AGENDA
ACADEMIC SENATE MEETING
January 18, 2012

1. CALL TO ORDER, ANNOUNCEMENTS & QUESTIONS  DR. DANIEL
2. APPROVAL OF THE AGENDA  DR. LEAF
3. APPROVAL OF MINUTES  
   November 16, 2011 Meeting  DR. LEAF
4. SPEAKER’S REPORT  DR. LEAF
5. FAC REPORT  DR. LEAF
6. STUDENT GOVERNMENT LIAISON REPORT  DR. CORDELL
7. CEP PROPOSAL – GRADUATE CATALOG – FIRST FORTY PAGES  DR. CANTRELL
8. DRAFT – ANNUAL REVIEW POLICY  DR. LEAF
9. REVIEW OF NONTENURE-SYSTEM FACULTY  DR. LEAF
10. ADJOURNMENT  DR. DANIEL
UNAPPROVED AND UNCORRECTED MINUTES

These minutes are disseminated to provide timely information to the Academic Senate. They have not been approved by the body in question, and, therefore, they are not official minutes.

ACADEMIC SENATE MEETING
NOVEMBER 16, 2011

PRESENT: Peter Assmann, Poras Balsara, Kurt Beron, Dinesh Bhatia Judd Bradbury, John Burr, Cy Cantrell, R. Chandrasekaran, David Cordell, Gregory Dess, Gregg Dieckmann, John Ferguson, Lev Gelb, Jeremy Hall, Mustapha Ishak-Boushaki, Ganesh Janakiraman, Kamran Kiasaleh, Murray Leaf, Sumit Majumdar, Stanimir Markov, Syam Menon, Dennis Miller, Jessica Murphy, Ravi Prakash, Monica Rankin, Liz Salter, Richard Scotch, Lakshman Tamil, Mark Thouin, Zhenyu Xuan

ABSENT: Shawn Alborz, Bobby Alexander, Dan Bochsler, Gail Breen, Daniel Cohen, John Geissman, Joe Izen, Linda Keith, Neeraj Mittal, Steven Nielsen, Peter Park, Ravi Prakash, Michael Rebello, Tim Redman, Venus Reese, Lucien Thompson

VISITORS: Andrew Blanchard, Calvin Jamison, Serenity King, Abby Kratz, Chris Parr, John Ferraris, Inga Musselman, Sheila Amin Gutierrez de Piñeres

1. CALL TO ORDER, ANNOUNCEMENTS AND QUESTIONS
   Provost Wildenthal called the meeting to order and asked for questions. There were none.

2. APPROVAL OF THE AGENDA
   Speaker Leaf asked that the agenda be changed to move Item 7, Presentation and Discussion of Online Course Evaluation System, to Item 4 on the agenda so that Simon Kane could present his information and leave more quickly. Richard Scotch moved. John Burr seconded. The motion carried and the agenda was approved as modified.

3. APPROVAL OF MINUTES
   Richard Scotch moved to approve the minutes as circulated. Kurt Beron seconded. The motion carried.

4. PRESENTATION OF ONLINE COURSE EVALUATION SYSTEM
   Simon Kane of the Provost’s Technology Group presented a demonstration of the proposed online courses evaluation system. He began by giving a brief background of the current course evaluation system. Since 1999 we have been using the Instructional Assessment System (IAS) from the University of Washington. This is a paper form with approximately thirty questions. There are several forms of the survey available resulting in over 250 possible questions. There are different scales and weights used in the evaluation of each form making the use of the data from the IAS form very challenging. The system we will be moving to is the Universal Evaluation System (UES).

