

2006-2008 Undergraduate Catalog

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Correspondence Directory

The University of Texas at Dallas

2006-2008 Undergraduate Catalog

Volume 31, Number 1

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Richardson, TX 75083-0688

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The main entrance to U.T. Dallas is located on University Parkway, which runs north from Campbell Road between Floyd Road and Waterview Parkway in Richardson.

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World Wide Web: <http://www.utdallas.edu/>.

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Veteran Affairs	Veteran Affairs Officer (972)883-2941 http://financial-aid.utdallas.edu/veteran/

Undergraduate Programs Available

School of Arts and Humanities

Art and Performance (B.A.)*
 Arts and Humanities (B.A.)*
 Arts and Technology (B.A.)
 Historical Studies (B.A.)*
 Literary Studies (B.A.)*

School of Behavioral and Brain Sciences

Child Learning and Development (B.S.)
 Cognitive Science (B.S.)*
 Neuroscience (B.S.)*
 Psychology (B.A.)*
 Speech-Language Pathology and Audiology (B.S.)*

Erik Jonsson School of Engineering and Computer Science

Computer Science (B.S.)*
 Electrical Engineering (B.S.E.E.)*
 Software Engineering (B.S.)*
 Telecommunications Engineering (B.S.T.E.)*

School of General Studies

American Studies (B.A.)
 Gender Studies (B.A.)
 Interdisciplinary Studies (B.A., B.S.)
 Teacher Certification

School of Management

Accounting and Information Management (B.S.)*
 Business Administration (B.S.)*
 Business Administration and Biology (B.S.)
 Finance (B.S.)*

School of Natural Sciences and Mathematics

Biochemistry (B.S.)
 Biology (B.A., B.S.)*
 Biology and Business Administration (B.A., B.S.)
 Biology and Crime and Justice Studies (B.A., B.S.)
 Chemistry (B.A., B.S.)*
 Geosciences (B.A., B.S.)
 Mathematical Sciences (B.S.)* with majors in:
 Applied Mathematics
 Statistics
 Mathematical Sciences
 Molecular Biology (B.S.)
 Molecular Biology and Business Administration (B.S.)
 Molecular Biology and Crime and Justice Studies (B.S.)
 Physics (B.A., B.S.)*

School of Social Sciences

Crime and Justice Studies (B.A.)
 Economics (B.A., B.S.)*
 Economics and Finance (B.S.)
 Geography (B.A.)*
 Government and Politics (B.A.)*
 Public Administration (B.S.)*
 Sociology (B.A.)*

Accreditation

The University of Texas at Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone (404) 679-4500) to award baccalaureate, master's, and doctoral degrees.

*A degree program followed by an asterisk can be used in an accelerated baccalaureate/master's degree. Please see page 64 of the catalog for graduate programs offering Fast Track degrees.

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Rita C. Clements, Vice-Chairman
Cyndi Taylor Krier, Vice Chairman
Francie A. Frederick, Counsel and Secretary

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Terms Scheduled to Expire February 1, 2007*

Rita C. Clements.....	Dallas
Judith L. Craven, M.D.	Houston
Cyndi Taylor Krier.....	San Antonio
Brian J. Haley (Student Regent).....	Denton

Terms Scheduled to Expire February 1, 2009*

John W. Barnhill, Jr.....	Brenham
H. Scott Caven, Jr.	Houston
James Richard Huffines.....	Austin

Terms Scheduled to Expire February 1, 2011*

Robert B. Bowling.....	Dallas
Colleen McHugh.	Corpus Christi

*The actual expiration date of the term depends on the date the successor is appointed, qualified, and takes the oath of office.

Campus Map



UTD Campus Map

BUILDING ABBREVIATIONS AND NAMES

AB	Activities Center	GR	Cecil M. Green Hall
AD	Administration	HH	Karl Habicht's Hall
AS	Nease Arts Studio	JOD	Enk-Jonson Academic Center
ATSC	Art and Technology Building	JWC	Eugene McDermott Library
BE	Meyd V. Beiler Hall	MP	Multi-purpose Building
BK	Bookstore	NB	North Office Building
CB	Classroom Building	NL	North Labs
CBW	Classroom Building West	PG	Police/Garage/Grounds Building
CN	Conference Center	PS	Priority Storage
CR	Callier Center Richardson	PR	Physical Plant
ECN	Engineering/Computer Science North	SB	Science Building
ECSS	Engineering/Computer Science South	SCNM	School of Management
EP	Energy Plant	SU	Student Union
FA	Founders North	TH	Theatre
FH	Founders West/Artes	VC	Visitor/Visiting Information
FO	Founders Building	WSTC	Wassmen Science and Technology Center
GC	Cecil and Ida Green Center		



Phase 1	Buildings 2-12	Phase 6	Buildings 43-45
Phase 2	Buildings 14-33	Phase 7	Buildings 46-51
Phase 3	Buildings 34-35	Phase 8	Buildings 52-53
Phase 4	Buildings 36-38	Phase 9	Buildings 54-55
Phase 5	Buildings 39-41		

Visitors: Please obtain a parking pass from the Visitor's Center (VC).

For more information call the main switchboard at 972.830-2111.

Physical Location
The University of Texas at Dallas
300 West Campbell Road
Richardson, TX 75080

www.utdallas.edu

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Executive Vice President and Provost

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Vice President for Business Affairs

Larry D. Terry, Ph.D.

Vice President for Student Affairs

N. Darrelene Rachavong, Ed.D.

Vice President for Research and Economic Development

Da Hsuan Feng, Ph.D.

Vice President for Public Affairs

Carlos González Peña, M.P.A.

Vice President for Development

Marjorie M. French

Executive Director, Information Resources

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Executive Director, Strategic Planning and Analysis

Lawrence Redlinger, Ph.D.

Vice Provost

Priscilla Beadle, Ph.D.

Vice Provost

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Associate Provost

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Associate Provost and Dean, Undergraduate Education

J. Michael Coleman, Ph.D.

Dean, Graduate Studies

Austin J. Cunningham, Ph.D.

Assistant Vice President for Student Affairs and Dean of Students

Donna S. Rogers, M.S.

Dean, Eugene McDermott Library

Larry Sall, Ph.D.

Director, Internal Audits

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Academic Unit Administration

School of Arts and Humanities

Dean

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Associate Dean for Graduate Education

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Associate Dean for Undergraduate Education

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School of Behavioral and Brain Sciences

Dean

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Robert D. Stillman, Ph.D.

Associate Dean for Undergraduate Education

Duane Buhrmester, Ph.D.

Director, Callier Center for Communication Disorders

Ross J. Roeser, Ph.D.

Erik Jonsson School of Engineering and Computer Science

Dean

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Senior Associate Dean for Operations and Finance

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Associate Dean for Academic Affairs

Cyrus D. Cantrell, III, Ph.D., P.E.

Associate Dean for Interdisciplinary Programs

Duncan L. MacFarlane, Ph.D., P.E.

Associate Dean for Student Services

E. Douglas Harris, D.Eng.

Associate Dean for Undergraduate Education

Simeon Ntafos, Ph.D.

Associate Dean for Accreditation and Outreach

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Dung T. Huynh, Ph.D.

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School of General Studies

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Associate Dean for Teacher Development

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About the Catalog

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The online version of The University of Texas at Dallas Undergraduate Catalog is the official version and takes precedence over the printed version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2006-2008 catalog cycle.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of Texas System. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties the student may incur.

The catalog is arranged into sections. The sections are titled:

- Admission
- Academic Policies and Procedures
- Registration
- Resources for Study and Campus Life
- Tuition and Financial Aid
- Degree Programs
- Course Descriptions
- Faculty Roster
- Appendix (Regent's Rules of Conduct and Procedures)
- Index

Within each section the topics are arranged alphabetically.

The University of Texas at Dallas

Historical Sketch

Prior to World War II, Eugene McDermott, Cecil Green and J. Erik Jonsson, the founders of Geophysical Services, Inc., were in the business of searching for natural resources. The war changed the focus of the company from searching for natural resources to creating instruments that aided in finding enemy planes and submarines. GSI spawned Texas Instruments and in 1958, TI employee Jack Kilby invented the integrated circuit that launched a new era for the company, for North Texas and for the world.

During the expansion of Texas Instruments, the Founders were forced to import engineering talent from outside the state, while the region's bright young adults pursued education elsewhere. McDermott, Green and Jonsson saw that Texas needed highly educated minds if the state were to remain competitive in the decades to come. They noted that in 1959 alone, Columbia University conferred 560 doctoral degrees - more than the entire Southwest region. They wrote at the time, "To grow industrially, the region must grow academically; it must provide the intellectual atmosphere, which will allow it to compete in the new industries dependent on highly trained and creative minds."

Therefore, they established the Graduate Research Center of the Southwest (later renamed the Southwest Center for Advanced Studies) in 1961. The center recruited some of the best scientific talent in the nation. The Texas Legislature concurred with the vision of the Founders and mandated in 1967 that science and technology educational opportunities needed to exist in North Texas. McDermott, Green and Jonsson decided to donate SCAS and its lands to The University of Texas System, and on June 13, 1969, Governor Preston Smith signed the bill creating The University of Texas at Dallas. The SCAS scientists formed the core of U. T. Dallas' educational infrastructure.

By terms of its enabling legislation, U. T. Dallas offered only graduate degrees until 1975 when the addition of juniors and seniors increased enrollment from 408 in 1974 to more than 3,300 students. By the fall of 1977, the enrollment reached over 5,300. In 1986, U. T. Dallas established the Erik Jonsson School of Engineering and Computer Science. Today the Jonsson School plays a critical role in providing a highly educated work force for the advanced technology industry.

The Rise to National Prominence

In 1990, the Texas Legislature authorized U. T. Dallas to admit lower division students. U. T. Dallas' first freshman class consisted of only 100 students. Despite its small size, this cohort's achievements set the standard for future classes. Since then, freshman classes have grown in size while the university has maintained high enrollment standards. Nationally published data indicate that U. T. Dallas' freshman class compares extremely well with those from many prominent national universities. UTD consistently has three-fourths of its entering freshmen in the top twenty-five percent of their graduating class with many coming from the state's most competitive high schools.

The university's ability to attract and retain these students has propelled The University of Texas at Dallas into national prominence within a few short years. US News and World Report ranks U. T. Dallas as one of the three best public universities in the state along with U. T. Austin and Texas A&M. Kiplinger's Personal Finance Magazine, in its October 2006 article "100 Best Values in Public Colleges", ranked U. T. Dallas 66th among all public universities nationally. The quality of the students who attend UTD has remained consistently high. Over forty percent of the incoming freshmen are in the top 10% of their high school graduating class and their average SAT scores place them in the top twenty percent of all college-bound students.

The addition of freshmen has accelerated the rise in the percentage of full-time undergraduates from 31% in 1986 to 71% in 2005. Masters, doctoral and post-baccalaureate students currently comprise 36% of the student body. Given its location and mission, UTD will continue to have significant numbers of professionals attending undergraduate or master's courses part time.

The transition of the university from a part-time upper division school to a four-year university with an emphasis on engineering, mathematics, the sciences and the management of new technologies has been greatly facilitated by the university's faculty. By retaining key faculty members and attracting more nationally and internationally prominent researchers and instructors, UTD has enabled its faculty to provide quality instruction to an increasingly diverse student population while sustaining the university's longstanding research tradition. In the past decade, the faculty has increased the level of external research funds substantially. During this same period, the university expanded its teaching mission, enhanced its areas of focused excellence and became independently recognized as one of the top public universities in the nation.

Mission

UTD serves the Metroplex and the State of Texas as a global leader in innovative, high quality science, engineering, and business education and research. The University is committed to

- Producing engaged graduates, prepared for life, work, and leadership in a constantly changing world
- Advancing excellent educational and research programs in the natural and social sciences, in engineering and technology, in management, and in the liberal, creative, and practical arts
- Transforming ideas into actions that directly benefit the personal, economic, social, and cultural lives of the citizens of Texas.

Organization

The University of Texas at Dallas (UTD) is one of nine universities and six health institutions governed by The University of Texas System's nine regents, who are nominated by the governor, selected from different areas of the state, and appointed with the advice and consent of the Texas senate. UTD consists of seven Schools, each headed by a dean: Arts and Humanities, Behavioral and Brain Sciences, Engineering and Computer Science, General Studies, Management, Natural Sciences and Mathematics, and Social Sciences. The schools, in turn, consist of teaching and research programs that provide the disciplinary foundations of the university. In addition to the usual disciplinary approaches, the university has a strong commitment to interdisciplinary study at both the graduate and undergraduate levels. Most faculty members teach in both graduate and undergraduate areas so that the character of their instruction is informed by critical examination of the most recent developments in their fields.

Each of the university's schools contains an undergraduate college, headed by an Associate Dean of Undergraduate Education (ADU) who coordinates the undergraduate programs and academic advising within the college. These colleges of The University of Texas at Dallas provide undergraduate students with a personalized setting in which they may pursue their academic careers. Each college offers an intellectual and social home for undergraduates within the larger university.

The Office of Undergraduate Education coordinates undergraduate education across the seven schools. The Council for Undergraduate Education (CUE), chaired by the Dean of Undergraduate Education, oversees lower-division admissions, academic advising and degree requirements, and develops and implements educational policy. The staff of the Office of Undergraduate Education manages the freshman admission review process and Academic Excellence Scholarship programs. They coordinate academic advising, operate the Learning Resource Center, administer the teaching evaluation system, monitor academic compliance for NCAA athletes, manage pre-professional training programs, and supervise the Collegium V honors program, as well as all Intellectual Competition teams. In addition, all freshman and sophomore students without declared majors are advised in the Office of Undergraduate Education.

Admission

The University of Texas at Dallas is a comprehensive, state-supported institution of higher learning, offering a variety of programs at the undergraduate, master's, and doctoral levels. U. T. Dallas is committed to providing quality education to a diverse student body and offers high-quality programs designed for both full-time and part-time students. The university has a special commitment to two undergraduate populations: freshmen selectively admitted from the top ranks of graduating high school seniors and students transferring with superior academic records from area community colleges and other educational institutions.

The University of Texas at Dallas accepts applications for admission from freshmen and transfer students at all levels for the fall, spring and summer semesters.

The Office of Admissions, located in Hoblitzelle Hall, is the gateway to the university for prospective undergraduate students. Professional staff members provide information regarding the college selection process through mailings, school visits, participation in college fairs, campus tours, the internet (<http://www.utdallas.edu/student/admissions/prospective/>) and a variety of other special events. Campus tours are provided weekdays at 10:00 a.m. and 2:00 p.m. In addition, The Office of Admissions provides pre-admission counseling sessions for transfer students regarding eligibility for admission and transferability of coursework.

Requests for applications and questions related to undergraduate admissions should be addressed to: Director of Admissions – HH 10; The University of Texas at Dallas; PO Box 830688; Richardson, Texas 75083-0688. Telephone (972) 883-2270. Fax (972) 883-2599.

Admission to The University of Texas at Dallas is open to all candidates on the basis of academic preparation, ability, and availability of space without regard to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, or sexual orientation. As with all state institutions of higher education, the procedures and criteria for admission used by The University of Texas at Dallas are effective as of the publication date of this catalog but are subject to change by actions of the Texas Legislature or the Board of Regents.

Applying for Admission

To apply to UTD, all students should submit an application form. Interested students may apply on the Web at <http://www.applytexas.org>. Freshman and sophomore applicants must submit two copies of official high school and, if applicable, college transcripts, as well as results of the Scholastic Achievement Test (SAT) or American College Test (ACT) examination. Junior and senior applicants must submit two copies of official transcripts from each college attended. While hand-carried transcripts will be accepted for admission purposes, official copies sent directly from each educational institution attended must be received by the Office of Admissions no later than Census Day of the semester for which the student first registers. Students who do not meet this deadline will not be permitted to register in subsequent semesters or to receive UTD transcripts until the official transcripts are received. All materials submitted in the process of making application become the property of the university and will not be returned to the applicant.

Students may use the Common Statewide Undergraduate Application for Admission to apply to any public university in the state of Texas. There are two versions of the application, one for freshmen and one for transfer students. The freshman application will be available in the offices of high school counselors, while the transfer application will be available for community college or university transfer students. Both applications are available on the worldwide web at <http://www.applytexas.org/>. Each public university in the State will accept the Common Application, which can be filled out one time, copied, and used to apply to as many universities as the student wishes.

