

UNT | DALLAS

UNT Dallas

**UNT Dallas Undergraduate Catalog 2025-2026**

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## General University Degree Requirements

*The University of North Texas at Dallas offers programs that result in the awarding of Bachelor of Arts (BA), Bachelor of Applied Science (BAS), Bachelor of Applied Arts and Sciences (BAAS), Bachelor of Business Administration (BBA), and Bachelor of Science (BS) degrees upon completion of degree requirements. Further, students can develop plans of study that include minor and certificate programs to deepen learning and marketability. If elected and otherwise noted, minors and certificates must be completed with a major degree program.*

*Students can also pursue post-baccalaureate education to earn degrees such as a Master of Business Administration (MBA), Master of Education (MEd), Master of Science (MS), and Master of Management (MMgt) degrees as well as the Juris Doctor (JD). See the [College of Law Catalog](#) and [Graduate Catalog](#) for more information.*

# Degrees and Academic Programs Offered at UNT Dallas

Institution Department	Baccalaureate	Master's	Doctoral	CIP Code	Minimum Semester Credit Hours	Minor or Certificate (Hours)
<b>School of Business</b>						
Accounting	BBA			52.0301.00	120	
Business Administration		MBA		52.0201.00	30	
Business Analytics	BBA			30.7102.00	120	Minor (18)
Commercial Real Estate				52.1501		Minor (18)
Finance	BBA			52.0801.00	120	
General Business	BBA			52.0101.00	120	
Hospitality Management	BBA			52.0901.00	120	Minor (18) Certificate (24)**
Management		MMgt		52.0201.00	30	Minor (18)
Organizational Behavior & Human Resources Management	BBA			52.1003.00	120	
Supply Chain and Marketing Management	BBA			52.0203.00	120	
Business Foundations						Minor (18)
Credit Analysis				52.0803		Certificate (24)**
Dealership Management						Minor (18) Certificate (21)**
Entrepreneurship						Minor (18)
Event Management						Certificate (15)
Hospitality Logistics & Distribution						Certificate (15)
Logistics and Supply Chain Management						Certificate (18)***
Marketing						Minor (18)
<b>School of Education</b>						
Curriculum & Instruction		MEd		13.0301.00	36	Certificate (24)
Educational Leadership		MEd		13.0401.00	30	
Education - EC-6 and 4-8 certifications and EC-12 LOTE	BS			13.0101.00	120	
Alternative Teaching						Certificate (24)
Principal						Certificate (18)
<b>School of Behavioral Health and Human Services</b>						
Child Development & Family Studies	BA			19.0706.00	120	
Clinical Mental Health Counseling		MS		42.2803.00	60	

Clinical School Counseling		MS		13.1101.00	60	
Human Services Management & Leadership	BS			44.0000.00	120	Minor (18)
Licensed Professional Counselor Completion Plan						Certificate (12c)
Alternative Dispute Resolution						Certificate (12)
Applied Gerontology						Certificate (12)
College and Career Readiness						Certificate (15)
Mediation						Certificate (15)***
Nonprofit Management						Minor (18) Certificate (12)
Substance Abuse & Addiction						Certificate (12)
Substance Abuse for Professionals						Certificate (12)**
Substance Addictions						Minor (18)
<b>School of Liberal Arts and Sciences</b>						
Applied Science	BAS			43.0202.00	120	
Applied Arts & Sciences	BAAS			30.999.40	120	
Applied English	BA			23.1301.00	120	
Applied Spanish	BA			16.0905.00	120	
Biology	BA, BS			26.0101.00	120	Minor (18)
Chemistry	BA, BS			40.0501.00	120	Minor (22)
Communication & Digital Media	BA			09.0702.00	120	
Criminal Justice	BS	MS		43.0104.00	120 BS 36 MS	Minor (18)
History	BA			54.0101.00	120	
Information Technology	BA			11.0103.00	120	
Justice and Social Policy	BA			43.0104.00	120	
Mathematics	BA, BS			27.0101.00	120	Minor (18)
Political Science	BA			45.1001.00	120	Minor (18)
Psychology	BA, BS			42.0101.00	120	Minor (18)
Public Health	BA, BS			51.2201.00	120	
Public Leadership		MS		44.0401.00	36	
Public Management				44.0401.00		Certificate (12)**
Sociology	BA			45.1101.00	120	Minor (18)
Applied Linguistics						Minor (21)
Computer Science						Minor (18)

Forensics						Minor (23-24)
Geographic Information Systems						Minor (18)
History						Minor (18)
Rhetoric and Writing Studies						Minor (18)
Spanish for the Professions						Minor (21)
University Studies			BA	24.0102.00.01	120	
<b>College of Law</b>						
Law			JD	22.0101.00	90	

\*\* Stand-alone certificate. Students can pursue this certificate as a non-degree seeking student. All other certificates must be pursued with a bachelor's degree.

\*\*\* Students can pursue this certificate as a non-degree seeking student or may be pursued with a bachelor's degree.

## General Degree Requirements

UNT Dallas will confer the bachelor's degree when the following conditions have been met:

1. A minimum of 120 semester hours.
2. Twenty-five (25) percent of the semester hours required for a degree must be earned at UNT Dallas.
3. A minimum of 42 semester hours of advanced coursework (3000/4000 level), 24 of which must be completed at UNT Dallas. A lower level course that, when transferred, is determined to be equivalent to a UNT Dallas upper-level course does not satisfy the requirement of advanced hours.
4. Completion of all requirements in the university core curriculum (42-hour minimum).
5. A major of at least 24 semester hours. At least 12 hours of advanced work (3000/4000 level) in the major must be earned at UNT Dallas (except for the BAAS degree). See the Undergraduate Degree Programs section for specific program requirements that must also be met for successful degree completion.
6. The completion of a minor or academic certificate is optional unless it is specified as a requirement for a particular undergraduate degree. A minor is a minimum of 18 semester hours, including 6 hours of advanced work (3000/4000 level). A certificate is generally 12-15 semester hours. For details, see the Undergraduate Degree Programs section for the specific minor requirements that must also be met to earn the selected minor.
7. An official degree plan must be on file. It is recommended that the degree plan be made no later than the beginning of the junior year.
8. A minimum grade point average of 2.00 on all coursework taken at UNT Dallas.
9. Developmental education coursework for reading, writing and mathematics serves to help students meet the Texas Success Initiative college readiness standards, but those semester credit hours do not contribute to the 120 hours needed to graduate.

## University Core Curriculum

UNT Dallas adheres to the Texas Core Curriculum established in Texas Education Code Chapter 61, Subchapter S. Courses designated on the transcript as a Foundation Component Area will be applied to the [Texas Core Curriculum](#). Courses from the core curriculum can fulfill major requirements toward degree completion as appropriate for the program plan. The major degree plans offer suggestions for Core classes to new Freshman students starting at UNT Dallas, and transfer students who may be looking ahead to attend UNTD as it can reduce hours to degree and/or provide more opportunities for elective courses.

## Majors

## UNT Dallas

All students must have a major program on record to graduate with a UNT Dallas bachelor's degree. Majors require students to complete at least 24 semester hours with at least 12 hours of advanced work (3000/4000) earned at UNT Dallas (except for the BAAS degree). Each major program has a degree plan with specific course and grade point average requirements. In addition to completing the General University Requirements, students must meet all of the major requirements to graduate.

Students can earn no more than two majors as a part of their baccalaureate degree at UNT Dallas.

## Double Major

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Students earning two majors of the same degree type (i.e., both majors designated as bachelor of arts degree types or both majors designated as bachelor of business administration degree types) as a part of their baccalaureate degree are completing double majors. Prerequisites and major courses for each major must be completed. Courses listed in one major can be used to fulfill requirements in the other major. Both majors must reflect the requirements from the same catalog year. To earn a baccalaureate degree with double majors, both majors must be completed simultaneously and conferred at the same time. Students cannot walk at the commencement ceremony until they are within 6 hours of completing all baccalaureate degree requirements. Both majors will be posted on the student transcript.

## Dual Degree

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Students earning two majors of different degree types (i.e., one major in General Business which is a bachelor of business administration degree type and one major in Psychology which is a bachelor of arts degree type) are earning dual degrees. Students must earn at least 30 distinctive course credits for the dual degree requiring up to 150 hours to complete all prerequisites and major course requirements for each major. Both majors must reflect the requirements from the same catalog year. To earn dual degrees, both majors must be completed simultaneously and conferred at the same time. Students cannot walk at the commencement ceremony until they are within 6 hours of completing all baccalaureate requirements. Both majors and degree are posted on the transcript, and students are issued two diplomas for each degree type.

## Minors

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Minors programs are provided to students as an opportunity to explore another area of interest and gain additional focused knowledge and skills to complement a major or prepare for a changing workforce. All listed undergraduate minors require a minimum of 18 credit hours, with a minimum of 6 of those credit hours being advanced level (3000/4000) courses. Additional requirements are listed with the specific minor. Students may need to satisfy course prerequisites which require additional courses not listed in the specific minor requirements.

Minors must be earned in conjunction with a bachelor's degree and an undergraduate major. A student is unable to earn a major and a minor in the same academic discipline. For example, a student cannot complete a criminal justice major and a criminal justice minor or a biology major and a biology minor. Students can earn no more than two minors as a part of their baccalaureate degree at UNT Dallas.

## Academic Certificates

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UNT Dallas offers upper-division undergraduate academic certificate programs to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines through focused collections of courses created to build specialized competencies. Academic Certificates can be earned by undergraduate, post-baccalaureate students (a.k.a., post-baccs), and graduate students. Undergraduate students who are currently working on a major program of study are completing "embedded" academic certificates as degree seeking students. Students who are only seeking the academic credential independent of a major program of study are completing "standalone" certificates as non-degree seeking students.

Degree-seeking and non-degree seeking undergraduate students apply through the ApplyTexas Application process and must meet all University undergraduate admission standards as well as the requirements for the certificate. For instance, some certificates can be completed as a post-secondary undergraduate student, while other certificates may require a baccalaureate degree to obtain the certificate. See the Undergraduate Admission section for more information. Non-degree seeking students may or may not be eligible for federal financial aid depending on approval granted by the Department of Education for the certificate.

Undergraduate academic certificates require a minimum of 12 credit hours, with at least two-thirds (2/3) of the credit earned at UNT Dallas, with all courses being at the advanced (3000/4000) level. For example, a certificate with a total of 12 semester credit hours (sch) can accommodate 3 sch of transfer coursework, 15 sch can accommodate 4 sch of transfer work, 21 sch can accommodate 6 sch of transfer work, etc. that is deemed appropriate course equivalents or course substitutions by the academic department. Additional requirements are listed with the specific academic certificate.

Coursework transferred to apply to an academic certificate must meet all transfer credit standards set forth in the section on Undergraduate Admission and University Policy 6.025: Evaluating, Awarding, and Accepting Credit. In addition, transfer coursework must be completed within three years of the start of the academic certificate at UNT Dallas. Students must have received a grade of C or better in transfer courses for undergraduate and post-baccalaureate certificates. In rare cases, students may need to satisfy course prerequisites which require additional courses not listed in the specific certificate requirements.

A student is unable to earn an academic certification and a major/minor in the same academic program when there is complete overlap of curricular requirements. For example, a student cannot complete the certificate and a major in Logistics & Supply Chain Management.

The Office of the Registrar posts courses and undergraduate academic certificates to students' transcripts at the end of the semester earned. The school awarding the certificate is responsible for printing and mailing academic certificates to the student upon completion. To ensure that the knowledge and competencies offered by the academic certificate are timely for the workforce, students must complete an academic certificate with four years of the start of the certificate to earn the credential.

Minimum admission requirements for a certificate are set by the departments and can be found in the Program Descriptions. Students admitted to a standalone certificate (i.e., admitted as a non-degree seeking student) must apply to the degree seeking program and meet all admission requirements of the University for admission.

**Note:** Hours used for attaining an undergraduate academic certificate could potentially exclude a student from consideration for the \$1,000 Tuition Rebate since all hours earned for the certificate are counted in the total hours earned toward a degree.

## Undergraduate Degree Programs

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The University of North Texas at Dallas offers Undergraduate Degree Programs that result in the awarding of Bachelor of Arts (BA), Bachelor of Applied Arts and Science (BAAS), Bachelor of Business Administration (BBA), and Bachelor of Science (BS) degrees upon completion of degree requirements. Further, students can develop plans of study that include minor and certificate programs to deepen learning and marketability. If elected and otherwise noted, minors and certificates must be completed with a major degree program.

Students can also pursue post-baccalaureate education to earn degrees such as a Master of Business Administration (MBA), Master of Education (MEd), and Master of Science (MS) degrees as well as the Juris Doctor (JD). See the College of Law Catalog and Graduate Catalog for more information.

## Evaluating, Awarding, and Accepting Credit Policy

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As an institution of higher education, the University of North Texas at Dallas (UNT) holds the responsibility for determining and upholding standards related to the awarding of credit hours for student work consistent with national standards. This policy sets the definition of a credit hour and delineates the ways in which credits are evaluated, awarded and/or accepted by UNTD.

At UNTD, a credit hour represents at least a minimum level of student achievement of specific learning outcomes, as verified by an assessment of student work. UNTD's definition of the credit hour establishes a basis to quantify academic activity for purposes of awarding academic credentials and determining federal funding, including institutional eligibility, program eligibility, and student enrollment status and eligibility.

This policy applies to any academic credit that appears on an official transcript issued by the university, regardless of course level, whether graduate or undergraduate; or the mode of delivery, whether self-paced, online, hybrid, hyflex, or face-to-face.

### Procedures and Responsibilities

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The acceptance or awarding of credit at UNTD rests upon the expertise and authority of the faculty within the relevant discipline. All academic units are responsible for ensuring that academic credit is awarded only for work that meets the requirements outlined in this policy.

### Awarding Credit for Courses Delivered by UNTD

The curriculum committees, from the department (i.e., faculty and program coordinators), to school (i.e., school curriculum committees and deans), to university level (i.e., University Curriculum Committee, Graduate Council, Academic Council), are charged with following this policy in the review and approval of all courses and for certifying that the designated student learning outcomes for the course are appropriately represented in the number

and level of credit hours awarded. The determination of credit hours is made when a course is initially developed and whenever a revision to an existing course is taken through the curriculum review process. A record of this determination is maintained by the Office of the Registrar and published in the College of Law, Graduate and Undergraduate catalogs.

### **Time Constraints Related to Face-to-Face Delivery and Student Enrollment Load**

UNT D complies with the standards for face-to-face courses and student enrollment limits set forth in the Texas Administrative Code. This code defines minimum standards for contact hours and time required for out-of-class learning and reflection. Exceptions to this standard require approval as follows:

- a. Face-to-face courses that contain fewer contact hours or are delivered in shortened time periods must receive formal, written approval in advance from the academic dean with administrative responsibility for the program in which the course is delivered.
- b. Students wishing to enroll in more credit hours than stipulated by this standard must receive prior approval from the office of the dean with administrative responsibility for their degree program.

### **Acceptance of Credits in Transfer**

In accordance with the Texas Education Code, UNT D accepts in transfer those courses designated by another Texas public institution of higher education as fulfilling the state-mandated core curriculum. UNT D also accepts credits for transfer into specific academic programs as mandated by the state of Texas.

In addition, UNT D may accept credit in transfer from any institution of higher education upon a determination that the course work and learning outcomes are comparable to UNT D's own courses. These courses are applied to the major, minor and certificate programs of study, the general education program or general electives. The application of these courses to a major, minor or certificate is dependent upon the approval of the faculty of that program, as confirmed through the curriculum approval process. In defined circumstances, vocational/technical credits may be applied to specific baccalaureate degrees.

### **Granting of Credit through Validation of Equivalent Learning Achievements**

UNT D may award credit for the demonstration of specific competencies, whether or not they were acquired in an academic setting, providing that the assessment of such competencies assures equivalent rigor, substance and proficiency as would be demonstrated in UNT D's own courses and programs. Such competencies may be validated through examination, performance, or portfolio. Assessments may be administered by UNT D or by an entity endorsed by the appropriate graduate or undergraduate curriculum committee.

Such credits will not be granted in duplication of courses already taken, or for prerequisites for courses already taken. Credits earned in this manner cannot be substituted for a failing grade earned in a course.

In accepting and granting credit for learning that occurs outside the course work delivered in an academic setting, the university works to balance carefully the recognition of existing student competencies with the need to assure a coherent, progressive system of study that extends well beyond the simple accumulation of credits. Therefore, UNT D will not apply such credit to meet UNT D requirements for residency, or for meeting the minimum number of advanced hours for the degree or for the major.

## **Graduation Under a Particular Catalog**

Students are designated a catalog that includes the academic requirements that they must meet to graduate with a degree from UNT Dallas. These requirements are important for students to understand to make progress to degree. Rules regulating the catalog assigned to students are as follows:

1. A student may meet the graduation requirements noted in the catalog in effect at the time of admission to UNT Dallas or the requirements in any later catalog published before the student's graduation.
2. Any student transferring directly from a Texas community college to UNT Dallas shall have the same choice of catalog published degree requirements as the student would have if the dates of attendance at the university had been the same as the dates of attendance at the community college. Transfer students from senior institutions or out-of-state community colleges will use the catalog in effect at their date of enrollment at UNT Dallas.
3. All requirements of the chosen catalog must be met within eight years of that catalog's publication. This catalog will expire at the close of the 2031 Summer semester/term. Any student who does not attend UNT Dallas for one full academic year must meet the requirements of the catalog effective the semester of the student's return.

4. Changes in either major or non-major requirements made necessary by altered or discontinued courses or by requirements imposed by external accrediting or certification agencies become effective for degree audit purposes at the beginning of the academic year immediately following the academic year in which the changes are published in the university catalog. The changes may include additions, deletions and other changes in prerequisite requirements for existing courses. Whenever possible, new requirements are implemented with a beginning class or upon the expiration of the appropriate time limit.

If a change in the academic catalog is necessary, speak with your academic advisor for more information.

## Transcripts

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Transcripts contain the complete record of all courses in which the student was registered, including the grades, semester academic standing status and/or recognitions, any degree, diploma, or certificate conferred. Transcript request information can be found on the Registrar web page ([registrar.untDallas.edu](http://registrar.untDallas.edu)). Students must request transcripts through their student account at [my.untDallas.edu](http://my.untDallas.edu) or access the online [TranscriptPlus website](#) on the Registrar web page and complete all required information. Transcripts are only available for students if they have attended UNT Dallas starting with the Fall 2015 semester or later. Transcript requests are normally processed within 24 to 48 business hours.

Before an official transcript can be released, all financial or administrative obligations to the university must be resolved. To check for blocks, please refer to the Student Center at [my.untDallas.edu](http://my.untDallas.edu).

If you have any questions concerning transcripts, please visit the Office of the Registrar or call (972) 338-3664.

## Transfer Hours from Another Institution

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Students who complete work at another institution, to be applied toward a bachelor's degree at UNT Dallas, should make sure that the appropriate officer of the other institution furnishes to the Office of Admissions at UNT Dallas a complete official transcript of such work.

The Office of Admissions processes acceptable transfer credit from other institutions based on evaluation of course content as described in the catalogs of those institutions and in consultation with appropriate academic units at UNT Dallas as necessary for clarification.

Transfer credit may only be received for course work completed at an accredited institution of higher education. Transfer credit from other institutions will be converted to semester hours and a 4.0 grading system for evaluation purposes as appropriate. The student's academic dean determines applicability of the credit to a degree program. Students seeking a Bachelor of Applied Arts and Sciences (BAAS) degree should refer to the special provisions of the respective degree programs.

Students who have begun residence work at UNT Dallas and who have attained junior standing may, only with the prior written consent of their academic dean, enroll in and transfer hours from approved two-year colleges.

Grade points earned at other institutions are excluded in the computations of the CGPA, but transfer hours accepted are included in determining the classification and minimum required level of performance.

Additional information concerning academic status is available from the Offices of the Academic Advising and Student Success or Registrar.

Because of the time required for receipt of transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere do not graduate at the end of the term/semester or summer session in which the work is completed, but receive their degrees at the close of a subsequent UNT Dallas term/semester or summer session.

## Requirements for a Second Bachelor's Degree

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To be eligible for a second bachelor's degree, a student must have completed an undergraduate degree verified with official transcripts. Students must complete 30 semester credit hours at UNT Dallas, complete the Texas Core Curriculum requirements, and all requirements for a major, including 12 hours of advanced courses in residence at UNT Dallas. Students who completed a Bachelor of Applied Arts and Sciences (BAAS) at UNT Dallas cannot complete another BAAS degree unless eligible to pursue one of the specialized concentrations offered in the BAAS program (see [Applied Arts and Sciences, BAAS](#) under Undergraduate Degree Programs for more information).

## Definition of Terms

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**Clock Hour.** A period of time consisting of:

1. A 50- to 60-minute class, lecture, or recitation in a 60-minute period;
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period;
3. In distance education, 50 to 60 minutes in a 60 minute period of attendance in
  1. A synchronous or asynchronous class, lecture, or recitation where there is an opportunity for direct interaction between the instructor and students; or
  2. An asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity.

**Concentration.** A concentration is a recognized focus in a subfield of a major field of study.

**Core Complete.** A student who transfers to UNT Dallas as core complete has successfully completed a 42-hour Texas core curriculum at another state-assisted institution of higher education in Texas and will have satisfied the core curriculum at UNT Dallas.

**Corequisite.** A corequisite is a course that must be completed at the same time as another course. All corequisites are included in catalog course descriptions.

**Course Numbering System.**

- 1000-1999 - Freshman courses
- 2000-2999 - Sophomore courses
- 3000-3999 - Junior courses
- 4000-4999 - Senior courses
- 5000-5999 - Graduate courses
- 7000-7999 - Law courses

**Credit hour.** A credit hour is an amount of work represented in intended learning outcomes and demonstrated by the achievement of the learning outcomes that reasonably approximates:

1. A minimum of one clock hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as outlines in item 1 above for other academic activities as established by the department. Such equivalencies may be demonstrated by faculty assessment of student knowledge, skills, and abilities in relation to stated learning outcomes that are:
  1. Judged to be equivalent to those demonstrated by students who have successfully passed a course of study outlines in item 1, above, or
  2. Judged to be equivalent levels of work in academic activities including, for example, laboratory work, internships, practicum, field study, clinical work, studio works, and/or independent research activity, or
  3. Judged to meet standards established through recognized disciplinary or accrediting bodies, peer institutions, or other established methodology to affirm equivalency, so long as those standards have been formally accepted by UNTD through its curricular approval process.

**Double Major.** Students seeking two different majors concurrently conferred as a part of a baccalaureate degree in which the degree types are the same, i.e. both majors are bachelor of arts degree types or both bachelor of sciences degree types.

**Dual Degree.** Students seeking two different majors concurrently conferred as a part of a baccalaureate degree in which the degree types differ, i.e. one major may be a bachelor of arts and the other major could be a bachelor of science.

**Electives.** “Electives” generally refer to any course that a student can choose to take from the UNT Dallas course listing. Major electives on a degree plan refer to student-selected courses within the major or approved electives list of the major.

**Hybrid/Blended.** A distance education course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

**Hyflex.** A distance education course in which more than 50 percent but less than 85 percent of the planned instruction occurs with students having the flexibility to participate in instruction when either 1) the students and instructor(s) are not in the same place and participation is asynchronous, 2) the students and instructor(s) are not in the same place and participation is synchronous, or 3) the students and instructor(s) are in the same place and

participation is synchronous. At least 15 percent of planned instruction occurs when the students and instructor(s) are in the same place. More than 50 percent of planned instruction occurs when the students and instructor(s) are not in the same place. At least 15 percent of planned instruction must occur with students and instructor(s) in the same place and participation is synchronous.

**Major.** At least 24 semester hours in a given subject are required for a major, including 12 hours of advanced work. The number of hours required depends on the department selected. The term “professional field” is used in the School of Business to designate the major for the Bachelor of Business Administration (BBA) and the Master of Business Administration in Strategic Management (MBA) degrees.

**Double Major.** A student seeking a double major must consult with an advisor from the second department. If approved, the requirements for the second major are incorporated into the student’s degree audit.

**Minor.** A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

**Prerequisite.** A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

**Semester Hour.** A semester hour is the unit of credit at UNT Dallas; the credit allows for one lecture hour a week for 15 weeks or the equivalent. In course listings, figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week.

**Track.** A track is a group of courses designed for students seeking specialized training toward specific career objectives or a group of courses designed to meet a specific need within a degree program.

**Undergraduate Academic Certificates.** UNT Dallas offers upper-division undergraduate academic certificates to meet workforce needs or to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines. Undergraduate academic certificates requires a minimum of 12 credit hours, all earned at UNT Dallas, with all courses being at the advanced (3000/4000) level., and must be earned in conjunction with a bachelor’s degree/major program at UNT Dallas.

# University Core Curriculum

## Statement of Purpose

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As a public institution of higher education in the state of Texas, the University of North Texas at Dallas requires every student to complete at least 42 semester credit hours from a pool of courses that comprise its Core Curriculum. The Core Curriculum is designed to provide graduates with the fundamental competencies and knowledge traditionally recognized as basic to a university education.

The objectives of the Core Curriculum are:

- to prepare students for a wide range of vocational settings;
- to provide the foundation for success in the specialization associated with a student’s major course of study; and
- to give students the intellectual resources necessary to be ethical contributors to their communities and to meet the interpersonal and collective challenges that the future will bring.

To meet these objectives, the Core Curriculum emphasizes:

- those skills that enable students to gather, organize, judge, and communicate information, namely oral and written expression, critical, analytical, and quantitative thinking; and
- the perspective, flexibility, and resilience a student gains from systematic, disciplined exposure to a broad array of human knowledge and experience.

## Core Objectives

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- **Critical Thinking Skills (CT)** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills (COM)** - to include effective development, interpretation and expression of ideas through written, oral, and visual communication
- **Empirical and Quantitative Skills (EQS)** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

- **Teamwork (TW)** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Social Responsibility (SR)** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility (PR)** - to include the ability to connect choices, actions, and consequences to ethical decision-making

## 2025 - 2026 Texas Core Curriculum Course Inventory\*

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UNT Dallas adheres to the Texas Core Curriculum established in Texas Education Code Chapter 61, Subchapter S. Courses designated on the transcript as a Foundation Component Area will be applied to the Texas Core Curriculum. The major degree plans offer suggestions for Core classes to new Freshman students starting at UNT Dallas, and transfer students who may be looking ahead to attend UNTD as it can reduce hours to degree and/or provide more opportunities for elective courses.

Individual academic programs may require courses contained in parts of the University Core Curriculum. Students who wish to take courses that will fulfill both core and major requirements simultaneously should check with academic advisors for assistance in selecting core courses.

## Requirements

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**Note:** Texas Common Course Numbering System (TCCNS) numbers, when applicable, are indicated in parentheses following the UNT course number and title. Some courses may have additional equivalents. See the "[General Course Information](#)" section of this catalog for additional information about the TCCNS.

### Communication (English Composition and Rhetoric) (010), 6 hours

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The development of *Critical Thinking, Communication, Teamwork, and Personal Responsibility*.