   The online UES form was used exclusively by the School of Economic, Political and Policy Sciences for the spring 2011 semester with a response rate of 65%. The response rate for the spring 2010 semester using the paper evaluation form was 66%.
The questions on the new online evaluation form are standardized and designed to be more
general than those on the University of Washington form. The form has a separate block for
evaluating multiple instructors for a single course. The system will store this data separately.
The website for the course evaluations is http://eval.utdallas.edu

Students are encouraged to participate in the course evaluation by a series of three emails that
will be sent using both UTD and personal email addresses. Once a student has completed the
evaluation no more email reminders will be sent. Anonymous participation is achieved via
randomly generated "tokens" which can be distributed automatically via email or in class in
physical (paper or card) form. The course evaluation can also be reached through CourseBook.
Login is not required to participate, and no attempt to identify a token holder will be made.

In the spring semester EPPS used a promotion where everyone completing course evaluations
was registered for a drawing for a free IPad. There will be a university-wide promotion this
semester as well and several schools are having their own promotions as well.

The proposed time frame for this semester is to have the evaluation period open from
November 28-December 8. This period is designed to occur before grades are posted. Simon
was asked if there would be communication to the students to let them know the schedule for
the evaluation cycle. He will be sending out information to all students, but was waiting on
final Senate approval before doing this.

Cy Cantrell moved to approve the use of the online course evaluation system. Liz Salter
seconded. The motion carried with 1 dissenting vote.

5. **SPEAKER’S REPORT - MURRAY LEAF**

1. Everyone selected to be a member of the Hearing Pool for academic dishonesty cases has
been notified and Gene Fitch has scheduled the first training session.

2. Student housing problems and related student morale issues. Sumit Majumdar contacted
Speaker Leaf about a concern raised by a recent article in *The Mercury* about Indian students
splitting leases in the University apartments and violating the number of allowed tenants in the
apartments. The article evidently has some truth behind it, although there is no evidence that
the practice is more prevalent among Indian students than others. It appears that there may be a
more serious issue with housing than current plans recognize. When confronted with the issue
administrators are telling students that there is no waiting list and everyone who needs housing
has it. However, it appears possible that one reason why there is no waiting list is because of
the increased loading in the apartments. Off-campus housing may also be more problematic for
students than we recognize because of lack of transportation, safety issues and the quality of
available housing.

Speaker Leaf has suggested that members of the Indian Student Association and the Chinese
Student Association could address the Senate to present their views on this issue. In the Council
meeting, Richard Scotch questioned what role the Senate could take in solving student housing
issues. Perhaps instead of a presentation to the Senate perhaps the students should meet with
the appropriate committee responsible for housing. Speaker Leaf responded that he had
suggested the same thing to the students. Their response was that they have been meeting with
the relevant administrative officers, with members of the Chinese Student Association. Dr.
Jamison is continuing to work on expanding shuttle service to have more routes available and
running later. The Council agreed that if the students came forward with a presentation, Speaker Leaf would ask them to bring it to the Council to see what to do next.

3. Leadership Training: For at least the last six years, we have been talking about providing some guidance for people newly assigned to positions of leadership at about the level of a department chair. About four years ago, the FAC presented a plan to the UT System. The UT System took it up, and in 2008 announced the creation of the Leadership Institute, under the office of Geri Malandra. We reviewed the program here, in Council, and our conclusion was that it was too focused on compliance issues and not enough concerned with what we felt was most needed, which was the change in perspective that a person has to make when going from being an individual faculty member talking to a Chair or Dean to that of being a Chair or Dean talking to a body of faculty. The other problem with the program was that it was never big enough to reach down to the level we were most concerned with; it was forced by the demographics to focus on higher levels. So basically, the idea did not work as intended. Now, UTSA may be working out a successful alternative approach.

On October 14, Speaker Leaf attended a session of a leadership training program that UTSA has developed for its staff and faculty. They call it Leadership UTSA. They take 20 people, about equally faculty and staff, and conduct a year-long series of one-day sessions. This is their third cohort. Each meeting day they have substantial readings, then one or a few groups work up a presentation with their own analysis, and then they have some kind of exercise. For Speaker Leaf’s visit, the readings were Birnbaum, *How Colleges Work*, and Pawlak and Bergquist, *The Six Cultures of the Academy*. His job was to follow up with a one-hour presentation on organizing, organizational design, and how one writes good policy.

