

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

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

Examination credit is evaluated only at the student's request. Students wishing to receive examination credit must first meet with an academic advisor to complete a request form that is then submitted to the Office of the Registrar. Documentation of any lower-division credit established by examination through such programs as the AP (Advanced Placement Program) or the SAT II which the student wishes to apply toward college credit should be received by the university prior to registration. Academic hours awarded through credit by examination become a permanent part of the student's official UTD college transcript.

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

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

Criminal Background Check

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

Dean's List

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

Degree Plans

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

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

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

Independent Study

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

Military Service Activation Interruption of Education

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

1. The Office of the Registrar will process the withdrawal of the student from all classes and record "Withdrawn-Called to Military Duty" (WM) on the student's transcript and the Bursar's Office shall refund the tuition and fees paid by the student for the