This document contains general COLFA policies and procedures and those applicable to Undergraduate study.

For policies and procedures applicable specifically to Graduate study see the COLFA Graduate Procedures Handbook.

Revised August 2015
The University of Texas at San Antonio is a community of scholars, where integrity, excellence, inclusiveness, respect, collaboration, and innovation are fostered.

As a Roadrunner,

I will:

Uphold the highest standards of academic and personal integrity by practicing and expecting fair and ethical conduct;

Respect and accept individual differences, recognizing the inherent dignity of each person;

Contribute to campus life and the larger community through my active engagement; and

Support the fearless exploration of dreams and ideas in the advancement of ingenuity, creativity, and discovery.

Guided by these principles now and forever, I am a Roadrunner!
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COLFA SYLLABUS GUIDELINES

1. The “Criteria for Accreditation” of the Southern Association of Colleges and Schools, require that “all students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed” (4.2.4, p. 30). Course objectives should be stated in the potential (e.g., “This course will provide students an opportunity to master…”) rather than the absolute (“In this course, students will learn…”). In addition, The Handbook of Operating Procedures (HOP) states, “Students shall be informed in writing as to the methods of evaluation to be used before the end of the add/drop period (beginning the first class day and ending on the Census Date).” (Chap. 2.17).

2. All COLFA Faculty are required to post their syllabus online in the course’s Blackboard and Bluebook sites. Course syllabi are to be made available to students online no later than the first class meeting of the semester. If subsequent changes need to be made to the syllabus, instructors are to update the posted syllabus as quickly as possible so that it remains current. The syllabus should be available on Blackboard in addition to being distributed in paper form. In high enrollment courses, it may be decided for environmental and practical reasons to use Blackboard as the primary means for distributing the syllabus.

3. The following elements are required in each syllabus:
   a. the course number and name
   b. the instructor’s name and contact information (including email address)
   c. the instructor’s official office hours and location (minimum 3hrs. per week)
   d. requirements that the course fulfills, e.g. core curriculum
   e. a brief description of the course’s learning objectives
   f. the course prerequisites, if any
   g. a detailed grading scheme, including types of exams/assignments and their weight in determining the final grade
   h. information on whether the course uses +/- grading system for assignments, quizzes, exams, etc., and for final course grade
   i. a schedule of assignments and exams, including the final exam (at least one substantive graded assignment should be completed to allow for reporting of Midterm grades) – see p. 7 regarding mandatory reporting of midterm grades for all undergraduate students in organized courses
   j. the textbooks, reading assignments and/or reading list
   k. the course policies the instructor wishes to impose, such as attendance policies, class participation and “civility” expectations, late assignment, extra credit, and make up policies
1. UTSA policies and services regarding disabilities and scholastic dishonesty; you may include links to
   http://www.utsa.edu/disability
   http://www.utsa.edu/infoguide/appendices/b.html

4. In order to assist students with the process of choosing courses at registration time, please provide an expanded course description, draft syllabi, or past syllabi (in the event a new one is not yet available) on the Bluebook prior to the registration period. Included should be:
   a. the course number and name
   b. the instructor’s name and contact information
   c. a grading scheme and anticipated assignments
   d. the anticipated textbooks, reading assignments, and/or reading list

**STUDENT ADDS**

1. Registered students may add classes during the first week of instruction using ASAP.

2. Only the Department Chair may add students to a class section that is full. Faculty are not authorized to approve adding students to a full class, no exceptions.

3. Department Chairs have full authority to add students to closed classes *with or without* signature authorization from faculty, provided enrollments do not exceed authorized classroom seating capacity. It is important to obtain an advisor signature whenever possible to ensure students’ degree plans are current and accurate.

4. After the twelfth class day in a regular semester or the fourth class day in a summer term (Census Date), students must provide a written explanation for adding the class after Census Date, which should be attached to the Add form. The add form must be signed by their Undergraduate Academic Advisor, Instructor and the Department Chair, and then forwarded to the Office of the Dean. Adds after the Census Date also require a signature from the Office of the Vice Provost for Undergraduate Studies. Students are required to walk the Add form through for all appropriate signatures.

