2015-16 Graduate Catalog

1st 40 Policies
2015-16 Graduate Catalog
“1st 40” Policies

A Synopsis of Revisions

The Graduate Council has approved the revisions made to the graduate catalog’s 1st 40 policies on April 1, 2014.

The master report includes only those policies that have been revised for the upcoming 2015-16 graduate catalog. Therefore, not every policy will be included in this report.

About UT Dallas

• About UT Dallas: updated to reflect current statistics and academic year
• University Officers: revised to include the undergraduate Honors College and the School of Arts, Technology and Emerging Communication
• University of Texas System Board of Regents: updated to reflect new Regents

Graduate Admissions Policies

• The Dean of Graduate Studies, the Office of Admission And Enrollment, and the Registrar’s Office, and the Graduate Council reviewed the graduate admissions policy.
• It now has new subheadings; some content was revised and rearranged to improve clarity.
• We will update the web catalog to have additional sidebar menu options.

The list of registration and enrollment requirements has been updated to reflect the revisions below.

Registration and Enrollment Policy

• The registration and enrollment requirements policy was rearranged in a logical manner.
• The Dean of Graduate Studies reviewed and revised the language for clarity.
• The registration language was revised to emphasize that students are not permitted to sit in classes without being officially enrolled or auditing the course.
• The readmission section was updated.
• Under undergraduate registration, the updated Fast Track policy, as agreed at the CEP meeting on March 3, 2015, has been added to the catalog copy.
• A new entry for course offerings, the type of courses offered by UT Dallas, was added to assist the UTD community in fielding questions about courses.
• The updated repeatable policy, as approved by CEP and Senate in October 2015, has been added to the 1st 40 policies catalog copy.
• The grade scale was updated to match three decimal places set up in PeopleSoft (Orion).
• The student travel policy was updated.
• An international travel policy was added to supplement the student travel policy.

Other Policies and Resources (Bursar, Financial Aid, Registrar, Student Affairs, etc.)

• Each department, such as the Bursar, Financial Aid, Registrar, Student Affairs, among many others, had the opportunity to review their relevant changes.
• They include the following catalog web pages:
  • Tuition and Financial Aid
  • Tuition Refunds
  • Other User Fees
  • Financial Aid and Types of Financial Aid
  • List of Resources for Study and Campus Life
  • Resources for Study and Campus Life
  • Appendix I: changed copyright contact to University Attorney contact
2015-2016 Graduate Catalog

About the Graduate Catalog
The University of Texas at Dallas Graduate Online Catalog is a general information publication only. The catalog intends to reflect current academic policies, procedures, degree offerings, course descriptions, and other information pertinent to graduate study at The University of Texas at Dallas. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and The University of Texas at Dallas or The University of Texas System.

The University of Texas at Dallas reserves the right to change the provisions of this catalog at any time, including, but not limited to: withdraw courses at any time, to change fees or tuition, calendar, curriculum, course offerings, degree requirements, graduation procedures, and any other requirements affecting students as necessitated by legislative or regental action. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The online version of The University of Texas at Dallas Graduate Catalog is the official version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2015-16 catalog cycle. The official publication date of this catalog is August 2015.

Although this catalog was prepared on the basis of the best information available at the time, and the information is updated regularly, users are cautioned about the following:

- Editorial, clerical, and programming errors may have occurred in the publication of this website, and The University of Texas at Dallas assumes no responsibility for such errors.
- There is a lag time between approved changes and their publication on this website.
- Graduate students can graduate either under the catalog in effect when they enter or the catalog in effect when they complete their degree.

Students are held individually responsible for complying with all requirements of the rules and regulations of the university and the Board of Regents of The University of Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties the student may incur.

Accreditation
The University of Texas at Dallas is accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of Texas at Dallas.
Equal Educational Opportunity Statement

The University of Texas at Dallas is committed to providing an educational, living and working environment that is welcoming, respectful and inclusive of all members of the university community. An environment that is free of discrimination and harassment allows members of the university community to excel in their academic and professional careers. To that end, to the extent provided by applicable federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or veteran status. The University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender expression and gender identity.

Catalog Publish Date: August 2015
About UT Dallas

Historical Sketch

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

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

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

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

The Rise to National Prominence

In 1990, the Texas Legislature authorized UT Dallas to admit lower division students. UT Dallas' first freshman class consisted of only 100 students. Despite its small size, this cohort's achievements set the standard for future classes. Since then, freshman classes have grown in size while the university has maintained high enrollment standards. Nationally published data indicate that UT Dallas' freshman class compares extremely well with those from many prominent national universities. UT Dallas consistently has three-fourths of its entering freshmen in the top twenty-five percent of their graduating class with many coming from the state’s most competitive high schools.

The university's ability to attract and retain these students has propelled The University of Texas at Dallas into national prominence within a few short years. US News and World Report ranks UT Dallas as one of the three best public universities in the state along with UT Austin and Texas A&M. Kiplinger's Personal Finance
Magazine, in its February 2015 article “Top 100 Best Values in Public Colleges,” ranked UT Dallas 34th among all public universities nationally, gaining 21 spots from 60th last year. The quality of the students who attend UT Dallas has remained consistently high. Thirty-eight percent of the incoming freshmen are in the top 10% of their high school graduating class and their average SAT scores place them in the top twenty percent of all college-bound students. In recent years, UT Dallas has ranked among the top 100 American universities in terms of the number of National Merit Scholars enrolled.

The addition of freshmen has accelerated the rise in the percentage of full-time undergraduates from 31% in 1986 to 81% in 2014. Masters, doctoral and post-baccalaureate students currently comprise 38% of the student body. Given its location and mission, UT Dallas will continue to have significant numbers of professionals attending undergraduate or master's courses part-time.

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

Mission
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.

Organization
The University of Texas at Dallas is one of nine universities and six health institutions governed by The University of Texas System's nine regents, who are nominated by the governor, selected from different areas of the state, and appointed with the advice and consent of the Texas Senate.

UT Dallas consists of seven schools, each headed by a dean: School of Arts and Humanities, School of Behavioral and Brain Sciences, Erik Jonsson School Engineering and Computer Science, School of Economic, Political and Policy Sciences, School of Interdisciplinary Studies, Naveen Jindal School of Management, and School of Natural Sciences and Mathematics. The schools, in turn, consist of teaching and research programs that provide the disciplinary foundations of the university. In addition to the usual disciplinary approaches, the university has a strong commitment to interdisciplinary study at both the graduate and undergraduate levels. Most faculty members teach in both graduate and undergraduate areas so that the character of their instruction is informed by critical examination of the most recent developments in their fields.
The Office of Graduate Studies coordinates graduate education across the seven schools. The Graduate Council, chaired by the Dean of Graduate Studies, oversees degree requirements, and develops and implements educational policy.
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Dean of Students
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University Registrar
Jennifer M. McDowell, MPA

Dean of McDermott Library
Ellen D. Safley, PhD

Academic Deans of Academic Units

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Dean
Dennis M. Kratz, PhD

Associate Dean of Graduate Studies
Michael L. Wilson, PhD

Associate Dean of Undergraduate Studies
Shelley D. Lane, PhD

**School of Arts, Technology and Emerging Communication**

Dean

Associate Dean of Graduate Studies

Associate Dean of Undergraduate Studies

**School of Behavioral and Brain Sciences**

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Terms Scheduled to Expire February 1, 2021
Vice Chairman R. Steven "Steve" Hicks

Regent David J. Beck
Regent Sara A. Tucker

1. The actual expiration date of the term depends on the date the successor is appointed, qualified, and takes the oath of office.
Graduate Admission

About Graduate Admission

The University of Texas at Dallas is a comprehensive, state supported institution of higher learning, offering a variety of programs at the undergraduate, masters, and doctoral levels. UT Dallas is committed to providing quality education to a diverse student body and offers programs designed for both full-time and part-time students. The University of Texas at Dallas accepts applications for admission from graduate students for the fall, spring and summer semesters.

Admission to UT Dallas is open to all candidates on the basis of academic preparation, ability, and availability of space without regard to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, or sexual orientation.

Graduate Admissions

For more detailed information, contact the Graduate department or program to which you are applying since each program has specific admission requirements listed at [http://www.utdallas.edu/admissions/graduate/degrees](http://www.utdallas.edu/admissions/graduate/degrees).

Graduate application deadlines and available terms of entry may vary by program. Please refer to the application section in this catalog. International applicants may have different deadlines; please refer to both the application section in this catalog and the International Students graduate admissions website for more information.

As with all state institutions of higher education, the procedures and criteria for admission used by UT Dallas are effective as of the publication date of this catalog but are subject to change by actions of the Texas Legislature or the Board of Regents.

Admission Requirements for Graduate Study

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

At a minimum, all applicants must meet the following admissions requirements:

Master's Programs

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

Applicants in their final year of undergraduate study may be admitted to a master's degree program at UT Dallas. Evidence for the conferral of the baccalaureate degree must be presented before enrollment. The master's degree program is permitted on the condition that their bachelor's degree is awarded before enrollment at UT Dallas.

Students who have completed a relevant and acceptable master's degree and have submitted official
degree conferral documentation are only required to submit unofficial copies of their baccalaureate degree transcripts and degree conferral.

Doctoral Programs

The minimum requirement for admission to any doctoral program is an appropriate earned UT Dallas master's degree or its equivalent from an accredited graduate institution, with an average of at least B+, or demonstrated comparable research competence. Applicants currently enrolled in post baccalaureate study may be admitted on the condition that official documentation confirming the conferral of their master's degree is presented before enrollment at UT Dallas is permitted.

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

Graduate Certificate Programs

UT Dallas offers a number of graduate level certificate programs that typically involve 9 to 15 semester credit hours of graduate coursework in a focused area of study. Each certificate at UT Dallas consists of a subset of the courses from a current master's degree program offering. For a full list of our current certificate offerings please refer to www.utdallas.edu/academics/certificates.html

Each certificate provides specialized training to help expand a student's areas of expertise, teaches them about new developments in their field, augments their professional skills and provides credentials that help advance their careers. In addition the certificate offering enables students to test the waters before deciding to pursue a master's degree in that area. Students who are later accepted to the master's program may be allowed to count some or all of their completed certificate courses with grades of B or better toward their masters degree. Or a A student may pursue a graduate certificate and master's degree concurrently.

Admission to graduate-level certificate programs requires a bachelor's degree and an undergraduate record indicative of readiness for graduate work. Many certificate programs do not require admissions tests such as the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) unless or until a student seeks admission to a related master's program.

Specific Admission Requirements Documentation Requirements

As a Degree-Seeking Graduate Student

Official Transcripts

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

Office of Admission and Enrollment
The University of Texas at Dallas
800 West Campbell Road
Richardson, Texas 75080-3021

All materials submitted in the process of applying to the university become the property of the university and will not be returned to the applicant. Falsifying or omitting information may result in withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary actions.

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

Students who have completed a relevant master's degree and have submitted official master's degree conferral documentation are only required to submit unofficial copies of their baccalaureate degree transcripts and degree conferral.

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

Graduate Admission Examination Scores (GRE, GMAT)

Standardized test scores must be official and reported directly by the Educational Testing Service (ETS) should be sent to The University of Texas at Dallas, Code 6897. The Graduate Management Admissions Test (GMAT) is required if applying to the Naveen Jindal School of Management and the Graduate Record Examination (GRE) revised General Test is required if applying to all other schools except the School of Arts and Humanities. Each degree program sets its own criteria for what constitutes a satisfactory score for degree-seeking admission (see http://www.utdallas.edu/admissions/graduate/ degrees).

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

Graduate Record Examination (GRE)

The GRE revised general test is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing may be obtained directly from Graduate Record Examination, Educational Testing Service, P.O. Box 6000; Princeton, NJ 08541-6000; by phone 1-610-771-7670 or 1-866-473-4373, via email through its email form or direct email, or go to http://www.ets.org/gre. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

Graduate Management Admission Test (GMAT)

The GMAT is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing sites may be obtained directly from the GMAT website; by phone 1-800-717-GMAT (4628); via email; or go to http://www.mba.com. Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.
Narrative

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

Request for Recommendation Forms

Applicants must ask three individuals (employers, community leaders, teachers, etc.) who are able to judge their ability to complete the graduate study program and their probable success in graduate school by completing recommendation forms. These letters of recommendation may be sent directly to the contact listed for the degree program. The form is located at: http://www.utdallas.edu/admissions/graduate/documents/GradReqRecommendation.pdf. Letters of recommendation can also be requested online as a part of the Graduate Application for Admission.

In accordance with Chapter 51, of the Texas Education Code, decisions on admission to degree-granting graduate programs at UT Dallas are based on holistic considerations of all submitted information regarding the academic, career, and personal histories of the applicants. Standardized test scores and coursework GPA levels cited in the catalog descriptions of some degree programs are listed for advisory purposes only, to indicate the typical achievement levels of students enrolled and succeeding in the various programs. No single quantitative or qualitative measure; or any specific combination thereof, constitutes a definitive standard for admission. Rather, each application will be considered individually and each applicant's complete profile of strengths and prospects for successful completion of the program will be evaluated by the admissions committee. Applicants are encouraged to contact the graduate advisor in the degree program in which they expect to enroll to discuss specific admission requirements.

Applicants who satisfy all of the above criteria qualify for regular admission to the degree program.

Special Admission Requirements

Students denied this admission status may qualify for admission under one of the following special admission requirements:

as a Conditional Degree-Seeking Graduate Student

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

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

A student wishing to take graduate level coursework without becoming a candidate for a graduate degree may apply for admission to UT Dallas as a non-degree seeking graduate student. The non-degree student seeking admission to the master's degree program must satisfy the condition of having an earned baccalaureate degree for admission to a master's degree program at UT Dallas. He/she should consult with the department or program offering the graduate level coursework to determine GRE/GMAT and letters of recommendation requirements.

