

Academic Procedures

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The university year is divided into a long session of two semesters and a summer session of two terms.

Grades—Their Meaning and Value

Grade Marks	Grade Meaning	Grade points Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Passing (Minimum)	1
F	Failure	0
X	Incomplete	0
I	Incomplete (490, 518 & 718 only)	0
W	Withdrew	0
S	Satisfactory	0
U	Unsatisfactory	0
Q	Course Drop	0
NG	No Grade Assigned	

Beginning Fall 2008 the Q denotes a dropped course. DP, DF, DS and DU no longer apply to dropped courses.

Passing Grades: A, B, C, D, S

Failing Grades: F, U

Grades of S, U, W, Q, X, I and NG do not affect the GPA.

Developmental (Remedial) Grades: Fall 2018 - Grades of RA, RB, RC, RD and RF will be assigned to developmental/remedial courses and will not count in the grade point average or towards graduation. From Fall 2014 through Summer 2018 - Grades of DVA, DVB, DVC, DVD and DVF were assigned to developmental/remedial courses and counted in the grade point average but did not count towards graduation. Prior to Fall 2014 - Grades of RA, RB, RC, RD and RF were assigned but did not count in the grade point average or towards graduation.

The bachelor's degree will not be conferred upon any student whose total grade average is less than "C" (2.00). Transfer students must also have a "C" average on work completed on this campus to qualify for a bachelor's degree.

A grade of "D" is the minimum passing grade for credit in a course. All major courses require a "C" or better.

Students who officially withdraw from school prior to the date stated in the current Schedule of Classes will receive a mark of "W".

The grade "F" means failure.

Students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of "X" (incomplete) in all courses in which they were maintaining passing grades.

When an "X" is given for a grade in a course, the credit hours are not included for one year in calculating the grade point averages. A grade of "X" reverts to a grade of "F" one year from the close of semester/term in which the grade was originally recorded if the course requirements have not been satisfied and the hours are included in the number of hours attempted.

Students may apply for an exception that requires approval (department, college, and Title IX Coordinator/Student Disabilities Services) to exceed the one year timeline.

Recording a grade of "X" requires the filing of a plan for completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the Dean's Office. The plan will include why the grade was given and steps necessary for the student to receive the final grade.

A grade of "I" will only be given for the courses in thesis and dissertation (518, 718, and 490s) at the end of the terms/semesters in which the student has been accurately recorded to have completed **more than 60%** of the term/semester. A Grade of "I" will be given for terms/semesters prior to the term/semester in which the final document is completed. The time limit imposed on the grade of "X" (one year) does not apply for these courses.

Computation of Grade Point Averages

All grade point averages will be computed by dividing grade points accumulated by the number of hours attempted, with grades of "X", "I", "IP", "Q", "W" being excluded.

Repeated Courses

When a course is repeated, only the last enrollment for that course will be used in computing the grade point average. This second grade will be used to determine credit earned for the course. This procedure invalidates the first credit earned in that course. Courses taken before a degree is awarded (regardless of whether the course is applied to the degree) cannot be repeated and the grade point average recalculated once the degree is awarded. Grades of "Q" and "W" do not count in the GPA and therefore are not marked as repeats.

Any student who enrolls in the same course a second or subsequent time must notify the Registrar's Office during the semester in which the course is being repeated. Access the GPA Update form (<https://dms.tamuc.edu/Forms/GPAUpdate/>) to notify the Registrar's Office when you repeat a course. When the semester is completed, the Registrar's Office will then update the student's grade average to reflect the duplication of the course.

Enacted in the 78th Legislative session, HB1 mandates that students repeating a course for a third or more time, may be subject to an additional fee for the repeated course. Courses dropped or withdrawn are counted as attempted hours and count towards the "Three-Peat Rule."

Calculating your GPA

Each grade received has a corresponding number of points associated with it and each class has a certain number of hours. Points for each letter grade:

Grade	Points
A	4
B	3
C	2
D	1
F	0

Take the number of hours of the course (English = 3) and multiply it by the points for the grade you earned (A = 4) so your grade points for a 3 hour course with the grade of A would be 12.