5. The Add form includes a box in the upper right hand corner for verifying seating availability, which is to be completed. Attached to the Add form should be a statement from the Instructor verifying the student has been attending class. *After Census Date, add appeals must have final approvals and then be processed through Enrollment Services no later than: One month after Census Date for long Spring and Fall Semesters; and, One week after Census Date for shorter terms of Summer, Spring and Fall Semesters. No exceptions will be granted.*
STUDENT DROPS

1. Students may drop an individual class using ASAP before the automatic “W” deadline (through the ninth week of classes). See distributed important dates for each semester or check the online academic calendar or schedule of classes in ASAP. After the drop deadline, students may not drop an individual course except by Administrative Drop.

2. Undergraduate students, with the exception of athletes and international students, may withdraw (drop all classes) via ASAP through the Automatic W Deadline. To withdraw from all classes students must click on the Withdraw link in ASAP. Students receiving financial aid, student athletes, International students, and graduate students who wish to withdraw from the university must submit a paper withdrawal form to the Enrollment Services Center (EOS) for processing.

3. Faculty are not authorized to drop students for any reason. Students are not dropped for non-attendance.

4. Undergraduates who withdraw from the university (drop all their classes) will receive automatic grades of “W” for each class dropped.

5. Individual Drops after the automatic W deadline can only be processed via a Request for an Administrative Drop which is initiated in the department office. Please be aware of all drop deadlines as published in the University Academic Calendar.

6. Effective Fall 2007, the legislated and enacted six-drop policy limits each student to drop no more than six courses throughout his or her undergraduate college career at Texas public institutions of higher education.

ADMINISTRATIVE DROPS

1. Requests to drop an individual class after the Automatic W deadline will only be considered in the case of “urgent and substantiated, non academic reasons.” Selective drops will not be approved. Administrative Drops are not intended for students who failed to drop a class correctly or simply forgot, and will not be approved.

2. Students requesting an Administrative Drop must pick up the Request for Administrative Drop in the department office. Department offices will forward the completed form, with student documentation and faculty response, to the COLFA Dean’s Office. After review by the Associate Dean for COLFA Undergraduate Studies, the student and faculty will be notified of the decision in writing.

3. Administrative Drops may NOT be used to change a grade once it has been recorded. Grades can ONLY be changed using the online Change of Grade procedure in ASAP.
4. Requests for Administrative Drops will not be processed after the last day of instruction preceding student study days.

5. Request for Administrative Drop forms may be located on the COLFA website (http://colfa.utsa.edu/colfa/docs/Administrative%20drop%20forms.pdf).

**CENSUS DATE**

1. Census date is the twelfth class day in a regular semester or the fourth class day in a summer term.

2. Instructors are responsible for regularly checking their rosters until census date against the students actually attending class. Students may not attend classes after Census Date if they are not on the roster.

3. Students will not be added to classes after Census Date, except under extenuating circumstances (see Student Adds).

4. Students will not be added to a class after the semester is over for any reason. The Dean’s Office routinely gets requests to add a student at the end of a semester because the student and/or instructor never verified enrollment. These requests will be denied.

**GRADES**

UTSA has introduced a "+/-" grading system. Some COLFA departments have opted to continue using the A, B, C, D, F system without "+/-". It is the responsibility of faculty members to be informed about their department's use of "+/-" grades in general and for specific courses, e.g. multi-section courses. Course syllabi should state clearly whether the "+/-" system will be used for final course grades. Course syllabi should also make it clear if "+/-" are used for assignments, quizzes, exams, etc. but not for the final course grade.

The Provost has determined that a course prerequisite of "C" is met when a student earns a "C-", (memos of March 31, 2011, and December 3, 2010), pending further review.

