MEMORANDUM  
May 26, 2020

TO: Academic Council*

COPY TO: Richard C. Benson  
Rafael Martin  
Inga Musselman  
Calvin Jamison  
Abby Kratz  
Jessica Murphy  
Juan Gonzalez  
Edward J. Harpham  
Nils Roemer  
Anne Balsamo  
Stephen L. Small  
Jennifer Holmes  
Stephanie Adams  
George Fair  
Hasan Pirkul  
Allan Sherry

FROM: Office of Academic Governance  
Christina McGowan, Academic Governance Secretary

SUBJECT: Academic Council Meeting

The Academic Council will meet on WEDNESDAY, June 3, 2020 at 1:00 p.m. via Microsoft Teams. Please bring the agenda packet with you to the meeting. If you cannot attend, please notify me at cgm130130@utdallas.edu .

2020-2021 ACADEMIC COUNCIL
Olivia Banner  
Dinesh Bhatia  
Mary Beth Goodrich  
Erin Greer  
Bill Hefley **  
Karen Huxtable-Jester  
Joe Izen  
Angela McNulty  
Syam Menon  
Ravi Prakash*  
Richard Scotch ***  
Tres Thompson  
Shilyh Warren ***  
Ayoub Jamal Mohammed- Student Government Pres.

Brooke Schafer– Staff Council Pres.

*Speaker  
**Secretary  
***Vice-Speaker
AGENDA
ACADEMIC COUNCIL MEETING
June 3, 2020, 1 PM
(in Teams)

1. Call to Order, Announcements & Questions  Richard Benson
2. Approval of the Agenda  Ravi Prakash
3. Approval of Minutes  Ravi Prakash
4. Speaker’s Report  Ravi Prakash
5. THECB/ Legislative Updates  Serenity King
6. TXCFS/FAC REPORT  Ravi Prakash & Bill Hefley
7. Student Government Report  Hope Cory
8. CEP Recommendations  Syam Menon
   A. Graduate Quick Admit
   B. MS-ITM : Digital Product Management
9. Revisions to UTDPP1019- Committee on Committees Charge  Bill Hefley
10. Possible Revisions to the 2020-2021 Academic Calendar  Richard Scotch
11. Adjournment  Richard Benson
UNAPPROVED AND UNCORRECTED MINUTES
These minutes are disseminated to provide timely information to the Academic Council. They have not been approved by the body in question, and, therefore, they are not the official minutes.

ACADEMIC COUNCIL MEETING
MAY 6, 2020

THE COUNCIL MET ONLINE USING MICROSOFT TEAMS.

PRESENT: Richard Benson, Inga Musselman, Rafael Martin, Dinesh Bhatia, Matthew Brown, Adam Chandler, R. Chandrasekaran, Jill Duquaine-Watson, Bill Hefley, Joe Izen, Murray Leaf, Syam Menon, Ravi Prakash, Richard Scotch, Tres Thompson

ABSENT:

VISITORS: Olivia Banner, Melinda Colby, Hope Cory, Brian Dourty, Colleen Dutton, Frank Feagans, Gene Fitch, Erin Greer, Juan Gonzalez, Mary Beth Goodrich, Karen Huxtable-Jester, Calvin Jamison, Serenity King, Abby Kratz, Angela McNulty, Jessica Murphy, Terry Pankratz, Brooke Schafer, Mary Jo Venetis, Shilyh Warren

1. Call to Order, Announcements & Questions
President Benson called the meeting to order at 1:00 PM. He said he had sent out a statement regarding the fall semester. President Benson quoted the Chancellor “UT System is planning for all institutions to hold classes on campus in the fall, and will fully comply with state public health guidelines to help ensure the health and safety of student, faculty, staff, and visitors.” The statement was highly qualified. We are many weeks, if not several months away from truly knowing what the arc of the disease will be, and what the university will be able to do. President Benson further quoted from the Chancellor’s statement, “It is important to emphasize one again, that while we are focused on reopening UTD campus, we will only do so in a manner that can be supported by the most current scientific evidence, and guidance of medical experts.” Fall of 2020 will not resemble fall of 2019 under any circumstance. There will be no large gatherings, in fact they will not be able to occur until a vaccine has been developed. There will be smaller classes to ensure social distancing and masks will be worn dutifully.