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Two courses from the following:

- COMM 1307 - Introduction to Mass Communication
- COMM 2300 - Fundamentals of Public Speaking
- ENGL 1313 - Computer Assisted College Writing I
- ENGL 1323 - Computer Assisted College Writing II
- LING 2380 - How English Works
- TECM 2700 - Technical Writing

### Mathematics (020), 3 hours

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The development of *Critical Thinking, Communication Skills, and Empirical and Quantitative Skills*.

Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

One course from the following:

- MATH 1314 - Algebra for STEM majors
- MATH 1325 - Business Calculus
- MATH 1324 - Business Math I
- MATH 1353 - Geometry and Measurements for Teachers
- MATH 1332 - Survey of Mathematics with Applications
- MATH 1316 - Trigonometry
- MATH 1342 - Elementary Probability and Statistics

### Life and Physical Sciences (030), 6 hours

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The development of *Critical Thinking, Communication, Empirical and Quantitative Skills, and Teamwork*.

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Two courses from the following:

- BIOL 1082 - Biology for Educators
- BIOL 1132 - Environmental Science
- BIOL 1300 - Biology for Non Majors
- BIOL 1710 - Biology for Science Majors I
- BIOL 1720 - Biology for Science Majors II
- CHEM 1360 - Context of Chemistry
- CHEM 1410 - General Chemistry for Science Majors
- CHEM 1420 - General Chemistry for Science Majors
- GEOG 1710 - Earth Science
- GEOL 1445 - Introduction to Oceanography
- PHYS 1052 - Solar System
- PHYS 1210 - Conceptual Physics

### Language, Philosophy, and Culture (040), 3 hours

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The development of *Critical Thinking, Communication, Social Responsibility, and Personal Responsibility*.

## UNT Dallas

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

One course from the following:

- ENGL 2220 - Survey of World Literatures from 1700 to the Present
- HIST 1050 - World Civilization I
- HIST 1060 - World Civilization II

### Creative Arts (050), 3 hours

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The development of *Critical Thinking*, *Communication*, *Teamwork*, and *Social Responsibility*.

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

One course from the following:

- ART 1300 - Art Appreciation for Non-Art Majors
- COMM 2350 - Art of Film
- MUSI 1310 - Survey of American Music

### American History (060), 6 hours

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The development of *Critical Thinking*, *Communication*, *Social Responsibility*, and *Personal Responsibility*.

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

Two courses from the following:

- HIST 2610 - United States History to 1865
- HIST 2620 - United States History Since 1865
- HIST 2305 - Texas History Survey-Core

### Government/Political Science (070), 6 hours

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The development of *Critical Thinking*, *Communication*, *Social Responsibility*, and *Personal Responsibility*.

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

Two courses from the following:

- PSCI 1305 - Federal Government-Law & Institutions

- PSCI 1306 - Texas Government

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**Social and Behavioral Sciences (080), 3 hours**

The development of *Critical Thinking, Communication, Empirical and Quantitative Skills, and Social Responsibility.*

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

One course from the following:

- AGER 2250 - Images of Aging in Film and Literature
- CDFS 1013 - Human Development
- DFST 1013 - Human Development
- ECON 1100 - Principles of Microeconomics
- ECON 1110 - Principles of Macroeconomics
- HSML 1300 - An Introduction to the Helping Profession
- LING 2050 - The Language of Now : Pop Culture, Technology, and Society
- PSYC 1100 - Introduction to Psychology
- SOCI 1510 - Introduction to Sociology

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**Component Area Option (090), 6 hours\*\***

The development of *Critical Thinking, Communication Skills,* and one of the remaining core objectives related to an associated foundational component area.

Courses meet(s) the definition specified for one or more of the foundational component areas.

Two courses from the following:

- BIOL 1730 - Biology for Science Majors I Laboratory
- BIOL 1740 - Biology for Science Majors II Laboratory
- BUSI 1340 - Managing the Business Enterprise
- CHEM 1430 - Laboratory Sequence for General Chemistry
- CHEM 1440 - Laboratory Sequence for General Chemistry.
- CJUS 2100 - Crime and Justice in the United States
- CJUS 2600 - Diversity Issues in Criminal Justice

- COMM 1010 - Introduction to Communication
- EDSP 2310 - Introduction to Individuals with Disabilities
- SOCI 2070 - Introduction to Race and Ethnic Relations
- SPAN 1010 - Elementary Spanish I
- SPAN 1020 - Elementary Spanish II
- SPAN 2313 - Spanish for Heritage Speakers

### Note

*\*Subject to change*

*\*\*All courses that are approved under a Foundational Component Area are also approved under Component Option Area A. The courses listed above are more CAO-A courses (in addition to the FCA courses). UNT Dallas does not have any CAO-B courses at this time.*

## Academic Regulations

### Classification

Undergraduate students are classified in accordance with the number of semester credit hours earned. The hours earned includes the hours passed at UNT Dallas and the hours accepted in transfer from other institutions or credit by examination.

- **Freshman:** less than 30 credit hours
- **Sophomore:** at least 30 credit hours but less than 60 hours
- **Junior:** at least 60 credit hours but less than 90 hours
- **Senior:** 90 credit hours or more

### Grading System

UNT Dallas' grading system uses the letters **A, B, C, D, F, P, NP, I, and W.**

- **A** - Excellent work, four (4.0) grade points for each semester hour.
- **B** - Good work, three (3.0) grade points for each semester hour.
- **C** - Fair work, two (2.0) grade points for each semester hour.
- **D** - Passing work, one (1.0) grade point for each semester hour.
- **F** - Failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.
- **P** - Passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, and thesis courses.
- **NP** - Not passed; a failing grade on the pass/no pass option; non-punitive.
- **I** - I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) satisfactorily participated in the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and program coordinator and must be submitted to the Registrar's Office by the last day of instruction of a session within each term. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will default to F after one long term (i.e. Fall or Spring) unless the instructor has designated a different automatic grade. See also "Incomplete Grades" policy in this section of this catalog.

- **W** - Withdrawal without penalty. Given when a student withdraws from a course or from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After these dates, the appropriate grade earned by the student is recorded at the end of the term/semester.

**Note:** No grade points are allowed for grades F, I, NP, or P. A complete record of all previously used grades and grading systems is detailed on the official transcript.

### Grade Point Average

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The grade point average (GPA) is used to determine student class loads, eligibility for admission to the university and certain programs, financial aid eligibility, academic standing status, academic honors, and eligibility for graduation. It is calculated by dividing the total number of grade points by the total number of semester hours attempted. All GPA calculations are subject to post-audit and correction by the Office of the Registrar.

The number of semester hours attempted includes all courses with grades of A, B, C, D, and F unless replaced by a later grade. Courses with grades of NP, P, or W are not counted as courses attempted for GPA purposes. A grade of I is not calculated into the semester, program and cumulative GPAs until the work is completed and a final letter grade is awarded. A grade of I will not impact the academic standing for the term and will not retroactively change the academic standing once a final grade is awarded. Students may repeat courses in which they receive a grade of "D" or "F".

The semester grade point average (GPA) is calculated by dividing the total number of grade points by the total semester credit hours attempted. The semester GPA is important for the determination of academic standing status and could impact future enrollment for students who may be on Academic Probation. Refer to the **Academic Standing policy** in this section of the catalog for more information.

The cumulative grade point average (CGPA) is utilized to determine the academic standing status, Dean's and President's Lists, graduation, and graduation honors. The CGPA is calculated by dividing the total number of grade points accumulated at UNT Dallas by the total semester credit hours attempted. The repetition of courses can impact the calculation of the CGPA. Refer to the **Course Repeat policy** in this section of the catalog for more information.

The program grade point average (for a major, minor, or certificate) is calculated by dividing the total number of grade points for any course that counts in the program accumulated at UNT Dallas by the total credit hours attempted for the program courses. Some majors require a higher grade point average than the standard 2.0 for the program to graduate. See specific program requirement in [Undergraduate Degree Programs](#) section of the catalog.

### Pass/No Pass Option

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An incoming freshman student or any undergraduate in good standing with a C average (2.0) or better on all work attempted in residence at UNT Dallas may schedule one course a semester on the pass/no pass option. Seniors may elect more than one pass/no pass course during their final semester.

A maximum of 18 semester credit hours under the pass/no pass option may be applied toward the bachelor's degree. Only courses counted as general electives on students' degree plans may be scheduled under the pass/no pass option. These hours are not used in calculating the grade point average, but count as full course credit when a grade of Pass (P) is earned.

A grade of C or better will constitute as a grade of Pass (P). If the course is not passed, the transcript will show a grade of No Pass (NP) and the hours attempted will not be used in calculating the grade point average.

The pass/no pass option for a particular course is elected at the time of registration. Requests are processed after the term/semester begins. Students may change to the regular grading system in the office of their academic dean any time before the end of the sixth week of classes, or the corresponding point of a summer session, provided the eligibility requirements above are met.

Courses taken under the regular grading system may not be repeated as pass/no pass unless the grade of W was previously received.

A student who changes majors is not automatically denied credit for a pass/no pass course that becomes a degree requirement for the new major. The decision is made by the academic dean of the new department. **However, under no circumstances is a grade of P changed to a letter grade.**

Transfer students have the same pass/no pass privileges and restrictions, but they must pass 30 semester hours of regularly grades courses at UNT Dallas to be eligible for graduation.

### Course Repeat Policy

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Students may take a course a second or subsequent time. All course attempts are recorded on the UNT Dallas transcripts. However, the highest grade of all the course attempts will be the only grade points and attempted hours that will be calculated into the most recent cumulative grade point average (CGPA) calculation impacting graduation and academic standing. Retroactive changes will not be made to the academic standing or semester grade point averages of previous terms.

Further, undergraduate students who enroll in the same course more than twice may be charged additional tuition amounts (see "Tuition for Repeated Undergraduate Hours" in the [Financial Aid](#) section of this catalog).

Prior to enrolling in a repeated course, it is highly recommended that students consult with the Financial Aid Office and Student Financial Services for any possible financial liability.

### Course Substitutions

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Students are required to complete all courses published on their Degree Plan to meet degree requirements. On occasion, a required course may not be available; or due to program changes, the course may no longer be offered to complete the original course requirements. Therefore, a course substitution may be required to complete the coursework. Substitutions are exceptions to the degree requirements and should only be used in extraordinary circumstances. Program coordinators should adhere to the Substitution Policy as an alternative means of meeting a program requirement in which the course(s) must have similar objectives and content as the original course.

Graduate students and program coordinators may submit course substitution requests when they desire to substitute one course for another when a clear equivalency, or near equivalency, exists between the two courses. The acceptable grade must be an A or B to approve a substitution.

Substitutions of undergraduate coursework (4000 level) is not permissible. Only graduate course work of 5000 level or above may be applied toward completion of graduate program requirements.

A maximum of 3 courses (9 credit hours) are allowed for substitutions for 30-48 hour programs and a maximum of 4 courses (12 credit hours) for degree programs exceeding 48 credit hours. The total hours approved may not exceed the required limits for combined transfer and substitution courses.

### Grade Reports

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The electronic grade report and student's academic standing are available online at [my.untDallas.edu](http://my.untDallas.edu) at the close of each term/semester. If the grade report or the student's academic standing is believed to be in error, the student should contact the Office of Registrar within 30 days following the first class day of the succeeding term/semester.

At mid-term/semester in the long session, instructors may provide individual written warnings to students who are doing unsatisfactory class work.

### Incomplete Grades

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A grade of incomplete ("I") may be granted to a student only during the last one-fourth of the session and only if the student has: (1) satisfactorily participated in the course and (2) justifiable and documented reason for not completing the work on schedule that is beyond the control of the student as deemed appropriate by the instructor of record. The student has one long term to complete the work (e.g., Spring incomplete = end of Fall completion; Summer incomplete = end of Fall completion date; and Fall incomplete = end of Spring completion date; or at the discretion of the instructor), unless the instructor designates an earlier deadline for completion. For undergraduate courses taken Fall 2007 and after, the grade of "I" will revert to a grade of "F" if the work is not completed by the end of the next long term.

An extension for an incomplete to stand beyond one long term may be requested with appropriate justification, documentation, and approval of the instructor. Such an extension should be requested through the Student Academic Appeals Committee for review and a decision. Requests for extensions must be filed prior to the end of the long term in which course work is being completed and may not be made after the grade has been changed.

It is important to note that a student should not register for the incomplete course again. The student must arrange with the instructor of record (or program coordinator if instructor is unavailable) to finish the work at a later date utilizing the Grade of Incomplete Documentation form. This form must be filed and submitted to the Registrar's Office (with all needed signatures) no later than the last day of instruction for a given session/term. The date of completion of remaining coursework should be determined in consultation with the instructor. Upon completion of the work, the instructor will change the grade from a grade of "I" to the grade earned.

Instructors of record for a course cannot assign a grade of Incomplete without the consent of the student via the Grade of Incomplete Documentation form. Students cannot receive a grade of incomplete for a term once grades have posted officially.

### Grade Changes

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No grade, except for a grade of "I," may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors. Requests for error correction must be initiated immediately after the close of the term/semester for which the grade was recorded.

A faculty member who believes an error has been made in calculating or recording a grade may submit in person a request for a grade change to the program coordinator and the appropriate dean. The Registrar accepts requests for grade changes only from the academic deans.

### Policy on Grade Appeals

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Students are encouraged to resolve grade disputes through informal discussion with their instructors and seeking a formal process only when necessary. A student may dispute a grade formally based on one of the following criteria:

1. A clerical or administrative error was made in the calculation or assignments of the student's grade.
2. The grade was not calculated in accordance with the grading criteria stated in the syllabus.
3. The grade was based on an arbitrary or unlawful reason.

**A formal [Grade Appeal Form](#) must be filed within 10 days of the start of class of the following semester to be considered.**

### Appeal Process

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1. A student who wishes to appeal a final course grade should first arrange an informal meeting with the instructor to discuss the student's concern.
2. If the concern is not resolved after the informal meeting with the instructor, the student may appeal the final course grade to the program coordinator of the department. For instances in which a school does not have formal program coordinators, the dean may designate a faculty member within the school to act in place of the program coordinator. The student must forward the Grade Appeal Form to the program coordinator (or dean in absence of a program coordinator) within 10 business days of the first class day of the following semester.
3. The program coordinator may solicit written feedback from the student and instructor and may meet with each separately before rendering a decision. The program coordinator will notify the student and instructor of the decision within 10 business days of receiving the student's appeal. The student or the instructor may appeal the decision of the program coordinator.
4. The student or the instructor has 10 business days from receipt of the program coordinator's decision to send a written appeal to the dean of the respective school/college. The dean will forward the appeal with any other documentation to the Student Academic Appeals Committee. In the case of the College of Law grade appeals, the dean will appoint a three-person *ad hoc* committee to act in place of the Student Academic Appeals Committee.
5. The Student Academic Appeals Committee will review the appeal and may request an in-person meeting with the student and instructor separately. The dean may also be involved in the review process and vote on the Student Academic Appeals Committee toward the decision.
6. The Student Academic Appeals Committee will notify the dean of its decision within 30 days of its appointment. The dean will notify the student and instructor of the Student Academic Appeals Committee's decision within three business days of receipt of the decision.
7. All rulings made by the Student Academic Appeals Committee are final.
8. All records related to the appeal will be filed with the program coordinator of the department in which the grade was originally signed and retained in accordance with the UNT Dallas record retention policy.

### Dean's List and President's List

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Undergraduate students who complete at least 12 hours of class work in regularly graded courses taken in residence during the long session with a cumulative grade point average of 4.0 are placed on the president's list. Students who complete at least 12 hours of coursework during the long semesters with a cumulative grade point average of 3.5 or above are placed on the dean's list. Students are notified of this recognition by the president or the appropriate academic dean.

## Grade Books and Tests

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The University's records retention schedule requires that grade books be retained by the program coordinator or associate dean for five years.

In addition, University policy requires that departments retain tests for one year after the term/semester has been completed or return tests to students. If the tests are returned, students are responsible for producing the tests should a grade appeal be necessary.

## Academic Standing

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Students need to maintain at least a 2.0 cumulative grade point average (CGPA) to remain in good academic standing and graduate from UNT Dallas. At the end of each term (Fall, Spring and Summer), students are assessed an academic status for each term to alert a given student (and support faculty and staff) of academic difficulties and progress to degree. Students who drop below a cumulative grade point average (CGPA) of 2.0 are subject to course load limits, term GPA requirements to maintain enrollment, and meetings with an academic advisor to promote academic success.

Students with less than a 2.0 CGPA are allowed to enroll in no more than 12 semester credit hours over the various sessions of a given Fall or Spring term or 6 semester credit hours over the Summer term. Students already enrolled in an upcoming term with more than the allowable credit hours will be required to work with an academic advisor to adjust their schedule or risk being removed from all enrolled courses for the term. Recommendations for lower course loads made by UNT Dallas faculty and staff should be followed given their professional observations and experience. Students may appeal load restrictions based on academic standing to the Student Academic Appeals Committee. Students with scholarships that require the completion of 30 semester credit hours over the academic year can work with the Office of Academic Advising and Student Success to select courses to meet this credit milestone and the Office of Financial Aid to make scholarship appeals if needed.

## Academic Alert

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Freshman students are placed on academic alert the first term/semester their CGPA drops below a 2.0. Students with an academic alert status must meet with an academic advisor to develop a plan for success for the next enrollment term. To be removed from academic alert, students must raise their CGPA above a 2.0 during the next term of enrollment.

Students on academic alert who do not raise their CGPA to at least a 2.0 by the end of the next term of enrollment are then placed on academic probation for that term.

## Academic Probation

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Students, who are either 1) not classified as a freshman student or 2) classified as freshman students and have earned an academic alert status in a previous term, are placed on academic probation at the end of any enrollment term in which the CGPA drops below a 2.0.

Students must meet with an academic advisor to develop a plan for success for the next enrollment term. Students on academic probation must earn either 1) at least a 2.25 semester GPA during the following enrollment term or 2) a 2.0 CGPA to maintain enrollment at UNT Dallas.

Probation students who raise their CGPA to a 2.0 or above at the end of the term are back in "good academic standing" and no longer subject to course load restrictions. However, students who earn at least a 2.25 semester GPA but may not earn at least a 2.0 CGPA can continue enrollment on probation with course load restrictions and other student success interventions in place.

## Academic Suspension

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Students on academic probation who do not earn either 1) a CGPA of 2.0 or 2) a semester GPA of 2.25 at the end of the term are subject to suspension.

1. First academic suspension: One long term (Fall or Spring terms)
2. Second academic suspension: Two long terms (Fall or Spring terms)
3. Third academic suspension: Indefinite - two calendar years

Students on suspension for the following term are dropped from all future enrollment and not allowed to attend UNT Dallas for the designated terms (including the Summer term and all sessions within the term), regardless of whether the student has registered or pre registered, paid fees or financial aid eligibility. A long term is defined as a 16-week Fall or Spring term and all the sessions within those terms. For example, students on their first academic suspension at the end of a Spring term are eligible to seek enrollment for the following spring (unenrolled for the Summer term and one long Fall term).

Enrollment to the institution is subject to current admissions policies. Students seeking enrollment after a third academic suspension must have approval from the dean for the school that offers the student's major currently listed in the student's record.

When students re-enroll UNT Dallas after a suspension, they must earn either 1) at least a 2.25 semester GPA during the following enrollment term or 2) 2.0 CGPA to continue enrollment. Students who do not meet one of those standards are then suspended again for a longer period (as designated above).

Students should be aware that coursework taken at another institution while on suspension may not apply directly to the degree plan or serve to meet other graduation requirements without prior consultation with UNT Dallas advisors.

### Appeal of Academic Suspension

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Students may appeal an academic suspension for extenuating personal circumstances (i.e. rarely occur, unforeseeable, and unpreventable events) to the Student Academic Appeals Committee. More information about the deadlines and appeal process can be found at Academic Advising & Support > [Suspension and Reinstatement](#) or with a probation advisor in the Office of Academic Advising & Student Success.

### Academic Integrity

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In accordance with [Policy 7.002 Code of Academic Integrity](#), UNT Dallas expects all students to exhibit a high value of personal responsibility, accountability and honesty in all academic endeavors. The value of the UNT Dallas degree depends upon the absolute integrity of the student work submitted to attain a degree. Therefore, it is imperative that all students demonstrate a high standard of individual honor in their scholastic work.

All members of the university community are expected to report academic dishonesty to the faculty member of the class in which the academic dishonesty is alleged to have occurred. Reports of academic dishonesty may also be made to the Dean of Students. Reports may be verbal, in writing or electronic.

### Definitions and Examples of Academic Dishonesty

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The following is a list of various types of academic dishonesty with some exemplar behaviors that often contribute. This list is meant to bring awareness of the forms of academic dishonesty commonly encountered and is not exhaustive. It is important for students to understand that a student's lack of intent to engage in academic misconduct, or lack of knowledge of the Code of Academic Integrity, is not a defense to academic misconduct.

**Abuse of the academic process.** Engaging in activity which interferes with the academic process; including but not limited to:

- Falsifying or attempting to falsify class attendance, course registration and grade records, transcripts or any other academic records
- Fabricating excuses for class or examination absence.
- Falsifying evidence or intimidating or exerting improper influence on another in connection with an alleged violation of the Code of Academic Integrity.

**Cheating.** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in academic work, including but not limited to:

- Purchasing academic work from a commercial service or another individual.
- Copying information from another student during an examination.
- Providing unauthorized assistance to another student by knowingly permitting the other student to see or copy all or a part of an examination or any academic work.
- Obtaining unauthorized advance knowledge of an examination; including accessing previously administered examinations.
- Distributing unauthorized copies of examinations, by sale or otherwise, to another student.

**Fabrication.** Falsification or invention of any information, data, research or citation in academic work, including but not limited to:

- Falsifying scientific or other data.
- Changing information on examinations or other academic work that has been previously graded or submitted and resubmitting the work for the purpose of improving the grade.

**Multiple submissions.** Submitting substantial portions of the same work for credit more than once without authorization from the faculty member for the class in which the student submits the work, including but not limited to:

- Submitting the same paper for credit in more than one course without the faculty member's permission.
- Representing group work done in one class as one's own work for the purpose of using it in another class.

**Plagiarism.** Using another's ideas, processes, results or words without proper attribution; including but not limited to:

- Intentionally, knowingly, or carelessly presenting the ideas, phrasing or work of another without proper citation.
- Quoting or paraphrasing another without citing proper sources

**Complicity.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; including but not limited to:

- Knowingly allowing another to copy from one's paper during an examination.
- Distributing test questions or substantive information about materials to be tested without the faculty member's permission.
- Unauthorized collaboration on academic work.
- Sitting for an examination in place of another student, or requesting that another student sit for an examination on their behalf.
- Conspiring or agreeing with others to commit an act of academic dishonesty

## Repercussion of Academic Dishonesty

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Students engaging in academic dishonesty are subject to one or both types of sanctions: 1) academic misconduct sanctions and 2) conduct sanctions. Also, some academic programs across campus may have ethical and professional guidelines that could result in additional consequences at a program level. Refer to School student handbooks for more information as appropriate.

### Academic Misconduct Sanctions

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1. The faculty member will contact the student within three business days after establishing a reasonable basis to believe that a student may have engaged in academic dishonesty to request a meeting to occur within five business days.
2. The faculty member and the student will meet to review all information and allow the student an opportunity to respond and provide relevant information. The faculty member may continue to collect additional information after this meeting.
3. **Note:** If the student fails to respond to the initial contact or attend the scheduled meeting, the faculty member can make a determination of student responsibility and the academic misconduct sanction in the student's absence.
4. The faculty member makes a decision regarding the responsibility of the student and determines an academic misconduct sanction. Sanctions can range from a verbal or written warning, assignment of educational coursework not required of other students, partial or no credit on the assignment, adjustment of the final course grade, and/or another course-related sanction that the faculty member deems appropriate.
5. The student is provided written notification of the finding and sanction in writing from the faculty member within five business days of the decision.
6. If the student is found responsible for academic misconduct and administered a sanction of any kind, the faculty member will submit the [Academic Misconduct Violation Report](#) to the Dean of Students and Dean of the School within five business days of the decision.
7. **Note:** Even if the student drops a course in which there was an allegation of academic misconduct, a faculty member will still review the evidence, determine if the student is responsible, and submit the [Academic Misconduct Violation Report](#) to the Dean of Students for the student's academic disciplinary history.
8. Students can appeal the decision or sanction administered by the faculty member within 10 business days of the written decision to the Student Academic Appeals Committee. The student will be required to provide a written statement as to the reason for the appeal and provide any documentation to support the appeal.
9. The Student Academic Appeals Committee will request the faculty member to supply the [Academic Misconduct Violation Report](#) and additional documentation supporting the findings. The Committee also reserves the right to ask for in-person (or video conference meeting) with the student or faculty member as needed to make an informed decision.

10. Within 45 calendar days, the Student Academic Appeals Committee will provide a written decision of the findings and share the decision with the student in writing.
11. The Committee's appeal decision will be reported to the Dean of Students and Dean of the School within five business days of the decision.
12. Within 10 business days of the Student Academic Appeals Committee, a student may appeal in writing to the Provost on the grounds that due process was not followed in the review and decision-making of the student's case. Appeals other than due process will not be considered by the Provost.

### Conduct Sanctions for Academic Misconduct

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The Dean of Students maintains the academic disciplinary history. [Academic Misconduct Violation Reports](#) and the findings from any appeals will be forwarded to the Dean of Students for the student disciplinary record. Students could be subject to one or more conduct sanctions for multiple accounts of academic dishonesty and other violations of student conduct as outlined in the Code of Student's Rights, Responsibilities, and Conduct. Refer to the [Policy 7.001 Code of Student Rights and Responsibilities, and Conduct](#) for more information related to the policies and procedures.

### Disruptive Behavior in an Instructional Setting

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Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

### Definition of Terms

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**Academic Disciplinary History.** The Academic Disciplinary History is the record of the student's violations, including academic dishonesty, which is maintained in the Dean of Students' Office.

**Academic Misconduct Sanction.** An academic misconduct sanction is the penalty assigned by the faculty member related to the course to students who have engaged in academic dishonesty while enrolled in the course.

**Academic Status.** This term is used as an indication of a student's academic standing with the university. Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 to remain in good academic standing.

**Advanced Courses.** Numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the program coordinator. In some instances, school requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

**Business Day.** Business day refers to the period between 8am and 5pm when UNTD is open for official business.

**Concurrent Enrollment.** Concurrent enrollment is enrollment for any course or courses at another institution while registered for courses at UNT Dallas. Graduate students must secure written permission for concurrent enrollment from the Office of Graduate Admissions prior to registration, and students must not exceed the maximum enrollment limitation set by UNT Dallas.

**Concurrent Programs.** Concurrent programs are defined as programs (degrees, graduate academic certificates or teacher certification) that a student is pursuing simultaneously. Students in their first semester of graduate enrollment must satisfy the admission test requirement prior to submitting an application for a concurrent degree.

**Conduct Sanction.** A conduct sanction is a penalty for violating the Code of Student's Rights, Responsibilities and Conduct that may be assigned by the Dean of Students.

**Continuing Students.** Continuing students are those students who have been officially enrolled at UNT Dallas at least once during the 12 consecutive months prior to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and re-apply to the university are considered new graduate students.

