



The University of Texas at Dallas Online Catalog

2006-2008 Undergraduate Catalog

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Academic Policies and Procedures

Academic Advising

Academic advising is an integral part of undergraduate education. The goal of academic advising is to assist students in taking responsibility for developing meaningful educational plans compatible with their career and personal goals. Advising is more than imparting specialized knowledge; it includes helping students formulate important questions about the nature and direction of their education and helping them find answers to those questions.

While advisors confer with students about courses and educational experiences, students themselves are responsible for defining the content of their academic program and making progress toward an academic degree. Advisors will assist students in designing an appropriate course of study that will satisfy requirements for graduation (see [Degree Requirements](#)) as well as offer information on particular courses and university rules and procedures. All students must verify their class schedule each semester, must see that necessary transactions are completed, and are responsible for all documentation related to schedule changes and other transactions.

Students who have chosen a major should meet with an academic advisor in the appropriate school regularly and in a timely manner prior to semester drop deadlines and course registration. All freshmen are required to meet with their advisor in order to register for classes (see [Registration Requirements and Procedures](#)). Students admitted to UTD as freshmen or as sophomores who have not declared a major are advised by the Undergraduate Student Advising Office, an integral part of the Office of Undergraduate Education. Students remain the responsibility of Undergraduate Education until they declare a major, at which time advising will be undertaken by an advisor in the student's program.

Students are strongly encouraged to meet with their academic advisor, especially when they have earned 75 semester hours to establish and/or review their degree plan.

Academic Progress

A student is considered to be making satisfactory scholastic progress when he or she is carrying an approved schedule of classes, is not on probation, and has a GPA of at least 2.00 (C average) in the major and overall. Students that habitually drop a significant fraction of their schedule may lose the right to drop or may be dismissed from the university for failure to make adequate academic progress.

Classification of Students

Freshmen and sophomores are lower-division students.

Freshman: A student who has successfully completed fewer than 30 semester credit hours (SCH).

Sophomore: A student who has successfully completed 30-53 SCH.

Juniors and seniors are upper-division students.

Junior: A student who has successfully completed 54-89 SCH.

Senior: A student who has successfully completed 90 or more SCH.

Correspondence – Email

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange.

Beginning August 1, 2004, all official student email correspondence will be sent only to a student's UTD email address and UTD will consider email originating from an official UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information.

The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources provides a method for students to have their U.T. Dallas mail forwarded to other accounts. To activate a student U.T. Dallas computer account and set email for forwarding go to <http://netid.utdallas.edu/>.

Credit by Examination (AP-CLEP-IB-SAT)

Examination credit is evaluated only at the student's request. Students wishing to receive examination credit must first meet with an academic advisor to complete a request form

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that is then submitted to the Office of the Registrar. Documentation of any lower-division credit established by examination through such programs as the AP (Advanced Placement Program) or the SAT II which the student wishes to apply toward college credit should be received by the university prior to registration. Academic hours awarded through credit by examination become a permanent part of the student's official UTD college transcript.

Credit for admission may be established through testing programs such as the Advanced Placement Program (AP), the College Level Examination Program (CLEP), the International Baccalaureate (IB), and SAT II subject examinations. Guidelines for credit by examinations are available on the UTD website at <http://www.utdallas.edu/dept/ugraddean/>. Test scores not on official transcripts must be submitted directly from the testing agency. UTD will provide college credit to those who present an International Baccalaureate Diploma in accordance with Texas state law.

Not more than six semester hours of extension, credit by examination, or correspondence credit may be applied toward upper division requirements. This credit must be upper division credit earned at an appropriate accredited institution or through acceptable scores on approved tests. The university does not offer correspondence courses.

Criminal Background Check

Criminal background checks may be required as a condition of admission, program completion or licensure. The student is responsible for the costs associated with the criminal background check.

Dean's List

The top ten percent of all students in each school who complete 12 or more Semester Credit Hours during the fall or spring semesters will be recognized as members of the Dean's List of their respective schools. Students without a declared major are eligible for the Office of Undergraduate Education Dean's List.