The spaces that could be opened sooner, rather than later, are the research spaces. In research spaces there may be 6 people with a single point of entry. In those cases, one can monitor who is entering and under what circumstances. This may include people working in shifts and allowing them to get back into the business of collecting data and doing some of the other things that would be important. A researcher could work with other people, but under highly controlled circumstances. Most likely, research activity will be one of the earliest things to return to campus. In the meantime, research has not stopped as there are things one can do when not collecting data. Researchers have been analyzing data, writing report, preparing new proposals. Joe Pancrazio had advised the president that faculty have been active in this regard. This has been a record year for research spending, including federally funded research.

The university came into this pandemic in a good spot, and the president feels that the dip won’t be too great and faculty can start to work their way back up again. Per the President’s statement letter, the qualification must be met, and any opening of the campus would not begin until June 30, 2020 or even into July 2020. It is possible that the university will continue to be online, just as summer 2020 will be. President Benson noted, that he is a little fearful about the state of Texas, and what is perceived to be an early reopening. One has but to look back at the 1918 Flu pandemic to note the
waves of the illness, and it is very sobering. The 1918 pandemic hit campuses very hard. We must take care as to not replicate the mistakes from 102 years ago. President Benson opened the floor to questions.

Richard Scotch commented that he was fearful that some of the political leadership nationally and in the state have made proclamations that are directly in conflict with the recommendations of public health, and science. His concern is that as a state agency, the university might be asked to do things that run against scientific advice. Therefore, will universities be able to make their own judgements about what is safe for their students? President Benson responded that the university will err on the side of caution. There is a wide spectrum of statements from across our country. Purdue declared two weeks before our meeting that they were going to be completely back in the fall. Texas A&M noted they would be back fully in fall and playing football. UT universities are going to have latitude after extensive conversations with the other UT system presidents and the chancellor. There is substantial medical expertise within the 8 UT System medical schools. Our university will not go “full Purdue.. President Benson reiterated that the University of Texas at Dallas will not open in any manner until that manner can be supported by the most current scientific evidence and guidance of medical experts say it is safe to do so.

Ravi Prakash noted that just by looking at the attendees to the council meeting, presumably over half would be in the high-risk category in terms of age, immunocompromised, and things of that sort. There has been a lot of discussion in the academic arena about the welfare of the students, but there has not been much talk about the welfare of faculty members. Per the president’s statement letter, the University of Texas at Dallas will be open to educate student in the fall. It remains to be seen as the way in which our courses will be delivered absent a vaccine or other proven treatment. The university is considering all options, including a mixture of in-person and online teaching. The transition will be gradual. The university hopes to soon be able to open some of our research instructional areas. The University of Texas at Dallas wants all student to be able to engage with our common family, so whichever options we ultimately choose classes or sections of classes will be offered online to any student who cannot be on campus.

President Benson emphasized that one could choose not to be on campus during the fall semester. That statement applies to faculty, staff, and students. Each individual has clear authority in terms of what risks you are willing to take. The university won’t force a faculty member into a classroom to lecture. If one does not feel that they can be on campus, the university will have to respect that. One can not hide the fact that no matter where you go, campus, grocery store, get a haircut, you are taking a risk. The University of Texas at Dallas is doing its best to make sure when one comes on campus the risk will be very, very low. As of the meeting, our campus has not had one confirmed case, which is very rare.

Murray Leaf endorsed the president’s statement.

R. Chandrasekaran requested clarification on the definition of “small class.” He raised a concern regarding density. In order to follow social distancing guidelines there must be room between students. That cannot happen if too many students are assigned to a small classroom. President Benson responded that if a classroom is small, there may be only 4 students in it, on the other hand a 300-seat classroom may have 30 students in it. It is the university’s intention to maintain social distancing in whatever space is being utilized.
Bill Hefley raised his continuing concerns for our international students. Other schools are offering the students who have completed their first masters the ability to enroll in a second masters at a very reduced or no cost. There are students who may not find a position right away, and cannot leave to go to their home countries. Homeland Security is encouraging those students to get into another degree. Currently they can’t, and the university may be on the verge of forcing them out of housing because the school year is over. Dr. Hefley was curious if discussion amongst the working groups has occurred on this issue. President Benson noted that the working groups are working on a variety of things, and university is encouraging students to enroll and come back for the fall. Currently, the enrollment curve for summer 2020 is trending much higher than in the past. Administration feels this is due to the poor job market at the moment. Many students are finding that due to the job market it behooves them to take additional summer classes, start a second major, or a masters degree. There were no other questions.

