Admission Requirements for Graduate Study

Each program has specific admission requirements listed at http://www.utdallas.edu/admissions/graduate/degrees/

At a minimum, all applicants must provide the following documentation:

Master's Programs

An earned UT Dallas baccalaureate degree or its equivalent from an accredited institution with a grade average of B or better is in upper-division (junior and senior level) work in the student’s major field and related fields is the minimum requirement for admission to any master’s degree program.

Applicants in their final year of undergraduate study may be admitted on the condition that their bachelor’s degree is awarded before enrollment at UT Dallas.

Doctoral Programs

An appropriate earned U. T. Dallas master's degree or its equivalent, with an average of at least B+ or demonstrated comparable research competence. Applicants currently enrolled in post baccalaureate study may be admitted on the condition that their master’s degree is awarded before enrollment at UT Dallas.

Some departments admit directly to the doctoral program from a bachelor's degree for highly qualified candidates.

Non-Degree Students

Must hold a bachelor's degree from a recognized university.

International Students

Applicants educated at non-U.S. institutions should note that their educational background will be assessed for equivalency with a U. T. Dallas degree as described above. Applicants whose primary language is not English and who graduated from a non-U.S. university where the language of instruction and examination was not English, must demonstrate facility in English using one of the following methods:

- Test of English as a Foreign Language (TOEFL)
- International English Language Testing System (IELTS)
- Pearson Test of English (PTE Academic)
- Successful completion ELS level 112
This requirement should be met at the time the admission application is submitted.

**Visiting and Exchange students**

Applicants wishing to attend UT Dallas as a visiting graduate research student or as an exchange student from one of our partner schools should contact the UT Dallas Office of International Education at [http://www.utdallas.edu/oie/](http://www.utdallas.edu/oie/).

**Application**

U.T Dallas uses a web-based application form that can be accessed using the "apply now" link for each degree listing at: [http://www.utdallas.edu/admissions/graduate/degrees/](http://www.utdallas.edu/admissions/graduate/degrees/)

There is a $50.00 nonrefundable application fee.

Applicants are advised to carefully review the program information and the semester specific deadlines for domestic and international applications. Supporting documentation requirements for each of the admissions category are as follows.

Applications submitted using the Statewide Common Application will also be processed.

**Specific Admission Documentation Requirements**

**As a Degree-Seeking Graduate Student**

**Official Transcripts**

Admission to a master’s degree requires that an official transcript demonstrating the completion of a bachelor’s degree with a grade average of B or better in upper-division (junior and senior level) work in the student’s major field and related fields from UT Dallas or another, equivalent, recognized university be submitted at the time of enrollment. An applicant who has earned a baccalaureate degree under the "academic fresh start statute" (Texas Education Code, Section 51.931) will be evaluated only on the grade point average of the course work completed for that baccalaureate degree and the other criteria stated in this catalog.

An official transcript demonstrating the completion of a master’s degree, submitted at the time of enrollment, is required for admission to a doctoral degree. Some departments admit highly qualified candidates directly to the doctoral program from a bachelor's degree.

**Test Scores (GMAT, GRE)**

Standardized test scores must be official and reported directly by the Educational Testing Service (ETS) should be sent to The University of Texas at Dallas, Code 6897. The Graduate Management Admissions Test (GMAT) is required if applying to the School of Management and the Graduate Record Examinations General Test (GRE) is required if applying to all other
Admission Requirements

schools except the School of Arts and Humanities. Each degree program sets its own criteria for what constitutes a satisfactory score for degree-seeking admission see [http://www.utdallas.edu/admissions/graduate/degrees/](http://www.utdallas.edu/admissions/graduate/degrees/).

**English Language Proficiency Test Scores (TOEFL, IELTS, PTE)**

International applicants whose first language is not English must submit satisfactory test scores from one of the following testing agencies: the Test of English as a Foreign Language (TOEFL), the academic modules of the International English Language Testing System (IELTS), or the Pearson Test of English Academic (PTE academic). UTDallas will also accept a passing grade in level 112 of English from the ELS Language Centers, [www.els.edu](http://www.els.edu).

Applicants with an earned baccalaureate degree from a college or university where the language of instruction and examination was in English are excused from this requirement. Scores must not be more than two years old, and an official copy must be sent from the testing agency to:

Office of Enrollment Services, HH10  
The University of Texas at Dallas  
800 W Campbell Rd  
Richardson, TX 75080-3021

Dallas requires a minimum TOEFL iBT (internet-based test) score of 80, a minimum IELTS score of 6.5 or a minimum PTE score of 67 for automatic regular admission as a degree-seeking student. Higher scores may be required if the applicant is to succeed in the competition for teaching assistant openings.

**Narrative**

A narrative from the applicant outlining academic interests, current or long-range interests in research, teaching or other professional objectives; describing publications or other scholarly endeavors; listing of academic and professional organizations and fellowships, scholarships, or other honors received (for additional information see [http://www.utdallas.edu/admissions/graduate/degrees/](http://www.utdallas.edu/admissions/graduate/degrees/)).

**Request for Recommendation Forms**

Completed forms from 3 individuals (employers, community leaders, teachers, etc) able to judge your probable success in graduate school. Letters of recommendation may be sent directly to the contact listed for the degree program.  
[http://www.utdallas.edu/admissions/graduate/documents/GradReqRecommendation.pdf](http://www.utdallas.edu/admissions/graduate/documents/GradReqRecommendation.pdf)

International applicants without Permanent Resident Visas must submit evidence of financial support (financial affidavit and original bank statement) before they can receive the I-20 or other required documents needed for visa application.
In accord with Chapter 51, of the Texas Education Code, decisions on admission to degree-granting graduate programs at UT Dallas are based on holistic considerations of all submitted information regarding the academic, career and personal histories of the applicants. Standardized test scores and coursework GPA levels cited in the catalog descriptions of some degree programs are listed for advisory purposes only, to indicate the typical achievement levels of students enrolled and succeeding in the various programs. No single quantitative or qualitative measure; or any specific combination thereof, constitutes a definitive standard for admission. Rather, each application will be considered individually and each applicant’s complete profile of strengths and prospects for successful completion of the program will be evaluated by the admissions committee. Applicants are encouraged to contact the graduate advisor in the degree program in which they expect to enroll to discuss specific admission requirements.

Applicants who satisfy all of the above criteria qualify for regular admission to the degree program. Students denied this admission status may qualify for admission under one of the following categories:

**as a Conditional Degree-Seeking Graduate Student**

Upon review of the credentials of an applicant seeking regular admission to a UT Dallas degree program, the graduate studies committee of that degree program may recommend, and seek concurrence of the Dean of Graduate Studies, that the applicant be admitted subject to specific conditions being satisfied over a specified time period. Such conditions might include requiring additional semester hours to be taken, and/or a specific grade point average to be maintained. A student satisfying the conditional requirements within the specified time period will then qualify for regular admission. The graduate advisor in the academic program will monitor compliance with the admissions conditions. A student who does not fulfill the specified conditions within the time period specified at the time of admission will be barred from continued registration in the degree program.

Normally a student cannot remain in conditional status for more than one calendar year. Exceptions to the one-year limitation can be granted only by the Dean of Graduate Studies upon recommendation of the graduate program. Under no circumstances will the student be allowed to remain enrolled under Conditional Status for more than 15 semester credit hours or two consecutive years, whichever comes first. Within these limits, specified graduate level coursework taken as a conditionally admitted student can be applied to the degree program.

**as a Non-Degree-Seeking Graduate Student**

A student wishing to take graduate level coursework without becoming a candidate for a graduate degree may apply for admission to UT Dallas as a non-degree-seeking graduate student. The applicant must satisfy the condition for admission to a master’s degree program at UT Dallas, but is not required to submit GRE or GMAT scores or letters of recommendation. Enrollment as a non-degree-seeking graduate student is subject to annual review and approval by the Associate Dean of Graduate Studies in the school. Students admitted as non-degree-seeking
may not be eligible for financial aid and should consult the UT Dallas Financial Aid office regarding their status prior to submission of their application for admission.

A non-degree-seeking graduate student in good academic standing who wishes to apply for admission to a degree program must submit a new application. No more than 15 semester credit hours taken as a non-degree-seeking student at UT Dallas may be transferred to satisfy the coursework requirements of a graduate degree program, except with the permission of the Dean of Graduate Studies. A student not officially enrolled in a degree program requires the consent of the graduate advisor to enroll in graduate classes offered by that degree program. 

NOTE: A student in the United States on an F1 or J1 Visa may only be admitted to a degree program at UT Dallas and is not eligible for Non-Degree-Seeking Student status.

as a Graduate Student Taking Only Undergraduate Courses

Students holding a bachelor’s degree from an accredited college or university may elect to take or, based on their academic background, be restricted to taking only undergraduate leveling courses. The applicant need only provide an official transcript demonstrating the completion of a bachelor’s degree level and be in good academic standing. These students will be required to maintain the same scholastic standards as regularly admitted undergraduates and will receive academic guidance from the academic advisor in the school. Students restricted to taking undergraduate courses may not take graduate courses in a degree program. Students admitted to take only undergraduate level courses may not be eligible for financial aid and should consult the UT Dallas Financial Aid office regarding their status prior to submission of their application for admission.

Application Deadline Dates

Domestic and international applicants are urged to plan ahead and apply as early as possible and to allow adequate time for review by the admissions committees. To ensure consideration for financial assistantships students are urged to submit a completed application nine months prior to anticipated enrollment. Applicants are advised to refer to http://www.utdallas.edu/admissions/graduate/degrees/ for additional information on specific admission deadlines for each degree program.

Domestic applicants should have all necessary application materials to the Office of Enrollment Services prior to the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring semester</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer semester</td>
<td>April 1</td>
</tr>
</tbody>
</table>

Applicants who are not citizens or permanent US residents should submit all necessary application materials to the Office of Enrollment Services by the following dates:
Admission Requirements

Students seeking appointments as Teaching Assistants or Research Assistants should contact the academic advisor for the degree program and plan for earlier application submissions.

Official Transcripts

The term "Official Transcript" is understood to refer to the official recorded results of the student’s academic work in a sealed envelope signed and stamped by the registrar or by an authorized official of the issuing college or university. English translations of transcripts and documents that are in a language other than English are also required and should be sent to:

Office of Enrollment Services, HH10
The University of Texas at Dallas
800 W Campbell Rd
Richardson, TX 75080-3021

A $50.00 nonrefundable international document evaluation fee applies.

All materials submitted in the process of applying to the University become the property of the University and will not be returned to the applicant.

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

Office of Enrollment Services

The Office of Office of Enrollment Services, located in Hoblitzelle Hall, can assist prospective students in exploring the possibility of graduate study at UT Dallas. For detailed admissions or academic advice, please contact the specific academic program

http://www.utdallas.edu/admissions/graduate/degrees/.

Graduate Admission Examinations

The information about the GRE and GMAT examinations given below was current at the time this catalog was published. Applicants should be advised that both examinations are undergoing changes in format and design.
Graduate Record Examination (GRE)

The GRE general test is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing may be obtained directly from Graduate Record Examination, Educational Testing Service, P.O. Box 6000; Princeton, New Jersey 08541-6000; by phone (609) 771-7670, via e-mail at gre-info@ets.org; or on the World Wide Web at http://www.gre.org/. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

Graduate Management Admission Test (GMAT)

The GMAT is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing sites may be obtained directly from Graduate Management Admission Test, Educational Testing Service, P.O. Box 6103, Princeton, New Jersey 08541-6103; by phone (609) 771-7330; via e-mail at gmat@ets.org; or on the World Wide Web at http://www.gmat.org/. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

English Proficiency Test Scores

Automatic regular admission as a degree-seeking student UT Dallas requires a minimum TOEFL iBT (internet-based test) score of 80, a minimum IELTS score of 6.5 or a minimum PTE score of 67. Applicants with lower scores will be considered but are advised to improve their test scores and reapply. UTDallas will also accept a passing grade in level 112 of English from the ELS Language Centers, www.els.edu.

English Requirements for Teaching Assistants

Students are required to be able to speak and write English clearly and well. State law and regulations of the Texas Higher Education Coordinating Board require that international students appointed as Teaching Assistants (TA’s) be proficient in the use of the English language. An English Proficiency Interview conducted under the auspices of the office of the Dean of Graduate Studies will be used to screen for students requiring remedial help in the form of English as a Second Language (ESL) course. International students must satisfy the proficiency requirement upon appointment or pass the ESL course within two semesters to be eligible for consideration of continued appointment as a TA. Regardless of test scores, students must meet the language requirements of their programs.
The Career Center offers services to help students prepare for their careers. The staff assists students with care. Career counseling and editing assistance for all job search documents are available through drop-in times or by appointment. In-depth information is available, including webinars and podcasts, on the Career Center’s website. The Career Center provides pre-employment preparation assistance is provided through mock interviews and a variety of seminars on such topics as resume writing, business-cover letter writing, identifying marketable skills, interviewing skills, networking and conducting an effective job search. The Career Center offers a credential file service to assist PhD students applying for academic positions after graduation.

Representatives of business, government, industry, education, and social agencies recruit UT Dallas students and alumni at through career expos and on-campus interviews. The Career Center manages the Internship /Cooperative Education program for all majors, except EE/CS majors. Most on-campus student employment opportunities are also managed by listed through the Career Center, with the exception of TA and RA positions.

Part-time jobs, both on-campus and off-campus, full-time jobs, and on-campus interview schedules are posted through an online database called UTD CareerWorks. All students register complete an online registration for UTD CareerWorks, linked directly by accessing from the Career Center website. Students upload a résumé into the system in order to apply for qualified positions or to make it available for employer referrals. Employers may have access to candidate résumés via various web résumé books set up in the UTD CareerWorks system.

For more information, contact the Career Center in the McDermott Library, RM 1.312 Student Services Building, 3.300 (Phone: (972)883-2943), Web: http://www.utdallas.edu/career/, Email: careercenter@utdallas.edu.
Students' Degree Program

Graduate Policies

Detailed information on graduate policies can be found in the policy memorandum "Policy on Procedures for Completing a Graduate Degree." Faculty and students should be familiar with the policies contained in this memorandum. Copies are on file in the Office of the Dean of Graduate Studies and in the academic department and program offices.

