DoD Tuition Assistance Policies

Training and qualifications of any financial aid advisors who interact with Service members prior to offering, recommending, arranging, signing-up, dispersing, or enrolling in Federal or private student loan programs.

Per DoD MOU paragraph 3.h.(1) and (4), "before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for...student loans, [the College will] provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including...providing a clear and complete explanation of available financial aid, including Title IV of the Higher Education Act of 1965, as amended...[and] explaining that students have the ability to refuse all or borrow less than the maximum student loan amount allowed."

University of Texas at San Antonio students have full access to a One Stop Enrollment Counselor during normal business hours. One Stop Enrollment Counselors serve as the University's Financial Aid Advisors and are provided 8 days or 64 hours of Financial Aid training and are required to pass a Financial Aid Assessment test with a 85% or better. Assessment records are maintained with the Office of the Assistant Director for One Stop Training along with all training materials, schedules, and resources.

The qualifications for UTSA One Stop Counselors can be found on our Talent Management Website:

- **One Stop Counselor I** https://www.utsa.edu/people-excellence/classified-job-descriptions/13061.pdf

- **One Stop Counselor II** https://www.utsa.edu/people-excellence/classified-job-descriptions/13060.pdf

- **Senior One Stop Counselor** https://www.utsa.edu/people-excellence/classified-job-descriptions/13059.pdf

Ethical Recruitment of Students

The University of Texas at San Antonio (UTSA) strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at the University promote such an environment. The purpose of this policy is to ensure compliance with federal laws and regulation in order to prevent and eliminate fraudulent and aggressive recruitment of students (including but not limited to veterans and Military Service members) to the University.

UTSA ensures compliance with Program Integrity Rules consistent with the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation.

The University, its agents, including third party lead generators and marketing firms, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments of service members to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

UTSA prohibits high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments in non- credit courses/programs.

Management controls in place for disclosure of the rate in the event the CDR rises above the national average.

UTSA gathers the information from the U.S Department of Education College Scorecard site, including CDRs, for our university. Once we update our system with the information, it will transfer to students' ASAP accounts to view under their financial aid section. Then students will be able to view under their financial aid accounts the information regarding the student loan Cohort Default Rate and other information.

Transfer Credit

UTSA's transfer credit policy is published in the catalog. The sections pertaining directly to military service are:

Military Service Training School Courses

As a Serviceman's Opportunity College (SOC) institution, UTSA awards credit on a limited basis for military coursework. In order for credit to be awarded, a student submits to UTSA an official Army/American Council on Education Registry Transcript System (AARTS) or an official Sailor/Marine/Ace Registry Transcript (SMART) listing all military coursework completed. The Office of Admissions evaluates the transcript and determines the transferability of coursework. Credit is awarded for military coursework that is deemed parallel to academic coursework. Credit is not awarded for military experience based upon a Military Occupational Specialty (MOS) or for coursework that is solely technical in nature. Awarding of credit for military coursework does not guarantee its applicability to a degree at UTSA. A student who has taken military courses that do not transfer may challenge by examination those UTSA courses that appear equivalent to those already completed (see Challenging a UTSA Course in "General Academic Regulations" of UTSA Student Policies).

Credit for ROTC or military science, when awarded by another college or university, is accepted by UTSA as free elective credit within the limitations of the student's degree program. See individual degree requirements and the ROTC program requirements in this catalog for limits on military science courses as free electives.

Credit for Military Service

An institution of higher education shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted after withdrawing to perform active military service (Texas Education Code, Section 51.9242), course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student:

1. graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense; and

2. is an honorably discharged former member of the armed forces of the United States who has completed at least two years of service in the armed forces or was discharged because of a disability.

Veterans entering UTSA as undergraduate students should meet with an academic advisor to discuss military service credit options, as elective credits may affect eligibility for the tuition rebate program and the Texas B-On-Time Loan forgiveness program or result in additional tuition for excess credit hours. Students must provide proof of eligibility (i.e., DD Form 214 or disability discharge documentation) to the academic advisor and complete the Military Service Credit Notice with the academic advisor. The Military Service Credit Notice is available on the One Stop Enrollment website and in the UTSA Veterans Certification Office (JPL 1.01.14).

Advising

UTSA Center for Military Affiliated Students (CMAS) conducts presentations to the Academic Advising Community to explain and discuss VA and State of Texas Educational Benefits (CH. 31, 33, GI Bill and Hazelwood.) UTSA Academic Advising assigns an academic advisor to serve as a liaison between CMAS and Academic Advising. The liaison academic advisor is a military veteran and a recipient of VA and Hazelwood educational resources. The Liaison advisor provides academic counseling services and referrals to other appropriate UTSA offices (OneStop/Financial Aid, UTSA Career Center, CMAS, Office of the Registrar, etc.) or other available resources as needed.

The qualifications for UTSA Academic Advisors can be found on our Talent Management Website