

Routing Process for Individual Course Forms

All COS students, faculty, staff, and academic advisors should follow these steps in getting approval for individual course forms - Internship, Independent Study, Permission for Enrolling in a Graduate Course, Laboratory Research, etc.

1. The student and faculty sponsor download, digitally complete, and sign the appropriate form. *The faculty sponsor verifies that all required sections of the form are accurate and additional documents (i.e., syllabus for Independent Study) are correct and included before signing.*
2. The faculty sponsor sends the form and documents to the appropriate department staff member. *When the staff member adds CRN/Section/Course details and verifies that the student meets requirements, then the Department Chair signs.*
3. The staff member sends the form and documents to **cos.undergraduate@utsa.edu** for Associate Dean review. *If approved, Dean's Office will return the form and documents to the staff member.*
4. The staff member enrolls the student in the course (if applicable), or sends the form and documents to the student for the student to finish enrollment.

As a processing reminder, these things are helpful:

- Students should not be walking physical forms around for signatures; students should not be emailing forms to Dean Silva or Dr. Yuen or Chairs.
- If applicable, submit the syllabus with the form, combined into one file.
- Separate emails for individual students and form types.
- Email Subject Line/Form Name should include: Student's Name, Type of Form, Semester
 - Example: Rowdy Roadrunner_INDSTDY_SU23

Regarding the Grade Schema:

In Fall 2020, the decision was made to keep the current plus/minus schema; however, the decision in the 2010 memo that the policy would not be restrictive was rescinded. *This means that faculty, departments, and colleges cannot create an independent grade schema.* Faculty members do retain primary responsibility for assigning grades and evaluations; therefore, faculty members have the ability to decide the percentages/points that are assigned to the plus/minus schema in the courses that they teach.