2. **Approval of the Agenda**
   Richard Scotch moved to approve the May Academic Council agenda. Murray Leaf seconded. The motion carried by unanimous consent.

3. **Approval of the Minutes**
   Murray Leaf moved to approve the April 2020 Academic Council minutes. Syam Menon seconded. The motion carried by unanimous consent.

4. **Speaker’s Report – Ravi Prakash**
   1. Speaker Prakash commented on the sense of achievement that faculty have been able to accomplish this semester. The feedback from students has been very positive.
   2. Jessica Murphy gave a report on the exemption on credit/no credit option for undergraduate students.
   3. All other items that I have been working on are on the agenda.

5. **Legislative / THECB Updates – Serenity King**
   Dr. King focused the report on one salient update. THECB is well aware their space utilization model does not factor in a social distancing protocol. They are in conversations about what they are going to do and what guidance they are going to be sending out. SACSCOC, UT System, and the THECB are all trying to get guidance out to the institution about what a fall reopening might look like. Previously, SACSCOC waived the online teaching requirement for summer 2020, they have now automatically extended that to December 31, 2020. This means that if a particular course is not approved as an online program but was just approved as a face-to-face instructional program, the university can still offer the course online without any accreditation repercussions. The floor was opened to questions. There were no questions.

   There were no meetings or additional feedback.

7. **Student Government – Hope Cory**
   Student Government will be allocating $5000 to assist the Comet Cupboard. These funds will be used to help students in need. All terms of the 2019-2020 Student Government have ended;
however, the election was postponed until August. The 2019-2020 President and Vice-President will serve as interims for Student Government until the elections are complete.

   Joe Izen moved to place an update on the financial situation on the May 20, 2020, Academic Senate agenda. Dinesh Bhatia seconded. The motion carried by unanimous consent.

9. Presentation: Composition of ad hoc committees for Promotion/Tenure - Inga Musselman
   Murray Leaf moved to place the item on the May 20, 2020, Academic Senate agenda. Mathew Brown seconded. The motion carried by unanimous consent.

10. Committee on Educational Policy Recommendations – Syam Menon
    CEP met on Tuesday May 5, 2020; however additional urgent items will be coming from CUE and Graduate Council. Syam Menon moved to place the approved items from the CEP meeting as well as any additional urgent items that come through the committee between the Academic Council meeting and the May 20, 2020, Academic Senate meeting on the May 20, 2020, agenda. As it came from committee, no second was necessary. The motion carried by unanimous consent.

11. Appointment of the 2020-2021 Committee on Committee Members- Ravi Prakash
    Dan Arce, Ted Price, and Julia Chan were recommended to replace the 3 members whose terms have expired. Murray Leaf moved to appoint those recommended to the Committee on Committees. Richard Scotch seconded. The motion carried by unanimous consent.

12. Approval of Summer 2020 Graduates, and Committee Appointments via email vote- Bill Hefley
    R. Chandrasekaran moved to place the approvals via email votes of both the Summer 2020 Graduates and the recommended committee appointments from the Committee on Committees on the May 20, 2020, Academic Senate meeting agenda. Richard Scotch seconded. The motion carried by unanimous consent.

13. Approval of Academic Governance Appointees to the Hearing Tribunal -Ravi Prakash
    Mathew Brown moved to place approval of the list of appointees to the Hearing Tribunal Pool on the May 20, 2020, Academic Senate meeting agenda. R. Chandrasekaran seconded. The motion carried by unanimous consent.

