Academic Advising

The University of Texas at Dallas values its students and is committed to the success of each and every one. Professional academic advising is an important tool to help our students reach their goals. School advisors guide students through an impressive offering of degree plans. These advisors are familiar with the specific departmental emphases and faculty research interests. Advisors help students access and communicate with faculty and instructors. Advisors assist students on issues including class suitability, degree requirements, university policies and procedures, study skills, time management, campus involvement and limited personal issues. Students will learn about required and elective options. Advisors apply credit by examination and transfer credits and assist students in ensuring their degree and graduation requirements are met. Students have access to advisors at any time but should plan to visit with them at least once each semester. UT Dallas Professional Academic Advising is an outstanding resource to help our students achieve their goals.

In addition to School based advising the Student Outreach and Academic Retention (SOAR) office is dedicated to providing academic advising to students who are at-risk for Academic Suspension. Students not in good standing are required to meet with a SOAR advisor and follow a prescribed advising plan. The individualized plan will be designed to help each student improve their academic standing by addressing their specific needs including but not limited to study skills, time management skills, personal issues, and appropriate campus office referrals. Soar office advising is available to all students though not required of students in good standing.

While advisors confer with students about courses and educational experiences, students themselves are responsible for defining the content of their academic program and making progress toward an academic degree. Advisors will assist students in designing an appropriate course of study that will satisfy requirements for graduation (see “Academic Degree Requirements,” located at www.utdallas.edu/student/catalog/undergrad11/programs/) as well as offer information on particular courses and university rules and procedures. All students must verify their class schedule each semester, must see that necessary transactions are completed, and are responsible for all documentation related to schedule changes and other transactions.

Students who have chosen a major should meet with an academic advisor in the appropriate school regularly and in a timely manner prior to semester drop deadlines and course registration. All freshmen are required to meet with their advisor in order to register for classes (see “Registration” at www.utdallas.edu/student/catalog/undergrad11/policies/registration.html). Students admitted to UT Dallas as freshmen or as sophomores who have not declared a major are advised by the Undergraduate Student Advising Office, an integral part of the Office of Undergraduate Education. Students remain the responsibility of Undergraduate Education until they declare a major, at which time advising will be undertaken by an advisor in the student’s program. Students must declare a major by the time they become juniors in order to have their program advising conducted by the advisors in the school in which they are registered.

Students are strongly encouraged to meet with their academic advisor, especially when they have earned 75 semester hours to establish and/or review their degree plan.
http://www.utdallas.edu/student/catalog/ugcurrent/policies/discipline.html

Academic Probation

If a student's cumulative GPA falls below a 2.0, the student will be placed on Academic Probation. Academic Probation will be indicated on the student's academic record.

Academic Probation is designed to help students make the required adjustments to achieve success and a degree at UT Dallas. These adjustments will vary based upon the individual circumstances of each student, but should be taken seriously.

If a student is placed on Academic Probation, the student will be required to follow certain protocols and meet higher academic standards. These protocols and standards are designed to bring the student back to Academic Good Standing and allow the student to meet graduation requirements.

A student on Academic Probation is required to meet the following Academic Probation Requirements for the semester:

Academic Probation Requirements:

- Earn a minimum semester GPA of 2.2.
- May not withdraw or request an incomplete from a class.
- Meet with your School academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous semester.*
- Register for a maximum of 15 semester credit hours.±
- Maintain satisfactory progress towards graduation.
- For students with less than 60 UT Dallas earned credit hours:
  - Meet with a Student Outreach and Academic Retention (SOAR) office advisor.
  - Follow the SOAR advising plan developed with the advisor.

* The Associate Dean of the student's school reserves the right to alter this requirement on a case by case basis.

± The Associate Dean of the student's school reserves the right to alter this requirement on a case by case basis. If a student has registered for more than 15 semester credit hours prior to his or her placement on Academic Probation, the student's schedule must be reduced to a maximum of 15 hours. The student is required to meet with his or her School academic advisor to find an appropriate adjustment to the student's academic schedule.