Program of Studies

Each student admitted to a graduate program will have a specific program of studies agreed upon in consultation with the Graduate Studies Committee or graduate advisor for that program, except in those Schools with standard degree plans. A complete 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/her 19th semester credit hour to be counted toward a master’s degree, or 50th semester credit hour taken beyond the bachelor’s degree to be counted toward a doctoral degree.

Change of Program

A student must be in good academic standing to change from his/her admitted graduate program to another one within the same graduate department. A student wishing to change programs within their same UTD School must see their advisor prior to registration and no later than the first day of classes of a semester/term. If the change of program is approved, the student will then be responsible for meeting all program requirements and course prerequisites of the catalog in effect at the time of the change. The student and advisor will prepare a new degree plan.

Transfer of Credit

A degree-seeking student may petition to have graduate coursework taken at another institution be counted towards satisfying the master’s or doctoral degree requirements. To qualify for transfer of credit the student had to be enrolled in a graduate degree program at an accredited college or university and the grade earned in the course must be a B or better. Grades of B- are not transferrable and the course must not be a correspondence or extension course. Courses delivered in a distance learning format will be considered by the Graduate Dean on a case-by-case basis.

An official transcript and an official explanation of the course numbering system at the school where the credit was earned should accompany the transfer request that must be prepared by the student’s Graduate Program and submitted to the Dean of Graduate Studies for approval.

Transfer of credit petitions are subject to the following limitations:
• No more than 25% of the total requirement of a master’s degree may be transfer credits. Some degree programs have more restrictive transfer of credit requirements.

• Transfer of master’s level credit into a doctoral program is limited to a maximum of 36 hours.

• No more than 15 semester credit hours taken as a non-degree student at UT Dallas can be subsequently applied to a degree program at UT Dallas.

Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Studies.

All petitions for transfer of credit for coursework taken prior to enrolling at UT Dallas should be submitted to the student’s Program Graduate Advisor by the student prior to filing a Program of Studies; however, acceptance of transfer of credit hours will not occur until after the student has completed 9 semester credit hours at UT Dallas with a grade point average of at least 3.0. All petitions must be processed and approved no later than the semester prior to anticipated graduation. Accordingly, requests to take courses at another institution during the semester a student plans to graduate cannot be approved because the grades may not be received in time to certify the student for graduation.

General Degree Requirements

The student will be deemed to have completed the course work degree requirements when he or she completes the previously filed program of studies with acceptable grades.

Required Semester Credit Hours

The minimum semester credit hours required for the degree in a Program of Studies 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 approved graduate transfer credit hours) for the master’s degree. Enrollment in doctoral study at UT Dallas for a minimum of three, consecutive long terms and for a minimum of 18 doctoral semester hours are required for graduation with a doctoral degree. Additional requirements for the doctoral degree may be specified by the faculty of each program as described in the individual degree program sections of this catalog.

Required Grade Point Average

In order to qualify for graduation, students must maintain a minimum 3.0 grade point average in their degree program’s core courses. However, individual programs may have more stringent grade point requirements in selected courses, which must be satisfied for graduation.

The minimum acceptable University grade point average for graduation is 3.0 for all graduate courses taken in the student’s degree program at UT Dallas.
Registration Requirements

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. A student must also be registered for at least three semester credit hours of graduate course work during the semester in which the Dissertation Proposal is submitted for approval.

Time Limits

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

All requirements for the master’s degree must be completed within one six-year period. All requirements for the doctoral degree must be completed within one ten-year period. Students whose master’s degrees are accepted for full credit toward a Ph.D. must complete all requirements for the doctoral degree within one eight-year period. Work exceeding these limits, whether done at this university or elsewhere, will not count towards the degree.

Individual programs may set shorter time limits. Exceptions to time limit specifications must be approved by the Dean of Graduate Studies.

Additional Master's Degrees

Students are encouraged to pursue additional master’s degrees at The University of Texas at Dallas. To the extent that the requirements of some master’s degrees overlap, some of the credit hours taken in pursuit of previously earned master’s degrees at UT Dallas may be counted toward an additional master’s degree. The only limitation is that one-half of the credit hours for any master’s degree earned at UT Dallas must be satisfied by new course work. A student is required to develop an approved plan of studies through the department or program offering the master’s degree prior to enrolling in that degree. Similarly, a student wishing to earn two master’s degrees concurrently must develop an approved plan of studies through both relevant departments or programs. All coursework for any degree must meet the academic standards of that degree.

Supervising Committee for Thesis and Dissertation

A supervising committee will be appointed to approve a research topic, provide advice, and periodically assess progress and accomplishments for students pursuing degree options requiring a written master’s thesis, a doctoral dissertation or a research practicum report. The
composition of the Supervising Committee must follow the guidelines contained in the UT Dallas policy memorandum, Policy on Procedures for Completing a Graduate Degree (87-III.25-48), and must be submitted by the appropriate committee or administrator of the degree program to the Dean of Graduate Studies for approval. A student may obtain copies of this policy from their department or program office.

The Supervising Committee must meet at least once annually to assess the student’s progress, and send a written report to the Dean of Graduate Studies. This report should describe any problems which could delay the student’s research beyond its anticipated completion date. A copy of this report must also be sent to the student.

The student may request a meeting of the Supervising Committee through a written request to the appropriate committee or administrator of the degree program.

**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 formally admitted 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 Graduate Program unless a two-thirds majority of the examining committee votes that a second examination be permitted. All committee members should have all 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. A student 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 she or he has:

- ☐ Passed the Qualifying Examination;
- ☐ Been assigned an approved Supervising Committee;
- ☐ Satisfied any other program or school candidacy requirements.

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

**Doctoral Dissertation**

Each doctoral candidate must prepare and submit for examination a written dissertation meeting the guidelines specified in the "Guide for the Preparation of Master’s Theses and Doctoral Dissertations." A copy of the guide can be obtained from the office of the Dean of Graduate Studies or visit [http://www.utdallas.edu/dept/graddean/](http://www.utdallas.edu/dept/graddean/).

The dissertation manuscript for the Doctor of Philosophy degree 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.

**Final Oral Examination for Doctoral Candidates**

The presentation and defense of the Dissertation will constitute the Final Oral Examination for the doctoral candidate. Specifics on the scheduling and conduct of the examination are contained in the "Guide for the Preparation of Master’s Theses and Doctoral Dissertations." The initial phase of the examination will be open to the public. 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. The examination will focus primarily on the candidate’s research contribution, although aspects of the general field in which the candidate’s research was conducted may also be covered.

One of five possible results of the examination will be reported: (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 oral examination required, or (5) oral examination failed, manuscript not accepted and the committee recommends dismissal from the program.

If a recommendation for re-examination is made, the second Final Oral Examination must be taken between six months and one year after the first examination. In no cases will a third Final Oral Examination be given. See also Policy on Procedures for Completing a Graduate Degree (87-III.25-48), in the University’s Handbook of Operating Procedures and/or the "Guide for the Preparation of Master’s Theses and Doctoral Dissertation" or visit http://www.utdallas.edu/dept/graddean/.

**Required Copies of Dissertation and Thesis**

Three final, approved hard copies and one disk copy are required. After final, approved hard copies have been bound:

- one hard copy will be available to the public in the university library
- one hard copy will be sent to the Supervising Professor
- one hard copy will be sent to the program office
- one electronic copy will be sent to UMI

UMI will publish and make the dissertation/thesis available to the public for purchase both on the web and in hard copy.
Intellectual Property Rights

In order to protect patent or other intellectual property rights, the Dean of Graduate Studies may, upon request, delay for a period of up to one year the binding, distribution, and/or publication in microform of the thesis, dissertation, or research practicum report. This request must be supported by a written recommendation of the Supervising Professor.
Fee Schedule

Tuition tables for current semesters may be found on the Bursar Office website or on the Course Lookup page.

Tuition and fees are subject to change by legislative or regental action. The Texas Legislature does not set the specific amount for any particular fee. The student fees assessed to students are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents. Changes in tuition and fees will be effective upon date of enactment and will be reflected in fees and tuition charged. Specific tuition and fees for each term can be found on the Bursar Office website. Students taking courses in the School of Behavioral and Brain Sciences may be required to purchase professional liability insurance if they are in certain clinical experiences.

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

Graduation under a Particular Catalog

General and specific requirements for degrees in graduate programs may be altered in successive catalogs. 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. With the approval of:

- relevant Department Head
- Associate Dean
- Director of Graduate Studies
- Dean of Graduate Studies

The student may instead elect to be bound by a subsequent catalog. This regulation applies only to the specific course work and the number of semester credit hours required for the academic degree.

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

The student should be aware that operating regulations, procedures, tuition and fees can be changed at any time. These are not bound by any catalog.

Application for Graduation

A student must apply for graduation through his/her Department or Program Office by the date specified in the Comet Calendar and the Academic Calendar in order to graduate at the end of a given semester. The student must complete a separate application for graduation for each semester in which an attempt to graduate is made. A student who expects to receive more than one degree in a single semester must complete a separate application for each degree. A late applicant for graduation will incur an additional fee (refer to the Comet Calendar).

In order to receive a diploma, a student must pay all accounts due the university.

Graduation under In Absentia Registration

In absentia registration for graduation (i.e., registration for no course work) may be arranged for the candidate who has completed all degree requirements including final oral examination, but has not yet submitted final approved copies of thesis, dissertation or other required reports. Such a candidate may, for a nominal fee and with the approval of his/her graduate advisor, the Dean of Graduate Studies, and submission of the approved in absentia registration form, register during the semester or summer session in which the degree will be received. If the final copies of the dissertation or thesis have not been approved by the supervisory committee and received and approved by the Dean of Graduate Studies before the
Census day in a given semester, in absentia registration is not acceptable for that semester. This arrangement is not permissible for a candidate who is removing an incomplete (X) grade. All in absentia registration requests must be submitted for approval of the Graduate Dean prior to the Census Day in the semester for which it will apply and the degree will be received.

**Graduation Ceremonies**

Graduation ceremonies are held at the conclusion of each long semester.
History of the University of Texas at Dallas

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

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

Therefore, they established the Graduate Research Center of the Southwest (later renamed the Southwest Center for Advanced Studies) in 1961. The center recruited some of the best scientific talent in the nation. The Texas Legislature concurred with the vision of the Founders and mandated in 1967 that science and technology educational opportunities needed to exist in North Texas. McDermott, Green and Jonsson decided to donate SCAS and its lands to The University of Texas System, and on June 13, 1969, Governor Preston Smith signed the bill creating The University of Texas at Dallas. The SCAS scientists formed the core of UT Dallas’s educational infrastructure.

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

In 1990, the Texas Legislature authorized UT Dallas to admit lower division students. UT Dallas’s first freshman class consisted of only 100 students. Despite its small size, this cohort’s achievements set the standard for future classes. Since then, freshman classes have grown in size while the university has maintained high enrollment standards. Nationally published data indicate that UT Dallas’s freshman class compares extremely well with those from many prominent national universities.

The Rise to National Prominence

The university’s ability to attract and retain these students has propelled UT Dallas into national prominence within a few short years. US News and World Report ranks UT Dallas as
one of the three best public universities in the state along with UT Austin and Texas A&M. Kiplinger’s Personal Finance Magazine, in its October 2000 article “100 Best Values in Public Colleges”, ranked UT Dallas 60th among all public universities nationally. The quality of the students who attend UT Dallas has remained consistently high. Over forty percent of the incoming freshmen are in the top 10% of their high school graduating class and their average SAT scores place them in the top twenty percent of all college-bound students.

The addition of freshmen has accelerated the rise in the percentage of full-time undergraduates from 31% in 1986 to nearly 70% in 2006. Masters, doctoral and post-baccalaureate students currently comprise 36% of the student body. Given its location and mission, UT Dallas will continue to have significant numbers of professionals attending undergraduate or master’s courses part time.

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

The University of Texas at Dallas offers several affordable on campus housing choices for students. On campus housing is reserved for students attending UT Dallas. A variety of floor plans and prices are available to students who are seeking not only the advantage of walking from their residence to class but the more intrinsic benefits of "community" as well. Student Housing offers several affordable living choices on campus for those who appreciate the advantage of being able to walk from their residence to class. All campus housing is reserved for enrolled UT Dallas students who may choose from a variety of floor plans and prices.

Graduate students living on-campus must enroll in and complete a minimum of 3 hours each fall and spring semester. Graduate student housing is generally available through Waterview Park Apartments. For more information please visit www.utdallas.edu/housing Or Contact:

University Village
2800 Waterview Parkway
Suite #200
Richardson, TX 75080
972-792-9100

Waterview Park Apartments
2800 Waterview Parkway
Suite #100
Richardson, TX 75080
972-454-5000

Residential Life

UT Dallas's Residential Life Office works with students to build a community and to provide assistance with concerns or issues related to living on campus at University Village. Residential Life staff members are also available to assist students with personal and academic concerns. For more information please call 972-883-5394 972-883-5561 or visit www.utdallas.edu/housing
Internship/Cooperative Education Program

For Graduate Students, the Internship/Cooperative Education Program (Internships) provides an opportunity to gain professional work experience related to a particular field of study. An internship is meant to be educational in nature. Internships can be paid or unpaid, and in many cases can be completed for academic credit to be used toward a degree requirement. Completing an internship to add to a resume is a strong way to improve options for full-time employment after graduation.

The UT Dallas Career Center Internship Program provides students with the information and tools necessary to successfully navigate the internship process, from orientation to the program itself to evaluation at the end of the semester. Internship program staff members provide information about eligibility, preparation, and academic credit options, and assistance with the internship search. Students can also get information about the possibility of completing an internship at their current place of full-time employment.

To register for the internship program, a student must:

- register for a UTD CareerWorks account
- attend an Internship Information Session or a CPT Information Session (required for students on a Visa)
- schedule an individual appointment with an Internship Coordinator at the Career Center

Please note: Students enrolled in ECS, your internships are handled by the Industrial Practice Program Office (IPP) in ECSS 2.502.

The Career Center recommends that a student begin searching for an internship one semester or more in advance of the desired starting semester. The Career Center also recommends that the student take advantage of other services, including resume critiques and mock interviews, to be most successful in the internship search. For more information on Internship or CPT Information Sessions and about the program, contact the Career Center in McDermott Library 1.312 SSB 3.300. (Phone: 972-883-2943, Web: www.utdallas.edu/career, Email: careercenter@utdallas.edu).
Learning Resources—GEMS Center

The Office of Student Success and Assessment operates the GEMS Center (Gateways to Engagement, Mastery and Success) which offers assistance to students in writing, mathematics, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies.