## **Course Numbering System**

- 1000-1999 - Freshmen courses
- 2000-2999 - Sophomore courses
- 3000-3999 - Junior courses
- 4000-4999 - Senior courses
- 5000-5999 - Graduate courses
- 7000-7999 - Law Courses

**Note:** Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the program coordinator or dean for individual instruction in any department to cover course content in special circumstances.

**Cross-Level Listing of Undergraduate and Graduate Courses.** Cross-level listing refers to offering two courses, one undergraduate and one graduate, at the same time and place (or in the same distance education course) with the same instructor. While the classroom experience is shared between the undergraduate and graduate students, the actual courses are expected to have content, learning outcomes, and assessment measures that are both separate and distinct. The graduate course must have distinct requirements and learning outcomes that are more advanced than those within the undergraduate course. Cross-level listed courses must have separate syllabi for the undergraduate and graduate courses.

**Cumulative Grade Point Average.** The cumulative grade point average (CGPA) upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at UNT Dallas by the total number of semester credit hours (SCH) attempted in residence at UNT Dallas.

Not included in the definition of student classification for academic standards are hours granted by this university for extension courses, service experience, advanced placement, credit by examination, CLEP or transfer hours attempted but not passed.

Excluded from the calculation of the CGPA are all courses in which the student received grades of I, NP, P, or W.

**Degree Plan.** The degree plan is an official document prepared and approved in the student's major department that lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program. The degree plan is subject to the requirements of the catalog in effect for the academic catalog upon entry to UNT Dallas.

**Disruptive Behavior.** Disorderly conduct taking place in an instructional setting that materially and substantially diminishes, impedes, or obstructs an instructor's ability to teach or a student's right to learn. Disruptive behavior includes conduct that distracts, disturbs, intimidates, or threatens others in a manner that unduly interferes with the educational process.

**Double Major.** A student seeking a double major must consult with an advisor from the second department. If approved, the requirements for the second major are incorporated into the student's degree audit.

**Experimental Courses.** 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the program coordinator.

**Grade Point Average.** The overall grade point average is used to determine student class loads, eligibility for admission to the university and certain programs, and eligibility for graduation. All GPA calculations are subject to post-audit and correction by the Office of the Registrar. Visit [www.untDallas.edu/academics](http://www.untDallas.edu/academics) for additional information.

The GPA is calculated by dividing the total number of grade points by the total number of semester hours attempted. The number of semester hours attempted includes all courses with grades of A, B, C, D, and F unless replaced by a later grade. Courses with grades of I, NP, P, or W are not counted as courses attempted for GPA purposes.

**Inactive Continuing Students (Undergraduate students only).** Inactive students are undergraduates who have not been officially enrolled at UNT Dallas in the last 12 consecutive months and who have not received a degree during the same period.

Inactive students are required to complete the following requirements to re-enroll:

1. complete the Texas Common Application for returning students;
2. submit transcripts from all colleges attended, if any, since leaving UNT Dallas;
3. if previous UNT Dallas enrollment was as a transient, dual credit, summer visiting student or special student, all academic credentials are required prior to re-enrollment.

**Major.** At least 24 semester hours in a given subject are required for a major, including 12 hours of advanced work. The number of hours required depends on the department selected

The term “professional field” is used in the School of Business to designate the major for the Bachelor of Business Administration (BBA) and the Master of Business Administration in Strategic Management (MBA) degrees.

**Minor.** A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

**Prerequisite.** A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

**Schedule Changes (Add/Drop, Withdrawal).** Students may make adjustments to their schedules by adding and/or dropping classes or by withdrawing. Specific procedures must be followed in making these changes. (See [Enrollment](#) section of this catalog for details.)

**Note:** Students dropping all of their courses must go to the Registrar’s Office or send a written request to the Registrar’s Office to withdraw.

**Semester Hour.** A semester hour is the unit of credit at UNT Dallas; the credit allows for one lecture hour a week for 15 weeks or the equivalent. In course listings, figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week.

**Term/Semester/Session.** The academic year includes three terms/semesters: fall, spring and summer. During the fall and spring terms, the following sessions are offered: 16-week regular session (1) and 8-week I and II (8W1 and 8W2, respectively). During the summer term, the following sessions are offered: 3-week I (3W1), 5-week I and II (5W1 and 5W2), 8-week I (8W1), and 10-week (10W).

**Transient Student.** A transient student is an undergraduate student who has been enrolled at another college or university and who plans to attend UNT Dallas for one long term/semester only and then to return to the college or university where previously enrolled.

**Undergraduate Academic Certificates.** UNT Dallas offers upper-division undergraduate academic certificates to meet workforce needs or to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines. Undergraduate academic certificates require 12-20 hours, the majority of which must be advanced, and must be earned in conjunction with a Bachelor’s degree/major program at UNT Dallas. Visit [www.untdallas.edu/academics](http://www.untdallas.edu/academics) for additional details.

## Enrollment

*The Enrollment section explains matters related to registering for classes, dropping classes, attending classes and taking final examinations.*

### Mandatory New Student Orientation

All undergraduate students new to UNT Dallas are required to attend New Student Orientation (NSO) as part of their enrollment and transition to the University community. New Student Orientation is an opportunity for students to familiarize themselves with the campus before the start of their first semester.

During NSO, students will have the opportunity to get their UNT Dallas student ID, learn about campus life and key support services, receive information on placement testing, and assistance in completing their enrollment and transition. Students will also receive information on how to navigate the enrollment process and course registration. Please note, new students can and are strongly encouraged to register for courses prior to attending New Student Orientation.

Throughout the orientation experience, new students will be able to interact with Orientation Leaders who are current students at UNT Dallas that can help answer questions about campus life, the support services and resources available that can help ease their transition to college. Students will have the opportunity to meet other students who are in the same academic programs. Additionally, students will learn about financial aid and scholarships, payments plans and the options to cover the cost of attendance, housing, and other related expenses.

Orientation sessions are traditionally held in May through August for students starting in the Summer and Fall terms. New students starting in the Spring semester attend orientation in November, December or January prior to the start of classes. Orientation session dates are listed on the orientation website.

A fee is charged for New Student Orientation. The orientation fee does **not** need to be paid up front or to reserve a spot at an orientation session. It will be applied to the student's account upon completion of the required orientation session and can then be paid along with tuition and fees. For the latest amounts and information regarding the various orientation fees, please visit the orientation website.

All newly admitted undergraduate students will receive information on their relevant orientation options following their acceptance notification.

New students must pre-register in order to attend an orientation session. Students can sign up for the corresponding orientation session via their myUNTD student portal. Step-by-step instructions can be found on the orientation website.

After reserving a spot for an orientation session, students will receive information regarding the completion of the mandatory online orientation module via Canva. Students can complete this individually and at their own pace. However, students must complete the online orientation module prior to attending NSO.

All newly admitted students have an NSO hold or service indicator placed on their student account. Upon completing the new student orientation requirement, the NSO hold will be removed from the student's account at the start of the semester. It will then be replaced with an Attended Orientation service indicator to confirm attendance. Neither of these service indicators prevent or negatively impact course registration. However, students who do not complete the new student orientation requirements by the start of the semester, will have the NSO hold remain on their student account and must attend Make-Up NSO after the semester begins in order to remove it and register for future semesters.

Orientation requirements may change and vary by student type. For the latest information on Freshmen, Transfer, Returning, and Visiting students, please visit the New Student Orientation web page.

Questions regarding Orientation should be directed to New Student Orientation.

Phone: (972) 338-1663

Email: [orientation@untdallas.edu](mailto:orientation@untdallas.edu)

Website: <https://www.untdallas.edu/admissions/new-student-orientation/index.php>

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## Change of Address

It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the University. Students who change their mailing address must notify the Office of the Registrar immediately by submitting the change in writing or by updating their address at [my.untdallas.edu](http://my.untdallas.edu).

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## Student Load (Fall/Spring)

The normal load for full-time undergraduate students is 15 semester hours for each fall or spring term/semester, or 30 hours for the nine-month academic year. **Note:** For information pertaining to the required semester hours for enrollment verification purposes, refer to “**Enrollment Certification**” below.

Students who register for or earn fewer than 9 undergraduate hours of college work each semester may not hold a responsible Student Government Association (SGA) office.

Undergraduate students may schedule a maximum of 9 hours in one eight week session (8W1 or 8W2). Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

An undergraduate student with a cumulative GPA of less than 3.00 may schedule a maximum of 19 total semester hours. Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean. Students with less than a 2.0 CGPA are allowed to enroll in no more than a total of 12 semester credit hours over the various sessions of a given Fall or Spring term (see [Academic Regulations](#)>**Academic Standing** for more information).

An undergraduate student with a cumulative GPA of at least 3.00 may enroll for a maximum of 21 total hours for the fall or spring term/semester by meeting the following conditions:

1. at least a 3.00 GPA on a minimum 15-hour residence load for the term/semester just completed,
2. at least a 3.00 GPA on a minimum 12-hour residence load for the summer term/semester just completed, or
3. at least a 3.00 GPA on all work completed at UNT Dallas and a minimum 24 hours of credit in residence.

## Student Load (Summer)

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The normal load for full-time students is 12 hours for the summer term/semester.

During the summer term/semester, a full-time undergraduate student with a cumulative GPA of at least 3.00 may select multiple sessions for a maximum of 18 total semester hours. However, students with less than a 2.0 CGPA are allowed to enroll in no more than a total of 6 semester credit hours over sessions of the Summer term (see Academic Regulations>Academic Standing for more information).

Undergraduate students may schedule a maximum of 4 hours in 3W1 session, a maximum of 9 hours in 8W1 session, a maximum of 8 hours in 5W1 session, a maximum of 7 hours in 5W2 session, and a maximum of 15 hours in 10W session. Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

**Note:** For 3W1 (three week one) the normal load for full-time students is 3 hours. Undergraduate students may schedule a maximum of 4 hours in 3W1 session.

## Enrollment Certification

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Enrollment verification and loan deferments are requested online through the Student Center at [my.untdallas.edu](http://my.untdallas.edu) and are based upon a student having registered and paid tuition and fees according to the below criteria. Please click [here](#) for more information on generating an enrollment certification/verification from the National Student Clearinghouse (NSC). See "Special Conditions for Financial Aid Applicants" in the [Financial Aid](#) section of this catalog for loan deferment requirements.

### Undergraduate

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- **Full Time:** fall, spring or summer term/semester, 12 or more hours.
- **Three-Quarter Time:** fall, spring or summer term/semester, 9 to 11 hours.
- **Half Time:** fall, spring or summer term/semester, 6 to 8 hours.

### Registration

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All registration and student-requested schedule changes are conducted via web registration at [my.untdallas.edu](http://my.untdallas.edu). Specific information and instructions as well as dates are found online [here](#) and at [my.untdallas.edu](http://my.untdallas.edu).

### Late Registration

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Students who are unable to enroll during the official registration periods must pay an additional fee for late registration. Please click [here](#) for late registration information.

### Concurrent Registration

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A student in residence who wishes to enroll concurrently at another college must first secure the written permission of the appropriate dean at UNT Dallas. Failure to obtain advance approval may result in the refusal of the University to accept such work in transfer.

Special provisions for avoiding more than one minimum tuition charge are available for students enrolling concurrently in more than one state-supported institution of higher education. Students planning concurrent enrollment are cautioned to check these provisions prior to enrollment at any state institution.

## Completion of Texas Success Initiative (TSI) Requirements

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## *Milestone for Completion of Developmental Education*

Students who are not exempt from or have not met TSI requirements through testing must complete developmental education coursework to ensure college readiness for the reading, writing, and mathematics requirements of their university education. Based on TSI test scores, students are placed into the appropriate developmental education options the university offers, mostly consisting of corequisite developmental education courses alongside the college-level mathematics or English course. While new first-time-in-college and transfer students are encouraged to enter developmental education coursework during their first semester on campus, students must satisfactorily complete all developmental education courses and activities related to Mathematics and English, which includes both Writing and Reading requirements, before the student has completed 30 semester credit hours. Once a student has reached 30 semester credit hours, equivalent to sophomore level, registration in coursework will be limited to only college-readiness coursework and activities. For special circumstances, students can appeal to the Student Academic Appeals Committee for continued registration in courses other than developmental education courses through the Academic Advising and Student Success Center.

## *Limitations in Student Course Load for Student Engaged in Developmental Education*

UNT Dallas wants to ensure that students are challenged and supported through their educational journey. To support students who are actively improving their academic skills, students who are TSI-liable (i.e., need to complete developmental education) in either Mathematics, English Language Arts and Reading or both will be limited to a 15-semester credit hour course load until developmental education requirements have been completed. The academic advisors in the Academic Advising and Student Success Center may recommend further student load restrictions until developmental education is completed based on discussion with a student and a review of the student's record.

## *Course Limitations for Student Engaged in Developmental Education*

To support student success, students who are building their academic skills will be prohibited from taking courses requiring substantial reading, writing, and mathematics skills until they have met the standards for TSI college-readiness. Prerequisites will be in place to restrict enrollment.

Students who are TSI-liable in English Language Arts and Reading will not be able to enroll in the following courses:

- Any 3000- or 4000- level BCIS, BUSI, DSCI, ECON, FINA, HMG, MKTG, MGMT, LSCM course
- Any 2000-, 3000-, or 4000- level CDFS courses
- Any 3000- or 4000- level HSML and AGER courses
- Any PSCI 3000- or 4000-level courses
- BIOL 1710 – Biology for Science Majors I
- BIOL 1730 – Biology for Science Majors I Laboratory
- ENGL 1323 – College Writing II
- HIST 2610 – U.S. History to 1865
- HIST 2620 – U.S. History since 1865
- HIST 4700 – Texas History
- LING 2380 – How English Works
- TECM 2700 – Technical Writing

Students who are TSI-liable in Mathematics will not be able to enroll in the following courses:

- Any MATH course not listed to complete developmental math requirements and appropriate corequisite college-ready math course
- ACCT 2010 – Accounting Principles I
- ACCT 2020 – Accounting Principles II
- DSCI 2305 – Business Statistics I
- ECON 1100 – Principles of Microeconomics
- ECON 1110 – Principles of Macroeconomics
- PSCI 2307 – Introduction to Political Science Research Methods

## Enrollment at the Universities Center at Dallas

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Students enrolling for upper-division undergraduate courses or graduate courses offered by the partner universities of the Universities Center at Dallas (UCD), a Multi-Institutional Teaching Center (MITC) located in downtown Dallas, may enroll at their home institution for courses offered by the other UCD universities.

### Evening and Saturday Classes

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A large number of classes at the graduate level are scheduled for one three-hour meeting per week during the spring and fall terms/semesters, usually on Saturday morning or on a weekday evening. Consult the online schedule of classes at [my.untDallas.edu](http://my.untDallas.edu), available prior to spring and fall registration, for schedule details.

A few of these classes also are available during summer terms/sessions. Consult the online schedule of classes at [my.untDallas.edu](http://my.untDallas.edu).

### Schedule Changes

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For information concerning adding or dropping courses, consult the online Academic Calendars at <https://registrar.untDallas.edu>.

### Registration Changes for Lacking the Prerequisite

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A prerequisite is a course or other preparation that must be completed before beginning a course to ensure that students can successfully complete the course. All prerequisites are included in catalog course descriptions.

Students will be allowed to enroll in the next course of the sequence for the following term if they are currently enrolled in the prerequisite course at UNT Dallas. However, students will be dropped from that course prior to the beginning of the next term if they do not meet the prerequisite specified in the catalog. Students should meet with an academic advisor to develop a plan for successful completion of the prerequisite course.

Concurrent prerequisite enrollment is not permitted; however, in rare instances, exceptions may be approved by the department via the Academic Exception Form.

## Advanced Placement and Credit by Examination

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UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. This also includes military service credit and classroom instruction offered through the non-academic institutions approved by the American Council on Education. Such credit is not included in determining grade point averages and has the following additional restrictions:

1. may not be used to reduce the general degree requirement of completing a minimum of 30 semester hours in residence at UNT Dallas;
2. may not be used to reduce the general degree requirement of completing at least 24 semester hours of advanced work at UNT Dallas;
3. may not be used to reduce the general degree requirement of completing at least 12 advanced hours in the major at UNT Dallas;
4. may not be earned in any course the student has previously completed at any university; and
5. may not be earned in any course prerequisite to another course in the same subject for which the student has previously earned credit.

UNT Dallas recognizes exam credit in transfer from other accredited institutions within the limits outlined above. Scores from exam credits accepted in transfer are not re-evaluated by UNT Dallas. Credit by examination cannot be substituted for any grade, including an F earned for a course in high school, at UNT Dallas or at another college or university. The credit earned through examination will not be included in the grade point average at UNT Dallas, but it will be included in accepted semester credit hours.

## Advanced Placement (AP) Examinations

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## UNT Dallas

Students who have received college-level training in secondary school and who present applicable scores on the appropriate Advanced Placement Examination will be granted, on request, placement and credit for comparable courses at the university following enrollment.

The College Board Advanced Placement Examinations are offered in May each year and are administered by The College Board in most school districts. Students typically complete an AP course offered by their high school before taking an AP examination in that subject. However, in consideration of homeschooled students and students whose schools do not offer AP courses, The College Board does not require a student to complete an AP course before taking an AP examination. All requests for information should be directed to the Advanced Placement Program of The College Board, 250 Vesey Street, New York, NY, 10281.

Visit <https://admissions.untdallas.edu/forms> for updated information on accepted AP exams, scores, and UNT Dallas course equivalencies.

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### AP Credit Evaluation and Notification

Entering freshmen who took the Advanced Placement (AP) Exam for credit (and who designated that their scores be sent to the University of North Texas at Dallas, code 5999) will receive an evaluation of their scores, if scores have been received and qualify for credit. Students who do not receive their AP evaluations at that time should check with the Office of Admissions prior to receiving academic advisement to confirm that their AP results have been received.

Former, continuing and transfer students who wish to have their AP test results applied to their UNT Dallas transcript must initiate this process through the Office of Admissions during their first term/semester enrolled at UNT Dallas. (Note: students who fail to initiate the process during their first term/semester at UNT Dallas may still be eligible to receive credit, but may be subject to the standards in place at the time of initiation, rather than those that were current when the test was taken.)

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## College-Level Examination Program (CLEP)

UNT Dallas recognizes credit earned through College-Level Examinations of the College Board only if the credit is first certified by the Office of Admissions.

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### CLEP General Examinations

UNT Dallas does not grant credit on the basis of College Board CLEP General Examination scores.

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### CLEP Subject Examinations

Credit is certified but not necessarily applied to a degree if the student scores at or above the average scores of those students in the national norms sample who earned a C in regular college courses on the subject. A student may not earn examination credit for any course failed.

Effective July 1, 2001, CLEP began using a new "common recommended credit-granting score" for all CLEP exams. UNT Dallas recognizes CLEP credit recommendations as posted on the official student score report. Entering students who took the CLEP Subject (CLEP) Exam for credit (and who designated that their scores be sent to the University of North Texas at Dallas, code 3681) will receive an evaluation of their scores, if scores have been received and qualify for credit.

Visit <https://admissions.untdallas.edu/forms> for updated information on accepted CLEP subject exams, scores, and UNT Dallas course equivalencies.

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### SAT Subject Tests

UNT Dallas does not grant college credit on the basis of The College Board SAT Subject Test scores.

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### Educational Experience in the Armed Services

Credit may be given for formal service school courses completed in the armed services after evaluation of official documents by the Office of Admissions and the Office of Academic Advisement. The student's academic dean decides if credit awarded for such courses will be applied toward requirements for the bachelor's degree.

### Credit for Work Experience

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UNT Dallas will not be grant credit for knowledge acquired through prior work, certification, or performance experience regardless of whether these experiences were of a paid or voluntary nature.

## International Baccalaureate (IB)

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UNT Dallas awards a minimum of 24 semester hours of credit to students who have completed the International Baccalaureate Program and have received the International Baccalaureate Diploma. Students must earn a minimum score of 4 on tests that count toward the diploma. The admissions office will certify the examination credit based on the qualifying scores.

A student who has completed a high school International Baccalaureate Program but has not earned the diploma and who has scored 5, 6 or 7 on the higher level IB examination will receive college credit at UNT Dallas. **Note:** The minimum score requirements for awarding credit based upon International Baccalaureate examinations is under review and subject to change.

The IB institution code for UNT Dallas is 01800. Students should use this code when requesting to have IB scores sent to the UNT Dallas undergraduate admissions office.

Visit <https://admissions.untdallas.edu/forms> for updated information on accepted IB exams, scores, and UNT Dallas course equivalencies.

## Student Attendance

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**Policy Statement.** The University of North Texas at Dallas ("UNTD" or "the University") recognizes that student success is promoted by the expectation of regular attendance and participation in class.

**Application of Policy.** This policy applies to all students.

### Definitions.

1. **Attendance.** "Attendance" refers to attending the entire class session. A faculty member may treat a tardy, or an early departure, or leaving and returning to class as equivalent to an absence or a fractional part of an absence, provided that notice of the practice is provided in the first week of class in the syllabus. Attendance in online or hybrid courses is measured by the activity of the student with the course.
2. **Active Military Service.** "Active Military Service" includes active military service performed by a member of the Texas National Guard or the Texas State Guard.
3. **Religious Holy Day.** "Religious Holy Day" means a holy day observed by a religion whose place of worship is exempt from state property tax.
4. **Student.** "Student" includes students enrolled in face-to-face courses as well as distance education, self-paced and other asynchronous courses.
5. **Class Participation.** "Class participation" is determined by the faculty member and may include activities such as attendance in class, submitting homework assignments or discussion board posts, and communication with the faculty member of record.
6. **Learning Management System (LMS).** A LMS is a software application used to create, distribute, and manage the delivery of educational content in academic courses.

### Procedures and Responsibilities.

#### Class Attendance.

1. Responsibility for class attendance rests with students. Regular and punctual attendance at all scheduled classes is expected.
2. Attendance in online or hybrid courses is measured by the activity of the student with the course. Attendance is considered when students are logged in and actively participating in the learning management system, i.e., participating in synchronous learning opportunities, posting academic assignments, submission of quizzes or exams, participating by posting in discussion boards, and student initiated email

communication with faculty regarding academic course subject matter. Students must establish a record of participation in academically-related activities prior to the Census date for the session. Logging into an online course is not sufficient, by itself, to demonstrate attendance by the student.

3. Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member.
4. Faculty members will be expected to report accurately attendance for class roll audits, early alerts, and last day of participation for financial aid purposes.
5. Minimum Attendance Threshold for the College of Law (COL). College of Law students must attend, in all courses, at least 80% of class sessions. However, in counting absences for purposes of this minimum attendance rule, absences based upon observance of a religious holy day or on a call for active military service will not be counted. Students accumulating greater than the allowed number of absences will be withdrawn from the course.
6. COL Minimum Attendance Threshold Exception. COL students may seek an exception to or waiver of the minimum attendance threshold by submitting a request in writing to the Associate Dean of Academic Affairs. The Associate Dean may allow a waiver only after consultation with the course instructor and only for compelling and unusual circumstances.

#### **Excused Absences.**

1. When an absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete the assignment or examination. A reasonable time to complete missed work is determined between the student and the faculty member based on the nature of the excused absence.
2. An absence may be excused for the following reasons:
  - a. religious holy day, including travel for that purpose;
  - b. active military service;
  - c. participation in an official university function (specifically COL functions for law students such as mock trial or negotiation competitions, and court appearances required for clinics); or
  - d. illness or other extenuating circumstances, such as a death in the family requiring travel or absence.
  - e. A student's absence for pregnancy or childbirth as long as the student's doctor deems the absence medically necessary.
3. Work-related travel is not the basis for an excused absence.
4. A student is responsible for requesting an excused absence in writing (COL students complete the Excused Absence Request Form with documentation and email to faculty), providing satisfactory evidence to the faculty member to substantiate the excused absence and delivering the request personally to the faculty member assigned to each course. In cases of a religious holiday, active military service and participation in official university functions are known in advance, submission for an excused absence should occur before the absence. In cases of unexpected absences, the student should request an excused absence to the professor as soon as practically possible.

#### **Student Absence Due to Religious Holy Day.**

A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in semester as possible.
2. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination.
3. If a student and faculty member disagree about the nature of the absence being for the observance of a religious holy day or about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the faculty member may appeal to the Student Academic Appeals Committee (SAAC). The student and faculty member will abide by the decision of the SAAC.

#### **Student Absence Due to Military Service.**

A student will be excused from attending classes or other activities upon providing notice of participation in active military service.

1. A student called to active military service must provide a copy of the student's military order to each faculty member instructing a course in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.

3. The course syllabus or instructional plan for a course in which a student was enrolled when called to active military service will be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from active military service. All course work completed by a student prior to being called to active military service will be retained until the student returns.
4. A student who returns from active military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must contact the Office of the Provost to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances.
5. The maximum period for which a student may be excused will be no more than 25% (twenty-five percent) of the total number of class meetings or the contract hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.
6. A student returning from active military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from active military service, may seek review by the Student Academic Appeals Committee (SAAC) (or the Associate Dean of Academic Affairs for COL students). The SAAC will review the complaint asserted by the student, meet with all university officials who may have knowledge of the circumstances, and attempted to resolve the dispute amicably in accordance with UNTD policy and state and federal law.

#### **Student Absence for Official University Functions.**

Student absences due to participation in a university function or activity must be approved in advance within a reasonable time by the faculty member. Students should be prepared to provide appropriate documentation of participation in the official function.

#### **Student Absence Due to Illness and Extenuating Circumstances.**

In cases of brief illness or extenuating circumstances in which a student can return to class participation in a reasonable timeframe, the student should inform his or her faculty of currently enrolled courses with the reason for absence and make arrangements to make up work immediately upon return. Documentation may be requested by the faculty member to verify illness. In case of an absence in which the student is not able to communicate effectively with faculty, the student should notify the Assistant Provost for notification of the faculty (or the Associate Dean of Academic Affairs for COL students).

#### **Pregnancy and Childbirth.**

1. An absence is excused when it is due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor deems the absences to be medically necessary.
2. The pregnant student shall notify the instructor as early in the semester as possible about the upcoming birth.
3. When the student returns to school, she will be reinstated to the same academic standing and status she held when the leave began.
4. COL students will be given the opportunity to make up missed work and may offer the student alternatives to making up the missed work, such as retaking the semester, or allowing to student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose from the alternatives presented by the professor as to how to make up the work.
5. Policies and practices of individual professors may not discriminate against pregnant students.

## **Pregnancy/Parenting Resources, Support, and Accommodations**

UNT Dallas and the College of Law are committed to compliance with Title IX and Texas state laws, and to supporting the academic success of pregnant and parenting students. If you are a pregnant or parenting student (child needs documented medical care) who wishes to request reasonable related accommodations from the University, please consider applying for accommodations under Title IX at the following [link](#). The Title IX Coordinator will review your request and be in touch with you accordingly. In addition, you may contact the UNT Dallas Title IX Office at, [TitleIX@untdallas.edu](mailto:TitleIX@untdallas.edu), DAL1, Suite 356, for more information. In either case, please do so as soon as possible prior to the need for the accommodations.