If a student on Academic Probation meets the Academic Probation Requirements but fails to achieve a cumulative GPA of 2.0 and a GPA of at least 2.0 in his or her major-related courses, the student will remain on Academic Probation and must continue to comply with all Academic Probation Requirements.

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 overall and 2.0 in major-related courses, the student will regain Academic Good Standing. A student's cumulative GPA is only affected by UT Dallas coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.

Academic Warning
A student will be placed on Academic Warning for failure to meet the Academic Probation Requirements. A student on Academic Warning is also required to meet the Academic Probation Requirements as listed below:

**Academic Probation Warning Requirements:**

- Earn a minimum semester GPA of 2.2.
- May not withdraw or request an incomplete from a class.
- Meet with your School academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous semester.*
- Register for a maximum of 15 semester credit hours.±
- Maintain satisfactory progress towards graduation.
- For students with less than 60 UT Dallas earned credit hours:
  - Meet with a Student Outreach and Academic Retention (SOAR) office advisor.
  - Follow the SOAR advising plan developed with the advisor.
- Meet with an academic advisor prior to registration.
- Retake all required Major and University Core Courses failed the previous semester.*
- Register for a maximum of 15 semester credit hours.±
- Maintain satisfactory progress towards graduation.

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Academic Warning should be a wake-up call for students who have not been able to make the adjustments required of students on Academic Probation. If a student is placed on Academic Warning, the student should consider dramatic alterations in all of the circumstances that affect his or her academic progress. The student should meet with his or her advisor and meet with his or her professors or Associate Dean to determine an academic path to success.

If the student meets the Academic Probation Warning Requirements, the student will return to Academic Probation. If the student again fails to meet the Academic Probation Requirements while on Academic Warning, the student will be suspended.

If at any time, a student's cumulative GPA meets the minimum requirements of 2.0 overall and 2.0 in major-related courses, the student will regain Academic Good Standing. A student's cumulative GPA is only affected by UT Dallas coursework. Coursework at another institution cannot be used to return a student to Academic Good Standing.
Academic Policies and Procedures

Academic

Academic Advising

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Students are strongly encouraged to meet with their academic advisor, especially when they have earned 75 semester hours to establish and/or review their degree plan.
Academic Grievances

A student having a grievance regarding academic concerns may have the issue considered. Procedures for appeals of academic decisions can be found at www.utdallas.edu/student/catalog/undergrad11/app1.html.

Academic Progress

A student is considered to be making satisfactory scholastic progress when he or she is carrying an approved schedule of classes, is not on probation, and has a GPA of at least 2.00 (C average) in the major and overall. Students who habitually drop a significant fraction of their schedule may lose the right to drop or may be dismissed from the University for failure to make adequate academic progress.

Dean’s List

The Dean’s List recognizes students whose grades for the fall or spring semester represent the top ten percent of all students within each school who complete 12 or more UT Dallas semester credit hours within that semester. These students will be recognized as members of the Dean’s List of their respective schools. Students without a declared major are eligible for the Office of Undergraduate Education Dean’s List.

Grade Changes

Faculty Initiated

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

Student Request

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

Students must petition for a grade review by the end of the eighth week of the following long semester after the grade was received. The request must be submitted in writing to the appropriate faculty member who then has the remainder of that semester to take action (See “Academic Appeals” in Appendix I).

Grade Point Average
Grade points are computed by multiplying the points for each grade by the number of credit hours; for example, 4.00 (A) x 3 (hours) = 12 grade points. A student’s grade point average (GPA) is determined by dividing the total number of grade points earned by the number of semester hours for which a grade other than I, NC, or CR is received.

NOTE: Only grades earned at The University of Texas at Dallas are used in calculating the student’s GPA.