Add all of your grade points and divide it by the total number of hours taken:

English 1301 - 3 hours - letter grade A - would be $3 \times 4 = 12$ grade points

Biology 1407 - 4 hours - letter grade C - would be $4 \times 2 = 8$ grade points

PE 102 - 1 hour - letter grade B - would be $1 \times 3 = 3$ grade points

Add your grade points ($12 + 8 + 3 = 23$) and divide by your total number of hours ($3 + 4 + 1 = 8$)

23 divided by $8 = 2.875$ (GPA will only go out two decimal places and will not be rounded)

Total GPA would be 2.87

Native GPA

Beginning Fall 2000, all new students who enter Texas A&M-Commerce for the first time will have their cumulative grade point average calculated on courses taken at A&M Commerce only. Courses taken at other institutions will no longer be considered in the calculation of the Texas A&M-Commerce grade point average.

Good Standing Rule

This policy defines good standing for all undergraduate students enrolled at Texas A&M University-Commerce effective August 1, 1996.

Entering students, (first time university students or transfers) who have been fully admitted (without any type of probation, provision, or restriction) will be considered in good standing. A student is in good academic standing if, and only if, he or she has a cumulative grade point average of at least 2.00 and is not on disciplinary suspension. A student placed on academic probation or suspension must attain a cumulative grade point average of 2.00 or higher to be in good standing, regardless of whether he or she is allowed to re-enroll. For good standing status, an undergraduate student must maintain a 2.00 GPA and be in compliance with ethical and professional standards as determined by the student's academic department. The University Registrar is responsible for the good academic standing designation and reporting.

President's Honor Roll and Dean's List

Undergraduate students who maintain sufficiently high academic averages each semester are placed on the university's special honor rolls—the President's Honor Roll and the Dean's List. The Dean's List includes the names of those undergraduate students who have been registered for not less than 12 hours of academic work during the semester, not counting non-academic service courses, and who have maintained a minimum semester academic grade average of at least 3.50. The President's Honor Roll includes the names of those undergraduate students who have met the above requirements and have maintained a semester academic grade average of 4.00.

Academic Distinction

Students completing a minimum of 60 passed hours (excluding Credit by Exam and Graduate Level courses) for baccalaureate degrees, that have exceptional scholastic averages, may be graduated with academic distinction. The levels of recognition will be recorded on the students' diplomas and permanent academic records.

Candidates for graduation with distinction must achieve the specified grade point average on all hours attempted at A&M-Commerce. The level of attainment will be determined by the overall A&M-Commerce grade point average.

Academic Distinction recognition in the commencement program will be made based on a student's grade point average at the end of the previous term. However, notations of Academic Distinction recorded on diplomas and permanent academic records will be determined after final semester grades are processed.

The levels of recognition and the grade point averages required for each are: *Summa Cum Laude*, 3.90-4.00; *Magna Cum Laude*, 3.70-3.89; *Cum Laude*, 3.50-3.69.

Numbering of Courses

Courses are numbered according to the following scheme: Freshman courses are 100-199 inclusive; sophomore courses, 200-299 inclusive; junior courses, 300-399 inclusive; senior courses, 400-499 inclusive; and graduate courses, 500-799. Courses completed at four-year institutions and numbered at the 300 level or above are considered to be advanced. All courses with a semester credit hour other than three are designated with the semester credit hour value.

Texas Common Course Numbers

Institutions teach courses that are similar in nature and have been designated by a common number. The common course number, a four-digit abbreviation for the discipline and a four-digit course number, is to facilitate the transferability of these courses between the participating institutions. The first digit reflects the academic credit; the second digit indicates the semester hour credit; and the third and fourth digits establish course sequence. The common course number is shown in parenthesis to the right of the Texas A&M University-Commerce course number in departmental course descriptions. A listing of all common courses and numbers adopted by A&M-Commerce as well as institutions participating in the TCCNS are available in the back of this catalog.

For more information about the common courses at Texas A&M-Commerce, please contact the Office of Undergraduate Admissions 903-886-5000. Those currently enrolled at another institution should contact the appropriate departments for information. A complete listing of common courses taught statewide at colleges and universities in Texas is available at www.tccns.org (<http://www.tccns.org/>).

Value and Definition of Courses

The semester hour value of each course is determined by the number of clock hours spent in classwork. One clock hour per week in lecture or two to three hours per week in laboratory for one semester is the normal amount of classwork required for one semester hour of credit.

Mid-Term and Final Semester Grade Reports

Mid-Term and Final semester grades will be updated to the student information system. Students may check the status of their grades by accessing myLEO at leo.tamuc.edu (<https://leo.tamuc.edu/>). A PIN (Personal Identification Number) is required to access myLEO.