Grade points are awarded according to the following tabulation:

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

For more information, see [http://catalog.utsa.edu/informationbulletin/generalacademicregulations/undergraduate/grades/explanationofcredit/](http://catalog.utsa.edu/informationbulletin/generalacademicregulations/undergraduate/grades/explanationofcredit/)

**Policy for Repeating Courses to Improve Grades:** Any undergraduate may repeat a course in which he or she has received a grade of “D+”, “D”, “D-” or “F” in an attempt to replace the grade with a higher grade. The semester credit hours from the original grade of “D+,” “D,” “D-,” or “F” are excluded from the student’s grade point average. An undergraduate may repeat an individual course only once in an attempt to improve a grade and repeat courses at most four times in his or her career as an undergraduate at UTSA in attempts to improve grades.

**REPORTING OF/ENTERING GRADES**

All faculty are required by the Provost to post assignment and exam grades on Blackboard Learn using the Grade Center feature. The grade center should be configured to automatically transfer midterm and final grades to ASAP. PLEASE make sure that you check ASAP on the following day (after you entered your Final Grades in Blackboard Learn) to make sure that the Final Grades transferred correctly. **Important note: any grade of “F” will NOT migrate and must be manually entered into ASAP, along with the appropriate reason from the pull-down menu.**

Instructions are posted on the COLFA website: [http://colfa.utsa.edu/colfa/faculty](http://colfa.utsa.edu/colfa/faculty). You may also find out about workshops and Blackboard Learn training using the following link:
All undergraduate students in organized courses must receive a midterm grade by the **Tues. October 6th deadline.**

ALL students on your roster must receive a grade, even if they never attended class. Any student who does not receive a grade before the grades are rolled will receive a grade of NR (no report). Be aware the grade of NR can have serious negative impact on the student’s GPA, academic standing, financial aid, housing, and the ability to graduate.

If a student has successfully withdrawn from a class before the Automatic W deadline, ASAP will automatically list a grade of W.

Instructors who are not entering a student grade due to a pending judicial process must provide the Request for NR form to the Dean’s Office before the deadline to enter grades. The form is available in your department office.

In addition, all faculty must keep their digital grade records on the grading system within Blackboard Learn, or to digital files kept exclusively on the university’s I-drive. Faculty members who wish to keep student records from current or past semesters (*i.e.* class rosters and grade information for students) are urged to maintain those records in a secure place, either on the password-protected I-drive, an encrypted laptop or password-protected desktop, or in a locked cabinet or room. We also ask that faculty members take appropriate measures to secure graded student assignments until they are returned to the students.

**INCOMPLETE GRADES**

1. The grade of IN (Incomplete) may be assigned, at the discretion of the instructor, when a student who has attended three-fourths of a course with a satisfactory grade, is unable to complete a part of that course due to extenuating circumstances. Incompletes may NOT be given because a student “got behind,” didn’t show up for an exam, or because an instructor wishes to give a student extra time to meet the requirements of the course.

2. Arrangements for an Incomplete grade must be made before grades are due. Grades may not be changed to Incomplete after the grades have been posted.

However, in the event of extenuating circumstances only, when an Incomplete grade needs to be awarded after grades are posted, the grade can only be awarded by way of a Change of Grade form. In this case, the faculty member must also provide the Requirements for Removal of Incomplete form. *In the event of extenuating circumstances only, the student must provide a written explanation as well as documentation of the circumstances.*
3. The instructor may set the due date for incomplete work, however, Incompletes given to undergraduates must be removed by the Friday before finals begin, no later than one year after they were awarded. If this deadline is not met, the IN grade will convert to an F. Requests for extensions of the deadline for removing Incompletes are almost always denied.

**CHANGE OF GRADE**

1. Faculty needing to change a student grade due to completion of Incomplete (IN) requirements or faculty error, **should do so in ASAP.**

2. A grade other than IN can be changed only in case of an error in grade computation or an error in recording a grade. Neither a change of heart by an instructor nor additional work by a student are acceptable reasons for grade changes after the semester has ended and will not be approved.

3. Instructors may not convert F grades to W, except for extreme and extenuating circumstances. The student must direct a letter of explanation to the instructor, providing documentation for verification. If the instructor endorses the student’s request, he/she should direct the endorsement, the student’s letter and supporting documentation and the Change of Grade form to the Department Chair. There must be verifiable supporting documentation with the request, or the Change of Grade will be returned to the department unapproved. If the grade is over a year old, students are required to provide an explanation for why they did not resolve the issue in the year time frame.

