

student's career at UTD. The student will be informed of his/her advisor and instructed to contact him or her for an appointment if the need arises. The student and advisor, or someone under the supervision of the advisor, will meet during the first semester for the purpose of more fully explaining the degree requirements and discovering the student's academic plans and career goals. The student should be advised that the Catalog governs requirements; and advising should conform to it. The student may also be offered information about support services such as career development and financial aids, and should be advised about the possibilities for graduating with honors.

4. The Office of the College Master (or other appropriate office) should insure that each student has been assigned an appropriate advisor and that he/she has been advised during the first semester. Advice should be accessible to students throughout the semester; and students should be strongly urged to seek advice each semester.

5. The student must meet with his/her advisor, or someone under the supervision of the advisor, at the beginning of the semester in which he/she plans to graduate for the purpose of completing a final degree plan. The advisor should ascertain that all degree requirements have been fulfilled, that deficiencies have been made up, and elective and interdisciplinary requirements have been met. The advisor will then sign the final degree plan and the application for graduation.

6. The College Master will check the final degree plan and application for graduation (and honors, if pertinent) and forward them to the Registrar's office.

Graduate Academic Advising

This activity is coordinated by the Dean of Graduate Studies and administered by the schools either by the Dean of Graduate Studies or the program areas within a school.

Policy on Office Hours

It is essential that students have access to faculty members for individual consultation. Faculty members are expected to maintain regular office hours and conference periods most advantageous to students and to post such hours on their office doors.

Acceptance of Money from Students

Members of teaching staffs, without previous and special approval of the Board, shall not collect from students any fees or charges to be expended for institutional purposes, and shall not sell to students books, notes, or similar student supplies (Regents' Rules, Series 31004 Section 9).

U.T. System Advisory Guidelines for Posting Grades

The Family Educational Rights and Privacy Act of 1974 provides that personally identifiable student records are not public and requires educational institutions to maintain the confidentiality of these educational records. Although the posting of student grades is not specifically addressed by the Act, the general requirements of the Act clearly regulate the form of grade postings. The ensuing guidelines are consistent with the requirements of the federal Act and are based on interpretations of the student and Family Educational Rights and Privacy Office in the U.S.