Class Attendance Rule

Students are expected to be present for all class meetings of any course for which they are enrolled. Students are responsible for learning about and complying with the attendance policy stated in the catalog, *Student's Guidebook*, and/or faculty syllabi. Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi. Faculty members will keep students' attendance records.

Students are responsible for requesting makeup work when they are absent. They will be permitted to make up work for absences which are considered by the faculty member to be excusable. The method of making up this work shall be determined by the faculty member.

The student is responsible for providing the faculty member reason(s) for his/her absence. The faculty member then determines the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members may consider the following reasons for absence as excusable.

1. Participation in a required/authorized university activity;
2. Verified illness;
3. Death in a student's immediate family;
4. Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and
5. Others determined by individual faculty to be excusable (e.g., elective University activities, etc.).

Appeals can be made through normal administrative channels.

A record of excused and unexcused absences will be maintained by a faculty member for reference because financial aid and scholarship programs require attendance records.

Students who have failed any part of the Texas Academic Skills Program (THEA) test are required by the State of Texas to attend developmental courses. Students who do not attend developmental courses or tutorial sessions may be withdrawn from the University.

When requested by the student, teachers will inform the student who has been absent whether makeup work is allowed and whether absences jeopardize the student's standing in a class.

It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences as defined in the course syllabus. In such cases, faculty recommend through the department head to the appropriate college dean that a student be dropped from a class. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending the drop. If approved, the college dean will forward the recommendation to the Registrar's Office.

Students who wish to drop a course or withdraw from the University are responsible for initiating this action.

If a student believes the final grade is unfairly impacted by attendance requirements, an appeal can be made. This appeal process is explained in "Student's Appeal of Instructor's Evaluation" (Procedure A13.06).

Summons to Administrative Offices

There are times when students may be requested to report to an administrative office. The summons may be transmitted in the form of a letter, telephone call, or by personal messenger. A student who receives a summons is expected to report immediately or on the date scheduled. Failure to do so is a violation of the Student Code of Conduct (#17) and may result in disciplinary actions.

Undergraduate Academic Probation, Suspension, Appeal, and Readmission

13.99.99.R0.41 (<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/undergraduates/13.99.99.R0.41.pdf>) Undergraduate Academic Probation, Suspension, Appeal, and Readmission

Effective September 1, 1996

Revised December 16, 2022

Supplements System Policy 11.04 (<http://policies.tamus.edu/11-04.pdf>)

Texas A&M University-Commerce calculates course work based on the institutional GPA to reflect work completed only at A&M-Commerce. Official transcripts reflect the institutional GPA unless the student entered prior to Fall 2000.

Definitions:

- Institutional (native) grade point average: Applies to all students who enrolled Fall 2000 or after. Applies only to coursework completed at Texas A&M University-Commerce.
- Cumulative GPA (institutional and transfer work combined): Applies to students who enrolled in courses at Texas A&M University-Commerce PRIOR to Fall 2000. Applies to all coursework.

University regulations concerning probation, suspension, and reinstatement in the university were established by the University Academic Council and are administered by the deans of the colleges. In certain cases where there are extenuating circumstances, appeals regarding academic probation and suspension may be made to the Academic Affairs Undergraduate Student Suspension Appeal Committee. Refer to procedure 11.04.99.R0.06 (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/11centersDegreesPrograms/undergraduate/11.04.99.R0.06UndergraduateScholasticProbationAndDismissal.pdf>)

1. A satisfactory level of academic achievement is determined on the basis of each student's institutional grade point average calculated on the basis of all academic work attempted, and, if the student is in remediation, on satisfactory progress toward completion of required remedial work. To be eligible for continued enrollment in good standing in the University, a student must maintain a minimum cumulative grade point average of 2.00, and, if in remediation, must pass each required remediation course in no more than one attempt for each course. When a remediation course must be attempted for the second time, the student will be considered to be on probation regardless of his or her grade point average. Students who do not pass a remediation course on the second attempt will be placed on suspension regardless of the grade point average, subject to the requirements of suspension. Upon readmission, each time the same remediation course is attempted and not passed the student will again be placed on suspension.

