divided into fall semester, spring semester, and summer term. We use the words term and semester interchangeably.

SEMESTER CREDIT HOUR – the number of hours a course is worth determined by the hours it meets in a semester. For example, a one-semester credit hour course meets one hour per week in a semester; two-semester credit hour course meets two hours per week; three-semester credit hour course meets three hours per week; and so on. Summer courses are condensed, but the actual class time is the same as long semesters.

STUDENT CLASSIFICATION – a system of levels determined by student’s earned credit hours used primarily for priority student registration.

Undergraduate students:

Freshmen	0-29
Sophomore	30 – 59
Junior	60-89
Senior	90 and over

T

TALC – Teacher Academy Learning Community. Part of the ATE Grant Program-Provides free services for future teachers

TEA – Texas Education Agency.

TERM or SEMESTER – the way in which an academic year is divided for course enrollment and credit. At UTSA the year is divided into fall semester, spring semester, and summer term. We use the words term and semester interchangeably.

TExES – Texas Examinations of Educator Standards. Required for teacher, principal, school counselor, or superintendent certifications in Texas.

THEA – Texas Higher Education Assessment. Test required to progress to upper level (3000 and 4000 level coursework) and to enter the COEHD Teacher Certification Program.

THECB – Texas Higher Education Coordinating Board. The THECB has oversight and approval responsibility for all Texas higher education policies and programs.

TOPT – Texas Oral Proficiency Test. A required TEExES certification exam that determines the student's proficiency in a particular language (i.e., the Spanish proficiency of prospective Spanish teachers).

TRC – Tomas Rivera Center. Advising office for undeclared freshman. Provides academic support services.

U

UC – University Center. 1604 campus.

UTSA INFORMATION BULLETIN – this bulletin is published annually and gives all of the policies and procedures concerning the university calendar, history, tuition, fees, charges, deposits, admission, and general academic regulations. This bulletin takes the place of any former bulletins and governs these rules for the year that the bulletin is in effect. It can be accessed on-line by clicking on “myUTSA”, then on ASAP.

V

W

WEBCT – is a course management system (CMS) that enables students to access web-based learning activities and course materials. Some of the WebCT course activities include a bulletin board, chat room, whiteboard, email, student presentation area, grades, quizzes, interactive calendar, and links to web pages containing course readings and other material.

X

Y

Z