4. Requests for a Change of Grade from F to W will not be approved for students who failed to follow correct procedures for dropping a class, missed the deadline or forgot to drop the class.

5. Grades may not be changed after one calendar year. However, where a faculty member and department chair consider that truly extenuating circumstances exist, requests for changes over a year old must follow the same procedure outlined in item 3. under Change of Grade, and will be forwarded to the Office of the Vice Provost for Undergraduate Studies.

**GRADE GRIEVANCE/APPEAL**

1. The student must file the grievance with the Department Chair within 90 calendar days from the end of the semester in which the grade was assigned or the other concern or incident occurred.

2. Students can obtain the form from the Student Conduct and Community Standards website [http://www.utsa.edu/studentlife/conduct/](http://www.utsa.edu/studentlife/conduct/) or in department offices.
3. After the student has appealed to the instructor and the Department Chair, the student may submit the Grade Appeal form and all supporting documentation, including Instructor and Department Chair responses, to the Dean’s Office. When the Department Chair sends a negative response to the student (which upholds the original grade), he/she must include a paragraph explicitly stating what the student must do to appeal to the Dean’s office. Department Chairs should not automatically forward any grade grievance documentation to the Dean’s office. The Associate Dean will request documentation from Department Chairs at such time an appeal is received.

4. Upon appeal, the Associate Dean will review all documents. When a decision has been reached, the student will receive a written response. All appeal documentation will remain in the Dean’s Office until requested by the Office of the Vice Provost for Undergraduate Studies.

5. Grades more than a year old may not be appealed. This is University policy.

INDEPENDENT STUDY

An Independent Study is a specialized study of a subject not offered in the regular curriculum and normally should not duplicate other courses listed in the catalog. Independent Study forms should be filled out in detail and must include the following criteria:

a. number of meetings (weekly, bi-weekly, etc.) between the student and instructor;
b. the type and amount of work the grade will be based on (along with what percent each portion of the assignment will be worth if it contains multiple stages);
c. the date(s) the work (and each portion) will be due.

Faculty are responsible for completing the descriptions of topic to be studied and a description of work to be required. In order to supervise an Independent Study, the instructor must be teaching another course during the semester or summer session in which the Independent Study is to be offered.

Students must obtain all necessary signatures: Academic Advisor, Instructor, Chair, Dean/Associate Dean. **UGAR’s may not sign in place of the Academic Advisor on the Independent Study form.** Once all signatures are obtained the student must take the form to enrollment services. Students may not register for Independent Study on ASAP.

STUDY DAYS and FINAL EXAMS

At the end of each Fall and Spring Semester, two days prior to the beginning of the final examination period are designated as Student Study Days. Classes do not meet during Student Study Days. Furthermore, Student Study Days are not to be used as dates on which papers are to be turned in, examinations are given, quizzes scheduled, review sessions held, or for any other class related activities, other than office hours.
Final examinations are given at the discretion of the instructor. The date and time of the final exam are scheduled by the University (see “Final Exams Schedule” in ASAP) and should be given on the syllabus. **If a final exam is to be given it must be during the officially scheduled time.** The date and time of the final examination cannot be changed by the faculty.

**INSTRUCTOR ABSENCE**

When an instructor plans to be absent and is unable to fulfill regular teaching duties, it is expected that the instructor will make acceptable arrangements for classes to meet. Acceptable arrangements include asking a qualified instructor in the department to substitute, inviting a qualified instructor from a department in a related discipline to hold a guest lecture, arranging in-class activities (e.g. viewing a video, interactive activity, examination, student presentations) to be supervised by a qualified instructor, or assign out-of-class activities during planned absence. It is not acceptable for department or college staff to be asked to supervise a class. Before submitting a Request for Travel Authorization (RTA) the instructor must obtain approval from the department chair as to how classes are to be covered during a planned absence.

