

Texas A&M University-Texarkana 2011-2012 University Catalog

President's Message



I want to take a moment to both thank you and congratulate you on selecting Texas A&M University-Texarkana to pursue your college degree!

Serving the residents of Northeast Texas and adjoining states, our faculty and staff at A&M-Texarkana stand ready to assist you in obtaining a quality education to make you successful in whatever your chosen profession may be. At A&M-Texarkana, you are identified by your name, not a student ID number. It is our sincere wish to support you with your education and to produce quality graduates within a career-oriented curriculum. The entire university family joins me in wishing you success with your studies at A&M-Texarkana. Please don't hesitate to contact us if we can be of assistance to you!

Dr. Carlisle B. Rathburn, III
President
Texas A&M University-Texarkana

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The Texas A&M University System Universities

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[Texas A&M University-Commerce](#)
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[Texas A&M University-Texarkana](#)
[West Texas A&M University](#)
[The Texas A&M University Health Science Center](#)

Agencies

Texas AgriLife Extension Service

Texas AgriLife Research

Texas Engineering Experiment Station

Texas Engineering Extension Service

Texas Forest Service

Texas Transportation Institute

Texas Veterinary Medical Diagnostic Laboratory

Accreditation

Texas A&M University-Texarkana is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation status of Texas A&M University-Texarkana or if there is evidence that appears to support A&M-Texarkana's significant non-compliance with a requirement or standard. The University is also accredited by the State Board for Educator Certification, the Texas Education Agency, the Commission on Collegiate Nursing Education, and complies with the rules and regulations of the Texas Higher Education Coordinating Board.

A&M-Texarkana holds numerous memberships in selective associations and societies dedicated to the promotion of high standards in university programs.

The University maintains affiliation with the following:

- Academy for Economic and Economic Education
- Allied Academies, Inc.
- American Association of College of Nursing
- American Association of Collegiate Registrars and Admissions Officers
- American Association of State Colleges and Universities
- American Payroll Association
- American Student Government Association
- Amigos Library Services
- Association for Computing Machinery
- Better Business Bureau
- Commission on Collegiate Nursing Education
- Council for Advancement & Support of Education District IV
- Council of Student Services Vice Presidents
- Economic Development Council of the Texarkana Chamber of Commerce
- Educause
- Federation of Business Disciplines/ Decision Sciences Institute
- Financial Management Association International
- Innovative Users Group
- Mount Pleasant Rotary Club
- Mount Pleasant/Titus County Chamber of Commerce
- National Association of Colleges and Employers
- National Association of Education Procurement
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Orientation Directors Association
- Northeast Texas Consortium of Colleges
- Servicemembers Opportunity Colleges Consortium
- Society for Neuroscience
- Southern Association for Institutional Research
- Southern Association of Colleges and Schools Commission on Colleges

- Southern Association of Collegiate Registrars and Admissions Officers
- Southwestern Social Science Association
- Texarkana Chamber of Commerce
- Texarkana Regional Arts & Humanities Council
- Texas Alternative Certification Association
- Texas Association of Colleges for Teacher Education
- Texas Association of Collegiate Veteran Program Officials
- Texas Association of Deans & Directors of Professional Nursing Programs
- Texas Association of State Senior College & University Business Officers
- Texas Association of Student Financial Aid Administrators
- Texas Chief Academic Officers
- Texas Council of Academic Libraries
- Texas Council of Public University Presidents and Chancellors
- Texas Intercollegiate Press Association
- Texas Organization of Baccalaureate and Graduate Nursing Education
- Texas Universities HUB Coordinators Alliance
- Wilbur Smith Rotary Club

General Information

Statement of Equal Opportunity

It is the policy of A&M-Texarkana not to discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status in its academic programs, activities or employment practices. Inquiries regarding compliance may be directed to Human Resources, P.O. Box 5518, Texarkana, Texas 75505, telephone (903) 223-3012, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C., or the Texas Commission on Human Rights, Austin, Texas.

Statement of Sexual Harassment

Sexual harassment of students or employees at A&M-Texarkana is unacceptable and will not be tolerated. Guidelines governing the policy are available upon request from the Office of Student and Academic Support Services for students, and the Office of Human Resources/EEO for employees.

Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974, A&M-Texarkana gives notice that the following directory information will be released upon request: student's name, address (permanent and local), telephone listing, photograph, date and place of birth, enrollment status (undergraduate, graduate, classification, etc.) major field of study, participation in officially recognized activities and sports, dates of attendance, degrees, certificates and awards received, type of award received, e-mail address, full or part-time status, and most recent previous educational agency or institution attended by the student.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Office of Admissions in writing that he or she does not wish to have such information released. This request will be honored, and all of the information will be held confidential.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Class Changes

Classes are subject to change at any time. Any course may be withdrawn from the current listing if the enrollment is too small to justify conducting the course or as a result of a reduction in funding.

Web for Students

Web for Students is a web based interface to our student information system. Access Web for Students to view your Admission Status, Account Summary, Register for Classes, Financial Aid Inquiry, Grade Inquiry, Hold Inquiry, and to obtain transcripts.

How to use Web for Students:

1. From **<http://www.tamut.edu>**, select Current Students and click on Web for Students or go directly to **<https://eagles.tamut.edu>**.
2. Click on Enter Secure Area.
3. Enter your User ID. The User ID has been provided to you in previous correspondence.
4. Enter PIN - The first time you access Web for Students, your password will be your date of birth (example - April 15, 1975 = 041575). You will be asked to change your PIN. Select another six-digit number that is not your date of birth.
5. If this is your first time to access Web For Students, you must set up a Pin Question and Answer.
6. Follow instructions on the screen to select your desired information.
7. To register for classes select "Registration" and Add or Drop Classes.
8. To check grades, select "Student Records" and "Final Grades".

NOTE: To register for classes using Web for Students you will be required to enter the 5 digit call number (Call#) for the course. The Call# is located before the section number in the course listing. Students may access Web for Students on any computer with internet connectivity. Students who do not have access to the web from home may use computers available in the library or access the web via a computer terminal available in the Office of Admissions. Please be aware that once classes begin, students will not be allowed to withdraw from the university on Web for Students. Contact the Office of Admissions if you wish to drop or withdraw.

Semester Grades

Semester grades are posted to Web for Students at the end of the term. Grades will not be mailed. Students should log on to Web for Students to obtain grades (instructions are listed above). If you have any questions, please contact the Registrar's Office at (903)223-3069.

Learning Communities (LC)

An LC includes two Core Curriculum courses linked during the semester; this allows students to build community among fellow students and instructors. Students enrolled in one LC will interact with fellow students in two linked courses. All first-time college students are expected to participate in an LC. See the course schedule for the learning communities and linked courses.

