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 petition 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 website (www.utdallas.edu/enroll/apply/exam.php).

Exams ten years and older will not be considered for credit. Test scores must be submitted directly from the testing agency. For AP scores only, UT Dallas will accept AP scores printed on the official high school transcript, but only if the AP scores appear on the transcript in the official College Board format.

Admission Criteria for First-Time in College Freshmen

Automatic Admission
In accordance with Section 51.803 of the Texas Education Code, students are automatically admitted to the University as first-time freshmen if they graduate in the top 10% of their class from an accredited Texas high school, and, in accordance with Section 28.025 of the Texas Education Code, successfully complete the Distinguished Level of Achievement, as applicable. Applicants must have graduated from high school during one of the two school years preceding the academic year for which they seek admission as first-time freshmen and have not attempted any higher education credits since graduation from high school. Pursuant to Texas Education Code, Sections 51.803 and 51.805, and high school applicants have met one of the following conditions:

- successfully completed the distinguished level of achievement under the Foundation Program from a Texas public high school;
- successfully completed a curriculum from a high school in Texas other than a public school that is equivalent in content and rigor to the distinguished level of achievement under the Foundation High School Program;
- satisfied ACT’s College Readiness Benchmarks on the ACT assessment, or
- earned on the College Board’s SAT assessment a score of at least 1,500 out of 2,400 or the
Meeting the minimum requirements makes a student eligible for automatic admission but exceeding the minimum is often necessary for applicants to be competitive to the many of the University's academic programs. The high school curriculum requirements will be documented through the application process. Applicants admitted because they are in the top 10% of their high school class may be required to complete additional preparatory work before enrolling in the University or complete developmental coursework to remove any deficiencies in their readiness to successfully complete college-level work prior to University graduation.

Reviewed Admission

All applications from students who do not meet the Automatic Admission Criteria will be reviewed holistically. Applicants must have graduated from an accredited high school or satisfied the equivalent requirements, and should have completed the high school credit requirements listed below (see item 9). Admission decisions are based on the applicant's composite achievement profile, including:

1. High school class rank and GPA (grade point average)
2. Strength of academic preparation including the number and complexity of courses taken (honors, AP, IB, etc.)
3. SAT-I or ACT scores
4. Record of achievements, honors, and awards
5. Special accomplishments, work, and community service, both in and out of school
6. Essays
7. Special circumstances that put academic achievements in context
8. Recommendation letters (suggested, but not required, and limited to up to three submitted through the application process)
9. Successful completion of a high school curriculum that includes:
   • Four credits of English Language Arts, including at least one credit of writing skills
   • Two credits of a single language other than English (three credits recommended)
   • Four credits of Mathematics, including Algebra II and including a course dealing with trigonometry, such as pre-calculus
   • Four credits of Science
   • Three credits of Social Sciences, not including work-study (four credits recommended)
   • One credit of Fine Arts

In addition to current University requirements for admission, applicants must also have either:

• Successfully completed the curriculum requirements for the Distinguished Level of Achievement or its equivalent, or
• Satisfied ACT's College Readiness Benchmark assessment or College Board's SAT Benchmark assessment as outlined in the set of conditions within the Automatic Admission Criteria section.

The above requirement may be satisfied if the applicant's official high school transcript or diploma states that the applicant completed the portion of the recommended or advanced curriculum or its
equivalent that was available to the applicant, but was unable to complete the remainder of the curriculum solely because courses necessary to complete the remainder were unavailable to the applicant at the appropriate times in the applicant's high school career as a result of course scheduling, lack of enrollment capacity, or another cause not within the applicant's control.

Students outside the State of Texas will be considered for admission based on the same academic benchmarks listed above and a comparable high school curriculum.

Admission Criteria for Transfer Students

Automatic Admission

Section 51.8035 of the Texas Education Code establishes criteria for automatic admission to The University of Texas at Dallas for eligible transfer students who began their studies at a Texas institution of higher education following high school graduation.

To be eligible for automatic transfer admission under section 51.8035, a prospective transfer student must have:

1. Qualified for automatic admission to a Texas institution of higher education at the time he or she graduated from high school, or was previously offered admission under this provision, Texas Education Code, Section 51.803.