His conclusion was that it was a good class; the group was lively, the discussion on point, and practically everyone seemed to be getting something out of it and seemed to enjoy doing so. He thinks it would be a good model for us; certainly it is worth looking into. The individuals who are coordinating it for them are Mansour El Kikia and Gage Paine. They would be happy to come here to talk about it. They have a website:

http://utsa.edu/today/2011/07/leadershiputsa.html

4. The policy the Senate recently approved to assure integrity on theses and dissertations went to the HOP Committee. In the committee, Gene Fitch raised a number of objections. The main objection was that he did not feel that it was necessary; the Dean of Students office could handle such cases under present policies. Speaker Leaf had not heard all of the concerns previously, and asked if he had discussed them with the Graduate Council. He said he sent them but did not get a response. Speaker Leaf thought it would be better if everybody concerned met face to face. Dean Cunningham arranged a meeting with the Graduate Council, which Speaker Leaf also attended. The Council did not succeed in convincing Dean Fitch to abandon his general view, nor did Dean Fitch convince the Graduate Council to alter theirs, but in the course of the conversation several reasonably important misunderstandings were exposed and some issues raised. It turned out, for example, that while we have revoked a degree for a plagiarized dissertation, we have not actually asked that the dissertation itself be withdrawn from the Proquest repository. Dean Cunningham’s office is now looking into doing so. Another interesting possibility that came up in discussion was that revocation of a degree should involve an action of the Senate, since the Senate is actually the faculty body that approved the degree. Speaker Leaf
is now looking into the way other universities deal with this possibility and expects to have his recommendations before the next meeting of the Academic Council. Dr. Wildenthal and the Senate indicated that they agreed that Senate action sounded appropriate.

6. FAC REPORT (Murray Leaf)
   1. Activity has mainly focused on a continuing effort by some members to approve an alternative wording to the amendments to the Regents policy on post tenure review. The proponents circulated a version and voted with a mail ballot; the vote was 17 in favor and 2 opposed. Since the total vote added up to a quorum (which is half of the total membership), the Chair has said it is in order and will forward it to Pedro Reyes.
   2. The second area of concern continues to be the resignation of David Prior and what to do about it. All but one of the Academic campuses was represented at the Texas Council of Faculty Senates meetings, so we talked about it briefly. We agreed that we will write a memorandum stating what we think the faculty requires, and also that we felt that David understood and was committed to this. We will also offer to help in going forward. I have circulated a letter and am now collecting signatures from members of the FAC. I expect to have the letter sent off tonight.

   Everything else is on the agenda.

7. STUDENT GOVERNMENT LIAISON REPORT
   David Cordell had no report. Raj Dwivedi, Student Government representative, was present and announced that Student Government is working on a fundraising drive for victims of the wildfires in Bastrop. There will be donation jars at many of the upcoming Homecoming events.

   Students are already beginning to look for books for the spring semester. Mr. Dwivedi asked that faculty finalize their book selection for spring courses as quickly as possible so that students can find the best price for their textbooks. Student Government will be sponsoring the textbook swap again next semester.

   The UT System Student Advisory Council will meet in January.

8. REVISION TO THE CHARGE OF THE ACADEMIC PROGRAM REVIEW COMMITTEE
   Serenity King presented the proposed amendments to the charge. She explained that the Coordinating Board has passed a rule stating that all graduate programs must be reviewed every seven years. The policy has been reviewed to ensure that it corresponds with the new Coordinating Board rules. The majority of the changes in the policy are to clean up some language and to clarify the size and role of the committee. She noted that the number of members of the committee is no longer specified in the proposed new language, and that this is deliberate. There is also no mention of the term for membership. After discussion it was agreed that the membership term should be specified. The policy will be revised to reflect that terms for faculty members will be for two years renewable. Richard Scotch moved to approve the revised policy. Richard Scotch moved to approve the amended charge. Cy Cantrell seconded. The motion carried. The approved wording is appended.

