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

## Student Load

### Fall/Spring

#### Undergraduate

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.

No student who registers for or earns fewer than 9 hours of college work each semester may hold a responsible extracurricular office.

An undergraduate student with a GPA of less than 3.000 may schedule a maximum of 19 semester hours.

An undergraduate student with a GPA of at least 3.000 may enroll for a maximum of 21 hours for the fall or spring term/semester by meeting the following conditions:

1. at least a 3.000 GPA on a minimum 15-hour residence load for the term/semester just completed,
2. at least a 3.000 GPA on a minimum 12-hour residence load for the summer term/semester just completed, or
3. at least a 3.000 GPA on all work completed at UNT and a minimum 24 hours of credit in residence.

#### Graduate

Graduate students may schedule a maximum of 16 hours during any fall or spring term/semester.

#### Summer

#### Undergraduate

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 GPA of less than 3.000 may select multiple sessions for a maximum of 18 semester hours.

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.

**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.

#### Graduate

A full-time graduate student with a GPA of at least 3.000 may select multiple sessions for a maximum of 18 hours.

Constraints apply to graduate course enrollment. Graduate students may schedule a maximum of 4 hours in a three week session (3W1), a maximum of 7 hours in a five week session (5W1, 5W2), a maximum of 9 hours in a ten week session (10W), or a maximum of 9 hours in an eight week session (8W1). At no time during concurrently running summer sessions can graduate students’ enrollment exceed 10 hours. For purposes of fulfilling the graduate residence requirements, a load of

9 semester hours is considered a full load. Graduate students enrolled only in undergraduate courses, for undergraduate credit, may request special consideration of the graduate dean.

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

## Enrollment Certification

Enrollment verification and loan deferments are completed in the Registrar's Office and are based upon a student having registered and paid tuition and fees according to the following criteria. See "Special Conditions for Financial Aid Applicants" in the Financial Information section of this catalog for loan deferment requirements.

### Undergraduate

**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.

### Graduate

**Full Time:** fall, spring or summer term/semester, 9 or more hours.

**Three-Quarter Time:** fall, spring or summer term/semester, 6 to 8 hours.

**Half Time:** fall, spring or summer term/semester, 4 to 5 hours.

Extension courses are considered nontraditional credit and are excluded for certification purposes.

International students also may request International Advising to issue letters of enrollment for the use of foreign governments, embassies, scholarship agencies and banks. International Advising is located on the second floor of the Information Sciences Building.

## University of North Texas Dallas Campus

### (UNT System Center at Dallas)

#### John Ellis Price, PhD, CPA, Vice Provost

The University of North Texas Dallas Campus is an off-campus site of the University of North Texas in Denton. Located at 7300 Houston School Road in Dallas, the UNT Dallas Campus offers junior-, senior- and graduate-level courses leading to bachelor's and master's degrees. Certificate

and endorsement programs and courses for career advancement are also provided.

Students who enroll at the UNT Dallas Campus must meet the same admissions requirements as students who apply to the UNT campus in Denton. Diplomas granted will be the same as those earned by students attending the Denton campus.

In January 2000, UNT began offering a limited number of academic programs at the UNT Dallas Campus facility. In January 2007, UNT Dallas Campus opened for classes in its new home at 7300 Houston School Road. The new building, a three-story structure with a view of the Dallas skyline, is located four miles east of the former Hampton Road location. The new building is the first of many planned for the 264-acre campus site that will become the University of North Texas at Dallas—Dallas' first public university and the third institution in the UNT System. The 75,000-square-foot facility merges contemporary architecture with state-of-the-art technology. Students experience wireless Internet access, the region's first virtual library, advanced video conferencing systems and video monitors at main entry points showing daily schedules and building activities. In addition, the facility is staffed with student services professionals to help students with admissions, advising, counseling, financial aid, job placement, registration, disability accommodation and other student services.

As enrollment increases, more academic programs will be added. When Dallas Campus enrollment reaches 1,000 full-time equivalent (FTE) students for one semester, UNT at Dallas will be created and will begin to grant degrees.

For current information about the University of North Texas Dallas Campus, call 972-780-3600 or visit the UNT Dallas Campus web site ([www.unt.edu/dallas](http://www.unt.edu/dallas)).

### Current Programs

**Undergraduate programs:** accounting control systems, applied arts and sciences (generalist, health care management, human services, or organizational development), criminal justice, finance, general business, human service management and leadership, information technology, interdisciplinary studies (elementary education, four tracks), logistics and supply chain management, mathematics with teacher preparation, organizational behavior and human resource management, and sociology.

**Graduate programs:** master's level: business administration (strategic management), counseling, criminal justice, and educational administration (principal preparation).