The applicant should consult with the graduate advisor in the department or program offering the graduate level coursework. The graduate advisor in the degree program will define specific eligibility requirements and admit students to the courses open to non-degree enrollment each semester. Enrollment as a non-degree student is restricted to the regular registration period each semester. Please refer to the graduate catalog in each school for additional information on prerequisite requirements for each course.

The non-degree student seeking admission to the master's degree program must satisfy the condition of having an earned baccalaureate degree for admission to a master's degree program at UT Dallas. He/she should consult with the department or program offering the graduate level coursework to determine GRE/GMAT and letters of recommendation requirements.

Enrollment as a non-degree seeking graduate student is subject to review and approval by the Associate Dean of Graduate Studies in the specific school. No more than 15 semester credit hours taken as a non-degree enrolled student at UT Dallas may be transferred to satisfy the requirements of a graduate degree program, except with the permission of the Dean of Graduate Studies. Students admitted as non-degree seeking may not be eligible for financial aid and should consult the UT Dallas Financial Aid office regarding their status prior to submission of their application for admission.

NOTE: International students are not eligible to maintain F or J immigration status by participating in a non-degree seeking program. Exceptions include those enrolling in pre-established international exchange mobility programs, and transient or visiting F-1 and J-1 students whose immigration documents are issued by another U.S. college or university.

**As a Graduate Student Taking Only Undergraduate Courses**

Upon review of the academic background leading to the award of a Bachelor's degree by the academic advisor in the graduate program, a student may elect to take or be restricted to taking only undergraduate level courses. The Associate Dean of Graduate Studies and/or Associate Dean for Undergraduate Studies in the specific school must approve enrollment in the undergraduate courses and the student will be required to maintain the same scholastic standards as regularly admitted undergraduates. In addition, the student will receive academic guidance from the advisor in the school. Students restricted to taking undergraduate courses may not take graduate courses in a degree program at the same time. Consultation with the UT Dallas Office of Financial Aid regarding aid eligibility is strongly advised before enrolling.

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**International Graduate Students**

**English Proficiency Requirements**
**English Proficiency Requirements**

English proficiency requirements can be met by one of the following methods:

- Achieving a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) PBT (paper-based test),
- Achieving a minimum score of 80 on the Test of English as a Foreign Language (TOEFL) IBT (Internet-based test),
- A minimum score of 6.5 on the International English Language Testing System (IELTS) test,
- A minimum score of 67 on the Pearson's Test of English Academic (PTE), or
- A successful completion in level 112 of English from the ELS Language Centers, [http://www.els.edu](http://www.els.edu)

This requirement should be met at the time the admission application is submitted. Applicants with lower scores will be considered but are advised to improve their test scores and reapply.

Applicants **native to a country where the primary language is English and have earned a baccalaureate degree from an accredited institution of higher education where the language of instruction and examination was in English** are excused from this requirement. Scores must not be more than two years old, and an official copy must be sent from the testing agency to:

Office of Admission and Enrollment, The University of Texas at Dallas 800 West Campbell Road Richardson, Texas 75080-3021

Higher scores may be required if the applicant is to succeed in the competition for Teaching Assistant openings.

**English Requirements for Teaching Assistants**

Students are required to be able to speak and write English clearly and well. Texas state law and regulations, *Texas Education Code*, Section 51.917, require that international students appointed as Teaching Assistants (TA’s) be proficient in the use of the English language. An English Proficiency Interview conducted under the auspices of the office of the Dean of Graduate Studies will be used to screen for students requiring remedial help in the form of English as a Second Language (ESL) course. International students must satisfy the proficiency requirement upon appointment or pass the ESL course within two semesters to be eligible for consideration of continued appointment as a TA. Regardless of test scores, students must meet the language requirements of their programs.
**Graduate Study Abroad Eligibility and Conditions**

Students must have a minimum of 2.000 GPA (grade point average) to participate in study abroad, independent studies, or internships. Students must have a minimum of 3.000 GPA to participate in exchange programs. GPA requirements for faculty-led programs are determined by the academic unit offering the program.

Graduate students must have a minimum of 9 semester credit hours at UT Dallas (resident semester credit hours) prior to participating in study abroad programs, exchange programs, independent studies or internships.

International applicants wishing to attend UT Dallas as a Visiting Graduate Researcher (J-1 Exchange Visitor) should contact directly the academic unit where they want to pursue the program to obtain an invitation letter. This modality does not imply registration of credits, transcripts, and tuition. The J-1 Exchange Visitor is subject to the premises of the Human Resources Management Office. For more information regarding the flow of J-1 exchange visitor process please consult [http://www.utdallas.edu/hrm/toolkits/foreign/J-1.php](http://www.utdallas.edu/hrm/toolkits/foreign/J-1.php).

Graduate students wishing to attend UT Dallas as an exchange student from one of our partner institutions should contact the UT Dallas Office of International Education ([http://www.utdallas.edu/oie/ies.htm](http://www.utdallas.edu/oie/ies.htm)). This modality does not imply full time enrollment (9 semester credit hours) for long term semesters (Fall and Spring) and payment of tuition and fees at the home institution.
Graduate Admission

Application

To apply to UT Dallas, prospective graduate students should use a web-based application form that can be accessed using the "Apply Now" link for each degree listing at: www.utdallas.edu/admissions/graduate

Applicants are advised to carefully review the program information and the semester specific deadlines for domestic and international applications. Applicants are required to submit official copies of all past academic transcripts, test scores, and other degree specific documentation by the appropriate application deadlines to be considered for admission to The University of Texas at Dallas.

Application Fees and Deadlines

All fees are nonrefundable.

- The application fee is $50 if your application is submitted on or before the regular application deadline.
- If you submit your application after the application deadline but prior to the completed application deadline (application and all required documents) the application fee is $125 in order to process your application for decision in time to register for classes.
- Applicants with international academic documents will be assessed an additional foreign credential evaluation fee of $50.
- All supporting documents and transcripts, with the exception of courses in progress, must be received in the Office of Admissions and Enrollment by the completed application deadline.
- A new application must be completed and submitted for consideration for any subsequent semester for all incomplete applications after the documentation deadline.

Domestic and international applicants are urged to plan ahead and apply as early as possible and to allow adequate time for review by the admissions committees. To ensure consideration for financial assistantships students are urged to submit a completed application nine months prior to anticipated enrollment. Applicants are advised to refer to www.utdallas.edu/admissions/graduate/degrees for additional information on specific admission deadlines for each degree program. Applications submitted after the application deadline and before the completed application deadline (application and all required documents) deadline will still be processed; however, a decision may not be reached in time for students to avoid late registration.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Regular Application Deadline</th>
<th>Late Application and Documentation Deadline (Complete Admissions Application File Due)</th>
</tr>
</thead>
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</tbody>
</table>
International applicants who are not citizens or permanent US residents should submit all necessary application materials to the Office of Admission and Enrollment by the following dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Regular Application Deadline</th>
<th>Late Application and Documentation Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Full-Term</td>
<td>May 1*</td>
<td>June 1*</td>
</tr>
<tr>
<td>Spring Full-Term</td>
<td>September 1*</td>
<td>October 1*</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>March 1*</td>
<td>April 1*</td>
</tr>
</tbody>
</table>

*International applicants with visa types other than F1 or J1 visas may adhere to the domestic application deadlines and dates, but still will be assessed late fees according to the international deadline dates.

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

The Office of Admission and Enrollment, located in the Student Services Building, can assist prospective students in exploring the possibility of graduate study at UT Dallas. For detailed admissions or academic advice, please contact the specific academic program by visiting [www.utdallas.edu/admissions/graduate/degrees](http://www.utdallas.edu/admissions/graduate/degrees).

Updated: September 29, 2014 - Visitor: 699
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Military Service
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Registration and Enrollment Requirements

Following the receipt of your admission letter, per State legislation effective January 1, 2012, all entering Texas college students must receive a vaccination or booster (if the vaccination is five years old) against bacterial meningitis before enrollment in accordance with Texas Education Code, Section 51.9192. Entering students who are 22 years of age or older are exempt. Questions concerning the bacterial meningitis requirement and forms should be directed to the Office of the Registrar, 972-883-2342 or go to www.utdallas.edu/student/registrar.

A graduate student must be registered in any session:

- during which they are taking courses, or taking examinations, required in his/her degree program.
- in which he/she requires guidance in the preparation of a thesis or dissertation required in his/her degree program. Additionally, a thesis/dissertation student must complete in a total of at least three thesis or dissertation semester credit hours prior to graduating.
- for at least one semester credit hour in the semester in which they plan to graduate. The graduating students may avail themselves of this rule only one time. Some programs may require additional semester credit hours in the semester a student plans to graduate.
- have paid all required fees in the semester in which he/she plans to graduate.

Orientation

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

Academic Good Standing

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

- Satisfactory progress in meeting admission conditions that were imposed at the time of admission.
- Maintenance of a minimum 3.0 cumulative grade point average (GPA) in graduate courses in the degree program.
- Satisfactory progress in meeting program degree requirements.
If, at the end of a semester, a student's cumulative GPA is below 3.0, the student will be placed on academic probation. The student must earn sufficient grade points during the next two semesters of registration to raise the cumulative GPA to at least 3.0 exclusive of incomplete (I) grades. Failure to achieve this 3.0 cumulative GPA will result in immediate dismissal from the university.

A student must have a GPA of at least 3.0 to be eligible to graduate with a masters or doctoral degree.

Continuous Enrollment

Unless on an approved leave of absence, a graduate student in a degree program must maintain continuous enrollment during the fall and spring (long session) semesters of each academic year. A graduate student who fails to register in any given long session will be permitted to re-enroll through his/her program office in any two subsequent semesters provided the student was in good academic standing at the time of last enrollment.

Registration and Readmission Requirements

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

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

The Office of the Registrar informs the instructor of the names of all students who are officially registered and have paid all required tuition and fees in each class. It is recommended that the student confirm with the instructor that his/her registration has been properly recorded within the first week of classes. It is the student's responsibility during his/her enrolled semester that he/she is attending the correct courses for which he/she is registered. A student may not attend classes in which he/she is not registered in the above manner unless the student has been approved to audit the course. Students are not permitted to sit in classes without being officially enrolled or auditing the course.

Dates of Early, Regular and Late Registration

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

Schedule Changes: Dropping, Adding and Withdrawing From Courses

Dates and time limits for schedule changes can be found in the online Comet Calendar and the Academic Calendar. All dates and formal procedures for registration and late registration are listed: www.utdallas.edu/student/registrar/lookup/dropadd.html.
A new student seeking to drop or add courses to his/her schedule must obtain permission from his/her graduate advisor in the degree program. Drop/Add forms may be obtained from advising offices.

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

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

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

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

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

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

### Paying Fees as a Part of Registration

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

- bar against readmission at this institution,
- withholding of grades, degree and official transcript,
- all penalties and actions authorized by law.

### Leave of Absence

A student who formally requests and is granted a leave of absence will be exempt from the readmission requirements. A request for a leave of absence must be made through the department or program to the Dean.
Withdrawal (Resignation) from the University

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

- a passing grade will appear as a W on the transcript
- a failing grade will appear as an F

Withdrawal after the final drop date requires the same procedures as listed in the previous paragraphs on Schedule Changes.

Readmission

A student in good academic standing who finds it necessary to suspend his/her academic activities or transfer to another institution for the duration of three long semesters (not including a summer session) must reapply to the program of intended degree. In that circumstance, a new review will be made to determine eligibility of enrollment under current standards for admission. An official transcript mailed directly by each institution attended after leaving The University of Texas at Dallas must be sent to the Office of Admission and Enrollment Services, including any transcript of attendance at another university during a summer session. If accepted, the readmitted student will be bound by all conditions of the catalog in force at the time of readmission. Re-admitted students are subject to the requirements set forth by legislative or regental action, and changes become effective on the date of enactment.

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

To be eligible for the new policy, the student must have previously enrolled for at least one semester. A student is considered enrolled if he/she was enrolled in one or more courses after the Census Day for a semester. The student also must have left the university in good standing and must be in good standing with all institutions of higher education he/she formerly attended.

If the student qualifies under the readmission policy, the student must submit a re-entry form and return it to the Office of the Registrar 10 days before the first day of class. Students may access the re-entry form by going to http://www.utdallas.edu/registrar/files/Re-entryForm_001.pdf. If there are questions regarding the re-entry process, contact the Registrar’s Office, 972-883-2342 or by email, records@utdallas.edu.

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

- Previously graduate degree-seeking, returning as graduate degree-seeking

If returning to different programs and/or different plans, the student must reapply and waive fee unless filing premium application

If returning to the same program, same plan, and was in good standing, the student must submit re-entry form
• Previously graduate non-degree seeking, returning as graduate degree-seeking

The student must reapply and pay fee(s)

• Previously graduate degree-seeking, returning as graduate non-degree seeking

If in good standing, must submit re-entry form

• Previously graduate taking undergraduate courses (GRU), coming back as graduate taking undergraduate courses (GRU)

Must submit re-entry form

If the student qualifies under the readmission policy, the student must submit a re-entry form and return it to the Office of the Registrar 10 days before the first day of class.

In addition, the student must submit official transcripts for all institutions of higher education he/she attended after last attending UT Dallas to the following address:

The Office of Registrar
The University of Texas at Dallas
800 West Campbell Road
RCG 13
Richardson, TX 75080-3021

If official transcripts are not received by Census Day, the student will be automatically dropped from any currently enrolled courses. The readmitted student may be required to submit bacterial meningitis vaccination necessary forms before being allowed to register.