## **Course Drop/Withdrawal**

1. A student may drop a course prior to the census date in the Office of the Registrar. Courses dropped prior to the census date will not appear on the student's transcript and will not be included in the limitation of dropped courses as set forth below.
2. If a course is withdrawn from prior to the end of the 12th week of classes for the fall or spring semester or equivalent date for shorter sessions, a grade of W will be assigned.

3. No student may drop any course after the date designated by the Office of the Registrar during the twelfth (12th) week of the fall or spring semester, or the equivalent date of the shorter sessions.
4. No student may withdraw from more than six (6) courses during their academic program except as set forth below. The Registrar may refuse to allow a student to drop a course if the student has dropped six (6) courses previously.
5. Students applying for financial aid must contact the Office of Student Financial Aid prior to removing any class from their schedule in order to understand the potential impact of the drop/withdrawal of the course on student financial aid eligibility.

**All relevant course drop dates will be published annually by the Registrar and will be made available on the UNTD online academic calendar. All drop procedures must be completed by 5:00 p.m. on the deadline dates specified on the UNTD academic calendar.**

### Limitations on Course Withdrawals

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Limitations on Course Withdrawals Undergraduate students who enrolled in higher education for the first time after Fall 2007 may not drop more than six (6) courses in total, including courses dropped at previous Texas public institutions for transfer students (Texas Education Code Section 51.907). Withdrawals from an entire term do not count toward this six-course limit. Students who need to drop more than six (6) courses without withdrawing from the full term may appeal to the Student Academic Appeals Committee if they can demonstrate good cause, including but not limited to:

1. A severe illness or debilitating condition that affects the ability to complete a course;
2. Responsibility for the care of a sick, injured, or dependent person that impacts course completion;
3. The death of a family member or someone with a sufficiently close relationship to the student;
4. Active duty service in the Texas National Guard or U.S. Armed Forces, either by the student or a close family member;
5. Other extraordinary circumstances outside of the control of the student as determined by the Student Academic Appeals Committee.

Courses dropped due to a complete withdrawal from the university are not counted toward the six-drop limit. In addition, dual credit and developmental education courses are also excluded from the limitations in course drops.

Students must provide clear documentation verifying that the circumstances occurred during the semester in question. Appeals must be submitted within one academic year.

For the Six-Drop Limit Appeal form, visit the Office of the Registrar website under [Important Forms](#).

### Administrative Withdrawal from Courses

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At the beginning of each session, faculty report students who do not participate in any classes or coursework prior to the official census date for the term. Students, who are enrolled for courses but fail to attend or participate in all enrolled courses before census, will be administratively dropped from courses for the current term and any future terms. Students who do not attend for one, full academic year are discontinued from the University and required to reapply for admission.

## Withdrawal from UNT Dallas

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A student may withdraw from all courses from UNTD any time prior to for the end of the 13th week of classes the fall or spring semester or the equivalent dates for summer session.

The Registrar will record a W for each course in which a student was enrolled for withdrawals processed prior to the 12th week of classes for the fall or spring semester or the equivalent for summer sessions.

## Conditionally-Admitted Student Enrollment

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Students conditionally admitted to the institution will be assessed at the end of their first two long terms (Fall and Spring) to ensure that all conditions stated in the academic agreement were met. Students not meeting all of the academic conditions will be suspended and eligible for readmission only after the successful completion of at least 12 semester credit hours at a community college with at least a 2.25 semester GPA documented on an official transcript from that institution.

Students may appeal the suspension for extenuating circumstances (i.e. rarely occur, unforeseeable, and unpreventable events) to the Student Academic Appeals Committee. More information about the deadlines and appeal process can be found at Academic Advising & Support > [Suspension and Reinstatement](#) or with a student success advisor in the Office of Academic Advising & Student Success.

## Pre-Finals Week

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So that students can more adequately prepare for their final examinations, special rules apply to the seven calendar days preceding the final week of each fall and spring term/semester. During pre-finals week, student organizations do not meet; and activities requiring student participation such as field trips or performances by dance, drama or music ensembles are not scheduled.

## Final Examinations

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Faculty members are expected to administer final examinations at the designated times during the exam week of each long semester and during the last class meeting day of each summer term. Any deviation from the published schedule of final examinations must be approved in advance by the appropriate academic dean.

Students who have as many as three final examinations scheduled on one day may appeal to their academic dean to reschedule one of those examinations on another day during the final examination period.

## Definition of Terms

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**Active Military Service.** "Active Military Service" includes active military service performed by a member of the Texas National Guard of the Texas State Guard.

**Census Date.** "Census date" means the 12th class day of the fall or spring semester or the equivalent dates in a summer session. The census date will vary based on the length of the course and are established and available from the Office of the Registrar.

**Class Participation.** "Class participation" is determined by the faculty member and may include activities such as attendance in class, submitting homework assignments or discussion board posts, and communication with the faculty member of record.

**Commencement.** The public ceremony to recognize and celebrate students who have applied for graduation.

**Course Drop.** "Course drop" means a course credit not completed by the student that was removed from his/her schedule prior to the session census date and is removed from the transcript.

**Course Withdrawal.** "Course withdrawal" means a credit course not completed by the student who was enrolled in the course on the session census date for which the student will receive a non-punitive grade of W on his/her transcript.

**Discontinuation.** Students who are "discontinued" at UNTD are those who have not been enrolled for at least 12 months at UNTD and must reapply to the institution to reenroll.

**Grade.** "Grade" means an indicator assigned upon completion of a course (usually A,B,C,D or F). A grade indicates that the student has earned and will be awarded credit if the course was completed successfully or that the student remained in the course until completion but failed to make satisfactory performance to be awarded credit. "Grade" does not include "incomplete."

**Graduation.** The process to verify that all degree requirements have been met and the degree is awarded (sometimes, also referred to as conferred). The conferred degree is noted on the official transcript, and diplomas are mailed to candidates approximately eight weeks after the end of the final term.

**Member of a student's family.** "Member of a student's family" includes the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, niece, nephew, first-cousin, step-parent, step-child or stepsibling.

**Person who is otherwise considered to have a sufficiently close relationship to the student.** "Person who is otherwise considered to have a sufficiently close relationship to the student" includes any relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates or other persons identified by the student as determined by the Assistant Provost for Academic Affairs on a case-by-case basis.

**Reasonable Time.** "Reasonable Time" means no fewer than 10 days.

**Religious Holy Days.** "Religious Holy Days" means a holy day observed by a religion whose place of worship is exempt from state property tax.

**Student.** "Student" includes students enrolled in distance education, self-paced and other asynchronous courses.

## General Course Information

### Course Numbering System

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- 1000-1999 - Freshman courses
- 2000-2999 - Sophomore courses
- 3000-3999 - Junior courses
- 4000-4999 - Senior courses
- 5000-5999 - Graduate courses
- 7000-7999 - Law courses

The graduate student enrolled in a 5000-level course that meets with a senior-level undergraduate course will be expected to complete additional requirements beyond those expected of undergraduates in the same course.

**Note:** Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the department chair or dean for individual instruction in any department to cover course content in special circumstances. Courses 5900, 5910, 5920 and 5930 are used in any department that offers graduate work.

Students should not repeat Special Problem courses with the same content (syllabus, course material, etc.) given it will not count toward meeting degree requirements. The duplicate course(s) will be excluded from the student's degree program.

**Experimental Courses:** 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the department chair.

**Advanced Courses:** numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the department chair. In some instances, school requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

### Course Information

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Individual courses of instruction are subject to change or withdrawal at any time and may not be offered each term/semester or every year. Any course may be withdrawn from current offerings if the number of registrants is too small to justify conducting the course. Students interested in a particular course during a particular period should inquire in advance and/or consult the applicable online Schedule of Classes at [myUNTDallas](#).

Figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week. Specific information regarding courses within a particular department is located immediately before the course listings.

### Prerequisite

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A prerequisite is a course or other preparation that must be completed before beginning a course to ensure that students can successfully complete the course. All prerequisites are included in catalog course descriptions.

Students will be allowed to enroll in the next course of the sequence for the following term if they are currently enrolled in the prerequisite course at UNT Dallas. However, students will be dropped from that course prior to the beginning of the next term if they do not meet the prerequisite specified in the catalog. Students should meet with an academic advisor to develop a plan for successful completion of the prerequisite course.

Concurrent prerequisite enrollment is not permitted; however, in rare instances, exceptions may be approved by the department via the Academic Exception Form.

## Corequisite

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A corequisite is a course that must be completed at the same time as another course. For instance, often times, science classes will offer a laboratory course that must be taken at the same time as the lecture course. All corequisites are included in catalog course descriptions.

## Semester Credit Hour

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In accordance with UNT Dallas University [Policy 6.025 Evaluating, Awarding and Accepting Credit](#), a semester credit hour is the unit of credit at UNT Dallas; the one semester credit hours allows for one clock hour of direct faculty instruction a week, or one clock hour of attendance in synchronous or asynchronous learning activity in a distance education setting, and two hours out of class student work for 15 weeks or the equivalent. The determination of the level and semester credit hours assigned to courses is made by the faculty through the curriculum review process.

## Texas Common Course Numbering System

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The Texas Common Course Numbering System (TCCNS) has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses that have been identified as common by institutions that are members of the common course numbering system. The system ensures that if the student takes a course the receiving institution designates as common, then the course will be accepted in transfer and the credit will be treated as equivalent to the course offered by the receiving institution.

The following table lists the courses that have been identified as common and their TCCNS equivalents. Students wishing to transfer a course that is not listed should obtain approval from the department of their intended major prior to taking the course. The student's academic dean determines applicability of the credit to a degree program. Before using this table, students should be sure that the institution they attend employs the TCCNS.

Common course numbers shown on this list as equating to 3000-level (upper-division) courses at UNT Dallas will transfer as equivalent courses, but will not be counted as upper-division credit.

Information provided is subject to change without notice and does not constitute a contract between UNT Dallas and a student or applicant for admission. Transfer credit is subject to audit during a student's academic career at UNT Dallas. Total hours accepted may be increased or decreased to reflect correction of prior evaluation or consideration of additional transfer work to ensure compliance with UNT Dallas academic policies.

Prospective transfer students should contact the department of their intended major for course work guidelines prior to enrollment. The most current version of the common course numbering system course equivalents for UNT Dallas is available from the Office of Admissions.

The TCCNS numbers, when applicable, are indicated in parentheses immediately following the UNT Dallas course number in the course description except when two UNT Dallas courses are required to meet a TCCNS equivalent. See "How to Read Course Descriptions" in this section for an example. Grade points earned at other institutions are excluded in the computations of the UNT Dallas cumulative grade point average, but transfer hours accepted are included in determining the classification and minimum required level of performance. Additional information concerning academic status is available from the offices of the academic deans. Additional courses may be equivalent but are not listed as being a part of TCCNS, contact the academic dean of your major at UNT Dallas for advising.

Students enrolled at UNT Dallas must secure their dean's approval to enroll concurrently in another college or university. Failure to obtain advance approval may result in the refusal of the university to accept such work in transfer.

For academic advising at UNT Dallas, contact the Academic Advising and Student Success at 972-338-1645.

	TCCNS
ACCT 2010	ACCT 2301/2401
ACCT 2020	ACCT 2302/2402
ART 1300	ARTS 1301
BCIS 1305	BCIS 1305
BIOL 1132	BIOL 2406
BIOL 1300	BIOL 1308
BIOL 1710	BIOL 1306
BIOL 1720	BIOL 1307
BIOL 1730	BIOL 1106
BIOL 1740	BIOL 1107
BIOL 2301	BIOL 2301
BIOL 2302	BIOL 2302
BIOL 2311	BIOL 2101
BIOL 2312	BIOL 2102
CDFS 1013	PSYC 2314
CDFS 2033	TECA 1303
CHEM 1410	CHEM 1311
CHEM 1420	CHEM 1312
CHEM 1430	CHEM 1111
CHEM 1440	CHEM 1112
CJUS 2100	CRIJ 1301
CJUS 2300	CRIJ 1310
CJUS 2301	CRIJ 2313
CJUS 2302	CRIJ 2328
COMM 1010	SPCH 1311
COMM 1307	COMM 1307
COMM 2300	SPCH 1315
COMM 2350	COMM 2366
CSCE 1030	COSC 1436
CSCE 1040	COSC 1337
DFST 1013	TECA 1354
DSCI 2305	BUSI 2305
ECON 1100	ECON 2302
ECON 1110	ECON 2301
ENGL 1313	ENGL 1301

	TCCNS
ENGL 1323	ENGL 1302
ENGL 2100	ENGL 2307
ENGL 2210	ENGL 2332
ENGL 2220	ENGL 2333
ENGL 2321	ENGL 2321
ENGL 2326	ENGL 2326
ENGL 2341	ENGL 2341
ENGL 2342	ENGL 2342
GEOG 1710	GEOL 1401
GEOL 1445	GEOL 1445
HIST 1050	HIST 2321
HIST 1060	HIST 2322
HIST 2305	HIST 2301
HIST 2610	HIST 1301
HIST 2620	HIST 1302
HSML 1300	SOCW 2361
MATH 1314	MATH 1314
MATH 1324	MATH 1324
MATH 1325	MATH 1325
MATH 1332	MATH 1332
MATH 1316	MATH 1316
MATH 1342	MATH 1342
MATH 2413	MATH 2413
MATH 2414	MATH 2414
MATH 2415	MATH 2415
PHYS 1052	PHYS 1404
PHYS 1062	PHYS 1403
PHYS 1210	PHYS 1415
PHYS 1410	PHYS 1301
PHYS 1420	PHYS 1302
PHYS 1430	PHYS 1101
PHYS 1440	PHYS 1102
PHYS 1710	PHYS 2325
PHYS 1730	PHYS 2125
PHYS 2220	PHYS 2326

	TCCNS
PHYS 2240	PHYS 2126
PSCI 1305	GOVT 2305
PSCI 1306	GOVT 2306
PSYC 1100	PSYC 2301
PSYC 2480	PSYC 2315
SOCI 1510	SOCI 1301
SOCI 1520	SOCI 1306
SOCI 2010	SOCI 2319
SOCI 2070	SOCI 2319
SOCI 2100	CRIJ 1301
SPAN 1010	SPAN 1411
SPAN 1020	SPAN 1412
SPAN 2040	SPAN 2311
SPAN 2050	SPAN 2312
SPAN 2313	SPAN 2313
TECM 2300	COMM 2311
TECM 2700	ENGL 2311

## Course Descriptions

### How to Read Course Descriptions

All courses on the course description page are listed alphabetically. If more than one area of instruction exists within a unit, courses are listed alphabetically within that unit. Additionally, the courses appear in the straight alphabetical listing with a reference back to the unit.

Use the **Course and Subject Guide** located before the **Course Descriptions** to find courses quickly. Select prefix under Prefix/Subject Guide column and find the page number in the last column. If the Prefix/Subject Guide is unknown, examine the Courses of Instruction column for interest area and page number.

**Note:** A sample has been compiled to identify different components of the course description and does not accurately reflect an existing course. Explanations are given below the example. Not all course descriptions include every component shown in the following example.

**Example from Catalog:** MATH 3000. Real Analysis I.

**MATH 3000. Real Analysis I.** 4 hours. (3;0;1). *Introduction to mathematical proofs through real analysis. Topics include sets, relations, types of proofs, continuity and topology of the real line. May only be attempted 2 times for credit. Prerequisite(s): Students must complete MATH 3320 (formerly 2000) or its equivalent w/ grade C or better.* This hour is a problem-solving session.

### Explanation of Example:

In this example, the first paragraph gives specific information regarding courses within a particular department.

- **Mathematics** is the area of study.
- **MATH** represents the course prefix.
- **3000** is the course number.
- **Real Analysis I** is the title of the course.
- **4 hours** represents the number of semester credit hours earned.

- (3;0;1) shows that 3 hours will be spent in lecture, 0 hours will be spent in laboratory, and 1 hour will be spent in recitation.
- **Introduction to mathematical proofs through real analysis. Topics include sets, relations, types of proofs, continuity and topology of the real line. May only be attempted 2 times for credit** is the content description regarding the course.
- **Prerequisite(s): Students must complete MATH 3320 (formerly 2000) or its equivalent w/ grade C or better** explains that MATH 3320 (formerly 2000) must be completed prior to enrolling in MATH 3000.
- **\*This hour is a problem-solving session** indicates any special comments or instructions regarding registering for the course or the course itself.

## Graduation

### Graduation and Commencement

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Graduation is the process that verifies that all degree requirements have been met, and the degree awarded (i.e., conferred). Students must apply for graduation in their final term to complete coursework. Diplomas are mailed to candidates approximately eight weeks after the end of the semester in which the student has applied for graduation, and the coursework and other degree requirements have been verified. Students should seek advising related to impending graduation before the final term to ensure that the application to graduate can be submitted on time and that requirements can be met by the end of the final term.

#### Application for Graduation

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Applications for graduation are available in online at the student center at [my.untDallas.edu](http://my.untDallas.edu). The deadline to apply for graduation for a given semester is published in the [Academic Calendar](#) for term and at the [Graduation](#) website.

Applicants who wish to apply after the graduation deadline may not have their names listed in the commencement program because of publication deadlines. A late application may also delay degree conferral and final transcript.

Students who would like to apply after the degree conferral deadline will not graduate at the end of the term/semester. Their degree conferral will be processed at the close of the following eligible term/semester.

Degree applications are accepted only from undergraduate students who have a minimum overall C average. See "[General University Requirements](#)" on the Undergraduate Academic Programs page of this catalog for grade point calculation details.

Students must be enrolled for their remaining courses at UNT Dallas in their final semester for a degree to be conferred at the end of the term. Students who complete courses at another institution in the final term will not graduate at the end of the term in which the work was completed, but rather will have their degrees conferred at the close of the following UNT Dallas term. Students may appeal this requirement to the Student Academic Appeals Committee with rationale and documentation.

#### Graduation with Honors

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Candidates for graduation whose overall grade point average, based on grades earned in UNT Dallas resident credit courses, is at least 3.500 but less than 3.700 are eligible to graduate cum laude; those whose GPA, as defined above, is at least 3.700 but less than 3.900 are eligible to graduate magna cum laude; and those whose GPA, as defined above, is 3.900 to 4.000 are eligible to graduate summa cum laude.

Hours earned through correspondence and extension courses, or pass/no pass courses, will not be counted in calculating the GPA for determination of eligibility for graduation with honors. Candidates for a second bachelor's degree are not eligible for graduation with honors.

#### Commencement Exercises

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Commencement is the public ceremony to recognize and celebrate students' achievements.

Commencement exercises are held in May and December.

Students can only participate in one commencement exercise for an academic career (i.e. undergraduate and graduate levels).

Students completing degree requirements at the end of the summer term traditionally attend the December commencement exercises. However, students that are within two courses (6-8 credits) of degree completion and in good academic standing can appeal to participate in earlier exercises.

All communications with students related to graduation and commencement activities will be conducted through the UNT Dallas student email accounts.

For more information on graduation and the commencement ceremony, click [here](#) to be directed to the Graduation and Commencement page located on the Registrar's Office website.

## Undergraduate Admissions

### Undergraduate Admissions

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**Contact Information:**

Undergraduate Admissions  
7300 University Hills Blvd  
Dallas, Texas 75241-4605

T: (972) 780-3642 | F: (972) 780-3694

[admissions@untdallas.edu](mailto:admissions@untdallas.edu) | [www.untdallas.edu](http://www.untdallas.edu)

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UNT Dallas is a selective university and does not guarantee admission to all applicants. It is recommended that students apply well in advance of the stated application deadlines. Applicants to UNT Dallas must meet academic requirements outlined in this catalog or other applicable publications of the university. UNT Dallas requires all prospective Freshmen, Transfer, Dual Credit, Visiting (Transient), and Returning (Former) students to submit an ApplyTexas Application for Admission. The application can only be completed and submitted electronically by visiting [www.applytexas.org](http://www.applytexas.org). Submission of an essay (or personal statement), resume and letters of recommendation are not required for applicants who meet the assured admission criteria, but are highly recommended for those applicants that do not.

The University of North Texas System and UNT Dallas are firmly committed to equal opportunity and do not permit - and take actions to prevent - discrimination, harassment (including sexual violence, domestic violence, dating violence and stalking), and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, genetic information, or veteran status in its application and admission processes, educational programs and activities, facilities and employment practices. The University promptly investigates and takes remedial action when appropriate. The University also takes actions to prevent retaliation against individuals who oppose any form of harassment or discriminatory practice, file a charge or report, or testify, assist or participate in an investigative proceeding or hearing. Direct questions or concerns to the Dean of Students in the Office of Student Affairs at 972-338-1775.

Admission requirements are subject to periodic review and change. For the latest information, on undergraduate students please visit: <https://www.untdallas.edu/admissions/index.php>.

#### Application Dates and Deadlines

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All necessary credentials, such as application, all official transcripts, supplemental documents, and entrance test scores (optional), must be on file in the Office of Undergraduate Admissions by the final deadline to be evaluated and processed for admission and enrollment at UNT Dallas for the specific semester a student is applying for.

Adherence to the deadlines ensures careful evaluation of credentials resulting in an admission decision and notification of that decision to the student in time for orientation, academic advising, registration, and tuition/fee payment.

Entry Term	Application Date/Deadlines	
Fall 2025	Priority Application Date	Freshman: May 1, 2025 Transfer: July 1, 2025 *Priority deadlines differ for scholarship consideration
	Final Application Date	August 11, 2025
Spring 2026	Priority Application Date	December 1, 2025
	Final Application Date	January 5, 2026
Summer 2026 (3 week & 8 week sessions)	Final Application Date	May 8, 2026
Summer 2026 (5 week I & 10 week sessions)	Final Application Date	May 22, 2026
Summer 2026 (5 week II session)	Final Application Date	June 29, 2026

Applicants are considered for undergraduate admission to the university from an accredited high school, community college or university, or equivalent. Academic preparedness to succeed will be determined by review of academic performance, standardized test scores, and additional factors considered during an individual holistic review.

**Application Documents**

All documents, including official transcripts submitted to the Office of Undergraduate Admissions, become the property of the University and will not be returned to the student. Official transcripts must be currently dated with an issue date that closely corresponds to the date the admission application is submitted. Once transcripts from other institutions are received at UNT Dallas we will not provide students with a copy of the transcript(s). Students must contact the granting institution where the transcript was originally obtained to request a copy of their own.

An applicant must submit official transcripts from all former institutions regardless of grades or if credit was earned. This includes all past schools, regardless of how long it has been since the student last attended. Failure to disclose all previous institutions and submit official transcripts will delay the admissions process and is grounds for rejection of an application or withdrawal of any offer of admission.

**Admission Application Fee**

UNT Dallas does not charge an application fee. However, an enrollment fee of \$100 will be charged to your student account upon your enrollment. This one-time fee, only applicable in your first semester, covers the cost of new student admission, online application services, document processing, credit evaluation, and other services associated with the processing and support of new students up to enrollment at UNT Dallas. You may pay this fee with your financial aid resources and do not have to pay in advance in order to apply. Fees are subject to change, please contact [admissions@untdallas.edu](mailto:admissions@untdallas.edu) for the latest information and if you have any questions.

**First Time in College (FTIC)**

An FTIC is a freshman applicant who will or has graduated from high school but has not attended a college or university since high school graduation. Students who have participated in a high school dual credit program, concurrent enrollment program or early college high school program while enrolled in high school are considered an FTIC student.

**All FTIC applicants must submit the following in order to be considered:**

Freshmen application for admission via [www.applytexas.org](http://www.applytexas.org).

High school transcript indicating grade point average (GPA) on a 4.0 scale, class rank (if applicable) through at least junior year, the units completed, and grades earned, as well as denote graduation plan and endorsement (if applicable) and the date of graduation. A final official transcript will be required for all admitted students after high school graduation. An official final transcript must be submitted to complete the admissions file.

# UNT Dallas

**Note: Students who graduated from a home school or completed a General Education Development Diploma (GED) must submit a notarized homeschool transcript or official GED scores.**

Official college transcript(s) denoting college credits earned prior to high school graduation. Not required to submit prior to an admission decision but strongly recommended.

## College Entrance Examinations

UNT Dallas does not require applicants to submit entrance exam score(s). If an applicant chooses to submit an entrance exam, SAT (<http://sat.collegeboard.org>) or ACT ([www.actstudent.org](http://www.actstudent.org)), they may do so by having them sent directly from the testing agency, printed on the official high school transcript, received from a school official (i.e. guidance counselors, college advisor, AVID teacher, or Registrar), or test score report submitted by the student. The UNT Dallas institutional codes for score reporting purposes are SAT, 5999; ACT, 6366. Students are encouraged to submit SAT/ACT scores for proper advising and course placement.

**Students who do not meet the assured admission criteria are strongly encouraged to submit the following materials as part of the individual holistic review (see section below):**

- Essay/Personal statement addressing the student’s education and career goals.
- Letters of recommendation. All letters should address the student’s academic ability and preparedness for university-level study.
- Resume or record of extracurricular activities, community service, leadership experiences, achievements, honors and awards, employment history and/or internship experience.

**UNT Dallas strongly recommends students fulfill the curriculum requirements for the distinguished level of achievement under the foundation high school program or a curriculum equivalent in content and rigor, including:**

English	English I, English II, English III, and an Advanced English	4
Mathematics	Algebra I, Geometry, Algebra II, and additional advanced math course option	4
Sciences	Biology, IPC, Chemistry, Environmental Science or Physics, and additional third and fourth advanced science course option	4
Social Sciences	World Geography, World History, U.S. History, U.S. Government, and Economics	3
Languages Other Than English	Level I - II proficiency of the same language or 2 credits from Computer Science I, II, III	2
Fine Arts		1
Physical Education		1
Speech	Demonstrated proficiency in speech skills	
Electives	Including four endorsement credits	7
Endorsement	Requirements for at least one endorsement	

For more information on the Foundation High School Program (Texas House Bill 5) visit the Texas Education Agency’s [website](#).

## General Education Development (GED) Students

A student who has earned a GED may be considered for acceptance to UNT Dallas. Official copy of the GED certificate and scores is required. Students 22 and younger are required to meet the freshman requirements for admissions with the GED accepted in lieu of the high school transcript.

## Home Schooled Students

A student who has been homeschooled is expected to meet all the admission requirements for a regular high school graduate with a notarized homeschool high school transcript.

**Graduates of Non-Accredited High Schools**

The admissions requirements for graduates of non-accredited high schools are the same as for students who have attended a traditional, accredited public or private school. Required documents include application for admissions and transcript with all coursework completed. The submission of college entrance exam scores is optional. Applicants whose academic record indicates a probability of success may be admitted.

**Automatic Admissions for First Time in College**

In compliance with state law, applicants who graduated in the top 10 percent of their high school class and who completed a high school graduation program or equivalent program recognized under the Uniform Admissions Policy (UAP) as outlined under the Texas Education Code TEC 51.803-51.809 shall be admitted automatically to the university.

**Assured First Time in College Admission Requirements**

Applicants shall be guaranteed admission if they meet the State of Texas Uniform Admissions Policy (UAP) and rank in the top 30 percent.