14. Discussion: Approval of FY21 Academic Council and Senate Meeting dates- Bill Hefley
    During discussion Mathew Brown suggested that the July Academic Council meeting be kept on the schedule, as well as the June and July Academic Senate meetings as the current climate keeps changing, the Academic Senate may need to move on urgent actions. All of the 2020 summer meetings would take place via MS Teams. With the amendment Matt Brown moved to place the approval of the FY21 Academic Council and Senate Meeting dates on the May 20, 2020, Academic Senate meeting agenda. Joe Izen seconded. The motion carried unanimous consent.

15. Discussion: Scheduling Classes for Fall 2020 to have social distancing
    Mathew Brown moved to place the topic of scheduling classes for Fall 2020 to have social distancing as a discussion item on the May 20, 2020, Academic Senate meeting agenda. Jill Duquaine-Watson seconded. The motion carried by unanimous consent.
16. Discussion on Protecting Non-Tenure Track Faculty- Matthew Brown
Jill Duquaine-Watson moved to place the discussion of the petition to protect non-tenure track faculty on the May 20, 2020, Academic Senate meeting agenda. Bill Hefley seconded. The motion carried by unanimous consent.

17. Informational Presentation by Calvin Jamison on Campus Facilities moving into Phase II– Calvin Jamison
Bill Hefley moved to place the presentation on Campus Facilities moving into Phase II of continuity operations on the May 20, 2020, Academic Senate Agenda a presentation by Dr. Calvin Jamison on Campus Facilities and moving into Phase II. Jill Duquaine-Watson seconded. Motion carried unanimous consent.

18. Senate Agenda May 20, 2020:
1. Call to Order, Announcements, and Questions
2. Approval of the Agenda
3. Approval of the Minutes
4. Speaker’s Report
5. SACSCOC/ THECB Updates
6. TXCFS/ FAC Report
7. Student Government Report
8. Staff Council Report
9. Update on Financial Situation
10. Composition of ad hoc committees for Promotion/Tenure
11. CEP Recommendations
12. Informational: Appointments to the FY21 Committee on Committees
13. Approval of Summer 2020 Graduate, and Committee Appointments via email vote
14. Academic Governance Appointees to the Hearing Tribunal
15. Approval of FY21 Academic Council and Senate Meeting dates
16. Discussion: Scheduling Classes for Fall 2020 to have social distancing
17. Discussion on Protecting Non-Tenure Track Faculty
18. Informational Presentation by Calvin Jamison on Campus Facilities moving into Phase II

Syam Menon moved to approved the agenda for the May 20, 2020, Academic Senate meeting. Murray Leaf seconded. The motion carried unanimously.

19. Adjournment
There being no further business President Benson adjourned the meeting at 2:55 PM.

APPROVED: __________________________________ DATE: _____________________________
Ravi Prakash
Speaker of the Faculty
About Graduate Admission

The University of Texas at Dallas is a comprehensive, state supported institution of higher learning, offering a variety of programs at the undergraduate, masters, and doctoral levels. UT Dallas is committed to providing quality education to a diverse student body and offers programs designed for both full-time and part-time students. The University of Texas at Dallas accepts applications for admission to graduate degree programs for the fall, spring and summer semesters.

Admission to UT Dallas is open to all candidates on the basis of academic preparation, ability, and availability of space without regard to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, or sexual orientation.

Inquiries regarding the status or details of an application will only be discussed with the applicant or a representative designated by the applicant. Disclosure of any material in an applicant's file to a third party is prohibited.

For application inquiries or questions on graduate admissions, contact the Graduate department or program to which you are applying since each program has specific admission requirements listed at http://www.utdallas.edu/admissions/graduate/degrees.

Graduate application deadlines and available terms of entry may vary by program. Please refer to the application section in this catalog. International applicants may have different deadlines; please refer to both the application section in this catalog and the International Students graduate admissions website for more information.

As with all state institutions of higher education, the procedures and criteria for admission used by UT Dallas are effective as of the publication date of this catalog but are subject to change by actions of the Texas Legislature or the Board of Regents.

Admission Requirements

Each program has specific admission requirements listed at www.utdallas.edu/admissions/graduate/degrees.