Undergraduate Registration for Graduate Courses

Upper-division undergraduates, who are classified as seniors and core complete, may petition the Undergraduate Associate Dean and Graduate Advisor to take graduate courses by completing the appropriate form available in the student's academic advising office. If approved, these graduate courses can be applied toward satisfying undergraduate degree requirements or can be designated for future application toward a graduate degree requirement at UT Dallas. The student must declare at the time of registration for the course, on a form provided by the Undergraduate Associate Dean, how each approved course is to be applied. Once applied, the options cannot be changed.

Graduate Courses Applied Toward an Undergraduate Degree

Up to 12 semester credit hours of graduate work taken as an undergraduate may be used for completing any baccalaureate degree at The University of Texas at Dallas. Pass/Fail grading for graduate courses will be permitted only in this category but must be approved by the instructor prior to the start of class.

Graduate Courses for Possible Future Use as
Graduate Credit

Undergraduates may take up to 12 semester credit hours of graduate courses to reserve for possible application toward a graduate degree. To register, undergraduate students must obtain permission from the course instructor and from the graduate advisor of the program in which the course is offered. Such courses with an earned grade of 'B' or better will be eligible for application to the student's graduate record when the student is admitted to a graduate program. These courses will not apply to the student's undergraduate degree and will not affect the student's undergraduate GPA.

Graduate Courses Taken in Fast Track Options

Upper-division undergraduates, who are classified as seniors and core complete, may petition their Associate Dean to take graduate courses in the Fast Track program, and must have completed 90 semester credit hours and core complete. A number of programs at The University of Texas at Dallas offer an accelerated Fast Track option that allows qualified senior level undergraduate students to take specified master's level coursework.

A Fast Track undergraduate student, with the permission of the student's Undergraduate Associate Dean and the graduate advisor of the intended graduate program, follows the program requirements regarding graduate courses and maximum graduate semester credit hours applicable to a graduate degree (not greater than 15 semester credit hours). The graduate semester credit hours may be used to complete the baccalaureate degree.

The grade earned in the graduate coursework must be a 'B' (3.000) or better to be applied to the master's degree requirements. A student may only Fast Track into ONE graduate Master's program.

Cooperative Arrangements

Concurrent Enrollment at Other Public Institutions of Higher Education

A student should obtain prior written approval from their school to ensure that a course taken at another institution while the student is concurrently registered at The University of Texas at Dallas will count toward the student's degree.

In accordance to Texas Education Code, Section 54.011, when a student registers at more than one public institution of higher education at the same time, the student shall pay the full tuition charge to the first institution at which the student is registered.

If, at the time of registration, a student can produce evidence of having already paid his or her tuition at another public institution of higher education in Texas, the student should present a copy of the fee receipt from that institution to the Bursar Office. For more information about fees for students enrolled concurrently at two institutions, contact the Bursar Office at http://www.utdallas.edu/bursar/contact.
The University of Texas System

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 Center. 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 semester credit 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.

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, 972-883-2234, or go to the Office of Graduate Studies website. 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 institution.

Schedule Changes: Dropping, Adding and Withdrawing From Courses

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

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

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

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

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

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

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

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

### Withdrawal (Resignation) from the University

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

- a passing grade will appear as a W on the transcript
- a failing grade will appear as an F

Withdrawal after the final drop date requires the same procedures as listed in the previous paragraphs on Schedule Changes.

### Course Policies

#### Auditing Courses

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

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

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

Course Numbering System

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

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

For additional information on semester credit hours, see policy.utdallas.edu/utdpp1090.

Course Offerings

UT Dallas offers many courses in a wide range of subject disciplines. Course offerings may include some online or blended (online and face-to-face) courses, which are listed in the CourseBook schedule. There are also additional offerings through the UT Online Consortium. However, the University does not offer correspondence courses.

Frequency of Course Offerings

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

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

Course Load

During each long semester, the normal course load for a full-time graduate student including those supported as a Teaching or Research Assistant is 9 semester credit hours.

The maximum allowed graduate course load in any given semester is 18 semester credit hours.

Registration in excess of this maximum must have the recommendation of the graduate advisor and approval of the Dean of Graduate Studies and will be permitted only under exceptional circumstances.

Students who are appointed as Teaching or Research Assistants should consult with the graduate advisor or supervisor about their combined course and work load each semester.

For certification purposes, UT Dallas uses the following criteria for graduate students:

- Fall/Spring Full-time status - 9 semester credit hours
- Fall/Spring Half-time status - 5 semester credit hours
- Summer Full-time status - 6 semester credit hours*
Repeated Course Work

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

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

Repeating Coursework

There are certain courses in which students may repeat the course(s) for credit and may satisfy degree requirements. In other instances, students may repeat the course to improve their grades.

Courses transferred for credit to UT Dallas from another institution of higher education may not be repeated for additional credit.

Before repeating any course, students should contact their academic advisor to determine the application of such course credit toward graduation. Students are also advised to check with the Office of Financial Aid to determine how and if grades earned in repeated coursework impact their financial aid eligibility status.

The University of Texas at Dallas’s policy for repeating coursework is stated below.

Taking Unlimited Repeatable Courses

There are certain courses that students may repeat the course(s) for credit. These courses in the catalog will have the statement of “may be repeated for credit” and considered non-duplicated courses. All semester credit hours and grade points earned from each of these courses count in a student’s earned hours and cumulative grade point average (GPA). Students should review their degree program for application towards degree requirements.

Taking Limited Repeatable Courses

There are certain courses that students may repeat for credit with a limit on repeatability. For example, courses with the course description that states, “May be repeated for credit (9 semester credit hours maximum).” For limited repeatable courses, a student is limited to repeating the course to the maximum hours stated in the course description. The limited semester credit hours and grade points earned from each of these courses count in a student’s earned hours and cumulative GPA. Students should review their degree program for application towards degree requirements. NOTE: Registrations beyond the repeatable limit of the class will not count in a student’s earned hours, cumulative GPA, and degree requirements.

Repeating Courses to Improve Grades

Regardless of the number of times a course is repeated, any single course can contribute only once to the number of semester credit hours required for graduation. A limited number of courses, such as independent study courses, may be repeated for credit—see “Taking Repeatable Courses—General Policy for All Students.”
Graduate students may repeat the course to improve their grades; however, if the course is not designated as a repeatable course, then any single course can contribute only once to the number of semester credit hours required for graduation.

**Graduate Students**

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

Up to three graduate courses may be repeated. However, no graduate course may be repeated more than once. When a course is repeated, both grades will remain in the graduate student’s record and will be included in the graduate student’s transcript. The higher grade will be used in computing the GPA for purposes of graduation.

**Final Examinations**

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

**Grades and Grade Point Average**

Grade points are computed by multiplying the points for each grade by the number of semester credit hours; for example, 4.000 (A) x 3 (semester credit 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 credit hours for which a grade other than I or P is received. All GPAs, term and cumulative, are rounded from the fourth to the third digit, and three decimal places are displayed in this catalog, Galaxy, unofficial and official transcripts.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.670</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.330</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.670</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.330</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2.000</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.000</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete *</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass *</td>
<td></td>
</tr>
</tbody>
</table>

Comment [MV15]: This grade scale now matches the three decimal places set up in Orion.
Comment [MV16]: Removed the A+ row since it is not used on the graduate level, 3-28-15 email from Cunningham/Wilson
Comment [MV17]: This scale will be removed.
* The grades of I and P do not produce grade points.

**Grade of I: Incomplete**

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

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

**Grade Changes**

**Faculty Initiated**

After a final grade has been recorded by the 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 Graduate Studies, and the School Dean. Such grade changes must be submitted by the end of the eighth week of the long semester after the grade was awarded. Any grade change initiated after this deadline requires the written approval of the instructor, the department or program head, the School Dean, and the Dean of Graduate Studies.
Student Request

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

If a student believes he or she has been assigned a grade on the basis of a clerical error or that the grade is arbitrary or capricious, the student should first seek to discuss the grade with the instructor. If this does not lead to satisfactory understanding, the student may file a formal appeal following the procedures described for academic grievances in the Rules, Regulations, and Statutory Requirements Section C (see Academic Grievances, Appendix I). Students must petition for a grade review by the end of the eighth week of the long semester after the grade was awarded. The request must be submitted in writing to the appropriate faculty member, who then has the remainder of that semester to take action.

Pass/Fail Grading

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

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

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

Only pass/fail grades are given for independent study, research, and reading courses, and for thesis and dissertation.

Military Service Activation Interruption of Education

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

Option to Remain Enrolled and Complete Coursework Following Brief Military Service

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

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

A reservist or member of the National Guard called to active duty in the U.S. military who receives activation orders after the start of a semester has four other options for the treatment of tuition and fees paid to The University of Texas at Dallas and transcript notation. In accordance with Texas statutes and Coordinating Board rules, the student may request any one of the following:

1. The Office of the Registrar will process the withdrawal of the student from all classes and record “Withdrawn-Called to Military Duty” (WM) on the student’s transcript and the Bursar Office shall refund the tuition and fees paid by the student for the semester in which the student withdraws; or
2. The Office of the Registrar may grant a student who is eligible under UT Dallas guidelines an incomplete grade (see “Incomplete Grades” section of the catalog for eligibility) in all courses by designating “Incomplete-Called to Military Duty” (XM) on the student’s transcript. Please note: XM grades must be resolved within one year from the “release from active duty” date on military orders; or
3. The student may petition the instructor to assign an appropriate final grade or credit for the course after satisfactorily completing a substantial amount of coursework and having demonstrated sufficient mastery of the course material; or
4. If the student withdraws before the Census Day of the semester in which the student is called to active military duty and the student requests Military Leave, courses will be dropped. Courses dropped on or before Census Day will not appear on the student’s transcript.

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

Readmission Following Military Service

The University of Texas at Dallas will grant readmission to any veteran who was previously offered admission in a graduate program at the university, but could not enroll or had to withdraw due to deployment as a member of the United States Armed Forces or the Texas National Guard (not including routine Texas National Guard training). The graduate program must grant credit for previous coursework and accept standardized test scores regardless of the time since the veteran was initially offered admission.
If the student was enrolled in classes at the university when called to active duty in the United States Armed Forces or the Texas National Guard (not including routine Texas National Guard training), the student shall be readmitted without reapplication or payment of additional application fees within one year of the “release from active duty” date on the student’s military orders. An eligible student will retain prior academic standing, course credits awarded and financial eligibility if the student meets current eligibility requirements other than continuous enrollment or other timing requirements.

Change of Address, Email, or Name

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

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

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

Criminal Background Check

Certain programs require students to submit to and satisfactorily complete a background check review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check or who do not pass the background check may be dismissed from the program. The student is responsible for the costs associated with the criminal background check.

Making a False Alarm or Report Involving a Public or Private Institution of Higher Education

A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. The offense under Section 42.06, Texas Penal Code, of making such a false alarm or report involving a public or private institution of higher education is a state jail felony. An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, an individual adjudged guilty of a state jail felony may be punished by a fine not to exceed $10,000.
Religious Holy Days

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

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

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

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

Student Travel Policy

The University of Texas at Dallas promotes safe travel by students to and from activities or events within the scope of the university's mission. Before traveling, it is beneficial to review the travel policy about domestic and foreign travel, emergency procedures, insurance, and liability; and to obtain authorization by completing travel authorization forms and other related forms at least 5 working days prior to travel. Procedures also apply to faculty, staff, and students who transport students off campus on any university-organized and university-sponsored travel business or related travel activities for student organizations.

Student Travel to International Locations

Students traveling abroad for UT Dallas credit, for an approved Education Abroad program, must follow the Education Abroad approval process for travel prior to departure. For more information: utdallas.edu/ea. Students traveling internationally on University business but not for credit, such as conferences, workshops, sport competitions, etc. must submit an international travel authorization request and obtain institutional authorization prior to departure. For more information: utdallas.edu/rs.

With these approvals, the traveler receives coverage in related international insurance plans and access to university international risk and safety services.

Detailed information regarding this policy, in accordance to Texas Education Code, Section 51.950, can be accessed at the UT Dallas Policy Navigator, policy.utdallas.edu/utdbp3023, and at www.utdallas.edu/administration/insurance/travel.
International Travel, Policies and Services

Students representing UT Dallas through participation in a UT Dallas Education Abroad program, or for international events such as conferences, workshops, or sports competitions, are required to complete international travel procedures and receive approvals prior to travel. Travel to high risk regions requires review and approval through the UT Dallas International Oversight Committee (IOC). With appropriate approvals, the traveler receives coverage in related international insurance plans, and access to university risk and safety services. The International Center Risk and Safety Office facilitates enrollment in the international health insurance plan, provides risk assessments through the high risk regions tool and world status reports, and provides programs on international risk mitigation through workshops and facilitated conversations with safety experts.

International Risk and Safety is located in the Student Services Building, SSB 3.400. More information can be found at utdallas.edu/rs or by calling 972-883-4189.
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 and approval by the UT System Board of Regents in the assessment and collection of tuition, fees, and deposits. The tuition, fees, and deposits listed herein are subject to change by legislative or regental action and changes become effective on the date enacted. 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 credit hours for which he or she has registered.

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 of Texas at Dallas utilizes a consolidated tuition rate, which is capped at 15 semester credit hours for all 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.

Residency Classification for Tuition Purposes

Residency classification for tuition purposes at Texas colleges or universities is in accordance with Title 19, Part 1, Chapter 21, Subchapter B of the Texas Administrative Code and the rules of the Texas Higher Education Coordinating Board for determining residence status. A person classified as a nonresident for tuition purposes may qualify, under certain exceptions specified in the rules, for resident tuition rates and other charges, while he or she continues to be classified as a nonresident for tuition purposes. Please consult these websites concerning residency classification for tuition purposes provided by the State are Texas Administrative Code website and www.collegeforalltexans.com. Please consult The University of Texas at Dallas’ website for residency information and procedures, www.utdallas.edu/residency.