Blackboard Courses

A&M-Texarkana uses Blackboard web course management software that allows easy access to all of your web-based and web-enhanced courses, including a student orientation course designed to familiarize you with the basic course functions of the Blackboard tools.

Information about Blackboard, including information on how to logon, may be found on the university home page (www.tamut.edu). Choose Current students (at the top of the page) and then Blackboard. When you are ready to access your course, please select Go to My Blackboard. Please note: Faculty may not give you access to Blackboard until the first day of the term.

Test for Graduate Students

Graduate students may be required by the specific College to pass a comprehensive examination covering work within the graduate program including, if applicable, an acceptable defense of the thesis. Please see the Schedule of Classes for Comprehensive Exam Dates.

THEA Quick Test and Accuplacer Test

Students who have not satisfied the Texas Success Initiative (TSI) may take the Texas Higher Education Assessment (THEA) Test or Accuplacer to satisfy this requirement. Please contact the Testing Center at (903) 223-3072 for additional information. Due to limited seating, you must contact the Testing Center and schedule a time to take the THEA Quick Test. (NOTE: Students may take the THEA Quick Test only once every 30 days.) The cost for taking the THEA Quick Test is \$29.00 payable to National Evaluation Systems.

Campus Security

A&M-Texarkana produces an annual Campus Crime Report that can be viewed on our web site at Campus Safety. The Campus Crime Report provides information on campus security, crime prevention practices, reporting crimes, drug and alcohol information, sexual assaults, and crime statistics showing the amount of crime occurring on campus over the last three-year period. A paper copy of the Campus Crime Report can be obtained by calling the Risk Management/Security Office at (903) 223-3114.

Sex Offender Registration Information

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

In the State of Texas, the Texas Department of Public Safety (DPS) is the statewide source of information on sex offenders required by law to register. The DPS Sex Offender Registration open record information may be obtained on the website for the Texas Department of Public Safety.

Mission, Vision, & Strategic Plan

Mission

As a member of The Texas A&M University System, Texas A&M University-Texarkana is a comprehensive regional University that provides students with academically challenging, engaging, and rewarding educational experiences through quality teaching, scholarship, student support services, co-curricular programming, research, and service. Through the personal attention of our faculty and staff, students are afforded the opportunity to acquire the knowledge, abilities, and skills to become leaders in their chosen profession and to prepare for the opportunities of serving in a global environment.

Vision

As a comprehensive University serving Texas and the four state region, the University will be recognized for:

- Attention to individual student success
- Excellent teaching and learning experiences
- Successful partnerships
- Commitment to regional economic, social and cultural development
- Expanding research agenda

Strategic Plan

Imperative I – Enrollment Growth and Diversity

Goal 1.1 A&M-Texarkana will transform from an upper level and graduate level university to a comprehensive residential, regional university serving 2,800 students from freshman to doctoral.

Goal 1.2 A&M-Texarkana will increase the diversity of the student population in nationality and ethnicity.

Imperative II- Enhancing Teaching, Research, and Scholarship

Goal 2.1 A&M-Texarkana will provide faculty with professional development opportunities to enhance teaching and promote excellence in the discipline.

Goal 2.2 A&M-Texarkana will strengthen academic assessment and program review to facilitate improvement across all programs.

Imperative III – Enhancing Partnerships

Goal 3.1 A&M-Textarkana will expand partnerships with stakeholders such as business, education, government, military and non-profits to extend the University's mission, encourage innovation, and expand educational and economic opportunity in east Texas.

Imperative IV – Creating Residence Life

Goal 4.1 A&M-Textarkana will continue the transformation into a residential University.

Imperative V – Enriching the First Year Academic Experience

Goal 5.1 A&M-Textarkana will continue the transition to a comprehensive University by adding the first-year student to the new campus.

Imperative VI – Enhancing Student Engagement

Goal 6.1 A&M-Textarkana will provide a comprehensive program of student life to engage, enrich, and enhance each student's education experience.

Imperative VII – Enhancing the Utilization of Information Technology

Goal 7.1 A&M-Textarkana will design, implement, and maintain a quality technological infrastructure based on the evolving educational needs of the learning community.

Imperative VIII – Customer Service

Goal 8.1 A&M-Textarkana will provide a high level of customer service utilizing customer feedback to guide planning and improve existing services.

TUITION AND FEES

Tuition Status

Tuition is assessed for each student according to residence classification and the number of semester credit hours for which (s)he registers. Tuition and fee rates are set by the State Legislature and the Texas A&M University System Board of Regents. Current Tuition and Fee Schedules are available in the Office of Admissions and the Business Office.

Oath of Residency

The student is responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question as to an individual's right to be classified as a resident of Texas, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the Office of Admissions for official determination. Students classified as residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the Office of Admissions. Failure to notify the institution constitutes a violation of the Oath of Residency and will result in disciplinary action.

Foreign Student Tuition Rates

In accordance with Section 54.051(d) of the Texas Education Code, the tuition rates for nonresident students enrolled in public universities and health-related institutions for academic year 2010-2011 will be set at \$360 per semester credit hour plus any designated tuition and, when appropriate, Board-authorized graduate tuition charged by your institution. Exceptions include tuition rates for nonresident students enrolled in medicine, veterinary medicine, dentistry, and law. The tuition rates for those students are provided in other paragraphs of Section 54.051 of the Texas Education Code.

Appeal Process for Undergraduate Funding Limit

An appeals panel will consider student appeals involving issues related to additional tuition charges based on the Undergraduate Funding Limit. Appeals will be considered when the student believes that extenuating circumstances in his or her life justify an exemption from the prevailing policy. Appeals must be submitted in written form and must be based on extenuating circumstances such as (but not limited to) catastrophic illness, injury, death in the family, or call up for military services. Students may attach as much supporting documentation as they feel would aid in the appeals panel making an informal decision.

Requests for an appeal must be submitted to the Registrar at least 5 business days prior to the first class day of the semester. Please submit requests to: University Registrar, Texas A&M University-Texarkana, P.O. Box 5518, Texarkana, Texas 75505, (903) 223-3047.

The appeals process is per semester and students must file an appeal for every semester they are affected by the Undergraduate Funding Limit. Any appeal decision is for the current semester only and will not carry over to any subsequent semester. The decision of the appeals panel is

final. All decisions will be made within 30 days from the receipt of the appeal request, when feasible, but not later than 60 days from the receipt of the request for an appeal.

Students must submit all tuition payments on time (including the additional fees) or they will be dropped for non-payment. If the appeals panel waives the additional charges, this portion of the tuition will be refunded. The Registrar will notify the student in writing the decision of the panel.

