

ADU and graduate advisor, take a maximum of 15 specified semester hours of graduate work as an undergraduate. The graduate hours may be used to complete the bachelor's degree and also to satisfy requirements for the master's degree. When this option is chosen credit for the fast track hours used for an undergraduate degree will not be computed in the graduate GPA. However, they reduce the total number of graduate hours required to earn the respective degree. Exceptions to the 15-hour maximum may be granted by petition to the Deans of Graduate and Undergraduate Education submitted through the relevant program's director of graduate studies.

Graduate programs at U.T. Dallas will accept admission to a Fast Track program as satisfying Graduate Record Exam (GRE) criteria for admission to the graduate program. The School of Management requires students to meet its graduate admission requirements including completion of the Graduate Management Admissions Test (GMAT) prior to receiving the baccalaureate degree.

Course Numbering System

All courses are identified by a four-digit number preceded by the name (or abbreviation) of the program. Courses beginning with a number 5 or greater are graduate courses. The second digit of the course number identifies the credit hour value. Courses with a V in the second position are variable credit hour courses.

The number of lecture hours per week and the number of laboratory hours are given in brackets following the course description: (2-4) means two hours of lecture and four hours of laboratory each week.

Frequency of 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.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a

ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Grades and Grade Point Average

The following grade scale is used in graduate course work at the university:

Grade	Description	Grade Points per Semester Hour
A	Excellent	4
B	Acceptable	3
C	Poor	2
F	Failure	0
X	Incomplete	
P	Pass	

The grades P and X do not produce grade points.

Grade of X: Incomplete

An Incomplete grade of X may be assigned, at the discretion of the instructor, for work unavoidably missed at the semester's end. The student must obtain a Grade of Incomplete/Documentation Form in the office of the student's degree program. The instructor assigning an incomplete grade must furnish a description of work required to complete the course. An incomplete must be completed eight (8) weeks from the first day of the subsequent long semester. The completed form must be signed both by the student and the instructor, and the appropriate Associate Dean, Graduate Advisor, or Department/Program Head, and must be retained with the student's academic record. If the required work to complete the course and to remove the grade of X is not submitted by the specified deadline, the grade of X is changed automatically to an F. Extension beyond the specified limit can be made only with the permission of the Dean of Graduate Studies. A student may not re-enroll in a course in which an X has already been assigned.

The instructor alone will be responsible for determining whether the requirements for completion are met and for assigning the grade in the course. If the instructor who assigned the incomplete is no longer associated with the University when the work is completed, the head of the department or program may assign a committee of appropriate faculty to evaluate the material and/or obtain any other information that may be required to assign the grade in the course. Upon completion of the evaluation of the required work, the symbol X must be converted into a letter grade (A, B, C, F, or P) by the instructor, head of the department or program, or Graduate Advisor as indicated above.

Pass/Fail Grading

The pass/fail option is intended to encourage students to take courses in topics outside their major area where they would be competing with a significant number of students who are majoring in these outside areas. Subject to the constraints stated below, a student may elect to take certain courses either by letter grade (A, B, C, F) or pass/fail grade (P/F). The pass/fail option should be exercised at the time of registration. In any courses in which letter grades are given to one or more students, any student wishing to take the course on a pass/fail basis must obtain the approval of the instructor and his/her graduate advisor on the Pass/Fail form. This completed form must be submitted to the Office of the Registrar no later than Census Day. No change of grade designation from grade to pass/fail or pass/fail to grade can be made after the Census Day designated in the online Comet Calendar.

A student may not elect to take the following types of courses on a pass/fail basis: core courses and their prerequisites required for the student's degree; and elective courses in the student's major area. No more than 20 percent of the hours earned at U.T. Dallas for any master's degree (excluding casebook, internship, practicum, independent study, research, reading, thesis or dissertation requirements) may be taken on a pass/fail basis.

Only pass/fail grades are given for independent study, research and reading courses, and for thesis and dissertation.

Academic Good Standing

Registration in the graduate programs beyond the first semester (or summer session) is contingent on the student's being in academic good standing based on three main factors:

1. Satisfactory progress in meeting admission conditions that were imposed at the time of admission.
2. Maintenance of a 3.0 cumulative grade point average in graduate courses in the degree program.
3. Satisfactory progress in meeting program degree requirements.

If, at the end of a semester, a student's cumulative grade point average is below 3.0, the student will be placed on academic probation. The student must earn sufficient grade points during the next two semesters of registration to raise the cumulative grade point average to at least 3.0 exclusive of incomplete (X) grades. Failure to achieve this 3.0 cumulative grade point average will result in immediate dismissal from the University.

Course Load

The normal course load for a full-time graduate student during the long session is 12 semester hours. The minimum course load for a graduate student to be considered full time during long session is 9 semester hours; the maximum is 15 semester hours. The normal course load for a graduate student during the summer session is 9 semester hours. The minimum course load for a graduate student to be considered full time during the summer session is 6 semester hours; the maximum is 12 semester hours. Registration in excess of these maxima must have the recommendation of the graduate advisor and approval of the Dean of Graduate Studies and will be permitted only under exceptional circumstances. Students who are employed should consult with the graduate advisor about their combined course and work load. Course load requirements for graduate assistants are discussed in the section, Teaching and Research Assistantships.

Schedule Changes: Dropping, Adding and Withdrawing From Courses

Dates and time limits for schedule changes can be found in the online Comet Calendar.

New students seeking to drop or add courses to their schedules must obtain permission from their graduate advisor in their degree program. Drop/Add forms may be obtained from advising offices.

Drop/Add may not be processed after Census Day. Any drops prior to and including Census Day will not show on the student's transcript; withdrawals after Census Day will show as a W (withdraw) on the transcript.

After the last day indicated in the online Comet Calendar for a graduate student to withdraw, the course withdrawal will be approved only on a documented emergency basis for reasons extrinsic to curricula