

Last update September 2005

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GRADUATE STUDENT GUIDE



The False Mirror

*All illustrations - Rene Magritte
1997 Charly Herscovici, Brussels/
Artists Rights Society (ARS), New York*

Austin J. Cunningham
Dean of Graduate Studies

THE UNIVERSITY OF TEXAS AT DALLAS
Office of the Dean of Graduate Studies

Compiled By
Wanda V. Trotta

David E. Daniel, Ph.D.
PRESIDENT

B. Hobson Wildenthal, Ph.D.
EXECUTIVE VICE PRESIDENT AND PROVOST

FOREWORD

*"A man's mind, once stretched by a new idea, can never
return to its original dimension."
Oliver Wendell Holmes*

Dear Graduate Students:

On behalf of the graduate community, my staff and I want to welcome you as you embark on your graduate studies at The University of Texas at Dallas. For some of you, entry into graduate school represents a continuation of your undergraduate work at our campus. For others UTD is your new academic home. Regardless of the path that brought you to us, you are most welcome.

We hope this Graduate Student Guide will help to ease your transition to graduate school. It will provide you with updated information and access to graduate student policy issues, such as how to complete a graduate degree and those related to teaching and research assistants. The guide will be revised on a regular basis and the Graduate Dean's Office will welcome and consider any suggestions for additions.

We encourage you to visit your academic advisor and program offices frequently and <http://www.utdallas.edu/dept/graddean> for up-to-date postings for graduate student affairs. I wish you a successful and enjoyable chapter of your life on our campus as a UTD Graduate Student.

Sincerely,

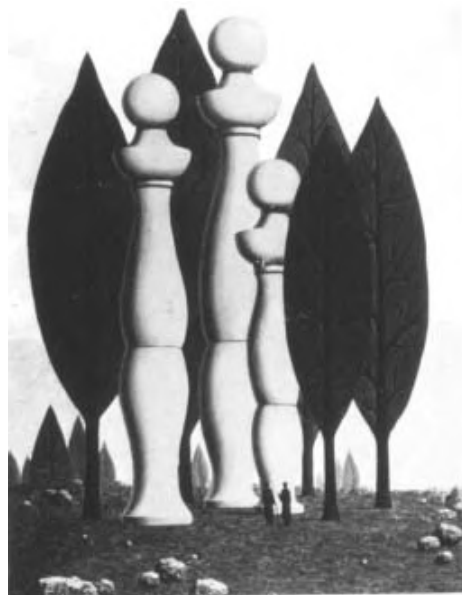
Austin J. Cunningham

Dean of Graduate Studies



DIRECTORY

Deans and Program Heads



The Art of Conversation

SCHOOL OF ARTS AND HUMANITIES

Dean of Arts and Humanities

Dennis M. Kratz 972-883-2984 Jonsson 4.510

Associate Dean for Graduate Studies

W. Jackson Rushing III 972-883-2226 Jonsson 5.204

Associate Dean for Art and Technology

Thomas Linehan 972-883-2226 Jonsson 5.204

SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Dean of Engineering and Computer Science

Robert Helms 972-883-2974 ECSN 3.728

Programs

Computer Science

Department Head

D.T. Huynh 972-883-2169 ECSS 4.908

Electrical Engineering

Department Head

John Hansen 972-883-2557 ECSN 4.928

SCHOOL OF GENERAL STUDIES

Dean of General Studies

George Fair 972-883-2350 Green 2.242

SCHOOL OF BEHAVIORAL AND BRAIN SCIENCES

Dean of Behavioral and Brain Sciences

Bert S. Moore 972-883-2355 Green 4.102

Master's Programs

Applied Cognition and Neuroscience

Program Head

Richard M. Golden 972-883-2423 Green 4.814

Communication Disorders

Program Head
 Robert Stillman 972-883-3106 Callier A.131
Human Development and Early Childhood Disorders
Program Head
 Margaret Owen 972-883-6876 Green 4.826
Doctoral Programs
Audiology (AuD)
Program Head
 Linda Thibodeau ? 214-905-3108 Callier A.107
Human Development and Communication Sciences (PhD)
Program Head
 Robert Stillman 972-883-3106 Green 4.814
Cognition and Neuroscience (PhD)
Program Head ?
 James Bartlett ? 972-883-2079 ? Green 4.520
Communication Sciences and Disorders (PhD)
Program Head
 Robert Stillman 972-883-3106 Green 4.814
Psychological Sciences (PhD)
Program Head ?
 Melanie Spence ? 972-883-2206 ? Callier Richardson 1.328

SCHOOL OF MANAGEMENT

Dean of Management
 Hasan Pirkul 972-883-2705 SOM 4.608
Programs
Ph.D. Program
Director, Ph.D. Program
 Frank M. Bass 972-883-2744 SOM 3.710
Master's Programs
Associate Dean, Master's Programs
 Steve Perkins 972-883-6789 SOM 4.620
Associate Dean, Executive Education
 David Springate 972-883-2647 SOM 4.620
Associate Dean, and Director of Advising Services SOM
 David B Ritchey 972-883-2750 SOM 2.240

SCHOOL OF NATURAL SCIENCES AND MATHEMATICS

Interim Dean of Natural Sciences and Mathematics
 Myron Salamon 972-883-2905 Founders North 3.120
Programs
Biology
Department Head
 Don Gray 972-883-2513 Founders 3.726
Chemistry
Associate Department Head
 Inga Musselman 972-883-2706 Berkner 2.513
Geosciences
Department Head
 John Ferguson 972-883-2401 Founders 2.204
Mathematical Sciences
Department Head
 Ali Hooshyar 972-883-2171 ECSN 3.928
Physics
Department Head
 Xinchou Lou 972-883-6409 Berkner 2.312
Science/Mathematics Education

Department Head
Cynthia Ledbetter 972-883-4009 Founders North 3.308
Teacher Development Center
Department Head
Scherry Johnson 972-883-2730 Founders North 3.218

SCHOOL OF ECONOMIC, POLITICAL, AND POLICY SCIENCES

Dean of Economic, Political, and Policy Sciences

Brian J.L. Berry 972-883-4932 Green 3.104

Graduate Degree Programs

Associate Dean for Academic Program

Euel Elliot 972-883-2066 Green 3.104

Director of Public Policy and Political Economy, Director of Applied Sociology

Richard Scotch 972-883-2922 Green 3.514

Masters in Geographic Information Sciences

Ronald Briggs 972-883-6877 Green 3.212

Economics

Programs in Economics - Masters in Applied Economics and PhD in Economics

Barry Seldon 972-883-2403 Green 3.806

Director for Applied Economics

Marianne Stewart 972-883-2011 Green 3.226

Public Affairs

Director of Public Affairs

Douglas Watson 972-883-4907 WSTC 3.226

OFFICE OF THE DEAN OF STUDENTS

Interim Assistant Vice President for Student Affairs & Dean of Students

Donna Rogers 972-883-6391 Student Union 1.602

OFFICE OF THE DEAN OF GRADUATE STUDIES

Dean of Graduate Studies

Austin J. Cunningham 972-883-2234 Founders Annex 3.104

FINANCIAL AID



Pascal's Coat

Director of Financial Aid, Maria Perez-Ramos

Graduate students attending The University of Texas at Dallas can apply for financial aid through the Financial Aid Office. Students interested in applying for financial aid will need to complete one of the following:

- New financial aid applicants
The Free Application for Federal Student Aid (FAFSA)
- Continuing financial aid applicants
The Renewal Application

Graduate students eligible for financial aid will be considered for the following financial aid programs:

1. Federal College Work-Study Employment
2. Federal Stafford Subsidized and Unsubsidized Student Loans
3. Texas Public Educational Grant
4. Fifth-Year Accounting Scholarship Grant
5. Property Deposit Scholarships
6. Federal Perkins Loan
7. Graduate Education Assistance Grant *
8. Graduate Education Employment *

* Available only to bona fide Texas resident students.

Funds through some of these programs are limited. The amount of the awards will be based on the allocations received within each program and are subject to change each academic year.

Throughout the year, scholarships and grants from sources outside the University will be posted as the information becomes available to the Financial Aid Office. We recommend students periodically check with the Financial Aid Office for posting of scholarship information. Students interested in scholarship information should stop by the Financial Aid Office for information or visit the Financial Aid Office website at <http://financial-aid.utdallas.edu> for details.

A student admitted to The University of Texas at Dallas as non-degree seeking will not be eligible for financial aid unless the student is required to enroll in pre-requisite coursework that will be applicable towards being admitted to a degree program. The maximum length of time financial aid will be issued under this type of conditional admissions will be for no

more than 12 consecutive months. A student admitted with this condition will be able to borrow Federal Stafford loan at the 5th year undergraduate level and are limited to aggregate maximum undergraduate loan level.

A student enrolled at The University of Texas at Dallas for professional development or life-long learning is not eligible to receive financial aid. There are alternative long-term educational loans through several private lenders to fund this type of academic work. These loans are based on the credit worthiness of the student borrower and may or may not require a co-signer. Interest rates vary but usually are set at prime rate plus percentage points, based on the credit history of the student borrower, when the loan is approved.

Location:	McDermott Library, Lower-level
Regular Office Hours:	9:00 AM - 6:30 PM Monday through Thursday 9:00 AM - 4:30 PM Friday
Intercession Office Hours:	9:00 AM - 6:00 PM Monday through Thursday 9:00 AM - 4:30 PM Friday
Phone	972-883-2941
FAX:	972-883-2947
Website	http://financial-aid.utdallas.edu/

CAREER CENTER



Painted Plaster Mask

Offering Career Services, Student Employment & Internships

Director of Career Center, Michael Doty

The Career Center is here for you!

The Career Center assists students and alumni with career exploration, career planning, job search preparation, and provides print and on-line career-related resources and job listing services.

Web Registration & Electronic Recruiting System

Students and alumni who are seeking full/part-time employment or internships opportunities register with the Career Center and submit resumes through UTD CareerWorks. Students and alumni can upload a professional resume, created by using MS Word. Copies of resumes are available at an employer's request or employers may view resumes in the various web resume books.

Student Employment

Full-Time, Part-Time, and Work-Study job listings are available to help students locate employment while attending the University. Check UTD CareerWorks job posting system for employment opportunities.

Internship/Cooperative Education program (Internships)

An internship is a structured educational program which combines classroom learning with productive work experience in a field related to a student's academic or career goals. Internship Information sessions and Internship Coordinators are available for more information.

On-Campus Interviews

The Career Center sponsors on-campus interviews for UTD students and alumni. A listing of companies recruiting on campus is available through UTD CareerWorks.

Resume Reviews

A Resume Editor is available to provide assistance with resume preparation. Resume critique service is available on a

drop-in basis during specified time periods and at other times by appointments.

Career Counseling & Career Assessments

Students receive one-on-one career counseling or share information and ideas in a group setting to help them gain insights and awareness about career or educational options, and job search strategies. Various assessments help students identify interests, clarify values, and assess skills in order to make better educational and career decisions.

