

MEMORANDUM

TO: Deans and Associate Deans

FROM: Kimberly Espy, Provost and Senior Vice President of Academic Affairs



Through: Heather Shipley, Senior Vice Provost of Academic Affairs and Dean of University College



SUBJECT: Policies and Student Petitions for Waiver

DATE: March 27, 2020

Below you will find university policies that were put into place to ensure the success of our students. While these policies should generally not be waived, there may be extenuating circumstances where waivers may be considered – particularly in the case of documented university error.

1. Students must complete a minimum of 120 semester credit hours, at least 39 of which must be at the upper-division level.
2. Students must complete at UTSA a minimum of 25% of the total number of semester credit hours required for their bachelor's degrees.
3. Students must complete at UTSA at least 6 semester credit hours of upper-division work in their majors.
4. Students graduating with honors must complete a minimum of 45 semester credit hours at UTSA by the time of graduating (excluding courses challenged by examination or taken on a credit/no credit basis in which only the symbol "CR" is recorded).
5. Core Curriculum requirements generally should not be waived, but substitutions that appear to be consistent with legislative, Coordinating Board, and faculty intent should be carefully considered.
6. In no circumstances will grades be changed after one calendar year.
7. Students have six years from their semester of original registration to complete a degree program under the catalog in effect when they initially registered.

cc: Academic Advising Directors