**Certificates:** American humanics, applied gerontology certificate, substance abuse addictions certificate.

See the Academic Program Options charts in this catalog for specific degree option listings.

### Teacher Preparation

One of the following four certifications must be selected to complete the teacher preparation degree.

- grades 4–8 mathematics teacher and ESL supplemental teacher;
- grades EC–6 generalist and all-level special education teacher;
- grades EC–6 ESL and generalist teacher; or
- grades EC–6 grade bilingual and generalist teacher.

### Alternative Class Offerings

In addition to regular daytime classes, UNT offers evening and weekend on-campus and off-campus residence credit courses and courses at the Universities Center at Dallas, as well as other distance education and web-based courses. See “Distance Education (Web-Based and Videoconference)” in the Student Life section of this catalog.

### Correspondence Courses

#### Regulations Governing Correspondence Courses

1. A student in residence who wishes to enroll concurrently in correspondence courses at another accredited institution must first secure the *written permission* of the student’s academic dean at UNT. Failure to obtain advance approval may result in the refusal of the university to accept such work in transfer.
2. Not more than 18 hours of correspondence courses from an accredited institution may be transferred to UNT and used toward a degree program. No more than 30 hours of the total number required for any degree may be earned by a combination of correspondence and extension.
3. A maximum of 6 hours of upper-level correspondence work completed in transfer will be accepted toward a degree program at UNT.
4. Graduate credit is not accepted in transfer through correspondence study.

### Auditing

With the written permission of the department chair and the dean of the college or school in which the course is taught, an individual fully eligible to enroll in the university may attend a class

as an auditor without receiving college credit. The auditor’s name is not entered on the class roll, and the instructor does not accept any papers, tests or examinations from the auditor.

Attendance as an auditor may not be made the basis of a claim for credit in the course. Auditors pay a fee. Only one audit fee is required per semester regardless of the number of courses audited. Tuition and fee information is available online at [essc.unt.edu/sauca](http://essc.unt.edu/sauca).

Permission forms for auditors are not available during the official registration period but may be requested in the offices of the academic deans after classes begin.

A person 65 years of age or older may enroll as an auditor and observer without credit and without payment of a fee, if space is available and if approved by the department chair and the appropriate dean. Such enrollment entitles the person to library privileges, but not to instruction in applied music or physical education, the use of laboratory equipment and supplies, or admission to university-sponsored fine arts events.

### Registration

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

### Late Registration

Students who are unable to enroll during the official registration periods must pay an additional fee to enroll late. Refer to [www.unt.edu/registrar](http://www.unt.edu/registrar) for late registration information.

### Concurrent Registration

A student in residence who wishes to enroll concurrently at another college must first secure the written permission of the appropriate dean at UNT. 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 in any state institution.

### Enrollment at the Universities Center at Dallas

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.

Three universities cooperate in offering upper-division undergraduate courses and graduate courses at UCD: Texas A&M University–Commerce, the University of North Texas and the University of Texas at Arlington. For details and course offerings, call UCD at 214-915-1900 or visit the UCD web site at [www.ucddowntown.org](http://www.ucddowntown.org). UCD is located at 1901 Main Street in downtown Dallas.

## Schedule Changes

For information concerning adding or dropping courses, consult the online *Schedule of Classes* at [www.unt.edu/registrar](http://www.unt.edu/registrar) or [my.unt.edu](http://my.unt.edu).

## Class Attendance

*Regular and punctual class attendance is expected.* Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered part of the grade, the instructor should so inform students at the semester's beginning by a *written notice*. Any instructor who informs students *in writing* about the necessity of class attendance may request of the Registrar that a student be dropped from the course with a grade of WF upon the accumulation of the stated number of absences. Instructor drops for non-attendance may be processed up to two weeks prior to the first day of final examinations for fall or spring terms/semesters and equivalent dates for summer sessions. Refer to [www.unt.edu/catalog/calendar.htm](http://www.unt.edu/catalog/calendar.htm) for specific dates. Departments and similar academic units have authority to establish a department or course attendance policy, so long as the policy is in accord with the above stipulations.

If the instructor-initiated drop action falls within the time the student is eligible to drop with instructor consent and without penalty, the Registrar's Office notifies the student that a WF will be recorded unless the student initiates the drop procedure, in which case a W will be assigned.

## Authorized Absences

Absences due to participation in sponsored activities must be approved in advance by the department chair and academic dean. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to their instructors. Students with authorized absence cards may make up the work missed when practicable or be given special allowance so that they are not penalized for the absence.