At a minimum, all applicants must meet the following admissions requirements:

Master's Programs

The minimum requirement for admission to any master's degree program at UT Dallas is an earned UT Dallas baccalaureate degree or its equivalent with a grade average of B or better in upper-division (junior and senior level) work in the student's major field
Applicants who have earned a three year baccalaureate degree are eligible to apply for admission to UT Dallas graduate programs. Admission decisions are based on each program's admission committee's holistic review of the applicant's credentials.

Applicants in their final year of undergraduate study may be admitted to a master's degree program at UT Dallas. Evidence for the conferral of the baccalaureate degree must be presented before enrollment in the master's degree program is permitted.

Students who have completed a relevant and acceptable master's degree and have submitted official degree conferral documentation are only required to submit unofficial copies of their baccalaureate degree transcripts and degree conferral. Electronic copies of official documents may be uploaded via the online graduate application system in PDF format.

**UT Dallas seniors, or UT Dallas alumni having graduated in the five semesters preceding the application term, are eligible to apply to a participating UT Dallas master's program through the UT Dallas Quick Admit Graduate Process. For more information on the process, please review [url].**

**Doctoral Programs**

The minimum requirement for admission to any doctoral program is an appropriate earned UT Dallas master's degree or its equivalent, with an average of at least B+.

Applicants currently enrolled in post baccalaureate study may be admitted on the condition that official documentation confirming the conferral of their master's degree is presented before enrollment at UT Dallas is permitted.

Some departments admit directly to the doctoral program from a bachelor's degree for highly qualified candidates.

**Graduate Certificate Programs**

UT Dallas offers several graduate level certificate programs that typically involve 9 to 15 semester credit hours of graduate coursework in a focused area of study. Each certificate at UT Dallas consists of a subset of the courses from a current master's degree program offering. For a full list of our current certificate offerings please refer to [www.utdallas.edu/academics/certificates.html](http://www.utdallas.edu/academics/certificates.html).

Each certificate provides specialized training to help expand a student's areas of expertise, teaches them about new developments in their field, augments their professional skills and provides credentials that help advance their careers. In addition, the certificate offering enables students to test the waters before deciding to pursue a master's degree in that area. Students who are later accepted to the master's program may be allowed to count some or all of their completed certificate courses with grades
of B or better toward their masters degrees. Students may pursue a graduate certificate and master's degree concurrently.

Admission to graduate-level certificate programs requires a bachelor's degree or its equivalent and an undergraduate record indicative of readiness for graduate work. Many certificate programs do not require admissions tests such as the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) unless or until a student seeks admission to a related master's program.

Admission Requirements Documentation

Official Transcripts

The term "Official Transcript" refers to the official recorded results of the student's academic work in a sealed envelope signed and stamped by the registrar or by an authorized official of the issuing college or university. It is the responsibility of the applicant to provide English translations of transcripts and documents that are in a language other than English. Electronic copies of official transcripts may be uploaded to the online graduate application system in PDF format for admission decision processing. If the applicant is notified of successful admission, official transcripts must then be submitted before enrollment is permitted. The official documentation should be sent to:

Office of Admission and Enrollment
The University of Texas at Dallas
800 West Campbell Road
Richardson, Texas 75080-3021

All materials submitted in the process of applying to the University become the property of the University and will not be returned to the applicant. Falsifying or omitting information may result in withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary actions.

Admission to a master's degree requires that an electronic copy of the official transcript demonstrating the completion of a bachelor's degree or its equivalent with a grade average of B or better in upper-division (junior and senior level) work in the student's major field and related fields be submitted at the time of application. An applicant who has earned a baccalaureate degree under the "academic fresh start statute" (Texas Education Code, Section 51.931) will be evaluated only on the grade point average (GPA) of the coursework completed for that baccalaureate degree and the other criteria stated in this catalog.

Students who have completed a relevant master's degree and have submitted official master's degree conferral documentation are only required to submit unofficial copies of their baccalaureate degree transcripts and degree conferral prior to enrollment.
An electronic copy of the official transcript demonstrating the completion of a master's degree, submitted at the time of application, is required for admission to a doctoral degree. Some departments admit highly qualified candidates directly to the doctoral program from a bachelor's degree.