9. APPROVAL OF CANDIDATES FOR GRADUATION
   David Cordell read the following motion to approve candidates for graduate degrees:

   These students have applied for graduate degrees and have been reviewed by the Graduate Dean. The Graduate Dean certifies that all of these students will be eligible for the degrees
indicated upon satisfactory completion of the current semester’s work. I request, therefore, that the Academic Senate certify these students to receive the degrees as indicated upon receipt of final grades and notification of completion of other requirements, provided that the grades received are consistent with the standards for credit prescribed by this University. Cy Cantrell seconded and the motion carried.

David Cordell read the following motion to approve candidates for undergraduate degrees:

These students have applied for graduation and have been reviewed by the Office of Records. The Office of Records declared that all of these students will be eligible for graduation upon the completion of the current semester's work at the necessary levels. I request, therefore, that the Academic Senate certify these students to graduate upon receipt of final grades, and notification of completion of other requirements, provided that the grades are consistent with the standards for graduation prescribed by this University. I also request that the Academic Senate certify those students designated as eligible to graduate with honors upon completion of coursework and requirements consistent with the standards for honors at the levels offered by this University. Greg Dess seconded the motion and the motion carried.

10. ADJOURNMENT

There being no further business, Provost Wildenthal adjourned the meeting.

APPROVED: ___________________________ DATE: ____________________

Murray J. Leaf
Speaker of the Academic Senate
Career Center

The Career Center offers services to help students prepare for their careers. The staff assists students with 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 through career expos and on-campus interviews. The Career Center manages the Internship program for all majors, except EE/CS majors. Most on-campus student employment opportunities are 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/](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.
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 972-883-5561 or visit www.utdallas.edu/housing
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 on-going 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.
**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

**Laptops and Accessories:** $0.10/minute

**Lost items:** *replacement cost of the item, a $25.00 processing fee, and any overdue fines.

*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 tag permits 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.
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, 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.

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 Texas National Guard 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 or 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
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](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 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 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, SSBS4.400, 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/disabilitywww.utdallas.edu/studentaccess.

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 include 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, or 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 Comet Families

The Parent and Family Association Comet Families 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, 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
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 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 or the Student Health Insurance Office for more information at 972-883-4189 or 972-883-2747 or on the web at www.utdallas.edu/insurance or www.utdallas.edu/healthcenter/insurance.

Student Media

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, including 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 Union (SU1.610) 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 Union (SU1.610) 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.
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 2010, spring 2011, and summer 2011 semesters are charged for tuition and mandatory fees fixed at the fall 2010 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; fire science students 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**

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**ITEM #7**
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).
ANNUAL REVIEW POLICY

1. Purpose

The university conducts annual reviews of faculty in accordance with Regents’ Rule 31102. Annual reviews should focus primarily on the performance of assigned duties, under the usual evaluative headings of scholarly creativity, teaching, and service. The primary purpose of the review is to assess the faculty member’s performance in his or her assigned duties, compare that performance to university and unit expectations, and provide guidance to the faculty member accordingly.

If merit increases are recommended, the recommendations should be consistent with these evaluations.

2. Categories of Evaluation.

Evaluations will be made in the same areas of activity as are considered in to promotion and tenure: namely, (1) creative productivity and professional achievement, (2) teaching effectiveness and (3) University citizenship. Creative productivity and professional achievement will be evaluated in the light of the guidelines articulated by each School, which embody its philosophy and objectives. Such evaluations will make use of directly known and objective information, ignoring hearsay and anonymous inputs. Faculty members are encouraged to call the attention of the Dean of their School to accomplishments or activities which they believe might be overlooked in evaluations for merit salary increases in order to assure that the information about these contributions will be complete.

