

UNDERGRADUATE PETITION for ONE-SEMESTER EXEMPTION TO EXCESSIVE HOURS POLICY

Excessive Hours Policy

Texas Education Code §54.014 specifies that resident undergraduate students who enrolled for the first time at a public institution in Texas in fall 1999 and later may be charged a higher tuition rate for attempting excessive hours at any Texas public institution of higher education while classified as a resident student for tuition purposes. The purpose of these policies is to encourage students to complete their academic programs in an efficient, timely manner.

Students first enrolled between fall 1999 and summer 2006 are permitted 45 attempted hours beyond what is required for their academic program. Students first enrolled from fall 2006 to the present are permitted 30 attempted hours beyond what is required for their academic program. Any hours beyond those required for the academic program plus additional permitted hours are considered excessive and are will result in additional tuition charges. A student who is identified as being in excess will continue to be considered to be in excess regardless of subsequent changes to his or her academic program.

Academic program hours include the total number of hours required for a student to complete his or her degree plan. If you are an undeclared major or non-degree seeking student, your academic program is considered to require 120 hours.

Credit hours that count towards the excessive hour calculation are those from courses attempted at any Texas public institution of higher education.

This includes:

- Credit hours from courses in which a grade is earned on the transcript;
- Credit hours from courses dropped with a grade of W, any administrative withdrawal grade (WP,WF, WU, etc.), X or equivalent;
- Credit hours from courses excluded due to repetition.

This DOES NOT include:

- Credit hours from courses excluded from the student record due to an election of admission under Academic Fresh Start;
- Credit hours earned from courses taken before receiving a baccalaureate degree that has already been awarded;
- Credit hours earned through examination, (AP, CLEP, IB, or SAT II);
- Credit from remedial and developmental courses;
- Credit hours taken at a private institution or an out-of-state institution; and
- Credit hours taken as dual-credit prior to high school graduation.

The University of Texas at Dallas Procedures

Students with excessive hours are encouraged to contact their academic advisor to review their degree plan and ensure that it is complete, accurate and to verify the hours required for completion.

You may apply for graduation through your academic advisor; however, application for graduation does not preclude out-of-state tuition.

Denied, approved, and conditional exemptions will be emailed to your UTD email address as official notification after Census Day for the current term.

Conditional exemptions may be awarded. If an exemption is based on conditions, the conditions must be met to retain exemption.

If the exemption is based on the fact that you are graduating this semester and you fail to graduate, the exemption will be rescinded and you will be responsible for the difference in tuition and fees.

The University of Texas at Dallas reserves the right to remove the exemption based on additional information.

I verify that I have reviewed the material above.

Signature

Date