**SCHOLASTIC HONESTY**

When there is reason to believe that scholastic dishonesty has occurred, the faculty member should gather all pertinent evidence (such as tests, reports, computer programs, and other academic assignments) and identify any possible witnesses. After the exam (or other situation of suspected scholastic dishonesty), the faculty member will notify the Department Chair and arrange to meet with the student(s) involved and discuss the alleged violation and the evidence that supports the charge. The student(s) should be given the opportunity to respond to the allegations but may not be forced to comment. Accusations that a student has cheated should be made in private and the investigation of a cheating incident should be handled as a confidential matter.

The instructor must inform the student of her or his right to have the allegations reviewed by the Department Chair. The student must be allowed to attend all classes and complete all assignments until the due process procedures are complete. Faculty may **not** impose any penalty (e.g. reduced or failing grade on an exam or paper) without filing the Scholastic Dishonesty Case form with the Department Chair for processing.

If the student admits the facts upon which the charges are based and elects to waive his/her option to proceed to a student disciplinary hearing, the instructor shall complete the Faculty Disposition of a Scholastic Dishonesty Case form as a written waiver of the hearing procedures. The student must sign the form. If the student does not agree, the student signature will not be present. The form must be signed by the faculty member and must be reviewed and signed by the Department Chair/Dean before it is forwarded to the Office of Student Conduct and Community Standards.

If a student denies the facts or declines to waive the hearing, the faculty member must complete the Faculty Disposition of a Scholastic Dishonesty Case form and submit all documentation to the Office of Student Conduct and Community Standards. Consult the **Handbook of Operating Procedures** (Chapter 2.37) for a detailed account of steps to be taken in cases of scholastic dishonesty.
SENATORS
COLFA Members of the UTSA Faculty Senate

Expectations for Performance of Duties

1. Attend all meetings of the UTSA Faculty Senate

2. Designate a substitute, in consultation with the department chair, to represent you if you cannot attend a meeting

3. Communicate at least once a month with department chair on issues before the Senate

4. Communicate at least once a month with department faculty about Senate discussions, votes, and activities

5. Circulate the Agenda for meetings of the Faculty Senate to all department faculty as soon as it is announced

6. Relay minutes of the Faculty Senate to all colleagues in the department

7. Initiate meetings in the department as necessary to discuss issues before the Senate

8. Represent the interests of the Department in Senate discussion and voting

9. Communicate as necessary with other COLFA members of the UTSA Faculty Senate
The University of Texas at San Antonio Academic Honor Code

A. Preamble
The University of Texas at San Antonio community of past, present and future students, faculty, staff, and administrators share a commitment to integrity and the ethical pursuit of knowledge. We honor the traditions of our university by conducting ourselves with a steadfast duty to honor, courage, and virtue in all matters both public and private. By choosing integrity and responsibility, we promote personal growth, success, and lifelong learning for the advancement of ourselves, our university, and our community.

B. Honor Pledge
In support of the ideals of integrity, the students of the University of Texas at San Antonio pledge:

“As a UTSA Roadrunner I live with honor and integrity.”

C. Shared responsibility
The University of Texas at San Antonio community shares the responsibility and commitment to integrity and the ethical pursuit of knowledge and adheres to the UTSA Honor Code.
The University of Texas at San Antonio
Office of the Registrar
Add Form

Add transactions should usually be done by the student using ACAP. This form is used for exceptional circumstances. Through Census Date, approval of the student's current Academic Advisor is required. Instructor and Department Chair approvals for the course are also required. It is the responsibility of the student to pay for this class promptly at the Fiscal Services Office.

Completed and approved form should be taken immediately to Enrollment Services Center for processing. Student must present valid photo ID at time of processing. Effective date of this request is the date it is processed at Enrollment Services. Enrollment and classroom capacity will be verified prior to registration.

Term:  
- Fall
- Spring
- Summer

Year: 2011

UTSA ID: @

Student's First Name: 
Middle: 
Last: 

Telephone Number:  
UTSA E-Mail Address: 

CRN:  
Subject:  
Course #:  
Section #: 

Student Signature:  
Date: 

APPROVAL SIGNATURES: 

Current Advisor (signature) / print name  
Date: 

Instructor (signature) / print name  
Date: 

Department Chair (signature) / print name  
Date: 

* Approval does not guarantee registration, as room capacity cannot be exceeded. 