2. Should any student fail to maintain satisfactory progress toward graduation as specified by these regulations, the student will be permitted to enroll for further work only on academic probation. Students enrolled on academic probation may register for no more than fourteen (14) semester hours (academic, remedial, or physical education activity) in any one semester of the regular academic year. A full summer session (two terms) will be considered equivalent under these requirements to one semester of the regular academic year. Probationary students may enroll for no more than two courses during any term of a summer session or no more than four courses for a full summer session.
3. A student on academic probation will remain subject to the requirements of probation until the institutional grade point average has been raised to the level of satisfactory progress specified above and, if in remediation, must continue to make satisfactory progress toward completion of remedial work as stated above. To qualify for continued enrollment while on probation, however, the student must maintain a semester grade average of at least 2.00. Should any probationary student fail to maintain such a 2.00 semester grade average in the academic courses attempted in any semester of probation, the student will be required to leave the University on academic suspension for at least one calendar year. In cases where there are extenuating circumstances, a student who has failed to maintain the required 2.00 semester grade point average in academic courses to qualify for continuance of probation may be permitted, with the approval of the dean of the appropriate college, to enroll for one additional semester of extended probation. Refer to procedure 11.04.99.R0.07 (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/11centersDegreesPrograms/undergraduate/11.04.99.R0.07AcademicAffairsUndergraduateStudentSuspensionAppealCommittee.pdf>) for further appeal guidelines. Should the student fail again, however, to maintain an adequate 2.00 semester grade point average in academic courses attempted during that semester, the student will be required to leave the University on academic suspension for one calendar year as specified above. After the period of academic suspension, the student will be permitted to enroll again on academic probation. Students wishing to return following completion of the suspension period must reapply to the University and file an appeal with the Academic Affairs Undergraduate Student Suspension Appeal Committee.
4. To ensure that the grade point average on the official record has been updated to account for duplicated courses, any student enrolling for the same course must notify the Office of the Registrar during the semester in which the course is being repeated.
5. Transfer students whose grades at other colleges or universities were unsatisfactory ("D" or lower) according to the regulations of A&M-Commerce will be placed on academic probation subject to the same requirements that apply to other students on probation. Students on academic suspension from other institutions will not be permitted to enroll at A&M-Commerce until their specified periods of suspension expire.
6. A student must be in residence at A&M-Commerce in order to remove the conditions of probation. If the student attends another college or university, the conditions of probation will not be removed; however, the academic record will be updated to reflect the transfer work. A student, however, who withdraws for a period of at least one calendar year or is suspended for the same period may, upon re-enrollment, petition the dean of the appropriate college to have the unsatisfactory grades eliminated from the calculations of the official institutional grade average. Courses eliminated from the calculation of a student's official grade point average may not be Basic Skills courses (mathematics, English, etc.) or courses that apply toward the current major. In addition, this applies only to credits earned at A&M-Commerce (excludes all transfer work).
7. A&M-Commerce reserves the right to deny admission to a student suspended from another college even though the suspension period has expired.
8. Students on academic suspension are not eligible for correspondence or extension courses.

Undergraduate Student Loads

Regular Session

Regular Session

Exclusive of physical activity courses, twelve hours is considered by the institution as a full-time load (Procedure A11.20). However, to graduate in four years, it is recommended students enroll in 15 hours each semester or complete coursework in the summer. Many scholarships specify enrollment in 15 semester hours.

Appropriate administrative staff will use the following guidelines for approving exceptions to the above:

- Any student enrolled for student teaching will be limited to a maximum of 15 semester hours.
- An undergraduate student who wishes to enroll for more than 19 hours must have the approval of his or her academic dean before adding the courses. Any student who exceeds the normal load by adding additional course(s) and does not have the appropriate academic dean's approval will be automatically dropped from that course and notified of this action by the dean.
- Students required to enroll in university designated developmental reading, composition or mathematics in any long semester will be restricted to a 14-hour course load, approved by the academic advisor. All approvals for overloads are obtained from the dean of the college in which the student is majoring.

Summer Session

Six semester hours, exclusive of physical education activity, is the normal student load for each summer term. **With the exception of the competency based programs, a student may not enroll for two subterm courses simultaneously within the same subterm.**

An undergraduate student may schedule one semester hour above the normal load each summer term.

An undergraduate student lacking 15 semester hours to graduate at the end of that summer and who has an overall "C" (2.00) average may schedule nine semester hours one term with dean's approval.

Freshmen admitted provisionally will be limited to ten semester hours for the entire summer.

An undergraduate student who lacks 30 semester hours to graduate in December may schedule nine semester hours during one summer term only if the fall schedule would include student teaching and if the student has an overall "C" (2.00) average.