## Absence for Religious Holidays

In accordance with state law, a student absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day(s) missed, including those missed for travel, within a reasonable time after the absence. The student should notify the instructor of each class of the date of the anticipated absence as early in the semester as possible.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may respond appropriately if the student fails to complete the assignment or examination.

## Students Called to Active Duty

Texas Education Code 54.006 (f) indicates, "Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating 'withdrawn-military' on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material."

In order to be eligible for options under this law, a UNT student must produce a copy of his or her orders. Withdrawal may or may not require that the student talk with each instructor depending on timing in the semester; however, the latter two options do require that the student talk with his or her instructors and come to a decision as to which solution is best for each class given timing and circumstances. A student called to active duty may consider the following options:

1. withdrawal with a full refund of appropriate tuition/fees;
2. incomplete grades with the one-year I (Incomplete) removal time limit starting with the end of active duty; and/or
3. a final grade if the course is essentially over and the course material has been sufficiently mastered (determined by the instructor).

## Dropping Courses

Students who wish to drop a course before the 12th class day of fall or spring terms/semesters or before the equivalent dates for summer sessions, may do so in the Registrar's Office or at *my.unt.edu*. After the 12th class day for fall or spring terms/semesters or the equivalent dates for summer sessions, students must first receive the written consent of the instructor prior to dropping a course. The instructor may withhold consent for students to drop for any reason provided the instructor has informed students *in writing* at the beginning of the semester. Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

The grade of W is recorded for any course dropped with the instructor's consent prior to the end of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions. After that time, the student must have a passing grade for the instructor to assign a grade of W for a dropped course; otherwise, the grade WF is recorded.

Instructors may drop students with grades of WF from courses for nonattendance at any time after the completion of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions. See "Class Attendance" in this section.

No student may drop any course after the designated day of a given semester's 10th week for fall or spring terms/semesters or the equivalent dates for summer sessions.

Drop procedures must be completed by 5 p.m. on the deadline dates specified in the online academic calendar (at [www.unt.edu/catalog/calendar.htm](http://www.unt.edu/catalog/calendar.htm)). After these dates, a student may not drop a course for any reason.

See the online *Schedule of Classes* at [www.unt.edu/registrar](http://www.unt.edu/registrar) for drop procedure and instructions.

## Limitation of Drops

Students enrolling in higher education *for the first time* during the fall 2007 academic term or any term subsequent to the fall 2007 term may drop a total of six courses. This total includes any course a transfer student has dropped at another Texas public institution of higher education. This does not apply to courses dropped prior to the census date or to courses dropped with a grade of WF and does not apply if the student withdraws from the term or session.

Certain exceptions may be made to the limit if the student can show good cause for dropping more than that number, including but not limited to a showing of:

- (a) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- (b) the student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- (c) the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
- (d) the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
- (e) the change of the student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete the course.

Requests for exception to the drop limitation must be made in writing to the student's academic dean and must occur during the semester that the dropped course was taken.

## Withdrawal from UNT

A student may withdraw from UNT at any time prior to two weeks before the first day of final examinations for fall or spring terms/semesters or the equivalent dates for summer sessions by making a request in the Registrar's Office. For withdrawals processed prior to the end of the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions, the grade of W is recorded for each course in which a withdrawn student was enrolled. After the sixth week of classes for fall or spring terms/semesters or the equivalent dates for summer sessions, a withdrawn student receives grades of W only for those courses in which there were passing grades at the time of withdrawal; otherwise, the grade WF is recorded.

Students called to active military service during a semester in which they are enrolled may be entitled to a refund of tuition and fees if they withdraw or the student may be entitled to receive a final grade or incomplete grade in courses. Students should contact the Registrar's Office to determine their options.

Official dates and deadlines for withdrawing are specified in the Academic Calendar at [www.unt.edu/catalog/calendar.htm](http://www.unt.edu/catalog/calendar.htm).

**Notice:** Students receiving financial aid also must contact Student Financial Aid and Scholarships before dropping a class or withdrawing. Students receiving financial aid may be required to go through an exit interview with a financial aid counselor before they are permitted to withdraw.

To receive a refund for a parking permit, a student must return the parking permit to the Parking Office located in the Sullivant Public Safety Center.

### **Pre-Finals Week**

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; activities requiring student participation such as field trips, athletic events, or performances by dance, drama or music ensembles are not scheduled unless approved in advance by the appropriate dean or the Director of Athletics.

On the Friday of the week immediately preceding final exams (reading day), no classes are held.

### **Final Examinations**

Faculty members are expected to administer final examinations at the designated times during the exam week of each long semester and during the specified 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.

### **Commencement Exercises**

Commencement exercises are held in December, May and August. Diplomas are mailed to candidates approximately eight weeks after graduation has been verified.