Mock Interview Training

Perfect interviewing skills! Professional staff record a simulated job interview with interested students and alumni. The professional staff reviews the recording, offers suggestions, and gives you a copy of the interview.

Career-Related Seminars

- Designed to assist students in the employment process, the Career Center offers numerous seminars on a variety of topics, such as:
- Identifying Your Skills
- How To Write A Professional Resume
- How To Write Professional Business Letters
- Conducting An Effective Job Search
- How To Interview
- Clarifying Your Career Direction
- How To Work A Career Fair Like A Pro

Computer Resources

SIGI + and CHOICES CT are computerized career guidance programs that can assist with career decisions by identifying occupations compatible with various combinations of values, interests, and skills. These sources, plus many more, are available through the Career Center webpage.

Print & Media Resources

A library collection of Career Development, Audio/Visual, Corporate Recruiting materials, Graduate School Programs, Government Information, and Salary Survey Statistics are available in the Career Center Resource Room.

Career Expos

Spring and Fall UTD Career Expos provide an opportunity for students and employers to talk with employers informally about career options and possible employment opportunities

UTD Graduate/Professional School Fair provides an opportunity for students to visit with representatives from institutions about their programs. Traditionally conducted in the fall.

UTD Teacher Career Expo is an excellent opportunity for students to explore teaching opportunities with participation school districts. Traditionally conducted in the spring.

Public Agency Career Day provides an opportunity for students to visit with representatives from non-profit organizations and government agencies. Traditionally conducted in the spring. A co-sponsored event with the School of Social Sciences.

MAC3 Metro Job Fair is an excellent opportunity for students and alumni to explore part-time/permanent employment.

Location: McDermott 1.312
9:00 am - 6:30 p.m. Monday through Thursday
9:00 am - 5:00 p.m. Friday

Hours: Summer & Intercession Hours
9:00 am - 6:00 p.m. Monday through Thursday
9:00 am - 5:00 p.m. Friday
(other times available by appointment)

Voice: 972-883-2943
Fax: 972-883-2431
Website: <http://www.utdallas.edu/career/>

LIBRARY



The Legend of the Centuries

Dean of Libraries, Larry Sall

The Eugene McDermott Library (<http://www.utdallas.edu/library>) is a full-service information center containing collections supporting the research, teaching and study needs of the University. The U.T. Dallas Comet card is your library card and your passport to a variety of traditional and electronic services.

Library maps and guides are available at the Reference and Information Desks. In addition to traditional printed material, UT-Dallas students can use thousands electronic products from the libraries or from their home or office.

Hours

Monday-Friday 8:00 AM - 2 AM
Saturday 9:00 AM - 8:00 PM

Sunday 1:00 PM - 2 AM

Library
hours are
subject to
change.
Special
holiday
hours are
posted.

Information Desk (2nd floor 972-883-2955) Staff provide general information and assist in identifying books, journals, and other materials owned by the Library.

Circulation Desk (2nd floor 972-883-2953) Library materials can be checked out at the Circulation Desk. Information on borrowing periods and fines is available at the desk and on the Library's home page. Reserve items, materials designated by faculty to support coursework, are available at the Circulation Desk. Some reserve items are available electronically through the Library catalog.

The Library provides black and white & color copy machines, microform readers and copiers, and a machine that converts microfilm or microfiche pages to a computer file. Library fines can be paid online or at the Bursar's Office, McDermott Library basement.

Reference and Government Documents (2nd floor 972-883-2955) Using a variety of electronic sources and traditional materials, librarians can assist customers in starting a research project or navigating the Internet. McDermott Library is a depository for both U.S. and Texas government publications. McDermott Library is a depository for both U.S. and Texas government publications.

Tours and Instruction (3rd floor, 972-883-2126) There are a number of ways that the librarians can assist you with library research. Librarians are available by appointment to help you get started with an assignment. You can contact the Ask-a-Librarian email service and ask a brief question or link to the UT System Chat help for online assistance. When requested by faculty, librarians also conduct instruction sessions specific to a particular class.

Interlibrary Loan Service (2nd floor) 972-883-2900 Obtains articles and books from other libraries. Interlibrary Loan requests are electronically, and borrowed/photocopied materials can be picked up at the Circulation Desk.

Special Collections (3rd floor 972-883-2570) The Closed Stacks areas and special exhibits are located in Special Collections. Collections include the History of Aviation Collection, the Wineburgh Philatelic Research library, and the Belsterling Library (botany and taxonomy). Some materials are accessible through the Web.

Multimedia Services (2nd floor 972-883-6779) Located at the back of McDermott Library, this area houses a collection of media items including VHS videotapes, DVDs, and audio compact discs.

Callier Library (Callier Center for Communication Disorders, 1966 Inwood Rd., Dallas 214-905-3165) This library provides collections focusing on speech and hearing disorders.

MC2 McDermott Management Satellite (2nd floor, SM2.206 Management Building 972-883-5960) The librarian liaisons for the School of Management provide customer assistance in using library resources and services. Hours vary.

STUDENT RECORDS



The Key of Dreams

The Schedule of Classes or Course Lookup is posted to the web each semester by the [Office of the Registrar](#). All procedures for registration/drop/add/withdraw are outlined on this website. Also included are an academic calendar or Comet Calendar, all registration dates and periods, the final examination schedule and links to the location and telephone numbers of all advising offices.

Registration via the Web (www.utdallas.edu) is available to graduate students approximately six weeks before classes begin. Those who register early (by a date noted in the Comet Calendar) are mailed a bill for tuition and fees. All tuition and fees are due and payable by payment deadlines and unpaid registrations may be cancelled.

University employees, including Teaching and Research Assistants, receive the privilege of paying on the last day of late registration with no late fee. There is a late fee for others who pay late or for any student who registers late.

Tuition and fees can be paid in person at the Bursar's Office in the lower level of the McDermott Library Building, by mail or, via MasterCard, through the web registration system. Installment payments are available for a small service fee each fall and spring semester, with half the tuition and fees due at the time of registration; the student is billed for the remainder in two installments. Short-term student loans are also available through the Financial Aid office.

Students who are employed as Teaching and Research Assistants who are classified as nonresidents for tuition purposes are eligible for waivers of out-of-state tuition when they are employed 50%. This is a semester by semester waiver, dependent upon employment, which allows the student to pay in-state tuition. Certification of this status must be sent to the Financial Aid Office by the student's academic program office; this certification requires the approval of the Graduate Dean.

A graduate student must be registered for nine hours to be considered full time. Half time is considered to be four hours, and less than half-time is three or fewer hours. Teaching and Research Assistants must always be registered full time.

During the next-to-last semester prior to graduation, each graduate student should meet with his or her advisor to review degree requirements. An Application for Graduation must be filed on-line (www.utdallas.edu/dept/graddean) at the time of registration for the final semester and no later than the deadline noted in the academic calendar or Comet Calendar. If a student is not registered at the University during the semester of graduation, the student must file an in absentia form with his graduate advisor.

Information on all Registrar Services is available via the automated information line, 972-883-2342. This automated service provides information on calendar highlights, certifications of enrollment, graduation, registration, and how to order transcripts.

Carolyn Lipshy Galerstein

WOMEN'S CENTER



The Beautiful Relation

Lauren DeCillis, LMSW, Director

VISION

Following in the tradition and memory of Carolyn Lipshy Galerstein, former Dean of the School of General Studies, activist and advocate for increased opportunities for women, the Women's Center will affirm the University's commitment to advancing the status and success of Women on campus.

MISSION

To foster an inclusive, safe and open environment for the U.T. 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.

SERVICES AVAILABLE TO THE U.T. DALLAS COMMUNITY

offered to students (women and men), with particular emphasis on gender-related issues, such as sexual assault, sexual harassment, relationships, gay/lesbian issues, balancing school and personal life, and adjustment to campus life.

Resource Library including educational and popular fiction books and reference guides, related to self-help materials, justice, women's history, Gender Studies, statistics, grants and financial aid for women. The Center also carries a video library with popular selections, as well as documentaries and historical biographies. The videos and books are free rentals with your Comet Card.

Support Groups, Guided-Discussion, Programs and Workshops to openly and confidentially discuss concerns traditionally associated with women, such as balancing work and family, career and glass-ceiling issues, eating disorders, divorce and single-parenting, life changes and moving forward, relationships stress, self-esteem.

Speakers/Panels, Seminars, social events on women and gender issues, connecting to the Dallas community, entrepreneurship, human rights, professional leadership, social justice, and guest speaker panels to commemorate

special events such as Women's History Month.

Stop by and let us know what you would like the *Women's Center* to address that would help you.

Location: McDermott Library 1.204 (First Floor Mezzanine)

8:30 AM - 6:00 PM (Monday - Thursday)

Hours: 8:30 AM - 5:00 PM (Friday)

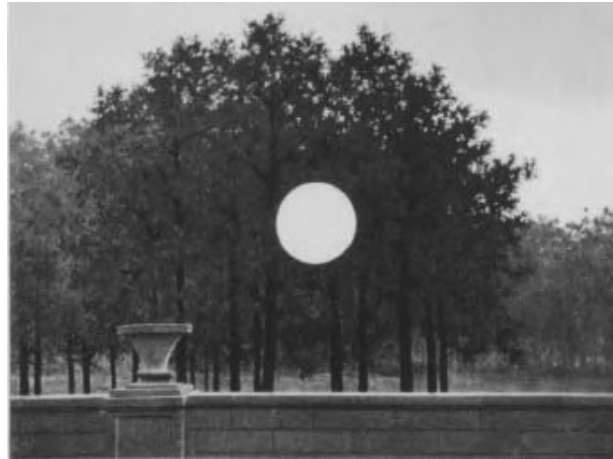
Evening Hours Available by Appointment

Phone: 972-883-6555

E-mail: laurend@utdallas.edu

Website <http://www.utdallas.edu/student/womensctr/>

STUDENT LIFE



The Banquet

Interim Assistant Vice President for Student Affairs & Dean of Students, Donna Rogers

Assistant Vice President for Student Affairs and Dean of Students
SU 1.602

972-883-6391

The Assistant Vice President for Student Affairs and [Dean of Students' office](#) offers services and activities designed to enhance the quality of campus life at U.T. Dallas. Judicial matters are also administered from this office. Any student who is unsure where to obtain assistance in a particular situation is urged to contact the Dean's office, which acts as a liaison and information/referral source for students.

[Activity Center](#)

972-883-2090

The Activity Center is a 104,000 sq. ft. facility housing squash and racquetball courts, a multipurpose gym with 3 full basketball courts, a smaller single-court auxiliary gym, a 10,000 sq. ft. fitness area, a multi-purpose room, a 25-yard indoor pool, lockers, showers, and a training room. Other facilities include 8 lighted tennis courts, a jogging trail, lighted softball and soccer fields, an outdoor basketball court, and a sand volleyball court. For additional information or to reserve courts call 972-883-2090. Visit our web site at utdallas.edu/recsports/IR-Facilities.html.

