



# The University of Texas at Dallas Online Catalog

## 2006-2008 Undergraduate Catalog

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## Academic Policies and Procedures

### Courses

#### Course Numbering System

UTD courses are given a four-digit number which is preceded by an abbreviation of the name of the subject area. The first digit gives the general level at which the course is usually taken, i.e., a 1 or 2 indicates that the course is freshman or sophomore level undergraduate, and a 3 or 4 indicates that the course is junior or senior level undergraduate. Graduate courses begin with the digits 5 through 8.

The second digit indicates the semester hour value of the course. Courses are given semester hour values according to the number of hours per week the course meets; the typical course is three semester hours. Number of meetings per week and length of each meeting are determined by the time it is offered and the type of course, e.g., lecture, laboratory, seminar. Variable credit hour courses will have a "V" in the second position of the course number. The Class Schedule for the semester will specify the hours available for the course for the semester.

The final two digits give the course a unique number within a subject area. In some instances, a second course number in parentheses follows the first. These designate the State of Texas Common Course Numbering System (TCCNS) equivalents where available. TCCNS is a standard set of designations for academic courses. Most Texas community colleges and universities have adopted this system which facilitates the transfer of academic credit from one institution to another. Wherever possible, courses at UTD have the TCCNS number, although the subject designation may differ (e.g. BA and BUSI for Business Administration).

In all cases, the course description is followed by an indication of the approximate number of contact hours per week in a semester for any lecture and laboratory components of the course; e.g., (2 4) indicates 2 hours of lecture and 4 hours of laboratory per week.

#### Course Load

**Long Semesters** - There is no general minimum course load; however, to be considered full time, an undergraduate student must be enrolled in at least twelve semester hours during each long term (fall and spring semesters). The standard full time course load is fifteen semester hours. Students in a major wishing to register for more than 18 semester hours must have the permission of the Associate Dean of their college; all undergraduates with an undeclared major may seek that permission from the Dean of Undergraduate Education.

**Summer Semesters** - The maximum course load for a summer session is normally, six semester hours for the six week term, eight semester hours for the eight week term, or twelve semester hours for the twelve week term. Special arrangements may be made for a student enrolled in the twelve week summer term to take up to 16 semester hours if the student needs no more than 16 hours to graduate at the end of the summer session.

In considering course load, students must be sensitive to special considerations such as financial aid and family health insurance which typically require some minimum number of hours per semester to maintain eligibility.

#### Course Offerings

One of the following frequency of course offering codes is found at the end of each course description in this catalog:

S = at least once each long semester.  
 Y = at least once a year.  
 T = at least once every two years.  
 R = based on student interest and instructor availability.

#### Course Substitution (Disability Services)

Students requesting substitution of course work as a reasonable accommodation must request this accommodation through the Disability Services Office according to the following deadlines:

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- If you entered as a freshman from High School, by the end of your fourth semester at UTD.
- If you entered as a transferred student, by the end of your second semester at UTD.

Please contact Disability Services with any questions about this type of accomodation, or to initiate the request process.

To request a course substitution you must:

1. Meet with the Disability Specialist at Disability Services to discuss your need for a course substitution and to receive the application forms. Fully complete and sign the application form.
2. You may need to provide current documentation of your disability to update material on fil. You are also required to compose a narrative explaining the reasons for your request. This narrative must include any previous experiences with similar course work attempted prior to completing the application.
3. If you are not currently served by the Disability Services or if you have not been previously diagnosed with a disability, call (972)883-2098 to schedule an intake appointment with Disability Services.
4. Meet with the Associate Dean for Undergraduate or Graduate Education in the school in which you are registered. This meeting is to discuss the purposed substitution and its potential impact on your degree program and to obtain the Associate Dean's signature on the application form.

Courses approved by The University of Texas at Dallas will be the primary source for al approved course substitutions. If the dean signs your application and approves your substitution, return the completed form to the Disability Services Office.

## Credit/No Credit Classes

The Credit/No Credit option is intended to encourage students to take courses in topics outside of their major area where they would be competing with a significant number of students who are majoring in these outside areas. The option gives students the opportunity to broaden their education with less emphasis on grade points. A student will receive credit for C (2.00 on a 4.00 scale) work or better; no credit will be given for work that is below C (2.00 on a 4.00 scale).

Students are to make their requests to be graded on a Credit/No Credit basis directly to the Office of the Registrar by the Census Day of classes of the semester or term. The signature of the student's academic advisor is required on the Credit/No Credit request form. If a course was originally taken for a letter grade, it may not be repeated for Credit/No Credit.

No change of grade designation from grade to Credit/No Credit or Credit/No Credit to grade may be given after Census Day. A course may be designated by the instructor as unavailable to students on a Credit/No Credit basis.

A student may not take, on a Credit/No Credit basis, any course used to satisfy a Core Curriculum requirement, any course in the major or minor, or listed as a major and related course on the student's degree plan, or major prerequisite, if a letter grade is normally awarded in those courses. Students in the Interdisciplinary Studies program may not exercise a Credit/No Credit option in their Foundations or Concentration.

The Credit/No Credit option is limited to 12 semester credit hours or 20% of UTD upper-division coursework, which ever is smaller. Courses in a student's major which are designated as Credit/No Credit are not included in this limit. Courses taken on a Credit/No Credit basis will not be used in determining a student's GPA. Care should be taken by students in selecting courses for the Credit/No Credit option, as this may affect eligibility for honors. (See "Graduation with Honors")



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**Statement on Equal Educational Opportunity**

*The University of Texas at Dallas is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.*