A last semester senior who lacks 12 hours or fewer to graduate at the end of the summer and who has an overall "C" (2.00) average may schedule nine semester hours one term with the appropriate dean's approval.

Any student who exceeds the normal load by adding an additional course(s) and does not have the appropriate academic dean's approval will be automatically dropped from the course and notified of this action.

For scholastic probation details, see Scholastic Probation and Suspension (<http://www.tamuc.edu/admissions/registrar/generalInformation/scholasticProbationAndSuspension.aspx>).

All approvals for overloads are obtained from the dean of the college in which the student is majoring.

Mini Session

Any student registering for classes during the mini term should be aware of the accelerated nature of the class. The maximum load for a mini-term is three hours.

Student Class Schedule Adjustments

Students are expected to make all necessary adjustments in their class schedules by the fourth class day of a regular semester and the second class day of a summer semester. Eligible students may use myLEO to process drops and adds. Students may add classes until the fourth class day during the fall and spring semesters and the second class day during the summer terms. Students may drop a class with a full refund (if remaining enrolled) until the twelfth class day during the fall and spring semesters and fourth class day during the summer terms.

The student desiring to add a course(s) after the fourth class day of a regular semester or second class day of a summer semester should pick up a drop/add sheet at the Registrar's Office. The student should proceed to the department(s) where he/she obtains department/instructor approval and then to the appropriate dean for approval. The drop/add form is then returned to the Registrar's Office. Students will not be allowed to add classes after the twelfth class day during fall/spring or the fourth class day during a summer semester. Students not eligible to use myLEO should contact their academic advisor.

* EFFECTIVE SUMMER 2012

Instructor approval will no longer be required to DROP a course prior to the drop deadline for eligible students. Athletes, international students and advised students will be required to obtain a signature from the appropriate office.

- Athletes must be approved through their Athletic Academic Advisor.
- International students must obtain approval from the International Student Office .
- College of Innovation and Design students must obtain approval from the College of Innovation and Design Advising Office/Center.
- Honors College students must obtain approval from the Honors Advising Office in order to drop a course.
- Students with holds must clear their holds through the appropriate office.

A Drop/Add Form (<https://dms.tamuc.edu/Forms/dropaddform/>) for courses to be dropped may be obtained at the Registrar's Office, or is available online at the following website: <http://www.tamuc.edu/admissions/registrar/generalInformation/dropAdd.aspx>. No course may be added to student schedules after the census date shown on the University Calendar, except in very special cases and then only by approval of the instructor and appropriate dean.

Students dropping all of their courses OR enrolled only in one class must complete a Withdrawal Form (<https://dms.tamuc.edu/Forms/withdrawalform/>). Mini terms require a withdrawal form to be completed and returned to the Registrar's Office. Information and a withdrawal form is located at the following website: <http://www.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx>.

** **Effective Fall 2008**, a course dropped after census date in a term will receive a grade of "Q". Drops with "Q" grade will not affect the GPA overall status, but are counted as attempted hours and count towards the six-drop (see Administrative Procedures Section, Limitation on the Number of Courses that may be Dropped under Certain Circumstances by Undergraduate Students), three-peat, 45-hour, and 30-hour rule. Graduate students are not subject to the six-drop rule but will have the advantage of the "Q" grade. See the following website for specific dates: <http://www.tamuc.edu/admissions/registrar/generalInformation/dropAdd.aspx>.

Auditing Courses

Students desiring to audit a course may do so with the consent of the instructor and department head. Enrollment for audit courses is not until the first day of classes. The tuition, fees and admission requirements are the same as for credit except for those age 65 and older. Students enrolling for a

course for audit must notify the Registrar's Office prior to completing registration for the course. A student may not change from credit to audit after the twelfth class day during the long session or the fourth class day in a summer term.

Seniors in Graduate Courses

Texas A&M University-Commerce seniors in their last semester of coursework, who lack no more than 12 hours to graduate and have an overall undergraduate grade point average of 2.75 or higher, may enroll for three to six hours of graduate credit. Prior written recommendation of the major department involved and approval by the Dean of the Graduate School is required. Seniors desiring to take business administration classes for graduate credit must also have permission from the Director of Graduate Programs in Business Administration.

1. Graduate courses cannot apply toward an undergraduate degree.
2. The maximum load for seniors who register for graduate and undergraduate credit is 15 credit hours per semester or six hours per summer term including credit for graduate courses.