It is the student’s responsibility to establish, prior to registration, 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. The student will be charged tuition based on the residency in the student system until official changes have been made. Rules and regulations for determining residency are found at www.utdallas.edu/residency. Final authority of appeal for review of residence decisions rests with the Office of the Registrar.

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

Guaranteed Tuition Plan

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 2015, spring 2016 and summer 2016 semesters are charged for tuition and mandatory fees fixed at the fall 2015 rates for all succeeding semesters through the summer of 2019. The charges per semester credit hour for tuition and mandatory fees at UT Dallas depend on the number of semester credit 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](http://www.utdallas.edu/tuition).

In the event a student is unable to complete their degree requirements in four years, that student will be advanced to the subsequent Guaranteed Tuition rate. Students enrolling after three consecutive semesters have elapsed will be placed in the Guaranteed Tuition Rate plan applicable to all new incoming students.

Students who graduate from UT Dallas before their rate plan expires may retain their current Guaranteed Tuition Rate as a graduate student. Additionally, if the student maintains consecutive enrollment and reaches the end of their Guaranteed Tuition Rate period, they will be moved to the next subsequent Guaranteed Tuition Rate plan. Students enrolling after three consecutive semesters have elapsed will be placed in the Guaranteed Tuition Rate plan applicable to all new incoming students.

### Tuition Installment Payments

A student enrolled a full term fall, spring or eleven-week summer semesters may elect to pay tuition and fees 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. If the installment is not paid in full by the third due date, it begins accruing interest at the rate of 10% per year until it is paid in full.

### Nonpayment of Debt

Students must pay by the published deadline to avoid late fees and/or possible dropping of classes. Students should NOT expect classes to be automatically dropped for nonpayment. Please be advised it is the student's responsibility to confirm that he/she has been dropped from all classes for nonpayment to avoid being assessed late fees or penalties.

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 is 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 [www.utdallas.edu/bursar/tuition/fees](http://www.utdallas.edu/bursar/tuition/fees) for fees associated with course reinstatement.

No student will be reinstated in a closed course.

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:

- Classes may be cancelled;
• Bar against registration and/or readmission to the institution;
• Withholding of grades, diploma, and official transcript; and
• All penalties and collection actions authorized by law.

Students may refer to Academic Calendar or the Tuition and Fees Schedule for information regarding payment and refund deadlines.

Tuition and Fee Exemptions/Waivers

As a state-sponsored institution of higher education in Texas, The University of Texas at Dallas is authorized to award tuition and fee exemptions and/or waivers to students who qualify based on statutory criteria. Effective Fall 2014, in order to continue to qualify for many of the tuition and fee exemptions or waivers, students must maintain a minimum grade point average for making satisfactory academic progress at The University of Texas at Dallas. In addition, in order to continue to qualify for most tuition and fee exemptions, graduate students must not complete an excessive number of semester credit hours (Texas Education Code, Section 54.012). See http://www.utdallas.edu/student/finaid/SAP.htm for details regarding the satisfactory academic progress criteria and policies.

The following list of exemptions and waivers may be available to UT Dallas students:1

• Academic Common Market Waiver
• Adopted Students Formerly in Foster or Other Residential Care
• Blind/Deaf Student Exemption
• Bordering States Waiver
• Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions
• Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs)
• Competitive Scholarship Waiver
• Concurrent Enrollment Waiver

Comment [MJ1]: Do you want to move this down to match the UG section for UG students? Please advise.

Moved down [1]: 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 semester credit hours that a doctoral student may attempt while paying tuition at the rate provided for Texas residents. Attempted semester credit hours include all doctoral semester credit 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 semester credit hours. A student who exceeds the maximum semester credit 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 semester credit hours.¶
• Distance Learning or Off-Campus Courses
• Economic Development and Diversification Waiver
• Exemption for Highest Ranking High School Graduate
• Exemption for Peace Officers Disabled in the Line of Duty
• Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
• Exemption for Students under Consatorship of the Department of Family and Protective Services
• Exemption for the Surviving Spouse and Minor Children of Certain Deceased Public Servants
• Exemption Program for Clinical Preceptors and Their Children
• Firefighters Enrolled in Fire Science Courses
• Good Neighbor Program
• Hazelwood Exemption
• Mexican Citizens with Financial Need-Border Nations Waiver
• Military After Assignment in Texas
• Military Assigned to Duty in Texas
• Military Honorably Discharged, Separated or Retired Veterans who Move to Texas
• Military: Member, Spouse or Child who Remains Continuously Enrolled in Higher Education in Texas
• Military: NATO Forces
• Military Personnel and Dependents
• Military Persons Eligible for Veterans Educational Benefits, Their Spouses and Children who Move to Texas
• Military Spouse and Dependents who Previously Lived in Texas
• Military Survivors
• Research Assistants and Teaching Assistants Waiver
• Senior Citizen, 65 or Older, Free Tuition for Auditing Classes and 6 semester credit hours
• Waiver for College Faculty and their Dependents

For additional information regarding exemptions/waivers, see the Texas Education Code, 54.201 et seq., at http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.201 and College for All Texans website, http://www.collegeforalltexans.com/apps/financialaid/tofa.cfm?Kind=E. Individuals who feel they may qualify under this section are requested to contact the Office of Financial Aid at 972-883-2941.

1. Exemptions and waivers are awarded at the discretion of the university. Exemptions and waivers are granted based on eligibility, availability, and supporting documentation submitted.

2. Entering undergraduate students who are the highest ranking graduated of accredited Texas high schools.

3. Military personnel under the Post 9/11 Veterans Educational Assistance Act of 2008 may be entitled to pay tuition and fees at an institution of higher education at the rates provided for Texas residents without regard to the length of time the person has resided in this state if the person files with the institution at which the person intends to register a letter of
intent to establish residence in this state and resides in this state while enrolled in the institution.

**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 semester credit hours that a doctoral student may attempt while paying tuition at the rate provided for Texas residents. Attempted semester credit hours include all doctoral semester credit 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 semester credit hours. A student who exceeds the maximum semester credit 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 semester credit hours.

**Tuition Tables**

Tuition tables for current semesters may be found on the Bursar Office website or through the Galaxy portal during registration.

Tuition and fees are subject to change by legislative or regental action.

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

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 and Required Fees

Refund of Tuition and Fees

It is the student's responsibility to know and understand the state mandated refund policy. Upon notification from the Office of the Registrar of official withdrawal, the Bursar Office shall reimburse the applicable portion of tuition and fees (unless otherwise noted) in accordance with the following schedule:

If the student withdraws during a fall or spring semester or a summer term of 10 weeks or longer:

- Prior to the first class day of a given semester, 100 percent reimbursement
- During the first five class days, 80 percent of the applicable portion of the tuition and applicable fees reimbursement
- During the second five class days, 70 percent reimbursement
- During the third five class days, 50 percent reimbursement
- During the fourth five class days, 25 percent reimbursement
- After the fourth five class days, no reimbursement

If the student withdraws during a term or session of more than five weeks but less than 10 weeks (five- and eight-week summer sessions):

- Prior to the first class day of a given term, 100 percent reimbursement
- During the first, second, and third class day, 80 percent reimbursement
- During the fourth, fifth, and sixth class day, 50 percent reimbursement
- Seventh class day and thereafter, no reimbursement

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

Cash refunds will not be made to students. Refund checks will be mailed to the student's address listed on their Student Center's account in Galaxy (Orion Self Service) three business days after the refund is requested unless the student has opted for direct deposit through EZPAY. Direct deposit refunds are normally available 3 business days from the date they were requested.

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 are in compliance with the Texas Education Code, Section 54.006 of the Texas 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 Students in Title IV Programs

As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended ("Act"), The University of Texas at Dallas is required to refund unearned tuition, fees, room and board, and other charges to certain students attending 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.

Updated: September 29, 2014 - Visitor: 266
Tuition and Required Fees

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 a 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 Office of Admission and Enrollment Services website for application deadlines.

Application Fee for Study Abroad: Students applying to study abroad will be charged a $75.00 application fee.

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 Courses* in this catalog), 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 students changing majors more than two times in an academic career.

Collin Higher Education Center Fee: Courses offered at Collin Higher Education Center are charged a $80.00 fee per semester credit hour.

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

Distance Learning Fee: A fee per semester credit hour to enroll in distance education courses offered over the Internet. Please check the online fee schedules at www.utdallas.edu/bursar/fee/tables for fees rate. The rate varies based on the specific tuition plan.

Emergency Transcript (same day): A $10.00 processing fee in addition to the Transcript Request Fee for expedited service of the official transcript.

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.
In Absentia Registration Fee: A student who registers in absentia shall pay a nonrefundable/nontransferable registration fee of $100.00. (See definition of in absentia at http://catalog.utdallas.edu/2015/graduate/policies/graduation#graduation-under-in-absentia-registration).

Installment Payment Plan Fee: A $25.00 fee to cover the costs of providing a payment option for students in full term fall or spring semester courses. The plan is also available for students enrolled in the 11-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 published due date. In the event of non-payment, the total amount due shall accrue interest from the third payment deadline at the rate of ten percent (10%) per year until the note is paid in full.

Institutional Loan Delinquency Fee: A late charge of $30.00 per month ($90.00 maximum per note) will be assessed to students who do not repay their loans in accordance with the terms of the note.

Institutional Loan Origination Fee: A loan origination/administration fee of 1.25% of the total loan balance will be assessed and must be paid by the due date.

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.

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 nonrefundable, non-transferable fee is assessed when an approved application for graduation is received after the deadline.

Late Registration (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 available at the Eugene McDermott Library's circulation policies: www.utdallas.edu/library/about/policies/circpolicy.html. Copies of the fine schedule can also be obtained at the McDermott Library Circulation/Reserve Desk.

Orientation Fees: Transfer students will be charged the Transfer Student Orientation Fee of $25.00. International students will be assessed the International Student Orientation Fee of $50.00.
Parking Fees: A parking permit is required to park any motorized vehicle on campus. Any vehicle parked on campus that does not display a current parking permit will be subject to a parking citation. In compliance with the Texas Education Code 51.207 (b), The University of Texas at Dallas has procedures for enforcing State of Texas vehicle inspection laws for vehicles parking or driving on the campus of the institution. The law is as follows:

51.207 (b) This subsection applies only to a public institution of higher education campus that is located in whole or part in an area in which a motor vehicle registered in the area is required to undergo a vehicle emissions inspection under Subchapter F, Chapter 548, Transportation Code. The institution may not issue a permit to a student enrolled at the institution to park or drive a motor vehicle that is not registered in this state on institutional property unless the institution has provided written notice to the student concerning requirements for vehicle emissions inspections pursuant to Subchapter F, Chapter 548, Transportation Code.

Information regarding parking regulations and permit fees may be found at the Parking and Transportation website under permits at www.utdallas.edu/parking/regulations.html or www.utdallas.edu/parking/permits.html. Students may purchase the following permits online through the UT Dallas Online Store and mailed to the shipping address provided or purchase them in person at the Bursar Office:

- E-Parking: Allows students to park in extended parking spaces in lots A and B only. Parking allowed in lot U before 4:30PM
- Green: Allows students to park in campus green and extended parking spaces.
- Gold: Allows students to park in campus gold, green, or extended parking spaces.
- Evening Orange: Allows students to park in orange marked spaces after 5 p.m. or gold, green, and extended parking spaces anytime.
- Housing Only: A parking permit is required for all residents of the University Village apartments. Allows students to park in residential lots or green parking at WSTC, ROC, and Callier-Dallas only.

Note: Only one housing permit may be sold per student residing in the on campus apartments or resident hall. Housing permits are nonrefundable.

Parking permits are purchased for the academic year and are refundable on a prorated basis with the exception of the housing only permit.

Parking is free for disabled veterans that have a state handicap placard and/or plates in accordance with Texas Education Code, section 681.008. The disabled veterans must register with Parking and Transportation Services to receive a UT Dallas handicap parking permit and may park in any parking space on campus that is not Reserved. A UT Dallas handicap parking permit is necessary to park in handicap designated spaces.

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 a free transit pass from DART, which is available through the Comet Center, located on the second floor of the Student Union.

Participation Fee for Study Abroad: Students participating in a study abroad program will be charged a $250 fee to cover student services and insurance.

Physical Instruction Fee: A $25.00 per course fee will be charged for all Physical Instruction (PHIN) courses.

Practical Training Fee: A $100.00 per practical training application 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.

Recreational Sports Group Exercise / Non-credit Course Fee: A group exercise pass can be purchased for $50.00 granting access to all group exercise classes for the semester. Non-credit courses are $50.00 for each individual class a student chooses to participate in.

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

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

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 the 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 charged, in addition to tuition and required fees, to enroll a student after Census Day.

Returned Check Fee: Students will be assessed a $25.00 fee for each returned check unless their bank provides written notification it was at fault. Students who write bad checks to the university for tuition and fees will have their registration canceled unless full payment is made by the census day listed in the Academic Calendar.

Student Documents/Records Fee: Students may obtain a copy of International Transcripts by making a written request to the Office of the Registrar and paying a fee of $10.00 per document copy at the Bursar Office. Processing of these requests for copies will generally take four to five work days. Students should be aware, however, that transcripts of other schools received by the university are used as working documents, frequently carry written marks and notations, and may not be considered viable transcripts by other agencies.