The appeals panel will consist of the following:

The Dean of the student's college, or his/her designee
The Business Manager
The Director of Admissions
The Executive Director of Enrollment Management and University Registrar
The Director of Student Services

If applicable, additional panel members may include the Teacher Certification Officer and/or the Director of Financial Aid.

Tuition Rebate Program for Undergraduates

The State of Texas has authorized tuition rebates for students who complete baccalaureate degrees with no more than 3 credits in excess of those required for their degrees. Students graduating with their first baccalaureate degree may be eligible for a \$1000 tuition rebate. To qualify, students must meet all of the following conditions:

1. Enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for work related to a first baccalaureate degree received from a general academic teaching institution.
3. Must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
4. If enrolled for the first time in Fall 2005 or later, graduates within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering, or any other program determined by the Board to require more than four years to complete.
5. Must have attempted no more than three hours in excess of the minimum number of semester credit hours required for completion of the degree as specified in the catalog under which the student graduated. Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Dual credit course and courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. For students concurrently earning a baccalaureate

degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Costs include tuition, student service fee, student center fee, recreational sports fee, records fee, traffic safety fee, international education fee, library fee, student endowment scholarship fee, technology fee and advising fee. The following are only minimum figures. Parking fees, course fees, lab fees and distance education fees are not included.

All checks submitted for payment will have the student's campus wide id (CWID) written on it. University staff will write the CWID on the checks when a student has not done so already.

TUITION RATES BASED ON RESIDENCY

A student who resides in Arkansas or Oklahoma may pay the instate tuition rate.

For additional questions, please see the Texas Residency section under Admissions.

Border County

A non-resident student who resides in the following parishes in Louisiana may be eligible to pay the instate tuition rate: Cameron, Calicaiseu, Beauegard, Vernon, Sabine, De Soto, or Caddo.

Border State

A non-resident student who resides in another parish in Louisiana that is not listed above, may be eligible to pay Border State Rates which is \$30 per semester credit hour higher than Texas resident rates.

Credit Card Payment

Tuition and fees may be charged to MasterCard, Visa, Discover, and/or American Express over the Web, by mail with a check/money order, or in person with a check, cash or credit card. Please follow these instructions to pay on the web:

Access A&M-Texarkana's web site at www.tamut.edu

Select Current Students

Select Web for Students or go directly to <https://eagles.tamut.edu/>

Select Enter Secure Area

After you log in

Select Touchnet Payment Gateway

Select make a payment

Please contact the [Business Office](#) at (903) 223-3115 if you need assistance with making payment of tuition and fees with a credit card.

TUITION AND FEES INSTALLMENT PLAN

Students attending A&M-Texarkana shall be allowed to pay all tuition and mandatory fees during the fall and spring semesters using the installment payment alternative described in Section 54.007, Education Code, as amended.

Installment Payment Plan Terms:

1. Students electing the installment payment plan option shall be obligated to pay the full amount of all tuition, mandatory fees and incidental fees specified in this installment plan agreement.
2. The installment payment plan option selected may not be changed after a student's fee schedule has been produced.
3. The first installment payment shall be due at the time of registration and shall be equal to 1/4 of all tuition and mandatory fees due for the semester, plus the full amount of the processing fee.
4. Failure to make any installment payment by the end of the semester shall not cancel the obligation to pay the total installment payments and late payment fees.
5. According to State Law (Texas Education Code 54.007), a student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for work done that semester. The university shall notify a student of any delinquent tuition or fee payment as soon as practicable. University records may be adjusted to reflect the student's failure to have properly enrolled for that semester. Expenses incurred in collecting the amounts due under this agreement, including, but not limited to, collection fees, attorney fees, and court costs, will be the responsibility of the student. If the student fails to make payments as specified, the student will be held responsible for any and all collection costs in addition to the required payment.

F. A student seeking reinstatement to the university after withdrawing from the university without paying the full amount of tuition and fees, or having been dropped from the rolls of the university for failure to make installment payments when due, shall pay all past due installment payments and applicable late payment fees before reinstatement will be processed.

Processing and Incidental Fees:

1. A student paying tuition and required fees in four (4) installments shall pay a processing fee of twenty-five dollars (\$25.00).
- B. To sign up for a payment plan:
1. Log on to Web for Students
 2. Click on Touchnet Payment Gateway
 3. Click on box "Click for Current Account Status"
 4. Click on Tab "Enroll in a Payment Plan" and follow instructions

C. A student making an installment payment after the due date shall also pay a late payment fee; each installment payment must be received at the university Cashier's Office by the due date specified in the installment payment plan agreement.

\$25.00 delinquent fee added if payment is not received by the due date.

NOTE: Students paying on the installment plan who must withdraw from classes, please see the Withdrawal Refund Schedule in the current course schedule.

A&M-Texarkana will not accept credit card payments by email unless encrypted.

OUTSTANDING FINANCIAL OBLIGATIONS

Students are responsible for paying all financial obligations owed to the university when due. Prior to the end of each semester or term, each student should determine that all accounts are paid. In the event your account becomes delinquent, you will be responsible for all costs of collection. These costs include collection agency fees, attorney fees, court costs, judgment interest and any other allowable charges in accordance with state regulations. Non-payment of any accounts will be entered on the student's record and the Registrar's Office will be prohibited from registering the student for classes or providing an official A&M-Texarkana transcript until full payment is made.

Payment of Tuition and Fees

Installment Payment Fees Processing Fee..... \$25.00
Late Installment Fee..... \$25.00 per late payment

Designated Tuition, as authorized by State Law and approved by the Board of Regents, is required of all students. The tuition is collected for the purpose of retirement of bond indebtedness, service on educational plant or on renewal, replacement of furnishings, additions to the plant, or other operational purposes as designated by the Board.

Student Service Fee as authorized by State law, is required of all students. The income from this fee supports extracurricular and recreational activities, artist and lecture series, cultural entertainment series, student publications and government, enforcement and administration of parking regulations, and other student services as authorized by State law. The Student Government Association recommends expenditures from this fund to the Administration.

Statutory Tuition rates are set by the Texas Legislature. The rate for Texas residents is \$50 per semester credit hour (minimum of \$120 per semester). The non-resident rate for the 2010-11 academic years is \$360 per semester credit hour.

Designated Tuition is a mandatory tuition (\$86.00 per semester credit hour for 1-11 hours; \$1164.24 for 12-18 hours; \$83.16 per semester credit hour, over 18 hours) for operations of the University, scholarship set-asides and building upkeep and improvements.

Student Service Fee is a mandatory fee (\$13.80 per semester credit hour maximum of \$250 per semester) distributed by the Campus Student Fee Committee for various campus services and organizations.