Once admitted, students have three long semesters to enroll before a new application is required.

Application Deadlines

UTD accepts applications for admission year-round; however, applicants should have all necessary materials, including supporting documents, to the Office of Admissions by the following dates:

Entering in fall semester	July 1
Entering in spring semester	November 1
Entering in summer session	April 1

(See page 18 for International Students' deadlines).

Applications received after the deadline will be considered late and will be processed for late registration.

The university encourages all students to apply as early as possible. Early application will assist admissions personnel in evaluating and processing submitted materials in a timely manner.

Students who have applied for admission can call the UTD Office of Admissions at (972)883-2270 to check the status of their applications and determine whether the Office of Admissions has received all required documentation. Students may also check the UTD website at <http://www.utdallas.edu/student/admissions/>.

First-Time Freshman Admissions

A "first-time freshman" is an applicant to U. T. Dallas directly following high school graduation. Applicants are still considered "first-time freshmen" if they earn college credit before high school graduation. If an applicant has earned college credit after high school graduation they are not considered a "first-time freshman" and should consult admission requirements for a transfer student (see "Admission – Transfer Student Admissions", page 20).

The University's policy is to admit applicants who are most able to benefit from and contribute to the university's academic and research mission. The high academic expectations and complex educational curricula at U. T. Dallas require that entering freshman students have successfully completed a full college-track high-school curriculum and have demonstrated strong general verbal/quantitative aptitudes as measured on national standardized tests.

Automatic Admission

In accord with Chapter 51 of the Texas Education Code, students are automatically admitted to the university as first-time freshmen if they graduate in the top 10% of their class from an accredited Texas high school. Applicants must have graduated from high school during one of the two school years preceding the academic year for which they seek admission as first-time freshmen and have not attempted any higher education credits since graduation from high school. Applicants admitted because they are in the top 10% of their high school class may be required to complete additional preparatory work before enrolling in the university. They may also be required to remove any deficiencies in their high school coursework before graduating from the university.

Reviewed Admission

All applications not automatically admitted will be reviewed. Applicants must have graduated from an accredited high school or satisfied equal requirements, and should have completed the high school unit requirements listed below (see item 9). Admission decisions are based on the applicant's composite achievement profile, including:

1. high school class rank;
2. strength of academic preparation including the number and complexity of courses taken (Honors, AP, IB, etc.);
3. SAT-I or ACT scores;
4. record of achievements/honors/awards;
5. special accomplishments/work/service both in and out of school;
6. essays;
7. special circumstances that put academic achievements in context;
8. recommendations (suggested but not required);
9. successful completion of a high school curriculum that includes:
 - a. four units of Language Arts, including at least one unit of writing skills;
 - b. two units of a single foreign language (three units recommended);
 - c. three and one-half units of Mathematics beginning with Algebra I or higher and including a course dealing with trigonometry, such as pre-calculus (four units recommended);
 - d. three units of laboratory science, not including Physical Science;
 - e. three units of Social Sciences, not including work-study (four units recommended);
 - f. one-half unit of Fine Arts (one unit recommended);
 - g. one and one-half units of General Education Electives (two and one-half units recommended);

- h. the university also recommends one unit of Computer Science, one-half unit of Health, and one and one-half units of Physical Education;
- 10. for Texas residents, consideration may be given to socioeconomic and geographic information.

The review process gives primary consideration to the applicant's scores on standardized tests and high school record although no specific class rank, test score, or other qualification by itself assures admission except as described above under Automatic Admissions. The decision for each applicant will be to approve admission or to deny admission.

The achievement levels of students admitted to U. T. Dallas are illustrated by the following statistical profile of the entering freshman class of Fall 2005.

- 74% of students were in the top 25% of their high school graduating class;
- 40% were in the top 10% of their class;
- 50% of students scored between 1140 and 1360 on the SAT-I (scores represent verbal and math section only of the SAT assessment) (the 2005 national average SAT-I was 1028).

Freshman Honors Program

See "Honors Program" in Degree Programs section.

International Student Admissions (Students on Non-Immigrant Visas)

In addition to satisfying admissions criteria outlined in the catalog, international applicants from non-English-speaking countries must achieve a minimum score of 550 on the paper Test of English as a Foreign Language (TOEFL) or 213 on the computerized TOEFL, or 80 on the internet-based TOEFL. Students must have taken the test within two years of the date of admission. Admitted international students must meet the requirements of the Texas Higher Education Assessment prior to enrolling in classes (see page 34).

Deadlines

International applicants are strongly urged to submit the application and supporting materials at least six months ahead of the intended date of enrollment. All required documents must be submitted by the following deadline dates in order to be considered for admission:

Entering in the fall semester	May 1
Entering in the spring semester	September 1
Entering in the summer session	March 1

Applicants providing foreign credentials/documents should send all materials to the following address:

Admissions – Foreign Credentials HH 10
PO Box 830688
Richardson, TX 75083-0688
FAX: (972)883-6803 VOICE: (972)883-2270

Fees

Certified English translations are required for documents prepared in a language other than English. There is an additional \$100.00 international document evaluation fee for any student who has been educated outside the United States. These processing fees are required of all international students applying for admission to The University of Texas at Dallas.

Financial Responsibility

International students who plan to study with a F or J visa status must also provide evidence of financial support in order to obtain an I-20 or IAP-66 document.

Health Insurance and Documentation

International students are required to maintain approved comprehensive health insurance while enrolled at The University of Texas at Dallas. At registration, international students will be assessed a health insurance fee for the purchase of the U. T. System Student Health Insurance Plan. If there is evidence of continuing coverage under the U. T. System Employee Health Plan, a comparable mandatory employee plan, continuing mandatory coverage through a government-sponsored health plan, or continuing coverage that satisfies the requirements of USIA regulations with regard to J1 and J2 visa holders, the student can request that the health insurance charge be waived.

International students are required to have a mantoux tuberculin skin test prior to registration and must mail the completed documentation form to the UTD Student Health Center – SU25, PO Box 830688, SU 1.606, Richardson, TX 75083-0688.

See the Health Center web site (<http://www.utdallas.edu/healthcenter/>) for the documentation form and more information. International students will not be permitted to register until this requirement has been met.

Orientation and Registration

In addition to the requirements listed above, UTD holds a mandatory orientation session for new F and J visa status international students. Students will not be allowed to register without a permit showing that they have attended orientation.

Readmission of Former UTD Students

Students who are not registered for three successive long semesters (not including summer session) at The University of Texas at Dallas must apply for readmission through the Office of Admissions before they can reenter the university. Students must meet the requirements of the catalog in effect for the term of readmission and, if accepted, will be bound by that catalog.

Students who have attended another college or university since they were last enrolled at UTD must submit official transcripts of all such work with the application for readmission upon their return to UTD to the Office of Admissions – HH 10, PO Box 830688, Richardson, TX 75083-0688.

Continuing students who have been out less than three long (fall or spring) semesters who wish to reenter the university must update their personal information online. A visit to the Office of the Registrar may be required.

Students returning to the university following academic suspension, see “Scholastic Suspension” in the Policies and Procedures section.

Special Admissions

Academic Fresh Start

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the “academic fresh start” statute, Texas Education Code, Section 51.931. If the applicant informs the Office of Admissions in writing of the election, the institution will not consider any academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who elects to apply under this statute will not receive any course credit for courses taken 10 or more years prior to enrollment. The granting of Academic Fresh Start will have no effect on THEA status.

High School Concurrent Enrollment

The Dean of Undergraduate Education will consider the co-enrollment of highly qualified high school students in specific UTD courses on an individual basis. Permission for enrollment in particular courses will be at the discretion of the Undergraduate Dean in consultation with the course instructor and the Associate Dean of the school offering the desired course.

Co-enrollment decisions will be based on the academic credentials of the applicant, the scholastic rigor of the requested classes, the course prerequisites, and the demand for the class on the part of ongoing UTD students. Only the Dean of Undergraduate Education may admit a co-enrolled student to the university.

To request co-enrollment, a prospective student must complete an application for admission and submit a copy of his/her high school transcript and all standardized test results. In addition, a letter must accompany the application from the student's high school counselor endorsing the student's enrollment in a particular course. The counselor must also assure the university that the requested courses represent instruction unavailable and/or advanced beyond that offered at the student's high school.

High school students will not be considered for co-enrollment until they pass all sections of THEA, or meet one of the following criteria which exempt them from THEA requirements:

1. Score at least 23 on the ACT composite score, with a minimum of 19 on both the English and math tests;
2. Students with SAT composite score of 1605 or higher, with 500 in Critical Reading, 500 in Math and 500 in Writing are TSI/ THEA exempt. SAT scores can be no more than five years old. Residual SAT cannot be used for THEA exemption;
3. TAKS Score established by the Texas Higher Education Coordinating Board required to meet UTD THEA standards.

NOTE: Residual SAT or residual ACT scores (scores acquired for use in the same institution where the test was given) are not accepted.

Non-Degree Seeking Students

A non-degree student is an undergraduate who does not intend to seek a degree at U. T. Dallas but who wishes to take courses for credit. Up to 15 hours of such course work credit may be transferred to any degree program at the university; acceptance of any of these hours is at the discretion of the Undergraduate Associate Dean of the college into which the student wishes to be accepted.

Non-degree students must meet all requirements for admission beginning on page 16 of the catalog. To continue enrollment beyond one semester, non-degree students will be bound by the same scholastic standards that apply to regularly enrolled degree-seeking students.

A non-degree student whose work is unsatisfactory and who has been suspended from the university for academic reasons may not re-enroll without permission of the Dean of Undergraduate Education.

Non-degree students may not be eligible for financial aid. It is recommended that applicants contact the UTD Financial Aid Office for more information at (972) 883-2941.

NOTE: International students must be enrolled in a degree program and therefore may not enroll as non-degree students; exceptions may be made for the summer session for those international students enrolled in a degree program elsewhere.

Second Baccalaureate Degrees

A student who has graduated from UTD or any other regionally accredited college or university with an undergraduate degree may enter another undergraduate program at UTD only with the approval of the Associate Dean of Undergraduate Education of the school housing the degree sought.

Transient Students

Students pursuing degrees at four-year colleges and universities other than The University of Texas at Dallas and who desire to transfer credit hours taken at U. T. Dallas to the degree-granting institution should apply for admission as transient students. Students will be admitted based on evidence of good academic standing at their home institution. In addition, students who have previously attended Texas state-supported institutions must provide evidence of their current TSI/THEA status.

Transient admissions are valid for a single semester. While UTD credits are generally transferable to other institutions, the student is urged to seek prior approval of course work to be completed at UTD from the institution to which it is to be transferred.

Transfer Student Admissions

UTD welcomes applications from prospective students who have begun their college work at other institutions of higher education. To be admitted, the applicant must be in good standing at the institution(s) previously attended.

The university accepts for transfer credit only academic post-secondary course work completed with a grade of C (2.00 on a 4.00 point scale) or higher from accredited institutions of higher education. The University of Texas at Dallas does not offer credit for nonacademic course work such as vocational, developmental or remedial studies, nor does it grant credit for prior experiential learning. Course work that is accepted for transfer credit is applicable toward satisfying requirements for a specific U. T. Dallas major according to the same criteria as those used for equivalent U. T. Dallas courses (see Appendix II for further information on the transfer of lower-division course credit). Prospective transfer students from Dallas-area community colleges should refer to the U. T. Dallas 2+2 Transfer Guide, available at the U. T. Dallas Office of Admissions, online at <http://www.utdallas.edu/student/enrollment/2plus2/>, and at the community college academic advising offices to learn more about curricula appropriate to the various U. T. Dallas majors.

As soon as an application for admission, transcripts and any required test scores have been received, the Office of Admissions will evaluate the student's record to determine which credits earned at another college or university will transfer to UTD. Each student who is admitted to UTD will receive a copy of this evaluation and an outline of the degree plan for the program to which the student is admitted.

The application of transfer credit to degree plans must be completed within the first semester of enrollment. An undergraduate advisor in the student's major, in consultation with the Associate Dean for Undergraduate Education, will determine how the transfer credits apply to UTD degree requirements. The faculty, acting through the Associate Dean of Undergraduate Education, has the ultimate responsibility for applying transfer credit to their specific major requirements. Students are urged to contact their advising office upon receipt of the letter informing them of their admission to UTD. See, also, the section on the Texas Success Initiative and THEA Placement Testing on page 34.

Applicants seeking admission to UTD should be aware that they will need at least 51 upper-division hours to graduate (see "Graduation Requirements," page 28).

Freshmen and Sophomore Transfer Students

Applicants to The University of Texas at Dallas who have previously taken courses at one or more other accredited institutions of higher education and who are classified as freshmen or sophomores (see "Classification of Students," page 23) will be reviewed for admission using the same criteria described above for first-time freshmen. In addition, freshman applicants must have a cumulative GPA of at least 3.00, on a 4.00 scale, and sophomore applicants must have a cumulative GPA of at least 2.50, on a 4.00 scale, for all post-secondary academic course work.

Junior and Senior Transfer Students

Applicants to The University of Texas at Dallas who have previously taken courses at one or more other accredited institutions of higher education and who are classified as juniors or seniors (see "Classification of Students," page 23) are admitted automatically if their cumulative GPA for post-secondary academic course work is 2.50 or better, on a scale of 4.00 and they are judged to be making satisfactory academic progress.

Applications that do not qualify for automatic admission will be reviewed at the discretion of the college offering the applicant's major. Associate Deans will pay particular attention to the academic content and grades of the applicant's college-level work.

Transfer Students Admitted on Probation

Students admitted on probation must earn a GPA of at least 2.20 for the first semester of enrollment. If admitted on probation students must:

1. see an academic advisor before registering,
2. may not register for more than twelve hours,
3. may not drop or withdraw from any classes, and
4. must earn a grade of C or better in classes.

Failure to meet these conditions will result in suspension. Students admitted on probation by the Associate Dean of Undergraduate Education and are subsequently suspended from the university may be readmitted only by the Associate Dean (see "Scholastic Suspension," page 34).

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 "Academic Degree Requirements," page 61) 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," page 39). 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.

Adding a Class

See "Dropping or Adding a Course" in the Registration section.

Auditing a Class

Auditing allows a currently registered UTD student to observe the instruction of a course without earning credit. 'Audit Forms' are available in the Office of the Registrar beginning the first day of classes through Census Day. With the completed 'Audit Form' and permission of the professor, the Registrar will approve the request. All related fees to Audit a class must be paid at the Bursar's Office.

NOTE: Computer Science & Engineering, Geoscience, Physical Education, and Foreign Language courses may not be audited.

Change of Address, Email or Name

Change of address may be completed online through the Student Information System.

Change of email may be completed online through the Student Information System. Electronic communication is the preferred means of communicating important academic information. Students are encouraged to keep their email address current. A student's UTD email address is the official method of communication between faculty, administration and the student. It is the student's responsibility to maintain their UTD email account at all times.

For name changes, students must fill out the 'Name Change Form' in the Office of the Registrar. Students must also bring a copy of their driver's license or their marriage certificate for proof of name.

Students must provide accurate local and permanent addresses and telephone numbers to the Registrar. This office must be notified immediately of any changes in address or telephone numbers. All official correspondence is sent to the address last given to the Registrar. If a student has since moved but failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

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/>.

Courses

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

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

Please contact Disability Services with any questions about this type of accommodation, 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 file. 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 all 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, whichever 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 Latin Honors," page 29)

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 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," page 28).

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

Grades

Grade Point Average

Grade points are computed by multiplying the points for each grade by the number of credit hours; for example, 4.00 (A) x 3 (hours) = 12 grade points. A student's grade point average (GPA) is determined by dividing the total number of grade points earned by the number of semester hours for which a grade other than X, NC, or CR is received.

NOTE: Only grades earned at The University of Texas at Dallas are used in calculating the student's GPA.

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 "Repeating Course Work," page 33 for additional information).

Grade Change Request

A student has the right to request a review of the grades received in any class. A request for grade review must be completed immediately after a grade is issued.

