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