[Athletics](#)

972-883-4490

Activity Center

UTD is a provisional member of NCAA Division III and became a full member in January 2002. UTD participates in baseball, softball, women's volleyball, and men's and women's varsity soccer, golf, basketball, tennis, and cross country. Student athletes must be registered in at least 12 hours and maintain a 2.0 GPA. If you wish to participate in varsity sports, [contact](#) the Athletic Director or team coach or visit our web site at utdallas.edu/recsports/home.htm for more information.

Child Care
SU 2.510

972-883-2945

The YWCA and UTD jointly provide on-campus care in the evenings for children ages 4-11. The cost is \$6.00 per child per evening with an \$8.00 registration fee. Pre-registration is required. Registration materials available in SU2.604 or online at www.utdallas.edu/student/slife/child.html.

[Comet Card](#)

972-883-2495

SU Info Depot

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 Comet Card may also be linked to a Wells Fargo checking account and used as a debit card.

both on and off campus. IDs are issued through the Info Depot. Call 972-883-2495 for information or online at www.utdallas.edu/cometcard.

Counseling Center

SU 1.608

972-883-2575

The Counseling Center provides programs designed to assist students in achieving the emotional well-being necessary for success at UTD. The Center's professional staff of licensed psychologists and counselors is available by appointment or in times of emergency. Services include individual, couples, and group counseling. All counseling is confidential and free to currently enrolled students. Workshops, offered numerous times during the semester, are designed to assist in developing particular life skills including time management, effective communication, and managing test taking anxiety.

Disability Services

SU 1.610

972-883-2098

The University provides academic accommodations and support services for students with documented, qualified disabilities. The goal is to ensure a positive successful educational experience at UTD. Students with documented disabilities need to contact the office directly for appropriate accommodations.

Food Services

SU Comet Cafe

972-883-2269

Food service is available from four locations on campus - the Comet Café in the Student Union, Java City located in the School of Management and a Deli located in Green Hall. In addition, vending machines are located in most buildings on campus. Food can be purchased with credit and debit cards (MC and VISA) as well as the debit option offered through the Comet Card. For hours of operation or for more information call 972-883-2269. The Student Union also offers food service in The Pub. Call 972-883-6670 for information.

Health Center

SU 1.606

972-883-2747

The Student Health Center is staffed by a Physician and Nurse Practitioners who provide medical treatment for acute illnesses and minor injuries to all currently enrolled students. Routine gynecological problems are treated and some routine GYN services are also offered. Nursing staff provide nursing care and functions such as administering (limited) immunizations, TB testing, Blood Pressure checks and HIV testing. Office visits are free of charge to currently enrolled students. There are nominal charges for laboratory testing, medications, dressing trays and some procedures. Remember to keep your appointment to avoid a "No Show" charge and that you must present your student ID card to verify enrollment at the time of your appointment.

Health Education

SU 1.610

972-883-4275

Health Education provides programs and services designed to help you achieve a high level of wellness. The Health Education staff consists of the Health Education Coordinator and a team of student leaders called Peer Health Educators (PHEDs). Educational topics include alcohol and drug use/abuse, HIV and AIDS, sexually transmitted diseases (STDs), date/acquaintance rape, date rape drugs, eating disorders, nutrition and fitness, etc.

Health Insurance

McDermott 1.310

972-883-6161

Student Health Insurance provided through MEGA Life Insurance Company, is available to both full-time and part-time students and their immediate families. Come by the Student Health Insurance Office in International Student Services, McDermott Library, 1.310, and pick up an enrollment card or if temporary Insurance I.D. card if one is needed. For more insurance information about coverage and rates is available at www.utdallas.edu/student/international/insurance/index.html.

Info Depot

SU 2.204

972-883-2495

Info Depot issues the Comet Card, the official ID card for students, faculty and staff. ID cards are required for using the library, Activity Center, computer labs, and other campus services. You may also rent lockers located in Green and Jonsson, purchase discount tickets for movie theaters and various area attractions, buy postage stamps, and deposit money on the Comet Card at the Info Depot. Notary service is also available. More information is available at www.utdallas.edu/cometcard/infodepot.html.

International Student Services

972-883-4189

MC 1.310

The International Student Services Office houses the International Student Programs, International Student Advising, and Student Health Insurance services for The University of Texas at Dallas. The ISS Office provides support services and resources for the non-immigrant international student population.

Intramural Sports

972-883-2096

Activity Center

The intramural sports program is designed to provide the University community with the opportunity to participate in a variety of team and individual sports. Athletic skill is not a prerequisite for any intramural activity. Check out our programs at <http://cometsports.utdallas.edu>.

Mercury

972-883-2286

SU 2.418

The UTD Mercury, a student newspaper, is a free paper published biweekly during the academic year and is distributed throughout the campus. It provides news and views about the University and selected items of general interest.

Multicultural Center

972-883-6390

Conference Center 1.126

The Multicultural Center (MC) provides cultural programs, support services, resources and cultural education programs. The MC is a place for students, faculty 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. Traditional events hosted by the MC are Hispanic Heritage Month, Black History Month, Asian-American Heritage Series, and the Leadership Speaker Series. The MC is home to the Multicultural Peer Advocates (MPAs). The MPAs are student peer advocates that are available for personal, social or academic assistance. Office hours are Monday through Thursday 8:30 AM - 6:30 PM and Friday 8:30 AM - 5:00 PM. For more information see the MC web site at www.utdallas.edu/multicultural.

Radio UTD

Looking for music that you never hear on commercial radio? UTD's student-run radio station Radio UTD is broadcast nightly over the internet from 4 p.m. to 2 a.m. Visit the Radio UTD website at <http://radio.utdallas.edu> to listen in at either low or high bandwidth. The programming schedule and DJ applications are also available on the site.

Residential Life

972-883-6391

SU 1.602

Rather than traditional residence halls, student housing at The University of Texas at Dallas is provided by Waterview Park Apartments, a privately managed community located on the UTD campus. The apartments are rented on a nine or twelve month lease basis only. For detailed information about the apartments and eligibility requirements see the Residential Life web site at www.utdallas.edu/student/slfe/res.html.

Spirit Program

972-883-6158

SU 2.604

A cheerleading squad, mascot, and dance team perform at varsity soccer, basketball and volleyball games. Clinics and tryouts are generally in the spring and early fall. Call 972-883-6158 for information or visit our website at <http://www.utdallas.edu/student/slfe/cheer.html>.

Student Government Association

972-883-2284

SU 2.604

Student Government promotes the interests and opinions of you, the student, and acts as the official voice of the student body. All students have the opportunity to participate in these activities and services. The free services offered by SG include legal services, SBA - Student Business Alliance, blue books and scantrons, phone, fax, typewriter, student housing referrals, and appointments to university-wide committees

Student Union

972-883-6157

The North Wing of the Student Union houses a food court, Comet Café, meeting rooms, student organization rooms, the Center for Student Involvement, Child Care, the Info Depot, Comet Lounge, ATM, and THE PUB on the second level and an arcade, a TV lounge, billiards & ping pong, a first-aid medical dispenser, and a vending area with microwaves. The South Wing houses Student Life, the Greek Center, offices and rooms for meetings and activities.

[Student Organization Forum](#)

972-883-6551

SU 2.506

The Student Organization Forum (SOF) consists of representatives from each of the registered student organizations. SOF meets regularly and is responsible for the allocation of funds for registered student groups. If you are interested in forming a new student organization, you need five members and should register the new organization with Student Development.

[SUAAB](#)

972-883-6438

SU 2.604

The Student Union and Activities Advisory Board plans co-curricular and extracurricular programs and events for the UTD community. SUAAB participation is open to every student at UTD. SUAAB meets weekly and hosts several UTD traditional events, such as Casino Night and the Homecoming Dance, throughout the year.

This Week Comet Events

972-883-6333

SU 1.610

This Week Comet Events is published weekly during the spring and fall semesters and monthly during the summer semester by the Office of the Dean of Students. It is available on stands around campus. Student organizations can publish their events here. See the Comet Calendar at <http://www.utdallas.edu/calendar/> for current information and campus events. It is a great way to stay informed.

UTD GRADUATE STUDENT POLICIES



Carte Blanche

(The UTDallas website www.utdallas.edu/provost/policies.html is the official University of Texas at Dallas source for graduate policies and procedures and will take precedence if there are any discrepancies between the two sources.)

Academic Dishonesty

The University of Texas at Dallas
Handbook of Operating Procedures
Title V - Rules on Student Services and Activities
Subchapter F. Student Standards of Conduct
Section 49.36 Scholastic Dishonesty

Policies on Procedures for Completing a Graduate Degree

The University of Texas at Dallas
Policy Memorandum 87-III.25-48
June 24, 1997

University Policies Related to Graduate Student Teaching Assistants and Graduate Student Research Assistants

The University of Texas at Dallas
Policy Memorandum 76-III.23-4
November 2, 1998

YOU DESERVE AN ENVIRONMENT FREE FROM SEXUAL HARASSMENT

STUDENT GRIEVANCES

The University of Texas at Dallas
Title V, Rules on Student Services and Activities
Handbook of Operating Procedures

ACADEMIC DISHONESTY

The University of Texas at Dallas

Handbook of Operating Procedures

Title V - Rules on Student Services and Activities

SUBCHAPTER F. STUDENT STANDARDS OF CONDUCT

Section 49.36 SCHOLASTIC DISHONESTY

- a. The university expects from its students a high level of responsibility with respect to academic honesty. Because the value of an academic degree depends on the absolute integrity of the work done by the student for that degree, it is imperative that a student maintain a high standard of individual honor in his or her scholastic work.
- b. The dean may initiate disciplinary proceedings under subchapter C against a student accused of scholastic dishonesty upon complaint by a faculty member or a student.
- c. Scholastic dishonesty is the submission as one's own work or material that is not one's own. As a general rule, it includes, but is not limited to, one of the following acts:
- d. Cheating includes, but is not limited to:
 1. copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
 2. using during a test, materials not authorized by the person giving the test;
 3. failing to comply with instructions given by the person administering the test which would include, but not be limited to, time restrictions use of bluebook, seating arrangements;
 4. collaborating with or seeking aid from another student during a test or other assignment without authority;
 5. knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solutions, or computer program;
 6. substituting for another student, or permitting another person to substitute for oneself, to take a test;
 7. bringing another person to obtain an unadministered test or information about an unadministered test;
 8. discussing the contents of an examination with another student who will take the examination;
 9. possession during a test of materials which are not authorized by the person giving the test, such as class notes of specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
 10. submission of substantial portions of the same academic work for credit (including oral reports) more than once without written authorization from the instructor.
- e. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission or incorporation of that work in one's own written work offered for credit without appropriate attribution.
- f. Collusion means the unauthorized collaboration with another person in preparing academic assignments offered for credit.
- g. Falsifying academic records means the altering of grades or other falsification (statements, acts or omissions) of academic records including but not limited to the application for admission, grade reports, test papers, registration materials, and reporting forms used by the registrar's office or other university offices.
- h. Falsifying data or experiments includes, but is not limited to, the submission of false findings and/or the citation of false references in research or other assignments submitted for credit and/or for the awarding of a degree.