Student Center Complex Fee is a mandatory fee (\$3 per semester credit hour; \$1.50 per summer semester) for operation and maintenance of student centers.

Technology Fee is a mandatory fee (\$8 per semester credit hour) to provide, operate, maintain and staff facilities and equipment that helps promote computer literacy among the entire student body.

Traffic Safety Fee is a mandatory fee (\$3 per semester) to maintain and repair campus traffic controls.

Laboratory/Materials Fee up to \$30 per course are applicable to some courses for materials and lab usage.

Records Fee is a mandatory fee (\$15 per semester, \$7.50 per summer session) to combine drop/add fees, transcript fee, graduation fee and ID card fees and to support the offices providing these functions.

Fitness Center & Recreation Sport Fee is a mandatory fee (\$25 per semester, \$12.50 per summer session) to finance, construct, operate, maintain and improve recreational sports facilities and programs.

International Education Fee is a mandatory fee (\$4 per semester) for international student exchanges and study abroad programs.

Library Fee is a mandatory fee (\$4 per semester credit hour) for the ongoing operational expenses of the University Library.

Advising Fee is a mandatory fee (\$30 per semester; \$15 per summer session) for advising activities of all students at the University.

Web/Distance Education Fee

A \$15 per credit hour fee will be charged to all web based courses, web enhanced courses, face to face courses not taught in the Texarkana city limits or at NTCC, and TTVN courses not taught/received in Texarkana or at NTCC.

Parking Permits

All students attending A&M-Texarkana and parking a vehicle on either the Main or South campus are required to purchase a parking permit. Permits may be purchased Monday through Friday 8:00 a.m. - 5:00 p.m. at the Central Plant at Main Campus and at South Campus the security officer on site must be contacted. Rates are as follows:

- \$25.00 September-August
- \$20.00 January-August

- \$12.00 May-August
- \$5.00 Additional Parking Permit

REFUND OF FEES

Refunds for drops or withdrawals are based on the total tuition being paid. Students who drop or withdraw are responsible for any remaining tuition payments.

Refund of Fees

1. A student withdrawing officially in a fall or spring term will receive a refund of fees according to the following scale:

- Prior to the first class day of the semester..... 100 percent
- During the first 5 class days of the semester..... 80 percent
- During the second 5 class days of the semester..... 70 percent
- During the third 5 class days of the semester..... 50 percent
- During the fourth 5 class days of the semester..... 25 percent
- After the fourth 5 class days of the semester..... None

2. A student withdrawing officially in a summer term will receive a refund of fees according to the following scale:

- Prior to the first class day of the semester..... 100 percent
- During the first, second, or third class day of the semester..... 80 percent
- During the fourth, fifth, or sixth class day of the semester..... 50 percent
- Seventh day of class and thereafter..... None

3. Students who drop courses within the first 12 class days of a fall or spring term or within the first 4 days of a summer term will receive a full refund for those courses dropped, provided the student remains enrolled for that semester. Refunds for courses dropped by a student who later withdraws are calculated according to the schedules above.

4. Refunds will be made for mini-terms according to the schedule for summer terms.

5. If a scheduled course fails to materialize, by reason of lack of required students, all fees for same will be refunded.

6. No refunds will be made on audit fees.

Refund Schedule for Dropped Courses

Refunds are based on total assessed tuition, not total tuition paid. A class dropped by the dates listed below will result in a reduction in total assessed tuition provided the student remains enrolled for the semester. No reduction in fees will be given for courses dropped after the dates listed below (See Schedule).

Refunds for courses dropped by a student who later withdraws are calculated according to the withdrawal schedule above. If a scheduled course fails to materialize because it lacks the required number of students, all fees for that course will be refunded.

Refund Schedule for Withdrawals

A student who officially **withdraws from all courses** will receive a refund of fees according to the following schedule (See Schedule).

NOTE: The semester's first class day is always the first official day of the semester, not the first day of an individual's class.

Withdrawal refunds for students paying in installments are calculated as follows:

100% means you will receive 100% refund of tuition paid

80% means you will receive a refund of 30% (50% paid less 20% owed = 30% refund)

70% means you will receive a refund of 20% (50% paid less 30% owed = 20% refund)

50% means you will not receive a refund and do not owe any additional tuition (50% paid less 50% owed = 0)

25% means you owe an additional 25% of total assessed tuition (50% paid less 75% owed = 25% balance due)

Library Fines

Students must have library fines paid before they will be permitted to re-enroll in the university.

Student Insurance

Sickness and accident insurance is available to all A&M-Texarkana students and their dependents on a voluntary basis and offers students who may not have insurance an opportunity for coverage. Additional information regarding the student insurance program may be obtained from the Office of Student Engagement and Success, Room UC255A.

Textbooks and Supplies

It is your responsibility to provide your own textbooks and supplies. The A&M-Texarkana Bookstore is the major source of these materials. Subject to availability, used textbooks are offered at a reduced price.

At the beginning of each Fall and Spring semester, the Student Government Association sponsors a consignment book sale in which students may exchange books or purchase books from each other.

Information about the book sale is distributed with pre-registration packets and flyers are posted throughout the building.

FINANCIAL AID REFUNDS

All Financial Aid refund checks will be mailed to the student's current address on file in the Office of Admissions.

FINANCIAL AID STUDENTS WHO WITHDRAW FROM ALL CLASSES

Students who have received financial aid that withdraw from A&M-Texarkana **on or before the 60% point in the semester** must repay a portion of his/her financial aid as specified by the Federal formula. The student is only eligible to maintain the amount of financial aid he/she has earned at the time attendance ceases. The student will be required to repay both the Federal programs **and** A&M-Texarkana for institutional charges. A&M-Texarkana will use the Federal formula in determining the amount the student must repay. All financial aid students must contact the Financial Aid Office before withdrawing from classes in order to understand the adverse effects of his/her withdrawal.

Financial Aid Students Who Drop Classes

Financial aid awards are based on the student's enrollment status on the university's official census date report. If the student drops below the number of hours for which he/she was paid on or before the official census date, repayment for some or all of the financial aid may be required. If the student drops after the census date, make-up hours may be required.

Financial Aid Students and Non-Attendance

Students who are awarded financial aid that fail to attend any of his/her classes must repay **ALL** financial aid he/she received.

Courses abandoned without processing an official drop or withdrawal in the Office of the Registrar will result in a grade of "F" regardless of the time the student ceases to attend class.

Student Services

Student Services

Philosophy and Objectives

The individuals responsible for these offices are committed to assisting students in their pursuit of personal and academic goals. The guiding philosophy is that higher education requires flexibility and an appreciation of student characteristics on the part of the institution to assist the student in his or her pursuit of an academic career.