The **Math Lab** gives short-term and semester-long support for a variety of introductory and advanced mathematics courses. Students may drop in or make appointments to visit with a math tutor on a regular basis.

The **Writing Center** offers one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Appointments are strongly recommended.

The **GEMS Center** also offers facilitated group study and review sessions as a supplement to many UT Dallas courses. Students should check the center’s website for offerings and additional availability of peer-led team learning (PLTL) and tutoring in specific subjects.

Academic success advisors are available for individual student appointments to discuss study skills, time management, note-taking, test taking and preparation, and other success strategies. All students enrolled at UT Dallas are eligible for these services.

The GEMS Center’s main offices, located in CN 1.126, may be contacted by calling 972.883.6707, by e-mail at: ossa@utdallas.edu, or on the web at utdallas.edu/gems.
University Library

The Eugene McDermott Library and Callier Library support the research, instruction, and community service programs of the University by providing access to information in print, microform and electronic formats.

The Libraries consist of over three million items, including more than 1,500,000 books, over 46,000 current periodical titles, 976,000 electronic books, as well as over 3,000,000 government documents, microforms, and maps. The McDermott Library is a U.S. and Texas state depository. Special Collections include the Wineburgh Philatelic Research Library, the Belsterling Collection, and the History of Aviation Collection. The Libraries provide an ever-expanding digital collection that is available to distance learners. Users connect to these resources through the library portal at http://www.utdallas.edu/library. Current students have unlimited access to the digital library.

The librarians and staff provide competent and cordial interactions with the people they serve. Librarians provide classroom and individual instruction on the use of the library. The library collections are enhanced by the Interlibrary Loan Service, which provides students with books or articles from a network of major libraries. Student research is facilitated by copiers available to duplicate from paper, microfilm, or microfiche. The libraries offer students with disabilities a range of services to encourage their independent research.

Facilities for Study and Instruction

Computing Services

Information Resources provides computing facilities for student, faculty, and staff use in instruction and research. General Access computer labs are located on the first and third floor of the McDermott Library and the ground floor of the Jonsson Building. The Labs provide a modern, networked computing environment with Windows-based and Macintosh computers, scanners and more.

Dedicated systems are also available to support such functions as campus information services, programming, research-related activities, and computationally intensive applications. A sophisticated campus-wide network permits offices and laboratories direct access to extensive computing resources both on and off campus. The university maintains high bandwidth connections to the commodity internet as well as appropriate research and education networks, such as Internet 2.

Primary remote services access is through the Galaxy portal (http://galaxy.utdallas.edu). Additional remote access to the campus network is provided through VPN (Virtual Private Networking) services. The university provides wireless LAN access to the campus community areas across most of the institution. All holders of a UTD NetID may utilize the campus network using devices with the appropriate wireless LAN 802.11b/a/g network interface. Guest wireless access is also provided on request (http://www.utdallas.edu/ir/).

Many of the schools, programs, and research centers operate their own computing facilities that are also available to students as appropriate. Details of these facilities can be found in the individual school/program sections of this catalog. The latest information regarding computing facilities can be found at the campus web site at http://www.utdallas.edu/ir/.

Help Desk and Other Services

The university Help Desk is located in the Jonsson building and offers walk-in, telephone, email and web chat support for a wide range of technology problems. Contact info: 972-883-2911 or assist@utdallas.edu
Callier Center for Communication Disorders

The Callier Center is an internationally recognized institution that offers services to people who suffer from any type of communication disorder. Acknowledged for meeting the assessment, treatment, education, and social service needs of individuals with communication disorders, the center has programs in preschool deaf education, parent education, and child development. Its clinical services include audiology, speech pathology, language development, and adult deaf services; its research activities include psycho-acoustics, auditory neurophysiology, speech science, and audiology. Graduate classes are also conducted at the Callier Center.

Carolyn Lipshy Galerstein Women’s Center

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

Media Services

The Media Services office is responsible for classroom support, which includes the following:

- Supplying A/V equipment needed for classes and special events;
- Maintaining integrated A/V equipment in several rooms across campus.

Note: The UTD Library is responsible for maintaining the film, video, and audio collections. Some schools have their own media services staff and will utilize the central staff only as needed. You may check with the Dean’s Office in each school for more details.
The University

The University of Texas at Dallas provides the State of Texas and the nation with excellent, innovative education and research. The University is committed to graduating well-rounded citizens whose education has prepared them for rewarding lives and productive careers in a constantly changing world; to continually improving educational and research programs in the arts and sciences, engineering, and management; and to assisting the commercialization of intellectual capital generated by students, staff, and faculty.

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

The University is committed to (1) producing engaged graduates, prepared for life, work, and leadership in a constantly changing world, (2) advancing excellent educational and research programs in the natural and social sciences, engineering and technology, management, and the liberal, creative, and practical arts, and (3) transforming ideas into actions that directly benefit the personal, economic, social, and cultural lives of the citizens of Texas.
Other User Fees for Courses and Services*

* The following information is not intended to be comprehensive and is subject to change. Tuition and fees are subject to change by legislative or regental action, and changes become effective on the date of enactment. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed below are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and The University of Texas System Board of Regents. Fees can be found on the Bursar Office website for each term.

**Application Fee**: A nonrefundable application fee of $50.00 is required of all students applying for admission to The University of Texas at Dallas during the regular application period. If a student submits an application after the application deadline but prior to the documentation deadline, the application fee is $125.00 in order to process the application for decision in time to register for classes. An additional $50.00 international document evaluation fee is required for those who have educational documents from countries other than the United States. Please refer to the Enrollment Services website for application deadlines.

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

**Change of Major Fee**: There is a $50.00 fee for a student changing majors more than two times in an academic year.

**Practical Training Fee**: A $100.00 per semester fee is charged to assist in funding the administrative and clerical expenses required to review records and process the forms required by the United States Citizenship and Immigration Service to certify international students for placement in curricular or optional practical training assignments.

**Diploma Replacement or Duplicate Fee**: A $10.00 fee is required to defray the cost of preparing a replacement or duplicate diploma. An additional $25.00 will be charged to mail a diploma to a foreign address.

**Distance Learning Fee**: A fee is assessed per semester credit hour to enroll in distance education courses offered over the Internet. A resident or non-resident student taking courses offered by the School of Management is charged $80.00 per semester credit hour. A student enrolled in Teacher Education TeleCampus courses will be charged $25.00 per semester credit hour.
Field Trip Fee: This fee is assessed to cover the costs of transportation, food, and/or lodging associated with a field trip. The amount of the fee varies depending on the destination and duration of the field trip. Every effort will be made to advise students of the field trip costs associated with a particular course at the time of registration, and the appropriate fee will be assessed at that time. Refund provisions do not apply to this fee.

Health Insurance Fee: A variable fee to pay the student’s premium for the approved UT Dallas student health insurance plan available to all students and required for an international students (students who are not US Citizens, US Permanent Residents, Asylees, Refugees or undocumented aliens).

In Absentia Registration: A student who registers in absentia shall pay a nonrefundable/nontransferable registration fee of $100.00.

Installment Plan Handling Fee: A $25.00 fee to cover costs of providing a payment option for a student in full term fall or spring semester courses will be assessed. The plan is also available for a student enrolled in the 12-week summer semester.

Installment Plan Late Fee: A late payment fee of $30.00 for delinquent payment will be assessed if the second or third tuition installment is not paid by the date it is due.

International Student Special Services Fee: The International Student Special Services Fee supports the ongoing success of non-immigrant students enrolled at UT Dallas. This fee supports the programs and services of the International Student Services Office (ISSO), including: immigration advising, certification of immigration benefits, cultural/social events, and educational/transitional programs. In addition, the fee supports federal reporting and certification of international student data in accord with federal regulations.

The mandatory $100.00 International Student Special Services fee is assessed at the time of registration each semester. Immigrant categories that are fee-exempt include: U.S. citizen, U.S. Permanent Resident, Temporary Protected Status, Refugee, Asylee, Public Interest Parolee, Temporary Residence-Amnesty and undocumented aliens. Any student whose status changes officially to one of the exempt classifications is required to submit proof of that change to the UT Dallas Registrar’s Office and International Student Services Office and will not, subsequently, be assessed the fee. If the appropriate documentation is submitted prior to Census Day of a semester, the fee for that semester will be refunded based on the tuition refund schedule as published in the UT Dallas Academic Calendar.

A $100.00 per semester fee will be assessed for ongoing review and certification of a student with non-immigrant visa status in accord with federal regulations.

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

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

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

**Library Fines and Charges:** Fines and fees for overdue library items are as follows:

- **Main Stacks:** $0.50/day  
  Maximum $30.00

- **Reserves:** $0.10/day  
  Maximum $50.00

- **Media:** $1.00/day (1st 6 days late)  
  Maximum $7.00 (for 1st 6 days late)  
  $25 processing + $7 late fee + replacement fee (7th day)

- **Computer Passwords for:**  
  $0.10/minute  
  Maximum $50.00

- **CD, FD, Community User and Digital Microfilms workstations:**  
  $0.10/minute

- **Laptops and Accessories:**  
  *replacement cost of the item, a $25.00 processing fee, and any overdue fines.

- **Lost items:**  
  *Copies of the complete fine schedule can be obtained at the McDermott Library Circulation/Reserve Desk. Individuals who fail to return overdue library materials may be subject to criminal action for theft.

**Parking Fees:** A parking **decal-permit** is required to park any motorized vehicle on campus. Any vehicle parked on campus that does not display a current parking decal-permit will be subject to a parking citation. Information regarding parking regulations and purchasing hang tags permits may be found online at [http://www.utdallas.edu/finance/bursar/parking/](http://www.utdallas.edu/finance/bursar/parking/). Decal fees may also be found on the other fees schedule at [http://finance.utdallas.edu/bursar/schedule-introduction.html](http://finance.utdallas.edu/bursar/schedule-introduction.html). Students may purchase the following hang tags permits online through the UT Dallas Online Store and mailed to the shipping address provided or purchase them in person at the Bursar Office:

- **Remote:** Allows students to park in the outer last row of campus green spaces.
- **Green:** Allows students to park in campus green spaces
- **Gold:** Allows students to park in campus gold or green spaces
- **Evening Orange:** Allows students to park in orange marked spaces after 5pm or gold and green spaces anytime.

**Resident parking –** A parking decal is required for all on campus residents. The following options are available:

- **Resident Only:** Allows students to park in resident parking ONLY.
- **Resident Green:** Allows students to park in resident parking or in green campus spaces.
- **Resident Gold:** Allows students to park in resident parking or in campus gold or green spaces.
Note: Only one hang tag permit may be sold per student residing on campus. Parking hang tags are refundable on a prorated basis with the exception of the resident only hang tag permit.

The Dallas Area Rapid Transit System (DART) provides bus service to the campus from the Richardson transfer terminal. Contact DART for schedule information. Students are eligible for free transit passes from DART which are available through the Info Depot Comet Center, located on the second floor of the Student Union.

Recreational Sports Group Exercise/Non-credit Course Fees: A $50.00 per course fee will be assessed for each group exercise class or non-credit course a student chooses to participate in. A group exercise pass can be purchased for $50 granting access to all group exercise classes for the semester. Non-credit courses are $50 for each individual class a student chooses to participate.

Recreational Sports Locker Rental Fee: An optional locker rental fee of $5.00 - $15.00 (based on the size of the locker rented) per semester is required.

Recreational Sports Towel Service Fee: An optional towel service of $10.00 per semester is required.

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

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

Returned Check Fee: A student will be assessed a $25.00 fee for each returned check unless his/her bank provides written notification it was at fault. If a student writes bad checks to the university for tuition and fees the student’s registration will be canceled unless full payment is made by the census day listed in the Academic Calendar online.

Student Identification Card Replacement Fee: A $20.00 fee is required to defray the costs of reissuing a student ID card.

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

Supplemental Designated Tuition:

An extra per semester credit hour fee will be assessed for students enrolled in any School of Management course, School of Engineering and Computer Science course, School of Arts and Humanities ATEC course or School of Behavioral and Brain Sciences graduate Speech Language or Audiology (COMD or AUD) course. These fees are assessed to defray the
higher costs associated with instruction in these schools. Please check the online fee schedules at http://www.utdallas.edu/finance/bursar/schedule-introduction.html for fees rate. The rate varies based on the specific tuition plan.

A $40.00 per semester credit hour fee will be assessed for students enrolled in any School of Management undergraduate course, School of Engineering and Computer Science course, School of Arts and Humanities ATEC course or School of Behavioral and Brain Sciences graduate Speech Language or Audiology (COMD or AUD) course. A $60.00 per semester fee will be assessed for students enrolled in any graduate School of Management course. These fees are assessed to defray the higher costs associated with instruction in these schools.

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

Registration Required

A graduate student must be registered in any session:

- must be registered for any session during which he/she is taking courses, or taking examinations, required in his/her degree program, during which they are taking courses, or taking examinations, required in his/her degree program.
- must be registered for a minimum of three semester hours when preparing a thesis or dissertation in which he/she requires guidance in the preparation of a thesis or dissertation required in his/her degree program. Additionally, a thesis/dissertation student must complete in a total of at least three thesis or dissertation hours prior to graduating.
- must be enrolled in at least three credit hours and pay all required fees in the semester in which he/she graduates. For at least one credit hour in the semester in which they plan to graduate. Some programs may require additional semester hours.
- Have paid all required fees in the semester in which he/she plans to graduate.

A doctoral student:

- must be enrolled in at least one credit hour in the semester in which he/she graduates.
- Is permitted to enroll in one semester credit hour in his/her final semester only once.

A continuing student in good academic standing may register in one of three ways:

- online, with the department or program office,
- with the Office of the Registrar during registration, or
- early to increase the probability of enrollment in available courses.

Students may participate in a course only after officially registering and paying through the proper procedures. The Office of the Registrar officially notifies an instructor of the enrolled students’ names via the Orion class...
The Office of the Registrar provides the instructor the names of all students who are officially registered and have paid all required tuition and fees in each class. A student should confirm with the instructor that his/her registration has been properly recorded within the first week of classes. A student is responsible for attending the correct courses for which he/she is registered. A student may not attend classes in which he/she is not registered unless the student has been approved and paid to audit the course.