POLICY ON PROCEDURES FOR COMPLETING A GRADUATE DEGREE

POLICY MEMORANDUM 87-III.25-48

Issued: March 26, 1987

Revised: May 15, 1990

Revised: March 1, 1992

Revised: November 1, 1992

Revised: June 24, 1997

Editorial Amendments: February 2, 1998

Editorial Amendments: September 1, 2000

Revised: December 15, 2000

I. Program of Studies

Each student admitted to a Graduate Program will have a specific program of studies agreed upon in consultation with and approved by the appropriate committee or administrator for that degree program.

A completed Program of Studies form will be filed in and approved by the Office of the Dean of Graduate Studies prior to the student's registration for his or her

1. 19th semester credit hour to be counted toward a master's degree, or
2. 50th semester credit hour taken beyond the bachelor's degree to be counted toward a doctoral degree.

The form will be completed and revised, if necessary, under the guidance of the student's graduate advisor.

A. Exception: Common Master's Program

In those Graduate Programs where a common program of studies is prescribed for all Master's students, differing only in elective courses comprising less than one-third of the total required degree semester credit hours, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 19th degree semester hour taken at U. T. Dallas.

B. Exception: Common Doctoral Core

In those Graduate Programs where a common doctoral core is prescribed for all students, differing only by the area of specialization chosen, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Studies. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 50th degree semester hour taken at U. T. Dallas.

C. Additional Master's Degrees

Students wishing to earn additional Master's degrees at U. T. Dallas must develop an approved Program of Studies through the Program offering that degree prior to enrolling in additional courses. The program can allow up to 15 semester credit hours earned in a previous degree program toward the additional degree. Additional credits may be accepted from the previous degree upon the approval of the Dean of Graduate Studies. In no case will credits counted for a previous degree be allowed to exceed one-half the total hours required for the additional master's degree program.

D. Graduation Under a Particular Catalog

Provided the requisite courses continue to be offered, the student is bound by the course work

requirements of the catalog in force at the time of admission, within a six-year limit for the completion of the master's degree and ten years for the doctoral degree. With the approval of the Dean of Graduate Studies the student may elect to be bound by the catalog in force at the time the student applies for graduation. This regulation applies to specific course work and the number of semester credit hours for the academic degrees set forth in the catalog. All other requirements will change with the issuance of new graduate catalogs.

II. TRANSFER CREDIT

To qualify for transfer credit, the grade earned in the course must be a B or better and the course must not be a correspondence or extension course. Courses delivered in a distance learning format will be considered on a case-by-case basis. Petitions for transfer of credit must be prepared by the Graduate Program and submitted for approval by the Dean of Graduate Studies. Petitions may be approved at the time of the student's first enrollment; however, no actual acceptance of transfer credit will occur until after the student has completed 9 semester credit hours of courses at U. T. Dallas with a grade point average of at least 3.0. Petitions for transferring courses taken before enrolling as a graduate student at U. T. Dallas must be submitted prior to filing the Program of Studies. Petitions for transfer credit must be accompanied by a copy of the student's transcript showing the course(s) in question.

A. Master's Degree

Credit for up to 15 semester credit hours of graduate courses taken elsewhere may be transferred to the program to which the student is applying.

B. Doctoral Degree

A master's degree or its equivalent may be transferred from another university for up to 36 semester hours of credit towards a doctoral degree.

C. Non-Degree Students

No more than 15 semester credit hours taken as a Non-Degree Student may be subsequently transferred to a degree program at U. T. Dallas. No petition is necessary for any of this coursework to be included in a student's Program of Studies.

D. Exceptions

Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies. Such a petition could be for the program of an individual student or for the model Program of Studies (See "Exceptions" on page 1 of this policy).

III. DEGREE REQUIREMENTS

The student will complete the course work degree requirements when he or she completes the previously filed program of studies with acceptable grades.

A. Required Semester Credit Hours

The minimum required semester credit hours in a Program of Studies required for the degree will be those shown in the catalog applicable to the student at the time of his or her admission or readmission to the program. In no case will a student be allowed to graduate with less than 30 approved graduate semester credit hours (including approval of transfer credit hours) for the master's degree.

B. Required Grade Point Average

The minimum acceptable university grade point average for graduation is 3.0 for all graduate courses taken in that degree program at U. T. Dallas; however, individual programs may have more stringent grade point requirements in selected courses, which must be satisfied for graduation.

C. Research Involving Animal or Human Subjects

1. Research Involving the Use of Animals (Policy Memorandum 79-I.2-30)

Any student who intends to conduct research, (whether funded or not funded) which would involve animals must obtain permission from the Institutional Animal Care and Use Committee (IACUC). Permission to use an animal in research must be obtained prior to ordering, bringing to campus or housing on campus an animal. The required form to request approval may be obtained from the Office of Research Administration and Sponsored Projects.

2. Research Involving Human Subjects (Policy Memorandum 79-I.2-31)

Any student who intends to conduct research, on or off campus, in partial or complete fulfillment of a course requirement, thesis or dissertation, which would involve human beings as subjects must obtain permission, prior to undertaking the research, from the University's Institutional Review Board for the Protection of Human Subjects (IRB). Any research activity, including but not limited to surveys, questionnaires, interviews, standardized and non standardized tests, and/or simple research experiments, which include the participation of human beings, regardless of age of participant, must have approval from the IRB. The required forms to request approval may be obtained from the Office of Research Administration and Sponsored Projects.

D. Admission to Doctoral Candidacy

The research potential and ability of each doctoral student to both understand and integrate previous coursework will be evaluated before a student can be admitted formally to doctoral candidacy. The format of this evaluation, hereafter referred to as a qualifying examination, varies amongst the degree programs, and can be obtained from the student's Graduate Program Office. A student failing the Qualifying Examination is terminated as a doctoral student in that program unless a two-thirds majority of the examining committee vote that a second examination be permitted. All committee members should have all the evidence of the student's academic record and Qualifying Examination performance prior to this vote. The second examination typically would be taken no sooner than six months after the first examination, and no later than one year. Students failing the second examination will not be allowed to pursue a doctoral degree in that program. Under no circumstances will a third examination be allowed.

The student will have advanced to candidacy when the student has

1. passed the qualifying examination,
2. been assigned an approved Supervising Committee, and
3. satisfied any other Program or School candidacy requirements.

Candidacy must be achieved before a student is eligible to enroll in dissertation courses or in the industrial chemistry internship practicum courses.

IV. THESIS, DISSERTATION, OR PRACTICUM REQUIREMENT

A. Dissertation or Third Practicum Proposal: Content

The Dissertation or Third Practicum Proposal should be prepared by the student in consultation with the student's Supervising Committee. The proposal should include:

1. A tentative title of the dissertation or third practicum describing the topic as accurately and briefly as possible.
2. The background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed. It should also address the relationship of the proposed work to existing work in the field, at U. T. Dallas or elsewhere, its intended outcome, and its contribution to the field.
3. A schedule of the remaining research activities, including major completion milestones.
4. A schedule of the remaining research activities, including major completion milestones.
5. A set of up to five "key words" to assist in establishing the Data Base on Theses and Dissertations.

B. Dissertation or Third Practicum Proposal: Approval

After its approval at the Department, Program, School, or Interdisciplinary Degree Committee level, the proposal will then be forwarded to the Dean of Graduate Studies, together with the Department's or Program's nominations for Supervising Professor and members of the Supervising Committee and the

anticipated time of completion. The proposal should be prepared by the student in consultation with the student's Supervising Professor, who will approve the document before its submission to the appropriate committee or administrator for that Department or Program.

C. Supervising Committee: General

The recommended Supervising Committee for the student is submitted by the appropriate committee or administrator for that Department or Program to the Dean of Graduate Studies for approval. Subsequent changes in membership must also be subject to approval by the appropriate committee or administrator for that Department or Program, and in, turn the Dean of Graduate Studies. Individuals qualified for service on the Supervising Committee will be voting members of the faculty (as defined by The University of Texas at Dallas Handbook of Operating Procedures), Senior Lecturers, Adjunct Faculty*, Research Scientists, Clinical Faculty, and Distinguished Scholars in Residence who hold the highest earned degree in the field or fields concerned or exhibit an equivalent record of accomplishment. Other members outside of the Faculty, in addition to the minimum number of faculty members required as stated below, may be appointed and serve with the special approval of the Dean of Graduate Studies. Members of the Supervising Committee will also be members of the Examining Committee. (*In the case of Adjunct Faculty, a regular faculty member will be appointed to co-chair the Supervising Committee).

D. Supervising Committee: Master's Degree with Thesis

Appointment of a Master's thesis Supervising Committee consisting of at least three members is a function of the degree program expected to confer the student's degree. Additional members may be appointed. The appropriate committee or administrator of the program in consultation with the student, be:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Senior Lecturers, Adjunct Faculty, Visiting Faculty, Clinical Faculty, Research Scientists, or Distinguished Scholars in Residence who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be as Chair if he/she receives a 2/3 majority recommendation of the Professors of the degree program and approval of the Academic Dean of the school offering the degree.
2. a voting faculty member from the graduate degree program or school expected to confer the student's degree; and
3. not less than two voting members of the faculty from the graduate degree program expected to confer the student's degree; and
4. if necessary, a third representative appointed by the appropriate committee or administrator for that program.

Any school varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Studies.

E. Supervising Committee: Doctoral Degree

Appointment of a Doctoral dissertation Supervising Committee consisting of at least four members is a function of the degree program expected to confer the student's degree. Additional members may be appointed. The appropriate committee or administrator of the program, in consultation with the student, be:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Senior Lecturers, Adjunct Faculty, Visiting Faculty, Clinical Faculty, Research Scientists, or Distinguished Scholars in Residence who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the degree program and approval of the Academic Dean of the School offering the degree.
2. two faculty members from the graduate degree program or school expected to confer the student's degree; and
3. not less than three voting members of the faculty, from the graduate degree program expected to

- confer the student's degree; and
4. if necessary, a fourth representative appointed by the appropriate committee or administrator for that program.

Schools varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Studies.

V. SUPERVISION

The Supervising Committee will meet with the candidate soon after the Dean of Graduate Studies has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee.

The Supervising Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the appropriate committee or administrator for that program and to the Dean of Graduate Studies. This report should describe any problems which have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student.

The student can request a meeting of the Supervising Committee through a written request to the appropriate committee or administrator for that program. The appropriate committee or administrator for that program will be responsible for convening such a meeting, generally within two weeks of the student's request, unless this timing is impossible owing to the absence of the Supervising Professor. No more than one student-initiated meeting can be called within an academic year.