The academic and student services program is based on six objectives designed to provide the student with necessary aids to develop personally and professionally:

1. To provide personal and professional development programs and services for student learners seeking to enrich their lives.
2. To provide opportunities for students with verifiable financial need to obtain the financial resources required to sustain continuous enrollment.
3. To create a degree plan for every admitted, degree-seeking student tailored to meet institutional requirements as well as each student's academic goals and objectives.
4. To provide non-degree-seeking students the opportunity to enroll in coursework for personal and/or professional enrichment.
5. To provide students with the skills and information necessary to identify, seek and attain career goals.
6. To provide extracurricular activities and experiences for students to enhance their cultural and social growth as global citizens. The objectives are implemented in all student development programs and activities.

Student Support

Students are encouraged to contact the Office of Student Engagement and Success if (1) you need assistance or information, (2) you are having difficulty with a particular segment of your university experience, (3) you have a concern about an issue or procedure, and (4) you have a complaint about some aspect of the university. If the matter is a responsibility of Student Engagement and Success, every effort will be made to facilitate a resolution. If the matter is related to another area of the university, assistance will be provided in bringing the matter to the attention of the appropriate personnel. Student appeals and disciplinary matters are handled through the Vice-President of Student Engagement and Success.

The Success Center

The Success Center provides academic support for all students, especially for first year-students. Services such as focused study groups, and peer tutoring, and early alert/early intervention are available.

The Eagle Experience

The Eagle Experience offers an opportunity for students to develop knowledge and growth in both personal and interpersonal effectiveness pertaining to leadership and civic engagement. This program enhances employment and advancement potential, as well as valuable connections with peers, faculty, alumni, and community leaders. Students who successfully complete the program will receive recognition on their academic transcript and during commencement. For information, please contact the Director of University College.

Student Activities

The Office of Student Life provides creative and innovative programs designed to engage students in developing meaningful relationships with peers, faculty, staff and community members. Through active participation in programs, students develop civic and social responsibilities while beginning to explore, challenge and define their personal identity. We offer everything from risk management sessions, to concerts, to comedians. For more information please visit: <http://www.tamut.edu/student-life/index.html> or call (903) 223-1351.

Recreational Sports

Recreational Sports activities are intramural sports that occur during the University year and facilitate men, women and co-rec teams as well as individual activities. Each sport consists of a regular season play and a single elimination All-University Championship Tournament. In some sports, we even compete against Texarkana College in both regular season and post-season play. The Main Campus is equipped with two all-purpose fields to serve various organized and open recreational activities. Intramural Team Sports' programs on our campus include flag football, soccer, volleyball, and softball. For more information please visit our website: <http://www.tamut.edu/student-life/RecSports/rec-sports.html> or call (903) 223-1352.

Fitness Center

Texas A&M University-Texarkana has a Fitness facility to meet all your physical conditioning needs regardless of your fitness level: weight loss, muscle building, and body toning and much more. This fitness center includes high performance exercise equipment, consisting of the latest in cardiovascular and strength training technology. The mission of the Health & Fitness Center is to create a healthy environment that engages students and staff in the pursuit of health and physical fitness. With a facility such as this, the emphasis is on enjoying exercise for its own sake and learning fitness habits for life. This means that students have a place where they can focus on lifetime fitness goals and individual achievement and can find opportunities to improve their health and well-being. We also offer group fitness courses over the course of the semester. The group setting allows you to meet other individuals reaching for similar fitness goals. We offer a wide variety of classes that allow you to get a great workout with a group of like-minded individuals. All classes on the group fitness schedule are FREE to current A&M-Texarkana students. Some examples of the courses we offer are Yoga, Kickboxing, Zumba, and AbBlast. For more information, please visit our website: <http://www.tamut.edu/student-life/Fitness%20Center/fitness-center.html> or call (903) 223-1352.

Student Organizations

Student organizations play an important role in campus life at A&M-Texarkana. Throughout the year, these groups sponsor a variety of extra and co-curricular activities for the campus and local community. In addition, student organizations provide a means for students to develop and refine leadership skills and to interact and network with students, faculty and staff. There are over 30 recognized student organizations at Texas A&M University-Texarkana. They are broken down into six different categories: [Departmental](#), [Greek Fraternities/Sororities](#), [National Honorary Societies](#), [Faith-Based](#), [Special Interest](#), [Governing](#). For more information, please visit: <http://www.tamut.edu/student-life/Clubs%20and%20Organizations/student-organizations.html> or call (903) 223-1351.

Student Government Association (SGA)

The Student Government Association exists to (1) provide a forum wherein any matter associated with the university can be openly discussed by any student; (2) to provide students with the opportunity to collectively and formally advise the university administration and faculty about matters which directly or indirectly affect students; (3) to make recommendations to the university administration about the expenditure of funds (collected from student service fees) for the support of programs, activities and services for students; and (4) to assist the Department of Student Engagement and Success in planning, coordination and implementation of programs and activities for student development. The Student Government Association is composed of eleven (11) members (8 undergraduates, 2 graduates, and one student-at-large). Other members include a faculty advisor, the Student Engagement and Activities Specialist, a staff member for Student Engagement and Success appointed by the Vice-President for Student Engagement and Success (VP-SES), and the administrative advisor. Elections are held in April of each year to fill vacant positions. Any undergraduate or graduate student who meets the eligibility requirements is eligible to seek election as a representative. Students who wish to seek election must:

- (1) be enrolled or intend to enroll for nine semester credit hours during the academic year(s) of the term(s) of office,
- (2) be in good academic standing (as defined by the university),
- (3) indicate a desire, commitment and a willingness to contribute to the governance of the university,
- (4) be able to attend council meetings on a regular basis,
- (5) be willing to assist in the coordination and implementation of programs and services for students, and
- (6) be willing to adhere to the rules and regulations of the Student Government Association Bylaws and the Student Code of Conduct. Applications and copies of the Student Government Association Bylaws are available in the Student Engagement and Success Office.

The monthly SGA meetings are open to the public. Minutes of each meeting are posted on the Student Activities Bulletin Case on the first floor.

Questions concerning SGA membership or suggestions concerning the use of student activity funds may be directed to any SGA member or to the Office of Student Life in Room UC126.

Alumni Association

Established in 1985 as an independently incorporated organization, the A&M-Texarkana Alumni Association's mission is to serve as a liaison between the university and the community by building relationships, financial support, and recognition for graduates, faculty and staff now and in the future.

The association achieves this by sponsoring a scholarship, assisting at Ring Presentations and helping at graduation events. Graduates and members of the faculty are honored each year at the Distinguished Faculty and Alumni Banquet sponsored by the Alumni Association. The Association also has available Official A&M-Texarkana Diploma Frames that may be ordered. To order a frame or receive more information regarding the Alumni Association, please call (903)-223-3153.