An undergraduate student is limited to three grade-bearing enrollment attempts for any specific class. With regard to repeats, the grade from the first repeat will substitute for the original grade to determine a student’s grade point average and to satisfy degree requirements. A second repeat will result in both repeats being included when computing the student’s cumulative grade point average. (See “Repeating Course Work” at www.utdallas.edu/student/catalog/undergrad11/policies/courses.html).

Grading Scale

UT Dallas uses the following grade scale for all undergraduate students.

<table>
<thead>
<tr>
<th>Grade Description</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>MN</td>
<td>Midterm Grade: not enough information to provide a grade</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>NF</td>
<td>Failure</td>
</tr>
<tr>
<td>Academic Withdrawal</td>
<td>Failing for non-attendance withdrawal (used to determine academic probation and dismissal)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>
Incomplete Grades (I)

A grade of Incomplete may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of ‘I’) must be completed within the time period specified by the instructor, not to exceed eight weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol ‘I’ may be converted into a letter grade (A through F) by the instructor. If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

Extension beyond the specified limit can be made only with the permission of the instructor, the student’s Associate Dean and the Undergraduate Dean. A student may not re-enroll in a course in which a grade of ‘I’ remains.

Students may obtain a petition/documentation form for an Incomplete in the office of the student’s Undergraduate Associate Dean. The form is to be submitted to the instructor from whom the Incomplete is sought. If a significant fraction of a semester is missed with cause, see the section on “Dropping, Withdrawing, or Adding Courses” at www.utdallas.edu/student/catalog/undergrad11/policies/registration.html.

An instructor assigning an Incomplete (‘I’) must submit the petition/documentation form containing a description of the work required to complete the course to the Undergraduate Associate Dean of the school offering the course. Upon approval, a copy of the petition will be forwarded to the student’s Undergraduate Associate Dean to be retained with the student’s academic record. The instructor alone will be responsible for determining whether the requirements for completion are met and for assigning a grade in the course.

However, if the instructor who has signed the Incomplete (‘I’) is no longer associated with UT Dallas and the work is completed within the time allowed before the Incomplete lapses to an F, the Associate Dean of the instructor’s college may assign a committee of appropriate faculty to evaluate the material and/or obtain any other information that may be required to assign a grade in the course.
Mid-Term Grades

Students are issued mid-term grades to apprise them of their progress within the semester. **Midterm grades are important for advising and retention purposes; therefore, it is vital that the grades accurately reflect academic progress.** These grades are not a part of the permanent record and will not appear on academic transcripts. Some classes will only issue a grade of credit or no credit at mid-term.

**MN grade is used for midterm grading only. It signifies that the instructor does not have enough information for a particular student to determine a midterm grade. It may not be used for final grading purposes.**

Non-attending Failure Grades (NF)

It is the responsibility of each student to register for and drop a course if necessary. The ‘NF’ grade is an indication that a student never attended or participated in a course for the semester in question. If an ‘NF’ grade is used, its grade point value equals zero (0), and it will be calculated into the GPA in the same manner as a grade of ‘F’.

Scholastic Status

A student is required to maintain a minimum cumulative grade point average (GPA) as specified for the student’s major to remain academically eligible to enroll for subsequent semesters. Only grades received in UT Dallas classes are used to compute the GPA while transfer credit from other institutions accepted by the University is calculated in the number of hours required for graduation. Scholastic status is determined at the end of each academic semester. While grade point averages may change within a semester (such as when a student completes a class that previously had a grade of incomplete), scholastic status remains the same until the next grade reporting period.

Transcripts

Students may request copies of their official transcripts from The Office of the Registrar online via Galaxy or through [www.utdallas.edu/student/registrar/transcript/index.html](http://www.utdallas.edu/student/registrar/transcript/index.html). All University holds must be cleared before requesting a transcript. Transcripts will reflect the individual’s complete academic record. Undergraduate and graduate transcripts are issued together. Given seasonal time constraints, it is important that students request official transcripts in an appropriate time period to allow for processing and mailing. Please see [www.utdallas.edu/student/registrar/transcript/index.html](http://www.utdallas.edu/student/registrar/transcript/index.html) for further details.

