Student Responsibilities [1]

The mission of the Department of Electrical and Computer Engineering is to produce graduates who will help make Texas the foremost electrical/electronics/computer industrial center in the world, to create significant individual and industrial growth opportunities, and to be recognized as one of the premier electrical and computer engineering departments in the US. To achieve this mission, there are responsibilities held by students, faculty, and staff.

According to the University of Texas General Information Catalog, student responsibility is defined as follows:

The student is responsible for seeking adequate academic advice, for knowing and meeting degree requirements, and for enrolling in appropriate courses to ensure orderly and timely progress toward a degree.

The faculty and staff in the Department of Electrical and Computer Engineering hold these same beliefs of student responsibility. The Undergraduate Office is a point of contact for you in gathering the information you need to meet your responsibilities. Undergraduate advisors assist students in reviewing their progress toward the degree, clearing advising bars, answering questions about policies and procedures, and exploring educational opportunities; however, it is your responsibility to make sure you meet the day-to-day details of obtaining a degree in Electrical and Computer Engineering:

- **Become familiar with the Undergraduate Catalog [2]** and the **General Information Catalog [3]**. These publications provide the rules and policies that govern your academic program, as well as degree requirements and course descriptions.
- **Read and understand the requirements for the degree you are interested in obtaining.** These degree requirements can be found on both the Registrar's website [4] and the ECE website.
- **Make sure you claim credit for AP tests and courses taken away from The University of Texas at Austin.** The procedure for doing this is outlined on the Center for Teaching and Learning website [5] for claiming AP credit. Instructions on how to transfer courses taken elsewhere into UT Austin can be found here [6].
- **Know the prerequisites for all classes.** It is your responsibility to make sure that you have the necessary background for the courses you are taking. Check the Registrar's course schedule [7].
- **Be prepared to get help.** Before coming to the Undergraduate Office, it is important that you have your academic records up-to-date.
Please also be aware of the following information:

- **Academic Policies and Procedures** As required by the Cockrell School of Engineering, each student must be informed about all pertinent rules and regulations and must abide by them at all times. Advisors are available to assist students, but the ultimate responsibility for being informed rests with the student. Please review the [Academic Policies and Procedure](http://catalog.utexas.edu/undergraduate/engineering/academic-policies-and-procedures/) that apply to engineering students.

- **Emails/SANs** Secure Academic Notes (SAN's) and Emails are the ECE department's primary means of formal communication with students; therefore, it is the student's responsibility to keep his/her email information up-to-date at all times and to thoroughly review all incoming emails.

- **FERPA** The Family Educational Rights and Privacy Act of 1974 is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. Click [here](https://www2.ed.gov/policy/gen/guid/fpco/index.html) to learn more.