Students must petition for a grade review by the end of the eighth week of the following long semester after the grade was received. The request must be submitted in writing to the appropriate faculty member who then has the remainder of that semester to take action.

Grading Scale

U. T. Dallas adopted the following grade scale for all undergraduate students effective Fall 2000. Grades for courses completed prior to Fall 2000 accrue point values as shown in the appropriate catalog.

<u>Grade</u>	<u>Description</u>	<u>per Semester Hour</u>
A+		4.00
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Fair	2.00
C-		1.67

D+		1.33
D	Poor	1.00
D-		0.67
F	Failure	0.00
X	Incomplete	
CR	Credit	
NC	No Credit	
W	Withdrawn	
WP	Withdrawn Passing	
WF	Withdrawn Failing	

Incomplete Grades (X)

A grade of Incomplete may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of X) must be completed within the time period specified by the instructor, not to exceed eight weeks from the first day of the subsequent long semester.

Upon completion of the required work, the symbol X may be converted into a letter grade (A through F) by the instructor. If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

Extension beyond the specified limit can be made only with the permission of the instructor and the student's Associate Dean (or the Undergraduate Dean in the case of students without declared majors). A student may not re-enroll in a course in which a grade of X remains.

Students may obtain a petition/documentation form for an Incomplete in the office of the student's Undergraduate Associate Dean. The form is to be submitted to the instructor from whom the Incomplete is sought. If a significant fraction of a semester is missed with cause, see the section on "Dropping or Adding Courses," page 39.

An instructor assigning an Incomplete must submit the petition/documentation form containing a description of the work required to complete the course to the Undergraduate Associate Dean of the school offering the course. Upon approval, a copy of the petition will be forwarded to the student's Undergraduate Associate Dean to be retained with the student's academic record. The instructor alone will be responsible for determining whether the requirements for completion are met and for assigning the grade in the course.

However, if the instructor who has signed the Incomplete is no longer associated with UTD and the work is completed within the time allowed before the Incomplete lapses to an F, the Associate Dean of the instructor's college may assign a committee of appropriate faculty to evaluate the material and/or obtain any other information which may be required to assign the grade in the course.

Mid-Term Grades

Students are issued mid-term grades to apprise them of their progress within the semester. These grades are not a part of the permanent record and will not appear on academic transcripts. Some classes will only issue a grade of credit or no credit at mid-term.

Graduate Courses

Advanced undergraduates who are within 30 hours of completing the baccalaureate degree may petition their major's Associate Dean to take graduate courses by completing the form available in the student's academic advising office. If approved, these courses can be applied toward satisfying undergraduate degree requirements or can be designated for future application toward a graduate degree requirement at UTD. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied. Approvals will be subject to the conditions outlined in the following sections.

Graduate Courses Applied Toward an Undergraduate Degree

With the approval of the student's Undergraduate Associate Dean, up to 12 semester hours of graduate work taken as an undergraduate may be used for completing any baccalaureate degree at UTD. Pass/fail grading for graduate courses will be permitted in this category but must be approved by the instructor prior to the start of class.

Graduate Courses for Possible Future Use as Graduate Credit

Undergraduates may take up to 12 semester hours of graduate courses to reserve for possible application toward a graduate degree. To register, undergraduate students must obtain permission from the instructor and from the graduate advisor of the program in which the course is offered. Such courses with an earned grade of B or better will be eligible for application to the student's graduate record when the student is admitted to a graduate program. Courses so taken will not apply to the student's undergraduate record and will not affect the student's undergraduate GPA.

Graduate Courses Taken in Fast Track Options

A number of programs at The University of Texas at Dallas offer an accelerated Fast Track option that allows students to take graduate-level classes while still undergraduates. Specific admission requirements for Fast Track programs can be found within descriptions of majors. Undergraduate students at U. T. Dallas who have been admitted to Fast Track programs at UTD leading to baccalaureate/master's degrees may, with the permission of the student's Undergraduate Associate Dean 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. 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 UTD 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.

Graduation**Applying for Graduation**

A student should obtain an 'Application for Graduation Form' from their Academic Advisor. The student must then submit the form to the Office of the Registrar by the deadline. The procedures and deadlines for making this application are listed in the Comet Calendar. Students are, however, encouraged to apply prior to registration for the last semester. Students who apply after the posted deadline will be required to pay a late fee.

Graduation Ceremonies

Ceremonies are held at the conclusion of each semester. Students who graduate in the summer or fall may elect to participate at that time or wait until the spring graduation. Summer and fall graduates may participate in the following spring graduation by filing a written notice with the Office of the Registrar at the time of the completion of degree requirements.

Honors Convocation ceremonies are held at the conclusion of each spring semester.

Graduation Requirements

1. Each candidate for a baccalaureate degree must complete a minimum of 120 semester credit hours of course work. Within this requirement, students must complete the following at UTD:
 - At least 51 semester hours of advanced (3000/4000 level) course work, to include a minimum of 12 hours of advanced courses in the major subject.
 - At least 25 percent of the total semester credit hours required (for the School of Management, 50% of the total Business credit hours) must be taken at UTD.
 - At least 24 of the last 30 hours needed for a bachelor's degree.
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- A maximum of three semester hours of physical instruction can be applied toward graduation.
- 2. A minimum GPA of 2.00 on a 4.00 scale (C average) is required in the major and related courses, any declared minor, and overall. Major preparatory classes are not included in the calculation of the major GPA. Only grades earned at UTD are used in calculating this GPA.
- 3. Students must satisfactorily complete all degree requirements specified by the school or college in which the degree is offered. (See "Degree Programs," page 61). In many instances, the college/school/department academic program requirements may exceed the university core requirements.
- 4. Students must satisfy the Core Curriculum which is described in full beginning on page 61.
- 5. A candidate for a degree must be enrolled at this institution during the semester or term in which the Office of the Registrar confirms completion of degree requirements. Students may register in absentia if enrollment in a course is not required. (In absentia registration is explained on page 30 of this catalog.)
- 6. Students must complete an official degree plan prepared by the academic unit. It is required that the degree plan be on file no later than the completion of 75 earned semester credit hours.
- 7. To qualify for a second baccalaureate degree from UTD, double degree, or double major, please review the "Other Degree Requirements" on page 63.

Note: General and specific requirements for degrees in undergraduate programs may be altered in subsequent catalogs.

Graduation under a Particular Catalog

Provided the requisite courses continue to be offered, and given continuous enrollment (see section on "Readmission of Former UTD Students" on page 19), the student is bound by the Core Curriculum requirements of the catalog in force at the time of admission, within that catalog's six-year limit. If a student changes a major, the graduation requirements for that major are those stated in the catalog in force at the time of the change. The Core Curriculum requirements, however, remain those of the catalog in force at the time of matriculation unless the student specifically chooses those of a more recent catalog. Should any requisite major courses cease to be offered, substitutions will be made by the Associate Dean of Undergraduate Education.

Should any requisite Core Curriculum courses cease to be offered, substitutions will be made by the Office of Undergraduate Education. These requirements must be met by every student pursuing a baccalaureate degree at The University of Texas at Dallas, regardless of his or her major. A specific course may be used to satisfy only one core requirement. Individual academic programs may require courses contained in parts of The University Core Curriculum to satisfy particular degree requirements. Students may be required to take extra courses if they fail to select these courses.

Administrative requirements such as minimum grade point requirements can change for all students with the issuance of a new catalog.

Graduation with Latin Honors

Students who show particular distinction in scholarship at the university are afforded the opportunity of graduating with one of three degrees of honors: summa cum laude, magna cum laude, or cum laude. Only grades earned at U. T. Dallas are used in determining graduation with honors.

Requirements for graduation with honors are as follows:

A minimum of 45 U. T. Dallas graded credit hours are required. Each honors level requires a minimum grade point average (GPA) to be attained over all course work taken at The University of Texas at Dallas. In the case of a student with a double major who wishes to graduate with honors, a single honors designation will be awarded. Students graduating with double degrees who wish to receive honors for both degrees must complete separate honors requirements for each degree.

The grade point requirements for Latin Honors are issued by the university in the summer of each academic year and apply to

graduates in the following academic year. The thresholds for each level of honors are determined from a rolling average of the grades of all graduates for the previous six long semesters. Averages are computed separately for each school within the university. The grade point average that represents the top five percent of all graduates in a particular school will be considered the threshold for awarding summa cum laude honors. The grade point average that defines the next 10 percent in each school will be the lower limit for magna cum laude. The average grade that defines the next 15 percent in each school will be considered the benchmark for awarding cum laude honors. A minimum grade point average of 3.4 is required for any Latin Honors.

In Absentia Registration

In absentia registration provides an opportunity for a degree candidate to register for the semester in which the degree is to be completed without taking formal course work. In absentia registration is permissible for a degree candidate who is removing an incomplete grade (X) or for a degree candidate who has left the university and is transferring authorized and approved credit to qualify for completion of a degree. A nonrefundable/nontransferable fee is charged for in absentia registration (see "In Absentia Fee" on page 45).

Independent Study

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

International Education

Information about educational opportunities in other countries, including study abroad, international internships, international research opportunities, and international scholarship programs, is available at the Office of International Education (OIE), located in the McDermott Library, Lower Level, Room MC 1.206. Students are required to attend an advising session before seeking staff assistance in selecting the program most appropriate to their individual needs and interests. The advising sessions include University policies governing study abroad, program options, funding sources, and application and selection procedures. Information is also disseminated through publications, special events, group meetings, individual appointments, reference materials and at the OIE website, <http://www.utdallas.edu/utdgeneral/provost/oie/>.

Eligibility

Undergraduates must have earned a minimum of 30 credit hours at UTD. Freshmen, first semester transfer students, non-degree seeking students, and students who plan to graduate within one semester are not eligible to participate.

All students must have a minimum GPA of 2.00. Students with less than a GPA of 2.50 may not be eligible for some affiliate or exchange programs for study abroad. Study abroad is limited to two (2) semesters.

Financial Assistance

Information about other funding opportunities for study abroad is available at the Office of Financial Aid. Students are eligible to use financial aid for these programs that are affiliated with UTD. Programs outside of official affiliations are not eligible for financial aid. Students are strongly encouraged to have a declared major, otherwise there could be financial aid implications.

Grades/Credits

Credits earned in Exchange Programs will translate directly onto the UTD transcript as a letter grade earned. All other program earned credits will be transcribed as Credit or No Credit. Grades of 2.00 on a 4.00 point scale will be reviewed by the Registrar and assigned credit. Course work will be reflected on the student's transcript but only courses taken on the UTD campus are considered in the UTD GPA.

No more than 20% or 12 hours (whichever is smaller) of upper-division credits may be used toward graduation credits. Courses in a student's major which are designed as Credit/No Credit are not included in this limit.

Core curriculum courses taken while studying abroad must be taken for a grade. A 2.00 on a 4.00 scale must be earned to transfer to UTD.

It is the student's responsibility, on returning to the UTD campus, to provide the Registrar with the institution's published catalog description of the course.

Official Transcripts

Transcripts received from foreign institutions if not received in English will need to be translated by a professional service for official posting of transfer credit. The use of a professional translation service will ensure the authenticity and consistency of transferring credits accurately and appropriately.

Programs

Associate Deans in each school will have the responsibility for determining how general courses and core curriculum courses will be applied to the UTD degree plan. Approval may be required by more than one Associate Dean for courses outside the student's major. All courses must be pre-approved by the Associate Dean.

Affiliated Studies

Students register for affiliated studies (STAB Generic) when they participate in study abroad programs by organizations and institutions with which the University has an affiliation. Students enrolled in affiliated studies are considered full-time students. Credits are awarded as transfer credit. Students are not assessed UTD tuition and fees and are responsible for paying program fees directly to the affiliate program.

Exchange Programs

Students in exchange programs are registered for a block of coursework in study abroad (STAB Exchange). Associate Deans in the appropriate academic departments review the student's work to determine equivalent UTD credit upon completion. Students will earn resident credit. Students are assessed the normal UTD tuition and fees for the number of semester credit hours they undertake for that particular semester.

Faculty-led Programs

Academic units may offer courses taught abroad as part of their regular curriculum. Students who take these courses follow normal registration procedures and are assessed normal tuition and fees for the number of semester credit hours they undertake. Additional fees are charged to cover program costs.

Travel Warnings

The University of Texas at Dallas does not recommend or support study abroad programs in regions of the world in which the U.S. State Department has issued a "Travel Warning." Applications to study in regions affected by Travel Warnings will not be approved. UTD students will not be eligible to apply their financial aid to such experiences. A Travel Warning is an official recommendation for travelers; it usually discourages non-essential travel in the specified region. Because Travel Warnings are issued in response to specific world events, they may have expiration dates.

Internship/Cooperative Education Program

The Internship/Cooperative Education Program (Internship) places students in work assignments related directly to their fields of study. The experience provides students with an opportunity to apply what they learn in the classroom to practical settings while responding to the immediate needs of employers. In addition, students are able to stay in school and earn money to defray college expenses, clarify academic interests, and target specific job markets.

Internship may be taken for credit depending on the student's degree program requirements. UTD has a flexible internship program and arrangements include the following plans:

1. Parallel: full-time or part-time work and full-time or part-time school.
 2. Summer: full-time or part-time summer employment.
 3. Alternating Semesters: full-time work alternating with semesters of full-time school.
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For more information about the program, contact the Career Center in McDermott Library 1.312; Phone: (972) 883-2943. Web: <http://www.utdallas.edu/student/career/>. Email: careercenter@utdallas.edu.

Major Change

Students wishing to change majors should complete a 'Change of Major Request Form' in their academic advisor's office before registration and no later than the first day of classes of a semester/term.

Students with a cumulative GPA below 2.00 may only change their major with permission from the Associate Dean of their current major and the Associate Dean of their intended major. Both Associate Deans' signatures are required on the 'Change of Major Request Form' prior to its submission to the Office of the Registrar.

If the change of major is approved, the student will then be responsible for meeting all program requirements and course prerequisites of the catalog in effect at the time of the change. In the first semester of change to a new major, the student must meet with an academic advisor to prepare a degree plan. The Core Curriculum requirements, however, remain those of the catalog in force at the time of matriculation unless the student specifically chooses those of a more recent catalog.

Deadlines and Fees

The Office of the Registrar will accept 'Undergraduate Change of Major' forms for processing up to the close of business on the first day of classes of each semester. Forms received after the first day of classes will be processed effective for the following semester.

All students are allowed to change majors twice in a given academic year at no charge. The academic year begins August 1st and is completed the last day of July each year.

If a student elects to change majors more than two times during an academic year, the third change requires a \$25.00 fee. EXCEPTION: There is no charge to move to, or from, the "undeclared major" category.

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 with 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," page 26 and "Transfer Credit," page 37 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 "Excessive Undergraduate Hours" on page 42.

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," page 32 for details). If the Change of Major is approved the receiving Associate Dean will determine the validity of the re-admission petition.

Texas Higher Education Assessment/Texas Success Initiative (THEA/TSI)

The Texas Success Initiative (TSI) requires students to be assessed in reading, writing and math skills prior to enrolling in college, and to be advised based on the results of that assessment, but now each institution determines how best to help students who don't pass one or more parts of the test. In addition, each student who does not pass must have an individualized education plan, and those students who score below a deviation standard are required to retest.

The University of Texas at Dallas requires incoming students who are not TSI exempt to take the Texas Higher Education Assessment (THEA), formerly the TASP test, offered by National Evaluation Systems. The required passing standards on the THEA are: Reading and Math a score of 230 and Writing a score of 220. The specific application of the Texas Success Initiative as outlined in this statement applies to U. T. Dallas students only. U. T. Dallas students must take the THEA or Quick THEA test to satisfy the test requirement. No other types of tests can substitute for the THEA test requirement.

The THEA is given statewide. It is possible to satisfy the THEA requirements on the UTD campus by registering to take the Quick THEA with Learning Resources, (972)883-6707. Learning Resources is located in the McDermott Library.

THEA test registration bulletins are available at most Texas high schools and colleges. Additional information may be retrieved from the National Evaluation System, P.O. Box 140374, Austin, TX 78714-0347.

