Graduate Policies and Procedures

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 the Office of the Registrar's FAQ 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*
- Summer Half-time status - 3 semester credit hours*

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

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' 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

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.

**NOTE:** Courses cross-listed under more than one course prefix are considered the same course for repeat counting.

Additional Information about Repeating Graduate Courses

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.