To qualify for regular admission a student must graduate in the top 30 percent of their high school class and successfully complete one of the requirements below:

Successfully complete the curriculum requirements for the Recommended or Distinguished (Summer 2017 and prior); or Distinguished Level of Achievement (HB5) or Foundations with Endorsements (HB5) (Fall 2017 and later); or

Successfully complete a curriculum from a high school in Texas other than a public high school that is equivalent in content and rigor (as documented by the high school) to the Distinguished Level of Achievement under the foundations high school program (HB5); or

Satisfies ACT's College Readiness Benchmarks (18 English, 22 Reading, 22 Mathematics, and 23 Science); or earn a 1070 with a minimum of 500 on the critical reading test and a minimum of 500 on the mathematics test (for SAT tests prior to March 2016); or a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test and a minimum score of 530 on the mathematics test (no combined score) (for SAT tests after March 2016 to the present).

**Collegiate Grade Point Average and College Entrance Exam Score**

Students who graduate from an accredited high school and fulfill the curriculum requirements for the Recommended or Distinguished (Summer 2017 and prior); or the Distinguished Level of Achievement (HB5) or Foundations with Endorsements (HB5) (Fall 2017 and later) high school program; or a curriculum equivalent in content and rigor, can gain assured admissions as determined by collegiate grade point average (unweighted GPA) and corresponding minimum college entrance exam scores.

Collegiate GPA	Redesigned SAT Score (ERW + Math)	ACT Score (Composite)
3.00 - 4.0	No minimum score, test submission not required	No minimum score, test submission not required
2.25-2.99	1020* * If no test score is submitted, student will be considered through the individual holistic review process.	20* *If no test score is submitted, student will be considered through the individual holistic review process.
Below 2.25	Student will be considered through the individual holistic review process.	Student will be considered through the individual holistic review process

**Holistic Review**

Applicants who do not meet the assured admission requirements, were not able to or chose not to take the SAT or ACT, are evaluated holistically to determine academic preparedness to succeed. This individual review of an application takes place whenever the Undergraduate Admission Office determines that an applicant does not meet the assured admissions requirements. Individual holistic review includes, but is not limited to:

- High school GPA (unweighted 4.0 scale)
- Strength of academic background (course selection, rigor, graduation plan, college entrance exam scores, etc.)
- Record of extracurricular activities, leadership experiences, achievements, honors and awards
- Community Service
- Employment history and internship experience
- Personal Statement/Essay addressing the student's education and career goals
- Letter(s) of Recommendation (guidance counselor, college advisor, teacher, coach, employer, etc.). All letters should address the student's academic ability and preparedness for university-level study
- First-Generation in College status
- Other special circumstances that put the student's academic achievements into context, including his or her socioeconomic status, experience in a single parent home, family responsibilities, experience overcoming adversity, personal background, and other information in the student's file

Upon completion of this individual review, the Undergraduate Admissions Office will notify the applicant of their options for admission to UNT Dallas.

These options may include:

- Request the applicant submit additional supplemental information to elaborate on the factors listed above.
- Defer making a decision until the applicant is able to submit additional academic information.
- Recommend applicant attend a community college and complete 13 or more college-level transferable hours with a minimum 2.25 GPA.

Students offered admission after review by the Admission Committee have proven to be prepared for the academic rigor at UNT Dallas. A student may be fully admitted or conditionally admitted.

Students **conditionally admitted** must accept admission under an academic agreement that requires that they must achieve a 2.0 GPA or higher at the conclusion of the first semester of enrollment and successfully complete the UGST 1100 Learning Foundation course and at least 12 semester credit hours. Additional advising and student success programming may be required per this agreement to ensure the best chance for completion of a successful first semester.

See "[Conditionally-Admitted Student Enrollment](#)" section on the Enrollment page for further details.

### Texas Uniform Admissions Policy (SB 3826)

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State law TEC 51.803-51.809, Uniform Admissions Policy (UAP) requires applicants to four-year public universities to meet college readiness standards through completion of a high school graduation program or equivalent or through SAT or ACT score benchmarks. Students who attend an out-of-state high school, are exempt from the UAP.

Students must meet one of the following college readiness standards in order to be eligible for consideration for admission at UNT Dallas:

Successfully complete the Foundation (HB5), Foundation with Endorsements (HB5), Distinguished Achievement (HB5), Minimum (UAP), Recommended (UAP) or Distinguished (UAP) high school program; or

Successfully complete a curriculum that is equivalent\* (as documented by the high school) in content and rigor to the Foundation, Foundation with Endorsements, Distinguished Achievement, Minimum (UAP), Recommended or Advanced (Distinguished Achievement) high school program at a high school that is exempt from offering such programs; or

Satisfy the College Readiness Benchmarks on the SAT or ACT assessment: SAT - a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test and a minimum of 500 on the mathematics test (for tests prior to March 2016) or a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test and a minimum score of 530 on the mathematics test (no combined score) (for tests March 2016 to present); or ACT - 18 English, 22 Reading, 22 Mathematics and 23 Science

\*Under TEC Section 51.807 and with consultation of the Texas Education Agency, the Texas Higher Education Coordinating Board has determined that the high schools are responsible for providing the appropriate documentation to confirm the curriculum requirements.

Applicants meeting the curriculum or the SAT/ACT assessment score requirements mandated by the Texas Education Code, but not meeting UNT Dallas admission requirements, may be reviewed individually by the Office of Undergraduate Admissions.

**Note:** Admission requirements are subject to periodic review and change. For the latest information, visit the UNT Dallas web site: <https://www.untDallas.edu/admissions/index.php>

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## Freshman Admissions Status and Pathways

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**Full Admission**- Student meets the automatic admission standards or holistically reviewed by the UNT Dallas Admission Committee. Registration or enrollment conditions apply.

**Conditional Admission** - Student reviewed holistically by UNT Dallas Admission Committee and was admitted with conditions for registration and enrollment. Student must enroll in the UGST 1100 Learning Foundation course at least 12 semester credit hours and maintain a 2.0 cumulative GPA or higher at the end of the first semester of enrollment. See "[Conditionally-Admitted Student Enrollment](#)" section on the Enrollment page for further details.

**Appeal** - A student reviewed holistically and denied has the option to appeal the decision by submitting an official request for review in writing to UNT Dallas Office of Undergraduate Admissions (7300 University Hills Blvd. Dallas, Texas 75241 or [admissions@untDallas.edu](mailto:admissions@untDallas.edu)). Student should include full name, UNT Dallas student identification number, two letters of recommendation, resume and personal statement detailing reason for appeal. Student may also include additional documentation to support information provided in the personal statement.

*Note: The Office of Undergraduate admissions may rescind an offer of admission if information presented is determined to be inconsistent, incomplete or fraudulent.*

## Dual Credit

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UNT Dallas allows high school students the opportunity to earn dual course credit for immediate award of both high school credit and college credit. Students meeting dual credit admissions requirements and deadlines may be accepted for dual credit offered through UNT Dallas on an individual basis. The student must meet the below eligibility requirements:

Meet requirements for admission to UNT Dallas. Student applications will be reviewed individually and admitted according to the holistic admission standards. Student must have a 3.0 cumulative high school grade point average on a 4.0 scale and meet at least one (1) of the following criteria:

- 770 or above PSAT (New) score (Critical Reading and Math only)
- 922 or above combined SAT score (Critical Reading + Math only on test taken prior to March 2016)
- 1000 or above combined SAT score (Evidence-based Reading + Math only on test taken during or after March 2016)
- 18 or above PLAN score
- 18 or above ACT score (Composite)

Meet or be exempt from two of the three TSI areas determined by UNT Dallas. Student must meet TSI requirements in the areas that are applicable to the course or have a minimum score of Level 2 on the STAAR Algebra II end-of-course (EOC), and/or a minimum score of Level 2 on the STAAR English III end-of-course (EOC) relevant to the courses to be attempted. Additional approved TSI exemptions will be honored; including but not limited to ACT or SAT scores.

Achievement of the required basic skills prerequisites as defined for each course.

Must be in the tenth, eleventh or twelfth grade. Exceptions may be made for ninth graders if approved by the specific school official and UNT Dallas dual credit representative or if student is enrolled in a state approved and designated Early College High School (ECHS) program.

Proof of or exemption from receiving the state mandated Bacterial Meningitis vaccination.

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Student shall not be enrolled in more than two dual credit courses (up to 8 hours of UNT Dallas coursework) per fall, spring, or summer semester. An exception to this requirement may be granted if approved by the specific school official and UNT Dallas dual credit representative.

To receive credit from UNT Dallas dual credit courses students must complete an application, be accepted as a dual credit high school student, and pay tuition and fees to UNT Dallas by designated date.

UNT Dallas will conduct enrollment for dual credit courses each fall, spring, and summer semesters. Students failing to complete the admission process or standards by the published deadlines will be ineligible to participate in the program.

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### Sunset and Lincoln Early College High School

The University of North Texas at Dallas and the Dallas ISD have a partnership to provide a path for students who meet UNT Dallas admission requirements and attend the Sunset P-TECH and Lincoln B-TECH Collegiate Academies to earn a high school diploma and up to 60 college credit hours or an associate degree in four years.

Contact the Office of Undergraduate Admissions for additional information and policy pertaining to this partnership and admission path.

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### Trailblazer Express Admissions Program

The University of North Texas at Dallas has a direct admissions partnership with several area high schools. The Trailblazer Express Admissions program allows students who meet UNT Dallas admission requirements to be conditionally admitted to UNT Dallas.

Contact the Office of Undergraduate Admissions for additional information and policy pertaining to this partnership and admission path.

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### Transfer Admission

A **transfer student** is defined as any new student to UNTD who has previously attended a regionally accredited community college, junior college, or university and received some type of college credit. A student who has participated in a high school dual credit program, concurrent enrollment program or early college high school program while enrolled in high school and who does not attend UNTD the semester immediately after high school graduation is considered a transfer student.

The University of North Texas at Dallas is a selective university and does not guarantee admission of all applicants. It is recommended that students apply and complete their application well in advance of the stated application deadlines.

UNT Dallas only evaluates credit from regionally accredited academic institutions.

#### All Transfer applicants must submit the following in order to be considered:

- Transfer application for admission via [www.applytexas.org](http://www.applytexas.org).
- Official transcripts from all previously attended institutions. This includes all types of institutions regardless of how long it has been since the student last attended or if credit was earned.
- If applicant has earned 12 or fewer transferable hours, they must meet First Time in College admissions requirements as well.

Students who do not meet the assured admission criteria are strongly encouraged but not required to submit:

- Essay/Personal statement addressing the student's education and career goals.
- Letters of recommendation. All letters should address the student's academic ability and preparedness for university-level study.
- Resume or record of extracurricular activities, community service, leadership experiences, achievements, honors and awards, employment history and/or internship experience.

**Assured Transfer Admission Requirements**

Transferable Credit	Requirements (4.0 Scale)
12 or fewer	<ul style="list-style-type: none"> <li>• Minimum 2.25 GPA</li> <li>• Eligible to return to previous institution</li> <li>• Meet First Time in College requirements for admissions</li> </ul>
13-44	<ul style="list-style-type: none"> <li>• Minimum 2.25 GPA</li> <li>• Eligible to return to previous institution</li> </ul>
45 or more	<ul style="list-style-type: none"> <li>• Minimum 2.0 GPA</li> <li>• Eligible to return to previous institution</li> </ul>

**UNT Dallas Admission Transfer Committee Review**

Applicants who do not meet assured admission requirements are evaluated holistically to determine academic preparedness to succeed. This individual review of an application takes place whenever the Undergraduate Admission Office determines that an applicant does not meet the assured admissions requirements. Individual holistic review includes, but is not limited to:

- Transfer GPA
- Strength of academic background (course selection, rigor, alignment to major/program of study selected, etc.)
- Record of extracurricular activities, leadership experiences, achievements, honors and awards
- Community Service
- Employment history and internship experience
- Personal Statement/Essay addressing the student's education and career goals
- Letter(s) of Recommendation (college advisor, instructor, coach, employer, etc.)
- First-Generation in College status
- Other special circumstances that put the student's academic achievements into context, including his or her socioeconomic status, experience in a single parent home, family responsibilities, experience overcoming adversity, personal background, and other information in the student's file

Upon completion of this individual review, the Undergraduate Admissions Office will notify the applicant of their options for possible admission to UNT Dallas.

These options may include:

- To request applicant submit additional information to elaborate on the factors listed above. For example, submit personal statement/essay addressing their education and career goals, letter(s) of recommendation, resume, etc.
- Defer making an admission decision until additional information is available. For example, request applicant submit a transcript with grades from current or latest semester in hope of seeing improvement to their GPA.
- Suggest applicant remain at community college or university and attempt to improve GPA in order to meet admission requirements. This may entail student retake college-level work in which the student received a D or F.

**Transfer Credit**

If UNT Dallas does not accept lower-division course credit earned by a student at another Texas public institution of higher education, UNT Dallas shall give written notice to the student that the transfer of the course credit is denied. Upon request, UNT Dallas may also provide written notice of the reasons for denying credit for a particular course or set of courses of the other institution.

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College-level courses completed with a grade of D or above at another accredited institution will normally be accepted for transfer. Specific transfer grade guidelines for some academic programs may exist. Courses completed with codes indicating no grade or credit will not be transferred. Transferability of courses will not be affected by a student's academic standing (i.e. probation, suspension).

Developmental or remedial courses will not be accepted for transfer and the credit hours will not be reflected on the student's record. Only the most recent repeated course and grade will be transferred and posted to the student's academic record. School Deans reserve the right to determine applicability of credit towards degrees including credit earned from a non-accredited institution.

Transfer credit is subject to audit during a student's academic career at UNT Dallas. Total hours accepted may be increased or decreased to reflect correction of prior evaluation or consideration of additional transfer work to ensure compliance with UNT Dallas University [Policy 6.025 Evaluating, Awarding, and Accepting Credit](#).

In accordance with the rules mandated by the Texas Legislature, a student who successfully completes a 42 to 48 semester-credit-hour common core curriculum at a state-assisted institution of higher education in Texas may transfer as "core complete" to UNT Dallas. The student will receive academic credit for each of the courses transferred. The student will need to work with an academic advisor to determine if additional requirements will be necessary to satisfy the 42-hour UNT Dallas core.

Transfer credit may only be received for course work completed at an accredited institution of higher education. Transfer credit from any accredited institutions will be converted to semester hours and a 4.0 grading system for evaluation purposes as appropriate. The student's academic dean determines applicability of the credit to a degree program. Students seeking the Bachelor of Applied Arts and Sciences (BAAS) should refer to the special provisions of the respective BAAS degree programs.

Students who have begun residence work at UNT Dallas and who have attained Junior standing may, only with the prior written approval of their academic dean, enroll in and transfer hours from approved two-year colleges.

### Texas Common Course Numbering System (TCCNS)

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TCCNS has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas. UNT Dallas participates in the TCCNS to facilitate the transfer of credits. Information provided is subject to change without notice and does not constitute a contract between UNT Dallas and a student or applicant for admission. Prospective transfer students should contact the admissions office for coursework suggestions prior to enrollment. For more information visit [www.tccns.org](http://www.tccns.org).

Students are encouraged to plan all course selections at the community college as far in advance as possible. Proper planning and use of the UNT Dallas Course Equivalency Guide and the UNT Dallas degree audit information will maximize the transfer of credit to UNT Dallas.

### Catalog Choice

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Any student transferring directly from a Texas public community college to UNT Dallas shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.

### Affiliate Transient Applicants

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Undergraduate students currently enrolled at either UNT Dallas or UNT will have the opportunity to enroll in courses at both institutions through the Affiliate Concurrent Enrollment Program. Students will enroll as a transient non-degree seeking student, at the partner (affiliate) institution to take supporting courses for a specific degree program offered at their home institution.

Undergraduate students taking courses through the Affiliate Program must apply as a transient student to the affiliate institution via ApplyTexas; for the first term only. Undergraduate students may not take more than 75% of the hours for the degree program at the affiliate institution. Students must meet the following eligibility requirements:

- Be enrolled at either UNT or UNT Dallas the previous long (Fall or Spring) semester proceeding the anticipated entry semester at the host institution
- Be in good academic standing at the home institution
- Be in good financial standing at the home institution

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The Affiliate Enrollment Program transient application will open the first day after census date of each semester.

### Transient (Visiting Applicants)

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Undergraduate students who have been enrolled at another college or university previously may attend UNT Dallas as a visiting student for a fall, spring or summer term, provided their intent is to return to their previous college or university. An official transcript from the school attended prior to the intended entry semester must be submitted with the application for admission and the application fee prior to the application deadline. The transcript must reflect that the student is not on academic probation or suspension from the last institution attended to be admitted as a visiting student.

If a visiting student later decides to continue at UNT Dallas, the visiting status ends and all admission requirements for a beginning transfer student (see "Transfer Students" above) must be met prior to the second enrollment at UNT Dallas. All students previously admitted as a visiting transient must first contact the Office of Undergraduate Admissions for clearance to re-enroll. If a student originally applies as a regular transfer student and is academically rejected for admission, the student cannot change application status to visiting.

Because of federal laws and immigration requirements, international students are not eligible to enroll at UNT Dallas as transient or visiting students. The transient application will open the first day after census date of each semester.

### Returning Students

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Returning students are defined as students who are U.S. citizens, permanent residents or eligible non-U.S. citizens, who have previously enrolled and earned a grade at UNT Dallas, but who have not attended at least once during the 12 consecutive months prior to the terms/semester of planned re-enrollment and who have not received a degree during that time period. A returning student must complete the following requirements to re-enroll:

- Student must reapply for admission by submitting a readmit application to the Office of Undergraduate Admissions at [www.applytexas.org](http://www.applytexas.org), by corresponding deadlines;
- Submit transcripts and academic credentials from all colleges attended, if any, since leaving UNT Dallas;
- Must be academically eligible to enroll

**NOTE:** *Students who attended UNT Dallas prior to 2015 may be required to request an official transcript be sent from UNT (Denton).*

### International Admissions

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**UNT Dallas is not currently SEVP-certified, consequently it is not able to accept applications from students seeking admissions who do not hold U.S. citizenship or U.S. permanent resident status or qualify for a waiver under the guidelines of Texas HB 1403 or SB 1528.**

Applicants who have attended a school from outside the U.S. must have official foreign credentials translated and evaluated for authentication from a recognized U.S. evaluation company. The evaluation must include course-by-course grades, a grade point average (GPA) calculation on the U.S. scale, and indicate the diploma conferred and its U.S. equivalency. The evaluation must be original, and forwarded to UNT Dallas directly from the credential evaluation company. Students may choose any agency that is accredited by the Association of International Credential Evaluators, Inc. (<http://aice-eval.org/endorsed-members/>) or by the National Association of Credential Evaluation Services (<http://www.naces.org/members.html>).

### Foreign Credentials

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U.S. citizens and Legal Permanent Residents who have earned academic credentials from foreign colleges and universities are required to submit official transcripts and diplomas/degree certificates in the original language and English translations. If the documents are not provided in English, an official translation of all transcripts/individual semester mark sheets is required. UNT Dallas will not accept a public notary certification. If official English translations are not supplied by the applicant's institution(s), the applicant must provide a translation done by an American Translators Association-certified translator. A list of ATA-certified translators is available online at [www.atanet.org/onlinedirectories](http://www.atanet.org/onlinedirectories).

## Other Admission Pathways

### Adult Admissions Program

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Freshman applicants who have been out of high school for at least five years and who have earned fewer than 12 semester hours at a college or university may be eligible for admission to UNT Dallas under the Adult Admission Program. Individuals eligible for this program may be accepted without the required SAT or ACT test scores only if evidence provided to the admissions office staff suggests the potential of academic success for the individual.

Applicants under the Adult Admission Program must submit:

- Application for admission, which can be completed online at [www.applytexas.org](http://www.applytexas.org);
- Official high school transcript or GED scores;
- Official transcripts of any previous college/university work (students must be eligible to return to previous institution);
- Personal statement detailing your academic preparedness for university-level study, your intended major and career goals, and any other information you feel is pertinent to the individual review of your application;
- [Adult Admission Program Request Form](#)

A personal interview with the prospective student may also be required at the discretion of the reviewer. The purpose of the interview is to allow the committee to gain additional information relevant to the admission decision.

Students who are admitted under the provisions of the Adult Admission Program are subject to all other academic and programmatic requirements of the university.

### Academic Fresh Start

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Section 51.931 of the Texas Education Code allows Texas residents who were enrolled in a post-secondary institution 10 or more years prior to the start of the semester for which he/she seeks admission to UNT Dallas admission without consideration of prior academic coursework, credit, or grades taken while enrolled 10 or more years ago.

To take advantage of this option, you must request it prior to your first enrollment at UNT Dallas. You must report and submit all of your college transcripts with your application for admission. You must also complete and submit a [Fresh Start Request form](#). Hours excluded under the Fresh Start option may still be used to claim exemption from the [Texas Success Initiative](#) (formerly TASP).

To be admitted, the applicant must meet the admissions standards in effect at the time of application.

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### Programs with Specific Admission Requirements

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The Office of Undergraduate Admissions coordinates all university-wide admissions policies and procedures for undergraduate programs. Admission to the University does not guarantee full admission to all academic programs. Some programs require that students meet additional entry requirements - either as a part of the initial admission process or upon student completion of benchmarks after they matriculate to the University in order to be admitted to a particular academic program. Those programs with admission requirements in addition to those for the general university are listed below. For additional information regarding specific requirements, students should consult the applicable section of this publication.

**School of Education:** Bachelor of Science in Interdisciplinary Studies (with Elementary Education Certification)

**School of Business:** Dealership Management Certificate and Hospitality Management Certificate

**School of Behavioral Health and Human Services:** Peer Support Specialist Certificate and Substance Abuse Certificate for Professionals

**Texas Success Initiative**

The Texas Success Initiative (TSI) is a state statute requiring all undergraduate students (new students, transfer students, and international students) who enter a Texas public institution of higher education to either: (A) Demonstrate readiness for college-level reading, writing and mathematics before enrolling in college-level academic coursework by achieving the statutory threshold(s) on the state-approved readiness assessments; or (B) Meet one of the conditions for exemption from the testing requirement. Students must satisfy all TSI requirements before receiving a baccalaureate degree. Students who do not meet TSI requirements must complete developmental coursework to attain TSI compliance.

All first-year and transfer students coming into the University of North Texas at Dallas must have completed TSI testing or have a documented exemption before registering for classes. Your registration will be delayed if TSI status cannot be determined before your orientation session.

For more information on TSI testing, please consult the TSI Testing Information document.

**Exemptions:**

Students are exempt from readiness testing if any of the exemption categories apply. If you are TSI Exempt, please review and fill out the TSI Exemption Form with the appropriate documentation and send it to the UNT Dallas Academic Support Services Office.

**If Not Exempt:**

Minimum score thresholds required to demonstrate college readiness in each subject area are as follows:

Minimum Required Scores for College Readiness (by Subject)

Subject	TSIA2 Assessment	TSIA Assessment (accepted through December 2024)
English Language Arts/Reading	945	341
Essay	Score of 5 or higher	Multiple Choice – 340/Essay 4
Mathematics	950	350

**Advanced Placement and Credit by Examination**

UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations and in accordance with UNT Dallas University [Policy 6.025 Evaluating, Awarding, and Accepting Credit](#). This also includes military service credit and classroom instruction offered through the non-academic institutions approved by the American Council on Education. Such credit is not included in determining grade point averages and has the following additional restrictions:

- May not be used to reduce the general degree requirement of completing a minimum of 30 semester hours in residence at UNT Dallas;
- May not be used to reduce the general degree requirement of completing at least 24 semester hours of advanced work at UNT Dallas;
- May not be used to reduce the general degree requirement of completing at least 12 advanced hours in the major at UNT Dallas;
- May not be earned in any course the student has previously completed at any university; and
- May not be earned in any course prerequisite to another course in the same subject for which the student has previously earned credit.

UNT Dallas recognizes exam credit in transfer from other accredited institutions within the limits outlined above. Scores from exam credits accepted in transfer are not re-evaluated by UNT Dallas.

Credit by examination cannot be substituted for any grade, including an F earned for a course in high school, at UNT Dallas or at another college or university. The credit earned through examination will not be included in the grade point average at UNT Dallas, but will be included in accepted semester credit hours and on the UNT Dallas transcript. Credit and advanced placement may be granted only in accordance with policy and procedures

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in operation at UNT Dallas. Departments that honor the CLEP Subject Examinations, the College Board Advanced Placement Examinations or other instruments for granting advanced placement set departmental standards for their use. UNT Dallas policy on awarding non traditional credit is subject to change without notice.

- [Advanced Placement \(AP\)](#)
- [College-Level Examination Program \(CLEP\)](#)
- [International Baccalaureate \(IB\)](#)

### Admission or Re-Enrollment as Related to Personal Conduct and Admission Falsification

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It is the responsibility of the Director of Undergraduate Admissions to refer to the Dean of Students any application for admission or re-enrollment that indicates possible ineligibility of *any* applicant on grounds involving personal conduct or admission falsification. The potential of the applicant to benefit from university attendance, as well as the welfare and safety of the student body and of the university, will be carefully considered before permission to enroll will be granted.

### Admission Decision

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Offer of admission to UNT Dallas is only valid for the semester indicated on the admission application and offer letter. Applicants wishing to be considered for a future semester other than the one identified on their first application must submit a new application. If the second or subsequent admission application reflects a change in academic history, the student must provide the new official transcripts and test scores reflecting any new work completed since the first application was submitted. Once application file is complete, the student's admission status will be re-evaluated. The application for admission can be found at [www.applytexas.org](http://www.applytexas.org).

For more information about any topic in the Undergraduate Admission section, contact the Office of Undergraduate Admissions at [admissions@untdallas.edu](mailto:admissions@untdallas.edu) or (972) 780-3642.

## Financial Aid

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*UNT Dallas provides several methods of assisting students in financing their education. Financial assistance (financial aid) awarded through UNT Dallas may include a combination of federal grants, scholarships, state aid programs, institutional aid programs, loans, and/or part-time work-study opportunities for those who qualify. The different types of financial aid available to UNT Dallas students are explained later in this section.*

*Applications and complete descriptions of all programs, requirements, and qualifications are available at the Office of Financial Aid and Scholarships, Student Center. You may also call (972) 780-3662 or visit our website at <http://untdallas.edu/finaid>.*

### Application Period and Deadlines for federal and state aid

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The application period begins October 1 of each year for the following academic year (fall, spring, summer). The Free Application for Federal Student Aid (FAFSA) and the Texas Application of State Financial Aid (TASFA) are available each October for the upcoming academic year and should be completed as early as possible. For federal financial aid, students are encouraged to apply online at [studentaid.gov](http://studentaid.gov). Students whose application files are completed by the priority dates are ensured first consideration for awards. Application data is received electronically from the FAFSA Processing System (Federal Student Aid Programs) through which applications are processed. The application data must reach our office before a file can be processed. To ensure that your FAFSA reaches UNT Dallas, include our school code, 042421, on your application. For state financial aid, students are encouraged to access the application at [untdallas.edu/finaid/basics/tasfa.php](http://untdallas.edu/finaid/basics/tasfa.php). The TASFA can be submitted directly to the Office of Financial Aid and Scholarships. Students whose application files are completed by the priority dates are ensured first consideration for awards.