The following students are TSI exempt, but are required to take the THEA as a placement test and meet the standards listed above prior to enrolling in any additional courses in the areas of reading, writing, and mathematics.*

1. Students who are non-degree seeking or non-certificate-seeking.
2. Students who have transferred to UTD from a private or independent institution of higher education or an accredited out-of-state institution of higher education and have satisfactorily completed college-level coursework or have an academic associate's degree.*
3. Students who have previously attended any Texas public institution and have been determined to have met readiness standards by that institution.*
4. Military service:
 - a. Students who are serving in the state of Texas as active duty members of the Armed Forces of the United States are TSI exempt. Official documentation of active duty status for the enrollment period is required. Students must file a Verification of Active Duty form each semester.
 - b. Students who are on active duty in the Texas National Guard are TSI exempt. A verification letter from the Unit Administrator is required each semester,
 - c. Students who are members of a reserve component of the armed forces for at least three years preceding enrollment are THEA exempt. A verification letter from the Unit Administrator is required each semester.
 - d. Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty as a member of the U.S. Armed Forces, Texas National Guard, or member of reserve component are TSI exempt. A copy of the DD214 form showing this status is required.

*Students who are transferring to The University of Texas at Dallas from a private or out-of-state, regionally accredited, college or university may meet sections of the Texas Success Initiative and the THEA placement test based on a grade of B or better in courses that are equivalent to the following courses at U.T. Dallas:

Writing:

- (A) ENGL 1301 (Composition I/Rhetoric I); or
- (B) ENGL 1302 (Composition II/Rhetoric II)

Reading

- (A) HIST 1301, 1302 (U.S. History);
- (B) ENGL 2321, 2322, 2323 (British Literature);
- (C) ENGL 2331, 2332, 2333 (World Literature);
- (D) ENGL 2326, 2327, 2328 (American Government);
- (E) PSYCH 2301 (General Psychology); or
- (F) GOVT 2301, 2302, 2305, 2306 (American Government)

Mathematics

- (A) MATH 1300 (College Mathematics);
 - (B) MATH 1306 (College Mathematics);
 - (C) MATH 1314 (College Mathematics);
 - (D) MATH 1325;
 - (E) MATH 1326;
 - (F) MATH 2312 and courses in calculus.
-

Students who have achieved the following standards are TSI exempt and are not required to take the THEA as a placement test prior to registration for courses at UTD.

1. Students with ACT composite score of 23 or higher, with individual math and English scores of no less than 19 are TSI/THEA exempt. ACT scores can be no more than five years old. Residual ACT cannot be used for THEA exemption.
2. Students with SAT composite score of 1605 or higher, with 500 in Critical Reading, 500 in Math and 500 in Writing, are TSI/THEA exempt. SAT scores can be no more than five years old. Residual SAT cannot be used for THEA exemption.
3. Students with exit-level TAAS scores of 1770 or higher on writing, TLI of 89 in reading, and TLI of 86 in math are THEA exempt. TAAS scores can be no more than three years old.
4. Students with TAKS scores of 2200 in English Language Arts and Math as well as a score of 3 in the writing sample (which is often not printed on your high school transcript, but can be found on the TAKS score report) are TSI/THEA exempt. TAKS scores can be no more than three years old.
5. Students who have a bachelor's degree from an accredited U.S. institution. (Note: Transcripts should be submitted to UTD as soon as possible. Official evaluation must be completed to determine course equivalencies before a THEA waiver will be granted.)

The Learning Resources Unit of Undergraduate Education provides Developmental Education for The University of Texas at Dallas campus. When undergraduate students first register at U.T. Dallas, they are immediately TSI liable. If they are not previously either TSI exempt or TSI waived, undergraduate students must take the Quick THEA, THEA, or the Computer THEA examination prior to the beginning of their first semester at U.T. Dallas. UTD does not accept alternative tests for TSI/THEA purposes unless a student accumulates collegiate-level course work during the same semester at the same public institution where the student took an alternative test.

Enrollment into Developmental Education

Students who are required to take the TSI/THEA and do not successfully pass all three sections at the level of the previously stated standards will be required to register for Developmental Education courses for all areas in which they did not achieve the stated standard. Their enrollment in Developmental Education on The University of Texas at Dallas campus is required during the first semester that they attend U.T. Dallas. If at any time during the semester an audit reports a student in violation of this policy, that student will be immediately transferred into the appropriate Developmental Education course and dropped from a collegiate level course that is in the same content area. U. T. Dallas students must take their Developmental Education on the UTD campus.

Placement into Developmental Education Courses

Developmental Education coursework is designed to build upon existing skills in order to facilitate student success in the core curriculum at U.T. Dallas. The Developmental Education courses that are offered are as follows:

- DMTH OV93 Fundamentals of Math and Elementary Algebra
- DRDG OV92 Reading for Success
- DWTG OV91 Writing for Success

Students are required to remain in Developmental Education until they pass the THEA examination in the particular content area in which they had previously failed. If students do not pass the THEA examination after one semester of developmental coursework, they re-enroll in the same course, but their assignments are individualized to avoid redundancy. Students are not permitted to enter college-level courses without evidence that they possess the basic skills necessary to have a reasonable chance of success; thus, students are not permitted to be enrolled in "college-level and developmental work in the same content area simultaneously."

Participation and Attendance in Developmental Education

Students who are required to enroll in Developmental Education because they have failed one or more parts of the THEA examination are subject to the following policies.

Students sign a contract that states that they understand class attendance is mandatory and if they are absent and do not follow the procedure in the contract, they will be withdrawn from The University of Texas at Dallas for the semester with no refund.

Students are advised when they are in jeopardy of being withdrawn; an attempt is also made to contact their advisor. The Director of Learning Resources reports those students who are not in compliance to the Registrar, and the Registrar sends a letter to any student who is withdrawn. A copy of the letter is sent to the Dean of Undergraduate Education. Students who are required to be in Developmental Education for TSI/THEA purposes may not drop a developmental course unless they pass the THEA examination or they are withdrawing from all university courses for the semester. All drop forms are to be signed by the TSI Liaison Officer.

Completing Required Developmental Education

In order to complete successfully any required Developmental Education course, students must comply with the mandatory attendance policy, complete assignments, quizzes, and tests with an overall minimum average of 70% in the course or courses in which they are enrolled. Students are then required to re-take the THEA examination. If they fail any part of the THEA examination, students are required to re-enroll in Developmental Education coursework in all content areas of the THEA they have not passed.

Provisions for Transferring Students

Students transferring to The University of Texas at Dallas from private or out-of-state institutions must meet both TSI/THEA requirements (be tested or exempted) prior to being allowed to enroll in any collegiate-level work. Students who transfer with 60 or more accumulated semester credit hours or the equivalent to U. T. Dallas from an American private or out-of-state U.S. institution may use transferred courses which are given common course numbers corresponding to courses approved by U. T. Dallas to satisfy TSI/THEA requirements. Students must have earned a course grade of "B" (3.00 on a 4.00 scale) or higher in each of the three skill areas. If not, the student must be tested for the remaining skill areas and must comply with all other TSI/THEA requirements.

Students transferring from other public institutions of higher education in the state of Texas must be both TSI/THEA exempted or comply with the UTD policies for Developmental Education set forth in this document.

NOTE: Once any student accumulates 60 hours of collegiate-level coursework, he or she may not enroll in any upper division courses until all three areas of the TSI and UTD's THEA standards have either been exempted or achieved.

The specific application for the Texas Success Initiative as outlined in this statement applies to UTD students only.

TSI: The Texas Success Initiative (formerly TASP) is a state-legislated program designed to improve student success in college. There are two components of the program:

1. an assessment to diagnose students' basic skills in reading, mathematics, and writing; and
2. developmental instruction, to strengthen academic skills that need improvement.

THEA: Texas Higher Education Assessment.

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.

Transfer Credit

Although UTD normally accepts credit from academic courses taken at other accredited institutions in which a grade of C (2.00 on a 4.00 scale) or higher has been earned, specific course and degree requirements must be met in order for these courses to be included in the student's degree plan.

Students may not transfer to UTD more than six of the final thirty (30) hours required for their degree

To ensure that credit earned elsewhere will be accepted, continuing UTD students who wish to take courses elsewhere must complete an 'Off Campus Transfer Work Approval Form' in their advising office prior to registering for the course(s). Upon completion of approved courses an official transcript must be sent electronically or by mail to:

Office of the Registrar MC 11
The University of Texas at Dallas
PO Box 830688
Richardson, Texas 75083-0688.

Military Training Awarded as Academic Course Credit

The University of Texas at Dallas shall consider whether to award lower-division (1000 or 2000 level) academic course credit toward a degree to admitted students when a student has completed and provided all of the following documentation to the Registrar's Office (see address above):

1. an official military record presented to the institution by the student that describes the substance of the training completed by the student and verifies the student's successful completion of that training,
2. a detailed description of the course of instruction,
3. all required texts and authors,
4. any method of evaluation and,
5. the course syllabus or training manuals.

All documentation must be submitted to the Office of the Registrar by Census Day (12th class day in the long semesters) of the first semester admitted. All requests for academic credit will be reviewed by the appropriate discipline using established university transfer credit policies. Notification to the student by the Registrar of approved credit will occur prior to registration for the following semester. All decisions are final.

Registration

A student may participate in a course only after officially registering and paying through the proper procedures. The Office of the Registrar officially notifies an instructor of the names of the students enrolled in a course. A student will not receive credit for a course for which he or she is not registered.

Auditing a Class

(See the "Academic Policies and Procedures" section).

Concurrent Enrollment Tuition

A concurrent enrollment agreement is in place between The University of Texas at Dallas and either The University of Texas at Arlington or The University of Texas Southwestern Medical Branch. This agreement allows any student enrolled concurrently between these institutions to receive a waiver of certain fees. The student must apply for concurrent enrollment with the Office of the Registrar.

Cooperative Enrollment Arrangements (Special Registrations)

A cooperative arrangement among component institutions of The University of Texas System has been authorized by the Chancellor and the Board of Regents. The university has active arrangements with The University of Texas Southwestern Medical Center at Dallas and The University of Texas at Arlington for students who wish to enroll concurrently.

At the time of registration, a concurrent enrollment form obtained from the home registrar's office will be completed by the student and submitted to the home campus bursar; the host campus registrar will enroll students upon receipt of the concurrent enrollment form. Students will pay all mandatory student fees (including the Student Union Fee) to the home campus. Such fees are waived at the host campus (Sec. 54.503 (g), Texas Education Code). Students wishing to take advantage of student services (including use of the host library) may elect to do so by paying the mandatory Student Services Fee for the hours enrolled at the host campus.

Dates for Registration

Registration dates are listed in the online Comet Calendar. All dates for registration and late registration and all formal procedures for registration are listed in the online Class Schedule (<http://www.utdallas.edu/student/registrar/lookup/>) for each semester by the Office of the Registrar. New students will have an opportunity to register at orientation. All freshmen and transfer students are required to meet with their academic advisor prior to registering for classes.

Registration for continuing and transfer students will occur in the following sequence:

- Week 1: Graduate students and undergraduate seniors
- Week 2: Graduate students, undergraduate seniors, juniors and sophomores
- Week 3: Graduate students, undergraduate seniors, juniors, sophomores and freshmen
- Week 4: Open registration.

Students are urged to take advantage of early opportunities to register to ensure enrollment in the classes they select. Web registration (<http://www.utdallas.edu/SIS/>) begins shortly after each class schedule is published. Refer to the Class Schedule for specific dates and procedures.

Dropping or Adding Courses

For continuing students to drop or add a class after the registration cycle, a 'Registration, Drop/Add and Withdrawal Form' must be completed. Forms are available in the advising offices. Dates and time limits for schedule changes can be found in the Comet Calendar (<http://www.utdallas.edu/calendar/>) under the academic section.

Newly admitted students to UTD wishing to add/register for class(es) must do so prior to the first day of class.

Students that drop all courses in a given semester must officially withdraw from the university. (See "Withdrawing From the University," page 41).

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 (see "Academic Progress," page 22).

Administrative Drop

Students may be dropped from a course for which they have not satisfied the prerequisites.

Drop Appeal Procedures

A student who believes he/she has dropped a course, but receives a grade for that course at the end of the semester, has one calendar year in which to provide documented proof of the processed drop to the Dean of Undergraduate Education to appeal that grade.

Deadlines for Adding or Dropping a Class

NOTE: The student should retain copies of all add and drop forms for at least one year following the end of the semester in which the student initiates a drop or add course action.

Deadlines vary during the shorter summer sessions. It is the student's responsibility to see the Comet Calendar (<http://www.utdallas.edu/calendar/>) for specific summer deadlines. Deadlines for dropping a course follow the class and not the student. When an undergraduate student takes a graduate class, the drop procedures for graduate classes take effect.

Add

Beginning the first day of class through the sixth (6) class day (see on-line Comet Calendar for dates), students may add a class on-line without the instructor or advisor's signature. However, students in the following categories must still meet with an academic advisor before adding or dropping classes: students newly admitted to UTD (including transfer students and freshmen), students without declared majors and those students who are not in good academic standing. Please see the Comet Calendar (<http://www.utdallas.edu/calendar/>) under academic section for specific deadlines.

Students may not add courses on-line after the seventh (7) class day without the consent of the instructor (instructor's signature or correspondence and the Associate Dean in the student's school). The completed 'Registration, Drop/Add and Withdrawal Form' must be submitted to the Office of the Registrar before the close of day on, or before Census Day (12th class day in long semesters).

Drop

Any courses dropped through Census Day will not appear on the student's transcript.

Students may drop a class on-line until the end of business on Census Day without any permission required.

After Census Day, permissions to drop are required from the school or college in which the student is admitted.

W Period

Through the fourth class week of a long semester, students may drop classes by completing a drop form and having it signed by their academic advisor and course instructor. A grade of "W" (withdrawn) will appear on the student's transcript.

WP/WF Period

During the fifth through ninth weeks of a long semester, students who submit a completed drop form will receive a grade of "WP" (withdrawn passing) or "WF" (withdrawn failing) depending on the student's performance in the class. On the drop form containing the advisor's and instructor's signatures, the instructor is required to record the student's academic progress in the class to that point.

After the ninth week (9) of class, a student may only drop a class for nonacademic reasons.

Non-academic Drops

Students wishing to drop a class for nonacademic reasons must complete a written petition detailing the nature of the request and including verifying documentation. Non-academic drop petitions are to be obtained from the Undergraduate Student Advising Office (MP 2.240). The Director of Undergraduate Advising will distribute the petition to a committee whose members will independently review the petition and either approve or deny the request to drop. The Director will inform the student of the outcome.

NOTE: It is extremely important that students petitioning to drop a class for non-academic reasons continue to attend and perform in the class if possible, until the petition request is resolved. If the petition is approved, the student will receive a grade of "W" for the course, otherwise the student will receive the grade earned in the course.

Non-academic drop petitions may be submitted anytime during the semester.

Readmission of Former UTD Students

(See "Admission" in the "Academic Policies and Procedures" section).

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.

Tuition and Financial Aid

As a state-supported institution of higher education, The University of Texas at Dallas is required to comply with all state laws in the assessment and collection of tuition, fees, and deposits. The tuition, fees, and deposits listed herein are subject to change by state law. Pursuant to Chapter 54, Texas Education Code, each student who registers is required to pay tuition and fees appropriate to the student's residence classification and according to the number of semester hours for which he or she has registered. It is the student's responsibility to establish, prior to registration, the correct residence classification through the Office of the Registrar. Likewise, any student wishing to request a change of residence status for tuition purposes should do so through the Office of the Registrar. This will require completion of a residence questionnaire and the provision of documents to support the claim of Texas residency. Rules and regulations for determining residency are found in Appendix III of this catalog. Final authority of appeal for review of residence decisions rests with the Office of the Registrar.

In accordance with state laws, students are not entitled to enter a class or laboratory until they have registered and all tuition, fees, and deposits have been paid. The university cannot accept personal checks for amounts in excess of the total registration cost.

The University of Texas at Dallas utilizes a consolidated tuition rate, which is capped at 15 semester credit hours. The consolidated tuition and fee rates cover all academic program costs; including tuition, mandatory fees, and most of the college and course incidental fees. Additional fees that will be charged separately are: field trip fees, utility fee, supplemental designated tuition fee and distance education fees.