Continuous Enrollment

Unless on an approved leave of absence, a graduate student in a degree program must maintain continuous enrollment during the fall and spring (long session) semesters of each academic year. A graduate student who fails to register in any given long session will be permitted to re-enroll through his/her program office in any two subsequent semesters if provided the student was in good academic standing at the time of last enrollment. A thesis/dissertation student must enroll in at least three thesis or dissertation hours before graduating. Once a student has enrolled in thesis or dissertation, he/she must maintain continuous enrollment (not necessarily in thesis or dissertation hours) of at least three semester hours during consecutive long semesters unless granted a leave of absence. Some programs may require additional semester hours.

In Absentia Registration for Graduation

In absentia registration for graduation (i.e., registration for no course work) may be arranged for candidates who have completed all degree requirements except for the submission of final approved copies of thesis or dissertation. A graduate student may not register in absentia with grades of Incomplete on his/her transcript (see related, nonrefundable fee).

Leave of Absence

A student who formally requests and is granted a leave of absence will be exempt from the readmission requirements. A request for a leave of absence must be made through the department or program to the Dean of Graduate Studies and is recorded on the student’s academic record by the Office of the Registrar. The leave of absence does not alter the time limits placed on graduate degrees.

Readmission

Beginning in the Fall 2009 semester, if a student was previously enrolled at UT Dallas, the student may be eligible to return to the University without reapplying through admissions.
To be eligible for the new policy, the student must have previously enrolled for at least one semester. A student is considered enrolled if he/she was enrolled in one or more courses after the census day for a semester. The student also must have left the University in good standing and must be in good standing with all institutions of higher education he/she formerly attended.

**Admissions**

The following guidelines describe whether or not a student must apply or submit a re-entry form:

- **Previously graduate degree-seeking, returning as graduate degree-seeking**
  - If different programs and/or different plans, must reapply and waive fee unless filing premium application
  - If same program, same plan, and in good standing, must submit re-entry form

- **Previously graduate non-degree-seeking, returning as graduate degree-seeking**
  - Must reapply and pay fee

- **Previously graduate degree-seeking, returning as graduate non-degree-seeking**
  - If in good standing, must submit re-entry form

- **Previously graduate taking undergraduate courses (GRU), coming back as graduate taking undergraduate courses (GRU)**
  - Must submit re-entry form

**Registrar**

If the student qualifies under the Readmission policy, the student must submit a re-entry form and return it to the Office of the Registrar by the last day of late registration first day of class:

In addition, the student must submit official transcripts for all institutions of higher education he/she attended after last attending UT Dallas. If official transcripts are not received by Census Day, the student will be automatically dropped from any currently-enrolled courses. The readmitted student may be required to submit bacterial meningitis vaccination necessary forms before being allowed to register.

**Registration and Readmission Requirements**

A continuing student in good academic standing may register in one of three ways:

- online, with the department or program office,
• with the Office of the Registrar during registration, or
• early to increase the probability of enrollment in available courses.

The Office of the Registrar informs the instructor of the names of all students who are officially registered and have paid all required tuition and fees in each class. It is recommended that the student confirm with the instructor that his/her registration has been properly recorded within the first week of classes. It is the student’s responsibility during his/her enrolled semester that he/she is attending the correct courses for which he/she is registered. A student may not attend classes in which he/she is not registered in the above manner unless the student has been approved to audit the course.

Leave of Absence

A student who formally requests and is granted a leave of absence will be exempt from the readmission requirements. A request for a leave of absence must be made through the department or program to the Dean of Graduate Studies and is recorded on the student’s academic record by the Office of the Registrar. The leave of absence does not alter the time limits placed on graduate degrees.

Readmission

A student in good academic standing who finds it necessary to suspend his/her academic activities or transfer to another institution for the duration of three long semesters (not including a summer session) must reapply to the program of intended degree. In that circumstance, a new review will be made to determine eligibility of enrollment under current standards for admission. An official transcript mailed directly by each institution attended after leaving The University of Texas at Dallas must be sent to the Office of Enrollment Services, including any transcript of attendance at another university during a summer session. If accepted, the readmitted student will be bound by the catalog in force at the time of readmission.

Beginning in the Fall 2009 semester, if a student was previously enrolled at UT Dallas, the student may be eligible to return to the University without reapplying through admissions.

To be eligible for the new policy, the student must have previously enrolled for at least one semester. A student is considered enrolled if he/she was enrolled in one or more courses after the census day for a semester. The student also must have left the University in good standing and must be in good standing with all institutions of higher education he/she formerly attended.
The following guidelines describe whether or not a student must apply or submit a re-entry form:

- Previously graduate degree-seeking, returning as graduate degree-seeking
  - If different programs and/or different plans, must reapply and waive fee unless filing premium application
  - If same program, same plan, and in good standing, must submit re-entry form

- Previously graduate non-degree-seeking, returning as graduate degree-seeking
  - Must reapply and pay fee

- Previously graduate degree-seeking, returning as graduate non-degree-seeking
  - If in good standing, must submit re-entry form

- Previously graduate taking undergraduate courses (GRU), coming back as graduate taking undergraduate courses (GRU)
  - Must submit re-entry form

If the student qualifies under the readmission policy, the student must submit a re-entry form and return it to the Office of the Registrar by the first day of class.

In addition, the student must submit official transcripts for all institutions of higher education he/she attended after last attending UT Dallas. If official transcripts are not received by Census Day, the student will be automatically dropped from any currently-enrolled courses. The readmitted student may be required to submit bacterial meningitis vaccination necessary forms before being allowed to register.

**In Absentia Registration for Graduation**

In absentia registration for graduation (i.e., registration for no course work) may be arranged for candidates who have completed all degree requirements except for the submission of final approved copies of thesis or dissertation. A graduate student may not register in absentia with grades of Incomplete on his/her transcript (see related, nonrefundable fee).

**Dates of Early, Regular and Late Registration**

Registration dates and procedures are listed in the online Comet Calendar and the Academic Calendar. This online resource contains important dates and information that will be useful throughout the semester. Failure to consult and be aware of these dates and procedures does not excuse a student from information or regulations contained therein. The University reserves the right to make changes to both calendars at any time.
Paying Fees as a Part of Registration

A student is not registered or eligible to attend classes until all tuition and fees have been paid in full or until the student has arranged installment payments with the Bursar. If a student's registration has been canceled for nonpayment, a reinstatement fee and a late fee will be charged (see online course schedule for current fees). A student who does not pay in full or arrange for installment payments by the payment deadline in the online Comet Calendar or the Academic Calendar may have his/her registration canceled. A student who has not completed the payment of all tuition and fees by the end of the semester will be subject to one or more of the following actions at the university's option:

- Bar against readmission at this institution
- Withholding of grades, degree and official transcript
- All penalties and actions authorized by law.

Auditing Courses

Auditing allows a student to observe the instruction of a course without earning credit. Computer Science and Engineering courses, Geoscience courses, Physical Education courses, Foreign Language courses, online courses, and any courses that charge a lab fee may not be audited. Participation and discussion is at the discretion of the instructor. Auditing grants only the privilege of hearing and observing and does not grant credit or access to online course tools.

A student may pick up an Audit Form in the Office of the Registrar beginning the first day of classes through census day. Students may audit courses only by obtaining permission of the instructor and by completing audit registration procedures. Please consult http://www.utdallas.edu/student/registrar/ for more detailed audit procedures and associated fees.

Beginning the first day of classes through Census Day, a student may obtain an audit form in the Office of Enrollment Services located on the first floor of the Student Services Building. Please consult http://www.utdallas.edu/student/registrar/faq.html for more detailed audit procedures and associated non-refundable fees.

All applicants for auditing graduate courses should have documentation indicating the completion of a baccalaureate degree. Exceptions to this policy may be granted only upon application to the Dean of Graduate Studies. Under no circumstances will a student be allowed to audit Studio/Ensemble courses.

Orientation

New student orientation sessions are designed to assist new students with an understanding of university rules and regulations and to provide information about
registration procedures, academic programs, and student life. New student orientation programs are available for UT Dallas freshmen, undergraduate transfer students, graduate students, international students, and Teaching and Research Assistants. Attendance is strongly recommended for all new students as a means of efficient matriculation into the University. International Student Orientation is mandatory for all F and J status international students. TA orientation is mandatory for all newly appointed Teaching Assistants.

Orientation is designed to assist new students with an understanding of university rules and regulations and to provide information about registration procedures, academic programs, and student life. Attendance at Orientation is required for all F and J status international students and is strongly recommended for all new students as a means of efficient matriculation into the University. International students with F or J status will not be allowed to register without an authorized International Student Orientation form. All newly appointed TA’s are required to attend TA Orientation held immediately prior to the start of the fall and spring semesters.

Undergraduate Registration for Graduate Courses

Upper-division undergraduates who are classified as seniors may petition their Associate Dean to take graduate courses by completing the appropriate form available in the student’s academic advising office. If approved, these graduate courses can be applied toward satisfying undergraduate degree requirements or can be designated for future application toward a graduate degree requirement at UT Dallas. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied. Once applied, the options cannot be changed. Approvals will be subject to the conditions outlined in the following sections. The appropriate form to register for Graduate courses as an Undergraduate student must be submitted to the Office of the Registrar for processing.

An advanced undergraduate who is within 30 hours of completing the baccalaureate degree may petition his/her Undergraduate Associate Dean to take graduate courses. Approvals will be subject to the conditions outlined in the following sections.

Graduate Courses Applied Toward an Undergraduate Degree

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

With the approval of the student’s Undergraduate Associate Dean, up to 12 semester hours of graduate work taken as an undergraduate may be used only for completing any baccalaureate degree at UT Dallas. Pass/fail grading will be permitted in this category but must be approved by the instructor prior to the start of class. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied and may not change option once declared.

Graduate Courses for Possible Future Use as Graduate Credit

Pass/fail grading options are not permitted in this category. An undergraduate may take up to 12 semester hours of graduate courses to reserve for possible application toward a graduate degree. To register, an undergraduate student must obtain permission from the instructor, from the graduate advisor of the program in which the course is offered and from the Dean of Graduate Studies. Such courses with an earned grade of B or better will be eligible for application to the student’s graduate record when the student is admitted to a graduate program. Courses so taken will not apply to the student’s undergraduate record and will not affect the student’s undergraduate GPA. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied and may not change option once declared.

Graduate Courses Taken in Fast Track Options

Pass/fail grading options are not permitted in this category. A number of programs at UT Dallas offer an accelerated Fast Track option that allows students to take graduate level classes while still undergraduates. Specific admission requirements for Fast Track programs can be found within descriptions of majors. Undergraduate students at UT Dallas who have been admitted to Fast Track programs at UT Dallas leading to baccalaureate/master's degrees may, with the permission of the student's Undergraduate Associate Dean and graduate advisor, take a maximum of 15 specified semester hours of graduate work as an undergraduate. The graduate hours may be used to complete the bachelor's degree and also to satisfy requirements for the master's degree. When this option is chosen, credit for the fast track hours used for an undergraduate degree will not be computed in the graduate GPA. However, they reduce the total number of graduate hours required to earn the respective degree. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied and may not change option once declared. Exceptions to the 15-hour maximum may be granted by petition to the Deans of Graduate and Undergraduate Education submitted through the relevant program’s director of graduate studies.
Graduate programs at UT Dallas will accept admission to a Fast Track program as satisfying Graduate Record Exam (GRE) criteria for admission to the graduate program. The Naveen Jindal School of Management requires students to meet its graduate admission requirements including completion of the Graduate Management Admissions Test (GMAT) prior to receiving the baccalaureate degree.

A student must be classified as a senior in order to be eligible for Fast Track. Associate Deans of Undergraduate Education (ADU) determine specific eligibility to take graduate courses as evidenced by the attachment of a degree plan to the application form.

Course Numbering System

All courses are identified by a four-digit number preceded by the name (or abbreviation) of the program. Courses beginning with a number 5 or greater are graduate courses. The second digit of the course number identifies the credit hour value. Courses with a V in the second position are variable credit hour courses.

The number of lecture hours per week and the number of laboratory hours are given in brackets following the course description: (2-4) means two hours of lecture and four hours of laboratory each week.

Frequency of Course Offerings

One of the following Frequency of Course Offering codes is found at the end of each course description in this catalog:

At the end of each course description, a frequency of course offering code is available.

S = at least once each long semester
Y = at least once a year
T = at least once every two years
R = based on student interest and instructor availability

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities, including examinations, for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.
The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

**Grades and Grade Point Average**

The following grade scale is used in graduate course work at the university:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>A−</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B−</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>*</td>
</tr>
<tr>
<td>P</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

*The grades P and I do not produce grade points.

**Grade of I: Incomplete**

An Incomplete grade of I may be assigned, at the discretion of the instructor, for work unavoidably missed at the semester's end. The student must obtain a Grade of Incomplete/Documentation Form in the office of the student's degree program. The instructor assigning an incomplete grade must furnish a description of work required to complete the course. An incomplete must be completed eight (8) weeks from the first day of the subsequent long semester. The completed form must be signed by both the student and the instructor, and the appropriate Associate Dean, Graduate Advisor, or Department/Program Head, and must be retained with the student's academic record. If the required work to complete the course and to remove the grade of I is not submitted by the specified deadline, the grade of I is changed automatically to an F. Extension
beyond the specified limit can be made only with the permission of the Dean of Graduate Studies. A student may not re-enroll in a course in which an I has already been assigned.

The instructor alone will be responsible for determining whether the requirements for completion are met and for assigning the grade in the course. If the instructor who assigned the incomplete is no longer associated with the University when the work is completed, the head of the department or program may assign a committee of appropriate faculty to evaluate the material and/or obtain any other information that may be required to assign the grade in the course. Upon completion of the evaluation of the required work, the symbol I must be converted into a letter grade (A through F or P) by the instructor, head of the department or program, or Graduate Advisor as indicated above.