#### UNT Dallas Priority Dates for need-based aid

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- Fall/spring term/semester: March 15
- Spring term/semester: August 15
- Summer term: March 15

- A separate UNT Dallas summer application must be completed for summer financial aid. This application is available online ([my.untDallas.edu](http://my.untDallas.edu)) in March for the following summer term. The FAFSA for the year preceding the summer is also required.
- Priority dates for merit-based aid are provided later in this section.

### General Eligibility Requirements

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Before any federal assistance is granted (Federal Work-Study, Federal Direct Stafford Loan, or the Graduate PLUS Loan Programs), general eligibility and program requirements must be met. To be eligible for financial aid you must:

1. Establish eligibility by completing and filing the Free Application for Federal Student Aid (FAFSA);
2. Not be in default on any Title IV loan (Federal Perkins or Federal Stafford), or owe a refund or repayment on educational funds received at any institution;
3. Be a U.S. citizen or eligible noncitizen;
4. Be registered with the Selective Service if you are a male at least 18 years old born after December 31, 1959 (most males between the ages of 18 and 25, including permanent residents and other eligible noncitizens, are required to register with Selective Service);
5. Enroll in and maintain at least a half-time class load for most programs;
6. Use all funds received through financial aid for educational purposes;
7. Be accepted for admission by the university and enrolled in a degree granting program;
8. Be making satisfactory academic progress;
9. Complete the verification process, if selected;
10. Have a valid Social Security Number; and
11. Have a high school diploma or a GED (general equivalency diploma)

Before any state assistance is granted (TPEG, Tuition Grant, or Texas College Work-Study), general eligibility and program requirements must be met. To be eligible for financial aid you must:

1. Establish eligibility by completing and filing the Texas Application for State Financial Aid (TASFA);
2. Be a non-citizen Texas resident;
3. Submit a statement of Selective Service registration status;
4. Enroll in and maintain at least a half-time class load for most programs;
5. Use all funds received through financial aid for educational purposes;
6. Be accepted for admission by the university and enrolled in a degree granting program;
7. Be making satisfactory academic progress;
8. Complete the verification process, if selected;
9. Have a high school diploma or GED (general equivalency diploma);
10. Submit an annual statement certifying that you have not been convicted for the possession or sale of illegal drugs.

Institutional need-based scholarships and grants require the submission of a complete FAFSA or TASFA as outlined above.

*Note: These eligibility requirements apply to all UNT Dallas students regardless of academic career. Transient and visiting students are not eligible for financial aid.*

### Special Conditions for Financial Aid Applicants

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1. Refunds and Repayments. If you officially withdraw, cease attendance, or are administratively withdrawn from UNT Dallas, any refund of tuition and fees and other university charges will be assessed for return to programs from which you (or your parents if they received a Federal Parent Loan) were originally paid and you may be subject to the Return to Title IV calculation. For more information regarding the Return to Title IV process, please visit the OFAS website at <http://untDallas.edu/finaid>.
2. Federal, state, and institutional regulations require that each student must maintain satisfactory academic progress (SAP) to be eligible for financial aid programs. Minimum standards must be achieved by the end of any given enrollment period at UNT Dallas. Satisfactory academic progress (SAP) is defined in both quantitative and qualitative measures.
3. Official transcripts are not issued to any student who has an unpaid account or owes a defaulted federal student loan received from any university.

### Satisfactory Academic Progress

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*Note: This policy is subject to change at any time, and without prior notice.*

### Policy Statement

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Federal regulations require the University of North Texas at Dallas to monitor student academic progress to ensure students establish and remain eligible to receive Federal Title IV sources of student aid. The Office of Financial Aid and Scholarships (OFAS) monitors the academic progress of each recipient and potential recipient of Title IV funds to evaluate academic progress and to determine continued eligibility for Title IV student aid.

## Application of Policy

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All undergraduate, graduate, and Law students who are applying for and/or receiving financial assistance.

## Definitions

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**Academic Progress:** means the qualitative and pace of progression measures of a student's progress towards completing requirements for a degree.

**Academic Term:** means a period of student enrollment. The university academic calendar includes three (3) terms including fall, spring and summer semesters.

**Financial Aid Warning:** is a financial aid status assigned to a student following an academic term in which the student did not make satisfactory academic progress. The student may still be eligible to receive Title IV program funds.

**Financial Aid Probation:** is a financial aid status assigned to a student following an academic term in which the student was on Financial Aid Warning and did not make satisfactory progress and went to *Not Meeting*, but the student successfully appealed the determination of lack of satisfactory progress and the SFAS determined that the student should be able to meet satisfactory academic progress standards by the end of the academic term while on financial aid probation. The student may still be eligible to receive Title IV program funds.

**Academic Plan Status:** is a financial aid status assigned to a student who will be monitored in accordance with the terms of an approved academic plan. This status is assigned when a student's appeal is approved following a term on financial aid probation, and SFAS determines that the students will meet satisfactory academic progress standards by the end of the academic plan. The student may still be eligible to receive Title IV program funds.

**Financial Aid Not Meeting:** is a financial aid status assigned to a student during an academic term in which a student was not meeting Satisfactory Academic Progress ("SAP") requirements. Students are not eligible to receive Title IV program funds while at a Not Meeting status.

**Grade Point Average (GPA):** is calculated by dividing the total number of grade points by the total number of semester hours attempted in residence at the University of North Texas at Dallas which includes all courses with grades of A, B, C, D, and F. Courses with grades of P, NP, I, or W are not counted in the GPA however, they are counted as courses attempted. For SAP purposes, SFAS uses the Cumulative Grade Point Average as defined by UNTD Academic Policy.

**Office of Student Financial Aid and Scholarships (OFAS):** means the University of North Texas at Dallas office with specific responsibility for evaluating student academic progress to determine initial and continued eligibility for Title IV student aid.

## Procedures and Responsibilities

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1. Evaluation of Satisfactory Academic Progress (SAP) - OFAS monitors the academic progress of each recipient and potential recipient of Title IV student aid. Student academic progress is evaluated at the end of every academic term following the posting of final grades to determine continued eligibility for Title IV student aid. Evaluations of SAP by OFAS are conducted exclusively to consider eligibility for Title IV student aid and neither replace nor override other University of North Texas at Dallas academic policies related to evaluation of a student's academic status. The standards of SAP are either the same as or stricter than the University of North Texas at Dallas academic standards for students who are not receiving Title IV student assistance.

2. Satisfactory Academic Progress - Every graduate, undergraduate, and Law student who applies for and receives Title IV student aid must maintain SAP to remain eligible for such aid, regardless of whether the student is a first-time applicant or has received aid in the past, and regardless of whether the student attends University of North Texas at Dallas full-time or part-time. To achieve SAP, students must meet both qualitative and pace of progression standards at the end of each academic term as defined below:

A. Qualitative Requirement for SAP - To meet the standard for SAP, students must meet or exceed the following grade point average at the end of the academic term. Grades from transfer coursework at an institution other than University of North Texas at Dallas will not be factored into the calculation of a student's cumulative GPA.

i. Undergraduate students - 2.0 cumulative GPA for all terms.

ii. Graduate students - 3.0 cumulative GPA for all terms.

iii. Law students - 2.0 cumulative GPA for all terms.

B. Pace of Progression Requirements for SAP - An ongoing measure that ensures a student is on track to complete their program in the maximum timeframe. Pace of Progression is determined by dividing the cumulative number of hours a student has successfully completed by the cumulative number of hours a student has attempted. All attempts at a course, including repeated courses, are included in the calculation of total hours attempted and pace of progression. Students must successfully complete at least 67% of all credit hours attempted. Attempted hours include repeated, failed, incomplete, withdrawn from, and transfer credit hours.

C. Incomplete Classes - Incomplete classes will be considered the same as an "F" when evaluating SAP. Once an Incomplete class has had a final grade assigned, in accordance with UNTD Academic Policy, SAP will be recalculated for the most current term.

D. Withdrawn Classes - Withdrawn Classes will be considered as an unsuccessful course attempt when calculating pace of progression and maximum time frame.

E. Repeated Courses - Repeated Courses are included in the calculations for pace of progression as well as maximum time frame as both attempted hours and completed hours, if attempt was successful. Repeated Courses are included in the cumulative GPA as defined by UNTD Academic Policy.

F. Transfer Courses - Transfer Courses are applied in two different ways for SAP purposes.

i. Pace of Progression - All courses accepted by UNTD in transfer will be counted as hours attempted and hours completed in the pace of progression calculation.

ii. Maximum Time Frame - Only those transfer courses accepted toward a student's current academic program of student will be counted in the maximum time frame calculation.

G. Remedial Courses - Remedial Courses, as defined by UNTD Academic Policy, are included in the pace of progression calculations however, remedial courses are excluded from the maximum time frame calculation.

H. Pass/No Pass Grades - Courses with a grade of "Pass" are counted as hours attempted and hours completed for the pace of progress and maximum time frame calculations. Courses with a grade of "No Pass" are counted as an unsuccessful course attempt in the pace of progression and maximum time frame calculations. Pass/No Pass Grades are defined by UNTD Academic Policy.

3. Financial Aid Warning - Students failing to meet SAP will be placed on financial aid warning. Students on financial aid warning remain eligible to receive Title IV program aid for the academic term following the academic term during which the student did not meet SAP standards. Students will not be placed on financial aid warning for consecutive academic terms. If a student is not meeting SAP requirements at the conclusion of an academic term which s/he is on financial aid warning, the student will not be eligible for financial aid in any future academic terms until all SAP requirements are met or the student successfully appeals as set forth below.

4. Financial Aid Notices - Loss of Eligibility - SFAS will provide notice of the loss of eligibility for Title IV student aid to a student not meeting SAP including specific details regarding the process for re-establishing eligibility and the process for appeal of the determination.

5. Appeal of Eligibility - Failure to Meet SAP - A student may appeal a loss of Title IV eligibility by submitting a written notice to OFAS no later than the prescribed deadline of the academic term for which a student is appealing that identifies circumstances to be considered in mitigation of the failure to make SAP. The notice of appeal must include a description of mitigating circumstances that may be considered by OFAS with an explanation of how the mitigating circumstances affected the student and how the student will be able to make SAP in the subsequent academic term. Mitigating circumstances that may be considered by SFAS include:

Serious injury to the student, or a member of the student's immediate family, or

A. Serious injury to the student, or a member of the student's immediate family, or

B. Serious extended illness of the student, a member of the student's immediate family, or

C. Death of a student's relative, or

D. Learning disability as documented in the Office of Disability Accommodation, or

E. Military service, or

F. Working towards a special degree, maximum credit hours or

G. Other special circumstances.

Appeal Approved: After a successful appeal, a student may be placed on financial aid probation as set forth in paragraph 6 below. Title IV aid may be disbursed during these periods.

Appeal Denied: If a student appeal of financial aid eligibility is denied, the student is responsible for paying educational costs until the student improves his/her academic records to meet SAP. Students who are denied due to maximum time frame are responsible for paying educational costs for the remainder of their degree plan.

6. Financial Aid Probation - If an appeal of financial aid eligibility is approved, the student will be placed on Financial Aid Probation and Title IV aid may be disbursed during the period of probation. The probation period must include requirements that a student must meet to achieve SAP by the end of the probationary period. If a student is not meeting SAP at the end of the financial aid probationary period, OFAS will notify the student that financial aid eligibility is denied until such time as the student is able to demonstrate SAP. Notice of loss of eligibility status following a period of financial aid probation may be appealed in accordance with the procedures set forth in paragraph 5 of this policy.

7. Maximum Time Frame for Degree Completion - To remain eligible for Title IV student aid, undergraduate, graduate, and law students must complete degree program requirements within 150% of the published length of their degree.

## Graduate Scholarships

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### **Graduate School Academic Achievement Scholarship (application required)**

The University of North Texas at Dallas Graduate School Scholarship Committee will administer the application and selection process for the Graduate School Academic Achievement Scholarship. Students are eligible to receive the UNT Dallas Graduate School Academic Achievement Scholarship for a maximum of three academic years (nine semesters) depending on the program of study. Master's degree students completing degrees requiring 30-48 credit hours may receive the scholarship for up to two (2) years or 6 semesters. Master's degree students completing degrees requiring 60 credits hours may receive the scholarship for up to three (3) years or 9 semesters. The standard scholarship allotment per student at UNT Dallas is currently a minimum of \$500 or maximum of \$1,000 per semester or \$1,500 or a maximum of \$3,000 per academic standard year. Students who were previously awarded a scholarship and have exhausted the semester limit for that program prior to graduation may not apply for another scholarship should they decide to enroll in extra courses to pursue an additional certification or master's degree program.

Eligibility requirements for New Students: Applicants must have been admitted to a UNT Dallas master's degree program or have a completed application file. Applicants who will be first-time graduate students should, at a minimum, have a 2.80 or higher overall GPA or a 3.00 or higher GPA on the last 60 hours of coursework leading to the bachelor's degree.

Eligibility requirements for Current Graduate Students: Applicants who have completed UNT Dallas graduate-level coursework must have a 3.50 GPA on a minimum of 6 credit hours of prior graduate-level work.

Applicants who have already earned a master's degree or higher are ineligible for this scholarship.

Application Requirements: Submit a professional resume (should include any community service, volunteering, etc.) and an essay (minimum of 500 words).

## Grant Programs

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### **Texas Public Education Grant (TPEG)**

TPEG is awarded on a first-come first-served basis based upon availability of funds, established financial need, at least half-time enrollment, and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Student Financial Aid and Scholarships.

### **Tuition Grant (TG)**

TG is awarded on a first-come first-served basis based upon availability of funds, established financial need, at least half-time enrollment, and maintaining satisfactory academic progress (SAP) standards as defined by Office of Student Financial Aid and Scholarships.

### **Teacher Assistance for College and Higher Education (TEACH) Grant Program**

This program provides grants up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

TEACH Grant recipients must agree to teach for at least four academic years within eight calendar years of completing the program of study for which a TEACH Grant was received.

**IMPORTANT:** If you receive the grant and fail to graduate or complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan. Please note that loan interest will be retroactive and calculated with an effective date from the original award disbursement. You must then repay this loan to the U.S. Department of Education, with interest charged from the date the grant(s) was disbursed.

## Employment

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### Federal Work-Study Program

Eligibility for the Federal Work-Study Program is determined by established financial need and availability of funds to make awards, at least half-time enrollment and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Student Financial Aid and Scholarships. Students awarded the Federal Work-Study Program are eligible to earn the financial aid amount awarded through a work-study job. Most positions require 15-20 hours of work per week. Students apply directly to the department with the open position listed on the web site. The employing department will select students for interviews based on availability of funds, student work skills, educational background and interest. Eligibility must be determined each term/semester to continue in the Federal Work-Study Program.

### Career Services

Career Services provides a variety of employment opportunities- full-time and part-time and internships off campus to currently enrolled students and alumni. For information, call 972-338-1782.

## Loan Programs

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### Direct Loan Program

All Direct Loans (unsubsidized and, graduate PLUS) are awarded based upon established financial need, at least half-time enrollment and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Student Financial Aid and Scholarships. The Free Application for Federal Student Aid (FAFSA) must be submitted before an award will be determined. Maximum and aggregate limits are imposed based upon classification status. Repayment criteria vary depending upon the time the funds are borrowed.

## Benefits for Veterans

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Students who have served in the military or who are currently serving or dependents/spouses of our veterans may be eligible to receive benefits from the federal Department of Veteran Affairs (VA). For information on benefit eligibility, how to apply and current pay rates please visit <https://benefits.va.gov/gibill/>.

### Current Educational Programs:

- Selected Reserves (Chapter 1606)
- Montgomery GI Bill® (Chapter 30)
- Post 9/11 GI Bill® (Chapter 33)
- Survivors and Dependents Assistance Program (Chapter 35)
- Vocational Rehabilitation and Employment (Chapter 31)

Responsibilities for students under Vocational Rehabilitation and Employment (Chapter 31); Post-9/11 GI Bill® (Chapter 33); Selected Reserves (Chapter 1606); Montgomery GI Bill® (Chapter 30); and Survivors and Dependents Assistance Program (Chapter 35)

1. Apply for benefits at: [www.va.gov](http://www.va.gov).
2. Submit a certificate of eligibility for entitlement to educational assistance. (both veterans and dependents/spouses)
3. Submit the member 4 copy of your DD214. (both veterans and dependents/spouses)
4. Provide us with an unofficial copy of your Military Transcripts and have an official copy sent directly to the school. When you are entering your information on the JST site, be sure to type your name exactly how it is printed on your DD214. (Veterans only)
5. The university may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement. This applies only if you are not receiving 100% of your Post 9/11 benefit, or if you incur miscellaneous fees such as new student orientation, that the VA does not cover.

6. As of December 17, 2021, all Post 9/11 (Chapter 33) and Montgomery GI Bill® (Chapter 30) students will be required to verify their enrollment at the end of every month. Failure to certify your enrollment every month will result in non-payment. Refer to the VA website for information on enrollment verification options based on your chapter benefit: <https://www.va.gov/education/verify-school-enrollment/> or call the VA Education Line: 1-888-442-4551 for additional information.

Additional information concerning veteran benefits can be found at the UNT Dallas Office of the Registrar. The Registrar VA Certification team is located in the Student Center and can be contacted at [VAcertification@untdallas.edu](mailto:VAcertification@untdallas.edu). You can also refer to our website for more information: <https://www.untdallas.edu/registrar/va/>

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### Hazlewood Act for Texas Veterans

Qualifying Texas veterans, and their qualifying dependent spouses and children, may be eligible to receive the Hazlewood Act. The Hazlewood Act is a State of Texas program that exempts tuition and most fees for eligible Texas Veterans and their eligible dependents, at Texas, public post-secondary institutions. Application forms and information on tuition exemptions for qualified veterans, and their dependents, are available online at <https://www.tvc.texas.gov/education/hazlewood/> or our Student Business Services' webpage. For additional information please contact [Hazlewood@untdallas.edu](mailto:Hazlewood@untdallas.edu).

Additional information concerning veteran benefits can be found in the Veterans Success Center. The Veteran Success Center (VSC) is located in the Student Center and can be contacted at [VSC@untdallas.edu](mailto:VSC@untdallas.edu).

## Student Business Services

### Tuition and Mandatory Fees

**Tuition, fees, room and board are subject to increase or decrease without notice by action of the Texas Legislature and/or the UNT System Board of Regents.** Students are responsible for any additional amounts due UNT Dallas resulting from post audits and corrections, including all fees and waivers, i.e., registration assessing errors, changing from off-campus to on-campus classes, invalid employment waivers, etc.

For current information on tuition and fees, visit the Student Business Services website ([untdallas.edu/sbs](http://untdallas.edu/sbs)).

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### Undergraduate tuition rates

**Note: Tuition rates are subject to change**

Visit the Student Business Services website ([untdallas.edu/sbs/tuition-and-fees](http://untdallas.edu/sbs/tuition-and-fees)) for the most current tuition and fee rates.

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### Graduate tuition rates

**Note: Tuition rates are subject to change**

Visit the Student Business Services website ([untdallas.edu/sbs/tuition-and-fees](http://untdallas.edu/sbs/tuition-and-fees)) for the most current tuition and fee rates.

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### Explanation of fees

**Note: Fees are subject to change**

Visit the Student Business Services website: ([untdallas.edu/sbs/tuition-and-fees/explanation-fees.php](http://untdallas.edu/sbs/tuition-and-fees/explanation-fees.php)) for current fees.

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### Mandatory - Incidental fees

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### Student service fee

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## UNT Dallas

Student service fees are assessed in proportion to the number of semester credit hours for which a student registers to cover the cost of student services that directly involve or benefit students.

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### Medical services fee

The medical services fee is used solely to provide medical services to students enrolled at the university.

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### Intercollegiate athletics fee

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Intercollegiate Athletics fee is assessed in proportion to the number of credit hours to cover the cost of UNTD athletics programs, capped at 12 hours.

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### Undergraduate advising fee

The undergraduate advising fee supports the advising function for undergraduate courses.

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### Technology fee

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Technology fee is assessed in proportion to the number of credit hours for which a student registers to defray costs associated with the equipment in the open computer labs.

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### Library fee

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Library fee is assessed in proportion to the number of credit hours for which a student registers to cover the expenses associated with electronic resources, library books, and software.

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### Graduate orientation fee

This fee applies only to graduate students enrolled at UNT Dallas for the first time. The fee is assessed as a one-time charge.

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### Undergraduate matriculation fee

This fee applies only to undergraduate students enrolled at UNT Dallas for the first time. The fee is assessed as a one-time charge. The fee covers the cost of new student admission, online application services, document processing, credit evaluation, and other services associated with the processing and support of new students up to enrollment at UNT Dallas.

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### Other fees

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#### Distance learning fee

A distance education fee is assessed in proportion to the number of credit hours for which a student is enrolled in an online or hybrid course.

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#### Science laboratory fee

## UNT Dallas

A science laboratory fee is assessed to all students enrolled in a science laboratory section. Laboratory fees are collected to cover the cost of materials and supplies used by students in the laboratory.

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### Universities Center at Dallas Fee

Students enrolling for upper-division undergraduate courses or graduate courses offered by the partner universities of the Universities Center at Dallas, may enroll at their home institution for courses offered by the other UCD universities. UCD is located in downtown Dallas.

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### Graduation Application Fee

Students applying for graduation will be charged a one-time \$50.00 per career, non-refundable graduation fee.

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### Orientation fees - New Student

Freshman Students: \$150.00; Transfer Students: \$100.00

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### Replacement ID card

Students receive the first ID card at no cost. Replacement cost for ID cards is \$5.00.

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### Late registration fee

A flat fee of \$50.00 will be charged to students registering during the designated late registration period.

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### Parking fees

Please refer to Parking Services at [police.untdallas.edu/parking-office](http://police.untdallas.edu/parking-office).

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### Graduate Admissions Application Fee

A \$50.00 non-refundable application fee for graduate students.

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### Placement Testing Fee

\$30.00

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### Credit by Exam Fee

UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. Examinations are offered by several UNT Dallas departments. A \$53.00 fee is collected from those students who take credit by examination at UNT Dallas.

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### Option to pay tuition by installment

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# UNT Dallas

UNT Dallas provides for the payment of tuition and fees during the fall, spring, and summer terms/semesters through the following alternatives:

1. Full payment of tuition and fees upon registration or by the payment deadline for early registration; or
2. Selection of the installment plan. By selecting the installment plan, the student understands that it is a contractual agreement and agrees to make the installment payments by the due dates indicated.

The Texas Legislature has the authority to modify or eliminate installment payment of tuition at each regular or called legislative session.

## Non-refundable fee for tuition by installment

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Administrative fee: \$20.00

**Note:** A \$20.00 non-refundable administrative fee will be charged each semester the installment plan is selected. Students who choose the installment plan option recognize they are in a contractual relationship and accept the terms of the installment plan contract.

**A student who fails to make payment of tuition and fees (including any incidental fees) by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the term/semester may be denied credit for the work done that term/semester.**

See Student Business Services at [untdallas.edu/sbs/payments/installment-plan](http://untdallas.edu/sbs/payments/installment-plan) for installment plan information.

## Tuition and fees payments

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Credit card payments (MasterCard, Visa, American Express and Discover) and echeck payments may be made through self-service at [MyDallas.unt.edu](http://MyDallas.unt.edu). Credit and debit card payments are assessed an additional 2.79% service fee to cover the processing cost for the payment. Electronic checks (echeck) are accepted with no additional fee.

Tuition and fee payments also may be made by personal check, money order, cashier's check, or cash at Student Business Services at the Student Center. Student Business Services requires the student identification number to be recorded on all check and money order payments made in person.

Account balances and schedule information may be obtained through self-service at [MyDallas.unt.edu](http://MyDallas.unt.edu).

## Cash Payments

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Cash payments are accepted only at Student Business Services at the Student Center. Please do not mail cash payments.

## Tuition and fee policies

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Tuition covers undergraduate and graduate work. Students must purchase their own textbooks and supplies.

Fees charged for late registration and miscellaneous items are noted in the Explanation of Fees section.

## Full-time tuition rate information

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### (Timely graduation tuition program)

At UNT Dallas, **full-time undergraduate** students **pay the same amount** for university tuition and fees in a fall or spring semester regardless of how many hours they take. Students are considered full-time once they register for 12 hours or more. More information is available at [untdallas.edu/sbs/tuition-and-fees](http://untdallas.edu/sbs/tuition-and-fees).

## Student financial obligation agreement

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Students are required to accept the Student Financial Obligation Agreement, prior to initial registration for each term of enrollment.

## Tuition charged for excess and repeated credit hours

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Undergraduate students who attempt 30 or more semester credit hours beyond the minimum number of hours required for completion of their degree program will be charged additional tuition amounts. Hours attempted by students who enrolled initially in the 1999 fall semesters are exempt.

Undergraduate students who enroll in certain courses more than twice will be charged additional tuition amounts. Please refer to [registrar.untDallas.edu/registration/excessive-hours](https://registrar.untDallas.edu/registration/excessive-hours) for specific information.

## Residency Regulations for Tuition Purposes

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A student's state of residency is determined prior to first enrollment in accordance with rules and regulations established by the Texas Higher Education Coordinating Board. Detailed information on residency is available at the state website [www.collegeforalltexas.com](http://www.collegeforalltexas.com). New students may contact the Office of Admissions for detailed residency information. Current UNT Dallas students should contact the Office of the Registrar. Students who are not legal residents of Texas must pay nonresident tuition, including the statutory tuition charges and standard university fees approved by the Board of Regents. Admission requirements for nonresidents are the same as for resident students.

Certain residency exceptions do not affect actual residency status but do allow for a nonresident tuition exemption. Refer to "[Tuition and Fee Waivers](#)" in this section for further information.

## Responsibility of the student

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Once admitted to UNT Dallas, students are notified of their residency classification. Students are responsible for providing accurate residency information to the Office of the Registrar. Any questions concerning residence must be discussed with residency determination officials in the Office of Admissions and/or the Office of the Registrar prior to registration.

Any student incorrectly classified as a resident will be reclassified and required to pay out-of-state tuition due. Attempts to evade nonresident fees may subject the student to the statute penalty and possible disciplinary action.

## Change of status nonresident to resident

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A student who is at any time classified as a nonresident retains nonresident status until reclassification with the Office of the Registrar and the application approved.

## Change of status from resident to nonresident

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Students who are classified as residents but become nonresidents by virtue of any address change must notify the Office of the Registrar of such change immediately. Students who believe they have been erroneously classified have the opportunity for appeal to the office that classified the residency: the Office of Admissions or Office of the Registrar.

## Tuition and fee waivers/exemptions

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## UNT Dallas

Several exemptions and waivers are available to qualifying students who meet the specific state requirements for each individual waiver or exemption. Waiver/exemptions refunds must be requested during the term/semester application is made. Such requests must be made prior to the 12th class day in long terms/semesters, the 4th class day in the summer sessions (except 3W1), 2nd class day in 3W1. Requests for retroactive refunds are not honored. Information regarding waivers and exemptions is available at Student Business Services or at [untdallas.edu/sbs/waivers-and-exemptions](https://untdallas.edu/sbs/waivers-and-exemptions). Posted waivers are subject to post audit and correction.