Student 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 international students (students who are not U.S. citizens, U.S. Permanent Residents, Asylees, Refugees or undocumented aliens). See http://catalog.utdallas.edu/2015/graduate/resources#student-health-insurance.

Student Health Insurance Fee, Dependents and Extra Coverage: A variable fee to pay the premium for expanded coverage within the approved UT Dallas student health insurance plan. These insurance fees are optional and available upon request to students who wish to add dependents or extra coverage to their enrollment in the UT Dallas student health insurance plan. (See http://catalog.utdallas.edu/2015/graduate/resources#student-health-insurance.)

Student Identification Card Replacement Fee: A $25.00 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 for university supervisors of student teachers.

Supplemental Designated Tuition: An extra fee per semester credit hour 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, Economic, Political and Policy Sciences graduate Public Affairs 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 [www.utdallas.edu/bursar/tuition/tables](http://www.utdallas.edu/bursar/tuition/tables) for fees rate. The rate varies based on the specific tuition plan.

**Transcript Request Fee:** A $10.00 processing fee for each official university transcript requested.

**Universities Center at Dallas Fee:** A $15.00 fee per semester credit hour is required to defray the costs of courses taken at the Universities Center at Dallas.
Tuition and Financial Aid

Student Financial Aid

Office of Financial Aid

The Office of Financial Aid is available to assist students in obtaining funds to attend The University of Texas at Dallas. Aid is available in the form of loans, grants, and part-time employment or any combination of those 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.

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. Students are also strongly encouraged to view the Office of Financial Aid website for up-to-date information. The Office of Financial Aid is located in the Student Services Building, 972-883-2941.

Changes in regulations or policy on a federal, state, university, private lending, or donor level could affect the types of programs, amounts available, and/or program requirements. A complete overview of the estimated cost of attending the university is available on our website at http://www.utdallas.edu/student/finaid/Estimated_Costs.htm.

Eligibility

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 they can provide toward their education and to compare it with the average cost of attending the university. UT Dallas' estimated cost of attendance budgets are reviewed annually in accordance with federal and state guidelines. Federal guidelines outline what can be included in student budgets. The costs of tuition and fees, books and supplies, an average room and board cost, 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 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 a federal formula reflecting total family income, assets, household size and number of family members 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 U.S. 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.
Applying for Financial Aid

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. The FAFSA is available at www.fafsa.gov on January 1st of each year for the subsequent academic year. The awarding of need based financial aid is based on the results of each year's FAFSA. If you do not meet federal eligibility requirements to be considered a citizen or eligible non-citizen, but have been classified as a Texas resident and are therefore eligible to pay the Texas in-state tuition rate, you must complete a paper version of the Texas Application for Student Financial Aid (TASFA) available to be downloaded and printed at www.collegeforalltexans.com. This form must be submitted directly to the Office of Financial Aid.

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.

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. If you do not meet federal eligibility requirements to be considered a citizen or eligible non-citizen, but have been classified as a Texas resident and are therefore eligible to pay the Texas in-state tuition rate, you must complete a paper version of the Texas Application for Student Financial Aid (TASFA) available to be downloaded and printed at www.collegeforalltexans.com. This form must be submitted directly to the Office of Financial Aid.

Revocation of Aid

The university reserves the right to adjust or cancel awarded financial aid when the information used to make the award changes. Partial or full repayment of awards may be required.

Any change in a recipient's financial situation, such as additional grants, scholarships, or private student loans, must be reported to the Office of Financial Aid. Federal law governing the administration of financial aid requires UT Dallas to consider most forms of grants, scholarships, and private loans as a resource, without regard to the source or how the aid is disbursed, when awarding federal student financial aid.

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.

Satisfactory Academic Progress Policy for Federal Financial Aid

The University of Texas at Dallas has a "Satisfactory Academic Progress" policy for a student receiving
student financial aid.
Generally, the student is expected to remain in good standing by the satisfactory completion of a minimum number of semester credit hours, based on a percentage of the semester credit hours attempted and completed. This completion rate may vary depending on the student's academic level and semester credit hour load. In addition, graduate students must maintain a grade point average (GPA) of 3.0 or above on coursework completed at the university.

For more detailed information the student should contact the Office of Financial Aid. This information is also available online at the Office of Financial Aid website at [http://www.utdallas.edu/student/finaid/SAP.htm](http://www.utdallas.edu/student/finaid/SAP.htm). A link to the website is provided on award notifications.

**Selective Service**

Male students between the ages of 18 and 26 must register with Selective Service to qualify for federal and Texas student loans or grant programs. Students may register with Selective Service by visiting their local post office or online; they can also verify their registration at [www.sss.gov](http://www.sss.gov).

Effective January 1, 1998, the selective service requirement is also applicable to students applying for financial assistance funded by State revenue.
Tuition and Financial Aid

Types of Financial Aid

Basis for the Type of Financial Aid
The aid 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 student's cost of attendance, expected family contribution, meeting application deadlines, outside resources, academic history, and the availability of funds.

Types of Financial Aid
The 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. Students completing a FAFSA or TASFA will automatically be considered for this grant. Awards are based on the availability of funds and the student's financial need.

Educational Assistance Grant
This program was established to provide financial assistance to students by an act of the Texas Legislature. The program is funded through appropriation of a portion of the designated tuition charge for resident and nonresident students. Students completing a FAFSA will automatically be considered for this grant. Awards are based on availability of funds and the student's financial need.

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. Graduate students must be admitted to a degree program and have a minimum GPA of 3.0. While abroad, the recipient of this scholarship must be enrolled in a full-time course of study. Coursework undertaken must apply to the student's degree program.
Hazlewood Veteran Tuition Exemption

The Hazlewood Exemption Act provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Eligible students may receive an exemption from the payment of all tuition and most fees at Texas public institutions for up to 150 semester credit hours. Information on the Hazlewood Act and eligibility requirements are available at the Texas Veterans Commission website. Additional information can be found in the Office of Financial Aid Hazlewood Exemption website.

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. Students completing a FAFSA are considered for the program. Funding for this program is limited.

Graduate students may borrow up to $8,000 in a year with a total aggregate borrowing of $60,000, which includes amounts borrowed as an undergraduate. Current funding levels for this program do not allow UT Dallas to offer eligible students the maximum annual amount.

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 payment of $40.00 a month.

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 www.hhloans.com.

Federal Direct Stafford Loan

Also called a Direct Loan, funds from this program are made available to students from the U.S Department of Education. As of July 1, 2012 all graduate Federal Direct Stafford Loans are unsubsidized. The maximum amount a student can borrow from this program in an academic year depends on the student's total cost of education as determined by the school and what other forms of financial aid the student is receiving.

Graduate student may not borrow more than $20,500 in an academic year. The unsubsidized Direct Stafford Loan accrues interest while the student is in school; a student may choose to pay the accruing interest while in school or may defer the repayment of the interest until after graduation, when it is added to the principle of the loan. Students completing a FAFSA will automatically be considered for this program.

Information regarding this program, including the promissory note and the Entrance Counseling, is available at www.studentloans.gov.
Federal Work-Study Program

Federal Work-Study employment is available to students on the basis of demonstrated financial need and is counted as a form of need-based financial aid. Funds from this program are received as a result of working part-time at a position either on- or off-campus. The wages of students participating in this program are subsidized with federal funds, making it easier to find a part-time job. The student is paid directly. Students completing a FAFSA will automatically be considered for this program. Awards are based on availability of funds and the student's financial need.

The rate of compensation depends on the type of job, qualifications, and classification. The number of semester credit hours and work schedule will vary depending on the position. For information on job availability, students who have been awarded Federal-Work Study as part of their financial aid package should contact the Career Center at 972-883-2943 or go to their website at www.utdallas.edu/cometcareers to access the CometCareers system.

Other On-Campus Employment

Various programs and schools of the university employ students in positions that are not Federal 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. Students interested in these positions should contact the Career Center at 972-883-2943 or go online at www.utdallas.edu/career to access the CometCareers system.

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 54 of the Texas Education Code provided below, 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.

Texas Education Code

Sec. 54.213. SCHOLARSHIP STUDENT

• (a) An institution of higher education may charge a nonresident student who holds a competitive scholarship of at least $1,000 for the academic year or summer term for which the student is enrolled
resident tuition and fees without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the coordinating board.

- (b) The total number of students at an institution paying resident tuition under this section for a particular semester may not exceed five percent of the total number of students registered at the institution for the same semester of the preceding academic year.

- (d) The difference between tuition charged to the student under this section and the tuition the student would be charged if this section did not apply to the student shall not be accounted for in such a way as to reduce the general revenue appropriation to an institution of higher education that charges a nonresident student resident tuition and fees under this section.

Transferred and redesignated from Texas Education Code, Section 54.064 by Acts 2011, 82nd Leg., R.S., Ch. 359, Sec. 1, eff. January 1, 2012.

Please visit UT Dallas Scholarships for more information.

Graduate Scholarships General Selection Criteria:

- Good academic standing
- Demonstrate academic promise
- Full or part-time enrollment
- Degree seeking
- Financial need may be considered but is not required

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 credit hours for each regular semester in which the assistantship is awarded. The Dean of each school designates the minimum semester credit hours for a summer session. A student on a Teaching/Research Assistantship who is enrolled in the minimum number of semester credit 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.
Resources for Study and Campus Life

General Resources
- Callier Center for Communication Disorders
- Career Center
- Carolyn Lipsky Galerstein Women's Center
- Child Care Center
- Comet Card
- Comet Center
- Comet Families
- Comet Spirit Programs
- Computer Facilities
- CourseBook Tool
- Dean of Students
- Distance Education
- Financial Literacy Training
- Fraternity and Sorority Life
- Intercollegiate Athletics
  - International Education Credit Programs
  - International Education Non-Credit Programs
  - International Student Services
- Judicial Affairs
- Leadership Education and Development
- Multicultural Center
- New Student Programs
- Recreational Sports
- Residential Life
- Road Warriors
- ROTC Programs
- Spirit Squads
- Student AccessAbility
- Student Activities
- Student Affairs
- Student Counseling Center
- Student Government
- Student Leadership Programs
- Student Media
- Student Organization Center

Student Organizations
- Student Outreach and Academic Retention (SOAR)
- Student Success Center
- Student Transition Programs
- Student Union
- Student Union and Activities Advisory Board (SUAAB)
- Student Volunteerism
- Student Wellness Center
- Textbooks
- Transfer Student Services
- University Housing Information
- University Libraries
- UT Online Consortium
- Veteran Services Center

Health Resources
- Student Health Center
- Bacterial Meningitis Vaccination Requirement
- Hepatitis B Vaccination Requirement
- Mandatory Tuberculosis (TB) Skin Test for International Students
- Recommended Immunizations
- Student Health Insurance

NOTE: see next page for remaining column (will not appear this way in the web catalog).
Resources for Study and Campus Life

Callier Center for Communication Disorders

The Callier Center is an internationally recognized institution that offers services to people who have any type of communication disorder. Acknowledged for meeting the assessment, treatment, education, and social service needs of children and adults with communication disorders, the Center has programs in preschool education, parent education, and child development. Its clinical services include pediatric and adult services in audiology, speech pathology, and language development; its research activities include psychoacoustics, auditory neurophysiology, speech science, and audiology. Graduate classes are conducted at the Callier Center-Dallas facility, adjacent to The UT Southwestern Medical Center and at the Callier Center-Richardson facility on the main UT Dallas campus.

Career Center

The Career Center offers a full range of services to help students determine their future goals and design their career paths. Career Consultants are available to assist students from all majors. Services include career advising and interest assessments, resume and job search document critiques, mock interviews, job search assistance, and more. In-depth information is available on the Career Center's website.

The Career Center manages the internship program for all majors except EE/CS majors. Students can obtain assistance with searching for and applying for internships as well as information about options for academic credit based on their major. A variety of seminars on such topics as resume writing, cover letter writing, interviewing, networking, and conducting an effective job search are offered on a regular basis. The Career Center also offers a credential file service to assist PhD students with applying for academic positions after graduation.

Part-time jobs, full-time jobs, internship opportunities, volunteer positions, on-campus interview schedules, and career events are posted through CometCareers, an online database. On-campus student employment and work-study positions are also posted through CometCareers, with the exception of TA and RA positions, which are handled by the academic departments. All students have a CometCareers account - they just need to log in and complete their profile. Students upload a resume into the system in order to apply for qualified positions or to make it available for employer referrals.

Representatives of business, government, industry, education, and social agencies work directly with the Career Center to determine the best way to connect with students. They regularly recruit UT Dallas students and alumni through career expos, on-campus interviews, and information sessions. Potential employers also connect with students through Career Center sponsored events such as Mock Interview Day, Resume ER, and many others throughout the year. Organizations post their various opportunities through the CometCareers system.

For more information, contact the Career Center in the Student Services Building room 3.300, telephone: 972-883-2943, web: http://www.utdallas.edu/career, email: Career Center.

Carolyn Lipshy Galerstein Women's Center

The Women's Center works with organizations in the university and the Dallas communities to provide
resources and services that enhance the experience of all campus women by contributing to an academic atmosphere in which positive role models are highly visible and gender bias and inequities can be addressed. The Center acts as a central coordinating agency for campus and community groups, and offers opportunities and events that promote a broader understanding of the diverse experiences and ideas of women. The Center offers dynamic programs, and provides resources and services that will help the women of our community to grow and develop personally and professionally.

How can I use the Women's Center?

• Meet new people, network with other professionals, socialize, talk to someone who's willing to listen;
• Take a break, study, use the computer, read or rent a book, video, or magazine from our library;
• Learn about resources on campus and in the community that address your specific needs;
• Use the Center as a meeting place for your organization;
• Volunteer at the Women's Center, or find out about volunteer opportunities in the community;
• Stay current on upcoming events and important issues;
• Find out about scholarships offered in the community and nationally.

