



2.4.5 Student Support Services

Chapter 2 - General	Original Effective Date: April 2010
Section: 2.4 Administrative and Support Departments	Date Last Reviewed: February 2022
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: February 2022

I. Purpose

The purpose of this policy is to outline the support services available at The University of Texas Health Science Center at San Antonio (UT Health San Antonio) to promote the academic success of students.

II. Scope

This policy applies to all schools of UT Health San Antonio.

III. Policy

- A. UT Health San Antonio provides student support in a dual approach. Schools have decanal officers who provide services that promote academic and professional success as they recruit and retain students in their educational programs. The university also provides institutional support for services such as:
1. counseling services;
 2. student health care;
 3. financial aid assistance;
 4. management of academic records, including management of program curricula, and course registration;
 5. assistance in the development of orientation programs and extracurricular activities;
 6. assistance to students in the protection of their rights against discrimination; and,
 7. coordination of the official commencement.

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B. Responsibilities

1. Vice President for Academic, Faculty and Student Affairs

- a. The Vice President for Academic, Faculty and Student Affairs (VP AFSA) is the administrative official directly responsible for non-academic student affairs for UT Health San Antonio. The VP AFSA may designate a Chief Student Affairs Officer.
- b. The duties and responsibilities of the Chief Student Affairs Officer are set forth in the Regents' Rules and Regulations, [Rule 50101](#) Student Conduct and Discipline and [IHOP 14.1.1](#) Procedures and Regulations Governing Student Conduct and Discipline, where there is student conduct and discipline falls outside a school's academic and professionalism process. All authority held and exercised by the vice president is delegated by the president.
- c. The VP AFSA works in collaboration with the schools regarding extracurricular and co-curricular programs. The VP AFSA also develops and recommends policies affecting student life on campus and oversees the promulgation and enforcement of institutional rules that govern student conduct, and administration of non-academic student discipline on campus. Disciplinary matters relating to academic performance or professional ethics (e.g., stealing to gain a grade to which a student is not entitled or to satisfy academic requirements) are the responsibility of the dean of each school.
- d. Areas of responsibility under the VP AFSA include the Office of the University Registrar, Office of Veteran Services & Financial Aid, the Student Counseling Center, and the Office of Student Life.

2. Office of the University Registrar

The University Registrar is the custodian of student academic records and has the following responsibilities:

- a. provide the security of the official student academic records;
- b. provide for the confidentiality and accessibility of student academic records in compliance with federal and state regulations and institutional policy;
- c. assist each school in the processes of admissions, promotions and graduation;
- d. certify the record of enrollment, promotion and graduation; and
- e. prepare reports to federal, state and the University of Texas System offices regarding enrollment and graduation.

3. Office of Veteran Services & Financial Aid (VSFA)

The Office of VSFA director and staff assist students in:

- a. obtaining financial assistance;
- b. making requests for fund from the appropriate federal, state, and private sources;

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- c. preparing student budgets;
 - d. providing students with financial counseling; and
 - e. preparing student financial assistance reports as required by the various federal, state and university agencies.
4. Student Counseling Center

The Student Counseling Center provides and supervises aid, support and counsel to students dealing with the personal, social, and academic demands of the professional school setting. Responsibilities include:

- i. developing and implementing support services which include crisis intervention;
 - ii. individual counseling;
 - iii. group counseling;
 - iv. educational workshops; and,
 - v. other programs to aid in student development.
5. The Office of Student Life

The Office of Student Life oversees the development of extracurricular activities for students. Those activities include, but not limited to, peer advisors, orientations, intramural events and facilities, registered student organizations and commencement.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

Office of Academic, Faculty and Student Affairs

<https://wp.uthscsa.edu/afsa/>

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
04/2000	Policy Origination		
06/2017	Policy Revision		
02/2022	Policy Review	VP AFSA, ICPO	2/25/22