Provision for coverage of leaves of absence of either students or committee members will have been discussed at the initial meeting of the Supervising Committee. Any arrangements for surrogate supervision or changes in the student's plans will be communicated to the appropriate committee or administrator for that program, in writing, with a copy to the Dean of Graduate Studies. Because of the relationship between the student and the Supervising Committee, committee members on leave of absence or who have left their positions with the university may be given permission to remain on the committee by the Dean of Graduate Studies. However, they must agree to be active participants in supervisory activities and to be present for the final examination. If this is not possible, the faculty member must resign or be removed from the committee and a new faculty member must be submitted for approval.

A. Manuscript Preparation

Style and format requirements have been established for theses, dissertations, and practica reports prepared at U. T. Dallas. Prior to submitting manuscripts, candidates should consult the [Guide for the Preparation of Master's Theses, Doctoral Dissertation, and Doctor of Chemistry Practica Reports](#) which can be obtained from the Office of the Dean of Graduate Studies.

B. Committee Approval of the Manuscript

Approval of the thesis, dissertation, or practicum to go forward for examination can only be given after the members have considered the entire manuscript. Members of the committee who do NOT agree that the thesis is examinable, whether in the majority or not, should inform the Department Head or program administrator immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate.

C. Independent Research Competence

The dissertation must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice. The third practicum in chemistry must demonstrate the candidate's ability to identify, analyze, and solve substantive research and development problems at a level appropriate to the degree being sought. The dissertation or third practicum should be of such standard as to warrant publication in peer reviewed journals or scholarly books or monographs or equivalent.

D. Submission of the Final Draft of the Thesis, Dissertation, or Doctoral Practicum

Once the candidate has, in the judgment of the Supervising Professor, prepared an examinable thesis/dissertation manuscript, it should be distributed to the other members of the Supervising Committee, allowing them adequate time to review the document. After reading the document, a majority of the Supervising Committee members must agree that the document is ready to be defended before a request for a Final Oral Examination may be submitted and an examination date scheduled. Committee members should ensure that the manuscript is complete, has been rigorously proofread (preferably by a professional proofreader), and meets scholarship standards for dissertations. The Supervising Professor then submits a copy of the dissertation and the Request for Final Oral Examination form, signed with no more than one dissenting vote by the Supervising Committee members to the Office of the Dean of Graduate Studies, which shall approve the scheduling of the Final Oral Examination.

Members of the committee who do NOT agree that the manuscript is examinable should inform the appropriate committee or administrator for that program immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate. The Final Oral Examination cannot be scheduled until a resolution has been reached with, at most, one dissenting vote.

E. Required Copies

1. Thesis Copies

Four official copies of thesis are required. After final approved copies have been bound, one hard copy shall be available to the public in the university library; one copy shall remain in archives; one copy will be sent to the supervising professor (binding is optional); and one copy will be sent to the department/program office.

2. Dissertation/Practica Copies

Three final approved copies are to be bound; one hard copy shall be available to the public in the university library; one copy will be sent to the supervising professor; one copy will be sent to UMI. UMI will publish and make their copy available to the public for purchase and will forward a microfilm copy to UTD that will be kept in the library. They will also return their hard copy which will then be sent to the specific department/program office.

VI. FINAL ORAL EXAMINATION

A. Examining Committee

Upon the submission of the dissertation or Doctoral practicum to the office of the Dean of Graduate Studies, the Dean will appoint the Examining Committee. The membership of the Examining Committee will include all members of the Supervisory Committee plus a non-voting representative appointed by the Dean of Graduate Studies. The representative serves as the Chair of the Examining Committee. An examiner external to the University may also be appointed by the Dean of Graduate Studies on the recommendation of a member of the Supervising Committee or the candidate.

B. Conducting the Examination

Formal arrangements, such as time and place for the Final Oral Examination, are made by the appropriate committee or administrator for that program, in consultation with the candidate and the Examining Committee, and with the approval of the Dean of Graduate Studies. All members of the Examining Committee must be present for the examination to be valid, unless a prior written exemption has been granted by the Dean of Graduate Studies. If a member of the Examining Committee is absent without the approval of the Dean, then the Chair of the Examining Committee shall not hold the defense. The defense shall be rescheduled by the Dean of Graduate Studies.

The examination will be conducted by the Chair in a manner appropriate to the material presented, and in accordance with current University regulations. The discussion will primarily focus on the candidate's research, although aspects of the general field in which it was conducted may also be covered.

1. The final oral examination shall be conducted in three phases.

- a. Phase I. The candidate will make a formal public presentation of the research. That presentation is open to the public, and members of the audience may ask questions. The

Supervising Professor will chair this phase and supervise the questioning.

- b. Phase II. Following the public presentation, the candidate will be examined by the members of the Examining Committee. This part of the examination is not open to the public. Depending upon the school's policy, other members of the faculty may also attend that part of the examination. This portion of the examination will be chaired by the representative of the Dean of Graduate Studies.
- c. Phase III. After the completion of the oral examination, the Examining Committee will vote on the results of the Final Oral Examination. The committee will reach agreement on one of the five possible outcomes listed below with no more than one dissenting vote. If the committee cannot reach agreement on one of the options, then the candidate will have failed the oral examination and the manuscript will not be accepted.
 1. Passed the oral examination and manuscript accepted,
 2. Passed the oral examination and manuscript accepted pending specified revisions,
 3. Second oral examination required, but manuscript accepted or accepted with specified revisions,
 4. Major revisions of the manuscript and a second final oral examination required,
 5. Oral examination failed, manuscript not accepted and the committee recommends dismissal from the program.

Following the vote of the Examining Committee, the Dean's representative shall complete the Examination Report, to be forwarded to the Dean of Graduate Studies within 24 hours of the time of the examination.

2. Procedures concerning Acceptance, Specified and Major revisions, and Failure are as follows:
 - a. Accepted - The committee agrees that the dissertation or practicum is acceptable either without any revisions, or with minor revisions such as corrections of typographical errors or changes of a minor editorial nature. It is the Supervising Professor's responsibility to ensure that such corrections are made. The final corrected and approved copies of the dissertation or practicum must be submitted to the Office of the Dean of Graduate Studies within a period of one month. If the final approved copy is not submitted within the one-month period, the results of the examination will be changed to Accepted Pending Specified Revisions and will be dealt with as specified under that result.
 - b. Accepted Pending Specified Revisions - The Committee agrees that the dissertation or practicum is acceptable pending changes, which may include insertions or deletions. Such changes would be of the kind which do not radically modify the development/argument of the dissertation or practicum, but which go beyond minor revisions. The practical criterion will be that the committee is able to specify such changes with precision. It is the responsibility of the Supervising committee to certify that all such changes have been made. If the final approved copy is not submitted by the end of the semester following the examination, the results of the examination will be changed to Referred Pending Major Revisions and will be dealt with as specified under that result.
 - c. Referred Pending Major Revisions - The Committee agrees that the dissertation or practicum requires substantive changes in order for the dissertation or practicum to be acceptable. Detailed reasons for this decision must be supplied by the Chair of the Examining committee to the Dean of Graduate Studies, the appropriate committee or administrator for that program, and the candidate concerned. These recommendations on required changes must be seen by all members of the Committee. The committee reconvenes within twelve months to re-examine the work. This second attempt on the Final Oral Examination will be the final attempt by the student. If the Final Oral Examination and the written manuscript are not Accepted, the student is dismissed from the program.
 - d. Failure - If the majority of the Examining Committee votes for failure of the oral and the non-acceptance of the manuscript, the student will be dismissed from the program. In no case will a third oral be given.
3. Registration During Manuscript Revision

Regardless of the revisions to be made, the student will be required to register and pay fees until the revisions are accepted by the Office of the Dean of Graduate Studies.

4. Impact of revisions upon time limit for degree completion

The ten-year time limit for completion of the degree is still in effect while these revisions are being completed.

5. Intellectual property right protection

In order to protect patent or other intellectual property rights, the Dean of Graduate Studies may, upon request, delay for a period of one year the binding, distribution, and/or publication in microfilm of the dissertation or research practicum report.

6. REGISTRATION REQUIREMENTS

A. Examinations or Proposal Presentation

A student must be registered for at least three semester credit hours of graduate course work during the semester in which any major degree examination, such as the Qualifying Examination, Final Written Examination, or Final Oral Examination, is taken, or during the semester in which the proposal is submitted for approval. Procedures are outlined in the Graduate Catalog.

B. Continuous Enrollment for Thesis, Dissertation, or Practicum

Once a student has once enrolled in thesis, dissertation, or the third practicum, unless a leave of absence has been granted, that student must maintain continuous enrollment (not necessarily for thesis, dissertation, or practicum) of at least three semester hours during consecutive long semesters until the final approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies. If the approved copy of the manuscript has been deposited in the Office of the Dean of Graduate Studies too late to permit graduation during that semester, but before the first class day of the subsequent semester, the student may register in absentia for his/her final semester of graduation.

C. Enrollment During the Semester of Graduation

A student must be enrolled for at least three semester credit hours of graduate course work during the semester of graduation. The only exception would be for the student qualifying for in absentia registration.

7. TIME LIMITS

All requirements for a graduate degree, including transfer of credit must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degree and will be dismissed from that graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees.

A. Master's Degree

All requirements for the Master's degree must be completed within one six-year period. Work over six years old, whether done at this University or elsewhere, will not count towards the Master's degree except through the petition process described in the "Time Limit: Exceptions" section.

B. Doctoral Degree

All requirements for the Doctoral degree must be completed within one ten-year period. Work over ten years old, whether done at this University or elsewhere, will not count towards the Doctoral degree except through the petition process described in the "Time Limit: Exceptions" section.

C. Exceptions - Course Work

The time limits affecting course work taken early in a graduate program can be waived only

when a student can demonstrate to the appropriate committee or administrator for that program that:

1. the substantive material in the course is still relevant to the curriculum and,
2. the student still retains a substantial grasp of the material taught in the course.

In such case the acceptability of the course work in the student's Program of Studies must be approved by the Dean of Graduate Studies upon the recommendation of the appropriate committee or administrator for that program.

D. Exceptions - Research

The time limits can be waived only for research extending beyond the prescribed limits only in exceptional cases where the student, Supervising Professor, and the appropriate committee or administrator for that program can demonstrate that:

1. substantial progress has been made in the research effort and the student can successfully complete the thesis or dissertation within a two term extension, including the summer term, and
2. a schedule to complete the research has been developed including major milestones of accomplishments.

In such a case the acceptability of the plan to finish the research must be approved by the Dean of Graduate Studies upon the recommendation of the appropriate committee or administrator for that program.

E. Procedures Prior to Graduation

An Application for Graduation and proof of payment of the graduation fee must be filed during the semester of graduation with the Office of the Dean of Graduate Studies on or before the date stipulated in the Academic Calendar.