The Women's Center is located in the Student Services Building, room SSB 4.300, 972-883-6555.

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 evening class hours for children ages 4 to 11. Child care hours are from 3:30 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 Services Building, 4.400.

Comet Card

The Comet Card is the official university identification card for all students, faculty, and staff. The Card allows access to campus facilities and services, including building access and meal plans, if applicable. It also offers an optional campus account, UTDollars, for on-campus purchases and payments. Cards are issued through the Comet Center located in the Student Union. Call 972-883-2495 or go to www.utdallas.edu/cometcard for more information.

Comet Center

The Comet Center, located on the second floor of the Student Union, is where you go to have your Comet Card issued, pick up DART passes or purchase postage stamps and discount tickets to movies, museums, and other local DFW attractions. See www.utdallas.edu/cometcenter for more information.

Deleted: 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 Comet Card will no longer be linked to a personal Wells Fargo bank account effective July 15, 2014. However, if you have linked your Comet Card to a Wells Fargo bank account, you may continue to use your linked Comet Card for ATM access and PIN-debit purchases during a transition period. There is no need to exchange your current Comet Card. The Comet Card will still be used for all other university purposes, including use of UTDollars, building access, meal plans, if applicable. 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.

Deleted: 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.
Comet Families

Comet Families is an avenue for family members and parents of UT Dallas students to get information about the campus, become involved in their student's campus experience, and strengthen their connection to the Comet community. For more information call 972-883-6395 or go to www.utdallas.edu/family.

Comet Spirit Programs

Comet Spirit Programs is comprised of the UT Dallas Cheerleaders, Power Dancers, Pep Band, Soccer Sweethearts, Diamond Dolls, Court Cuties, and Temoc. Temoc is the official mascot of UT Dallas and works with all spirit groups to build school spirit, promote community and cheer the Comets on to victory (www.utdallas.edu/spirit).

Computer Facilities

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

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

Remote administrative services are provided through the Galaxy portal (http://galaxy.utdallas.edu), and remote access to the campus network and computing resources is provided through VPN (Virtual Private Networking) services. The university provides wireless LAN access to the campus community across most of the institution. Currently enrolled UT Dallas students and employed faculty and staff may utilize the campus network using devices with the appropriate wireless network interface. Guest wireless access is also provided on request. The latest information regarding computing services can be found at the Information Resources website at http://www.utdallas.edu/ir.

Many of the schools, programs, and research centers operate their own computing facilities that are available to students as appropriate.

CourseBook Tool

CourseBook is a tool to search for and obtain information related to course scheduling, course descriptions, and course location. CourseBook also contains course syllabi (syllabus), textbook information, course evaluations, and instructor curriculum vitae within one web portal. Go to coursebook.utdallas.edu.

Dean of Students

The Dean of Students provides leadership in the development, overall management, and supervision of
**Student Organizations** and activities and serves as an information/referral source for students needing assistance in any situation. The Dean of Students Office is in the Student Services Building, 4.400, and can be contacted at 972-883-6391 or on the web at [www.utdallas.edu/deanofstudents](http://www.utdallas.edu/deanofstudents).

**Distance Education**

Education opportunities at the university include courses and entire programs taught online via the Internet. UT Dallas currently offers courses in a number of areas from across the campus, including courses in teacher education and the natural sciences. Furthermore, distance learning opportunities at The University of Texas at Dallas now utilize e-learning technologies to provide students the opportunity to engage in coursework from remote locations and without the time constraints of the traditional face-to-face classes.

Blended (or hybrid) courses that utilize both on- and off-campus presentation, providing students an opportunity to maximize their learning by collaborative learning experiences are also available. UT Dallas also works with a number of partner institutions to provide students additional learning opportunities through exchange programs and other collaborative programs both nationally and internationally.

More information about specific distance learning programs or courses at The University of Texas at Dallas and registration procedures can be found in the Class Schedule or on the distance learning website at [www.utdallas.edu/elearning/online-programs](http://www.utdallas.edu/elearning/online-programs).

**Financial Literacy Training**

In accordance with Texas Education Code, Section 51.305, the university provides students information and resources to acquire financial literacy skills through a series of lectures and/or online courses. By accessing these resources at the [Comet Cents Financial Success Center](http://www.utdallas.edu/cometcents) website and meeting with peer financial coaches, students learn how to budget, to build and maintain credit, and to develop skills in managing their personal finances, including health care and other benefits, investing for the future, loans and repayments, retirement planning, saving accounts, and taxes.

**Fraternity and Sorority Life**

UT Dallas is home to 21 national Greek fraternity and sorority organizations that provide students with opportunities for friendship, academic achievement, service, and leadership. For more information call 972-883-6523 or go to [http://www.utdallas.edu/gogreek](http://www.utdallas.edu/gogreek).

**Intercollegiate Athletics**

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

**International Resources**

The UT Dallas International Center (IC) is the central point of contact for campus-wide internationalization efforts. The IC includes the following departments:

- **International Student Services Office (ISSO)**. The ISSO serves as a primary resource to the UT Dallas international community by providing student immigration services (prospective, current, and graduated students), federal SEVIS reporting, student immigration advising, F and J immigration processing, and ancillary immigration programs and services.  
- **Education Abroad (EA)**. The EA facilitates education abroad activities including study abroad activities (for credit/internship/service learning), faculty led programs, international student exchange programs, and study abroad scholarships.
- **Intercultural Programs (IP)**. The ICP provides and supports innovative, internationally-focused programs for both international and domestic students, such as International Week, International Education Week, Study Abroad fairs/events, and International Student Orientation.
- **International Risk and Safety (RS)**. The RS works with the UT Dallas International Oversight Committee to provide risk and safety materials for UT Dallas students, faculty, and staff participating in international education programs and traveling internationally on UTD business.
International Center (link to/drop down)

The UT Dallas International Center (IC) provides programs and services for international students, all students who study abroad, and those participating in UT Dallas sponsored international travel. The IC includes the following departments:

**Education Abroad (EA)** facilitates education abroad activities including study abroad (for credit/internship/service learning), faculty led programs, and international student exchange programs. Utdallas.edu/ea.

**The International Student Services Office (ISSO)** serves as a primary resource to the UT Dallas international community by providing student immigration services (prospective, current, and graduated students), federal SEVIS reporting, student immigration advising, F and J immigration processing, and ancillary immigration programs and services. Utdallas.edu/isso.

**Intercultural Programs (IP)** provides and supports internationally-focused programs for both international and domestic students, such as International Week, International Education Week, Study Abroad fairs/events, and International Student Orientation. Utdallas.edu/icp.

**International Partnership Development (IPD)** works with the UT Dallas International Partnership Development Committee to review and facilitate University-level international affiliation agreements and partnerships with international counterparts. Utdallas.edu/ipd.

**International Risk and Safety (RS)** works with the UT Dallas International Oversight Committee to provide risk and safety materials for UT Dallas students, faculty, and staff participating in international education programs and traveling internationally on UT Dallas business. Utdallas.edu/rs.

The International Center departments are located in the Student Services Building, SSB 3.400. More information can be found at utdallas.edu/ic or by calling 972-883-4189.

**Education Abroad/ Study Abroad Programs (link to/ drop down)**

UT Dallas offers many international opportunities for both graduate and undergraduate students. Students may participate in international educational programs through five types of mobility: exchange programs, faculty-led programs, internships, independent studies, and third-party study abroad programs.

The Education Abroad office provides information on available opportunities, university policies governing program options, eligibility requirements, basic preparation, institutional protocol, education abroad fees, and the International Education Fund Scholarship. Information is available through special events, group meetings, individual appointments, reference materials, and at the Education Abroad website, www.utdallas.edu/ea.

Students may apply for the UT Dallas International Education Fund (IEF) Scholarship to request financial support for education abroad programs. Information about the IEF Scholarship, including eligibility requirements and deadlines, is available at the Education Abroad website (utdallas.edu/ea/iefs/). Students may consult with the Office of Financial Aid to determine how participation in education abroad impacts existing financial aid offerings.

Education Abroad is located in the Student Services Building, SSB 3.400. More information can be found at utdallas.edu/ea or by calling 972-883-4189.

**Intercultural Programs (link to/ drop down)**

Intercultural Programs promotes cross-cultural learning and respect through high-quality, innovative, educational and collaborative programming. Some of Intercultural Programs' largest events include International Week, which celebrates the cultural diversity of UT Dallas, International Education Week, International Student Orientation, English Conversation Hour, Cultural Workshops, and iFriend, a matching program between American and international students.
International Student Resources (link to/ drop down)

Definitions and fees
All international students enrolling in UT Dallas courses are required to pay the International Student Special Services Fee for the ongoing support of all non-immigrant students enrolled at UT Dallas. Immigrant categories that are fee-exempt include: U.S. citizen; Permanent Resident (PR card required); Conditional Resident; Temporary Protected Status; Refugee; Asylee; Public Interest Parolee; Temporary Residence-Amnesty; People with no documented immigration status.

Any F-1 student participating in Optional or Curricular Practical Training programs is required to pay the Practical Training fee at the point of each Practical Training application. This fee funds 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.

All F-1 and J-1 students enrolling in UT Dallas courses for the first time are charged the International Orientation fee to support the administrative cost of running the mandatory international orientation program.

Any student whose immigration status changes officially is required to submit proof of that change to the UT Dallas Registrar’s Office and International Student Services Office (ISSO). If the status changes to an exempt classification, the student will not, subsequently, be assessed the International Student Special Services 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.

Registration requirements
Prior to enrollment, international students are required to meet the Tuberculosis test and Meningitis vaccine requirements. All F-1 and J-1 students must attend an International Student Orientation prior to registering in UT Dallas courses. Incoming freshmen students may meet the International Student Orientation requirement by attending Freshman Orientation, with a supplemental one hour international session.

Student Health Insurance (link to SHI reference entry)

Student Immigration Services
The International Student Services Office (ISSO) provides immigration advising services and processing of F-1 and DS-2020 immigration documents for the international student population at UT Dallas. Services are designed to support international students with information necessary to achieve their educational goals, and information is available through individual student appointments, seminars and workshops, and other outreach activities. Specific legal advice may be sought through immigration attorney services provided by the Student Government. Further information can be found by contacting Student Government.

International Travel Policies and Services (link to policy page)

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 academic dishonesty and implementing the discipline process.

International Education Non-Credit Programs
Graduate students, including Teaching or Research Assistants, who are representing UT Dallas in an international conference, workshop, and/or fully or partially sponsored by UT Dallas, i.e. air ticket, hotel, conference registration, etc., are required to complete the Office of International Education (OIE) Protocol at least three weeks before departure. For more information, please consult the following:

The UT Dallas Career Center Internship Program provides an opportunity to gain professional work experience related to a particular field of study. An internship is meant to be educational in nature. Internships can be paid or unpaid, and in many cases can be completed for academic credit to be used toward a degree requirement. Completing an internship to add to a resume is a strong way to improve options for full-time employment after graduation.

The UT Dallas Career Center Internship Program provides students with the information and tools necessary to successfully navigate the internship process, from orientation to the program itself to evaluation at the end of the semester. Internship Coordinators can be contacted at www.utdallas.edu/isso.
Living Learning Communities

Living Learning Communities allow small groups of freshmen who share common academic objectives, goals, and interests to develop a support network with other students, peer advisors, and faculty/staff members. Communities are built around academic interests with a faculty or staff advisor who facilitates distinctive academic and social opportunities that help students extend their learning beyond the classroom. For more information call 972-883-7348 or go to www.utdallas.edu/livinglearning.

Multicultural Center

The Multicultural Center (MC) provides cultural programs, support services, resources and cultural education programs. The MC is a place for students, faculty and staff to gather and relax. The MC has a comfortable lounge area with a television, videos, computer lab, work station, and a meeting room. Traditional events hosted by the MC are Hispanic Heritage Month, Black History Month, MLK Jr. Breakfast, Asian-American Heritage Celebration, Native American Heritage program, and the Diversity Dinner Dialogues. The MC is home to the Multicultural Peer Advocates (MPA’s). The MPA’s are student peer advocates that are available for personal, social or academic assistance.

Office hours are Monday through Thursday 8:30 a.m. - 6:00 p.m., Friday 8:30 a.m. - 5:00 p.m. Location: Student Services Building. Email: Multicultural Center. Telephone: 972-883-6390. Website: www.utdallas.edu/multicultural. Director: Arthur Gregg.

New Student Programs

New Student Programs facilitates the transition of new students and their families into the institution. Through a welcoming and inclusive atmosphere, we provide the framework for new students to learn and develop as they adjust to the expectations, standards, and academic rigor of the university while fostering pride in the UT Dallas community. For more information call 972-883-6171 or go to www.utdallas.edu/newstudents.

Recreational Sports

Recreational Sports provides UT Dallas students with diverse recreational programs to enhance their overall educational experience. The Activity Center includes 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 and baseball fields, and a rock climbing wall. Rec Center West is located directly next to Residence Hall West and Dining Hall West. It is available to all students, faculty and staff. Rec Center West’s gym courts will be reserved primarily for badminton and volleyball. The center also includes a cardio fitness space and multipurpose room for additional workout needs. 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
Road Warriors

The Road Warriors program is committed to enriching the collegiate experience of commuter students at UT Dallas. We serve the commuter student population through information, resources and social programs. For more information call 972-883-6183 or go to https://www.utdallas.edu/roadwarriors.

