Department of Systems Engineering
The University of Texas at Dallas

Master's Acknowledgement of Policies Form

***All students must read, complete, sign, and date this form upon entrance
into the Systems Engineering and Management (MS-SEM, traditional) Program***

Name (Last name, First name) (please print): _____

UTD ID Number: _____

First Semester in the MS-SEM program: _____

DEGREE PLAN: SYSTEMS ENGINEERING AND MANAGEMENT (MS-SEM)

By initialing each item below, I indicate that I understand the following policies of the University of Texas at Dallas and the Department of Systems Engineering for the Systems Engineering and Management MS-SEM program:

_____ I must take all the prerequisites unless it has been officially waived by the department/instructor.

_____ I must contact my advisor whether in person or by email each semester to be advised.

_____ There is a **6 year window** to complete all UTD coursework.

_____ **GPA** is calculated on the + and – scale (A, A-, B+, B, B-, C+, C, C-,F)

_____ I must have a CORE **GPA ≥ 3.0**, and an overall **GPA ≥ 3.0** in my program to graduate.

_____ Must not have below B- in the four core classes

_____ Up to three graduate courses may be repeated. However, no graduate course may be repeated more than once.

_____ I must make up any **incomplete (I)** grades by the deadline or it will turn into an **F** on the transcript

_____ I know that I cannot enroll in classes while on Academic Probation until the current semester grades are posted and I have met with my academic advisor.

_____ If I am on Academic Probation, I must meet with my academic advisor to determine a plan of action for the semester of probation.

_____ I must submit all requests for the advisor to register me for class through my UTD email. It must also include the Prefix of course, number and 5 digit identifying code. (Ex: SYSM 6301 - 83265)

_____   _____/_____/_____
        Student signature   Date