Career Services

The Career Services Office provides help with career development at various stages of college life, including initial entry into the university, selection of relevant courses to meet educational and career goals, and the transition stage of applying skills and course work to employment settings. Specific beneficial services include:

Career Counseling

The career center encourages those students who are undecided about their career direction or academic major to utilize the career center for counseling to help them find out what employment opportunities exist for certain degrees. Whether selecting or modifying career goals, career counseling can be very beneficial. Additional information and assistance is provided from resume preparation, developing interview skills, job search techniques, as well as other related issues. See the Director of Student Life in Room UC126D or at (903) 223-3062.

Computer Bases Career Exploration

A computerized career guidance system, Focus, is available to all students and to the community. This system is useful in identifying, confirming, or exploring career choices. It is designed to assist in the determination of interests, values, skills, and provides extensive information about careers. A Career Counselor may recommend this tool as part of the process for making academic and career choices. A Career Counselor is available for assistance and to provide an interpretation of the information Focus generates. Since Focus can be assessed online, students can test at their convenience.

Employment Referral

Students who register for services may indicate if they wish to gain preferential referral services for opportunities known to the university in their career area.

Notices of part-time and temporary job opportunities are also posted on the bulletin boards but it is not necessary to register for services to take advantage of these job opportunities.

John F. Moss Library

The John F. Moss Library was named in honor of the University's founding president. It is now located on the south side of the third and fourth floors in the University Center. Patrons may use the lobby elevators to access the entrance on the third floor. The new library is a spacious, modern facility, with large windows overlooking the campus and lake. It has been designed to provide students, faculty and visitors with a variety of common spaces to appeal to individual preferences and needs - casual seating, comfortable lounge areas, study nooks, group and individual study tables as well as group study rooms. Casual seating and study tables extend into both the third and fourth floor lobbies, just outside the library's walls.

For users' convenience, the library provides the following amenities: a coin-operated photocopying machine, microform reader-printers, which offer the ability to digitize and e-mail documents, an open computer lab for class assignments or research, computer print stations (black & white or color), scanners, and four graduate study rooms containing personal computers that are readily available.

The library has previously shared a joint facility with Texarkana College Palmer Memorial Library for 32 years. Although the two libraries are now in separate locations, both will continue to share their resources and collections. Though a Reciprocal Library Usage Agreement, students from either school can use the other's library and have privileges and access to assistance, reference services, use computers, and check-out items.

The libraries share an online catalog that enables them to function as two branches. The EAGLIT, the electronic card catalog, may be searched at either facility or from any computer with internet connectivity. It includes their joint holdings and indicates the resource's format and location within each facility. Together these libraries contain approximately 171,024 print volumes in the monograph collection, 822 print serial subscriptions, 6,991 electronic journals, 13 printed newspapers, and older periodicals in microform including 1,244 microfilm titles and 2,255 microfiche titles. Computer workstations provide networked access to 100+ databases, including access to 54,270 e-books & 67 Audio Books. To view a list and description of Electronic Resources currently available, visit the library Web page (<http://library.tamut.edu>). A Reference Librarian is available at all times to assist students in the use of the extensive reference and index collections in print or online resources. On-line database searching is available via Internet. Remote access to databases requires a username and password. Logon instructions can be found on the library web page. Library tours, bibliographic instruction, special study groups and library orientation are available through the Reference Department. The John F. Moss Library is a member of the AMIGOS Bibliographic Council, agent for the OCLC Online Computer Library Center, Inc., a database which holds more than a billion items in libraries around the world, for on-line searching and cataloging as well as interlibrary loan usage. Interlibrary loan services are also available through the Tex-Share, a statewide college, university and public libraries resource-sharing program.

Health Services

Although there are no health services provided on campus, emergency assistance is available by contacting the University Reception Desk by dialing "0" from any university phone or by notifying any university employee. Students are encouraged to secure their own private physicians and/or utilize existing health services in the Texarkana area. Texarkana has an abundance of health care clinics and two major hospitals. A&M-Texarkana participates in a program which provides an optional accident and sickness insurance plan to students at a nominal cost. This program will supplement any existing health or accident program which

students may hold and will meet the needs for a 12-month period. It also includes a major medical feature for more comprehensive coverage.

Programs on a variety of health issues are offered during the year and students are encouraged to take advantage of these opportunities to gain valuable information. Events will be advertised through special mailings, posters, flyers and electronic bulletin boards.

Disability Services

Students who have a disability can utilize the advocacy services from the Student Life Department located in room UC126D. Students who wish to have an accommodation in the classroom based on a disability must provide documentation from a professional that is qualified to diagnose their disability. For additional information contact Carl Greig, Director of Student Life, at 903-223-3062 or by email at: carl.greig@tamut.edu.

Examples of accommodations are:

- Extended time on tests
- Adaptive equipments
- Note takers
- Oral testing
- Books on tape
- Readers
- Alternative testing facilities
- Alternative testing formats
- Interpreters
- FM wireless systems
- Drug Abuse Prevention Program

A&M-Texarkana provides drug and/or substance abuse prevention information and referral counseling services to any A&M-Texarkana officer, employee, or student. For information, contact the Office of Student Engagement and Success, Room UC126D.

Building Rules

Smoke Free Buildings

University buildings are tobacco free zones with the exception of designated smoking areas. Smoking is only allowed at designated smoking areas on loading docks behind the Science and Technology Building and the University Center.

Emergency Messages

No personal messages will be delivered to a student other than emergency messages. "Emergency" is defined as situations involving death or serious accident or illness. When an emergency occurs which necessitates locating a student who is in class, the Office of Admissions, Reception Desk, or Student Engagement and Success should be contacted. A staff member or security personnel will determine where the student is and will take the necessary steps to contact the student. Classes which are in progress will not be interrupted unless actual emergency circumstances exist.

Procedures for Student Use of Computer Labs

The computer labs are available for students in order to provide an effective and convenient resource to help accomplish academic goals and to promote a quality learning experience at A&M-Texarkana. Therefore, students must adhere to the following:

1. Password/account information must not be shared with others.
2. Only current A&M-Texarkana students and authorized personnel are permitted in the computer labs.
3. Cell phones and pagers must be turned off or placed on vibrate. No phone calls can be taken in the computer lab. Students must leave the lab if it is necessary to make or answer a call.
4. Students must be considerate of others and keep the computer labs quiet.
5. No food, beverages, or tobacco may be consumed in the computer lab.
6. Contact Information Technology, Ext. 3083, for information or to report a problem in the computer lab.