Degree Plans

A degree plan is a definition of the course of study required to fulfill the requirement for graduation. A degree plan is "major specific" and is established through collaboration with the major's academic advisor and the student. Course changes within university sanctioned degree plans may be made with the approval of the Associate Dean of Undergraduate Education (ADU) or his or her designee. An initial degree plan must be filed as soon as possible after entering the major. The initial degree plan will be kept in the office of the academic advisor, ADU, or program head and will form the basis of the student's advisement.

In the semester preceding that in which a student plans to graduate the student is required to meet with her/his academic advisor to prepare a final degree plan that will be forwarded to the Office of the Registrar, along with the student's application for graduation (See [Graduation Requirements](#)).

NOTE: A change of major requires preparation of a new degree plan.

Independent Study

A student may take a maximum of 20 percent of the total hours of course work undertaken at UTD as Independent Study.

Military Service Activation Interruption of Education

A reservist or member of the National Guard called into duty as a result of U.S. military demands, receiving activation orders after the start of a semester, has three options for the treatment of tuition and fees paid to The University of Texas at Dallas and transcript notation. According to state statutes and Coordinating Board rules, The University of Texas at Dallas, at the student's request:

1. the Registrar will process and the Bursar's office shall refund the tuition and fees paid by the student for the semester in which the student withdraws and records "withdraws-military (WM) on the student's transcript; or
2. the Registrar's office may grant a student, who is eligible under The University of Texas at Dallas guidelines, an incomplete grade (See "Incomplete Grades" section of the catalog for eligibility), in all courses by designating "incomplete-military" (XM) on the student's transcript. Please note: XM grades must be resolved within one year from "release from active duty" date on military orders; or
3. the student may petition the instructor to assign an appropriate final grade or credit for the course after successfully completing a substantial amount of course work and having demonstrated sufficient mastery of the course material.

NOTE: There are no provisions for refunds for active duty service members who are deployed as a result of military orders or for individuals who chose to enter into the service. The provisions listed above apply only to reservists or members of the National Guard called into active military service.

Readmission Following Military Service

Students called to active duty in the National Guard (not including routine National Guard training) may be readmitted without reapplication or payment of additional application fees within one year of the "release from active duty" date on military orders. Applicable students will retain academic standing and financial eligibility if the student meets current eligibility requirements other than continuous enrollment or other timing requirements.

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.

Repeating Course Work

A student may repeat any course any number of times to improve a grade in the course. The grade from the first repeat will substitute for the original grade to determine a student's grade point average and to satisfy degree requirements. All further repeats will be used in computing the student's cumulative grade point average. (See also "[Grade Point Average](#)" and "[Transfer Credit](#)" for more detail).

The University of Texas at Dallas may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students, for a course that is the same or substantially similar to a course that the student previously attempted for two or more times at UTD.

Regardless of the number of times a course is repeated, any single course can contribute only once to the number of hours required for graduation. A limited number of courses may be repeated for credit, especially studio/ensemble and independent study courses. Students should contact their academic advisor to determine the application of such course credit toward graduation. With the permission of the instructor, a student may audit a course which has previously been taken for credit. When a course is repeated at UTD, the student is responsible for completing a Repeated Course Adjustment Form in the Office of the Registrar to initiate the change on the student's permanent record. Students must complete the 'Off Campus Transfer Work Approval Form' with their academic advisor prior to enrolling off campus.

All grades will appear on a student's transcript. A notation beside the first grade will indicate the course has been repeated. If a course was originally taken for a letter grade, it may not be repeated for Credit/No Credit.

NOTE: Students who are Texas residents should be aware that state law limits the number of semester credit hours that an undergraduate Texas resident may complete while paying tuition at the rate provided for Texas residents. See the section on "Tuition for Excessive Undergraduate Hours."

Courses transferred for credit to UTD from another accredited college or university may not be repeated for additional credit.

Students who fail a class in residence at UTD may repeat this class at another accredited college or university. Upon completion of the course with a grade of at least 'C' (2.00 on a 4.00 scale) this class may be transferred to UTD where it will meet the content requirements of the course failed in residence and contribute hours toward graduation. However, the grade of 'F' earned at UTD will remain a part of the student's academic record and will be computed as a part of the cumulative grade point average.