UNIVERSITY POLICIES RELATED TO GRADUATE STUDENT TEACHING ASSISTANTS AND GRADUATE STUDENT RESEARCH ASSISTANTS

POLICY MEMORANDUM 76-III.25-4

Issued: April 12, 1976
Revised: August 17, 1986
Revised: August 1, 1977
Revised: September 1, 1978
Revised: September 1, 1979
Revised: September 1, 1981
Revised: September 1, 1983
Revised: November 4, 1987
Revised: May 15, 1990
Revised: November 1, 1990
Revised: July 24, 1996
Revised: November 2, 1998
Editorial Amendments: September 1, 2000

UNIVERSITY POLICIES RELATED TO GRADUATE STUDENT TEACHING ASSISTANTS AND GRADUATE STUDENT RESEARCH ASSISTANTS

Philosophy

Graduate Departments are designed to provide the opportunity for individuals to make the transition from students to professional scholars and practitioners. The appointment of a student as a Teaching or Research Assistant often provides a student with the necessary financial support to facilitate this transformation.

Teaching and Research Assistants are enrolled, full-time graduate students taking a minimum of nine approved graduate hours each semester and must be in academic good standing each semester they are appointed. Assistants are also employees of the University and are expected to meet specified teaching or research obligations and receive compensation for contributing to the teaching and/or research mission of the University.

Graduate studies and assistantship responsibilities should reinforce each other. The appointments are intended to allow the student to gain valuable in-service experience in teaching, research, and other activities. Research projects should ideally lead to a thesis or dissertation. Teaching assignments should give greater insight into a student's discipline. In either case, a close relationship between the faculty supervisor and the student is vital to the promotion of the professional growth of the student.

Types of Graduate Assistantships

Two types of assistantships are offered:

1. Full-time (0.5 FTE personnel appointments) Graduate Student Teaching Assistants (TA) are employed a maximum of twenty hours per week to help meet the instructional needs of the university and are paid from faculty salary funds. Appointments and reappointments as Teaching Assistants are subject to the availability of financial support, satisfactory academic progress, and performance review by their academic Department on a semester by semester basis. In consultation with, and under the direction of, an assigned supervisor, the Teaching Assistant will aid in the teaching of one or more courses. Only in unusual circumstances, with prior written approval of the Executive Vice President and Provost (Provost), will a Teaching Assistant be appointed as the primary instructor of a course. The Teaching Assistant serving as a primary instructor will work closely with an assigned faculty supervisor. To be eligible for appointment as the primary instructor of record of a course, a

Teaching Assistant must have completed at least 18 semester credit hours of graduate course work in a field appropriate to the course.

2. Full-time (0.5 FTE personnel appointments) Graduate Student Research Assistants (RA) are employed a maximum of twenty hours per week to assist the research efforts of the faculty in a capacity that relates to the student's educational goals. Research Assistants are paid from individual research awards or from externally funded contracts or grants. Research Assistant appointments and reappointments are subject to: the availability of financial support, satisfactory performance in and progress toward specified research assignments, and performance review on a semester by semester basis. The Principal Investigator or Project Director of the award will designate and supervise the research activities of the Research Assistant. Duties may include library searches, field work, laboratory experiments, and preparation of reports. The duties should provide an opportunity to acquire professional skills that complement his/her graduate Department and must not be for services unrelated to the student's educational Department or be clerical in nature.

Qualifications/Eligibility for Assistantship Appointments

To be eligible for appointment as a full-time graduate Teaching or Research Assistant, students must be unconditionally admitted to a graduate Department and be enrolled full-time in a graduate program at U.T. Dallas. Students appointed as graduate assistants are required to maintain academic good standing as defined in the graduate catalog. Students on academic probation may not be appointed to, or remain on, an assistantship. Exceptions may be approved by the Graduate Dean upon recommendation of the School Dean.

For teaching appointments, competency in spoken and written English are required. At the time of their initial appointments as Teaching Assistants, international students will be required to take an oral screening test designed to establish their English communication skill level. The outcome of the test will establish if the student will be required to enroll in, and subsequently pass, an English as a Second Language course (ESL) designed to prepare them for classroom duties and interactions with students. Students who are not excused from taking the ESL course by the Graduate Dean must pass the ESL course within two semesters of enrollment to qualify for continued appointment as a teaching assistant. Additional information about the screening test and the ESL course may be obtained from the Office of the Graduate Dean.

A faculty committee in each School, Department, or Program must screen, rank, and recommend the appointment or reappointment of graduate assistants in that academic unit. Evaluation criteria for entering students must include, but not necessarily be limited to, previous academic record (degree, GPA), TOEFL scores if applicable, standardized examination scores if required by the program (GRE, GMAT), applicable teaching or work experience, letters of recommendation, and the Committee's judgment that the student has the potential for sustained achievement in the chosen field of graduate study.

Reappointment of students will also require: completion of a required TA orientation training program; a demonstrated high standard of performance in the areas of assigned duties in teaching and research; and satisfactory progress toward the graduate degree.

Appointment Procedures

Appointment of a graduate assistant requires recommendation by the Department Head (if applicable) and the Dean of the School and approval by the Dean of Graduate Studies. All requests for initial appointment, reappointment, or change of status of graduate assistants must be initiated on the Personnel Appointment Form (PAF), and must include the academic level of the student in the degree program at U.T. Dallas (Master's or Doctoral). For Teaching Assistants, the course or courses for which assistance is to be rendered should be specified on a semester by semester basis. For Research Assistants, the name of the faculty member whose research is to be assisted should be specified. In addition, all TA/RA's must complete, sign, and return to their School Dean or Program Head, if applicable, a statement confirming the receipt, understanding, and acceptance of the conditions contained in the form entitled "Responsibilities of Graduate Student Teaching Assistants and Graduate Student Research Assistants" (a

sample copy for the School of Natural Science and Mathematics is attached). A copy of the completed form must be submitted to the Dean of Graduate Studies in the semester of initial appointment and at the beginning of each Fall semester thereafter.

Because the terms of individual awards may vary from program to program, and even within a single program, the Program Head (if applicable) and/or School Dean are responsible for forwarding to each prospective graduate assistant an official letter of appointment specifying complete information on the terms of the assistantship, including:

1. title, fraction of effort, and length of appointment;
2. level of assistantship financial support;
3. minimum student course load;
4. description of duties;
5. name of supervisor;
6. information concerning the required TA orientation program and sessions for teaching appointees;
and
7. deadline for acceptance.

If specific information on items 4 and 5 is unavailable at the time of appointment, the information should be furnished in writing no later than the first class day of the semester. Specific program policies, if any, governing graduate assistants should be communicated in writing.

Graduate assistants are normally appointed at 50% of full-time employee status for a total of 20 hours per week. Employment at less than 50% is permissible with a commensurate reduction in salary. Aggregate employment at more than 50% of full-time in a combined appointment is not permitted.

Length and Terms of Appointment and Reappointment to Assistantships

Initial appointments as Teaching or Research Assistants starting in the Fall semester may be for an academic year or for a single semester. Initial appointments starting in the Spring or Summer semester will terminate no later than the end of the Summer semester.

Reappointment as Teaching or Research Assistants may be for an academic year or for a single semester and will be based on: considerations of standards of performance in assigned duties; fulfillment of any previously specified conditions of reappointment; continued good academic standing; satisfactory academic progress; problematic needs; and availability of financial resources. Proceedings leading to the termination of an assistantship may be initiated if the "Conditions of Service" requirements are judged not to have been met (see "Termination Within Appointment Period" below). Teaching or Research Assistant reappointment is not automatic. Eligible students making satisfactory progress toward a doctoral degree may be offered reappointments over a longer period than students working toward a master's degree.

The maximum duration of assistantship support provided to students pursuing master's degrees is normally four semesters, whether regular (long) or summer semester. An additional semester of support may be provided for qualified students in degree options requiring more than 36 semester credits. It is recommended that students confer with their Department Head to clearly establish/define such limits and other restrictions that may apply.

Subject to the availability of funds and continued reappointment by the Department or School, the maximum period of teaching assistantship support of students enrolled in a doctoral program is 12 semesters, whether regular (long) or summer semester or 100 doctoral level semester hours (whether taken at U.T. Dallas or other public institution in Texas). It is strongly recommended that students confer each semester with their Department Head (if applicable) and/or School Dean to clearly establish/define the status of their appointment, the number of doctoral hours of eligibility remaining for the student, and other restrictions that may apply.

Conditions of Service

As conditions of service (appointment and reappointment) the student must:

- be in good academic standing with the Department and/or School and the University;
- be making satisfactory and timely progress toward the appropriate degree;
- be enrolled on a full-time basis (minimum of 9 credit hour enrollment each semester);
- have been evaluated by supervisor as having performed satisfactorily on assigned tasks in accordance with Department, School and University policies and procedures; and
- have been in compliance with all requirements specified in the form, "Responsibilities of Graduate Student Teaching Assistants and Graduate Student Research Assistants."

Termination Within Appointment Period

If any of the "Conditions of Service" listed above are NOT satisfied, the Department Head (if applicable) and/or School Dean (in the case of Teaching Assistants) or the research supervisor (in the case of Research Assistants) will inform the student that grounds exist for immediate termination of his/her assistantship. The notification will indicate the exact nature of the grounds for termination of the student's assistantship; what actions, if any, the student can take to rectify the stated deficiencies; and the time frame in which such remedial actions must be taken.

If the deficiencies are judged not to have been satisfactorily and promptly addressed, the Department Head (if applicable) and/or School Dean or research supervisor will then make a written request of the School Dean to proceed with the termination of the appointment. Upon review and concurrence, the School Dean will inform the student, in writing, of the decision to terminate the appointment. The termination will take effect on the date specified in the notification to the student from the School Dean.

Appeal of Termination of Assistantship

Any student holding a graduate student appointment at The University of Texas at Dallas has the right to appeal a decision leading to the termination of an assistantship within the appointment period.

The appeal by the student must be made in writing to the Graduate Dean within 10 working days of the date of the notification of the termination of the student's assistantship. The request for reconsideration must be concise. The student is encouraged to attach copies of all relevant statements, documents (written or electronic material) on the matter in support of his/her appeal. The student should also include a clear statement of the student's desired outcome of the appeal process.

The Graduate Dean will convene a review panel consisting of a School Dean and a faculty member from schools other than that of the student and the Graduate Dean. The panel will review all submitted material and seek any additional clarifications as appropriate. The student will be notified in writing of the outcome of the appeal within 10 working days of the date the student's written appeal is received by the Graduate Dean. The decision of the review panel will be final.

Responsibilities

The graduate assistant is expected to work closely with the faculty supervisor in carrying out assigned teaching/research duties and also to make good progress toward the completion of the degree program. The graduate assistant is obligated to maintain and enforce standards of academic honesty and integrity and to report violations of these to the faculty supervisor. The graduate assistant is expected to keep well informed of Department, School, and institutional regulations and follow them consistently. The graduate assistant is expected to maintain all records pertinent to his or her assignment and to transfer them as and when requested by his or her supervisor.