**Graduate Admission Examination Scores (GRE, GMAT)**

Standardized test scores must be official and reported directly by the Educational Testing Service (ETS) should be sent electronically to The University of Texas at Dallas, Code 6897. Each degree program sets its own criteria for what constitutes a satisfactory score for degree-seeking admission (see [http://www.utdallas.edu/admissions/graduate/degrees](http://www.utdallas.edu/admissions/graduate/degrees)).

The information about the GRE and GMAT examinations given below was current at the time this catalog was published. Applicants should be advised that both examinations are undergoing changes in format and design.

**Graduate Record Examination (GRE)**

The GRE revised general test is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing may be obtained directly from Graduate Record Examination, Educational Testing Service, P.O. Box 6000; Princeton, NJ 08541-6000; by phone 1-610-771-7670 or 1-866-473-4373, via email through its email form or direct email, or go to [http://www.ets.org/gre](http://www.ets.org/gre). Applicants should specify by both institution and code that the test score be sent to The University of Texas at Dallas, Code 6897.

**Graduate Management Admission Test (GMAT)**

The GMAT is offered on a year-round basis at regional testing centers in a computer-based testing (CBT) format. Information on regional CBT testing sites may be obtained directly from the GMAT website; by phone 1-800-717-GMAT (4628); via email; or go to [http://www.mba.com](http://www.mba.com). Applicants should specify by both institution and code that the test score be sent electronically to The University of Texas at Dallas, Code 6897.

**Narrative**

A narrative is uploaded to the online graduate application system in PDF format by the applicant outlining academic interests in the UT Dallas degree program of interest, current or long-range interests in research, teaching, or other professional objectives; describing publications or other scholarly endeavors; listing of academic and professional organizations and fellowships, scholarships, or other honors received (for additional information see [http://www.utdallas.edu/admissions/graduate/degrees](http://www.utdallas.edu/admissions/graduate/degrees)).

**Request for Recommendation Forms**
Applicants must ask up to three individuals (employers, community leaders, teachers, etc.) who are able to judge their ability to complete the graduate study program and their probable success in graduate school by completing recommendation forms. These letters of recommendation are requested online as a part of the Graduate Application for Admission.

International applicants without Permanent Resident Visas must submit evidence of financial support (financial affidavit and original bank statement) before they can receive the I-20 or other required documents needed for visa application.

In accordance with Chapter 51, of the Texas Education Code, decisions on admission to degree-granting graduate programs at UT Dallas are based on holistic considerations of all submitted information regarding the academic, career, and personal histories of the applicants.

Admission decisions are based on the applicant's composite achievement profile, including:

1. GPA in university level coursework
2. Strength of academic preparation
3. GRE or GMAT scores if required by program
4. Record of achievements, honors, and awards
5. Special accomplishments, work, and community service, both in and out of school
6. Essay, Narrative, of CV/Resume as specified by program requirements
7. Special circumstances that put academic achievements in context
8. Recommendations as specified by program requirements

Standardized test scores and coursework GPA levels cited in the catalog descriptions of some degree programs are listed for advisory purposes only, to indicate the typical achievement levels of students enrolled and succeeding in the various programs. No single quantitative or qualitative measure, or any specific combination thereof, constitutes a definitive standard for admission. Rather, each application will be considered individually and each applicant's complete profile of strengths and prospects for successful completion of the program will be evaluated by the admissions committee. Applicants are encouraged to contact the graduate advisor in the degree program in which they expect to enroll to discuss specific admission requirements.

Applicants who satisfy all of the above criteria qualify for regular admission to the degree program. Certain admission requirements, such as GRE or GMAT scores, may be subject to the terms of approved program agreements between UT Dallas and other partner institutions.

Documentation Inquiries

Questions related to admission documentation and the online graduate application system should be addressed to:
Special Admission Requirements

Students denied the regular admission status may qualify for admission under one of the following special admission requirements:

**Conditional Degree-Seeking Graduate Student**

Upon review of the credentials of an applicant seeking regular admission to a UT Dallas degree program, the graduate studies committee of that degree program may recommend, and seek concurrence of the Dean of Graduate Education, that the applicant being admitted be subjected to specific conditions being satisfied over a specified time period. Such conditions might include requiring additional semester credit hours to be taken, and/or a specific GPA to be maintained. A student satisfying the conditional requirements within the specified time period will then qualify for regular admission. The graduate advisor in the academic program will monitor compliance with the admissions conditions. A student who does not fulfill the specified conditions within the time period specified at the time of admission will be barred from continued registration in the degree program.

