Academic Policies and Procedures

Degree Plans

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

In the semester preceding that in which a student plans to graduate the student is required to meet with her/his academic advisor to prepare a final degree plan along with the student's application for graduation (See "Graduation Requirements," located at catalog.utdallas.edu/2012/undergraduate/policies/graduation#requirements).

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

Change of Major

Students wishing to change majors should complete an "Undergraduate Change of Major Request Form" (located at www.utdallas.edu/student/registrar/forms) in their academic advisor's office before registration and no later than the first day of classes of a semester/term.

Students with a cumulative GPA below 2.000 may only change their major with permission from the Associate Dean of their current major and the Associate Dean of their intended major. Both Associate Deans' signatures are required on the "Undergraduate Change of Major Request Form" prior to its submission to the Office of the Registrar in the Student Services Building, first floor customer service area.

If the change of major is approved, the student will then be responsible for meeting all program requirements and course prerequisites of the catalog in effect at the time of the change. The Core Curriculum requirements, however, remain those of the catalog in force at the time of matriculation unless the student specifically chooses those of a more recent catalog. In the first semester of change to a new major, the student must meet with an academic advisor to prepare a degree plan.

Deadlines and Fees

The Office of the Registrar will accept "Undergraduate Change of Major" forms for processing up to the close of business on the first day of classes of each semester. Forms received after the first day of classes will be processed effective for the following semester.

All students are allowed to change majors twice in a given academic year at no charge. The academic year begins August 1st and is completed the last day of July each year.

If a student elects to change majors more than two times during an academic year, the third change requires a $50.00 fee. EXCEPTION: There is no charge to move to, or from, the "undeclared major" category.

Declaring a Major

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

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

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

Double Major and Double Degree

(see "Degree Program" section, "Other Degree Requirements" at catalog.utdallas.edu/2012/undergraduate/curriculum/other-degree-requirements for details.)

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