### Exemptions and waivers

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For a complete list, please see: [untdallas.edu/sbs/waivers-and-exemptions](https://untdallas.edu/sbs/waivers-and-exemptions).

### Tuition and fee adjustments

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A student who drops a course or withdraws from the university within certain time periods may be entitled to a tuition adjustment. These adjustments are calculated according to the category (drop or withdrawal) and time schedule listed at [Tuition Adjustments | Student Business Services](#). Tuition Adjustment periods and rates are subject to change by the state legislature. Delinquent payment fees, late registration charges, and installment administrative fees are non-refundable. Any financial obligation to UNT Dallas must be resolved before any adjustments will be made.

### Class drop adjustments

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Tuition Adjustments are made for any course dropped through the 12th class day for the long term/semester; corresponding dates are set for 8 week and summer terms/sessions. See the Academic Calendar at [registrar.untdallas.edu/academic-calendars](https://registrar.untdallas.edu/academic-calendars) for specific dates. The semester's first-class day is always the first official university day of classes and not the first day of an individual's class.

**Note:** If all classes for the semester are dropped, see "Schedule of Withdrawal Refunds" in this section.

Students applying for financial aid are required to notify Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

### Withdrawal from the university

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Withdrawal refunds are determined by the number of enrolled semester credit hours at the time of withdrawal. Withdrawal percentages are applied to the total amount of tuition and fees as prescribed by state law, not the amount paid. The withdrawal schedule and percentages of refund shown below pertain to total withdrawal from the term/semester and are mandated by the state legislature. The term/semester's first class day is always the first official university day of classes and not the first day the individual attends class. A withdrawal refund is based on the day of withdrawal, regardless of the date the class first meets.

Additional information may be found at [untdallas.edu/sbs](https://untdallas.edu/sbs) or by contacting Student Business Services.

The withdrawal schedule and percentage of a pro-rata refund pertain to total withdrawal from the term/semester and are mandated by federal law. Please contact Financial Aid and Scholarships regarding pro-rata refund schedules and percentages.

### Schedule withdrawal refunds

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Please see tuition adjustments at [untdallas.edu/sbs/tuition-and-fees/tuition-adjustments](https://untdallas.edu/sbs/tuition-and-fees/tuition-adjustments) and important dates at [untdallas.edu/sbs/important-dates](https://untdallas.edu/sbs/important-dates)

**\*Note: Some fees are non-refundable.**

Delinquent payment fees, late registration charges, publication fees and installment administrative fees are non-refundable.

## Tuition rebates for certain undergraduates

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Section 54.0065 of the Texas Education Code provides up to a \$1,000 tuition rebate to resident undergraduate students. To be eligible for a rebate under this program, a student must:

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for course work related to a first baccalaureate degree received from a general academic teaching institution.
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
4. If enrolled for the first time in Fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in a program determined by the Texas Higher Education Coordinating Board to require more than four years to complete; and
5. Have attempted no more than 3 hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student will graduate.

Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purpose of this program, only the number of semester credit hours earned exclusively by examination in excess of 9 semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Effective for students who enroll for the first time in Fall 2005 or later, an otherwise eligible student may be eligible for a tuition rebate without satisfying the requirements of item 4 above if the student is awarded a baccalaureate degree and the institution determines that the student's failure to comply was caused by a demonstrated hardship condition.

For additional information concerning tuition rebates, contact the Office of the Registrar or your academic advisor.

## General financial policies

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UNT Dallas is a state-assisted institution subject to state laws. Extension of credit is prohibited and all financial obligations to the university must be paid when due. Tuition, fees, and room and board are subject to change by action of the Texas Legislature or the Board of Regents of UNT.

## Correction of errors

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Students are responsible for any additional amounts due UNT Dallas resulting from auditing and correction of records after registration fees have been paid including all registration assessment errors, change from off-campus to on-campus classes, invalid employment waivers, etc.

## Payments by Third Party

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Checks issued by a third party in payment of a student's tuition, fees or other charges made by UNT Dallas should be made payable to UNT Dallas. The student's name and/or student ID number should be included on the payment.

## Returned Checks

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A returned check is defined as any check/e-check, similar sight order or electronic bank draft returned to the university unpaid due to no fault of the bank or the university.

## UNT Dallas

Upon receipt of a returned check/e-check, notification is mailed to the issuing party or the individual in whose behalf the check/e-check was issued. The address on the check/e-check and/or the address in the official university records is used. The check/e-check is payable on or before 10 business days from the date of the notice. Only cash, cashier's check or money order is accepted for payment of the returned check and service charge (\$25 per check).

A student may be withdrawn immediately from the university if payment is not made within the stated time period. DO NOT stop attending classes unless you receive official notification of your withdrawal. Notification of withdrawal is made to the address on the check/e-check and/or the address in the official university records.

Check/e-check issuing privileges are suspended while any returned check/e-check and/or service charge are outstanding.

If the university receives three or more returned checks during an academic year, the check-issuing privileges of the individual are revoked.

If all attempts to collect a returned check have failed, civil or criminal legal action may be taken in accordance with Texas state law (Sections [31.06](#) and [32.41](#) of the Texas Penal Code).

### Stop-payment on tuition checks

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A student who has not already done so, will be withdrawn from UNT Dallas on the date the returned stop-payment check is received by UNT Dallas. A returned check service charge (\$25 per check) will be assessed. Tuition refund charges are based on normal refund policy.

If a student wishes to be withdrawn, the Office of the Registrar should always be contacted as soon as possible.

### Hazlewood Act for Texas Veterans

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Information on tuition exemptions and other veterans educational benefits is available online at <https://www.untDallas.edu/sbs/payments/hazlewood.php>

## Student Code of Conduct

### Code of Student Rights and Responsibilities, and Conduct

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The following section includes, in its entirety, university policy on the Code of Student's Rights, Responsibilities and Conduct. This policy is an articulation of the University's commitment to recognize and support the rights of its students and to provide a guide for defining behaviors that the University may consider a violation of such policies. It is not, however, meant to be an exhaustive list of all actions which may be considered misconduct. Information related to the Code of Academic Integrity can be found in the Academic Regulations section of this catalog.

### Policy Statement:

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The University of North Texas at Dallas, as a student-centered public University, has established standards of conduct to foster an educational environment conducive to learning and development. Students and University student organizations are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the University community. The standards of conduct outlined in the Code of Student Conduct have been developed to ensure the well-being, honor and dignity of all who live, learn and work in our educational community.

### Application of Policy:

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The Code of Student Conduct ("the Code") applies to all individuals who apply for admission to, enroll in and matriculate or graduate from the University of North Texas at Dallas (UNT Dallas), student organizations, and to conduct that occurs on the premises of UNT Dallas, at any location, program or other activity sponsored by or associated with UNT Dallas sponsored activities. The policy also applies when conduct that occurs off-campus adversely affects or has a reasonable likelihood of adversely affecting the educational environment or UNT Dallas community and the pursuit of its objectives. The Code continues to apply even if a student withdraws from the University during the conduct process or is not otherwise enrolled. Students are responsible for their conduct from the time of admission for admission to the University through the award of a degree.

## Definitions:

1. **Advisor** - An individual selected by either a Complainant or Respondent to provide guidance, advice, or support to the student through the conduct process.
2. **Antisemitism** - A certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.
3. **Assistant Vice Chancellor of Equal Opportunity (AVCEO)** - The Assistant Vice Chancellor of Equal Opportunity leads the office that investigates alleged discrimination, harassment, sexual misconduct and related retaliation. The AVCEO or designee will review reports regarding these behaviors. The AVCEO or designee will review findings of sexual misconduct, domestic violence, dating violence, stalking and retaliation regarding these behaviors when requested by the Complainant or Respondent.
4. **Bullying/Cyberbullying** - Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. Activities protected by freedom of expression will not be considered violations of the Code of Student Conduct.
5. **Code of Student Conduct ("the Code")** - The official university policy that sets out the rights and responsibilities of UNT Dallas students and student organizations, as defined by this policy, the manner in which students and student organizations are expected to conduct themselves at all times, and the procedures established to fairly address conduct that departs from these standards.
6. **Complainant** - An individual who may have been the subject of conduct prohibited under the policy regardless of whether the individual reports the conduct.
7. **Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) while at UNT-Dallas.
8. **Conduct Process** - The procedures provided in the Code from the initial notice of complaint through final resolution to consider whether a student or student organization has engaged in misconduct, and whether conduct sanctions should be imposed.
9. **Consent** - Words or actions that show an active, knowing and voluntary agreement to engage in sexual activity. Consent cannot be gained by force, coercion, manipulation, threats, or by taking advantage of the incapacitation of another when the individual knows or reasonably should know of such incapacity by use of alcohol or drugs. Consent is absent when the activity in question exceeds the scope of previously given consent, or the person is unconscious or otherwise unaware that the prohibited conduct is occurring. Consent may be revoked at any time.
10. **Dating Violence** - Abuse or violence, or threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.
11. **Day** - Day means calendar days unless otherwise stated in the policy.
12. **Dean of Students (DOS)** - The University official responsible for administering the student conduct process in accordance with the Code, for maintaining student conduct records, and for assisting students in resolving conflicts.
13. **Domestic Violence** - A felony or misdemeanor crime of violence (including threats or attempts) committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the violence occurred.
14. **Findings** - The outcome of an investigation or conduct case determining whether a student will be held responsible or not responsible for a violation of the Code.
15. **Good Conduct Standing** - Status in which a student is fully eligible to participate in University activities and privileges.
16. **Harassment** - Unwelcome verbal or physical conduct because of race, color, national origin, ethnicity, religion, sex, age, disability, genetic information, or veteran status when such conduct creates an intimidating, hostile or offensive environment and sufficiently severe, pervasive or persistent that it interferes with a student's ability to participate in or benefit from educational programs or activities.
  - a. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of harassment for the purpose of this policy. To constitute a policy violation, the conduct must create a work or educational environment that would be intimidating, hostile, or offensive to reasonable people.
  - b. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs, lewd propositions, physical assault, impeding or blocking movement, offensive touching or any physical interference with normal work movement, and visual insults, such as derogatory pictures or cartoons.
17. **Investigation Process** - The procedures provided in the Code to ascertain whether incidents involving misconduct may require investigation by The Office of Community Standards to determine whether to initiate the conduct process.
18. **Misconduct** - Behavior that violates the standards put forth in this policy.
19. **No-Contact Order** - Administrative directive issued by the Office of Community Standards prohibiting contact between individuals. The directive may be given as an interim measure during an investigation or as a sanction.
20. **Notice of Complaint** - The initial document in the conduct process that identifies alleged misconduct in violation of the Code, and directs the student to schedule a meeting between the student and a DOS Representative.
21. **Notice of Disciplinary Sanctions** - A document in the process that identifies conduct sanctions based on a violation of the Code.

22. Office of Community Standards (OCS) - The University department under the Dean of Students Office responsible for administering the Code, maintaining student conduct records, and educating and assisting students in resolving conflicts with one another.
23. Preponderance of the Evidence - The amount of information necessary to establish whether an allegation is more likely than not to have occurred (i.e. more likely true than not true). Preponderance of the evidence also is referred to as the greater weight of the evidence.
24. Respondent - An individual or student organization identified as possibly having engaged in conduct prohibited under the Code regardless of whether a formal complaint is made.
25. Retaliation - Taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in, in any manner, an investigation, proceeding, or hearing under this policy and procedure. Retaliation also includes filing a complaint or other action against an individual for alleged violation of University policy unrelated to sexual harassment but arising out of the same facts or circumstances as a report of sex discrimination or sexual harassment, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy.
26. Review - An opportunity for a student to seek Review of a finding of responsibility and sanction of expulsion or suspension by the Committee on Student Conduct. Student must request a review to appeal through the Committee. A subsequent and final Review may be made to the Vice President of Student Affairs & Enrollment Management (VPSAEM).
27. Sanctions - Disciplinary actions used to communicate to a student the seriousness of their actions. Sanctions are designed to be educational and are issued to hold the responsible student appropriately accountable and to connect students with appropriate resources and tools that can help promote growth and learning.
28. Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape.
29. Sexual Coercion - The use of manipulation or threat to force someone to engage in a sexual act.
30. Sexual Exploitation - Taking non-consensual or abusive sexual advantage of another for another's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including, but not limited to, non-consensual video or audio- taping of sexual activity, undetected viewing of another's sexual activity or other types of sex-based voyeurism.
31. Sexual Harassment - Unwelcome verbal, nonverbal or physical conduct of a sexual nature that:
  - a. in the employment context unreasonably interferes with the person's work performance or creates an intimidating, hostile, or offensive work environment; or
  - b. in the education context is sufficiently severe, persistent or pervasive that the conduct interferes with a student's ability to participate in or benefit from the university's educational programs or activities. For purposes of this policy, conduct is sufficiently severe, persistent or pervasive in the education context if its frequency, or threatening or humiliating nature unreasonably interferes with or limits the student's ability to participate in or benefit from the university's educational program or activity, including when the conduct reasonably creates an intimidating, hostile, abusive or offensive educational environment.

Examples of unwelcomed conduct that may constitute sexual harassment under this policy (regardless of the medium or platform) include but are not limited to:

  1. repeated requests for dates, sexual flirtations or propositions of a sexual nature;
  2. subtle pressure for a sexual relationship;
  3. sexist remarks about a person's clothing, body or sexual activities;
  4. unnecessary touching, hugging or brushing against a person's body;
  5. direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, grades, or letter of recommendation;
  6. comments of a sexual nature that cause humiliation, such as use of inappropriate terms of address;
  7. sexual assault; and
  8. sexually explicit or sexist comments, questions or jokes.
32. Sexual Misconduct - Conduct including sexual harassment, sexual exploitation, sexual assault, domestic violence, stalking, and sexual violence.
33. Stalking - A course of conduct directed at a person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
34. Student - An individual who has applied for admission or readmission to the University of North Texas at Dallas, who is registered or enrolled in one or more courses at the University, or who currently is not enrolled but has continuing academic relationship with the University.
35. Student Conduct Hearing Board ("Hearing Board") - A group convened at the request of a student or student organization for the purpose of providing an opportunity for impartial evaluation of alleged violations of misconduct and sanctions.
36. Threat - Written or verbal communication and/or action, whether intentional or reckless, that by its nature causes a reasonable expectation of injury to any person or damage to any property.
37. Title IX Coordinator - University employee designated by the President to implement, monitor, and enforce the University's Title IX program. In this policy, reference to the Title IX Coordinator also means their designees.
38. University - The University of North Texas at Dallas.
39. University Community - The collective group of students, faculty, staff, and any other person employed by or contributing to the University
40. University Premises - All land, buildings, and portion of buildings owned or leased by the University or a component of the UNT System.

41. University Privilege - A benefit that is granted by the University or enjoyed by students, including but not limited to, residing in University housing, participating in social events or University sponsored activities, holding student leadership positions, and membership in student organization(s).
42. University Sponsored Activity - All functions, events, and programs on the University premises or conducted under the authority of the University.
43. University Student Group/Student Organization ("Student Group" or "Student Organization") - A group of students who share a common interest and who are registered as a recognized student group in accordance with student organization policies. or the purposes of this policy, Student Group is synonymous with Student unless otherwise specified.
44. Vice President for Student Affairs & Enrollment Management (VPSAEM) - Vice President designated by the President to provide authority to the DOS to administer the Code of Student Conduct and to be the final authority over the review process.

## Procedures and Responsibilities:

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### A. Student Rights

The University is an academic community in which all persons share responsibility for its quality and wellbeing. As members of the University community, students can reasonably expect all the guarantees and protections afforded students of public institutions, including:

- a. The right to fair and equitable process in all matters concerning the Code.
- b. The right to exercise their privileges and responsibilities as student
- c. The right to be free from discrimination on the basis of race, color, sex, age, religion, national origin, disability, or veteran status.
- d. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.
- e. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent such activities do not disrupt the academic and administrative functions of the University. The University reserves the right, in accordance with federal and state law, to approve the time, place and manner of such activities.
- f. The right to participate in the formulation of policy directly affecting students when allowed by law.
- g. The right to participate in student organizations within the University.
- h. The right to ready access to established University policies and procedures.

Responsible Party: Office of Community Standards

### B. Student Rights in the Conduct Process

When a student is charged with an alleged violation of the Code that student has the right to:

1. Receive notice of the alleged violation(s), know who to contact for a meeting, and the date by which that contact must occur.
2. Present information in response to the allegations of misconduct, including an oral and written statement, witnesses, documents, and any other information that reasonably responds to the allegations.
3. Be accompanied by an advisor. Advisors may not speak or participate directly in the conduct process.
4. Choose to not participate or answer questions in a meeting.
5. Ask questions of any statements or witnesses presented.
6. Review by impartial officials and students participating in the conduct process.
7. Appeal the findings, suspension, and expulsion as allowed by the Code.

### C. Student Responsibilities

1. Witnesses of Student Conduct Violations Members of the UNT Dallas community are strongly encouraged to participate in any conduct proceedings and to appear as witnesses when reasonably notified.
2. Guests of University Students  
Guests must adhere to all University rules, and the hosting student is responsible for all guests' actions. It is the responsibility of the host to inform the guests of these rules. The host can be held financially responsible for the actions of a guest, as well as face Code charges for any guests' behavior. In the University's sole and absolute discretion, guests may be prohibited from entering University premises.
3. Amnesty Protocol:

At UNT Dallas, the health, safety and welfare of our students and community are paramount concerns. As such, all UNT Dallas students are expected to alert appropriate officials in the event of any health or safety emergency –specifically including those involving the abuse of alcohol or drugs. Because the University understands that fear of possible disciplinary actions may act as a barrier to students seeking requests for emergency assistance, the University has adopted the following Amnesty Protocol to alleviate such concerns and promote responsible action on the part of students. In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected:

1. to contact emergency officials by calling 911 to report the incident
2. to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and
3. to meet with appropriate University officials after the incident and cooperate with any University investigation.

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged conduct violations by the reporting student that may have occurred prior to or contemporaneously with the emergency situation. In some situations, this may mean that no University disciplinary action is taken or no disciplinary sanctions are imposed, but the incident will be documented, and educational, community, and health initiatives –as well as contact with a student’s parent(s) or guardian(s) –may be required.

The protocol does not preclude or prevent action by police or other local authorities. Nor does this protocol preclude disciplinary action regarding other violations of the Code, such as causing or threatening physical harm, sexual misconduct, property damage, harassment, hazing, etc. Failure of students to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations, or policies.

## D. Student Organization Responsibility

University student organizations (“Student Groups”) are expected to conduct themselves in a manner consistent with the University’s function as an educational institution. Student Groups must observe all international, federal, state and local laws and University policies, including the Code, both on and off campus. A student group will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible conduct action towards the organization. There is no minimum number of organization members who must be involved in an incident before conduct action may be taken towards the entire organization. Student groups found in violation of the Code are subject to the same procedures and sanctions as individual students.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the Student Group President or other leader with a copy to the campus advisor as well as the appropriate Student Affairs Staff member. Student organizations are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

## E. Student Records

Student records will be maintained in accordance with the Family Educational Rights and Privacy Act (“FERPA”) of 1974 and the U.S. Department of Education’s guidelines for implementation. Academic and conduct records will be maintained separately.

Transcripts of academic records will contain information concerning academic status, including disqualification for academic reasons, expulsion, suspension and revocation of admission for conduct reasons. With the exception of records relating to expulsion, suspension and revocation of admission, all conduct records will be destroyed seven (7) years after the date of the incident. Records relating to expulsion, suspension and revocation of admission will be held permanently.

## F. Categories of Misconduct:

a. Dishonest conduct, including but not limited to-

1. Intentionally furnishing false or misleading information to the University or a University official.
2. Forging, altering or misusing any University document or instrument of identification.
3. Intentionally interfering with any election process.
4. Failure to fulfill financial obligation(s) to the University.
5. Misrepresenting oneself as a University official.

b. Conduct affecting the University community, including but not limited to-

1. Interfering with University or University-sponsored activities, such as teaching, learning and research, including study abroad.
2. Interfering with any University emergency or public safety functions, such as fire, police, or emergency services.
3. Engaging in disorderly or obscene conduct.
4. Breaching the peace, or aiding, abetting, or inciting another to breach the peace.
5. Failing to comply with a reasonable directive of a University official, including campus police and DOS officials acting in performance of their official duties.
6. Engaging in the following disruptive activity:

1. Obstructing or restraining a person from exiting or entering the campus or a facility.
2. Seizing control of a building or portion of a building in interference with an administrative, educational, research, or other authorized activity; or
3. Preventing or attempting to prevent by force or violence or the threat of force or violence an individual from engaging in expressive activity or participating in a lawful assembly conducted in accordance with University policy
4. This section should not be construed to infringe on any right of free speech, assembly or expression guaranteed by the Constitutions of the United States and Texas.

c. Conduct affecting property or services, including but not limited to –

1. Theft of property or services or knowingly possessing stolen property.
2. Intentional or reckless destruction or damage to University property or the property of others.
3. Unauthorized possession, duplication, or use of access devices to University property.
4. Unauthorized entry onto or use of University premises.

d. Conduct affecting intellectual property and academic integrity including but not limited to –

1. The use or distribution of the original work of another (whether copyrighted or not copyrighted) without the express consent of the owner
2. The use or distribution of a trademark, including the University trademark, without the express written consent of the owner.
3. Using the words or ideas of another, from the internet or any source, without proper citation of the source(s), commonly called plagiarism
4. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes but is not limited to:
  1. Providing or receiving aid in connection with any academic assignment;
  2. Use or possession of any means to copy or photograph materials used or intended for academic evaluation for use during the evaluation or assignment;
  3. Communication in any manner with another student;
  4. Working with others on graded coursework, including in- class, on-line and take-home examinations; or
  5. Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
5. Turning in the same work in more than one class or when repeating a class, unless permission is received in advance from the instructor
6. Falsifying information for inclusion in an assigned paper, project or exercise
7. Attempting to influence or change any academic evaluation, assignment or academic record for reasons having no relevance to academic achievement.
8. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
9. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment
10. Facilitating, permitting or tolerating any of the above-listed items

e. Conduct affecting University computing resources or technology resources, including but not limited to –

- i. Unauthorized access, unauthorized use or misuse of University technology resources, systems or data.
- ii. Disrupting University technology operations, or the availability of technology resources.
- iii. Using another individual's identification, password, or other credentials to access University technology resources.
- iv. Unauthorized sharing of copyrighted materials through electronic means.
- v. Initiating or contributing to attacks against external networks or University systems.

f. Conduct affecting health, safety or welfare, including but not limited to –

i. Engaging in physical or verbal abuse, fighting, threats, intimidation, coercion, bullying, harassment or any other conduct that threatens or endangers the health, safety, or welfare of any person. Speech protected by the Constitutions of the United States and Texas is not a violation of this provision but fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech.

1. UNT Dallas recognizes that some constitutionally protected speech may be considered offensive by some or all viewers/listeners. An expressive activity does not automatically rise to the level of denying constitutional, statutory, or legal rights of others solely because viewer/listener is offended by the idea presented. However, expressive activities that interfere with the legal rights of others are not permitted.

ii. Hazing is any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization, including:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body, or similar activity;
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code, Student Code of Conduct, other university policies; or
4. Involves coercing the student to consume

a. A drug; or

b. An alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

5. Any act that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

iii. Arson or unauthorized use or possession of ammunition, firearms, explosives, or other objects that are dangerous or flammable or that could cause damage by fire or explosion to persons or property.

iv. Illegal use, possession, sale, manufacture, distribution or control of chemical precursors, controlled substances, controlled substance analogues, or dangerous or illegal drugs; misuse or unauthorized possession of a legal drug or other substance which could cause harm to the user; abuse or misuse of prescription medications; possession of drug paraphernalia; or encouraging or being a party to any of the above.

v. Public intoxication, driving under the influence, driving while intoxicated, or use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and University policy

vi. Tampering with or misuse of security or safety equipment

vii. Falsely reporting an emergency or threat.

viii. Engaging in acts of sexual misconduct, sexual assault, sexual coercion, sexual harassment, sexual exploitation, dating violence, domestic violence, or stalking as defined by state, federal laws and University policy.

ix. Recording another person, without consent, in a location intended to provide privacy to the person using the area.

g. Violations of federal, state or local laws (whether convicted or not) or other University policies.

h. Interfering with the conduct process; including but not limited to –

i. Engaging in retaliation.

ii. Failing to comply with sanction(s) assigned under the Code or sanction(s) otherwise assigned by the University, including failing to comply with any “no contact” order.

iii. Falsifying or misrepresenting information at any stage of the conduct process, or knowingly initiating a false complaint to OCS. iv. Planning or facilitating misconduct.

v. Trespassing, forcefully entering and/or occupying University-owned, leased or controlled premises without authorization

## G. Sanctions for Misconduct

Any student found to have engaged in misconduct may be assigned sanction(s). The sanctions are designed to engage students in critical reflection of their choices, as well as educate and develop students through a process of accountability that promotes integrity, responsibility, and growth. The Office of Community Standards OCS will consider the nature of the misconduct, the impact of the misconduct on the University community, the circumstances surrounding the misconduct, and previous sanctions assigned to others for similar misconduct in determining sanctions. Repeated misconduct may result in more serious sanctions, including suspension or expulsion.

a. Warning-

1. Written notice that the student has violated the Code and must not engage in future misconduct.
2. No impact on Good Conduct Standing.
3. A student may request reconsideration based on new information that was not available at the time of the conference.
4. Not subject to review.

b. Conduct Probation-

i. Written reprimand for a violation of the Code.

ii. Conduct Probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of University policy and a violation of the probation.

iii. Expires automatically after the period determined by the DOS Representative; however, a more severe sanction will likely be assigned if the student violates the Code again during that period.

iv. Impacts Good Conduct Standing.

v. Not a permanent conduct record.

vi. No more than three Conduct Probation sanctions may be imposed on a student prior to that student being removed from the University community, though the student may be removed prior to this condition.

vii. A student may request reconsideration based on new information that was not available at the time of sanction.

viii. Not subject to review by Conduct Hearing Board.

c. Student Suspension-

i. Removal from the University for a specified period. A suspended student will be removed from enrollment, prohibited from entering University premises and blocked from future class registration until reviewed and approved by OCS.

ii. A suspended student is not in Good Conduct Standing during the suspension period. Lost privileges will be restored at the completion of the designated suspension period at the discretion of the DOS Representative.

iii. Suspension is noted on the student's transcript until all conditions of the sanction are met. The notation will be removed if the sanctions are completed and the student submits a request for the removal of the transcript notation of suspension to the OCS.

iv. A suspended student must meet with a DOS Representative after the suspension period is over to be reinstated to the University and trespass lifted.

v. A suspended student may request reconsideration based on new information that was not available at the time of the conference.

vi. A suspended student may request review by the Conduct Hearing Board.

d. Student Group Suspension-

i. Removal of privileges and recognitions afforded to student groups for a time period determined by the DOS Representative.

ii. Student groups will not be permitted to participate as a recognized Student Group in University activities or sponsor any activities representing the University.

iii. Student groups may submit a request to the OCS for reinstatement after the suspension period is over.

iv. A Student Group may request reconsideration based on new information that was not available at the time of the conference.

v. The Student Group may request review by the Conduct Hearing Board.

e. Expulsion-

i. Permanent removal from the University. An expelled student will be permanently barred from enrollment and permanently prohibited from entering any University premises.

ii. An expelled student's Good Conduct Standing is permanently removed.

iii. Expulsion is permanently noted on the student's transcript.

iv. An expelled student may request reconsideration based on new information that was not available at the time of conference.

v. An expelled student may request review by the Conduct Hearing Board.

f. Additional Sanctions-

i. Education workshops, or other assignments designed to educate a student about the potential impact of misconduct and to prevent recurring misconduct.

ii. Reflection letter of understanding

iii. Any other sanctions assigned by the Office of Community Standards that is meant to be educational in nature.

iv. Sanctions assigned under this section have no impact on a student's Good Conduct Standing. v. Failure to comply with the sanction assigned under this section may result in further discipline.

g. Loss of Privileges-

i. A temporary or permanent loss of University privileges, including the opportunity to join or hold a leadership position in a Student Group, participate in study abroad programs, register as a student group, or participate in social or extracurricular events.

ii. No impact on Good Conduct Standing

iii. Loss of Privileges is not subject to review unless it is assigned in combination with another reviewable sanction.

iv. A student may request reconsideration based on new information that was not available at the time of the conference.

h. Residence Hall Removal-

i. A temporary or permanent removal of a student from a specific residence hall or from all University housing and any connected dining facilities.

ii. No impact on Good Conduct Standing.

iii. A student may request reconsideration based on new information that was not available at the time of the conference.

i. Administrative Conduct Hold-

i. A status documented in the Registrar's official file that precludes the student from registering for classes and accessing official transcripts until clearance from the OCS or the DOS.