Permission to Distribute or Sell on Campus

Permission for students or student organizations to distribute and/or sell materials on campus must be gained through Student Services.

The office's stamp must be affixed to a copy of the material sold and/or distributed for proof of official permission. The Student Government Association will review all that the Vice President for Student Engagement and Success deems necessary and recommend approval or disapproval, and the applicant will be informed of the decision. Where the decision must be rendered in a time period which does not allow the SGA to meet, the VP-SES will decide.

Persons external to the university body and university employees must apply to the Faculty Senate for permission to visit with faculty. The Faculty Senate Chairperson will present the request to the Senate, which will recommend approval or disapproval. The Chairperson will inform the applicant of the Senate's decision. This policy does not include book salesmen.

Persons external to the university body and employees must apply to the Vice President for Academic Affairs for permission to visit with administrators and/or staff.

Unauthorized Persons

Refusal of Entry, Ejection, Identification. Vernon's Statutes 51.209 states: "The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property."

Campus Security and Safety

The University is committed to putting the safety and health of students, employees and visitors above all other priorities. Nothing is more important than a human life. The University currently

has a Police Chief/Risk Management Officer and a Police officer. Both are licensed, commissioned police officers in the state of Texas. The University Police Department (UPD) also includes 3 security officers. The UPD also handles all safety related matters. In the event of an emergency, or to report any criminal activity at the A&M-Texarkana South campus, the University Reception Desk operator should be contacted either in person or by dialing "0" from any university phone or call the security officer direct at (903) 293-3784.

Your request for assistance will be handled immediately. At the South campus, the university has a mutual assistance agreement with the Texarkana College. Police Department and we can call the Texarkana Police Department when needed. For emergencies or to report any criminal activity at the Main campus at Bringle lake contact security at (903)-334-6611.

Students are encouraged to become familiar with the Student Code of Conduct. Violations of the criminal portion of the Code of Conduct as well as all other criminal activities occurring on campus will be prosecuted through the Criminal Justice System. The University Police Department (UPD) encourages students and employees to be responsible for their own security and safety as well as others while on the campus. Working together will minimize risk to the safety and security of all.

A&M-Texarkana has had no major crimes to report over the past five-years. No arrests have been made within the past three years for violations of liquor laws, drug abuse or weapons possession.

Student Rights and Obligations

Students have rights that are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules and regulations of Texas A&M University-Texarkana or The Texas A&M-University System and conditions allowing them to make the best use of their time and talents toward the objectives that brought them to the institution. No officer or student, regardless of position or rank, shall violate those rights; no custom, tradition or regulation in conflict will be allowed to prevail. Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property and to make the best of their time toward an education.

Hazing Law Summary

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Vice President of Student Engagement and Success.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incident causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity. Any person reporting a specific hazing incident to the Dean of Students or other appropriate

institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an educational institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

Student Housing

On-Campus Housing

The University offers a brand new residence hall in Bringle Lake Village, rooms are equipped with cable TV and Internet connections, as well as a combination refrigerator/freezer with a microwave unit along with an LCD TV. Bringle Lake Village offers FREE laundry facilities and hall desk to assist students. Hall staff is available to provide students with the assistance they need to succeed socially and academically.

Housing Application

Housing applications are available from the Office of Residence Life or the Office of Admissions. Applications are also available on the Residence life website. A \$100 deposit must be submitted with all applications. Applications are processed in order of the date they are received. Contact the Office of Residence Life or visit the website at <http://www.tamut.edu/student-life/bringle-lake-village/index.html> for more information related to residence halls or the application process.

On-Campus Housing Requirement

Texas A&M University-Texarkana is committed to the success of each student. Due to the fact that the University believes that living on campus plays a significant role in the success of students, the University requires all students to live in University housing, unless the students:

1. Has reached the age of 21 prior to the first day of class each fall or spring semester, or
2. Has accumulated 60 or more credit hours by the first day of class each fall or spring semester, or
3. Is enrolled in fewer than nine credit hours for the fall or spring semester.

Students may file for an exemption to this requirement for the following reasons:

- Living with parents (no more than 30 miles from campus).
- Married or have a dependent child.

It is recommended that students not arrange to live off campus until their request for exemption has been approved through the Office of Residence Life. Exemptions are granted for one academic year and must be renewed if still applicable. Contact the Office of Residence Life or visit the website for more information related to the housing requirement.

Meal Plan Requirement

The University offers various meal plans specifically designed to meet the needs of students. All plans offer meals in the University Center. The University requires all students residing on campus to purchase a meal plan. Contact the Office of Residence Life or visit the website at <http://www.tamut.edu/student-life/bringle-lake-village/index.html> for more information about the

meal-plan requirement.

Academic Policy

The university encourages all students to meet with a faculty member in their chosen major to discuss educational background, academic goals, career aspirations and curriculum requirements.

The Student Engagement and Success staff works cooperatively with faculty by evaluating transferred college credit and preparing degree plans.

Advisement

Undergraduate Advisement

All students with less than 42 SCH will be advised by the advisor in University College. All new undergraduate degree-seeking students will be directed to a faculty advisor to have a Degree Declaration approved and signed prior to enrollment in classes.

A copy of previous coursework (transcript) will facilitate the advising process. In consideration of previous course work, classes will be recommended for the first semester at A&M-Texarkana. These classes and degree plan instructions will be indicated on the Degree Declaration which is submitted to the Registrar's Office during registration.

Students who are undecided about the choice of major will be referred to the Career Counselor for further assistance.

Non-degree seeking students are not required to have an advisor. However, students should be aware that courses taken while attending under “non-degree status” are subject to approval if they subsequently decide to pursue a degree.

Off-Campus Advisement

Faculty advisors or Academic Services staff members are available at off-campus sites on the designated registration dates.

Degree Plans

Undergraduate Plans

After receipt of all official transcripts, an evaluation of credits is prepared by the Registrar's Office and a copy of the evaluation indicating all transferred credits is mailed to the student. A copy of the evaluation is forwarded to Academic Services where it is further evaluated for specific degree requirements.

Specific program areas or assigned academic advisors may require the student to schedule an individual appointment to discuss educational and career goals, curriculum requirements, and other relevant information.

The student's official degree plan is prepared according to the academic degree program requirements and all institutional requirements. A copy of the official degree plan is mailed to the student and to the assigned academic advisor.

Any subsequent changes or substitutions to the degree plan must be approved and on filed in Academic Services prior to enrollment in the substituted course. It may be necessary for the

student to obtain written approval for specific changes from their advisor, Dean and Vice President for Academic Affairs.

Applying for Graduation

Degree candidates must officially apply for graduation in the Office of Admissions one term in advance of the term in which they plan to graduate. Applications must be filed no later than the date specified in the Schedule of Classes. If the student does not graduate in the term for which he/she applies, he/she must apply again for graduation.