Grade Changes

Faculty Initiated

After a final grade has been recorded by the Registrar, faculty may change grades only to correct a clerical error or replace a grade of “incomplete.” A faculty-initiated change of a final grade requires the written approval of the instructor, the department or program head, Associate Dean of Graduate Studies, and the School Dean. Such grade changes must be submitted by the end of the eighth week of the long semester after the grade was awarded. Any grade change initiated after this deadline requires the written approval of the instructor, the department or program head, the School Dean, and the Dean of Graduate Studies.

Student Request

A student has the right to request a review of the grades received in any class.

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

Pass/Fail Grading

The pass/fail option is intended to encourage a student to take courses in topics outside his/her major area where the student would be competing with a significant number of students who are majoring in these outside areas. Subject to the constraints stated below, a student may elect to take certain courses either by letter grade (A, B, C, F) or pass/fail grade (P/F). The pass/fail option should be exercised at the time of registration. In any courses in which letter grades are given to one or more students, any student wishing to take the course on a pass/fail basis must obtain the approval of
the instructor and his/her graduate advisor on the Pass/Fail form. This completed form must be submitted to the Office of the Registrar no later than Census Day. No change of grade designation from grade to pass/fail or pass/fail to grade can be made after the Census Day designated in the online Comet Calendar and the Academic Calendar.

A student may not elect to take the following types of courses on a pass/fail basis:

- core courses and their prerequisites required for the student's degree
- elective courses in the student's major area
- more than 20 percent of the hours earned at UT Dallas for any master's degree (excluding casebook, internship, practicum, independent study, research, reading, thesis or dissertation requirements)
- Only pass/fail grades are given for independent study, research and reading courses, and for thesis and dissertation.

**Final Examinations**

If a final examination is given in a course, it must be given at the time scheduled by the Registrar’s office during the final examination period. A final examination must not last more than 2 hours and 45 minutes. Students for whom three or more final examinations are scheduled in one day may petition to take the additional final examinations on different days.

**Academic Good Standing**

Registration in the graduate programs beyond the first semester (or summer session) is contingent on the student's being in good academic standing based on three main factors:

- Satisfactory progress in meeting admission conditions that were imposed at the time of admission.

- Maintenance of a 3.0 cumulative grade point average in graduate courses in the degree program.

- Satisfactory progress in meeting program degree requirements.

If, at the end of a semester, a student's cumulative grade point average is below 3.0, the student will be placed on academic probation. The student must earn sufficient grade points during the next two semesters of registration to raise the cumulative grade point average to at least 3.0 exclusive of incomplete (I) grades. Failure to achieve this 3.0 cumulative grade point average will result in immediate dismissal from the University.

**Course Load**
The minimum course load for a graduate student to be considered full time is nine semester credit hours of graduate coursework during each long term and six semester hours in any summer session. For certification purposes, UT Dallas uses the following criteria for graduate students:

- Fall/Spring Full-time status - 9 semester credit hours
- Fall/Spring Half-time status – 4.5 semester credit hours
- Summer Full-time status - 6 semester credit hours*
- Summer Half-time status - 3 semester credit hours*

*Summer semester status is determined by total official enrolled hours for all the summer sessions.

Students who receive a research assistantship or a teaching assistantship must comply with course load requirements determined by the graduate program offering the assistantship.

Schedule Changes: Dropping, Adding and Withdrawing From Courses

Dates and time limits for schedule changes can be found in the online Comet Calendar and the Academic Calendar.

A new student seeking to drop or add courses to his/her schedule must obtain permission from his/her graduate advisor in the degree program. Drop/Add forms may be obtained from advising offices.

Drop/Adds may not be processed after Census Day. Any drops prior to and including Census Day will not show on the student's transcript. Withdrawals after Census Day will show as a W (withdraw) on the transcript.

After the last day indicated in the online Comet Calendar and the Academic Calendar for a graduate student to withdraw, the course withdrawal will be approved only on a documented emergency basis for reasons extrinsic to curricula matters. To secure such approval, the student must complete a Drop/Add form and obtain the signature of the instructor certifying that the student was passing at the time of the proposed withdrawal. The student should then submit the Drop/Add form and a written petition detailing the nature of the emergency with written documentation from employer or doctor, as appropriate, to the graduate advisor and then to the Dean of Graduate Studies. If the petition is approved, the grade assigned by the instructor on the Drop/Add form will determine the grade which will appear on the student's transcript: a passing grade will appear as a W on the transcript; a failing grade will appear as an F. Students who cease to attend classes without securing approval in the manner
prescribed above will receive the grade of F for that course. Courses may not be dropped after the last day of classes in the semester.

A student who habitually withdraws from a significant fraction of his/her schedules may lose the right to withdraw or may be dismissed from the university for failure to make adequate academic progress.

Any student on a Teaching/Research Assistantship wishing to drop a course at any time during the semester must secure the signature of the Dean of Graduate Studies.

The Office of the Registrar, upon recommendation of the instructor and with the approval of the Dean of Graduate Studies, may require a student to drop a course for which the student has not satisfied the prerequisite.

UTD operates multiple sessions with different academic calendar and Census dates. If a student registers in a shorter session, it is the student's responsibility to review the online Comet Calendar and deadlines that affect the drop/add/withdrawal procedures. The same holds true for the summer session.

Military Service Activation Interruption of Education

From time to time, students who are reservists or members of the National Guard may be called to active duty in the U.S. military after a semester has begun. These students have several options for the treatment of their enrollment and tuition.

Option to Remain Enrolled and Complete Coursework Following Brief Military Service

Under certain circumstances, a student who is required to participate in active military service is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is permitted only if the student will miss no more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service.

Option to Withdraw, Receive Incomplete Grade, or Receive Final Grade

A reservist or member of the National Guard called to active duty in the U.S. military who receives activation orders after the start of a semester has four other options for the treatment of tuition and fees paid to The University of Texas at Dallas and transcript notation. In accordance with Texas statutes and Coordinating Board rules, the student may request any 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 Office shall refund the tuition and fees paid by the student for the semester in which the student withdraws; or
2. The Office of the Registrar may grant a student who is eligible under UT Dallas guidelines an incomplete grade (See “Incomplete Grades” section of the catalog for eligibility) in all courses by designating “Incomplete-Called to Military Duty” (XM) on the student’s transcript. Please note: XM grades must be resolved within one year from the “release from active duty” date on military orders; or
3. The student may petition the instructor to assign an appropriate final grade or credit for the course after successfully completing a substantial amount of course work and having demonstrated sufficient mastery of the course material; or
4. If the student withdraws before the Census Day of the semester in which the student is called to active military duty and the student requests Military Leave, courses will be dropped. Courses dropped on or before Census Day will not appear on the student’s transcript.

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

Option for Automatic Readmission Following Military Service

A reservist or member of the National Guard called to active duty (not including routine National Guard training) may be readmitted without application or payment of additional application fees within one year of the “release from active duty” date on military orders. Applicable students will retain academic standing and financial eligibility if they meet current eligibility requirements other than continuous enrollment or other timing requirements.

Under certain circumstances, a student who is required to participate in active military service is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is permitted only if the student will miss not more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service.
A student who withdraws from The University of Texas at Dallas because the student has been called to active military service has three options for the treatment of his/her transcript and tuition and fees. U.S. At the student's request:

1. The Bursar’s office shall refund the tuition and fees paid by the student for the semester in which the student withdraws and records "withdrawn-military" (WM) on the student’s transcript; or

2. The Registrar’s office may grant the student who is eligible under The University of Texas at Dallas’ guidelines (see “Incomplete Grades” section of the catalog for eligibility) an incomplete grade in all courses by designating "incomplete-military" (XM) on the student’s transcript. (Please note: resolution of the XM grade(s) must occur within one year from "release from active duty" date on military orders); or

3. The student may petition the instructor to assign an appropriate final grade or credit for a course if the student has, in the instructor’s judgment, successfully completed a substantial amount of course work and demonstrated sufficient mastery of the course material.

Readmission

If otherwise eligible to register for classes at the University, a student called to active duty in the United States Armed Forces or the Texas National Guard (not including routine Texas National Guard training) shall be readmitted without reapplication or payment of additional application fees within one year of the "release from active duty" date on the student’s military orders. An eligible student will retain prior academic standing, course credits awarded and financial eligibility if the student meets current eligibility requirements other than continuous enrollment or other timing requirements.

Withdrawal (Resignation) from the University

A student who wishes to withdraw entirely from the University must complete the proper withdrawal form and procedures in the Office of the Registrar. The grade assigned by the instructor on the withdrawal form will determine the grade which will appear on the student's transcript:

• a passing grade will appear as a W on the transcript

• a failing grade will appear as an F.
Withdrawal after the final drop date requires the same procedures as listed in the previous paragraphs on Schedule Changes.

**Repeated Course Work**

A student who wishes to repeat a course must submit a Repeated Course Adjustment form to the Graduate Dean.

Up to three graduate courses may be repeated. However, no graduate course may be repeated more than once. When a course is repeated, both grades will remain in the student's record and will be included in any transcript. The higher grade will be used in computing the grade point average or credit hours for purposes of graduation. This policy does not apply to coursework specified in the catalog that can be repeated for credit. Students are advised to check with the Financial Aid office to determine how and if grades earned in repeated coursework impact their financial aid eligibility status.

**Change of Address, Email, or Name**

Students may complete a change of address online through Galaxy. Students must maintain home and mail addresses and telephone numbers using Galaxy. Although the UT Dallas administration and faculty primarily utilize UT Dallas email for communications, UT Dallas sends certain academic and financial communications through the mail. Therefore, if a student fails to maintain a current address, the student will be responsible for correspondence that is undeliverable.

Students may complete a change of personal email online through Galaxy. A student's UT Dallas email address is the official method of communication between faculty, administration and the student. A UT Dallas student must maintain his/her UT Dallas email account at all times. Therefore, if a student fails to maintain their UT Dallas email account, the student will be responsible for correspondence that is undeliverable.

Students may complete a “Name Change Request” form at http://www.utdallas.edu/student/registrar/forms/ and submit in person to The Office of the Registrar in the Student Services Building, first floor customer service area. A copy of the student’s driver’s license, a marriage certificate, or court order used as proof of the name change must accompany the name change request.
Financial Aid

Student Financial Aid

Teaching and Research Assistantships

Teaching Assistantships are available on a limited basis in most graduate programs. Also, many faculty members have research projects which provide Research Assistantships. These Teaching and Research Assistantships normally involve half-time employment and are awarded on the basis of merit. Students holding these assistantships must be enrolled for a minimum of nine semester hours for each regular semester in which the assistantship is awarded. The Dean of each school designates the minimum semester hours for a summer session. A student on a Teaching/Research Assistantship who is enrolled in the minimum number of hours and wishes to drop a course must obtain the signature of the Dean of Graduate Studies. Students on probation will not be supported on an assistantship. Applications should be made to the appropriate Graduate Program office at least 60 days prior to the date of registration.

Prior to their appointment as Teaching Assistants, international students must meet the English requirements described in the “English Requirements for Teaching Assistants” section. All TA’s are required to attend TA Orientation held immediately prior to fall and spring semesters.

Student Financial Aid Office

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

Students are encouraged to contact the Office of Financial Aid to obtain appropriate application materials and to determine eligibility for the various forms of aid available. They may also apply for financial aid and check the status of their application. Students are also strongly encouraged to view the Office of Financial Aid web site for up-to-date information.

Eligibility for Financial Aid

Most of the aid listed in this catalog is awarded on the basis of financial need. Students are encouraged to determine the amount of resources that they can provide toward their education and to compare it with the average cost of attending the University. Student budgets are reviewed annually in accordance with federally accepted guidelines. Federal guidelines outline what can be included in student budgets. The costs of tuition, fees, books, supplies, room and board, in-city transportation, and a limited amount for other personal expenses are the basic components of student budgets. Unusual expenses, such as childcare costs or educational costs related to the student’s medical disability, may be considered when they have been properly documented.
Financial need is defined as the difference between the cost of attending the University and the amount a student and family can reasonably provide. The amount of the expected family contribution is based on federal guidelines reflecting total family income, assets, household size and number of family members, and number of dependent children currently attending post-secondary educational institutions.

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

**Selective Service**

Male students between the ages of 18 and 26 must be registered with Selective Service to qualify for federal student loans or grant programs. This includes College Work Study, Federal Stafford Loans, Graduate PLUS Loans, and Federal Perkins Loans. The Selective Service requirement also applies to Texas student loans or grant programs. Students may register with Selective Service by visiting their local postal office or online. Graduate students wanting to verify their Selective Service registration may do so online by visiting the Selective Service site.

Students subject to selective service registration will be required to file a statement that the student has registered or is exempt from selective service registration in order to be eligible to apply for federal financial aid. In addition, effective January 1, 1998, the selective service requirement is also applicable to students applying for financial assistance funded by State revenue.

**Required Course Load**

To be considered for federal financial aid a graduate student has to be enrolled for a minimum of five semester credit hours of graduate coursework during each long term and a minimum of three semester credit hours of graduate study during any summer session.

**Basis for the Type of Financial Aid**

The aid package awarded to a student may consist of a loan, grant, scholarship, part-time job, or any combination of these programs. The total amount of aid the student receives depends on the level of financial need, submission of appropriate financial information and applications, academic records, and the availability of funds.
Satisfactory Academic Progress Policy for Federal Financial Aid

The University of Texas at Dallas has a “Satisfactory Academic Progress” policy for a student receiving need-based federal student financial aid assistance.

Generally, the student is expected to remain in good standing by the satisfactory completion of a minimum number of credit hours, based on a percentage of the credit hours attempted and completed. This completion rate may vary depending on the student’s academic level and credit hour load. In addition, graduate students must maintain a GPA of 3.0 or above. For online information on the Satisfactory Academic Progress policy, visit http://www.utdallas.edu/student/finaid/SAP.htm. For more detailed information the student should contact the Office of Financial Aid. A copy of the Satisfactory Academic Progress policy is made available to all recipients of financial aid and is available online on our web site.

Renewal of Financial Aid

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

Revocation of Aid

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

Any change in a recipient’s financial situation, such as receipt or anticipation of additional scholarships, loans, or outside funding toward your educational expenses not represented on your award letter must be reported to the Office of Financial Aid because compliance with federal regulations may require a reduction or revision of current awards.