3. Standards of Evaluation

2. A. Each faculty member being reviewed shall be placed in one of the following categories: a. exceeds expectations; b. meets expectations; c. does not meet expectations; d. unsatisfactory. Expectations shall be set according to the faculty member’s rank and discipline, in accordance with the following general principles.

a. “Exceeds expectations” should be reflect a clear and significant level of accomplishment beyond what is normal for the discipline and unit. Generally speaking, an administrator should not judge half or more of their faculty to have exceeded expectations, and it is possible that none would. A judgment that a person exceeds expectations in creative productivity could reflect an usually important publication, external recognition for scholarly or creative achievement, or other such activity that brings notable recognition or honor to the university. A judgment that a person exceeds expectations in teaching could be based on special accomplishments of a person’s students or winning a local, system, or award for outstanding teaching. “Exceeds expectations” in service could reflect election or appointment to particularly
noteworthy positions in the university or other organizations, or special commendations for service on university, governmental, or scholarly organizations.

b. “Meets expectations.” In any given year, most faculty should meet expectations. Since it should be understood that there is some year to year variation in all faculty activities, the range of performances considered to meet expectations can be wider than the range judged to meet or fail to meet expectations.

c. “Fails to meet expectations” should indicate a failure beyond what can be considered the normal range of year to year variation in performance, but of a character that appears to be subject to correction. Indications of failure to meet expectations in scholarly productivity would be no or nearly no publications or other creative productivity for that year, and no compensating production under way. Indications of failure to meet expectations in teaching would be an exceptional level of complaints, failure to meet classes, failure to update material for classes as needed, unfavorable peer evaluation of teaching if the unit arranged for such evaluation, or failure to carry a normal teaching load. Indications of failure to meet expectations in service would be refusal to accept appointments or failure to exercise diligence and responsibility in carrying out appointments.

d. “Unsatisfactory.” Would involve failing to meet expectations in one or more areas, and doing so in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, or involves prima facie professional misconduct or dereliction of duty.

2.B. Individual schools may add specifications to these guidelines. Such specifications will be included in the school by laws.

4. Evaluation Process

4.A. Preparation of file by faculty member

Each February, each faculty member will prepare an annual report with information under the following headings. Further details for preparing the report, including suggested templates for different entries, will be posted on the website of the Academic Vice President and Provost.

I. Name, School, Program or Field, Date of Submission

II. A narrative of one page or less, giving your professional history, principal current professional interests, and most noteworthy accomplishments. This brief biographic profile should communicate the significance of what you do, what you have accomplished, and what you are planning to do in the future, to a varied audience, including prospective graduate students, new faculty colleagues, or outsiders searching for a
prospective employee, consultant, expert commentator, guest columnist, speaker to a professional or non-professional group, etc. In composite, these profiles constitute the portrait of the University.

III. Scholarly and creative activity, categorized and sequenced as follows:

(PLEASE FOLLOW THE ATTACHED FORMATTING GUIDELINES)

a) authored books
b) edited books
c) refereed publications
d) complete articles in edited volumes
e) refereed conference publications or abstracts
f) juried exhibitions
g) invited performances, colloquia presentations or exhibitions
h) unrefered publications
i) unrefered abstracts
j) self-initiated exhibitions, lectures or performances
k) submitted manuscripts, including when submitted and to whom
l) U.S. Patents awarded
m) other activities: lectures, speeches, presentations not documented in a publication

IV. Proposal and Grant Activity

a) Proposals submitted: title, agency submitted, time duration, total requested.
b) Grants received: title, agency granting, total requested, amount granted if different from total amount, start date, and time duration.
c) Names of doctoral students (≥30 graduate hours) and stipend amounts (does not include tuition or benefits) whom you supported on contracts and grants, e.g., Jane Smith $20,000.