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

Transfer Credit
Although UT Dallas normally accepts credit from academic courses taken at other regionally accredited institutions in which a grade of ‘C’ (2.00 on a 4.00 scale) or higher has been earned, specific course and degree requirements must be met in order for these courses to be included in the student’s degree plan.

The Office of the Registrar evaluates an applicant’s completed file to determine which credits earned at another college or university will transfer to UT Dallas. Once a student is admitted the student’s record will be articulated for all transfer work and will reflect those credits that have been accepted by UT Dallas. An undergraduate advisor in the student’s major, in consultation with the Associate Dean for Undergraduate Education, will determine how the transfer credits apply to UT Dallas degree requirements. The faculty, acting through the Associate Dean of Undergraduate Education, has the ultimate responsibility for applying transfer credit to their specific major requirements. Students may request an articulation appeal through the Associate Dean of Undergraduate Education in their school within the first semester of attendance.

Students may not transfer to UT Dallas more than six of the final thirty (30) hours required for their degree.

To ensure that credit earned elsewhere will be accepted, continuing UT Dallas students who wish to take courses elsewhere must meet with their academic advisor for approval. Failure to receive approval from your academic advisor may result in the denial of credit. Students may also check online at: u.select in www.transfer.org in for course transferability among numerous academic institutions.
For certification purposes, UT Dallas uses the following criteria for undergraduate students:

- **Fall/Spring Full-time status** - 12 semester credit hours
- **Fall/Spring Half-time status** - 6 semester credit hours
- **Summer Full-time status** - 9 semester credit hours*
- **Summer Half-time status** - 4 semester credit hours*

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

The standard full-time course load is 15 semester credit hours for **fall and spring**

long semester and 12 hours in the summer.

Students wishing to register for more than 18 semester credit hours **in a long semester or 15 hours in the summer** must have the permission of the Associate Dean of their school; undergraduates with an undeclared major may seek that permission from the Dean of Undergraduate Education. Students authorized to enroll in more than 18 semester credit hours in a long semester or **15 hours in the summer** may not withdraw from any class without permission of the Associate Dean of their school or the Dean of Undergraduate Education for those students without declared majors. Failure to secure that permission before withdrawing from a class will limit the student to a maximum of 18 semester credit hours in future semesters.

In considering course load, students must be sensitive to special considerations such as financial aid, visa status and family health insurance, which typically require registration in a minimum number of semester credit hours per term in order to maintain eligibility.
Deadlines for adding or dropping a class

http://www.utdallas.edu/student/catalog/ugcurrent/policies/registration.html

Deadlines for Adding or Dropping a Class

NOTE: Students should retain copies of all add and drop forms for at least one year following the end of the semester in which the student initiates a drop or add course action.

Deadlines vary during the shorter summer sessions. It is the student’s responsibility to review the Comet Calendar (www.utdallas.edu/calendar/) or the online Academic Calendar for specific summer deadlines.

Deadlines for dropping a course are based upon the course and not the student. For example, when an undergraduate student takes a graduate course, the drop procedures for graduate courses take effect.

Add

Beginning the first (1st) day of class through the sixth (6th) class day, students may add a class without the instructor’s or advisor’s signature. However, students in the following categories must still meet with an academic advisor before adding classes:

- Students newly admitted to The University of Texas at Dallas (including transfer students and freshmen),
- Students without declared majors and those students who are not in good academic standing. Please see the Comet Calendar’s academic section for specific deadlines.

Drop

Courses dropped on or before Census Day will not appear on the student’s transcript.

Students may drop a class without any permission required until the end of business on Census Day.

After Census Day, permissions to drop are required from the school or college in which the student is admitted.

W Period

Through the fourth-sixth (6th) week of a long semester, students may withdraw from courses by completing a drop form and having it signed by their academic advisor and course instructor. A grade of “W” (withdrawn from course) will appear on the student’s transcript.