Student AccessAbility

Student AccessAbility ensures that qualified students with documented disabilities have an equal opportunity to participate in educational, recreational, and social activities at UT Dallas. Students with disabilities are urged to contact Student AccessAbility as soon as they are admitted to the university. Student AccessAbility is located in the Student Services Building, 3.200, and can be contacted at 972-883-2098 or on the web at www.utdallas.edu/studentaccess.

Student Activities

Student Union and Activities Advisory Board (SUAAB) is a group of student leaders dedicated to programming diverse social and educational events to enhance the student experience. Events coordinated by SUAAB include the annual Homecoming Dance, Casino Night, Springpalooza, comedians, concerts, and more. SUAAB is located in the Student Activities Office (SU 2.506) and can be contacted at 972-883-6438 or on the web at www.utdallas.edu/suaab.

Meteor Theater is a student-run movie program that screens popular movies on campus. Meteor Theater also screens cutting edge documentaries through its Cinemateque program and international films through its World Cinema program. Meteor Theater host the annual Cosmic Film Festival to encourage an interest and appreciation of student-created, original movies and short films. Meteor Theater is located in the Student Activities Office (SU 2.506) and can be contacted at 972-883-6215 or on the web at www.utdallas.edu/meteortheater.

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. For more information go to www.utdallas.edu/studentaffairs.

Student Counseling Center

The Student Counseling Center is staffed by licensed psychologists and counselors who are available to help students with personal and interpersonal problems. Services include individual counseling, couple counseling, group counseling, crisis intervention and special workshops/programs relevant to student needs. In addition, a psychiatrist is available to provide Student Counseling Center clients with medications when necessary.

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 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 attorney services, the Comet Discount Program, and free bluebooks. Further information may be obtained from the Student Government Offices in the Student Union (SU Suite 2.4), by calling 972-883-2284, or by going to www.utdallas.edu/student/sg.

Student Health Center

The Student Health Center offers routine medical services and treatment to all currently enrolled students who have paid the medical services fee and are attending classes. Services include physicals, diagnosis and treatment of acute illnesses and injuries, general medical problems, gynecological problems, treatment of stabilized chronic illnesses, allergy injections, and limited immunizations. Care providers include Nurse Practitioners and a Staff Physician. While there is no out-of-pocket cost for most services, there are charges for laboratory services, medications, and specific procedures provided to individual students. Such charges incurred by students who are covered by the UT Student Health Insurance Plan are billed directly to the insurance company. Students not covered by this plan must pay for services at the time they are provided. The Student Health Center also provides information on the prevention and transmission of HIV infection and AIDS, and offers related testing and education programs. Students are also encouraged to be current on all recommended immunizations.

All services or treatment obtained from medical facilities other than the Student Health Center are the responsibility of the individual student. The staff at the Student Health Center can make referrals to off-campus medical providers as appropriate.

All medical services and records of the UT Dallas Student Health Center 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 Services Building, SSB 4.700. Call 972-883-2747 for more information or go to www.utdallas.edu/healthcenter.

Bacterial Meningitis Vaccination Requirement

Per State legislation effective January 1, 2012, all entering Texas college students must receive a vaccination or booster (if the vaccination is five years old) against bacterial meningitis before enrollment in accordance with Texas Education Code, Section 51.9192.

The vaccine or booster is required for entering students at Texas public and private colleges, living both on- and off-campus.

- 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. Summer semester is not included as a break in enrollment.
- Transfer students are considered entering students. Transfer students may request an official memo stating proof of vaccination (within the last five years) from their previous institution and submit with the vaccination requirement form.
• Students who are enrolled only in online courses are exempt if they supply an online exemption form.
• Entering students 22 years of age or older are exempt.

The student, or parent or guardian of the student, must provide a meningococcal meningitis vaccine requirement form with an official immunization record or other required documentation listed on the form, 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.

Students opting to decline the vaccination for bacterial meningitis for reasons of conscience, including religious belief, should request an affidavit through the Texas Department of State Health Services.

Entering students will be unable to register until the paperwork is received and reviewed. The Office of the Registrar sends electronic notifications to students about the vaccination or booster requirement until the paperwork is received.

Mail proof of bacterial meningitis vaccination and form to the following address:
Office of the Registrar, SSB 13
The University of Texas at Dallas
800 West Campbell Road
Richardson, TX 75080-3021
OR
email bacterial meningitis vaccination documentation to the Office of the Registrar.

Questions concerning the bacterial meningitis requirement and forms should be directed to the Office of the Registrar, 972-883-2342 or go to www.utdallas.edu/student/registrar.

Hepatitis B Vaccination Requirement
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.

Mandatory Tuberculosis Screening for International Students
• Tuberculosis (TB) screening is required for all persons born outside the United States, regardless of the status of their application, prior to registering for their first semester at UT Dallas. (Note: Being granted the resident tuition rate does NOT exempt an international student from this requirement.)
• Screening for TB must be administered, regardless of prior BCG vaccination, no more than (6) months prior to the first day of class.
• The only acceptable TB screening option is the Interferon Gamma Release Assay (IGRA) blood test (T-Spot). A TB skin test will NOT be accepted.
• The T-Spot test must be administered and interpreted in the United States by a licensed medical provider.
• International students who do not complete a TB screening or who do not submit the appropriate documentation will NOT be allowed to register for classes.
• The T-Spot test is available through the on-campus Student Health Center at a reasonable cost.

Appropriate documentation secured from a U.S. licensed medical provider may be sent to the following address:
Office of the Registrar, SSB 13
The University of Texas at Dallas
800 West Campbell Road
Richardson, TX 75080-3021
OR
email tuberculosis screening documentation to the Office of the Registrar.
Recommended Immunizations

The following vaccines are recommended but not required:

- Hepatitis A and B
- Human Papillomavirus (HPV)
- Influenza (flu)
- Measles, mumps, rubella (MMR) - 2 doses (required for international students)
- Tetanus, diphtheria, pertussis (Tdap)
- Varicella (chicken pox)

For more information, please visit [www.utdallas.edu/healthcenter/immunizations](http://www.utdallas.edu/healthcenter/immunizations).

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 U.S. Citizens, U.S. Permanent Residents, Asylees, Refugees or undocumented aliens). All international students are assessed the Student Health Insurance (SHI) fee at the time of registration for classes. International students are responsible to pay the fee unless they apply for and are granted a waiver based on documentation of other comparable insurance coverage. Contact the Student Health Insurance Office for more information at 972-883-2747 or on the web at [www.utdallas.edu/healthcenter/insurance](http://www.utdallas.edu/healthcenter/insurance).

Student Leadership Programs

Student Leadership Programs, offered through Student Development, help students to develop and enhance competence and self-knowledge as it pertains to leadership in a global society. Students have the opportunity to participate in two certificate tracks, workshops, webinars, and retreats and conferences. For more information call 972-883-2242 or go to [www.utdallas.edu/leadership](http://www.utdallas.edu/leadership).

Student Media

The award-winning student newspaper of UT Dallas, The Mercury, publishes biweekly on Mondays throughout the school year. The newspaper offers paid positions for writers, editors, graphic designers, and photographers.

Radio UT Dallas, the student-run Internet radio station, features an eclectic and freeform mix of music and original programming including news and talk shows. College Music Journal has recognized Radio UTD as one of the best Internet radio stations in the United States.
AMP, a student opinion magazine that focuses on student life, global politics, arts, events, and social commentary, publishes once per month during the fall and spring semesters.

UTD TV, a web-based television station provides a medium for broadcasting news, entertainment shows, and other content produced by students, staff and faculty.

Student Organization Center

The Student Organization Center (SOC) helps UT Dallas students become more connected to campus life. SOC provides programming and services for registered student organizations and for students interested in participating in the many activities at UT Dallas. Visit us in the Student Union (SU 2.416) or go to www.utdallas.edu/sof.

Student Organizations

Registered student organizations provide the major means by which students can connect to campus life while developing friendships, interests, talents, and leadership skills. There are over 250 student organizations at UT Dallas that cater to a variety of interests, such as academic and honor groups, service clubs, religious groups, ethnic groups, and special interest groups. Detailed information on the groups and guidelines for forming new organizations is available in the Student Organization Center (Student Union, 2.416). For additional information call 972-883-6551 or go to www.utdallas.edu/sof.

Student Success Center

The Office of Student Success operates the Student Success Center, which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

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

The Writing Center offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The Peer Tutoring program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students’ individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The Peer-Led Team Learning (PLTL) program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through potentially difficult gateway courses. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

Deleted: The award-winning student newspaper of UT Dallas, The Mercury, publishes biweekly on Mondays throughout the school year. The newspaper offers paid positions for writers, editors, page designers, and photographers.

Radio UT Dallas, 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 UT Dallas as one of the best internet radio stations in the United States.

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.

UT Dallas TV, a web-based television station provides a medium for broadcasting news, entertainment shows, and other content produced by students, staff and faculty.

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Deleted: program offers free tutoring each semester to UT Dallas undergraduates who are currently enrolled. Students meet with peer tutors in the Student Success Center tutoring rooms. Students should check the SSC website for subject and session times.

Deleted: is an academic support program that provides academic assistance to students in historically difficult classes. The SI sessions help with content mastery and with learning and study strategies that are applicable to all subject areas.
The Communication Lab (CommLab) offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to the Center.

Student Transition Programs

The Student Transition Programs Office provides programming, services, involvement opportunities and websites specific to the sophomore, junior and senior student populations at UT Dallas. Programs include Major Investigations (SOYE), Career Connections (JRYE), and Countdown to Commencement (SRYE). The Student Transition Programs Office is located in the Student Services Building, 3.600, and can be contacted at 972-883-6147 or on the web at www.utdallas.edu/transition.

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, the Comet Café, which includes a variety of food options, The Pub, and a number of meeting rooms that can be reserved for organization meetings, as well as outside meeting areas on the mall in front of the building.

The Student Union and Activities Advisory Board (SUAAB) is a group of student leaders dedicated to programming diverse social and educational events to enhance the student experience. Events coordinated by SUAAB include the annual Homecoming Dance, Casino Night, Springapalooza, movies, comedians, concerts, pep rallies, and more (www.utdallas.edu/ suaab or 972-883-6438).
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, Viva! Volunteer, Earth Week, UT Dallas Community Garden, OSV Student Leadership Program, recurring volunteer events, and year-round donation drives. The Office of Student Volunteerism is located in the Student Services Building (SSB 3.600) 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, suicide awareness, nutrition and fitness, and men's and women's health. The Student Wellness Center is located in the Student Services Building, SSB 4.500, and can be contacted at 972-883-4275 or on the web at www.utdallas.edu/studentwellness.

Textbooks

The University Bookstore stocks all required textbooks and software. Textbook information for specific courses is available within the CourseBook web portal at coursebook.utdallas.edu. Textbook information includes International Standard Book Number (ISBN) and retail price information; data is collected from the campus bookstore on a regular basis. For additional assistance, click on the help tab within coursebook.utdallas.edu.

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)

Transfer Student Services

The Transfer Student Services Office provides support to new and returning transfer students to ensure their successful transition into UT Dallas. Programs include Transfer Orientation in Spring, Summer and Fall, Transfer Thirsty Thursday, Welcome Wednesday and more. Transfer Student Services also supports Tau Sigma National Honor Society for Transfer Students. The Transfer Student Services Office is located in the Student Services Building, 3.600, and can be contacted at 972-883-6147 or on the web at www.utdallas.edu/transferservices.

University Housing Information

Students are provided several affordable on-campus housing options. All on-campus housing is reserved for UT Dallas students.

Locations include University Village apartments and University Commons residence halls, a community owned by UT Dallas.

In accordance with university policy, all freshmen who choose to live on campus are required to live in University Commons residence halls.
UT Dallas does not currently check criminal history records for on-campus housing students. The university is entitled to obtain criminal history information that relates to a student or applicant who applies to reside in on-campus housing and will notify the individual if the information is used to deny them housing. Texas Government Code, Section 411.0945.

For more information please go to www.utdallas.edu/housing or www.utdallas.edu/reslife.

Contact Information:

Residential Life Office
Telephone: 972-883-7340

University Village Apartments Leasing Office
2800 Waterview Parkway Suite #200
Richardson, TX 75080
Telephone: 972-792-9100
Fax: 972-792-9101

General Information

University Libraries

Eugene McDermott Library and the Callier Library support the research, instruction, and community service programs of the University by providing access to information in both print and electronic forms. The libraries consist of over two and a half million items, including more than 71,000 electronic journals, 1 million electronic books, and thousands of media, microforms, and maps.

Callier Library is a satellite facility dedicated to supporting the Callier Center for Communication Disorders and the Center for BrainHealth in downtown Dallas. It specializes in materials on speech and hearing disorders.

McDermott Library, located on the UT Dallas campus, is not only a federal depository library, it is also a Texas state depository. Government documents are available in a variety of formats. Other important documents and research collections are housed within the Special Collections Department. Collections include the Wineburgh Philatelic Research Library, the Louise B. Belsterling Collection, the History of Aviation Collection, and the UT Dallas Archives. The Library also has a rare books collection. Distance learners can access the ever-expanding digital collection through the library's website. Current students, staff, and faculty have unlimited access to electronic resources such as databases, e-journals, e-books, and audiobooks. McDermott is also developing Treasures, a digital institutional repository to showcase the research and scholarship conducted at the university.

Staff members at both locations provide active support for all the people they serve. Librarians consistently hold class and individual instruction on the use of the library, how to conduct research and how to develop information literacy skills. Both McDermott and Callier Library offer students with disabilities a range of services to encourage their independent research.

If McDermott and Callier do not have requested items, library customers can utilize the Interlibrary Loan Service. This service provides students with books or articles from a network of major libraries.