V. Teaching activities: list for each term, e.g.

a) Organized courses
   Semester prefix number course name enrollment

b) Individual instruction supervised

c) Calendar year: names of graduated students upon whose dissertation committees you served.
d) Calendar year: names of masters and doctoral students who graduated under your supervision.
e) Calendar year: employer and position for doctoral students who graduated under your supervision in 2010.
f) Calendar year: for each doctoral student (≥30 graduate hours) by name under your supervision.

aa) number of discipline-related refereed papers/publications, e.g., Jane Smith 2
bb) number of juried creative/performance accomplishments
cc) number of book chapters
dd) number of books
e) number of external presentations

VI. Learning Assessment Activities:
   a) narrative of assessment activities undertaken in 2010 based on learning objectives of organized courses
   b) brief description of factors that may have influenced the results of those activities
   c) actions you intend to take to improve student learning, i.e. “closing the loop”

VII. Professional service activities:
   a) UTD administrative duties
   b) school committees
   c) university committees
   d) outside Chair appointed by Graduate Studies for doctoral final oral exam
   e) special service contributions to program, school, or university
   f) service contributions external to UTD, e.g., professional society officer, journal editor, conference organizer, etc.
   g) consultant activities

VIII. Special professional recognition: internal and external honors, awards, citations, prizes, etc.

4.B. Evaluations will be made by the administrative officers responsible for developing the university budget. The primary evaluation will be prepared by the program or departmental administrator immediately responsible for the faculty member under review. The recommendation for the school will be prepared by the School Dean, taking into account the program or departmental evaluations as well as considerations of equity and need across the school as a whole and the advice of other members of the Dean's administrative structure as might be appropriate in that School.

The school dean’s evaluation will be shown to the faculty member evaluated, in writing. The faculty member will countersign to show that he or she has read the evaluation. If the faculty member objects to the evaluation, he or she should describe that objection in writing within a period of one week (seven days). The dean’s evaluation, or the deans
evaluation with the faculty member’s objection, will then be forwarded to the provost.
(QUESTION: SHOULD WE AT THIS POINT HAVE THE POSSIBILITY OF
RE COURSE TO A PEER REVIEW BODY, SUCH AS THE POST TENURE REVIEW
COMMITTEE OR A SEPARATE ANNUAL REVIEW COMMITTEE?)

5. Clarifications and complaints.

Faculty members are encouraged to seek clarification of their salary increases whenever they have questions or dissatisfactions concerning them. Pursuit of such questions or complaints fosters better internal University communications and improves operation of the mechanisms for setting salary increases. Queries should be lodged with the School Dean. In Schools where Department Heads provide an initial merit increase recommendation for the Dean, a preliminary discussion should be held with the Department Head. If the matter remains unresolved fifteen days after discussion with the Dean, it may properly be taken to the Provost and, if unresolved there within fifteen days, to the President.
General Standards and Procedures for Review of Nontenure-System Faculty - UTDPP1062

Policy Statement

Preamble

The ideal of a research university is a university in which all those who convey knowledge are also engaged in producing it. Further, those engaged in producing knowledge require and should have, as a necessary condition in support of their freedom of inquiry, the protection of tenure. The faculty of The University of Texas at Dallas has been dedicated to this concept since the University began and this dedication does not waver. Other things being equal, as many of the faculty as practicable should hold tenure-system appointments. However, in practice a substantial component of instructional responsibilities will continue to be met with faculty who are not part of the tenure system. The term “nontenure-system faculty” means faculty with classroom or class-laboratory responsibilities who are hired for a fixed term of service and who are not subject to the various rules and regulations pertaining to tenure-system faculty.

It is the policy of The University of Texas at Dallas that nontenure-system faculty should be treated as true colleagues in a collective academic enterprise. Nontenure-system faculty should have the same kinds of working conditions and expectations of fair and considerate treatment as tenure-system faculty and should be able to work with tenure-system faculty as genuine colleagues. Accordingly, the purpose of this policy is to require the establishment of processes for nontenure-system faculty hiring and evaluation. This policy is to be implemented in the several schools as the responsibility of the School Deans and Faculty. Promotion recommendations regarding nontenure-system faculty are not to be reviewed by the Committee on Qualifications of Academic Personnel. The Academic Senate will exercise general oversight with respect to the academic policy referenced herein. The Executive Vice President and Provost will exercise general oversight with respect to letters of appointment and compliance with Regents’ Rules and Regulations.