There are other fees, which may be required depending on classes taken and services used. (See "Other User Fees for Courses and Services" beginning on page 45.)

Students are not registered or eligible to attend classes until they have paid in full or arranged installment payments with the Bursar for all tuition and fees. Students who do not pay a minimum of 50% of all tuition and fees in full or arrange installment payments by the payment deadline of the applicable semester's class schedule may have their registration canceled. If a student's registration has been canceled for nonpayment, and that student wishes to reinstate registration, a reinstatement fee in addition to any late fees and tuition and fees will be charged. See the online Class Schedule (<http://www.utdallas.edu/student/class/>) for fees associated with course reinstatement. No student will be reinstated in a closed course.

Students who have not completed the payment of all tuition and fees by the end of the semester will be subject to one or more of the following actions at the university's option: bar against readmission at this institution; withholding of grades, degree, and official transcript; and all penalties and actions authorized by law.

Course Lookup is available at <http://www.utdallas.edu/student/registrar/lookup/>.

Excessive Undergraduate Hours

For undergraduate resident students enrolling for the first time in Fall 1999, Section 54.014, Texas Education Code, establishes a maximum number of semester credit hours that an undergraduate Texas resident may attempt while paying tuition at the rate provided for Texas residents. Attempted hours include all hours taken at a Texas state institution of higher education for which a student was registered as of Census Day, including, but not limited to, courses that have been repeated, failed, and courses from which the student withdrew. The maximum is 30 hours above the minimum number of hours required for completion of the degree program in which the student is enrolled, or 120 hours for a student who is not enrolled in a degree program. A student who exceeds the maximum hours may be charged tuition at a rate higher than the rate charged to other resident undergraduate students, but the rate may not exceed the rate charged to nonresident undergraduate students and applies only to the excess hours.

Freshman Exemption

The highest-ranking graduate of any accredited high school in Texas is entitled to a tuition exemption. The exemption pays tuition for a period of two long semesters of academic work. Eligible students must present the Texas Education Agency eligibility certificate or a letter from the student's high school principal or superintendent, to the Office of the Registrar in order to claim the exemption.

General Property Deposit

Every student must make a general property deposit of \$10.00. This deposit is subject to charges for property loss, damage or breakage, or violation of rules in any university library or laboratory; for failure to return keys furnished by the university; or for damage to, or loss of, any other university property. Students having charges in excess of the deposit must pay the excess immediately upon notice. Pending payment, the student will be subject to a bar against readmission; withholding of grades, degree, and official transcript; and all penalties and actions authorized by law.

This deposit, less charges, will be returned upon written request at the end of the student's career at The University of Texas at Dallas. A general property deposit that remains without call for refund for a period of four years from the date of last attendance at the university shall be forfeited, and the deposit shall become part of the Student Property Deposit Scholarship Fund.

Installment Payments

Students may elect to pay tuition and fees for the fall, spring, and twelve week summer semesters under the installment payment plan (Section 54.007, Texas Education Code). A \$25.00 fee per semester will be assessed each student who elects to pay by installments. Additionally, a late payment fee of \$30.00 for delinquent payment will be assessed each time an installment is not paid by the date it is due.

Nonpayment of Debt

A student who fails to provide full payment of loans, tuition, and fees, including late fees assessed, to the university when the payments are due is subject to one or more of the following actions at the university's option:

1. Classes may be cancelled;
2. Bar against registration and/or readmission to the institution;
3. Withholding of grades, diploma, and official transcript; and
4. All penalties and collection actions authorized by law.

Partial Tuition and Fee Exemptions

As a state-sponsored institution of higher education in Texas, The University of Texas at Dallas is authorized to award partial tuition and fee exemptions to students who qualify. Exemptions are available to certain students who have been in foster or other residential care in the state of Texas, certain students who received Aid for Dependent Children benefits during their senior year of high school, Texas residents who graduate from a public high school within 36 months of original enrollment and completed all years of high school in Texas, residents of Texas who have served in the armed forces of the United States, students from other nations of the western hemisphere, blind or deaf students, military personnel and dependents, children of disabled/deceased firefighters and peace officers, children of Texas veterans, surviving spouse and minor children of certain police, security or emergency personnel killed in the line of duty, and certified educational aides. Senior citizens who are age 65 or older as of Census Day may be exempted from tuition for up to six semester credit hours each semester or summer term if space is available. Individuals who feel they may qualify under this section are requested to contact the Financial Aid Office (972) 883-2941.

Rebate of Tuition for Timely Graduation

If you were a freshman who entered a Texas public college or university for the first time in the fall of 1997 or later, you may qualify for a \$1,000 tuition rebate after you graduate. You must have been a resident of Texas, taken all your coursework at a Texas public institution of higher education, and been entitled to pay in-state tuition at all times while you were pursuing your degree. The law provides for the rebate if you graduate within three or fewer attempted hours of the number of hours required for your degree. For example, if your degree requires that you have 120 hours to graduate and you ultimately graduate with 123 attempted hours or fewer, you can qualify for the rebate. Attempted hours include every course for which you have registered, as of Census Day, for every semester, to include: developmental courses, courses you repeat, courses from which you withdraw, and credit you may receive by examination. Students must apply for the rebate in the Office of the Registrar at the beginning of the semester in which they apply for graduation.

Refund of Tuition and Fees

Upon notification from the Office of the Registrar of official withdrawal, the Bursar Office shall refund tuition and fees (unless otherwise noted) in accordance with the following schedule:

For the Long Term (Fall and Spring Semesters) and Twelve-Week Summer Session

- Prior to the first class day of a given semester, 100 percent
- During the first five class days, 80 percent of the applicable portion of the tuition and applicable fees
- During the second five class days, 70 percent
- During the third five class days, 50 percent
- During the fourth five class days, 25 percent
- After the fourth five class days, nothing

For the 6- and 8-Week Summer Sessions

- Prior to the first class day of a given term, 100 percent
- During the first, second, and third class day, 80 percent
- During the fourth, fifth, and sixth class day, 50 percent
- Seventh class day and thereafter, nothing

Separate withdrawal refund schedules may be established for other fees and charges. Refer to the "Other User Fees" section, page 45, for refund information.

Cash refunds will not be made to students who request refunds; instead, refund checks will be mailed to the address left with the Office of the Registrar approximately four weeks after official withdrawal.

A student who registers before receiving grades from the previous semester, and who is required to withdraw because of failure in the work of the previous semester, will have all fees for the current semester refunded.

No refunds will be granted unless application is made within one year after official withdrawal.

All policies regarding the payment or refunding of tuition, fees, and charges are approved by the Board of Regents of The University of Texas System and are in compliance with the Education Code, Section 54.006 of the Texas Statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

Title IV Programs – Refunding for Students

As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended ("Act"), The University of Texas at Dallas is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, a loan, or work assistance under Title IV of the Act or whose parents have received a loan on their behalf under 20 U.S.C. Section 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is sixty percent of the period of enrollment for which the charges were assessed. A student who withdraws prior to that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in Section 54.006, Texas Education Code, or a pro rata refund calculated pursuant to Section 484B of the Act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed the lesser of five percent of the tuition, fees, room and board, and other charges that were assessed for the enrollment period, or one hundred dollars. If the student charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.

Tuition Tables

Tuition tables for current semesters may be found at the following web address:
http://controller.utdallas.edu/bursar/schedule_introduction.html

Tuition and fees are subject to change by legislative action. Changes in tuition or fees will be effective upon date of enactment and

will be reflected in fees and tuition charged. Specific tuition and fees for each term can be found in the Class Schedule. Students taking courses in the School of Behavioral and Brain Sciences may be required to purchase professional liability insurance if they are in certain clinical experiences.

For residents of Oklahoma, tuition is the Texas resident rate shown for "Each Additional Hour" plus thirty dollars (\$30.00) per semester credit hour. Oklahoma residents must apply for this tuition waiver each semester through the Office of Admissions.

Other User Fees for Courses and Services

Students should note that, with the exception of the Application and Utility fee, all students will not pay all of the fees listed below.

Application Fee: A nonrefundable application fee of \$50.00, is required of all students applying for admission to The University of Texas at Dallas.

Audit Fee: Students at The University of Texas at Dallas may, with the approval of the instructor and of the Office of the Registrar, audit courses. Auditing grants only the privilege of hearing and observing and does not grant credit. When approval has been granted, the applicant pays a fee of \$100.00 per course. A student may withdraw from an audit course, but the fee will not be refunded. Persons 65 or over are permitted to audit without paying a fee. They must, however, qualify otherwise (see "Auditing a Class," page 22), complete the audit form, and have the consent of the instructor. Audit registration is permitted only during the late registration period of each semester or term.

Change of Major Fee: There is a \$50.00 fee for students changing majors more than two times in an academic year. (See "Major Change - Deadlines and Fees," page 32).

Comet Camp Fee: A \$100.00 per student fee is required to defray the costs of materials, food, and field trip for freshmen who attend Comet Camp.

Curricular Practical Training Fee: A \$100.00 per semester fee to assist in funding the administrative and clerical expenses required to review records and process the forms required by the Immigration and Naturalization Service to certify international students for placement in a practical training assignment.

Diploma Late Fee: A \$100.00 non-refundable, non-transferable fee is assessed when an approved application for graduation is received after the deadline.

Diploma Mailing Fee: A \$10.00 fee is required to mail a diploma to a student.

Diploma Replacement or Duplicate Fee: A \$10.00 fee is required to defray costs of preparing replacement or duplicate diplomas.

Distance Learning Fee: A fee per semester credit hour (SCH) to enroll in distance education courses offered over the Internet. Resident and non-resident students taking courses offered by the School of Management are charged \$80.00 per semester credit. Courses offered through the U.T. Telecampus by the School of Engineering and Computer Science are assessed \$26.00 per semester credit hour.

Field Trip Fee: This fee is assessed to cover the costs of transportation, food, and/or lodging associated with a field trip. The amount of the fee varies depending on the destination and duration of the field trip. Every effort will be made to advise students of the field trip costs associated with a particular course at the time of registration, and the appropriate fee will be assessed at that time. Refund provisions do not apply to this fee.

Health Insurance Fee: A variable fee to pay the premium for the approved UTD student health insurance plan is required for international students holding nonimmigrant visas. (See page 56, "Health Insurance")

In Absentia Fee: A student who registers in absentia shall pay a nonrefundable/nontransferable registration fee of \$100.00 (see definition of in absentia, page 30).

Installment Payment Plan Fee: A \$25.00 fee to cover the costs of providing a payment option for students in the fall and spring semester. The plan is also available for student's enrolled in the 12-week summer semester.

Institutional Loan Delinquency Fee: A late charge of \$30.00 per month (\$90.00 maximum per note) will be assessed to students who do not repay their loans in accordance with the terms of the note.

International Student Special Services Fee: A \$100.00 per semester fee for on-going review and certification of students with I-94 status in accord with federal regulations.

Late Course Add Fee: A \$100.00 per course fee is assessed when a registered student adds a course after Census Day.

Late Registration/Late Payment Fee: A nonrefundable charge of \$100.00 with additional increments of \$50.00 based on the number of days past the regular registration/payment deadline is required to defray costs associated with extending registration times.

Library Fines and Charges: Services offered by the library and the charges for these services are listed below.

Interlibrary Loans	Varies according to the institution from which material is borrowed
Archival Research	\$.20 per page (8 ½ by 11)
Lost Books	Cost plus \$50.00
Thesis Binding	\$15.00 per copy
Media Services	Variable by equipment/service; price list available
Computer Searches	Variable by service; price list available

In addition, there is a \$.50 per day per item fine for late return of materials checked out of the library to a maximum of \$30.00. Copies of the fine schedule can be obtained at the McDermott Library Circulation/Reserve Desk. Individuals who fail to return overdue library materials may be subject to criminal action for theft.

Orientation Fees: An optional fee is assessed for orientations conducted by Student Life.

A Freshman Orientation held before the start of the Fall semester is \$100.00. Transfer students or freshmen beginning in the spring or summer semester may attend an orientation for \$25.00.

International students must attend an orientation conducted by Student Life and will be assessed a one-time fee of \$50.00.

Parking Fees: A parking hang tag is required to park any motorized vehicle on campus. Any vehicle parked on campus that does not display a current parking hang tag will be subject to a parking citation. Students may purchase any of the following hang tags at the Bursar Office.

	Green	Gold	Evening Orange
Full year (Sept. 1 - Aug. 31)	\$75.00	\$125.00	\$160.00

Waterview parking – A parking hang tag is required for all residents of the Waterview apartments. The following options are available:

Full year Waterview Only: \$30.00
Waterview Green: \$105.00
Waterview Gold: \$155.00

Note: Only one hang tag may be sold per student residing in the Waterview Apartments.

Parking hang tags are refundable on a prorated basis with the exception of the Waterview Only hang tag.

The Dallas Area Rapid Transit System (DART) provides bus service to the campus from the Richardson transfer terminal. Contact DART for schedule information.

Recreational Sports Course Fees: A \$15.00 per course fee will be assessed for each physical instruction course taken.

Recreational Sports Locker Rental Fee: An optional locker rental fee of \$5.00 - \$15.00 per semester.

Recreational Sports Towel Service Fee: An optional towel service of \$5.00 per semester.

Reinstatement Fee (Prior to Census Day): After the payment deadline for each semester, all registration for which tuition and fee payments have not been received will be canceled. If a student requests that the courses be reinstated before Census Day, a \$25.00 reinstatement fee will be charged in addition to the graduated late registration fee. No student will be reinstated into a class that has been closed.

Reinstatement Fee (After Census Day): A \$300.00 fee will be charged, in addition to tuition and required fees, to enroll a student after Census Day.

Returned Check Fee: Students will be assessed a \$25.00 fee for each returned check unless their bank provides written notification it was at fault. Students who write bad checks to the university for tuition and fees will have their registration canceled unless full payment is made by the census day listed in the Academic Calendar.

Student Documents/Records Fee: Students may obtain a copy of any document in their file by making a written request to the Office of the Registrar and paying a charge of \$5.00 per document copy at the Bursar's Office; processing of these requests for copies will generally take four to five working days. Students should be aware, however, that transcripts of other schools received by the University are used as working documents, frequently carry written marks and notations, and may not be considered viable transcripts by other agencies.

Student Identification Card Replacement Fee: A \$25.00 fee is required to defray the costs of reissuing a student ID card.

Student Life Co-Curricular Activities Transcript Fee: A \$10.00 per registrant fee to cover partially the costs of producing transcripts listing students' activities.

Student Teaching Supervisory Fee: A \$250.00 per field experience fee is required to defray costs of providing university supervisors and travel for university supervisors of student teachers.

Supplemental Designated Tuition: A \$30.00 per semester credit hour fee will be assessed for students enrolled in any School of Management or School of Engineering and Computer Science course. This fee is assessed to defray the higher costs associated with instruction in these schools.

Universities Center at Dallas Fee: A \$15.00 per semester credit hour fee is required to defray the costs of courses taken at the Universities Center at Dallas.

Utility Fee: A temporary fee of \$120.00 per semester is assessed to defray the anticipated cost of delivery of utilities services above the legislative appropriations for utilities costs.

Financial Aid

The Student Financial Aid Office is available to assist students in obtaining funds to attend the university. Aid is available in the form of loans, grants, and part-time employment or any combination of those programs. Limited numbers of scholarships are available. The total amount of aid the student receives depends on the level of financial need, submission of appropriate financial information and applications, academic records, and the availability of funds.

Students are encouraged to contact the Financial Aid Office to obtain appropriate application materials and to determine eligibility for the various forms of aid available. The Financial Aid Office is located in the lower level of the McDermott Library, (972) 883-2941. Students may also apply for financial aid, check the status of their application, or contact the Financial Aid Office through our website at <http://financial-aid.utdallas.edu/>.

Information concerning student financial aid is accurate at the time of printing. Changes in regulations or policy on a federal, state,

university, private lending, or donor level could affect the types of programs and amounts available, and/or program requirements.

Eligibility

Most of the aid listed in this catalog is awarded on the basis of financial need. Students are encouraged to determine the amount of resources that they can provide toward their education and to compare it with the average cost of attending the university. Student budgets are reviewed annually in accordance with federal and state guidelines. Federal guidelines outline what can be included in student budgets. The costs of tuition and fees, books and supplies, an average room and board cost, in-city transportation, and a limited amount for other personal expenses are the basic components of student budgets. When documentation is presented, the cost of childcare and costs of the student's out-of-pocket expenses related to the student's medical disability can also be included.