UT Online Consortium

In addition to the online courses listed in the catalog, there are additional offerings that students may take through the UT Online Consortium (UTOC). The UTOC is the centralized support center for online education throughout The University of Texas System. On the website (http://www.utcoursesonline.org/) you
will find a listing of programs and courses, enrollment services, Texas Information System (TIS), academic calendars, campus contacts, course login information, and learning resources. Designated contacts at each campus are available to assist you, as are the student services support staff of the UTOC. With questions please call toll-free: 1-888-TEXAS-16 (1-888-839-2716).

**Veteran Services Center**

The UT Dallas Veteran Services Center serves veterans, reservists, eligible dependents, and active duty military students attending UT Dallas. The VSC promotes veteran-specific opportunities and connects students to on- and off-campus resources. The space includes a study area with computing stations and lounge for veterans to connect with each other. The VSC is located on the lower level of the Eugene McDermott Library (MC 1.204) and is open Monday – Thursday from 8:00 a.m. and Friday from 8:00 a.m. – 5:00 p.m. For more information call 972-883-4913 or go to www.utdallas.edu/veterans.
Appendix I

Rules, Regulations, and Statutory Requirements

A. Student Conduct and Discipline

The University of Texas System (Regents’ Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in Student Discipline and Conduct, UTDSP5003. Copies of these rules and regulations are available to students in the Office of the Dean of Students where staff are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents’ Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

1. Academic Dishonesty. The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Academic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the awarding of a degree, and/or the submission of work for academic credit that is not properly cited. As a general rule academic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

2. Campus and Residence Hall Solicitations. In accordance to Regents’ Rule, 80103 and the Speech and Expression Assembly policy, UTDSP5001 (see http://policy.utdallas.edu/utdsp5001), Subchapter B, section 46.07, no solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility controlled by The University of Texas System (UT System) or UT Dallas, except by the officers or employees of the university, acting in the course and scope of their authority, or by the Student Government, or by a registered student, faculty, or staff organization of this institution. Such activities must be conducted in a manner that:

   a. does not disturb any academic programs or administrative activities of the university or any program or activity that is authorized by UT System;
   b. does not interfere with entry to or exit from a building, structure, facility or with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities;
   c. does not harass or intimidate the person or persons being solicited; and
   d. does not violate applicable state, federal, or local laws or regulations.

Non-university groups, individuals, or associations are not permitted to solicit, distribute, or circulate any petitions, handbills, or other literature in university buildings or on the grounds.
All solicitations on the UT Dallas campus must conform to the Regents' Rules and the Speech and Expression Assembly policy, UTDSP5001; copies of which are available in the offices of the President, Executive Vice President and Provost, Vice Presidents, and Deans, and in numerous other administrative offices and the library.

Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the appropriate offices as outlined in the Speech and Expression Assembly policy, UTDSP5001.

Appropriate responses to violations of the above policy are outlined in the Speech and Expression Assembly policy, UTDSP5001, Subchapter L, section 46.49: (a) students will be reported to the Dean of Students, (b) the Office of the Vice President of Academic Affairs and Provost will handle faculty violations; and (c) staff members should be referred to Human Resources Services.

3. **Hazing.** Hazing, submission to hazing, or failure to report first-hand knowledge of the planning or occurrence of specific hazing incidents is prohibited by state law and, in addition to disciplinary actions, is punishable by fines up to $10,000 and confinement in county jail for up to two years. Moreover, any hazing offense that causes the death of another person is a state jail felony. Hazing is defined by state law as, "... any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." Any person who reports a specific hazing incident involving a student to the Dean of Students is immune from civil or criminal liability that he/she might otherwise incur as a result of the report. Any persons who have further questions about hazing or activities that may be considered hazing should call the Dean of Students' office at (972) 883-6391.

4. **Copyrighted Material.** Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal penalties. All UT Dallas syllabi are required to include, whether in text or a hyperlink, student conduct policies including a copyright notice. This notice directs students to UT Dallas' Policy Regarding Photocopying Copyrighted Materials (UTDPP1043) and UT System's copyright website. Further, the University Attorney is identified as the university's contact for copyright questions or concerns. See www.utdallas.edu/copyright.

5. **Other Disciplinary Situations.** Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a rule or regulation of The University of Texas System or The University of Texas at Dallas.

### B. Grievance Procedures

To the extent provided by applicable law, The University of Texas at Dallas 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. The dean will follow the procedures for student grievances that are found in UTDSP5005, Student Grievances Policy.

Sexual harassment is a form of sex discrimination. Such harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors also constitute sexual harassment. The full text of the university's "Sexual Harassment Policy and Procedure" may be found in the Administrative Policies and Procedures Manual, Section D, D11-115.0.

Any student who perceives that he or she has been subject to any form of discrimination as defined above may file a written complaint with the Dean of Students using the following procedures:

1. The complaint must contain the nature of the alleged discrimination, the date on which the alleged discrimination occurred, and other appropriate information as required by the dean.
2. The dean will refer all complaints that name an employee of the university (including graduate assistants and other student employees) as the offender to the Office of Human Resources for investigation and resolution. When the nature of the complaint is discrimination on the basis of disability, the dean will refer the grievance or complaint to the ADA Coordinator who will investigate the complaint under the procedures given in the Administrative Policies and Procedures Manual, Vol. II A, Section D, page D11-195.0, Americans with Disabilities Act Grievance Policy.

3. With the exceptions noted in subsection (2) above, the student discipline procedure outlined in UTDSP5003 Student Discipline and Conduct will be utilized for complaints that name a student as an alleged offender. Such complaints will be investigated by the dean.

4. As a result of the investigation, the dean will, on the basis of the information presented, determine: a) that the charges of discrimination are without basis, b) that further investigation is required, c) that campus action shall be initiated to alleviate a discriminatory situation, or d) that a hearing will be held.

C. Academic Grievances

Procedures for student grievances are found in university policy UTDSP5005. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfills of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations.

PROCEDURES TO APPEAL ACADEMIC DECISIONS

(a) The appeal procedures defined in this section apply to an unresolved grievance concerning some aspect of the student's academic standing at UT Dallas. The intent is to address the grievance of the student in a prompt and orderly fashion. A grievance means a dispute concerning some aspect of the student's academic standing arising from an administrative or faculty decision that the student regards as incorrect or unjust. Grievances include, but are not limited to, disputes over grades, application of degree plan, graduation/degree program requirements, and thesis and dissertation committee and/or adviser actions or decisions. Grievances, as defined in this section, do not include the right to appeal the termination of employment of a teaching assistant or research assistant during the term of the student's appointment. That appeal process is defined and described in UT Dallas Policy UTDPP1075 University Policies Related to Graduate Student Teaching Assistants and Graduate Student Research Assistants.

(b) A grievance regarding academic concerns will be considered in the following manner:

1. Initial Consideration of Grievance In attempting to resolve any student grievance falling within the scope of this policy, it is the obligation of the student first to make a serious and prompt effort to resolve the matter through discussion with the instructor, supervisor, administrator, or committee chair with whom the grievance originated (hereafter called "the respondent") within sixty (60) calendar days after the date on which the decision was first rendered.

2. Appeal to the Department/Program Head If the matter cannot be resolved in discussions between the student and the respondent, the student grievant can submit a written appeal to the respondent's department/program head with a copy to the respondent clearly specifying the basis of the appeal and stating the remedies the student is seeking. This written appeal MUST be submitted no later than the sixty-fifth day after the date on which the decision in dispute was first rendered by the respondent. Within ten business days while classes are in session, the respondent will provide both the student and the department/program head with a written response. The department/program head will have 10 business days to review all submissions and provide a written response to the student and respondent (an extension to this timeline may be granted by the school dean for good cause). In determining the validity of the grievance, the department head should be guided by the principle that the burden is on the grievant to show that the decision is arbitrary and capricious. If the department/program head decides that the grievance be granted, he/she will also provide a decision on how to resolve the dispute.

3. Academic Appeals Panel If the student is dissatisfied with the decision of the department/program head,
the student may submit a written appeal via email or hard copy, within ten business days of the date the
decision was sent, to the dean of the school hosting the course, comprehensive or oral examination with a
copy to the department/program head (an extension to this timeline may be granted by the dean for good
cause). The written appeal by the student to the school dean must clearly state the reasons for the appeal
and remedy sought. The dean will appoint an appeals panel. The appeals panel composition will consist
of an associate dean of the school in which the grievance originated, acting as chair, two faculty members
from the school in which the grievance originated, an associate dean from another school, and a student.
The student selected to serve on the panel will be an undergraduate when the grievance is from an
undergraduate student and will be a graduate student when the grievance is from a graduate student. The
academic panel will review all submissions, obtain additional information and opinions if desired, and
provide the student with a written response within twenty business days while classes are in session of
the receipt of the student's appeal to the school dean. The appropriate dean of graduate or undergraduate
studies will receive a copy of the panel's response. The findings and recommendation of the appeals
panel are final.

(c) All parties involved in an academic appeal will be informed about the final disposition of the appeal.
Copies of these rules and regulations are available to students in the Office of the Dean of Students where
staff are available to assist students in interpreting the rules and regulations.

D. Privacy Act: Student Records

1. The student's university record is established and maintained to provide both the student and the university
with information regarding the student's progress while enrolled at the university. Any student enrolled in the
university has access to and may inspect those records relating to his or her academic progress, to the extent
allowed by the Family Educational Rights and Privacy Act and the Texas Public Information Act. The record is
considered to be confidential and may be released only within the limitations clearly defined by university
regulations and state and federal statutes or with the student's written permission.

2. The university may release directory information which is defined as public information and includes the
student's name, local and permanent address, telephone number, E-mail address, date and place of birth, major
field of study, participation in officially recognized activities and sports, photographs, weight and height of
members of athletic teams, dates of attendance, degrees, awards and honors received, and the most recent
educational agency or institution attended by the student, classification, and expected date of graduation. This
information may be printed in various publications of the university such as the student directory, honors list,
athletic programs, list of graduating students, or similar documents. Additionally, this information may be released
upon request. A student may request that the university not release directory information by completing the
appropriate forms during registration. The student must complete the forms each semester.

3. Student records which the university maintains include official university academic and personal records
relating to scholastic, disciplinary and fiscal matters as well as records maintained by university agencies and
agencies providing services sought voluntarily by students. Students may challenge the contents of educational
records and request corrections to inaccurate or misleading information. Any request for correction or
explanation of record contents should be presented in writing to the person in charge of the office where the
record is maintained.

4. Detailed information pertaining to the content of and handling of student records is contained in the university
policy, Rules on Student Services and Activities of the university's Handbook of Operating Procedures. Students
wishing more information about their rights established under the Family Educational Rights and Privacy Act
should contact the Office of the Registrar, Student Services Building, (972) 883-2342.

5. The Family Educational Rights and Privacy Act does not extend to research papers and theses authored by
students; these documents are available to interested members of the public.

E. Student-Right-To-Know and Campus Security Act (Clery Act)
In compliance with the Student-Right-to-Know and Campus Security Act, The University of Texas at Dallas collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates. The university publishes an annual report of campus security policies and crime statistics and distributes copies during registration. The university also publishes an online university profile, including graduation rates (see http://www.utdallas.edu/ospa/stats/UTDProfile.html).

F. Emergency Response, Fire Safety, and Security

Emergency Response: In the event of an emergency or natural disaster the campus community will be notified as prominently as possible through several means of communication. This includes Campus Alert E-mail, the university's website, campus and local media, text-messaging, Fire Alarm Systems, Indoor Warning System and Outdoor Warning System. For policies and procedures, and reporting requirements please visit www.utdallas.edu/ehs/emergency.

Fire Safety: The entire UT Dallas campus fire alarm system is monitored 24-7 through a SimplexGrinnell Information management system. This IMS operates on a fiber optic loop connected to every building fire panel on the Richardson campus. All 30 of UT Dallas' buildings have primary reporting to the University Police and secondary reporting to EHS and EMS. For policies and procedures please visit www.utdallas.edu/ehs/firesafety.

Gang-free Zones: Premises owned, rented or leased by The University of Texas at Dallas, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

Missing Student Notification: The purpose of the UT Dallas Missing Persons Policy is to establish procedures for the university's response to reports of missing students as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in on-campus housing. For purposes of this policy, a student may be considered a "missing person" when he or she is absent from the university for more than 24 hours without any known reason. A student may also be deemed missing when his/her absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, or has been with persons who may endanger the student's welfare.

All residential students will have the opportunity to designate a confidential contact to be notified by the university no more than 24 hours after the student is determined missing. Instructions will be provided on how to register that person's contact information. Residential students' contact information will be registered confidentially, will be accessible only to authorized UT Dallas officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

All reports of missing students must be directed to the UT Dallas Police Department, which shall investigate each report and make a determination about whether the student is missing. In addition, no later than 24 hours after a student is determined missing, UT Dallas will notify the Richardson Police Department, unless the Richardson Police Department was the entity that determined the student to be missing. At that time, if the missing student is under the age of 18 and not emancipated, UT Dallas will also notify the student's custodial parent or guardian.

G. Use of Facilities

Pursuant to the general authority of Texas Education Code Chapter 65, and the specific authority of Texas Education Code Chapter 51, the Board of Regents of The University of Texas System, in Series 80101-80110 of the Rules and Regulations, promulgates rules relating to the use of buildings, grounds, and
facilities for purposes other than programs and activities related to the role and mission of the UT System and the component institutions.

The property, buildings, or facilities owned or controlled by the UT System or UT Dallas are not open for assembly, speech, or other activities as are the public streets, sidewalks, and parks. The responsibility of the Board of Regents to operate and maintain an effective and efficient system of institutions of higher education requires that the time, place, and manner of assembly, speech, and other activities on the grounds and in the buildings and facilities of the UT System or UT Dallas be regulated.