Types of Financial Aid

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

Texas Public Education Grant
An act of the 64th Texas Legislature established a grant program to provide financial assistance to students. This program is funded through appropriation of a portion of the tuition charge for resident and nonresident students. Texas Public Education Grants may be awarded through the Office of Financial Aid depending upon need and availability.

**Educational Assistance Grant**

Funds through this program are made available through a set-aside of Designated Tuition. Graduate students demonstrating financial need, as determined through a completed FAFSA, will be considered for aid. Amount of award will vary each year based on availability of funds.

**International Education Fund Scholarship**

Through the proceeds from the International Education fee, scholarships are available for study-abroad programs. These scholarships are open to both graduate and undergraduate students enrolled at least one-half time (six hours or more). Graduate students must be admitted to a degree program and have a GPA of 3.0. While abroad, the recipient of this scholarship must be enrolled in a full-time course of study. Course work undertaken must apply to the student’s degree program.

**Hazlewood Veteran Tuition Exemption**

Certain veterans who have served on active military duty, who were residents of Texas at the time of entry into the service, who have resided in Texas for the last 12 months prior to the date of registration, and whose entitlement to educational benefits under federal legislation has been exhausted, are eligible for exemption from the payment of tuition, general fee and laboratory fees. However, an individual who has “exhausted his/her federal education benefit” as a result of a default on a federal or state loan may NOT receive the Hazlewood benefit. These exemptions may also apply to the children of those veterans who have served on active duty, of the Armed Forces killed in action, missing in action, who became totally disabled for purposes of employability as a result of a service related injury or who died while in service, or whose death is documented to be directly caused by illness or injury connected with service in the armed forces, and to children of those members of the Armed Forces killed since January 1, 1946 while on active duty. This exemption can be used if a student’s federal veterans benefits are less than the hazlewood exemption value, the student may receive a hazlewood exemption that equals the difference between total tuition and fees and the federal veteran benefits for a state funded program. As of the Fall 1995 semester, the maximum number of credit hours (including remedial courses) which a person may receive benefit under the Act is 150 credit hours. Detailed information regarding this program is available at the College for All Texans website. Applications are available in the Office of Financial Aid or online at http://financial-aid.utdallas.edu.

**Federal Perkins Loan Program**
This loan program provides a combination of federal and institutional funds to students who qualify on the basis of financial need. Priority is given to those students who demonstrate exceptional need.

A graduate student may borrow up to a maximum amount of $30,000 which includes all undergraduate Federal Perkins loans.

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

**The application for this program is the Free Application for Federal Student Aid (FAFSA).**

**Hinson-Hazlewood College Student Loan Program**

Texas residents who meet eligibility requirements may borrow funds to meet a portion of their school expenses. The loan carries a modest interest rate. Repayment begins six months after graduation or withdrawal from the university. **The application for this loan is found at hhloans.com**

**Federal Stafford Student Loan Program**

Funds from this program are made available to the student through the Federal Direct Loan Program. **As of July 1, 2012 all graduate Stafford Loans will be unsubsidized.** There are two types of Stafford Loans: subsidized and unsubsidized. A student must demonstrate financial need, according to the FAFSA, to qualify for the subsidized loan. In this case the government will pay the interest on the loan while the student is in school. Financial need is not a requirement for the unsubsidized loan. The **unsubsidized Stafford Loan** accrues interest while the student is in school; a student may choose to pay the accruing interest while in school.

The loans are made at a modest interest rate and there exists a maximum amount which can be borrowed for a given academic year. The borrower will be required to begin repayment of principal and interest upon graduation or after he or she ceases to be at least a half-time student. Repayment may extend over ten years, but the program requires a minimum monthly payment. See [http://www.utdallas.edu/student/finaid/dirlending.htm](http://www.utdallas.edu/student/finaid/dirlending.htm) or [studentloans.gov](http://studentloans.gov) for additional information.

**Short-Term Emergency Loans**

Students needing emergency help with educational expenses may borrow from the short-term loan fund. Loans must be repaid within 60 days from the date of issuance or one week prior to the end of the term for which the student applied for the short term loan, whichever comes first. A late fee of $30.00 per month will be charged, up to a maximum of $90.00 per loan. Contributions to these funds have been made by Mrs. Lloyd V. Berkner, Mr. and Mrs. Louis
Financial Aid

Castelli, the Kiwanis Club of Richardson, Rotary Club of Richardson, Richardson Savings and Loan Association, the First Texas Savings and Loan Association of Dallas, Richardson Altrusa Club, Chaparral Steel Company, and funds set aside out of student tuition.

Federal College Work Study Program

Work-Study is a federal financial aid program based on a student’s financial need. Federal funds are used to subsidize the student’s hourly wages, making the eligible student more attractive to potential employers. Students are selected based on their demonstrated financial need as a result of submitting the Free Application for Federal Student Aid (FAFSA).

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

Compensation depends on the type of job, qualifications, and classification. The number of hours and work schedule will vary depending on the position. For information on job availability, visit http://www.utdallas.edu/career/students/employment/workstudy.php or contact the Career Center at (972) 883-2943.

Other On-Campus Employment

Various programs and schools of the university employ students in positions that are not work-study positions and are not based on need. In accordance with appropriate guidelines, pay scales depend on the type of job, qualifications, and classification. Normally, students will be employed for a maximum of 19.5 hours per week. Students interested in these positions should contact the Career Center at (972) 883-2943.

Information concerning student financial aid is accurate at the time of printing. Changes in regulations or policy on a federal, state, university, private lending, or donor level could affect the type and amount of programs available and/or program requirements. The Office of Financial Aid has detailed information available upon request.

Scholarship Programs

Information about a variety of scholarships awarded on the basis of academic merit and achievement is available from the Office of Financial Aid. The University of Texas at Dallas also offers a number of endowed scholarships that are administered by a school, department, or program. Students are encouraged to contact their school dean or program office to obtain information about eligibility criteria and scholarships awarded in the student’s area of study.
In accord with Chapter 51, of the Texas Education Code, all applications for competitive academic scholarships for graduate study are reviewed by the Committee on Student Scholarships and/or the Graduate Scholarship Committee in the appropriate academic unit.

Please visit [UT Dallas Scholarships](http://www.utdallas.edu/scholarships) for more information.

Graduate Scholarships Selection Criteria:
- Good academic standing
- Show academic promise
- Full or part-time
- Pursuing a program of study leading to a degree
- May show financial need but not required
Student Affairs

The Division of Student Affairs, under the direction of the Vice President for Student Affairs, offers a variety of student services and programs to enhance the educational experience of all enrolled students.

Career Center

The Career Center offers services to help students prepare for their careers and internships, including career counseling, career and job search workshops, job and internship fairs and electronic job listings and resume referrals. For additional information call (972) 883-2943 or go to www.utdallas.edu/careers.

Center for Student Involvement

The Center for Student Involvement (CSI) helps UT Dallas students become more connected to campus life. CSI provides programming and services for student organizations and for students interested in participating in the many activities at UT Dallas. Visit us in the Student Union (SU2.506) or on the web at www.utdallas.edu/csi.

Child Care Center

The Dallas International School (DIS) and UT Dallas jointly provide evening child care. Parents who attend classes are eligible for child care services during their class hours for children ages 4 to 11. Child care hours are from 4:30 p.m. to 10:30 p.m., Monday-Thursday. To register your child/children for the child care program please complete each of the forms in the enrollment packet. Call 972-883-6391 to have a packet sent to you, or pick one up in the Student Union (SU), Room 1.602 Student Services Building, 4.400.

Comet Card

The Comet Card is the official University identification card for all students, faculty, and staff. The Comet Card allows the use of campus facilities and services and offers an optional campus account for on-campus purchases and payments. The card can also be linked to a Wells Fargo checking account and used as an ATM/PIN-debit card. Cards are issued through the Comet Center located in the Student Union. Call (972) 883-2495 or go to www.utdallas.edu/cometcard for information.

Comet Center

The Comet Center, located on the second floor of the Student Union, is the UT Dallas information hub. Students can pick up Comet Cards and DART passes or purchase postage...
stamps and discount tickets to movies, museums and other local attractions. See www.utdallas.edu/cometcenter for more information.

**Dean of Students**

The Dean of Students provides leadership in the development, overall management and supervision of student services, organizations and activities, and programs and serves as an information/referral source for students needing assistance in any situation. The Dean of Students Office is in the Student Union (SU1.602), Student Services Building, SSB 4.400, and can be contacted at 972-883-6391 or on the web at www.utdallas.edu/deanofstudents.

**Disability Services**

Disability Services The Office of Student AccessAbility ensures that qualified students with documented disabilities have an equal opportunity to participate in educational, recreational and social opportunities, activities at UT Dallas. Students with disabilities are urged to contact Disability Services Student AccessAbility as soon as they are admitted to the University. Disability Services Student AccessAbility is located in the Student Union (SU1.610), Student Services Building, SSB 3.200 and can be contacted at 972-883-2098 or on the web at www.utdallas.edu/disabilityaccess.

**Fraternity and Sorority Life**

UT Dallas is home to 15 national Greek fraternities and sororities that provide students with opportunities for friendship, guidance, service and leadership. For more information call 927-883-6158 or go to www.utdallas.edu/gogreek.

**Intercollegiate Athletics**

UT Dallas is a member of the NCAA Division III American Southwest Conference. The UT Dallas athletic program includes men’s and women’s soccer, golf, basketball, tennis, and cross country, men’s baseball, women’s softball, and women’s volleyball teams. Graduate students are able to participate only if their undergraduate degree is from UT Dallas and they still have NCAA eligibility remaining. Administrative offices are located in the Activity Center. For additional information call (972) 883-4490 or go to cometsports.utdallas.edu.

**International Student Services**

The International Student Services Office (ISSO) houses the International Student Programs, and International Student Advising, and Student Health Insurance services for the international student population at UT Dallas. The Office International Student Services organizes on- and off-campus programs which allow international students to be a part of a variety of US cultural experiences, as well as educational events for US students wanting to participate in multicultural activities. The ISS Office International Student Services also
provides immigration information for F and J students through seminars, individual student appointments, and other outreach activities to provide students with UT Dallas and Immigration Service information affecting their status. The UT Dallas Student Health Insurance Program provides information to international and domestic students on the University approved health insurance plan, and helps students using this plan to effectively navigate the US Health Care system. The International Student Services office may be contacted by calling (972) 883-4189, and more information can be found at http://www.utdallas.edu/student/international/.

Judicial Affairs

A part of the Dean of Students Office, the Office of Judicial Affairs promotes academic integrity and is responsible for investigating allegations of scholastic dishonesty and implementing the discipline process. More information can be found at http://www.utdallas.edu/judicialaffairs, or by calling 972-883-6333.

Leadership Education and Development

Offered through the Dean of Students Office, non-credit leadership classes, offered through the Student Development Office, help students to develop and enhance competence and self-knowledge as it pertains to leadership in a global society. For more information call 972-883-6391 or go to www.utdallas.edu/leadership.

Living Learning Communities

Living Learning communities allow small groups of select freshmen who share common academic objectives, goals, and interests to develop a support network with other students, peer advisors and faculty/staff members. Communities are built around academic interests with a faculty or staff advisor who facilitates distinctive academic and social opportunities that help students extend their learning beyond the classroom. For more information call 972-883-6395 or go to www.utdallas.edu/livinglearning.

New Student Programs

New Student Programs offers orientations, counseling, peer support and other resources to get new students off to a strong start at UT Dallas. For more information call 972-883-6171 or go to www.utdallas.edu/newstudentprograms.

Parent and Family Association

The Parent and Family Association is an avenue for family members and parents of UT Dallas students to get information about the campus and be involved in their student’s campus experience. For more information call 972-883-6171 or go to www.utdallas.edu/pfa.
Recreational Sports

Recreational Sports provides UT Dallas students with diverse recreational programs to enhance their overall educational experience. Recreational facilities include a state-of-the-art fitness center, racquetball courts, squash courts, basketball courts, a multi-purpose room, an indoor swimming pool, sand volleyball courts, soccer fields, tennis courts, softball fields and baseball fields. Recreational Sports also offers students opportunities to participate in a variety of intramural and club sports, group exercise and non-credit courses. For additional information call (972) 883-2096 or go to www.utdallas.edu/recsports.

Residential Life

Residential Life and its student-support team of Peer Advisors are committed to seeing that every resident student has a safe, comfortable and welcoming environment in which to live and learn. For more information call 972-883-5361 or go to www.utdallas.edu/housing.

Spirit Squads

Temoc is the official mascot of UT Dallas and works with the UT Dallas cheerleaders and power dancers, the Crush Crew and the Pep Band to build school spirit, promote community and cheer the Comets on to victory (www.utdallas.edu/spirit).

Student Counseling Services

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

All counseling services and records are held confidential to the extent permitted by law and are governed by the Family Educational Rights and Privacy Act, the Texas Open Records Act, and Article 5561(h), Vernon’s Annotated Texas Civil Statutes. The Student Counseling Center is located in the Student Union (SU1.608), Student Services Building, SSB 4.600 For more information call (972) 883-2575 or go to www.utdallas.edu/counseling.

Student Government

Student Government is the official representative body and voice of UT Dallas students. Students have the opportunity to participate through serving on committees, running for office, or voting in elections. Student Government provides many free services for students, including legal counsel, an online book exchange, and the Comet Discount Program. Further information
may be obtained from the Student Government Offices in the Student Union (SU2.604), by calling (972) 883-2284, or by going to www.utdallas.edu/student/sg.

Student Health Center

The Student Health Center offers routine medical treatment to all currently enrolled students who have paid their tuition and are attending classes. Services include diagnosis and treatment of acute illnesses and injuries, general medical problems, gynecological problems, health education and counseling, treatment of stabilized chronic illnesses, and limited immunizations. Care providers include Nurse Practitioners and a Staff Physician. While there is no direct cost for most services, there are charges for laboratory services, medication and specific procedures provided at the Health Center for individual students. All services or treatment obtained from facilities other than the campus Student Health Center are the responsibility of the individual student. The staff at the Student Health Center can make referrals as indicated appropriate.

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

All medical services and records are held confidential to the extent permitted by law and are governed by the Family Educational Rights and Privacy Act, the Texas Open Records Act, and Article 5561(h), Vernon’s Annotated Texas Civil Statutes. The Student Health Center is located in the Student Union (SU1.606), Student Services Building, SSB4.700. Call (972)883-2747 for more information or go to www.utdallas.edu/healthcenter.

