Undergraduate Policies and Procedures

Admission Policies

Credit by Examination (AP-CLEP-IB)

Examination credit is evaluated only at the student's request. Students wishing to receive examination credit must first meet with an academic advisor to complete a request form that is then submitted to the Office of the Registrar.

Documentation of any lower-division credit established by examination through such programs as the AP (Advanced Placement Program) that the student wishes to apply toward college credit should be received by the university prior to registration. Academic semester credit hours awarded through credit by examination become a permanent part of the student's official UT Dallas transcript.

Credit by examination may be established through such testing programs as the Advanced Placement Program (AP), the College Level Examination Program (CLEP), and the International Baccalaureate (IB). Guidelines for credit by examinations are available on the UT Dallas website at oue.utdallas.edu and/or at the UT Dallas Office of Admission and Enrollment Services website (www.utdallas.edu/enroll/apply/exam.php). Exams ten years and older will not be considered for credit. Test scores not appearing on official transcripts must be submitted directly from the testing agency. UT Dallas will provide college credit to those who present an International Baccalaureate Diploma in accordance with Texas State law.

No more than six semester credit hours of extension or credit by examination may be applied toward upper-division requirements and must be upper-division credit earned at an appropriate institution or through acceptable scores on approved tests. The university does not offer correspondence courses.

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.

Texas Success Initiative (TSI)

Registration Requirements

The Texas Success Initiative (TSI) is a state mandate that requires students to be assessed in
reading, writing and math skills prior to enrolling in college, and to be advised based on the results of that assessment (See TSI Rules). For students enrolling without a TSI Exemption, they will be required to take the TSI Assessment, to measure student proficiency in the basic areas of study for fulfillment of the TSI requirement. Each Texas institution determines an individualized education plan to encourage academic success for those students who score below the deviation standard (or do not pass the THEA test). Students are required to either enroll in developmental education coursework if they do not pass the initial test and are granted unlimited opportunities to take the TSI Assessment.

Students required to take the TSI Assessment are subject to the following standards to be considered college-ready:

- Reading - 351
- Math - 350
- Writing - Essay score of 5 or 4 and a multiple choice score of 363

**Note:** If you are a student with a TSI Hold on your record, you must contact your academic advisor regarding registration options and policies. Proof of a TSI Exemption or enrollment in developmental coursework may be required.

**Texas Success Initiative State Regulations - Texas Legislative Requirements**

**Title 19, Part 1, Chapter 4, Subchapter C of the Texas Administrative Code** describes in detail the Texas Success Initiative (TSI) for Texas public institutions of higher education.

**Texas Success Initiative Transfer Student Provisions**

Students transferring to UT Dallas from private or out-of-state institutions must meet TSI requirements (be tested or exempted) prior to being allowed to enroll in any college-level work. Students who transfer accumulated semester credit hours to UT Dallas from a private or out-of-state United States institution may use certain transferred courses which are given common course numbers corresponding to courses approved by UT Dallas to satisfy TSI requirements. Students must have earned a course grade of C (2.000 on a 4.000 scale) or better in the corresponding courses to meet TSI requirements. If coursework does not satisfy exemption requirements, students must be tested for the remaining skill areas and must comply with all other TSI requirements. Students transferring from other Texas public institutions of higher education must be TSI exempted or comply with the UT Dallas policies for Developmental Education.

Students entering UT Dallas are permitted to enroll in upper division (3000 and 4000 level) courses for which they have completed the prerequisites while completing the TSI requirements. However, no student with 60 or more earned credit hours and having attempted any credit hours at UT Dallas shall be permitted to register for upper division courses without having satisfied all TSI requirements.
Texas Success Initiative (TSI) Exemptions

Pending institutional verification of the following situations, TSI exemptions apply to:

1. Students who are non-degree seeking or non-certificate-seeking.
2. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on the following tests:
   - **ACT** - Composite score of 23 or higher, with individual math, reading and English scores of no less than 19.
   - **SAT** - Composite score of 1070 or higher, with 500 critical reading (formally “verbal”) and 500 math.
   - **Texas Assessment of Knowledge and Skills (TAKS)** - 11th grade exit-level TAKS with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section and a writing subsection score of at least 3, are TSI exempt for the corresponding sections. (Note: The writing subsection score is often not printed on high school transcripts, but can usually be found on the exit level TAKS score report.)
   - **STAAR end-of-course (EOC)** - A minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
   - Students who have graduated with an associate or baccalaureate degree from an accredited institution of higher education. Transcripts must be filed with the Office of Admission and Enrollment Services for verification purposes.
   - Students who have previously attended any Texas public institution and have been determined to have met TSI requirements by that institution.
   - A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
   - A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Students must file a Verification of Active Duty form each semester with the Office of Admission and Enrollment Services.
   - A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States. A copy of the DD214 form showing this status is required and must be filed with the Office of Admission and Enrollment Services.
   - A private or out-of-state college or university and who have satisfactorily completed
college-level coursework as determined by a grade of C or better in courses that are recognized as requiring college-level reading, writing and/or mathematical skills as approved by UT Dallas.

**Note:** Official transcripts should be submitted to the UT Dallas Office of Admission and Enrollment Services as soon as possible. Official evaluation must be completed to determine course equivalencies before a TSI waiver will be granted. If you are a student with a TSI Hold on your record, it must be removed prior to registering for courses. Contact an academic advisor in your program for more information. If you have any questions regarding TSI exemptions, please contact the TSI Coordinator at UT Dallas.

**Developmental Education at UT Dallas**

Students who are required to take the TSI Assessment and do not score at the college readiness levels will be required to register for Developmental Education courses for all areas in which they did not achieve the stated cut-score. Their enrollment in Developmental Education is required during the first semester of attendance. If UT Dallas does not offer Developmental Education courses in the semester the student registers then the student is required to register for Developmental Education at a local community college. Students must work with their UT Dallas School academic advisor and the UT Dallas TSI coordinator to ensure they are properly enrolled in courses at UT Dallas as well as Developmental Education courses at a local community college. If at any time during the semester a student is in violation of this policy, the student may be dropped from their UT Dallas course(s).

**Placement and Enrollment into Developmental Education**

UT Dallas recommends that students enroll in Developmental Education courses at Richland College, with whom UT Dallas has a collaborative relationship. UT Dallas has an information sharing agreement with Richland College that makes it easier to track and verify student enrollment and course completion. However, students may enroll in Developmental Education courses at another local community college. Students should discuss this with their UT Dallas School academic advisor and the UT Dallas TSI coordinator. Students are required to successfully complete the developmental coursework sequence at the community college to become TSI complete. A student can only become TSI complete if they have completed the highest level of the developmental education coursework at the community college or until they reach the college-ready standard on the TSI Assessment.

**Participation and Attendance in Developmental Education**

For students attending Richland College, attendance and continuing registration information is provided to UT Dallas by Richland College. For students attending other local community colleges, the student is responsible for regularly providing the UT Dallas TSI Coordinator proof of continued enrollment throughout the semester. Students must adhere to the policies and the procedures of the community college in regards to registration, attendance, course requirements, etc. Students who are required to be in Developmental Education for TSI purposes may not drop a developmental course unless they reach a college-ready score on the TSI Assessment, examination,
become TSI exempt through alternative means, or withdraw from all university courses for the semester. All drop forms are to be signed by the Office of Undergraduate Education.