Classification Level

Freshman, sophomore, junior, and senior classification will be granted on completion of a designated number of semester credit hours passed. These are:

Classification	Semester Credit Hours
Freshman	1-29
Sophomore	30-59
Junior	60-89
Senior	90-above

In general, students should take courses at the level of their classification and lower level courses should be completed insofar as possible before upper level courses are taken.

The Testing Center

This unit administers various national, state, and local testing instruments. Office effectiveness is measured by expansion and modification of services, as well as by volume of traffic and students assisted. The office also promotes college readiness through cooperation with public schools, academic departments, and other campus offices in highlighting readiness issues.

Some of the exams administered by this office include the American College Test (ACT), Scholastic Aptitude Test (SAT), TSI Assessment, the Texas Higher Education Assessment (THEA), Texas Exam for Educator Standards (TExES), the General Educational Development (GED), the Law School Admission Test (LSAT), and the College Level Examination Program (CLEP).

Additional information about any of these exams can be provided by calling the Testing Center at 903-886-5122.

Testing Center: <https://new.tamuc.edu/testing-center/>

Advising Team

Advising Teams are located in each of the University's academic colleges. They will work with our students from matriculation to graduation, educating and empowering students to take ownership of their degree paths. These teams will consist of Academic Advisors who work collaboratively with students, faculty, and major departments. Academic Advisors work with students on program and course selection; discuss career goals and academic requirements; support enrollment management initiatives; coordinate the preparations for, and participate in, new student orientations; support retention initiatives within the college; and provide information on, and refer students to, University resources. To learn more about the Advising Team, email AdvisingTeam@tamuc.edu.

Financial Aid Advisors

The University has Financial Aid Advisors to assist students with their questions and advice in applying for and being offered financial aid. These advisors, under direction, help manage financial aid packages that conform to all Title IV regulations as well as State and University policies to eligible Texas A&M University – Commerce students. Financial Aid Advisors also assist in facilitating workshops and presentations, on and off campus, to students, parents, and families regarding financial aid and scholarship awards and management.

Bachelor's Degree Requirements

The University offers 12 recognized degrees on the undergraduate level—the Bachelor of Science, the Bachelor of Arts, the Bachelor of Arts in Criminal Justice, the Bachelor of Science in Criminal Justice, the Bachelor of Business Administration, the Bachelor of Science in Computer Information Systems, the Bachelor of Fine Arts, the Bachelor of Music, the Bachelor of Applied Arts and Sciences, the Bachelor of General Studies, the Bachelor of Social Work, and the Bachelor of Science in Nursing. The curricula leading to a baccalaureate degree are designed to give the student a well-rounded and liberal education with specialized study in one or more fields.

Requirements for all undergraduate degrees

A student entering under this catalog must meet the degree requirements listed below or those of a subsequent catalog. However, a student who fails to graduate within five years after admission will be required to meet the degree requirements of a subsequent catalog that is within five years of currency at the time of his or her graduation.

As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), at least 25% of the hours applicable to a degree must be earned through instruction by the institution awarding the degree. This rule is effective for students enrolled for the first time at Texas A&M University-Commerce during or after the Fall semester 1979.

- **Majors, Emphasis, Broadfield Majors, Minors, and Interdisciplinary Studies Minor.** A student must complete a major and a minor, if required, a broadfield major, or two majors in order to be graduated from Texas A&M University-Commerce. Some majors have emphasis areas. All students must take at least six advanced semester hours of work in each of their majors at Texas A&M University-Commerce. Specific course requirements are identified in the departmental sections of this catalog.

A major consists of a minimum of 24 semester hours in one subject field, including at least 12 advanced hours.

An emphasis consists of a minimum of 15 semester hours in a 24-semester-hour major or 18 semester hours in a 36-semester-hour major.

A broadfield major consists of a minimum of 48 semester hours, including at least 18 advanced hours.

A minor consists of a minimum of 18 semester hours in a subject field, including at least six semester hours of advanced courses.

An interdisciplinary studies minor includes 18 semester hours in two or more fields, nine of which are advanced and all of which are outside the student's major.