The Health Education office is also part of the Student Health Center. Health Education programming is presented to students throughout the year on many health topics such as HIV, STD’s, nutrition, alcohol/drug abuse. Call (972) 883-4275 or go to www.utdallas.edu/healthed for more information.

Immunization Requirements

We encourage all students to be current on their immunizations. We do not currently have immunization requirements other than mandatory tuberculosis (TB) skin testing for students born outside the United States. This is a pre-matriculation (pre-enrollment) requirement. Students born outside the United States are required to have and present original documentation of a TB skin test or chest x-ray to rule out TB, that has been performed within 3 (three) months of registration, prior to being able to register. A Hepatitis B vaccination is required for students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids in accordance with Texas Education Code, Section 51.933. For more information, please visit http://www.utdallas.edu/healthcenter/immunizations.html.
Beginning Jan. 1, 2012, all Texas college students must receive a vaccination or booster against bacterial meningitis.

The vaccine is required for students of public and private colleges, living both on and off campus.

Students who are enrolled in online courses or who are 30 years of age or older are exempt. An entering student is a new student or a student who has had a break of enrollment for one or more fall or spring semesters. Transfer students are considered entering students.

The student, or parent or guardian of the student, must provide a certificate signed by a health practitioner or an official immunization record showing the student has received the bacterial meningitis vaccination or booster during the five-year period prior to enrollment, and not less than 10 days before the first day of classes. Questions concerning the bacterial meningitis requirement should be directed to the Office of the Registrar, 972-883-2342.

Any student enrolled at the University, including a dual enrollment or transfer student, who has not previously enrolled at a public or private or independent institution of higher education in Texas and plans to reside in University On-Campus Housing must show evidence of vaccination against bacterial meningitis. In accordance with Texas Education Code, Section 51.9191, the student must have received the vaccination at least 10 days prior to finalizing move-in and receiving keys to on-campus housing.

To meet this requirement, students may submit the Bacterial Meningitis Vaccination form, signed by a Licensed Care Provider showing proof of this vaccine, to the UT Dallas Housing staff. The form will be available as part of the housing application and located on the UT Dallas website at http://www.utdallas.edu/housing.

Student Health Insurance

The University of Texas at Dallas Student Health Insurance Office, under the direction of the Student Health Center, provides unique and confidential health insurance advising services for UT Dallas students. Health insurance is available to all students at UT Dallas and is required of all international students (students who are not US Citizens, US Permanent Residents, Asylees, Refugees or undocumented aliens). Effective Spring 2009, all international students will be assessed the Student Health Insurance (SHI) fee at the time of registration for classes. Contact the International Student Services Office Student Health Insurance Office for more information at 972-883-4189 972-883-2747 or on the web at www.utdallas.edu/insurance www.utdallas.edu/healthcenter/insurance.

Student Media
The award-winning student newspaper of UT Dallas, *The UTD Mercury*, publishes bi-weekly on Mondays throughout the school year. The newspaper offers paid positions for writers, editors, page designers and photographers (mercury.utdallas.edu www.utdmercury.com).

Radio UTD, the student-run internet radio station, features an eclectic and freeform mix of music and original programming including talk, poetry and live coverage of UT Dallas sports. *College Music Journal* nominated Radio UTD as one of the best internet radio stations in the United States (radio.utdallas.edu).

*A Modest Proposal*, a student publication that focuses on student life, global politics, arts, events, and social commentary, publishes eight editions during the fall and spring semesters each year (amp.utdallas.edu www.amputd.com).

UTD TV, a web-based television station, was launched in 2009. It provides a new medium for broadcasting news, entertainment shows and other content produced by students, staff and faculty (tv.utdallas.edu www.utdtv.com).

### Student Organizations

Registered student organizations provide the major means by which students can contribute to campus life while developing friendships, interests, talents, and leadership skills. These groups include academic and honor groups, service clubs, religious groups, ethnic groups, and special interest groups. Detailed information on current groups and guidelines for forming new organizations are available on the web at utdallas.orgsync.com www.utdallas.edu/esi, in the Center for Student Involvement in the Student Union (SU2.506), or by calling (972) 883-6223.

### Student Union

The Student Union is a place for students to hang out, grab a bite to eat and just relax. Open seven days a week, it includes a TV lounge, study lounges, pool tables, ping-pong tables, a video arcade, the Comet Café, The Pub and a number of meeting rooms that can be reserved for organization meetings (www.utdallas.edu/union).

### Student Union and Activities Advisory Board (SUAAB)

SUAAB is a student leadership group that offers a variety of events: group of student leaders dedicated to programming social, diverse and educational events to enhance the student experience. Events coordinated by SUAAB include the annual Homecoming Dance, Casino Night, Springapalooza, movies, comedians, concerts, pep rallies and more (http://www.utdallas.edu/suaab/).

### Student Volunteerism
The Student Volunteerism Program offers students a variety of opportunities to lend their time and talents in service to the communities of UT Dallas, North Central Texas and beyond. Programs include Alternative Spring Break, Service Saturdays and Viva Volunteer among others. The Office of Student Volunteerism is located in the Student Services Building, SSB4.500 and can be contacted at (972) 883-6393 or on the web at www.utdallas.edu/volunteer.

Student Wellness Center

The Student Wellness Center promotes health, fitness and responsible personal choices among UT Dallas students through educational programs, resources and individual consultations. Programs include alcohol and other drug awareness, sexual responsibility, nutrition and fitness, men’s and women’s health. The Student Wellness Center is located in the Student Services Building, SSB4.500, and can be contacted at 972-83-4275 or on the web at www.utdallas.edu/studentwellness.

Transfer Student Services

The Transfer Student Services Office provides support to new and returning transfer students to ensure their successful transition into UT Dallas. The Transfer Student Services Office is located in the Student Services Building, SSB4.500 and can be contacted at (972) 883-6204 or on the web at www.utdallas.edu/transferservices.

Nondiscrimination Policy

The University is committed to a policy of nondiscrimination on the basis of age, color, disability, gender, race, religion, sexual orientation, national origin, or veteran status in its provision of services, activities, and programs, and in its treatment of students. Students seeking further information about this policy, or related complaint procedures for alleged discrimination or sexual harassment should contact the Dean of Students at (972) 883-6391.
Version of Dec 19.

To be added as a new paragraph b. in

SUBCHAPTER B. APPEALS OF ACADEMIC DECISIONS
SECTION 51.06 APPEAL PROCEDURES
(http://www.utdallas.edu/dept/graddean/gsPolGrievance.htm)

a. The appeal procedures defined in this section apply to an unresolved grievance concerning some aspect of the student’s academic standing at UT Dallas. The intent is to address the grievance in a prompt and orderly fashion. The appeal must concern an administrative or faculty decision that the student regards as incorrect or unjust. Such decisions include, but are not limited to, assigning grades, applying the degree plan, and actions or decisions of thesis and dissertation committees. Appeals under this section do not apply to 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 UT Dallas Policy UTDPP1075 - University Policies Related to Graduate Student Teaching Assistants and Graduate Student Research Assistants.

b. The only ground for considering a grade to be incorrect is clerical error. Examples of clerical error would be include, but are not limited to, a mistake in adding component grades, a mistake in recording grades, or attributing a paper or examination to the wrong student. The only ground for considering a grade to be unjust is that it is arbitrary or capricious. Arbitrary or capricious means meaning that the grade cannot be considered reasonable given the material of the course, and the overall performance of the class, and the individual performance of the student. The university assumes that course-work is best evaluated by the instructor in the immediate context of the course activity. Requests for reconsideration must show with clear and convincing evidence why this assumption should be set aside.

c. A student having a grievance regarding academic concerns may have the issue considered in the following manner:
Purchase of Textbooks

The University of Texas at Dallas advises students that they are not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. (Texas Education Code 51.9705; 19 TAC 4.215)

Tuition and Required Fees

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

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

The University of Texas at Dallas utilizes a consolidated tuition rate, which is capped at 15 semester credit hours for all resident graduate students. The consolidated tuition and fee rates cover all academic program costs; including tuition, mandatory fees, and most of the college and course incidental fees. Additional fees that will be charged separately are: field trip fees, supplemental designated tuition fees and distance education fees. The Tuition and Fee Tables can be found on the Bursar Office website.

Beginning fall 2007, The University of Texas at Dallas introduced the Guaranteed Tuition Plan. The Guaranteed Tuition Plan is designed to help new students and their families better plan for the cost of a college education, while allowing the University to maintain the quality of its academic programs. Under the terms of the plan, graduate students enrolling at UT Dallas for the first time for the fall 2011, spring 2012, and summer 2012 semesters are charged for tuition and mandatory fees fixed at the fall 2012 rates for all succeeding semesters through the summer of 2015. The charges per semester credit hour for tuition and mandatory fees at UT Dallas depend on the number of hours for which a student enrolls. Other user fees for courses and services including, for example, parking, and housing fees, are subject to change. More information on the Guaranteed Tuition Plan can be found at http://www.utdallas.edu/tuition/guarantee/. Students who enrolled at UT Dallas prior to fall 2007
are charged a different rate than the newly enrolled students. That rate remains subject to increase each year.

Students are not registered or eligible to attend classes until they have paid in full or signed payment arrangements with the Bursar for all tuition and fees. Students who have not paid in full or enrolled in a payment plan by the posted payment deadline may have their registration cancelled. If a student’s registration has been canceled for nonpayment, and that student wishes to reinstate registration, a reinstatement fee in addition to any late fees and tuition and fees will be charged. See the online fee schedules at http://www.utdallas.edu/finance/bursar/schedule-introduction.html for fees associated with course reinstatement. No student will be reinstated in a closed course.

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

Students may refer to the Academic Calendar at http://www.utdallas.edu/student/registrar/calendar/ or the Tuition and Fees Schedule at http://www.utdallas.edu/finance/bursar/schedule-introduction.html for information regarding payment and refund deadlines.

Students will be given notice on their tuition bill, tuition receipt or an email in connection with tuition charges, of the amount of his/her tuition payment that is required to be set aside to provide financial assistance for students enrolled at the institution per the Texas Education Code, Section 56.014.

### Tuition Installment Payments

A student may elect to pay tuition and fees for the fall and spring semesters and 12-week summer session under the installment payment plan (Section 54.007, Texas Education Code), **The installment plan allows the student to pay their tuition and fee balance in three equal payments.** A $25.00 fee per semester will be assessed to each student who elects to pay by installments. Additionally, a late payment fee of $30.00 for delinquent payment will be assessed each time an installment is not paid by the date it is due.

### Tuition for Excessive Doctoral Hours

For a doctoral student enrolling for the first time in Fall 1999 or after, Section 54.012, Texas Education Code, establishes a maximum number of doctoral hours that a doctoral student may attempt while paying tuition at the rate provided for Texas residents. Attempted hours include all doctoral hours taken at a Texas institution of higher education for which a student was registered as of Census Day, including, but not limited to, courses that have been repeated,
failed, and courses from which the student withdrew. The maximum is 99 doctoral hours. A student who exceeds the maximum hours may be charged tuition at the rate charged nonresident doctoral students. The higher tuition rate applies only to those doctoral semester credit hours that exceed 99 hours.

**Tuition Installment Payments**

A student may elect to pay tuition and fees for the fall and spring semesters and 12-week summer session under the installment payment plan (Section 54.007, Texas Education Code). A $25.00 fee per semester will be assessed each student who elects to pay by installments. Additionally, a late payment fee of $30.00 for delinquent payment will be assessed each time an installment is not paid by the date it is due.

**Cooperative Arrangements**

**The University of Texas System**

**Concurrent Enrollment**

A concurrent enrollment agreement is in place between The University of Texas at Dallas, The University of Texas at Arlington and The University of Texas Southwestern Medical Branch. This agreement allows any student enrolled concurrently between these institutions to receive a waiver of certain fees. Students must be enrolled in at least one hour at their home institution to be considered concurrently enrolled. Students must apply for concurrent enrollment with The Office of the Registrar in the Student Services Building, first floor customer service area.

In addition, Texas Education Code 54.011 states that when students register at more than one public institution of higher education at the same time, their tuition charges shall be determined in the following manner:

- The student shall pay the full tuition charge to the first institution at which s/he registered; and in any event the student shall pay an amount at least equal to the minimum tuition specified in this code.
- If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution in addition to the tuition charge paid to the first institution, but shall pay only the hourly
rates, as provided in this code, to the second institution.

- If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a higher minimum tuition charge specified in this code), then the student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between the total tuition charge at the second institution and the total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates as provided in this code.

- If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which s/he is registered, that student shall be considered a Texas resident at each of the institutions at which s/he is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subdivision shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.060 of this code. Nothing in this subdivision shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.060 of this code.

A concurrent enrollment agreement is in place between The University of Texas at Dallas, The University of Texas at Arlington, and The University of Texas Southwestern Medical Branch. This agreement allows any student enrolled concurrently between these institutions to receive a waiver of certain fees (Sec. 54.503(g), Texas Education Code). The student must apply for concurrent enrollment with the Office of the Registrar.

Visiting Student Program

The UT System Visiting Student Program is designed to allow a graduate or professional student enrolled in an institution of the UT System to take courses or engage in research at another institution within the System during a regular semester or summer session. A UT Dallas graduate student, who has been admitted to a degree program at UT Dallas, must have completed a minimum of 15 semester credit hours at UT Dallas and be in academic good standing in order to be eligible to participate in the visiting student program. Courses to be taken under this visiting student program must have prior approval of the student’s degree program advisor. An approved Leave of Absence also is required. A Visiting student registers and pays tuition and required fees at his/her home institution and is given normal privileges associated with available
student services at the exchange institution. A visiting student is subject to the rules and regulations of both institutions. Each UT System institution has designated an individual to coordinate and approve graduate or professional visiting students. Interested UT Dallas students should contact the Office of the Dean of Graduate Studies for additional information (Phone 972-883-2234; World Wide Web http://www.utdallas.edu/dept/graddean/). A student at other UT System schools wishing to take courses at UT Dallas under this visiting student program should contact and work through the graduate dean at the home institution.

**Texas A&M University System**

A cooperative arrangement between The University of Texas System and the Texas A&M University System allows a graduate student at one institution to use unique facilities or courses at the other institution with a minimum of administrative paperwork. The graduate student registers and pays tuition and fees at the home school.