Normally a student cannot remain in conditional status for more than one calendar year. Exceptions to the one-year limitation can be granted only by the Dean of Graduate Education upon recommendation of the graduate program. Under no circumstances will the student be allowed to remain enrolled under Conditional Status for more than 15 semester credit hours or two consecutive years, whichever comes first. Within these limits, specified graduate level coursework taken as a conditionally admitted student can be applied to the degree program.

**Non-Degree Seeking Graduate Student**

A student wishing to take graduate level coursework without becoming a candidate for a graduate degree may apply for admission to UT Dallas as a non-degree seeking graduate student. The non-degree student seeking admission to the master's degree program must satisfy the condition of having an earned baccalaureate degree or its equivalent for admission to a master's degree program at UT Dallas. The applicant
should consult with the department or program offering the graduate level coursework to determine GRE/GMAT and letters of recommendation requirements.

The applicant should consult with the graduate advisor in the department or program offering the graduate level coursework. The graduate advisor in the degree program will define specific eligibility requirements and admit students to the courses open to non-degree enrollment each semester. Enrollment as a non-degree student is restricted to the regular registration period each semester. Please refer to the graduate catalog in each school for additional information on prerequisite requirements for each course.

Enrollment as a non-degree seeking graduate student is subject to review and approval by the Associate Dean of Graduate Studies in the specific school. No more than 15 semester credit hours taken as a non-degree enrolled student at UT Dallas may be transferred to satisfy the requirements of a graduate degree program, except with the permission of the Dean of Graduate Education. Students admitted as non-degree seeking may not be eligible for financial aid and should consult the UT Dallas Financial Aid office regarding their status prior to submission of their application for admission.

**NOTE:** International students are not eligible to maintain F or J immigration status by participating in a non-degree seeking program. Exceptions include those enrolling in pre-established international exchange mobility programs, and transient or visiting F-1 and J-1 students whose immigration documents are issued by another U.S. college or university.

### Graduate Student Taking Only Undergraduate Courses

Upon review of the academic background leading to the award of a bachelor's degree or its equivalent by the academic advisor in the graduate program, a student may elect to take or be restricted to taking only undergraduate level courses. The Associate Dean of Graduate Studies and/or Associate Dean for Undergraduate Studies in the specific school must approve enrollment in the undergraduate courses and the student will be required to maintain the same scholastic standards as regularly admitted undergraduates. In addition, the student will receive academic guidance from the advisor in the school. Students restricted to taking undergraduate courses may not take graduate courses in a degree program at the same time. Consultation with the UT Dallas Office of Financial Aid regarding aid eligibility is strongly advised before enrolling.

### English Proficiency Requirements for International Applicants

International applicants must demonstrate English proficiency.

English proficiency requirements can be met by:
• Achieving a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) PBT (paper-based test),
• Achieving a minimum score of 80 on the TOEFL IBT (Internet-based test),
• A minimum score of 6.5 on the International English Language Testing System (IELTS) test,
• A minimum score of 67 on the Pearson's Test of English Academic (PTE), or

This requirement should be met at the time the admission application is submitted. Applicants with lower scores will be considered but are advised to improve their test scores and reapply.

Applicants native to a country where the primary language is English or who have earned a baccalaureate degree or a masters degree from an accredited institution of higher education where the language of instruction and examination was in English may be considered to have met the English proficiency requirement. Scores must not be more than two years old, and an official copy must be sent from the testing agency to:

Office of Admission and Enrollment
The University of Texas at Dallas
800 West Campbell Road
Richardson, Texas 75080-3021

Higher scores may be required if the applicant is to succeed in the competition for Teaching Assistant openings.