Scholastic Probation

All students who show a cumulative grade point deficiency, defined as a cumulative UTD GPA below a 'C' or 2.00 on a 4.00 scale, are placed on probation automatically by noting such status on their academic record. A student may also be placed on probation by the Associate Dean of Undergraduate Education if the student does not maintain at least a 2.00 GPA in the major and related courses, independent of the overall GPA.

A student on scholastic probation must meet with an academic advisor prior to registration. In addition, such students may not register for more than 12 semester hours, and must earn a 2.20 GPA each semester while on probation and may not drop or withdraw from classes. Violation of these conditions may lead to the student's suspension from the university.

Grade point deficiencies incurred at UTD must be removed through additional course work at U.T. Dallas. Grade points earned at other institutions are not used in computing the GPA and may not be used to remove a grade point deficiency.

Students who leave the university on scholastic probation will be readmitted on scholastic probation only, even if they have attended another university in the interim. If a student withdraws from the university while on scholastic probation, and if this action results in an additional grade point deficiency, the student has failed to meet the minimum requirements for removal of scholastic probation and will be placed on scholastic suspension.

Scholastic Suspension

A student is automatically placed on scholastic suspension by the university for failure to meet the terms of scholastic probation. A student who is under scholastic suspension will be placed on hold and may not enroll in, audit, or visit a class unless the student is readmitted as described below. Notice of this scholastic suspension will show on the student's transcript.

Students in a major who are placed on scholastic suspension by the university for the first time may be readmitted only by permission of the Associate Dean of Undergraduate Education. Non-degree seeking students and students with undeclared majors who are placed on suspension for the first time may be readmitted only by the permission of the Dean of Undergraduate Education. Students thus readmitted may be subject to additional probationary conditions placed upon them by their Associate Dean of Undergraduate Education.

A student who has been placed on scholastic suspension more than once or has a grade point deficiency of 30 grade points or more will be suspended from the university indefinitely and may be readmitted only by petition of the Associate Dean of Undergraduate Education to the Dean of Undergraduate Education. Students thus readmitted may be subject to additional probationary conditions placed upon them by their Associate Dean of Undergraduate Education, and/or Dean of Undergraduate Education.

A student who reenters the university after having been suspended for failure to meet the terms of probation will reenter on scholastic probation.

NOTE: If a student petitioning for re-admission following academic suspension and also wishes to change majors, the student must complete the 'Change of Major Form' prior to petitioning for re-admission to the university (see "[Major Change](#)" for details). If the 'Change of Major Form' is approved the receiving Associate Dean will determine the validity of the re-admission petition.

Transcripts

You may obtain a copy of your official UTD transcript from the Office of the Registrar at no charge. However, mailing charges for overnight and international mail are incurred. A student must clear all university holds before requesting an official transcript. All transcripts requests must be made in writing with the student's signature. No partial or incomplete transcripts will be issued. Requests over the telephone are not accepted.

Transcripts may be ordered in person with a 'Transcript Request Form' available in the Office of the Registrar, by fax at (972)883-6335, email (transcripts@utdallas.edu), or mail. The mailing address is:

Office of the Registrar - MC 11
The University of Texas at Dallas
PO Box 830688
Richardson, TX 75083

Transcripts requested by email will be mailed only to a student at the address on file with the Office of the Registrar or to another university. An 'Online Transcript Request Form' is available for use under certain conditions. Visit the Office of the Registrar web site at <https://www.utdallas.edu/student/registrar/>.

Section 4.29, *Texas Education Code*, provides legal penalties for any alteration of academic records or transcripts with the intent to use such a document fraudulently or permit the fraudulent use of such a document. Falsifying or omitting information may result in withdrawal of any offer of admission, cancellation of enrollment, and/or disciplinary action.

Withdrawing from the University

A student who wishes to withdraw entirely from the university must complete the proper withdrawal form ('Registration Form') and procedures in the Office of the Registrar.

This catalog is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and The University of Texas at Dallas or The University of Texas System. The University of Texas at Dallas reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

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.