ESC verified

Beginning Fall 2011, after Census Date Adjustments must be filed prior to the Census Date and must be processed through Enrollment Services no later than:

One month after Census Date for long Spring and Fall Semesters

One week after Census Date for shorter terms of Summer, Spring, and Fall Semesters

After Census Date, the approvals of the Dean of the College in which the course is offered and the Dean of Undergraduate Studies or Dean of The Graduate School are also required. A justification memo is required for this appeal. After obtaining the signatures below, you must pay for the class and submit a paid receipt with this completed form.

APPROVAL SIGNATURES: 

Dean (signature) / print name  
Date: 

Dean of Undergraduate Studies (signature) / print name  
Date: 

Dean of The Graduate School

Original to Registrar after processing at ESC

© This form is accessible at utsa.edu/registrar/forms.html

[Rev. 05/1911]
The University of Texas at San Antonio
Office of the Registrar

INDEPENDENT STUDY COURSE FORM

Completed and approved form should be taken to Enrollment Services Center for processing. Student must present valid photo ID at Enrollment Services at time of processing. Effective date of this request is the date it is processed at Enrollment Services.

Term:  ○ Fall  ○ Spring  ○ Summer
Year:  

Student's First Name:  
Middle:  
Last:

Telephone Number:  
UTSA E-Mail Address:  

CRN:  
Subject:  
Course #:  
Section #:  

Will any of the work listed below be carried out in a laboratory?  ○ Yes  ○ No

Instructor's Name (printed):  

Description of topic to be studied:

Description of work to be required of the student and the basis upon which credit and a grade will be assigned:

Laboratory Required:  ○ Yes  ○ No

NOTE: No more than 6 hours of Independent Study may be applied to any UTSA degree.

With few exceptions, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to receive and review the information.

SIGNATURES:

Student (signature)  
print name  

Instructor (signature)  
print name  

Undergraduate or Graduate Advisor (signature)  
print name  

Department Chair (signature)  
print name  

Dean's Office (signature)  
print name  

Date:  

This form is accessible at utsa.onlineRegistrar/forms.html

(Rev. 03/15/11)
The University of Texas at San Antonio
Office of the Registrar

CHANGE OF GRADE FORM

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

UTSA ID: __________________________  Term:  □ Fall  □ Spring  □ Summer  Year: __________________________

CRN: _______  SUBJECT: _______  COURSE NO.: _______  SECTION NO.: _______  Instructor: __________________________  Print Name: __________________________

Grade originally assigned: __________________________  Grade to be changed to: __________________________

Reason for change of grade: __________________________

("In" requires a completed Requirements for Removal of Incomplete Form)

Instructor's signature: __________________________  Date: __________________________

Recommend approval: __________________________  Date: __________________________

Signature: __________________________  Print Name: __________________________

(Department Chair) __________________________  Date: __________________________

Approved: __________________________  Date: __________________________

Signature: __________________________  Print Name: __________________________

(Dean): __________________________  Date: __________________________

WHEN APPROVED, FORWARD TO THE OFFICE OF THE REGISTRAR

For Registrar's Office Use Only __________________________

Processed by: __________________________  Date: __________________________

Requires Academic Standing be changed from __________________________ to __________________________

Flag for Deans/Professors/Office of Registrar Form and Note: Change of Grade Form (Rev 02/2010)
The University of Texas at San Antonio
Office of the Registrar

REQUIREMENTS FOR REMOVAL OF INCOMPLETE
(For faculty to use only when the web grading mode is no longer active)

This form must be filed with the Office of the Registrar when a grade of “Incomplete” is assigned and grades can no longer be electronically entered via ASAP. The grade of incomplete (“IN”) is given 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. A grade of incomplete may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the term to receive a grade of incomplete.