English Requirements for Teaching Assistants

Students are required to be able to speak and write English clearly and well. Texas state law and regulations, Texas Education Code, Section 51.917, require that international students appointed as Teaching Assistants (TA's) be proficient in the use of the English language. An English Proficiency Interview conducted under the auspices of the office of the Dean of Graduate Education will be used to screen for students requiring remedial help in the form of English as a Second Language (ESL) course. International students must satisfy the proficiency requirement upon appointment or pass the ESL course within two semesters to be eligible for consideration of continued appointment as a TA. Regardless of test scores, students must meet the language requirements of their programs.

Admissions Consideration for Applicants with Three-Year Undergraduate Degrees

Applicants with three-year undergraduate degrees will be considered for admission into our master’s programs. Their candidacy will be reviewed holistically considering all of the
following variables: admission test scores, English proficiency scores if applicable, undergraduate grade point average, official transcripts from all previous institutions, undergraduate degree major and awarding institution, resume, recommendations and personal objective statement.

Updated: 2019-05-24 10:11:05 v4.473e76
The MS-ITM program had made a request to change one of its “Foundation Requirements” from MIS 6326 to (MIS 6326 or BUAN 6320). The change that has entered the Fall 2020 catalog says (MIS 6326 or MIS 6320). Unfortunately, MIS 6320 is NOT an acceptable substitute for MIS 6326 or BUAN 6320. The request is to replace the incorrect entry (MIS 6326 or MIS 6320) with (MIS 6326 or BUAN 6320) as one of the foundation requirements of the MS-ITM program in the Fall 2020 catalog.

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The MS-ITM program requested that a new track named “Digital Product Management” be introduced, with 7 courses in it. Unfortunately, these courses and the “Digital Product Management” category ended up being incorrectly listed under the Business Core instead. The request is for the “Digital Product Management” section be moved from the Business Core and be listed as a new Track, as originally intended.
“Possible Revisions to the Academic Calendar”
### 2020 Calendar

**Use spinner to change the calendar year**

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<thead>
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**March**

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**May**

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**July**

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**September**

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**November**

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**Common Calendar**
- Start Day
- No Classes
- Last Day of Class
- Exams
- Grades are Due
- Commencement
- Study Day
- UT Austin
- Dorm Move

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Policy Charge

Committee on Committees

Policy Statement

The Committee on Committees is a Standing, Concurrent Committee of the Academic Senate of The University of Texas at Dallas. Members of the Committee are appointed by the President upon nomination by the Academic Council.

The Committee is charged to advise the Academic Council on faculty membership for the standing and ad hoc committees of the Academic Senate; to study the organization and operation of Senate committees, making recommendations with respect to improvements in the structure and effectiveness; and to advise the President on faculty membership for University-wide standing committees.

Annually, but no later than August 31, the Chair of the Committee provides the Academic Senate with a written report for the Academic Senate of the Committee's activities for the prior academic year.

The Committee is composed of members appointed from the membership of the General Faculty (as defined in UTDPP 1088), consisting of one person appointed to represent each of the Schools, and the Speaker of the Faculty. The Chief Academic Officer serves as the Responsible University Official.

The term of office for appointed committee members shall be effective June 1 to May 31, and members may be reappointed by the President for additional terms upon nomination of the Academic Council. The terms for appointed members shall be staggered so that no more than one-half of the terms expire in any one year. If for any reason a Committee member resigns, the President, upon nomination of the Academic Council, shall appoint another individual to serve the remainder of the unexpired term.

The Speaker of the Faculty serves as the Chair of the Committee. The term of office for the Speaker shall expire upon the selection of the Speaker-Elect, who serves until the next election.

Policy History

- Issued: 1984-05-31
- Revised: 1985-05-13
- Revised: 1988-05-01
- Revised: 1990-11-01
- Revised: 1993-10-15
- Revised: 1998-09-01
- Editorial Amendments: 2000-09-01
- Editorial Amendments: 2006-04-18
- Revised: 2017-01-05
- Revised: 2017-07-21
Policy Links

- Permalink for this policy: https://policy.utdallas.edu/utdpp1019
- Link to PDF version: https://policy.utdallas.edu/pdf/utdpp1019
- Link to printable version: https://policy.utdallas.edu/print/utdpp1019
UTDPP1019 - Committee on Committees

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