2. First enrolled in a public junior college or other public or private lower-division institution of higher education not earlier than the third academic year before the academic year for which he or she is seeking admission to the University.

3. Completed the core curriculum at a public junior college or other public or private lower-division institution of higher education with a cumulative grade point average (GPA) of at least 2.500 on a 4.000 point scale, or the equivalent.

4. Submitted a complete application for transfer admission by the deadline.

To take advantage of the automatic admission option, the applicant must submit to UT Dallas, by the deadline, information that "expressly and clearly" claims entitlement to admission under this provision.

Application of Transfer Credit

The University may accept transfer credit only for academic post-secondary coursework completed with a grade of C (2.000 on a 4.000 point scale) or higher. The University of Texas at Dallas does not offer credit for non-academic coursework such as vocational, developmental or remedial studies, nor does it grant credit for prior experiential learning. Coursework that is accepted for transfer credit is applicable toward satisfying requirements for a specific UT Dallas major according to the same criteria as those used for equivalent UT Dallas courses. For more information please go to Transfer Disputes for Lower-Division Courses.

Prospective transfer students from Texas community colleges should refer to the UT Dallas Transfer Plans and visit their community college academic advising offices to learn more about curricula appropriate to the various UT Dallas majors.

As soon as an application for admission, transcripts and any required test scores have been received,
the Office of the Registrar will evaluate the student's record to determine which credits earned at another domestic college or university will transfer to UT Dallas. The Office of Admission and Enrollment will evaluate the student's record to determine which credits earned at another international college or university will transfer to UT Dallas.

The application of transfer credit to degree plans must be completed within the first semester of enrollment. An undergraduate advisor in the student's major, in consultation with the Associate Dean for Undergraduate Education, will determine how the transfer credits apply towards UT Dallas degree requirements. The faculty, acting through the Associate Dean of Undergraduate Education, has the ultimate responsibility for applying transfer credit to their specific major requirements. Students are urged to contact their advising office upon receipt of the letter informing them of their admission to UT Dallas.

Transfer students who begin their semester with 45 or more semester credit hours are required to file a degree plan with UT Dallas no later than the end of the student's regular semester in accordance with Texas Education Code, Section 51.9685, subsection C.

Applicants seeking admission to UT Dallas should be aware that they will need at least 51 upper-division semester credit hours to graduate (see "Graduation Requirements").

Transfer Admission Criteria

Transfer applicants must submit transcripts from all college/universities attended for admission review. Transfer applicants with a freshman classification (see "Classification of Students") may be required to submit official high school transcripts and SAT/ACT scores as well as all college level coursework. Transfer applicants, with a higher classification, will be reviewed on their cumulative transfer GPA of post-secondary academic coursework and a review of specific college courses only. Additionally, they are subject to compliance to the Texas Success Initiative (TSI) pursuant to Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter C, Rule 4.54.

Assured Admission

Applicants with 42 or more transferable semester credit hours must meet the following admission criteria:

- Have a minimum cumulative transferable GPA of 3.000 on a 4.000 point scale
- Be in good standing from the last college or university attended
- Have fewer than 90 attempted semester credit hours at a Texas public institution of higher education

Reviewed Admission

Transfer applicants who do not meet the assured transfer admission criteria will be reviewed and may be placed on probation.

Applicants are required to submit all post-secondary academic course work and be in good standing at the last college or university attended. Additionally, applicants may be required to submit the following documents:

- High school transcript
- SAT/ACT scores
• Essay explaining their educational history

Transfer Students Admitted on Probation

If admitted on probation, transfer students must:

• See an academic advisor before registering
• May not register for more than 15 semester credit hours
• May not drop from any classes
• Must earn a grade of 'C' or better in classes, and
• Follow other conditions as prescribed by the admitting Associate Dean

Students admitted on probation must earn a GPA of at least 2.200 for the first semester of enrollment. Failure to meet these conditions will result in suspension. Students admitted on probation who are subsequently suspended from the University may be readmitted only by the Associate Dean (see "Academic Suspension").

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 semester credit hours and having attempted any semester 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.
3. 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 for verification purposes.

2. Students who have previously attended any Texas public institution and have been determined to have met TSI requirements by that institution.

3. 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.

4. 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.

5. 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.

6. 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 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.

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