Financial need is the difference between the costs of attending the university and the amount a student and/or family can reasonably provide. The amount of the expected family contribution is based on federal guidelines reflecting total family income, assets, and number of dependent children currently attending post-secondary educational institutions. Family contribution is expected unless it is clearly established that the student is independent of any family support.

In determining whether a student is considered independent or self-supporting, the Financial Aid Office adheres to the standards set by the Department of Education to establish applicant's dependency status. Students 24 years or older are considered financially independent. Students under the age of 24 are considered financially dependent unless they are orphans, wards of the court, veterans, graduate students, married, or unmarried but with legal dependents. Both self-supporting and dependent students must submit a Free Application for Federal Student Aid (FAFSA) form in order that a determination can be made of the expected resources available to the applicants.

Renewal of Financial Aid

For a student to be considered for a renewal of financial aid, a new Free Application for Federal Student Aid (FAFSA) and supporting documents must be submitted for each academic year. The FAFSA for the new academic year is available on January 1st of the calendar year for that particular upcoming fall. The awarding of renewal aid is subject to the same considerations used in awarding all previous financial assistance.

Required Course Load

The course load requirement for students receiving each type of aid is at least one-half the normal course load. Aid recipients should not reduce their course loads below the qualifying minimum hours as it may affect receiving financial assistance at a later date. Undergraduate students must maintain no fewer than 6 credit hours for each term of enrollment. There is no distinction between a regular, long semester and a short summer term when determining the required course load. Students should contact the Financial Aid Office before they reduce their course load to determine what effect the reduced course load will have on current and future financial aid eligibility.

Revocation of Financial Aid

Financial aid packages are reviewed by the Financial Aid Office and canceled if the student fails to maintain a satisfactory record of academic progress, or to enroll for and maintain the minimum number of course load hours. Aid packages may also be revoked because of changes in financial status. Partial or full repayment of awards may be required. In some instances, immediate repayment may be required.

Any change in a recipient's financial situation, such as additional scholarships, loans, or change in employment status, must be reported to the Financial Aid Office, because compliance with federal regulations may require a revision of awards.

Satisfactory Academic Progress Policy for Federal Financial Aid

The University of Texas at Dallas has a "Satisfactory Academic Progress" policy for a student receiving federal student financial assistance.

Generally, the student is expected to remain in good standing by the satisfactory completion of a minimum number of credit

hours, based on a percentage of the credit hours attempted and completed for each term of enrollment. This completion rate may vary depending on the student's academic level and credit hour load. In addition, undergraduate students must maintain a GPA of 2.00 on a 4.00 scale or above on all course work completed at the university. For more detailed information the student should contact the Financial Aid office. This information is also available online at the Financial Aid Office web site at <http://financial-aid.utdallas.edu/>. A copy of the Satisfactory Academic Progress policy is made available to all recipients of financial aid with their award letter.

Selective Service

Male students between the ages of 18 and 26 must be registered with Selective Service to qualify for Federal student loans or grant programs. This includes Federal Pell Grants, Federal College Work Study, Federal Stafford Student/Plus Loans, and Federal Perkins Loans. The Selective Service requirement also applies to Texas student loans and grant programs. Students may register with Selective Service by visiting their local postal office or using the World Wide Web at <http://www4.sss.gov/regver/Register1.asp>. Students wanting to verify their Selective Service registration may do so through the World Wide Web at <http://www4.sss.gov/regver/verify.asp>.

Types of Financial Aid

The following is a summary of the types of assistance that are available to students at The University of Texas at Dallas. The student should be aware that many of the programs are subject to change without notice by the state or federal government. Information on all programs may be obtained from the Financial Aid Office unless otherwise noted.

B-On-Time Loan

The purpose of the Texas B-On-Time Loan program is to provide eligible Texas students no-interest loans to attend colleges and universities in Texas. If the student meets specified goals, the entire loan amount can be forgiven upon graduation. Students need to complete a FAFSA and be eligible to receive federal financial aid. Students must be enrolled full time in an undergraduate degree and have graduated in the 2002-2003 academic year or later from the recommended high school curriculum. Students who have earned an associates' degree from an eligible institution no earlier than May 1, 2005 can also be considered. Due to limited funding, previous recipients will receive first priority, followed by students who qualify for, but are not receiving a TEXAS Grant due to a shortage of funds for that program.

Education Assistance Grant

This program was established to provide financial assistance to students by an act of the Texas Legislature. The program is funded through appropriation of a portion of the designated tuition charge for resident and nonresident students. Students completing a FAFSA will automatically be considered for this grant. Awards are based on availability of funds and the student's financial need.

Federal College Work Study Program

College work study employment is available to students on the basis of demonstrated financial need. The acceptance of employment reduces the amount of loan assistance a student will be permitted to accept in order to meet financial need to cover educational expenses.

Compensation depends on the type of job, qualifications, and classification. The number of hours and work schedule will vary depending on the position. For information on job availability, students need to contact the Career Center at (972) 883-2943.

Federal Pell Grant

Students wishing to apply for this federal program must complete a 'Free Application for Federal Student Aid' (FAFSA). Applications are available at the Student Financial Aid Office, high schools, and local libraries, or through the Internet at <http://www.fafsa.ed.gov/>, selecting the "Applying for Financial Aid" option. Applications are processed by the U.S. Department of Education. The amount of the grant for undergraduate students is based on the family contribution, the amount of funds available for the program, number of hours enrolled per semester, and the cost of education, not to exceed one-half of educational cost. This grant is available to undergraduate students only who are pursuing their first baccalaureate degree.

Federal Perkins Loan Program

This loan program provides a combination of federal and institutional funds to students who qualify on the basis of financial need. High priority is given to those students who demonstrate exceptional need. Students completing a FAFSA will automatically be considered for this program.

An undergraduate student may borrow up to a maximum amount of \$4,000 per academic year for a total of \$20,000 which includes all undergraduate Federal Perkins loans.

A Federal Perkins loan bears a modest interest rate. Borrowers are required to begin repayment of principal and interest nine months after they cease to be at least half-time students. Repayment may extend over a ten-year period; however, there is a minimum rate of repayment.

Federal Stafford Student Loan Program

Funds from this program are made available to the student from lending institutions such as banks, savings and loan associations, and credit unions. Students must qualify for a Federal Stafford Subsidized Student Loan on the basis of need. The U.S. Government will pay the interest on a Federal Stafford Subsidized loan as long as the student remains enrolled in school at least half-time. The Federal Stafford Unsubsidized Loan Program is available for students who do not demonstrate financial need. Students are responsible for payment of interest while they are enrolled in school. Students interested in this program should contact the Financial Aid Office for further information. Students completing a FAFSA will automatically be considered for this program.

The loans are made at a modest interest rate and there exists a maximum amount that can be borrowed for a given academic year. See the Financial Aid Office concerning the maximum loan amount. The borrower will be required to begin repayment of principal and interest upon graduation or after he or she ceases to be at least a half-time student. Repayment may extend over ten years, but the program requires a minimum monthly payment.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Through this federally funded program a limited number of grants are available to undergraduate students with exceptional financial need. Students completing a FAFSA will automatically be considered for this grant. Awards are based on availability of funds and the student's financial need.

Hazlewood Veteran Tuition Exemption

Certain veterans who have served on active military duty, who were residents of Texas at the time of entry into the service, who have resided in Texas for the last 12 months prior to the date of registration, and whose entitlement to educational benefits under federal legislation has been exhausted, are eligible for exemption from the payment of tuition, general fee and laboratory fees. However, an individual who has "exhausted his/her federal education benefit" as a result of a default on a federal or state loan may NOT receive the Hazlewood benefit. These exemptions also apply to children of members of the Armed Forces of the United States killed in action, missing in action, who die or died while in service, or whose death is documented to be directly caused by illness or injury connected with service in the armed forces; and to children of members of the Texas National Guard killed since January 1, 1946, while on active duty. Effective Fall 1995, a maximum of 150 credit hours (including remedial courses) of work was established by the state for which a person may receive benefit under the Act. This accrual will begin with the Fall 1995 semester. Applications are available in the Financial Aid Office.

Hinson-Hazlewood College Student Loan Program

Texas residents who meet eligibility requirements may borrow funds to meet a portion of their school expenses. The loan carries a modest interest rate. Repayment begins 6 months after graduation or withdrawal from the university.

International Fund Scholarship

Through the proceeds from the International Education Fee, scholarships are available for U. T. Dallas students to participate in study-abroad programs. These scholarships are open to both graduate or undergraduate students enrolled at least one-half time (six hours or more). Students must be admitted to a degree program and have a GPA of 2.00 or above. While abroad, the recipient of this scholarship must be enrolled in a full-time course of study. Course work undertaken must apply to the student's degree program at The University of Texas at Dallas.

Other On-Campus Employment

Various programs and schools of the university employ students in positions that are not work study positions and are not based on need. In accordance with appropriate guidelines, pay scales depend on the type of job, qualifications, and classification. Normally, students will be employed for a maximum of 19½ hours per week. Students interested in these positions should contact the Career Center at (972) 883-2943.

Property Deposit Scholarship

This is an institutionally sponsored scholarship program with limited funding. The amount of the award varies. Eligibility is based on need. Students completing a FAFSA will automatically be considered for this grant.

Scholarship Programs

Information about a variety of scholarships awarded on the basis of academic merit and achievement is available from the Office of Financial Aid. The University of Texas at Dallas also offers a number of endowed scholarships that are administered by a school or program. Students are encouraged to contact their school dean or program office to obtain information about eligibility criteria and scholarships awarded in the student's area of study.

In addition to any specific criteria governing awards of competitive scholarships (e.g., major field of study) the committee responsible for such awards will give primary consideration to the applicant's scores on standardized tests and scholastic records, both evaluating the type and nature of courses taken and the grades achieved in specific courses. The committee may also consider and give positive weight to such factors as the following in designating recipients:

- achievements in work experiences
- community service
- extracurricular activities; leadership
- surmounting obstacles to the further pursuit of higher education
- socioeconomic background
- educational level
- status as a first generation college student

Scholarships typically are awarded in the spring semester for disbursement during the following academic year. A few scholarships are awarded during the fall semester. Announcements about available scholarships, application procedures and deadlines are available in the Office of Financial Aid (972-883-2941). Also, notices are distributed on university bulletin boards, placed in the student newspaper (The Mercury), and on the Financial Aid Office web site at <http://financial-aid.utdallas.edu/> at the beginning of the fall and spring semesters.

Students with questions about financial aid can contact a Financial Aid Counselor via the Internet at <http://financial-aid.utdallas.edu/>.

Short-Term Emergency Loans

Students needing emergency help with educational expenses may borrow from the short-term loan fund. Loans must be repaid within the semester during which they are borrowed or a fee will be charged of \$30.00/month or a maximum of \$90.00/semester. Contributions to these funds have been made by Mrs. Lloyd V. Berkner, Mr. and Mrs. Louis Castelli, the Kiwanis Club of Richardson, Rotary Club of Richardson, the Richardson Savings and Loan Association, the First Texas Savings and Loan Association of Dallas, Richardson Altrusa Club, Chaparral Steel Company, and funds set aside out of student tuition.

Texas Public Educational Grant

An act of the 64th Texas Legislature established a grant program to provide financial assistance to students. The program is funded through appropriation of a portion of the tuition charge for resident and nonresident students. Students completing a FAFSA will automatically be considered for this grant. Awards are based on availability of funds and the student's financial need.

Toward EXcellence, Access & Success Grant (TEXAS Grant)

This program is to provide a grant of money to enable academically prepared eligible students to attend public and private nonprofit institutions of higher education in Texas. An undergraduate student is eligible who:

- is a Texas resident;
- graduated from a public or accredited private high school in Texas no earlier than fall 1998. There is a time limit of 16 months after graduating from high school to be eligible;
- completed the recommended or advanced high school curriculum or its equivalent;
- had financial need, with an EFC of 4,000 or less for the academic year;
- has applied for any available financial aid or assistance;
- enrolls at least $\frac{3}{4}$ time in an undergraduate degree; and
- has not been convicted of a felony or a crime involving a controlled substance.

The amount of the grant is based on the average tuition and fees charged at 4-year public institutions. Students who continue in college and who meet program academic standards can receive awards for up to 150 semester credit hours or for six years, whichever occurs first. Requirements for continued funding are completion of at least 75 percent of the hours taken in the prior semester, plus an overall grade point average in college of at least 2.50 on a 4.00 scale. Awards will be made through the Financial Aid Office. Students completing a FAFSA will automatically be considered for this grant. Students must apply early as there are limited funds.

Resources for Study and Campus Life

Callier Center for Communication Disorders

The Callier Center is an internationally recognized institution that offers services to people who have any type of communication disorder. Acknowledged for meeting the assessment, treatment, education, and social service needs of children and adults with communication disorders, the center has programs in preschool education, parent education, and child development. Its clinical services include audiology, speech pathology, language development, and adult deaf services; its research activities include psychoacoustics, auditory neurophysiology, speech science, and audiology. Graduate classes are conducted at the Callier Center Campus, adjacent to UT Southwestern Medical Center. Callier also has a facility on the main UTD campus.

Career Center

Students are encouraged to contact the Career Center early in their academic careers in order to utilize the service fully in the development of their long-range planning. The staff assists students with career counseling through evaluation and testing in the areas of skills analysis, interest identification, and values clarification. Computer-assisted career information searches, and a Career Resource Library that contains occupational and employer information are also available.

The Career Center provides pre-employment preparation assistance through videotaped mock interviews and workshops on résumé writing, business letter writing, identifying marketable skills, interviewing skills, and conducting an effective job search. Representatives of business, government, industry, education, and social agencies recruit UTD students at Career Expos and on-campus interviews. The office maintains daily updated on-line job listings, through the UTD CareerWorks system, for on-campus jobs, part-time and full-time positions with public and private employers, and on-campus interview schedules. The Career Center also manages the Internship/Cooperative Education program for all majors, except EE/CS majors.

All students register for UTD CareerWorks by accessing the Career Center website. The student uploads a résumé into the system, which can, in turn, be referred to employers. Employers also have access to candidate résumés via web résumé books.

For more information, contact the Career Center in the McDermott Library, RM 1.312; Phone: (972)883-2943; Web: <http://www.utdallas.edu/career/>; Email: careercenter@utdallas.edu.

Carolyn Lipshy Galerstein Women's Center

The Carolyn Lipshy Galerstein Women's Center was founded to foster an inclusive, safe, and open environment for The University of Texas at Dallas community, to promote a broad understanding of gender as a multi-faceted aspect of human existence, and to provide leadership in developing programs that facilitate institutional change. Named for a former Dean of the School of General Studies, it affirms the university's commitment to advancing the status and success of women on campus. The Women's Center offers confidential counseling, guidance, and support to students, faculty, and staff, with particular emphasis on gender-related issues. It also sponsors a series of speakers and seminars throughout the year and houses a resource library that includes materials on justice-related topics, self-help, and women's studies. The Center maintains a computerized database for access to a broad range of community resources and is available for campus groups to meet, or just relax and study. The Women's Center is located on the first floor, McDermott Library, in room MC 1.204, (972) 883-6557.

Cecil and Ida Green Center for the Study of Science and Society

The mission of the Green Center is to provide an institutional setting in which scholars, researchers, and other thinkers can examine social uses of science and technology. The focus of its activities is to promote a better scientific understanding of the world's most critical problems and to analyze the wisdom and practicality of proposed solutions. The building housing the Green Center is located just south of Green Hall, a classroom and research lab building that is also named for Cecil Green, one of the three founders of U. T. Dallas.

Child Care Center

A licensed Child Care Center under the supervision of the Office of Student Life and the Richardson YWCA is located in the Student Union. Evening care is available for children ages four to eleven of university students. For additional information call (972) 883-2945.

Comet Card

The Comet Card is the official University identification card for all students, faculty, and staff. The Comet Card allows students to use campus facilities and services and offers a debit feature where money may be stored to make on-campus purchases and payments. The card can also be linked to a Wells Fargo banking account and used as a pin-based debit card. Cards are issued through the Info Depot (SU 2.204). Call (972) 883-2495 for additional information.