Evaluation

Evaluation of performance is a critical part of the assistantship experience and should involve ongoing communications between the graduate assistant and faculty supervisor(s). The School, or, if delegated, Department, is responsible for establishing appropriate procedures for a formal annual evaluation which will help the assistant identify strengths and weaknesses. This evaluation will be a part of the assistant's departmental record. This evaluation will also provide an avenue for assistants to assess their

assistantships from their own perspectives.

Supervisor's Responsibilities

The supervisor of a graduate assistant is expected to inform and advise the assistant directly in matters which pertain to performance. The supervisor should inform a Teaching Assistant specifically of all curricular matters in the course (e.g., content, methods, objectives, and standards) and provide advice in teaching techniques and teacher/student relations. The supervisor of a Research Assistant should establish research goals with the assistant which assure that the assistant has the opportunity to learn proper research procedures and techniques and which contribute to the assistant's growth as a scholar.

The supervisor is responsible for apprising the assistant of the nature of records to be kept in the course of performance of the assigned duties and of the disposition of these records required at the termination of the assignment. For Teaching Assistants, such records may include grade sheets, copies of quizzes or examinations, and student reports. For Research Assistants, they may include laboratory notebooks, primary data, and computer runs. These examples are not all-inclusive.

The supervisor is responsible for ongoing communication regarding the quality of the assistant's performance. The supervisor is the primary evaluator of this performance.

RESPONSIBILITIES OF U.T. DALLAS GRADUATE STUDENT TEACHING ASSISTANTS AND GRADUATE STUDENT RESEARCH ASSISTANTS

SCHOOL _____ AY: _____ - _____
PROGRAM _____ Semester(s) ☐F ☐Sp ☐Su

In appointing you to a T.A./R.A. (Graduate Student Teaching Assistant or Graduate Student Research Assistant) position, the School and Department/Program are affirming your potential as an apprentice teacher/researcher and your status as a valued member of the U.T. Dallas community. To assure your understanding of the responsibilities regarding general university policies which your appointment entails, the School and Department/Program wish you to read the following statements and, by your signature below, indicate that you accept those responsibilities.

As a T.A./R.A. in the _____ Department/Program in the School of _____, I understand that:

1. I am a university employee and must comply with the Regent's Rules and the University's rules, including, but not limited to, those concerning affirmative action, sexual harassment, safety, student privacy, the rights of persons with disabilities, drugs and alcohol in the workplace, and research integrity;
2. I am a University employee and will comply with all applicable University and U.T. System policies related to Intellectual Property, Animal Care and Use, Human Subjects in Research, and Biosafety.
3. I understand that all rules, policies and procedures referred to in this document are available for my review in my School Dean's office and Department/Program office and that I take full responsibility for making myself knowledgeable about the content of these rules, policies, and regulations and for complying with their content.
4. I must perform my T.A./R.A. duties as defined by my supervisor or Department/Program in an ethically responsible manner, treating those with whom I work with respect at all times;
5. I will comply with the policies of my supervisor(s) and the University with respect to the conduct of classes, laboratories, problem sessions and tutorials, or I will seek revision or clarification of policies by conferring with the Associate Dean, Program Head or Dean;
6. In coordination with the Office of the Graduate Dean, I will have my teaching videotaped at least once in the course of this appointment;
7. I understand that my attendance is mandatory at University, School, Department/Program and Office of Research Administration and Sponsored Projects training sessions offered to T.A./R.A.'s throughout the year;
8. I will conduct my research practices honestly and with a sense of responsibility to my colleagues and

the subject matter. I understand that data, laboratory notebooks, computer programs, sample collections and research products and technical information in any form are the property of the University and must be returned to the Principal Investigator/Project Director, Associate Dean, Department Head, or Dean immediately upon request or upon the termination of my appointment;

9. I will follow safe laboratory practices as demonstrated in program-specific safety training sessions and in the University Safety Manual, and will report all accidents immediately; and
10. I understand that my T.A./R.A. appointment combined with my course load constitute full-time employment, and I will accept no outside employment unless it is approved by my Associate Dean or Department Head and Dean.
11. I understand that my failure to comply with any of the above responsibilities may result in the termination of my appointment.

Print Name_____

Signature_____Date_____

Copies To: Program Office; Graduate Dean

YOU DESERVE AN ENVIRONMENT FREE FROM SEXUAL HARASSMENT

The University of Texas at Dallas is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate sexual conduct. Inappropriate sexual conduct is unprofessional behavior and is discouraged as a matter of institutional policy. Sexual harassment is a form of sex discrimination that is illegal and is proscribed by institutional policy. All employees and students are accountable for compliance with U.T. Dallas policy. Established violations will lead to disciplinary actions which may include termination of employment or permanent expulsion from the University.

This policy applies to all administrators and supervisors, regular and temporary faculty members, teaching and research assistants, staff members and students. It pertains to actions that affect any employee, student or guest of U.T. Dallas.

WHAT IS SEXUAL HARASSMENT

Sexual harassment of an individual, as prohibited by state and federal laws and proscribed by university policy, is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly when

- submission to such conduct by the individual is made a term or condition of employment or scholastic status, either explicitly or implicitly,
- submission to or rejection of such conduct by the individual influences personnel or scholastic decisions concerning that individual,
- such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance or of creating an intimidating, hostile or offensive working or scholastic environment for the individual.

EXAMPLES

1. Physical contact of a sexual nature including unnecessary touching, patting, hugging or brushing against a person's body
2. Explicit or implicit propositions to engage in sexual activity
3. Comments of a sexual nature, including
 - Sexually explicit jokes or anecdotes
 - Sexually explicit statements or questions
 - Remarks of a sexual nature regarding a person's clothing or body
 - Remarks about sexual activity
 - Whistling, ogling or leering
4. Inappropriate exposure to sexually-oriented graffiti, pictures, posters or other such materials
5. Physical interference with or restriction of an individual's movements

CONSENSUAL SEXUAL RELATIONSHIPS

Consensual sexual relationships between members of the University community constitute a dimension of sexually related conduct that requires explicit attention in a Sexual Harassment policy. When these relationships occur between peers, they do not violate institutional policy, although the working and learning environments of the University are not appropriate places for the manifestations of sexual intimacy.

However, a consensual sexual relationship between individuals who occupy different levels of authority in the institution automatically and inevitably carries the potential for evolving into a sexual harassment case of very serious implications, either from a subsequent change of attitude by the subordinate partner or from a contemporary complaint from a disadvantaged third party. Relationships of this sort are explicitly discouraged. It follows that consensual sexual relationships between faculty members and students in a school or program, or between administrators or supervisors and staff in an office or program

are especially discouraged. They are proscribed in those instances in which the partner with higher status and/or power has explicit or implicit authority over, or the power to reward or punish, the partner with lower status and/or power.

WHAT DO I DO IF I THINK I MAY BE EXPERIENCING SEXUAL HARASSMENT?

Know your rights.

Sexual harassment is a violation of University policy. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. You have a right to an educational or work environment that is free of bias, intimidation or hostility.

State your objections at the time.

Tell the harasser that his/her behavior is unwelcome. Your response could prevent future harassment from the person, especially if he or she did not realize the behavior was offensive.

Tell someone.

Talk to a trusted friend, colleague, teacher or counselor. Ask for advice and support to help stop the harassment.

Document incidences.

Keep records in a journal or record the facts on a tape recorder. Keep track of dates, places, times, witnesses and the nature of harassment.

Write a letter.

A letter to the harasser can be an effective way to communicate one's objection to certain behaviors. Such a letter should state: (a) the facts of the situation, (b) the effects the behavior has had on the harassee, and (c) that the harassee would like the behavior to stop.

Report the problem

We at U.T. Dallas urge you to report any problem you have with sexual harassment. The Responsible University Official, administratively neutral and knowledgeable, can be helpful if you need information or want to file an informal or formal complaint.

PRINCIPLES OF U.T. DALLAS POLICY ON SEXUAL HARASSMENT

- Energetic, thorough, continuing programs of education
- Clear, comprehensive and effective procedures for addressing complaints and rectifying problems
- Maximum protection of confidentiality and privacy for all parties involved in complaints consistent with effective resolution
- Careful and complete monitoring and recording of specific incidents of sexual harassment and of the prevailing institutional climate
- Institutional values, established at the highest level, emphasizing the rigorous prohibition of sexual harassment and the fostering of constructive, collegial and respectful working and learning relationships

U.T. DALLAS GRIEVANCE PROCEDURES

Once a complaint has been filed, the University has two levels of investigative and resolution proceedings, informal and formal. If after informal proceedings, the complainant and/or the person accused of sexual harassment cannot find an acceptable resolution, formal proceedings may be initiated.

Informal proceedings are generally handled by the alleged offender's principal administrator, in consultation with the University's designated Responsible Official for Sexual Harassment matters, currently the Director of Human Resources.

In cases in which both the complainant and the accused are students, the RUO will refer complaints to the Vice President for Student Affairs and External Relations, or designee. Formal proceedings will be initiated upon the submission to the RUO of a signed statement from the complainant. All such complaints will be

investigated by the RUO or designee in cooperation with the appropriate line of administration.

Details of these grievance procedures may be obtained from the Personnel Office or any other administrative office. The University Policy on Sexual Harassment is included in the Faculty Handbook, the University's Administrative Policies and Procedures Manual, Volume IIA, Section D, and in Title V: Rules on Student Services and Activities, of the University's *Handbook of Operating Procedures*.

CAMPUS RESOURCES

Students may report an incident of sexual harassment to any of the Directors of the Offices of Student Affairs or to any faculty member or administrator with whom the student feels comfortable in discussing the matter.

A faculty member, administrator, supervisor or staff member may report an incident of sexual harassment to an immediate supervisor or to any other faculty member, supervisor or administrator with whom the complainant feels comfortable in discussing the matter.

For general information, reporting incidents, or consultation on grievance procedures you may contact:

Human Resources Office
Mail Station AD35
883-2221

Office of Student Life
Mail Station SU21
883-6391

Office of Student Affairs and External Relations
Mail Station AD31
883-6236

CHAPTER 51. STUDENT GRIEVANCES PROCEDURES

SUBCHAPTER A. GRIEVANCE PROCEDURES 51.01

Statement of Equal Educational Opportunity

Sexual Harassment

Complaint Procedures

(reserved)

SUBCHAPTER A. GRIEVANCE PROCEDURES 51.06

Appeal Procedures

(reserved)

CHAPTER 51. STUDENT GRIEVANCES

V-51-1 51.02

V-51-1 51.03

V-51-2 51.04 - 51.05

SECTION 51.01 STATEMENT OF EQUAL EDUCATIONAL OPPORTUNITY

V-51-2 51.07 - 51.10 It is the policy

of the university that, to the extent

provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under, any program or activity sponsored or conducted by the university on the basis of race, age, color, national origin, religion, sex., veteran status, or disability.

