

Mechanical Engineering Graduate Program
The University of Texas at Dallas

Master's & PhD Acknowledgment of Policies Form

****All students must complete, sign, and date this form upon entrance to the ME Graduate Program****

Legal Name (Last, First):	
Preferred Name: <i>If different from legal name.</i>	
UTD ID Number:	
Program Start (semester & year):	

Program of Study (check one): MS PhD

By checking each box below, I confirm that I have read and understand the following policies of The University of Texas at Dallas and the Graduate Mechanical Engineering Department:

- I must complete all **assigned prerequisites** unless officially waived by the department.
- I must meet with a **Faculty Advisor** at least once a year to be advised.
- Full-time** enrollment is **9SCH** in **Fall/Spring** and **6SCH** in **Summer**.
- GPA** is calculated on the + and – scale (A, A-, B+, B, B-, C+, C, F).
- I must have a **core GPA ≥ 3.0** and a **cumulative GPA ≥ 3.0** to graduate.
- I know a course may be **repeated one time** and I can repeat no more than three courses.
- I must make up any **incomplete (I)** grades by the deadline or it will turn into an **F**.
- If on **academic probation**, I understand that I cannot register until the current semester grades are posted and I have permission from my Faculty Advisor.

- MS:** There is a **6-year time limit** to complete all **MS** coursework (transfer courses included).
- PhD:** There is a **10-year time limit** to complete all **PhD** coursework (transfer courses included).
- PhD:** I understand I must request to **add the master's** program two semesters before I intend to graduate with my master's.
- PhD:** In the event that I do not have a **Faculty Advisor**, I will be given one long semester to locate a Faculty Advisor before being dismissed.

Student Signature

____/____/_____
Date