After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted with a Change of Grade form to the Dean’s office. The Dean’s office will then submit the forms to the Office of the Registrar. Refer to the UTSA Information bulletin for time limits for the removal of “Incomplete.” The instructor is responsible for filing a Change of Grade form with the Office of the Registrar when all work is finished.

Term: □ Fall □ Spring □ Summer ___________ Year

Student’s Name ____________________________ Student ID Number @ ___________

Course in which incomplete grade was assigned:

CRN ____________ Subject ____________ Course ____________ Section ____________

Instructor’s Name (print) ___________________________

Please give the reason for assigning this grade of incomplete.
For example, documentation supports extenuating circumstances (do not include documentation).

Has the student been in attendance for three-fourths of the term? □ Yes □ No

Give a letter grade evaluation of the work that the student has completed so far.
(This letter grade must be a passing grade.) ____________

Describe the remaining work to complete the course.

The remaining work to complete the course represents what percentage of the course grade? ____________ %

Instructor’s Signature ____________________________ Date ____________

The University of Texas at San Antonio  
College of Liberal and Fine Arts  
Request for Administrative Drop

Directions: Complete this petition, providing answers to all questions. Attach any additional explanation that you believe supports your request. Incomplete petitions will not be approved.

Name: ___________________________ Student ID @ ___________________________

Address: ___________________________ Phone: ___________________________

City: ___________________________ State: ___________________________ Zip Code: ___________________________

Email Address: ___________________________

CRN: ___________________________ Course Number ___________________________ Instructor: ___________________________

Course Name: ___________________________ Semester: ___________________________

REQUIRED: Why do you believe an Administrative Drop is warranted? Attach any additional justification or explanation that may have a bearing on the decision regarding your request.

________________________________________________________

Student Signature: ___________________________ Date: ___________________________

Faculty Response: (check one) I _______ recommend _______ do not recommend approval of this petition and request the grade of (circle one) F or W.

Faculty ___________________________ Date: ___________________________

Additional comments:

This petition has been _______ approved _______ disapproved _______ approved with conditions:

Dean Signature: ___________________________ Date: ___________________________
STUDENT ACADEMIC AND GRADE GRIEVANCE FORM

It is the obligation of the student to make a serious effort to resolve grievances concerning grades or other academic concerns or incidents with the student's instructor. The instructor has primary responsibility for assigning grades. Appeals of grades, therefore, will not be considered at levels above the course instructor unless there is evidence of discrimination, differential treatment, factual error, or violation of a relevant university policy. (See Academic and Grade Grievance Procedure in the Information Bulletin.) IN NO CIRCUMSTANCES WILL GRADES BE CHANGED AFTER ONE CALENDAR YEAR.

INSTRUCTIONS

➢ Before a grade or other academic grievance is appealed to the Dean of Undergraduate Studies or to the Dean of the Graduate School, attempts to resolve the complaint must be made with the faculty member, the faculty member's Department Chair, and Associate Dean of the faculty member's college.

☐ Yes ☐ No The faculty member has been contacted and a serious effort to resolve the matter has been made.

☐ Yes ☐ No The Department Chair has been contacted and has provided written notification of his/her decision.

☐ Yes ☐ No The Associate Dean has been contacted and has provided written notification of his/her decision.

[If any of these steps have not been completed, please complete them before submitting a grade appeal or other academic grievance to the Office of Undergraduate Studies in MB 2.102 for undergraduate students or the Graduate School in MS 4.01.50 for graduate students.]

PLEASE TYPE OR PRINT LEGIBLY

Student's Name

Student's ID Number

Major

Address

City

State

Zip

Telephone

Instructor's Name

Course/Section (include semester course was taken)

➢ State specifically the academic concern, academic incident, or grade(s) being appealed, and the action requested.

➢ Explain the basis for the appeal citing factors other than disagreement with a judgment of the instructor or administrator and provide all supporting documents. (Attach additional pages if necessary for explanation.)

Return the completed form to the Office of Undergraduate Studies for undergraduate students or to the Graduate School for graduate students to review. A written decision will be sent to the address shown above.

Student's signature: ____________________________ Date: ________________

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 552.024 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

UGS 05/07