Computing Services

Technology Customer Services, a branch of Information Resources, provides computing facilities for student, faculty, and staff use in instruction and research.

The Microcomputer Center, located in the McDermott Library building, provides a modern, networked computing environment with both PCs and Macs in five separate labs. In addition, a general-access microcomputer laboratory equipped with both PCs and Macs is available in the UTD Bookstore Building. There is also a general purpose Lab on the ground floor of the Jonsson building which has access to the UNIX environment based primarily on SUN and Linux servers in addition to PCs and Macs.

Dedicated systems are also available to support such functions as campus information services, programming, research-related activities, and computationally intensive applications.

A sophisticated campus-wide network permits offices and laboratories direct access to extensive computing resources both on and off campus. Internet traffic volumes are high both to and from the campus. Remote access to the campus network is provided through VPN (Virtual Private Networking, primarily serving broadband customers) services or a special "Remote Network Access" (RNA) account serving dial-up customers.

The university is also now providing wireless LAN access to the campus community in a variety of areas. The conference center, some of the student apartment complexes, large auditoriums, and common public areas are all part of the on-going deployment of 802.11b/a/g wireless access. Students may utilize the campus network from several locations around campus using laptops with the appropriate wireless LAN 802.11b/a/g network cards.

Many of the schools, programs, and research centers operate their own computing facilities that are also available to students as appropriate. Details of these facilities can be found in the individual school/program sections of this catalog.

The latest information regarding computing facilities can be found at the campus web site at <http://www.utdallas.edu/ir/tcs/>.

Counseling Services

The Student Counseling Center is staffed by psychologists and counselors who are available to help students with personal and interpersonal problems. Services include individual counseling for personal or educational concerns, marital/family counseling, group counseling, crisis counseling and stress reduction, and special workshops/programs relevant to student needs. In addition, a personal development book and tape library is available and materials may be checked out.

All counseling services and records are held confidential to the extent permitted by law and are governed by the Family Educational Rights and Privacy Act, the Texas Open Records Act, and Article 5561(h), Vernon's Annotated Texas Civil Statutes.

The Student Counseling Center is located in the Student Union (SU 1.608), (972) 883-2575.

Disability Services

Disability Services provides accommodations for students with documented disabilities. Students are urged to make their needs known to Disability Services as soon as they are admitted to the university.

NOTE: Students requesting accommodation see "Course Substitution" in the Policies and Procedures catalog section.

The Office of Disability Services is located in the Student Union (SU 1.610), (972) 883-2070.

Distance Education

The University of Texas at Dallas takes advantage of new distance learning technologies to make it possible for students to engage in coursework from remote locations and without the time constraints of traditional face-to-face classes. Distance Education opportunities at the university include courses and entire programs taught online via the internet, as well as courses conducted through videoconferencing in real time. In addition, the university, along with other U.T. System schools, makes a number of courses available through the U.T. TeleCampus. The University of Texas at Dallas currently offers courses on the U. T. TeleCampus in the School of General Studies (Teacher Education), the School of Social Sciences (Criminal Justice) and the School of Management. Information about the U. T. TeleCampus and courses offered there by U. T. Dallas and the other universities can be accessed at <http://www.telecampus.utsystem.edu/>.

More information about specific distance learning courses at The University of Texas at Dallas and registration procedures can be found in the Class Schedule.

Health Services

The Student Health Center offers routine medical treatment to all currently enrolled students. Services include diagnosis and treatment of acute illnesses and injuries, general medical problems, gynecological problems, health education and counseling, and immunizations. While there is no cost for most services, there are charges for laboratory services and specific procedures provided at the Health Center. All charges for services or treatment obtained from facilities other than the campus health center are the full responsibility of the individual student. The staff at the Health Center make referrals as indicated.

U. T. Dallas has adopted a written policy on HIV infection, and the educational pamphlet, HIV Infection. The Student Health Center provides information on how to prevent the transmission of HIV infection and AIDS, offers HIV and AIDS education programs, and offers HIV and AIDS counseling/testing services upon request.

Information about bacterial meningitis is available upon request at the Student Health Center. Information also is distributed in Orientation packets, in the A to Z Guide to Student Life, in the graduate and undergraduate applications for admission to the University and is published in the University newspaper, The Mercury, at the beginning of each semester.

All medical services and records are held confidential to the extent permitted by law and are governed by the Family Educational Rights and Privacy Act, the Texas Open Records Act, and Article 5561(h), Vernon's Annotated Texas Civil Statutes.

The Student Health Center is located in the Student Union (SU 1.606), (972) 883-2747.

The University of Texas at Dallas does not have immunization requirements other than TB testing for all persons born outside the United States.

In accordance with Texas Education Code, Section 51.933, the following immunizations may be required by certain facilities, such as hospitals, for all students enrolled in health-related courses that will involve direct patient contact with human biological fluids or tissue. Students for whom these immunizations are not required are strongly urged to obtain these immunizations for their own protection.

- Measles: proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity;
 - Mumps: proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity;
 - Rubella: proof of one dose administered on or after the first birthday or proof of immunity;
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- Tetanus/diphtheria: proof of one “booster” dose of tetanus/diphtheria (within 10 years);
- Hepatitis B virus (HBV): proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine.

Students will be required to present a letter or other suitable written certification to the facilities, hospitals or directors of courses requiring the immunizations.

Health Insurance

A group health insurance plan is available to all part-time and full-time registered fee-paying students at UTD that is administered by the Office of the Dean of Students. In order to maintain your eligibility you must be enrolled and attend class through the 12th class day.

The Board of Regents of The University of Texas System requires all F and J visa holders to have approved health insurance and repatriation/evacuation coverage while enrolled at any U.T. Institution. Each semester when international students register for classes their account will be assessed the Student Health Insurance (SHI) fee to meet these requirements. This fee may be waived if the student has other approved coverage for the duration of the semester. Waivers must be obtained prior to Census Day of each semester.

The U.T. System considers approved coverage to be:

1. Continuing coverage under the U. T. Dallas Employee health plan as in the case of teaching/research assistants;
2. Continuing coverage under a comparable mandatory employee plan through your, your spouse's, or your parent's place of employment;
3. Continuing mandatory coverage through a government sponsored health plan that covers health care in the U.S. and is nondiscriminatory for maternity benefits. The coverage must be written in English and must list coverage amounts in U.S. currency.

The Student Health Insurance Office, which is located in McDermott Library, room 1.310, provides assistance to all students requesting information about the insurance policy, filing claims, finding medical care, understanding the explanation of benefits, etc. The SHI Office makes available to all students confidential counseling about their insurance related issues.

Housing Information

The privately managed Waterview Park Apartments offer affordable apartment-style living for those who appreciate the advantage of being able to walk from their residence to class. Waterview Park Apartments are reserved for The University of Texas at Dallas students and offer a variety of floor plans. For more information, contact:

Waterview Park Apartments
2800 Waterview Parkway
Richardson, TX 75080
(972) 454-5000

International Student Services

The International Student Services Office is available for those students in the United States under a non-immigrant visa status. The office staff provides individual counseling as well as group workshops to help international students understand and comply with The University of Texas at Dallas policies and U. S. Immigration Service regulations. Services include issuance of F-1 and J-1 immigration documents, workshops regarding Optional and Curricular Practical Training, and direction for change/adjustment of status. Additional services for F-1 students include providing invitation letters for visiting family members, travel authorizations, and enrollment letters. Special programs include International Student Orientation, Host Family, and field trips. The International Student Services Office also maintains the U. T. Dallas student health insurance service. The health insurance plan is available at a minimal cost to all full- or part-time students and their families. Health insurance is required for all international students. The International Student Services office, MC 1.310, may be contacted by calling (972) 883-4189.

Learning Resources

The Learning Resource Center offers assistance to students in the areas of reading, writing, mathematics, and study skills. These services are available through individual appointments, group workshops, short courses, and audio and video tapes.

The Writing Lab offers one-to-one assistance with writing assignments and general writing skills. Appointments are required.

The Math Lab gives short-term and semester-long support for a variety of mathematics courses. Students may drop in or visit these labs on a regular basis.

The Supplemental Instruction program offers facilitated group study sessions as a supplement to many UTD courses. Students should check with the center for availability of individual tutoring in specific subjects.

The Learning Resource Center also offers developmental math, reading, and writing classes. These classes are for credit, but they do not count toward graduation.

Assistance is also available in study skills, note taking, writing, test taking, algebra, and preparation for the THEA (required for teacher certification), GRE, GMAT, and LSAT. In addition, students can receive help with time management, basic mathematics improvement, test-anxiety reduction, and various other study techniques and strategies. All students enrolled at the university are eligible for these services.

The center, located in MC 2.402 – MC2.412, may be contacted by calling (972) 883-6707.

Multicultural Center

The Multicultural Center U. T. Dallas (MC) provides cultural programs, support services, resources and cultural education programs for the multi-cultural student population. The MC is home to the Multicultural Peer Advocates (MPA's). The MPA's are student peer advocates that are available for personal, social or academic assistance. Traditional events hosted by the MC are Hispanic Heritage Month, Black History Month, the MLK breakfast and the Asian-American Heritage Series. The MC is also a place for students and staff to gather and relax. The MC has a comfortable lounge area with a television, videos, a computer lab, work station, and a large meeting room. The MC is open to all students, faculty and staff. For more information, call (972)883-6390 or visit the MC in Conference Center CN1.126. Director: Arthur Gregg. Email: Multicultural@utdallas.edu.

Professional Preparation

Students at the university who wish to prepare for a career in teaching, law, medicine, or a paramedical field should make every effort to ensure that their course work at the upper division is in keeping with particular requirements of that chosen profession.

Health-Related Professions

Healthcare professional programs do not state a preference about an undergraduate major field, thus permitting students to choose degree programs that correspond to their special abilities and interests. Students interested in the health professions may choose any major as long as they meet the minimum requirements stated by the professional school in question. Students who wish to continue their education in any professional program of study should contact the Health Professions Advising Center (HPAC) during their first semester at UTD. The advisors are associated with the Office of Undergraduate Education and may be reached by calling 972-883-6767 or by visiting their office at MP 2.234. More information may be found on their website at <http://www.utdallas.edu/dept/Pre-Health/>.

Law

Law school admission committees do not normally state a preference regarding an undergraduate major field of study, thus permitting students to choose degree programs that correspond to their special abilities and interests. A pre-law internship is available for students from across the university who plan to practice law. Students interested in a career in law should contact the pre-law advisor in the Office of Undergraduate Education, MP 3.206, or by calling (972)883-4607. The Pre-Law website is located at <http://www.utdallas.edu/dept/pre-law/>.

Teacher Certification

Students who wish to gain certification to teach in Texas schools may do so at UTD. Students must first be admitted individually to the academic program of their choice. They must also seek admission to Teacher Certification through the Teacher Development Center (972) 883-2730 as early as possible. The Teacher Certification website is located at <http://utdallas.edu/teach/>.

Professional education courses, including student teaching, of at least 18 semester hours are prescribed to meet state certification regulations. Certification requirements may increase the number of semester hours normally required for graduation. Careful planning and utilization of electives for fulfillment of professional requirements may allow the student to avoid such an increase.

Teaching fields in which certification for Grades 8 - 12 may be earned are English Language Arts and Reading, Social Studies, Computer Science, History, Life Sciences, Physical Science, Science, Chemistry, and Mathematics. Teaching fields in which certification for Grades 4 - 8 may be earned are Science, Mathematics, Social Studies, English Language Arts and Reading, and Generalist 4-8. The Generalist Certificate is the only teaching field available at UTD for Early Childhood (EC) – 4 certification.

All students interested in Teacher Certification should consult the section on Teacher Certification in the catalog, as well as the appropriate subject area.

Recreational Sports

Recreational Sports facilities include a 104,500 sq. ft. Activity Center housing squash and racquetball courts, 3 full basketball/volleyball courts, a smaller single court auxiliary gym, a 9,000 square foot fitness and weight room area, a 25 yard six lane indoor pool, recreation and athletic training lockers, showers, a multi-purpose room and a training room. Other facilities include eight lighted tennis courts, a jogging trail, lighted softball and soccer fields, and an outdoor basketball court. A variety of intramural and club sports are offered year-round as well as physical activity courses for credit. For additional information call (972) 883-2090 or 883-2096. <http://www.utdallas.edu/recsports/>.

ROTC Programs

Students at The University of Texas at Dallas may participate in the Air Force ROTC program at The University of North Texas, or in the Army ROTC program at The University of Texas at Arlington.

Students register for the ROTC courses by contacting the Office of the Registrar at the time they register for other U. T. Dallas courses. Payment for the courses is through the U. T. Dallas Bursar Office by the published payment deadlines. The ROTC courses are used as elective courses. Successful completion of degree requirements and the respective ROTC program can lead to a commission as a second lieutenant in the United States Air Force or the United States Army.

For further information and application procedures, contact: AIR FORCE ROTC, Detachment 835, Air Force ROTC, The University of North Texas, P.O. Box 5398, Denton, Texas 76203-5398, Telephone (940) 565-2074; or ARMY ROTC, Enrollment Officer, Army ROTC, The University of Texas at Arlington, P.O. Box 19188 Arlington, Texas 76019, Telephone (817) 272-3281 (metro).

Student Exchange – U.T. System

The U.T. System Student Exchange program is designed to allow upper-division students enrolled in an institution of the U.T. System to take courses or engage in research at another institution within the System during a regular semester or summer session.

A UTD student in good standing who has completed at least 60 semester credit hours is eligible to participate in the exchange program. Approval by the student's Associate Dean of Undergraduate Education is also required. Visiting students register and pay tuition and required fees at their home institutions and are given normal privileges associated with available student services at the exchange institution. Visiting students are subject to the rules and regulations of both institutions.

Each U.T. System institution has designated an individual to coordinate and approve undergraduate student exchanges. Interested UTD students should contact the Office of the Dean of Undergraduate Education for additional information: phone (972) 883-6706 or e-mail ugdean@utdallas.edu. Students at other U.T. System schools wishing to take courses at The University of Texas at Dallas

under this exchange program should contact and work through the office designated by their home institution.

Student Government

Through the Student Government Association a student can express views to the student body, the faculty, and the administration. The Association is composed of senators elected at-large each fall and elected by school each spring. The president and vice president are elected by the student body each spring. Further information may be obtained from the Student Government Offices in the Student Union, SU 2.604, (972)883-2284.

Student Involvement

The University of Texas at Dallas encourages student involvement and provides numerous opportunities for students to further their co-curricular and extra-curricular interests. Students may have a voice and contribute to student life through participation in the Student Government Association, the Student Union and Activities Advisory Board, Student Media (UTD Mercury and Radio UTD), Greek Life, Spirit Program, various university committees, and student organizations. For more information contact the Office of Student Development, SU 2.604, (972) 883-6158 or the Center for Student Involvement, SU 2.506, (972)883-6551.

Student Life

Student Life offers a variety of student services and programs, including Disability Services, New Student Programs, Multicultural Center, Intramural and Club Sports, NCAA Division III Athletics, Residential Life, Student Publications, the Student Union and Activities Advisory Board, Service Learning, and the Child Care Center. Student Life also provides support for student organizations and assists students in the interpretation of university rules and regulations including those regarding student discipline and conduct. Call (972) 883-6391 for more information.

Student Organizations

Registered student organizations provide the major means by which students can contribute to student life while developing friendships, interests, talents, and leadership skills. There are over 100 student organizations at UTD that cater to a variety of interests, such as academic and honor groups, service clubs, religious groups, ethnic groups, and special interest groups. Detailed information on the groups and guidelines for forming new organizations is available in the Center for Student Involvement (2.506) in the Student Union, (972) 883-6551.

Student Publications

The UTD Mercury is the official student newspaper of the university. It is published bi-weekly. Funded with student service fees and advertising sales, the Mercury is available without charge to all students. Other publications are the Guide to Student Life mailed to new students each semester and This Week at The University of Texas at Dallas, a weekly publication distributed on campus.