Standards of Evaluation

1. Peer-Reviewed Research and Academic Achievement. Except for Research Professors, peer-reviewed research and academic achievement are not required of nontenure-system faculty as part of their normal assigned responsibilities at U. T. Dallas. However, nontenure-system faculty have the same standing to seek funding for, and to pursue, funded research as other faculty. If peer-reviewed research and academic achievements are required as a condition of employment, they should be included in the evaluation. When not required, they may still be noted in peer reviews. Evidence of research and academic achievements can include publication in peer-reviewed journals; monographs which contribute to advancing knowledge or its utilization in the resolution of societal problems; development of widely adopted clinical or educational techniques which advance the quality of life; presentations at professional gatherings; literary publications, performances, and visual and other artistic contributions in regional and national exhibitions.

2. Teaching. It is important that evaluating committees seek a variety of ways to evaluate an individual's teaching. Teaching effectiveness is not to be measured solely in terms of
teaching in organized courses. It also includes the ability and willingness to develop new courses and to teach a wide variety of courses. Evaluating committees should consider the importance of such courses to the instructional programs, the willingness to teach evening or Saturday courses, and the development of innovative teaching methods. Teaching also extends to curriculum development and student advisement.

3. University Citizenship. University citizenship is that amorphous blend of willingness to participate actively as citizens in the life of the University and as collegial representatives of the University in extramural settings. Service, in contrast to administration, includes membership in governance bodies and committees, program planning and development, public service, and special assignments from Deans or the University Administration.

4. Administration. Nontenure-system faculty may be assigned duties that require academic knowledge and experience but are also heavily administrative, such as Associate Deans for Undergraduate Education, graduate student advisor, and graduate clinical instructor or coordinator. Aspects of this type of activity that indicate good or poor performance include overall work-load or case-load, the overall levels of satisfaction and good order in the program, letters or other expressions of satisfaction or dissatisfaction from students, colleagues, or immediate supervisors, and the development of innovative methods or program designs.

Procedures

1. Inclusion in bylaws. Procedures for hiring and peer review of nontenure-system faculty should be incorporated in the bylaws of the School.

2. Rank and recognition of employment history. Nontenure-system faculty titles should be given in accordance with Regents’ Rules and Regulations Rule 31001, Part 2, Sec. 2.2. Criteria for these differentiations might include relevant degrees, teaching experience, work, and creative or research experience. A change in title for a nontenure-system faculty member whose contract is being renewed should be based on a record of excellence relevant to their assignments or reflect distinguished attainments relevant to their assignments.

3. Hiring. For hiring nontenure-system faculty, each School or Department should institute a committee or designate an already existent committee as a search committee. When appropriate, at least one nontenure-system faculty member at the highest rank should be included on the search committee.

4. Faculty voting on appointments. Faculty recommendations for initial appointments or promotions to a higher rank should be approved by a vote of the tenured faculty of the concerned School or Department, and those nontenure-system faculty of higher rank if provided for in the bylaws of the School. Faculty recommendations for initial appointments or promotions to the third rank should be approved by a vote only of the Full Professors of the concerned School or Department, together with those of the highest rank if provided for in the bylaws of the School. Votes should be taken by secret ballot of the faculty eligible to vote.