SECTION 51.0 2 SEXUAL HARASSMENT

- a. Sexual harassment is a form of sex discrimination. Such harassment is defined as unwelcome sexual advances) requests for sexual favors, and other verbal or physical conduct of a sexual nature. Suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors also constitute sexual harassment.
- b. A brochure describing the university's policies and procedures on sexual harassment is available in the Office of Student Life in the Student Union and at numerous distribution sites throughout the campus. The full text of the university "Sexual Harassment Policy and Procedure" may be found in the Administrative Policies and Procedures Manual Vol. IIA, Section D, page D11-115.0. The Administrative Policies and Procedures Manual is located in all major administrative offices including those of the president, vice presidents, deans, and directors. A copy is located in the Office of Dean of Students where the dean and staff are available to assist in interpretation of the policy and procedures.

SECTION 51.03 COMPLAINT PROCEDURES

- a. Any student who perceives that he or she has been subject to any form of discrimination as defined in Section 51.01 and 51.02 may file a complaint with the dean.
- b. The complaint must contain the nature of the alleged discrimination, the date on which the alleged discrimination occurred, and other appropriate information as required by the dean.
- c. The dean will refer all complaints that name an employee of the university (including graduate assistants and other student employees) as the offender to the Office of Human Resources for proceeding under the university's "Grievance Policy and Procedures," Administrative Policies and Procedures Manual, Vol. IIA, Section D. page D8-140.0. When the nature of the complaint is discrimination on the basis of disability, the dean will refer the grievance or complaint to the ADA Coordinator who will investigate the complaint under the procedures given in the Administrative Policies and Procedures Manual Vol. IIA, Section D, page D11-195.0, Americans With Disabilities Act Grievance Policy.
- d. With the exceptions noted in subsection (c) above, the student discipline procedure outlined in this chapter will be utilized for complaints that name a student as an alleged offender. Such complaints will be investigated by the dean.
- e. As a result of the investigation, the dean will, on the basis of the information presented, determine: 1) that the charges of discrimination are without basis, 2) that further investigation is required , 3) that campus action shall be initiated to alleviate a discriminatory situation or, 4) that a hearing will be held.

SUBCHAPTER B. APPEALS OF ACADEMIC DECISIONS

SECTION 51.0 6 APPEAL PROCEDURES

- a. The appeal procedures defined in this section apply to an unresolved grievance concerning some aspect of the student's academic standing at U.T. Dallas. The intent is to address the grievance of the student in a prompt and orderly fashion. A grievance means a dispute concerning some aspect of the student's academic standing arising from an administrative or faculty decision that the student regards as incorrect or unjust. Grievances include, but are not limited to, disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or adviser actions or decisions. Grievances, as defined in this section, do not include the right to appeal the termination of employment of a teaching assistant or research assistant during the term of the student's appointment. That appeal process is defined and described in Policy Memorandum 76-111.23-4 University Policies Related to Graduate Student Teaching Assistants and Graduate Student Research Assistants.
- b. A student having a grievance regarding academic concerns may have the issue considered in the following manner:
 1. *Initial Consideration of Grievance*

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter through discussion with the instructor, supervisor, administrator, or committee with whom the grievance originated (hereafter called "the respondent").

2. *Appeal to the Respondent*

If the matter cannot be resolved in discussions between the student and the respondent, the student may submit a written appeal to the respondent, with a copy to the respondent's school dean. The written appeal must include reasons for the appeal and state the remedies the student is seeking. Within ten weekdays, the respondent will provide the student and school dean with a written response. If a school dean is the respondent, the student should forward the written appeal to the appropriate graduate or undergraduate dean, and subsection (3) would not apply.

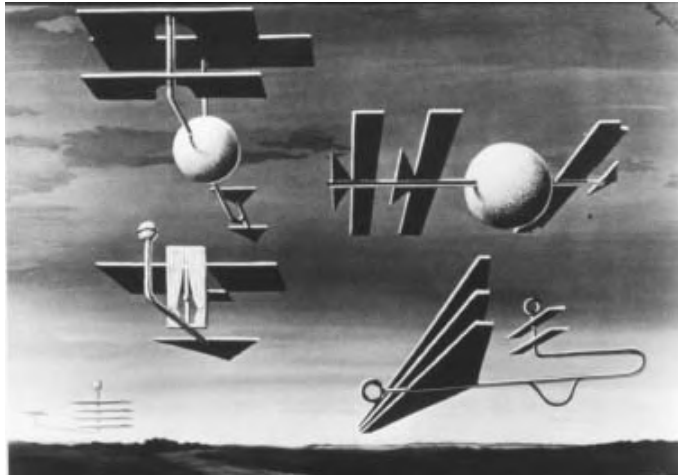
3. *Appeal to the School Dean*

If the matter is not resolved by the written response provided by the respondent in subsection (2), the student may submit a written appeal, within ten weekdays of the date the response was sent, to the school dean. The written appeal to the school dean must state the reasons the student is appealing the written response. The school dean will review the appeal and responses, obtain additional information and opinions if desired, and provide the student with a written response within twenty weekdays of the receipt of the student's appeal to the school dean. The appropriate dean of graduate or undergraduate studies will receive a copy of the school dean's response.

4. *Appeal to Dean of Graduate Studies or Dean of Undergraduate Studies*

If the grievance is not resolved by the school dean's decision in subsection (3), the student may make a written appeal to the dean of graduate or undergraduate studies, as appropriate, within ten weekdays of the date of the decision rendered in subsection (3). The dean of graduate or undergraduate studies will appoint and convene an Academic Appeals Panel consisting of the Dean of Students, the Graduate or Undergraduate Dean, and a school dean other than one involved in subsection (3). The Academic Appeals Panel will review all materials related to the appeal and may talk to the parties involved. After considering the information, the panel will provide the student with a written decision within twenty weekdays of the date the panel first convenes. Copies will be sent to the dean of the school in which the grievance occurred and to the respondent(s). The decision of the Academic Appeals Panel is final.

UTD GRADUATE STUDENT FORMS



The Black Flag II

[**Last Semester Graduate Student Checklist**](#)

[**Thesis/Dissertation Submission Steps**](#)

[**Drop/Add Form**](#)

[**Grade Change**](#)



[**Request for Final Oral Examination**](#)

NECESSARY STEPS TO GRADUATE FOR LAST SEMESTER GRADUATE STUDENTS CHECKLIST

1. _____ Check with your program to ensure all necessary coursework to graduate has been completed.
2. _____ Make certain to complete all incompletes. Check with your Program office to be certain necessary Grade Change forms have been received by Records.
3. _____ Pay all necessary fees in the Records office.
4. _____ Check with your program for any holds which may be on your transcript -parking fees, library fees, etc.
5. _____ FILL OUT AN APPLICATION FOR GRADUATION WITH PROGRAM OFFICE BY SEMESTER DEADLINE.

THESIS/DISSERTATION SUBMISSION STEPS

1. _____ When Supervising Professor declares you are ready to defend dissertation, distribute dissertation copies to all committee members who should have two weeks to read it.
2. _____ When all committee members agree you are ready to defend, obtain a Request for Final Oral Examination from your program. THE
END!
3. _____ Set a date, time and place for your Final Oral Exam through your program office. (Check with your program office or the Graduate Dean's Office for deadline date for semester during which you plan to graduate.)
4. _____ Take completed Request for Final Oral Examination form to the Graduate Dean's Office, along with a BOUND (three ring binder, spiral, etc.) copy of your dissertation - AT LEAST TWO WEEKS BEFORE THE SCHEDULED FINAL ORAL EXAM DATE. (The Graduate Dean's Office will secure an Outside Chair and e-mail you with formatting corrections due at final submission. Notice of your defense will be e-mailed to all faculty and posted outside the Graduate Dean's Office.)
5. _____ BE CERTAIN YOU INCLUDE A COPY OF YOUR ABSTRACT AND THAT YOUR DISSERTATION AND ABSTRACT ARE IN SOME SORT OF BINDER.
6. _____ Bring three original signature pages with you to your defense so that your committee members may sign them. This will save you steps later. BE CERTAIN THE SIGNATURE PAGES ARE COPIED ON THE REQUIRED PAPER WITH WATERMARK RIGHT SIDE UP AND IDENTICAL TO THE PAPER YOU WILL USE FOR THE FINAL COPIES OF YOUR DISSERTATION.
7. _____ Take final copy of dissertation to Graduate Dean's Office for format check. This copy must be printed from your PDF version of your dissertation.
8. _____ PDF file must be the only file on the CD, and the filename must be in the following format: Name Title-of-Dissertation.pdf
9. _____ Have required number of copies of dissertation made and return to Graduate Dean's Office with copies and original signature pages. The Materials & Acquisition Department will send one bound copy of your dissertation to your Supervising Professor. The second copy will be sent to UMI and eventually to your program office. The third required copy will remain in Library stacks. Check with your program office or the Graduate Dean's Office for the deadline final copies of your dissertation is due for the semester during which you plan to graduate.
10. _____ After copies are checked, you will be given an Approval of Thesis/Dissertation form
 - a. Take required number of dissertation copies (along with one extra copy of the title and abstract pages for doctoral students) to Materials & Acquisition MC3.320 for binding - M&A HOURS ARE 12 Noon. TO 4 P.M. - MONDAY-FRIDAY
 - b. Return form (signed by representative in Materials & Acquisition) to the Graduate Dean's Office.

ACTUALLY, JUST THE BEGINNING! CONGRATULATIONS - SEE YOU AT GRADUATION!

NON-DEGREE SEEKING STUDENTS



The Bosom

"Non-Degree Seeking" is a term which applies to students who are taking selected courses and who have not applied to, or been accepted into, a degree program. A student may be taking classes for various reasons; i.e., personal or professional enhancement, to transfer courses to another university, to correct a grade deficiency. Students who have not taken the GRE or GMAT, or who are awaiting results, may also be classified non-degree seeking.

A non-degree-seeking student must meet the same academic eligibility requirements and English proficiency requirements as degree-seeking students. Non-degree-seeking students who are ultimately admitted to a degree program may transfer no more than 15 non-degree credit hours to that degree program. A new application must be submitted when transferring from non-degree to degree seeking status.

Application for admission:

- Complete an application for admission
- Provide an official transcript from accredited institution granting bachelor's degree
- Pay the required non-refundable application fee

While a few courses in specific programs do not require prior approval from the program to register in those classes, most programs require non-degree-seeking students to obtain approval from the instructor, Graduate Advisor, or Program Head. Even for those programs not requiring prior approval, students are encouraged to speak to an advisor prior to enrolling in a class. The Office of the Dean of Graduate Studies, 972/883-2228 or 2234, serves as liaison between the students and programs. While the Office of the Graduate Dean cannot provide specific course information or advising codes, we are here to assist in coordinating your academic goals with your program of interest.

NONDISCRIMINATION POLICY

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the university on the basis of race, color, national origin, religion, sex, age, sexual orientation, veteran status, or disability