- **Core Curriculum Requirement.** A minimum of 42 semester hours in general studies is required for a degree (see *Core Curriculum Requirements*).
- **Advanced Level Requirement.** A student must complete at least 36 semester hours at the advanced level (300 or 400 level courses). No advanced course from a junior or community college will be credited toward meeting advanced-level degree requirements unless specified below. A minimum of 60 semester hours must be completed at a senior level institution. Specific initiatives targeted at facilitating community college transfer to a four-year university are exceptions to this rule. The initiatives include the Bachelor of Applied Arts and Sciences degree program and other degree programs, including students who transfer in with the Associate of Arts in Teaching degree, for which the combined number of hours in the Texas Higher Education Coordinating Board approved transfer core and field of student curricula exceed 50% of total hours required for the degree.
- **Institutional Requirement.** Students must complete 25% of degree requirements from Texas A&M-Commerce per the Southern Association of Colleges and Schools Commission on colleges (SACSCOC). Extension and correspondence credits may be used to satisfy residence requirements.
- **Special Major Requirements.** In addition to meeting the above minimum requirements, the student must complete any other special requirements as outlined for each major subject. Effective for all new undergraduate students beginning Fall 1999, a minimum grade of "C" will be required in all undergraduate major courses. This includes all transfer and A&M-Commerce courses in the student's major area of study.
- **Semester Hours.** A student must complete a minimum of 120 semester hours, exclusive of English 100 and Math 131, with the following grade point requirements:
 - a. an overall 2.00 average;
 - b. a 2.00 average on all work completed at A&M-Commerce;
 - c. a 2.00 average in each major and minor; and
 - d. a 2.00 average at A&M-Commerce in each major and minor.
- **Correspondence and Extension Courses.** No more than 30 semester hours of extension and correspondence combined may apply toward a degree. No more than 18 of these 30 hours may be completed by correspondence. A maximum of 18 semester hours of advanced credit in a major field, when prerequisites have been satisfied, may be earned and counted toward a baccalaureate degree from this institution. **Note:** The grade from a correspondence course will apply to your Texas A&M University-Commerce GPA.

Bachelor of Science

Candidates for the Bachelor of Science degree must meet all of the requirements specified above.

Bachelor of Arts

Candidates for the Bachelor of Arts degree must meet the requirements specified for the Bachelor of Science degree. In addition, the candidate must complete at least 12 semester hours (four courses) in one foreign language, or complete six semester hours above the elementary courses if two units of high school credit in the language have been submitted as a part of the regular university admission requirements, or complete three semester hours if a student presents three or four high school credits.

A student who holds the Bachelor of Science degree from this University may acquire the Bachelor of Arts degree by completing the foreign languages requirements for the same and surrendering the Bachelor of Science degree.

Bachelor of Arts or Bachelor of Science in Criminal Justice

Requirements are the same as for the Bachelor of Science degree with the following exceptions:

The criminal justice major consists of a 58 semester hour broadfield program of study. The major includes a balance of criminal justice and advanced sociology courses. Twelve semester hours are electives. No minor is required.

Bachelor of Science in Computer Information Systems

While sharing a common core subset with the Bachelor of Science with a major in Computer Science, the Bachelor of Science in Computer Information Systems emphasizes the application of computers for information processing by organizations. Requirements for the Bachelor of Science in Computer Information Systems degree are the same as for the Bachelor of Science degree with the following exceptions:

Candidates for the non-certification degree must complete a minimum of 41 semester hours in computer science, 18 semester hours in required support courses, and a minor from another department (an area of business is recommended).

Candidates for the degree with secondary certification must complete 38 semester hours in computer science, 15 semester hours in required support courses, and the secondary professional development sequence of courses.

Bachelor of Fine Arts

The requirements for the Bachelor of Fine Arts are the same as for the Bachelor of Science degree with the following exceptions:

91 to 95 semester hours in art, including a minimum of 36 advanced hours. (See the specific requirements for each Bachelor of Fine Arts). The Bachelor of Fine Arts requires no minor area of study.

Bachelor of Music

The requirements for the Bachelor of Music are the same as for the Bachelor of Science degree, with the following exceptions:

78 semester hours are required in the major, including 31-33 hours in the emphasis area. No second major field is required for the Bachelor of Music. Music electives for the Bachelor of Music degree vary from five hours to 13 hours depending on the emphasis area.

Bachelor of Social Work

The requirements for the Bachelor of Social Work degree are the same as for the Bachelor of Science degree, with the following exceptions:

54 semester hours in social work and six hours in psychology and sociology are required. No minor or second major is required.