WP/WL Period

During the fifth-seventh (7th) through ninth (9th) class weeks of a long semester, students who submit a completed drop form will receive a grade of “WPWL” (withdrawn passing late) or “WF” (withdrawn failing) as determined and assigned by the course instructor. The student must obtain the instructor’s and advisor’s signatures on the form. If a grade of “WP” or “WF” is not recorded by the instructor on the drop form, then the default grade of “WF” will be assigned.

After the ninth (9th) class week of a long semester, a student may only withdraw from a class for non-academic reasons.
Withdrawal/Resignation from the University

A student who wishes to withdraw entirely from the University must obtain a 'Registration, Drop/Add and Withdrawal Form' at http://www.utdallas.edu/student/registrar/forms/. The student must complete the appropriate section of the form to withdraw from the University. The student submits the completed ‘Registration, Drop/Add and Withdrawal Form in person to The Office of the Registrar in the Student Services Building, first floor customer service area. Students must withdraw on or before the last WL withdrawal day for that semester.
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Courses dropped on or before Census Day will not appear on the student’s transcript.

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Declaring a Major

Undergraduate students must declare an academic course of study or major by the time they have earned 54 semester credit hours in order to continue enrollment. These hours include UT Dallas credits, credit transferred from other institutions, and hours awarded through credit by examination (AP, CLEP, IB, SAT, and so on).

Transfer students who have earned 54 hours at the time they apply for admission to UT Dallas must declare a major at the time of admission or may be undeclared for one semester. These students will be advised in their first semester by the Student Outreach and Academic Retention (SOAR) advising office. After the initial semester these students must then declare a major to be allowed to register for a subsequent semester.

Continuing students on academic probation who pass the 54 hour benchmark without declaring a major have a maximum of two long semesters to regain good academic standing. During this period students will remain undeclared. A student who fails to regain good standing within two long-semesters will be suspended from the University.
Graduation Requirements

Each candidate for a baccalaureate degree must complete a minimum of 120 semester credit hours of course work. Some degree programs require more than 120 hours. Within this requirement, students must complete the following:

- At least 51 semester credit hours of upper-division (3000/4000 level) course work, to include a minimum of 12 hours of advanced courses in the major subject.
- At least 25% of the total 45 semester credit hours required (for the Naveen Jindal School of Management, 50% of the total Business credit hours) must be taken at The University of Texas at Dallas.
- At least 24 of the last 30 hours needed for a baccalaureate degree must be taken at The University of Texas at Dallas.
- All in-progress coursework must be completed in order to graduate.
- A maximum of three semester credit hours of physical education activity can be applied toward degree requirements.
- A minimum GPA of 2.00 on a 4.00 scale (C average) is required in the major and related courses, in any declared minor, and overall. Major preparatory classes are not included in the calculation of the major GPA. Only grades earned at The University of Texas at Dallas are used in calculating this GPA.
- Students must satisfactorily complete all degree requirements specified by the school or college in which the degree is offered. (See “Degree Programs” at www.utdallas.edu/student/catalog/undergrad11/programs/.) In many instances, the college/school/department academic program requirements may exceed the University core requirements.
- Students must satisfy the Core Curriculum which is described in full at www.utdallas.edu/student/catalog/undergrad11/programs/core.html.
- A candidate for a degree must be enrolled at UT Dallas during the semester in which The Office of the Registrar confirms completion of degree requirements. Students may register in absentia if enrollment in a course is not required. (In-absentia registration is explained at www.utdallas.edu/student/catalog/undergrad11/policies/registration.html.)
- Students must complete an official degree plan prepared by the academic unit. The degree plan must be on file no later than the completion of 75 earned semester credit hours.
- To qualify for a double degree or a double major from The University of Texas at Dallas, please review "Other Degree Requirements" at www.utdallas.edu/student/catalog/undergrad11/programs/other.html.

Note: General and specific requirements for degrees in undergraduate programs may be altered in subsequent catalogs.