The UTD Mercury newsroom can be reached at (972) 883-2286. For more information regarding the UTD Mercury, contact (972)883-2290 or visit their office at SU 2.416.

Student Union

The North Wing of the Student Union houses the Comet Café, the Info Depot, lounges, Radio UTD, a television lounge, billiards and ping pong, a payphone, first-aid medical dispenser and a vending area with microwaves. In addition, an ATM is located in the Comet Café. The annex to the North Wing features The Pub, the best place to hang out on campus, listen to state-of-the-art stereo and catch the latest news or sporting events on television. The annex also houses expanded dining space, three meeting rooms, a childcare facility, Comet Card administrative offices, and a student organization suite.

The South Wing of the Student Union houses student service offices and provides areas for meetings and activities. The first floor houses the Dean of Students, Residential Life, New Student Programs, Student Health Services, Disability Services, Counseling Center, and Child Care Center. On the second floor are meeting rooms plus offices for Student Government Association, Greek Life, The UTD Mercury, Student Development, SUAAB, Late Night Programming and Student Union staff.

The Student Union is open 24 hours a day, seven days a week.

Student Union and Activities Advisory Board

The Student Union and Activities Advisory Board (SUAAB), located in SU 2.506B, plans co-curricular and extra-curricular programs and events for the U. T. Dallas community. SUAAB's goal is to provide programs to enrich students' lives and to provide opportunities for faculty-student interaction. For more information, contact (972)883-6438.

Study Abroad

Information about educational opportunities in other countries, including study abroad, international internships, international research opportunities, and international scholarship programs, is available at the Office of International Education (OIE), located in the McDermott Library, Lower Level, Room MC1.206. Students are required to attend an advising session before seeking staff assistance in selecting the program most appropriate to their individual needs and interests. The advising sessions include University policies governing study abroad, program options, funding sources, and application and selection procedures. Information is also disseminated through publications, special events, group meetings, individual appointments, reference materials and at the OIE web site, <http://www.utdallas.edu/utdgeneral/provost/oie/>. (See "International Education" located in the Academic Policies and Procedures section of the catalog for more details).

University Libraries

The Eugene McDermott Library and the Callier Library support the research, instruction, and community service programs of the university by providing access to information in both print and electronic forms. The libraries consist of over two million items, including more than a million volumes, over 25,000 current periodical titles, as well as one million government documents, microforms, and maps. The McDermott Library is a U.S. and Texas state depository.

Special collections include the Wineburgh Philatelic Research Library, the Belsterling Collection, and the History of Aviation Collection.

The libraries provide an ever-expanding digital collection that is available to distance learners. Users connect to these resources through the library portal at <http://www.utdallas.edu/library/>. Current students have unlimited access to the digital library.

The librarians and staff provide competent and cordial interactions with the people they serve. Librarians provide class and individual instruction on the use of the library.

The library collections are enhanced by the Interlibrary Loan Service, which provides students with books or articles from a network of major libraries. Student research is facilitated by copiers available to duplicate from paper, microfilm, or microfiche. The Electronic Reference Center provides connections to our electronic material. The libraries offer students with disabilities a range of services to encourage their independent research.

Varsity Sports

U. T. Dallas is a member of the NCAA Division III and America Southwest Conference and sponsors thirteen men's and women's sports including soccer, basketball, cross-country, tennis, golf, softball, baseball and women's volleyball. Aspiring student athletes are encouraged to contact the coaching staff of their chosen sport(s) by calling (972) 883-2096. Intercollegiate athletics is a vital component of the total campus life and spirit at The University of Texas at Dallas.

Degree Programs

Academic Degree Requirements

An undergraduate education at The University of Texas at Dallas is designed with several goals in mind. First, the purpose of an undergraduate education is to acquaint students with ways of knowing the world of the natural sciences, mathematics, arts, humanities, and social and behavioral sciences. Therefore, all students are required to complete a Core Curriculum consisting of 42 semester credit hours. Secondly, students are expected to acquire depth in a field of study. To this end, students must fulfill the major and related requirements of a specified number of semester credit hours for their major. Thirdly, students are encouraged to take courses outside their major and related field and beyond the Core Curriculum, and thus students are given free and advanced elective hours in which to explore intellectual domains beyond their area of specialization and beyond the core requirements.

- To graduate with a baccalaureate degree from The University of Texas at Dallas, students must complete and receive credit for all graduation requirements stated on page 28 "Graduation Requirements" as well as specific degree requirements..

The student is responsible for fulfilling the degree requirements and enrolling for courses appropriate to his or her degree program. The student should have completed at the lower-division all freshman and sophomore prerequisites for the degree program. These requirements are set by the degree program and are listed under the program heading in the catalog; the number of semester hours may vary according to degree program. 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 "Excessive Undergraduate Hours" on page 42.

Core Curriculum

The University of Texas at Dallas requires that all students complete a Core Curriculum of 42 semester credit hours that serves as the foundation of the undergraduate education program of the university. These requirements must be met by every student pursuing a baccalaureate degree at The University of Texas at Dallas, regardless of his or her major. A specific course may be used to satisfy only one core requirement. Individual academic programs may require courses contained in parts of The University Core Curriculum to satisfy particular degree requirements. Students may be required to take extra courses if they fail to select these courses. In accordance with Texas Education Code, Chapter 61, Subchapter S, a student who successfully completes a recognized core curriculum at another Texas public institution of higher education may transfer that block of courses to U. T. Dallas where it will be substituted for the U. T. Dallas core curriculum. Students are expected to master the techniques of English composition and rhetoric and complete a requirement in advanced writing. Students will be offered an exposure to the foundations of mathematical reasoning, an orientation to the natural sciences, an exploration of the methods of inquiry and the ways of knowing and expression in the arts and humanities, and an introduction to the history, government, and politics of the United States and Texas. The core curriculum also provides students the opportunity to choose an elective from a range of courses offered by the School of Behavioral and Brain Sciences.

A. Communication (6 hours)

English Rhetoric and Composition (6 hours): At least one course that requires students to learn to communicate effectively in clear and correct prose and to master several modes of writing, including descriptive, expository, narrative and self-expressive. Other courses may require students to master more specific forms of writing tailored to the professional standards in their major field of study. Upper-division writing classes have RHET 1302 as a prerequisite. All courses require that students write, receive detailed feedback about, and revise at least 15 double-spaced pages.

B. Mathematics and Quantitative Methods (6 hours)

College Math (3 hours): Requires students to master the formal principles of algebra or calculus at a level higher than high school algebra II.

Quantitative Methods (3 hours): Requires students to master logical reasoning and inference; the application of mathematical concepts; statistical methods; or formal principles of algebra, calculus, or advanced mathematics beyond the College Math requirement.

C. Natural Science (9 hours)

Science (9 hours): Introductory or foundations-level treatment of fields of inquiry in the natural sciences.

Laboratory Science: At least one course must have a substantial laboratory component.

D. Humanities and Fine Arts (6 hours)

Visual and Performing Arts (3 hours): Introductory or foundations-level treatment of one or more of the visual or performing arts.

Humanities (3 hours): Introductory or foundations-level treatment of literature, philosophy, cultural studies, modern language, or classical language.

E. Social and Behavioral Sciences (15 hours)

U.S. and Texas History (6 hours): Courses in United States and Texas history that satisfy Texas state law.

U.S. and Texas Government and Politics (6 hours): Courses that satisfy Texas state law requiring 6 semester hours or the equivalent in government or political science that include consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on the Texas Constitution.

Social and Behavioral Science (3 hours): Introductory or foundation-level treatments of any one or combination of topic areas dealing with the scientific inquiry of human behavior and social systems at the level of individuals, groups, societies, political systems, economic systems, management systems, or cultures. Approaches topics from a scientific perspective rather than a historical, philosophical, or applications perspective.

Field of Study

If a student successfully completes a field of study curriculum approved by The Texas Higher Education Coordinating Board, that block of courses may be transferred to The University of Texas at Dallas and substituted for appropriate lower division requirements of the appropriate degree. Following receipt of credit for these courses, the student may be required to satisfy further requirements in the field of study curriculum for that degree at U.T. Dallas.

Major and Related Areas of Study

Courses taken in satisfaction of requirements for the student's major field of study are major and related courses. Some of these may be outside the courses with the major's designation; such courses are related to the major and required for its satisfaction. Other requirements may be satisfied by courses from lists of guided electives within the major and related courses. Finally, some requirements may be courses preparatory to the major; they are not considered major core or major related courses.

Electives

The degree requirements of every major include the opportunity for elective courses, that is, courses exploring subjects not directly related to the student's major. The minimum number of elective hours is 18. Specific exceptions have been granted to Electrical Engineering and Accounting, where the minimum number is 12. Six of the elective hours for all majors are required to be selected from advanced electives, which are defined as upper-level courses, or lower-level courses that have prerequisites, and that are outside the major. All students are encouraged to use their electives to explore fields beyond their major.

Minors

Some academic units designate a set of classes that constitute a minor in that academic unit. The requirements of the minor are set by the faculty of the academic unit offering the minor, not by the academic unit of the student's major field of study. When an academic unit offers a minor in a field of study, it is open to all students in the university regardless of school of origin. Students who take a minor will be expected to meet the normal prerequisites in courses making up the minor. Minors consist of a minimum of 18 credit hours, of which at least 12 must be upper-division hours, although individual academic units may

require more hours at their sole discretion. No credit hours may be used to satisfy both the major and minor requirements; however, free elective hours or major preparatory classes may be used to satisfy the minor. At least one-third of the hours for a minor must be taken at The University of Texas at Dallas. Students enrolled as of Fall 1999, who are pursuing majors under prior catalogs may incorporate minors in their degree plans. Students should consult with an advisor in their major field of study as they select and plan minors.

Honors Program

Collegium V

The University offers a comprehensive program of enrichment and recognition, known as Collegium V, for outstanding students. Collegium V includes special seminar-style classes offered by selected university professors as well as a program of extracurricular activities designed to encourage and reward exceptional academic achievement. Benefits available to participants in Collegium V include registration for Honors seminars, 24 hour access to the Collegium V lounge complex, research and internship opportunities with professors, and an agenda of cultural events such as concerts, exhibits, speakers, and plays.

Membership in Collegium V is limited. Interested students must apply directly to the program at:

The Office of Undergraduate Education – MP16
ATTN: Collegium V
The University of Texas at Dallas
PO Box 830688
Richardson TX 75083-0688
(972)883-4297

Other Degree Requirements

Incoming Freshmen

All students coming to The University of Texas at Dallas directly from high school must complete RHET 1101, Oral Communication/Critical Thinking, preferably during their first semester in attendance. Prior experience as a full-time student in college or many years in the work force is a suitable substitute to RHET 1101. The Associate Dean of Undergraduate Education or Undergraduate Dean may waive this requirement based on a student's prior experiences. This small group class focuses on the most important aspects of adapting to college. Students take part in discussions and demonstrations related to personal management, motivation, academic skills and work habits, communication skills and social relationships. Specific exercises promote critical thinking and creative planning. RHET 1101 contributes to the elective requirements within a student's degree plan.

Double Degree

To qualify for a double degree, a student must complete all of the requirements for both degrees as stated in the catalog, plus 30 semester hours at the advanced (3000/4000) course level beyond those for the degree with the greater credit requirements for a minimum of 81 advanced semester hours.

Double Major

With the approval of the relevant Associate Dean, students may complete a double major by satisfying all requirements set by each program. This shall include not fewer than 12 semester hours at the university in each major field.

If the two majors lead to a B.A. and a B.S., the student must choose which baccalaureate will appear on the degree. Double majors including American Studies or Interdisciplinary Studies are not available.

For information concerning honors, please see "Graduation with Latin Honors," page 29.

Graduate Programs

The University of Texas at Dallas has had a program of graduate study and research since the establishment of its predecessor, the Southwest Center for Advanced Studies. The nature of this pursuit has ranged widely, from the key instrumentation of lunar exploration to a search for new energy sources, to problems in the biochemical repair of animal cells.

This legacy of teaching and research has continued in new graduate areas as the university has grown to meet the educational and societal needs of the times. Some of the programs are interdisciplinary in nature; others reflect a single area of study.

Students entering at any level are urged to consider the opportunities afforded by accelerated Fast Track programs leading to degrees at the master's level. Early preparation for such advanced work is the key to swift progress. Such Fast Track programs often utilize graduate courses in a student's undergraduate degree plan; see page 28 for taking graduate courses while still an undergraduate.

Graduate degrees currently offered include:

School of Arts and Humanities

Humanities (M.A., M.A.T., Ph.D.) with majors in
Aesthetic Studies
History of Ideas
Humanities
Studies in Literature
Fast Track B.A./M.A. available

School of Behavioral and Brain Sciences

Applied Cognition and Neuroscience (M.S.) Fast Track B.S./M.S. available
Audiology (Au.D.)
Communication Disorders (M.S.) Fast Track B.S./M.S. available
Human Development and Communication Sciences (Ph.D.)
Human Development and Early Childhood Disorders (M.S.) Fast Track B.S./M.S. available

Erik Jonsson School of Engineering and Computer Science

Computer Engineering (M.S., Ph.D.) Fast Track B.S.C.S./M.S.C.E. available
Computer Science (M.S., Ph.D.)
Fast Track B.S.C.S. /M.S.C.S. with major in SE available
Electrical Engineering (M.S.E.E., Ph.D.) Fast Track B.S.E.E. /M.S.E.E. available
Software Engineering (M.S.C.S. with major in SE, Ph.D.)
Fast Track B.S.S.E. /M.S.C.S. with major in SE available
Telecommunications Engineering (M.S.T.E.) Fast Track B.S.T.E. /M.S.T.E. available

School of General Studies

Interdisciplinary Studies (M.A.)

School of Management

Accounting and Information Systems (M.S.) Fast Track B.S. /M.S. available
Business Administration (MBA) Fast Track B.S. /MBA available
Information Technology and Management (M.S.)
International Management Studies (M.A., Ph.D.)
Management and Administrative Sciences Fast Track (Finance Concentration) B.S. /M.S. available
Management Science (Ph.D.)
Medical Management (M.S.)

School of Natural Sciences and Mathematics

Applied Physics (M.S.)
Biotechnology (M.S.)
Chemistry (M.S., Ph.D.) Fast Track B.S. /M.S. available
Geosciences (M.S., Ph.D.) Fast Track B.S. /M.S. and B.S. /M.S.G.I.S. available
Mathematical Sciences (M.S.) Fast Track B.S. /M.S. available with majors in
 Applied Mathematics (M.S., Ph.D.)
 Engineering Mathematics (M.S.)
 Mathematics (M.S.)
 Statistics (M.S., Ph.D.)
Mathematics Education (M.A.T.)
Molecular and Cell Biology (M.S., Ph.D.) Fast Track B.S. /M.S. available
Physics (M.S., Ph.D.) Fast Track B.S. /M.S. available
Science Education (M.A.T.)

School of Social Sciences

Applied Economics (M.S.) Fast Track B.S. /M.S. available
Applied Sociology (M.S.) Fast Track B.A. or B.S. or M.S. available
Economics (Ph.D.)
Geographic Information Sciences (M.S.) Fast Track B.S. /M.S. available
Political Science (Ph.D.)
Public Policy and Political Economy (Ph.D.)
Public Affairs (MPA) Fast Track B.A. /MPA and B.S. /MPA available

For additional information in planning a graduate career at The University of Texas at Dallas, please refer to the university's graduate catalog.

Undergraduate Programs

Programs are listed in alphabetical order under the school headings: Arts and Humanities, Behavioral and Brain Sciences, Engineering and Computer Science, General Studies (including Teacher Education), Management, Natural Sciences and Mathematics, and Social Sciences. These are followed by course listings for Developmental Courses, Interdisciplinary Studies, and Physical Instruction. Course descriptions for Core Curriculum courses are under the headings of the programs offering the courses. An alphabetical list of all undergraduate classes is included separately.

The degree requirements for each program are presented in the same format. There are course requirements in three broad areas: Core Curriculum, program major, and electives. Each program will recommend specific courses to be used in meeting core curriculum requirements. Under major requirements, each program lists the required major preparatory courses, major core courses to be taken by all students, and major related courses. The related courses section defines options or concentrations within the major. Elective requirements vary by program but all students are required to complete six hours of advanced electives.