Bachelor of Applied Arts and Sciences

The Bachelor of Applied Arts and Sciences degree at Texas A&M University-Commerce requires the completion of 120 semester hours. The Bachelor of Applied Arts and Sciences degree is designed to meet the following student needs:

- Persons who hold an Associate (college track) degree from a regionally accredited institution.
- Persons who hold an Associate of Applied Arts and Sciences (technical track) degree from a regionally accredited institution.
- Persons who have completed at least 44 semester hours of college credit from a regionally accredited institution with a minimum of 26 semester hours in general education (including English Composition, American History, US Science 8 semester hours, and College Algebra or equivalents) and at least 24 semester hours in a career, technical, or vocational discipline. The ideal candidate for the Bachelor of Applied Arts and Sciences degree is someone who has completed all of the general education and career courses required (85 semester hours) prior to entering the Bachelor of Applied Arts and Sciences program at Texas A&M-Commerce.
- Persons who have an overall GPA of at least 2.6 on a 4.0 scale.

Bachelor of General Studies

This degree provides maximum flexibility for students who have well-defined career objectives and wish to determine the content of their degree rather than pursue one of the established majors at Texas A&M University-Commerce. The degree program includes general education requirements and an area of concentration but not a specific major.

Bachelor of Science in Business Administration

The requirements for the degree are the same as for the Bachelor of Science degree, with the following exceptions:

Completion of Business Core is required. Minor in Interdisciplinary Studies of at least 18 semester hours is required.

Bachelor of Science in Nursing

The requirements for the Bachelor of Science in Nursing degree are the same as for the Bachelor of Science degree, with the following exceptions:

66 semester hours in nursing and ten hours in support courses: Microbiology, Statistics, and Human Development. No minor is required.

Second Bachelor's Degree

Holders of a baccalaureate degree from this University or other accredited four-year college or university may be awarded a second baccalaureate degree. All catalog requirements for the second degree must be met including:

1. A minimum of 30 semester hours of credit earned in residence at A&M-Commerce;
2. A minimum of 24 of the 30 semester hours earned must be advanced level;
3. Completion of all requirements for the major, including GPA requirements; and
4. Completion of the State of Texas required American History and Political Science courses.

Application for Graduation

The graduation application is available online to eligible students through their myLeo account at the beginning of each term- spring, summer, and fall. The application typically opens one week prior to the first day of classes and all students are notified of the dates the application will be open through their LeoMail and a notification on myLeo. Additional application information including instructions and dates can be found on the graduation website- www.tamuc.edu/graduation (<http://www.tamuc.edu/graduation/>).

A \$40 application fee is automatically applied to the student's account once they submit the application. This fee is required every time a student applies for graduation (Bachelor's, 2nd Bachelor's, Master's, Doctorate, or when a student has to reapply after not graduating as expected). There is no deadline to pay the fee and participation in the ceremony is not affected by whether or not the fee has been paid; however, students cannot get their official transcript or diploma until all financial obligations to the University (including the graduation application fee) have been fulfilled.

Graduation applications will go through a lengthy review process as follows:

1. The student's advisor will review the student's degree requirements and complete a graduation checklist form to indicate if the student is on track to meet requirements as expected, if they are lacking requirements, or if they will not meet requirements.
2. The Dean or Department Head for the student's college will sign off on the graduation checklist form, and it will then be routed to the graduation office for an additional check.
3. The graduation office will determine whether or not the student is cleared to participate in the commencement ceremony and will notify the student via LeoMail. If a student is not cleared, they will be taken off of the graduation list and will need to reapply for graduation in another term.

Commencement Participation

Participation in commencement at Texas A&M University - Commerce is an earned honor shared among graduates. Commencement is a ceremony intended to recognize the academic achievements of students and faculty as well as a time for the University to celebrate a major milestone in the lives of those in the academic community.

Commencement is held three times per academic year in May, August, and December and is restricted to those students who, in good faith, will have met degree requirements on the last day of the semester in which they applied to graduate. Students are also expected to "walk" in the same semester in which they applied to graduate. Participation in the ceremony does not equate to degree conferral. Once official grades have been posted following commencement, the graduation office will conduct a final review of each student's degree requirements. Students who are complete will be awarded their degree. If for any reason a student does not meet degree requirements, they will not be awarded their degree and will be notified of such via their LeoMail. Texas A&M University - Commerce has the right to rescind any conferred degree if the University becomes aware of information that the student did not meet degree requirements.