**Partial Tuition and Fee Exemptions**

As a state sponsored institution of higher education in Texas, UT Dallas is authorized to award partial tuition and fee exemptions to a student who qualifies based on statutory criteria. Exemptions are available to certain students who have been in foster or other residential care in the State of Texas: certain students who received Aid for Dependent Children benefits during their last year of high school; children of prisoners of war or persons missing in action; certain students who are suffering economic hardship; certain Texas residents who graduate from a public high school within 36 months of original enrollment and completed all years of high school in Texas; residents of Texas who have served in the armed forces of the United States; Texas residents classified by the U. S. Department of Defense as prisoners of war on or after January 1, 1999; children of POW/MIA, students from other nations of the western hemisphere; blind or deaf students; military personnel and dependents; children of disabled/deceased firefighters and peace officers; firefighters enrolled in Fire Science classes, children of Texas veterans; children of professional nursing faculty, preceptors for professional nursing education programs, and certified educational aides. Senior citizens who are age 65 or older as of Census Day may be exempted from tuition for up to six semester credit hours each semester or summer term if space is available. A dependent child of a member of the Armed Forces, who is a resident of this state or entitled to pay resident tuition, is exempt from the payment of resident tuition for any semester or other academic term during which the member of the Armed Forces is deployed on active duty for the purpose of engaging in a combative military operation outside the United States (section 54.203(b-2), Texas Education Code). Individuals who feel they may qualify under this section are requested to contact the Financial Aid (972) 883 2941.

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

- Bar against registration and/or readmission to the institution;
- Withholding of grades, degree, and official transcript; and
- All penalties and actions authorized by law.

Refund of Tuition and Fees

For the Long Term (Fall and Spring Semesters) and 12-Week Summer Session

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

For the 6- and 8-Week Summer Sessions

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

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

Cash refunds will not be made to students who request refunds; instead, refund checks will be mailed to the current address on file after the refund is requested unless the student has opted for direct deposit. Direct deposits are normally available 5 to 6 business days from the day they were requested.

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

No refunds will be granted unless application is made within one year after official withdrawal.
All policies regarding the payment or refunding of tuition, fees, and charges are approved by the Board of Regents of The University of Texas System and comply with applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, he or she should contact the office or administrative unit from which the charge or refund originated.

**Refunding for Students in Title IV Programs**

As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended ("Act"), UT Dallas is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, a loan, or work assistance under Title IV of the Act or whose parents have received a loan on their behalf under 20 U.S.C. Section 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is sixty percent of the period of enrollment for which the charges were assessed. A student who withdraws prior to that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in Section 54.006, Texas Education Code, or a pro rata refund calculated pursuant to Section 484B of the Act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed the lesser of five percent of the tuition, fees, room and board, and other charges that were assessed for the enrollment period, or one hundred dollars. If the student’s charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.
Many online courses listed in this catalog are offered from the University of Texas at Dallas via the UT Online Consortium (UTOC, formerly UT Telecampus). The UTOC TeleCampus is the centralized support center for online education throughout The University of Texas System. In the website you will find: online classrooms, a digital library, free online tutorial services, 24/7 technical support, links to various admissions and registrar offices throughout the UT System and full program descriptions for the online courses and degrees the UTOC TeleCampus facilitates. Designated contacts at each campus are available to assist you as are the student services support staff of the UTOC TeleCampus. With questions please call toll-free: 1-888-TEXAS-16 (1-888-839-2716).
Proposal for the Executive Masters of Science Degree in Software Engineering
Proposal Summary

The Department of Computer Science proposes to offer an Executive Master’s of Science (MS) degree in Software Engineering (SE). According to the Bureau of Labor Statistics, Software Engineering is among the occupational categories projected to grow the fastest (32%) and add the most jobs (295,000) during the period 2008-2018. Industry data has shown that Software Engineers with a *graduate degree* and *relevant experience* will have the best opportunities. A market survey completed by the UTD Computer Science department suggests there is strong demand for a Master’s degree in Software Engineering offered in an executive format. Out of 32 respondents, 12 (37.5%) indicated they are interested in participating, 15 (46.9%) may be interested, and 5 (15.6%) are not interested.

The mission of the Executive MS in SE is to provide practical, professional education to full-time software employees in the Dallas-Fort Worth Metroplex. The twenty month program will serve the needs of working professionals who seek an academic experience which accommodates their demanding schedule and is immediately applicable to their workplace. The program aims to equip students with the skills necessary to claim positions of increasing professional responsibility throughout their careers.

The courses and topics covered in the Executive MS in SE will closely parallel those of the regular MS in SE offered by the Department of Computer Science, and students from both programs will receive the same Masters Degree in SE. We do not believe that the Executive MS in Software Engineering will “steal” students from the regular MS in SE degree program for two reasons. First, the cost of the Executive MS is significantly higher. Second, admission to the Executive MS in SE program would require at least three years of relevant industry experience. The Executive MS in SE will bring new students to UTD who otherwise would not enroll at UTD for a graduate degree due to their demanding work schedule. Notably, 81% of our survey respondents stated that they may prefer the Executive MS format to the traditional format even if classes in the traditional program were offered in a more flexible manner.

The Executive MS in SE will be run much like the Executive MBA program in the School of Management. The semester credit hours generated by the executive MS in SE will not be reported to the State. The program will be financially self-sustaining and will pay for any teaching resources of the CS department required.

To the best of our knowledge, the proposed program will be only one of a few in the nation offered by a public university. In Texas, only UT Austin has a similar program. Since inception, the UT Austin’s SE Masters Degree Program has successfully attracted an average of twenty students every time it has been offered (Spring and Fall). Given that the Dallas area employs twice as many Software Engineers than the Austin area (according to the Bureau of Labor Statistics 12,550 vs. 6,660 as of 2008), we

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2 Center for lifelong Engineering Education, UT Austin
estimate that the UTD program will be able to attract at least the same number of students as the UT Austin program.

We are very enthusiastic about this new program and its positive contribution to the continuing elevation of UTD’s reputation.
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1. Degree Overview

1.1. Degree Mission

The mission of the Executive Masters of Science in Software Engineering (E-MSSE) is to provide practical, professional education to full time software employees in the Dallas Metroplex. The 20-month program will serve the needs of working professionals who seek an academic experience that meet their demanding schedule and is immediately applicable to their workplace. It aims to equip students with the skills necessary to claim positions of increasing professional responsibility throughout their careers.

The academic quality of the Executive Masters in Software Engineering will be monitored by an executive committee consisting of full-time University faculty. Professional best practice will be ensured by the advice of an advisory board drawn from leaders in the Software Engineering field.

To the best of our knowledge, the proposed program will be only one of a few in the nation offered by a public university. In Texas, only UT Austin has a similar program. Since inception, the UT Austin’s SE Masters Degree Program has successfully attracted an average of twenty students every time it has been offered (Spring, Summer and Fall). Given that the Dallas area employs twice as many Software Engineers than the Austin area\(^3\), we estimate that the UTD program will be able to attract two to three times the number of students currently participating in the UT Austin program.

1.2. Degree Structure

- The E-MSSE is structured as a 20-month program with classes beginning each September.
- Classes will meet three days each month. On the first weekend, students will meet Friday and Saturday; on the third weekend, students will meet Saturday only.
- Classes will run 8:30 a.m. to 5:00 p.m.
- Class size will not exceed 20 students.

1.3. Benefits

Benefits to UTD

We estimate that the E-MSSE will bring between forty to sixty new students to UTD every time it is offered. In addition, since the proposed degree will be financially self-sustaining (i.e., it will pay for any teaching resources it consumes), there will be limited or no incremental funds required for the program.

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\(^3\) according to the Bureau of Labor Statistics 12,550 vs. 6,660 as of 2008
Benefits to New Students (Software Professionals)

- They will miss fewer days of work.
- They will acquire
  - Knowledge and tools to deliver robust, in-time, and in-budget software systems.
  - State-of-the-practice methods and tools to specify, architect, design, construct and test software systems.
  - Skills necessary to manage software projects, developers and resources.
- They will receive an accredited UTD Master’s degree in Software Engineering.

1.4. Admission

The admission files will be processed by the new program’s admission committee.

2. Curriculum

The Executive MSE degree plan will require a minimum of 33 hours of courses, which includes 5 core courses and 6 electives. These courses are given below.

Core Requirements (15 hours)

CS 6361  Software Requirements Engineering
CS 6362  Software Architecture and Design
CS 6367  Software Testing, Validation and Verification
CS 6388  Software Project Planning and Management
CS 6347  Advanced Software Engineering Project

Students must earn a minimum 3.2 grade point average in the Core Requirements.

Additional Courses (minimum of 18 hours)

CS 6359  Object Oriented Analysis and Design
CS 6357  Software Quality Assurance and Metrics
CS 6356  Software Maintenance and Re-engineering
CS 6360  Database Design
CS 6396  Real Time Systems
CS 6322  Information Retrieval
CS 6324  Information Security
CS 6V81  Semantic Web

A minimum of 3.0 grade point average is required for electives.

Students will be allowed to transfer a maximum of 8 credit hours.
3. Admission Requirements

The admission committee will focus on selecting candidates who have the potential to successfully complete the program and contribute to class diversity and quality. The admission requirements are given below.

3.1. Requirements

- Three years or more of full-time employment as a software professional.
- A four year Bachelor degree in computer science, engineering or related field.
- A complete application form
- Official transcripts from each university or college attended.
- A detailed resume including work history.
- A written Personal Statement
- Three letters of recommendations on forms supplied by the E-MSSE program.
- Corporate approval of enrollment in the case of employed applicants.
- A successful interview with the E-MSSE program director.

3.2. Application

The application deadlines for the Fall and Summer semesters are respectively November 1 and June 1.

Applications made after the deadline will be considered on a space-available basis. No decision will be made until all required materials have been received.

A complete application must be submitted to the Executive MSE program office through the program website.

3.3. Notification of Decision

Applications made after the deadline will be considered on a space-available basis. No decision will be made until all required materials have been received. Students will be advised in writing/electronically of their admission status within ten business days of receiving a complete application.
4. Tuition and Financial Aid

4.1. Tuition
The total cost of the Executive MSE for the class starting in January 2012 is $33,000. This amount covers the following items for the entire 20-month program:

- Tuition and fees
- Textbooks
- Course Materials
- Access to UTD resources
- Meals on class days
- Parking permits

The cost may be paid in five equal installments with one installment due prior to the start of each semester. The due dates are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>December 10</td>
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<td>December 10</td>
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<td>April 10</td>
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4.2. Application Fee
$800 application fee/deposit must be submitted with application forms.

The $800 will be applied as follows:

- $300 non-refundable application fee.
- $500 used as
  - A deposit to hold the student seat in class and credited towards tuition, or
  - A non-refundable deposit, if the student is admitted to the program and decline to attend, or
  - A refundable deposit, if the student is not admitted to the program.

4.3. Financial Aid
The Executive MSE program will not provide direct financial assistance to students. However, students will be eligible for loans through the UTD Financial Aid Office.
5. Class Meeting Schedule and Calendar

In this section we present a tentative schedule for the first session expected to start on May 5, 2012.

Summer 2012

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Fall 2012

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<th>September</th>
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</table>
6. Program of Study

A tentative list of courses to be offered starting Summer 2012 is given below.

<table>
<thead>
<tr>
<th>Summer 2012</th>
<th>Fall 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name</strong></td>
<td><strong>Instructor</strong></td>
</tr>
<tr>
<td>Requirements Engineering Architecture and Design</td>
<td>Dr. Lawrence Chung Dr. Nhut Nguyen</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2013</th>
<th>Summer 2013</th>
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</thead>
<tbody>
<tr>
<td>Database design</td>
<td>Software Quality Assurance Project Planning and Management</td>
</tr>
<tr>
<td>Real Time Systems</td>
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</tbody>
</table>

7. Course Descriptions


**Architecture and Design** (3 semester hours) Concepts and methodologies for the development, evolution, and reuse of software architecture and design, with an emphasis on object-orientation. Identification, analysis, and synthesis of system data, process, communication, and control components. Decomposition, assignment, and composition of functionality to design elements and connectors. Use of non-functional requirements for analyzing trade-offs and selecting among design alternatives. Software modeling techniques. Architecture styles and design patterns. Service-oriented architecture. Transition from requirements to software architecture, design, and to implementation. State of the practice and art.
Object-Oriented Analysis and Design (3 semester hours) Analysis and practice of modern tools and concepts that can help produce software that is tolerant of change. Unified Software Development Process (UP), object-oriented methodologies and the Unified Modeling Language (UML 2.0). Use of advanced CASE tools that allows the rapid development of UML diagrams and promotes an agile workflow by synchronizing changes in the various models and the code.

Software Testing (3 semester hours) Fundamental concepts of software testing. Functional testing. GUI based testing tools. Control flow based test adequacy criteria. Data flow based test adequacy criteria. White box based testing tools. Mutation testing and testing tools. Relationship between test adequacy criteria. Finite state machine based testing. Static and dynamic program slicing for testing and debugging. Software reliability.

8. Personnel

Program Director

Dr. Rym Z. Wenkstern
etmail: rymw@utdallas.edu
Phone: 972.883.2091

Program Assistant Director

Dr. Kendra Cooper
etmail: cooper@utdallas.edu
Phone: 972.883.4216

Admissions Coordinator

Shyam Karrah
etmail: skarrah@utdallas.edu
Phone: 972.883.4197

Faculty

In addition to our regular faculty, leaders in the software engineering field will be invited to teach courses. Below is the list of UTD faculty that will be involved with the program.

Prof. Lawrence Chung
Dr. Nhut Nguyen
Prof. Bhavani Thuraisingham
Prof. Rym Zalila-Wenkstern

Prof. Kendra Cooper
Dr. Janell Straach
Prof. Eric Wong

These faculty members will be paid additional compensation for any courses they teach in the E-MSSE program. The total teaching time devoted by these faculty members will not be more than 20% of their full-time work (consistent with UT Systems rules for outside consulting). As the program’s Director, Prof. Rym Wenkstern may be devoting more time to the program. The percentage of Dr. Rym Wenkstern’s time devoted to the program will be charged to the revenues generated by the program.