## H. Investigation and Conduct Procedures

OCS will review all alleged violations of the Code without regard to any related arrest or pending criminal or civil proceeding. OCS may conduct an investigation based on the nature of the allegation.

### a. Title IX & Sexual Misconduct Investigations.

i. Allegations of violations of the University's Sexual Misconduct Policy (16.005) shall be investigated by the Title IX office or designee. If there are findings of a violation, the case will be transferred to OCS for sanctioning under the Code.

ii. Sanctions for Sexual Misconduct or Title IX will be assigned in accordance with minimum sanctions as outlined in the Code. Additional or more severe sanctions may be assigned based upon the specific facts of the case. The DOS Representative will determine sanctions and notify both the Respondent and the Complainant of the outcome. If the assigned sanction results in suspension or expulsion, either party may request review to the Vice President of Student Affairs within five (5) days after the notice of sanctions.

iii. If a student withdraws or graduates from the University before the completion of an investigation, the Title IX Coordinator will determine the status of the investigation.

### b. Conduct Process.

#### i. Meeting Process.

Notice of Complaint – If, upon review of an incident report or other information of alleged misconduct, OCS believes a Respondent may have violated the Code, the DOS Representative will send the Respondent a Notice of Complaint. The Notice will:

1. Inform the Respondent of the date and location of the alleged misconduct and the specific section of the Code that may have been violated, as well as specific details of the allegation
2. Meeting will be scheduled with the Respondent and a DOS Representative in to discuss the alleged misconduct.
3. Inform the Respondent they may request the report of the OCS investigation, if an investigation was conducted.
4. Be sent to the Respondent using their university-assigned email address or mailing address on file with the University. Students are responsible for maintaining a current mailing address with the University Registrar and for checking their university-assigned email on a regular basis.

#### ii. Initial Meeting

1. An initial educational meeting occurs that allows for the resolution of alleged misconduct. A DOS Representative meets with the Respondent to discuss the alleged misconduct, determine whether the Respondent has violated the Code, and if so, what sanctions are appropriate. The Respondent may present information regarding the alleged misconduct including witnesses, documents, or any other information the Respondent believes will assist the DOS Representative in making a determination regarding the alleged misconduct and an appropriate sanction, if found responsible.

2. Respondents may be accompanied by an advisor, including an attorney. However, the Respondent must speak on their own behalf. The advisor may speak privately to the Respondent during the process but may not speak on behalf of the Respondent. The DOS Representative may dismiss any advisor who interferes with a Respondent's ability to speak on their own behalf. If a Respondent intends to be accompanied by an attorney, the Respondent must notify the DOS Representative at least two (2) days prior to the conference so the University can arrange for a representative from the Office of General Counsel to be present at the conference.

### c. Notice of Findings and Sanctions

i. If the DOS Representative finds that a Respondent engaged in the misconduct set out in the Notice of Complaint, the DOS Representative will inform the Respondent of the decision, the reason(s) for the decision, and the assigned sanction(s). Additionally, if the Respondent acknowledges engaging in misconduct that was not included in the Notice of Complaint, the DOS Representative may find the Respondent responsible for the misconduct and assign sanctions based on all information obtained during the conduct process. The DOS Representative will also notify the Respondent about any process for review or reconsideration, if applicable.

ii. If the DOS Representative determines that the Respondent has not violated the Code, DOS Representative will notify the Respondent in writing and take no further action.

#### iii. Effective Date of Conduct Sanction

1. Assigned sanction(s) will take effect five (5) days after delivery of the Notice of Findings unless a request for reconsideration or review is received by SCCS in accordance with this policy. If the SCCS receives a request, the sanction will not take effect until the reconsideration or review is completed.

#### iv. Request for Reconsideration or Appeal

1. The Respondent may ask the DOS Representative to reconsider the finding(s), the assigned sanction(s), or both based on new information that reasonably may change the finding(s) or sanction(s). The request must be submitted in writing within five (5) days after delivery of the notice of findings. The time for requesting reconsideration may be extended by the DOS Representative in the interest of fairness.

#### v. Request for Review by Hearing Board

1. A Respondent who has been assigned suspension or expulsion may request review before the Student Conduct Board by submitting a request within five (5) days after delivery of the Notice of Conduct Findings.

### d. Student Conduct Board

i. Authority of the Committee— In cases of misconduct where the assigned sanction is suspension or expulsion, the Student Conduct Board may review both the findings and assigned sanctions.

ii. Composition of the Committee— The Committee is comprised of three (3) members: one (1) member from the UNTD faculty, one (1) member from the UNTD student body, and one (1) staff member from UNTD or the UNT System Administration. OCS will select an additional individual to serve as Chairperson for the Committee. The Chairperson will preside over the Committee and, in accordance with this policy, make all decisions regarding review procedures, including the introduction and exclusion of information, requests to extend time, and overall management of the proceeding. The Chairperson may participate fully in all reviews but will not vote.

iii. Challenge to Committee Members and Chairperson— The Respondent may challenge one or more committee members based on a concern that the member cannot make an impartial decision. Requests to remove a committee member must be submitted to the Chairperson, in writing, by noon the day before the meeting. The Chairperson will decide whether to grant the request, except the Vice President for Student Affairs will decide a challenge to the Chairperson.

iv. Scheduling Notice – Upon receiving a request for review, OCS will determine a date and time for the review and notify the Respondent.

### v. Procedures for Review Before the Committee

1. Submission of Information – No fewer than five (5) days prior to the scheduled review, both the Respondent and the DOS Representative must submit the following information to the Committee Chairperson:

2. A written summary of their position.

3. A list of witnesses;

4. A list of all documents the individual intends to present to the Committee at the review.

5. The Committee Chairperson will exchange the information between the Respondent and DOS Representative no fewer than three (3) days prior to the review.

### vi. Committee Review Process

1. Reviews are informal proceedings and traditional rules of courtroom evidence do not apply. Proceedings will occur in a virtual setting. Each participant will have no more than forty-five (45) minutes to present their case to the Committee, which may include a statement explaining the facts, oral or written, and any witness(es) and documents. The participants may ask questions of any individual testifying during the proceeding. All participants will have the opportunity to summarize their positions. Reviews for findings involving sexual misconduct, dating violence, domestic violence and stalking will be reviewed by the AVCEO or their designee and sanctions will be reviewed by the VPSAEM. Cases involving sexual misconduct will adhere to UNT Policy 16.005.

2. A Respondent requesting a review must attend on camera except in emergency circumstances as approved by the Committee Chairperson, if a requesting party fails to attend the Review, the review may be dismissed and the decision of the DOS Representative will be final.

3. A party requesting a review must present to the Committee on their own behalf. A party requesting a review may be assisted by one advisor, including an attorney, of their choosing, but only the parties may speak to the Committee or ask questions. Attorneys will not be permitted to present evidence or argument before the Committee. A party who will be accompanied by an attorney should notify the Chairperson at least two (2) days in advance of the review, so that the University can arrange to have a representative of the Office of General Counsel present.

4. The DOS Representative must show, by the greater weight of the evidence that the student engaged in conduct in violation of the Code. If the assigned sanctioned is subject to review, the DOS Representative must show, by the greater weight of the evidence, that the conduct sanction was reasonable based on the circumstances. The DOS Representative must begin the presentation before the Committee and conclude the presentation as well.

5. Reviews will be recorded, and recordings will be the property of the University. A written transcript of recordings may be provided at the requestor's expense, to the extent permitted by FERPA. Recordings will be maintained according to the University records retention policy.

vii. Committee Findings and Conclusions – No more than two (2) days after the Review, the Chairperson will provide the Respondent with a summary of the Committee's findings and conclusions. The Committee may uphold, modify, or reverse the decision of the DOS Representative. A copy of the summary will be provided to DOS Representative. OCS will take action as appropriate based on the findings of the Committee. The findings of the Committee are final unless the Respondent or Representative submits a request for review by the Vice President for Student Affairs.

### e. Review by the Vice President for Student Affairs

i. Within five (5) days of the Committee on Student Conduct's decision, either the Respondent or the DOS Representative (or in matters of sexual misconduct, domestic violence, dating violence or stalking, either the Respondent, the Complainant, or the DOS Representative may request, in writing, a review by the Vice President for Student Affairs. The reason(s) for the review must be outlined in the request. The Vice President for Student Affairs may request additional information from any person as needed to make a decision. The Vice President for Student Affairs may uphold, modify,

or reverse the decision of the Committee on Student Conduct and this decision is final. In matters of sexual misconduct, domestic violence, dating violence or stalking, the VPSAEM may uphold, modify or reverse the sanctions of the DOS Representative and this decision is final. Regarding these cases the final decision will be prepared in accordance with the FERPA and delivered to both the Complainant and the Respondent.

f. Interim Removal

i. A student may be immediately removed from all or part of the University premises and all courses when alleged misconduct reasonably indicates that the presence of the student on the university premises poses substantial or immediate danger to the health, safety, or welfare of any member of the University community or University property.

ii. Conference regarding interim removal—A student must contact the DOS Representative within two (2) days of receiving a Notice of Interim Removal to schedule a conference to discuss: (1) the reliability of evidence supporting the alleged misconduct; and (2) whether the continued presence of the student on University premises reasonably indicates a substantial or immediate danger to the health, safety or welfare of any member of the University community or University property. The student’s failure to make a timely request for a conference or to appear at a scheduled conference will cause the interim suspension to remain in effect until the conduct process is complete.

iii. If the DOS Representative determines that interim removal is appropriate under the circumstances, the DOS Representative will issues findings and conclusions to that effect and the student will remain removed from the University premises, including all University events and activities, on an interim basis.

1. Interim removed student groups will be immediately precluded from engaging in any activities, programs, or events, including, but not limited to recruitment, philanthropy, or community service. The interim removal remains in effect until the disciplinary process is complete or until otherwise altered by the DOS Representative. If the DOS Representative determines that interim removal is no longer appropriate, the DOS Representative may permit the student to return to University premises while the conduct process continues.

2. In matters of sexual misconduct, domestic violence, dating violence or stalking, a Complainant may be provided notice of the findings and conclusions regarding interim removal in accordance with FERPA.

g. Timeframes

i. The timeframes set forth in this policy are goals and the University’s inability to meet a timeframe will not render the procedures invalid so long as no student rights are violated.

ii. Timeframes may be extended by mutual written agreement between decision-makers or by approval of the Vice President for Student Affairs.

## Interpretation and Revision

A. **Interpretation** - Questions of interpretation or application of the Code will be referred to the DOS, or their designee, for final determination following consultation with the Office of General Counsel.

B. **Revision**-The Code will be reviewed every three (3) years under the direction of the Vice President for Student Affairs and Enrollment Management.

## Title IX

### Sexual Violence Prevention and Education

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may be unable to give consent due to an intellectual disability or other disability such as being under the influence of drugs or alcohol.

Sexual violence can occur between friends, classmates, spouses, romantic interests, short acquaintances, or strangers. Examples of sexual violence include rape, sexual assault, sexual battery, and sexual coercion. Dating violence and stalking are also serious offenses.

Report and incident:

Regardless of whether you are being harassed, are a victim or a witness, it is important that you report any incident of sexual violence. You may contact any or all of the people below:

#### Title IX Coordinator

To file a report, you can contact the UNT Dallas Title IX office through the following ways:

UNT Dallas Title IX Coordinator

## UNT Dallas

[titleix@untdallas.edu](mailto:titleix@untdallas.edu)

Office: DAL 1, Suite 356

Phone: 817-735-5919

Online Reporting: [https://cm.maxient.com/reportingform.php?UNTDallas&layout\\_id=3](https://cm.maxient.com/reportingform.php?UNTDallas&layout_id=3)

### **UNT Dallas Police Department**

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You may file a police report with campus police for sexual assaults occurring on-campus or with local police for sexual assaults occurring off-campus. When making a report to police, you may choose to report using a pseudonym so that your name will not appear in public files.

Office: Founders Hall #131

Phone: 972-338-3000

Please click [here](#) to view the Prohibition of Sexual Assault and Retaliation Policy.

Additional resources regarding sexual violence prevention and education can be found using the following link: <https://www.untdallas.edu/svr>.

## Student Resources

## Academic Departments

<p>School of Behavioral Health and Human Services</p>	<p>DAL1, First Floor</p>	<p>Ph: 972-338-1345 <a href="mailto:bhhs@untdallas.edu">bhhs@untdallas.edu</a></p>	<p><a href="https://www.untdallas.edu/bhhs">https://www.untdallas.edu/bhhs</a></p>	<p>Programs: Child Development &amp; Family Studies, Human Service Mgmt &amp; Leadership, Counseling, and Public Health. Issues related to courses taken within the school. Issues related to academic programs taken with the school.</p>
<p>School of Business</p>	<p>Founders Hall, Third Floor</p>	<p>Ph: 972-780-3668</p>	<p><a href="https://www.untdallas.edu/business">https://www.untdallas.edu/business</a></p>	<p>Programs: Accounting, Business Analytics, Finance, General Business, Hospitality Mgmt, Logistics &amp; Supply Chain Mgmt, Organizational Behavior &amp; HR, Marketing, Dealership Mgmt, Masters of Business Administration, Masters of Management. Issues related to courses taken within the school. Issues related to academic programs taken with the school.</p>
<p>School of Education</p>	<p>DAL 1, Second Floor</p>	<p>Ph: 972-338-1502</p>	<p><a href="https://www.untdallas.edu/soe">https://www.untdallas.edu/soe</a></p>	<p>Programs: graduate and undergraduate teacher certification, Educational Leadership. Issues related to courses taken within the school. Issues related to academic programs taken with the school.</p>

<p>School of Liberal Arts and Science</p>	<p>Founders Hall, Second Floor</p>	<p>Ph: 972-338-1501</p>	<p><a href="https://www.untdallas.edu/las">https://www.untdallas.edu/las</a></p>	<p>Programs: BAAS, Biology, Chemistry, Communication &amp; Digital Media, Criminal Justice, Information Technology, Mathematics, Political Science, History, Psychology, Sociology, Spanish, and the Writing Program. Issues related to courses taken within the school. Issues related to academic programs taken with the school.</p>
<p>Graduate School</p>	<p>Founders Hall, Suite 300</p>	<p>Ph: 972-338-1746 <a href="mailto:GradSchool@untdallas.edu">GradSchool@untdallas.edu</a></p>	<p><a href="https://www.untdallas.edu/gradschool">https://www.untdallas.edu/gradschool</a></p>	<p>Graduate admissions process. Student resources and engagement activities specific to prospective and current graduate students.</p>

## Student Academic Services

<p>UNT D Bookstore</p>	<p>DAL 1, First Floor</p>	<p>Ph: 972-780-3652</p>	<p><a href="https://www.bkstr.com/northtexasatdallasstore/home">https://www.bkstr.com/northtexasatdallasstore/home</a></p>	<p>Books and class materials, UNT D apparel, and limited school supplies and snacks.</p>
<p>Disability Services</p>	<p>Student Center, First Floor, east wing</p>	<p>Ph: 972-338-1777</p>	<p><a href="https://www.untdallas.edu/sa/disability-services/">https://www.untdallas.edu/sa/disability-services/</a></p>	<p>Review of documentation and decisions related to ADA accommodations, disability support services, and proctored testing for ADA accommodations.</p>

Digital Learning & Instructional Technology	DAL 1, Room 154	Ph: 972-338-1606	<a href="https://www.untdallas.edu/dlit">https://www.untdallas.edu/dlit</a>	Troubleshooting technical issues related to digital learning in the LMS Canvas. <i>Issues related to log-in to student accounts should be directed to the IT Helpdesk - see Student Technology.</i>
Experiential Learning	Student Center, Second Floor - east wing	Ph: 972-338-1763	<a href="https://www.untdallas.edu/provost/experiential-learning/index.php">https://www.untdallas.edu/provost/experiential-learning/index.php</a>	Assist students seeking service learning opportunities for courses or professional-based internships.
Learning Commons	Student Center, Second Floor, west wing. Same suite as the Testing Services.	Ph: 972-338-1755 <a href="mailto:learningcommons@untdallas.edu">learningcommons@untdallas.edu</a>	<a href="https://www.untdallas.edu/learning/index.php">https://www.untdallas.edu/learning/index.php</a>	On campus and online tutoring, supplemental instruction, study groups, academic workshops, Math Center, and Writing Center
Library	Student Center, Third Floor	Ph: 972-338-1616 <a href="mailto:library@untdallas.edu">library@untdallas.edu</a>	<a href="https://library.untdallas.edu/home">https://library.untdallas.edu/home</a>	Scholarly databases, electronic research journals, and multimedia research materials, interlibrary loan, reference librarians to assist students with research, books, student training.

## Student Enrollment Services

Academic Advising & Student Success	Student Center, Second Floor, east wing	Ph: 972-338-1645 <a href="mailto:advising@untdallas.edu">advising@untdallas.edu</a>	<a href="https://www.untdallas.edu/advising/index.php">https://www.untdallas.edu/advising/index.php</a>	Academic advising, enrollment guidance, degree planning, progress to degree, and adjustments, early alert outreach, degree completion review. Academic coaching.
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<p>Undergraduate Admissions</p>	<p>Student Center, First Floor, east wing. Go to the Student Solutions Center.</p>	<p>Ph: 972-780-3642 <a href="mailto:admissions@untdallas.edu">admissions@untdallas.edu</a></p>	<p><a href="https://www.untdallas.edu/admissions/index.php">https://www.untdallas.edu/admissions/index.php</a></p>	<p>Undergraduate Admissions for first-time-in-college and transfer students. Submission of records needed for admission.</p>
<p>Financial Aid &amp; Scholarships</p>	<p>Student Center, First Floor, east wing. Go to the Student Solutions Center.</p>	<p>Ph: 972.780.3662 <a href="mailto:financialaid@untdallas.edu">financialaid@untdallas.edu</a></p>	<p><a href="https://www.untdallas.edu/finaid/index.php">https://www.untdallas.edu/finaid/index.php</a></p>	<p>Information on how to apply for financial aid, basic financial aid information, scholarship information, Net Price Calculator for college at UNTD, satisfactory academic progress appeals.</p>
<p>Graduate School</p>	<p>Founders Hall, Suite 300</p>	<p>Ph: 972-338-1746 <a href="mailto:GradSchool@untdallas.edu">GradSchool@untdallas.edu</a></p>	<p><a href="https://www.untdallas.edu/gradschool">https://www.untdallas.edu/gradschool</a></p>	<p>Graduate admissions process. Student resources and engagement activities specific to prospective and current graduate students.</p>
<p>Registrar</p>	<p>Student Center, First Floor, east wing. Go to the Student Solutions Center.</p>	<p>Ph: 972-780-3664 <a href="mailto:Registrar@untdallas.edu">Registrar@untdallas.edu</a></p>	<p><a href="https://www.untdallas.edu/registrar/index.php">https://www.untdallas.edu/registrar/index.php</a></p>	<p>Transcripts, graduation conferral, commencement planning, degree audit adjustments, registration changes (add, drop, swaps) once student portal closes for registration, withdrawals from UNTD, residency, Texas Tuition Rebate, VA benefits processing. Late Withdrawal and Tuition Refund appeals.</p>

Student Business Services	Student Center, First Floor, east wing, Cashier windows	Ph: 972-780-3658 <a href="mailto:SBS@untdallas.edu">SBS@untdallas.edu</a> <a href="mailto:Hazlewood@untdallas.edu">Hazlewood@untdallas.edu</a> Mailing Address: University of North Texas at Dallas Office of Student Business Services 7300 University Hills Blvd Dallas, TX 75241	<a href="https://www.untdallas.edu/sbs/index.php">https://www.untdallas.edu/sbs/index.php</a>	Tuition and fees breakdown and schedules. Tuition, fees, housing, and meal plan payments. Refunds. Tuition statements for the IRS. Billing questions. Exemption for the Hazelwood Act.
Testing Services	Student Center, Second Floor, west wing. Same suite as the Learning Commons.	Ph: 972-338-1769 <a href="mailto:testing@untdallas.edu">testing@untdallas.edu</a>	<a href="https://www.untdallas.edu/advising/testing-services/">https://www.untdallas.edu/advising/testing-services/</a>	TSI Assessment, Correspondence / Digital Learning Tests, Texas Commission on Environmental Quality, CLEP, Scantron Assessment Solutions (Castle Worldwide), LSAT, ACT Residual
Veteran's Benefits	Student Center, First Floor, east wing. Go to the Student Solutions Center.	<a href="mailto:VACertification@untdallas.edu">VACertification@untdallas.edu</a> <a href="mailto:Hazlewood@untdallas.edu">Hazlewood@untdallas.edu</a>	<a href="https://www.untdallas.edu/registrar/va/">https://www.untdallas.edu/registrar/va/</a>	Semester Eligibility of Certification processing for VA Benefits to be released.

## Student Engagement and Wellness Support Services

Career Services	Student Center, Second Floor, east wing	Ph: 972-338-1782 <a href="mailto:CareerServices@untdallas.edu">CareerServices@untdallas.edu</a>	<a href="https://www.untdallas.edu/sa/career-services/index.php">https://www.untdallas.edu/sa/career-services/index.php</a>	Student job placement; interview materials/ skills development, career counseling, <i>See Experiential Learning in Student Academic Services for internship assistance</i>
Counseling and Wellness Center	Student Center, First Floor, east wing	Ph: 972-338-1779 <a href="mailto:StudentAffairs@untdallas.edu">StudentAffairs@untdallas.edu</a>	<a href="https://www.untdallas.edu/sa/counseling-wellness-center/">https://www.untdallas.edu/sa/counseling-wellness-center/</a>	Student mental health concerns

Health Clinic	Student Center Lower Level – Suite 0026	Ph: 972-338-1793 <a href="mailto:UNTDSStudentHealthClinic@untdallas.edu">UNTDSStudentHealthClinic@untdallas.edu</a>	<a href="https://www.untdallas.edu/sa/student-health-clinic/index.php">https://www.untdallas.edu/sa/student-health-clinic/index.php</a>	Appointments for health visits for currently enrolled students, vaccinations at scheduled times of the year, discounted lab packages, mammograms at scheduled times of the year.
Housing & Residence Life		Ph: 972-338-1626 <a href="mailto:Reslife@untdallas.edu">Reslife@untdallas.edu</a>	<a href="https://www.untdallas.edu/housing/index.php">https://www.untdallas.edu/housing/index.php</a>	Housing applications, residence life programming
Parking	DAL 1, Suite 112	Ph: 972-780-3022 <a href="mailto:UNTDParking@untdallas.edu">UNTDParking@untdallas.edu</a>	<a href="https://www.untdallas.edu/parking/index.php">https://www.untdallas.edu/parking/index.php</a>	Parking permits, parking violations processing, policies and guidelines for parking.
Student Life	Student Center, Second Floor, east wing, room 2096	Ph: 972-338-1775 <a href="mailto:StudentAffairs@untdallas.edu">StudentAffairs@untdallas.edu</a>	<a href="https://www.untdallas.edu/sa/index.php">https://www.untdallas.edu/sa/index.php</a>	Student government, student organizations, student engagement, community standards and student misconduct, Greek Life, multicultural programs, leadership development, undocumented student resources, Homecoming and Welcome Week planning, and so much more.
Title IX Coordinator	DAL1, Suite 356	Ph: 817-735-5919 <a href="mailto:titleix@untdallas.edu">titleix@untdallas.edu</a>	<a href="https://www.untdallas.edu/title-ix/index.php">https://www.untdallas.edu/title-ix/index.php</a> Online Reporting: <a href="https://cm.maxient.com/reportingform.php?UNTDallas&amp;layout_id=3">https://cm.maxient.com/reportingform.php?UNTDallas&amp;layout_id=3</a>	Reporting cases of discrimination, harassment, or sexual assault based on sex. Pregnancy and parenting accommodations.
University Police	Founders Hall, Suite 135	<b>Police Emergency: 911</b> <ul style="list-style-type: none"> <li>• Police Dispatch: 972-780-3000</li> <li>• Police From Campus Phone: Dial Ext.3000</li> <li>• Lost and Found: 972-780-3009</li> </ul>	<a href="https://www.untdallas.edu/police/index.php">https://www.untdallas.edu/police/index.php</a>	Report a crime, campus safety and security needs, emergency notifications, safety training, Clery Reporting.

Veteran Success Center	Student Center, Second Floor, east wing, room 2096	Ph: 972-338-1326 <a href="mailto:VSC@untdallas.edu">VSC@untdallas.edu</a>	<a href="https://www.untdallas.edu/sa/student-life/veterans-success-center/index.php">https://www.untdallas.edu/sa/student-life/veterans-success-center/index.php</a>	Services for veterans. <i>See <b>Veteran's Benefits in Student Enrollment Services for VA benefits processing.</b></i>
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## Student Technology Support

IT Helpdesk	Student Center, First Floor, west wing, room 1022	Ph: 972-338-1448 <a href="mailto:helpdesk@untdallas.edu">helpdesk@untdallas.edu</a>	<a href="https://www.untdallas.edu/oit/help-desk/">https://www.untdallas.edu/oit/help-desk/</a>	Student ID cards, assistance troubleshooting student username and passwords access for email and various UNTD systems, VPN access, assistance with computing problems, access to Office 365, check out laptops for limited time use, wireless printing, and online file storage through OneDrive.
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## How to Register Guide

### [Registration and Visual Schedule Builder \(VSB\) Guide](#)

Utilize the resource above to guide you through the full registration process and how to navigate through other enrollment functions. You will receive steps on how to add and drop courses, apply for graduation, transcript requests, and more.