5. Teaching Evaluation. Each School should establish or designate a committee to review and provide advice on the teaching performance of nontenure-system faculty. This evaluation may be assigned to the School Committee on Effective Teaching. For this purpose, the committee should include an appropriate number of nontenure-system faculty members, depending on their number in the School. A School Committee on
Effective Teaching is mandated by POLICY MEMORANDUM 96-III.21-70, which requires in part:

1. A teaching evaluation procedure developed and administered by an independent faculty committee.
2. Written objective standards for evaluating teaching performance. These standards must include student course evaluations, teaching load contributions, diversity of courses covered, course development and administration, and factors such as thesis and dissertation supervision.
3. Procedures for periodic collection of reliable and verifiable information related to teaching performance including periodic classroom visits by designated faculty to supplemental information taken from sources such as course syllabi and student course evaluations.
4. A mechanism for faculty to comment on their evaluations and provide information they feel is pertinent to the teaching evaluation process.

6. Orientation programs and advice. Each School or Department with nontenure-system faculty should develop orientation programs and materials for them and assure that there are procedures and processes to provide ongoing advice. This program should involve both more experienced nontenure-system faculty and tenured faculty. If there is a mentoring program, nontenure-system faculty should be included as appropriate given their work assignments and numbers in the School. Each School or Department should clearly designate a faculty member or faculty body to consult with each nontenure-system faculty member in regard to his or her academic responsibilities. Nontenure-system faculty should also consult regularly with their School Deans and Associate Deans.

7. Periodic Review. Under Regents’ Rules and Regulations, the longest contract available to nontenure-system faculty is three academic years (renewable). The practice at U. T. Dallas is to issue annual contracts. All faculty at U. T. Dallas are subject to an annual administrative review. For annual administrative reviews, nontenure-system faculty will submit annual review documents in the same manner and at the same times as tenure-system faculty.

8. Review Process. Each School or Department with nontenure-system faculty should develop a process for review of nontenure-system faculty involving tenure-system faculty and above-rank nontenure-system faculty as appropriate in the School or Department. These reviews should strive for an even consideration of strengths and weaknesses and should attempt to commend performance that is already outstanding as well as give constructive advice where performance can be improved. The weighting of the standards of evaluation should reflect the employment contract. The interpretation of the standards of evaluation should reflect the interpretations of the School or Department bylaws. The reviews may result in recommendations of non-renewal, renewal in rank, renewal at a higher rank, renewal with recognition of excellence or distinction, or changes in assignment. If the committee recommends promotion, the recommendation should be accompanied by a vote of the faculty of the unit as outlined in Section 4 above.

9. Deadline. All reviews should be complete by March 30 each year.
Review of Files

A nontenure-system faculty member who will be reviewed by a faculty body under this policy is responsible for preparing the file that will constitute the essential basis for this review. The Review File as submitted by the faculty member to the School Dean, Department Chair, or Program Head will include a complete professional vita from the faculty member which covers the areas of assigned responsibility and any additional areas the candidate wishes to have considered. For teaching evaluation, information should include statistical summaries of the teaching evaluation form for each course taught during the previous six regular, long semesters (including transcripts of or original comments by students) as well as information on course content and process, such as copies of syllabi and exams. Upon receipt of the basic Review File from the faculty member, the Office of the Dean will inventory the contents and insert a copy of the inventory in the file. The designated reviewing committee has the authority and responsibility to add material to the basic Review File, these additions being clearly identified components of the Review File. Possible additions will include items such as the letters from external and internal evaluators for the committee's review of teaching performance, and the committee's recommendations. All these additions will be entered on the file inventory sheet.

Right to View Files

If a nontenure-system faculty member under review requests to see his or her file during the review process, the Dean, Department Chair, or Program Head shall make the file available within three working days.

Opportunities

Nothing in this policy or in the bylaws of a School or Department should be construed as precluding nontenure-system faculty members from applying and being considered for tenure-system positions in the manner established for those positions.

Appeal

Procedures for appeal of a decision on reappointment or promotion to a nontenure-system position are in Rule 30602 of the Regents’ Rules and Regulations at http://www.utsystem.edu/bor/rules/30000Series/30602.pdf.

Policy History

- Issued: June 9, 2008