Undergraduate Graduation Requirements

The following checklist is used by University staff to determine eligibility for graduation.

Completion of specific degree program requirements as listed on official degree plans, to include the following:

1. Minimum of 120 SCH
2. Minimum of 54 SCH in upper division coursework
3. Minimum of 25% of course work from A&M-Texarkana. (see Non-traditional Credit)
Note: For Honors Graduate designation, a total of 45 SCH resident credits is required.
4. Minimum grade point average of 2.00 or above in all coursework, in all courses applied to the major, and in all coursework taken at A&M-Texarkana. (Students in teacher preparation programs must maintain the GPA specified by Teacher Education Program requirements. See Education)
5. Official degree plan requirements may not be over five years old. Students are placed under the degree requirements in effect during their first term of enrollment. If a student does not complete all degree requirements within five years from the date of initial enrollment they must be updated to the requirements in effect at the time of the update.
6. No more than 6sch of Independent Study format courses may be applied towards degree requirements for graduation. Outside of the Bachelor of Science in Interdisciplinary Studies, no more than two workshop courses may be applied towards degree program requirements for graduation.
7. All "X" grades must be completed prior to graduation.
8. All undergraduate coursework taken prior to graduation will be calculated in the final grade point average.
9. Complete the Application for Graduation by the date published in the Schedule of Classes. (Must file for graduation one semester prior to graduation)
10. All official transcripts must be on file in the Registrar's Office.
11. Students may not enroll off campus during the semester they expect to graduate. Final grades from all courses taken at another university must be recorded on a student's A&M-Texarkana transcript prior to the last semester of enrollment before graduation.

Graduate students should refer to the Graduate Admissions/Policies for graduation requirements.

Value and Definition of Credit Semester Credit Hour (SCH)

Traditionally, the semester credit hour (SCH) value of a course is determined by the number of clock hours spent in class work.

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. At A&M-*Texarkana* each course has a value of three semester credit hours unless otherwise specified. In addition to the traditional course settings, A&M-*Texarkana* offers courses taught in non-traditional modes i.e. distance education, weekend or self-paced courses.

Resident Credit

Courses completed at A&M-*Texarkana* are considered resident credit. Extension, correspondence, non-traditional credit and credit received for institutionally devised exams are not considered resident credit.

Course Numbering

The course numbering system consists of three-digit or four-digit numbers preceded by a letter prefix indicating the subject area in which the course is taught.

The first digit of the number indicates the level: freshman level, 1000-1999; sophomore level, 2000-2999; junior level, 300-399; senior level, 400-499; and graduate courses, 500-699.

Course numbers at the 1000-2000 level are considered lower division (LD). Course numbers at the 300-400 level or above are considered to be upper division (UD). An asterisk (*) on the transcript indicates work not applicable to the level indicated on the transcript.

Course Load

Traditionally, each course in the university requires two hours of outside work for each hour in class. Students who work part-time or full-time should consider this recommendation carefully as they plan their course load.

The total number of hours for which a student is registered, including accelerated courses, may not exceed the normal load limitation for the particular registration period as follows:

Fall or Spring Terms..... No more than 18 SCH
Summer Terms..... No more than 12 SCH with not more than 6 SCH in a 4 and/or 5 week term
Mini-Term (2 1/2 week) Term.... No more than 3 SCH

A student who violates this rule may be administratively dropped from enough courses to bring his or her schedule within proper limits without refunding any portion of tuition and without a grade being given in any course dropped.

A student may not enroll in more than one course meeting during the same scheduled time. Any student who violates this policy may be dropped from all classes meeting at the same scheduled hour and day without a grade being given and without refund of tuition.

A student with a 3.5 cumulative GPA may appeal to his or her Dean for special permission to exceed the limits set under this policy.

Full-Time Course Load

Full-time status for an undergraduate student is defined as enrollment in a minimum of twelve semester credit hours. A graduate student enrolled in at least nine semester credit hours is considered a full-time student.

Course Cancellation

Notification of course cancellations will be announced as early as possible to permit students to enroll in substitute courses.

The Dean responsible for cancelling the course(s) is also responsible for notifying those students who have enrolled in the course(s). If a student cannot be reached by phone, the Dean or faculty member assigned to teach the cancelled course shall meet the class at the scheduled hour to inform students of the cancellation.

Courses in Shortened Format

Any organized class that is shorter in length than the regular semester or summer session term shall be considered a shortened format course.

The minimum number of class contact hours shall be 15 hours for each semester hour of credit. Thus, a one-semester credit hour course will meet at least 15 hours, a two-semester credit hour course for 30 hours and a three-semester credit hour course for 45 hours.

All courses offered in shortened format shall consist of the same number of contact hours as courses offered in the regular semester.

Special Course Offerings

Independent Study Courses

The purpose of independent study courses is to permit advanced in-depth study in an area where no regularly scheduled courses are offered. To utilize an Independent Study, the student must first confer with the appropriate faculty member in order to develop a proposal. If the faculty member concurs that such work is appropriate, the faculty member should complete an application form for Independent Study located on the web and secure the appropriate approval signatures.

Only in rare instances, and with approval of the Vice President for Academic Affairs, may students register for Independent Study of courses offered on a regular basis. Students should take required courses as they are regularly offered.

No student may apply more than two independent study courses toward meeting requirements for a master's degree or more than four independent study courses toward meeting requirements for a baccalaureate degree.

Workshops

Subjects offered under this designation are taught under laboratory conditions with hands-on experiences. Students may repeat the course as topics vary. Except for Interdisciplinary Studies majors, only two workshop courses apply toward graduation.

Special Topics

These courses are designed to cover subjects of specific interest which are not addressed in

existing courses. Consult the graduate section of this catalog for special instructions for graduate students.

Undergraduates in Graduate Courses

The undergraduate student may enroll in graduate courses for graduate credit when within 12 semester credit hours of completing all requirements for the baccalaureate degree. Graduate courses taken in this manner will not apply toward an undergraduate degree.

An eligible senior may enroll in graduate courses for one or two semesters but may not enroll in graduate courses for a third semester until he or she has completed the baccalaureate degree. A maximum of two such graduate courses may be applied to a graduate degree unless the appropriate Dean submits written approval. Prior to the beginning of the course, the student must secure official approval on a permission form available in the Admissions Office.

Class Attendance Non-Attendance

Students who never attend class may be involuntarily dropped from the course at the request of the instructor (See Administrative Drop). The student may be dropped from the course only after a letter has been mailed to the address on file, notifying him of his enrollment status. Specific attendance policies are described in course syllabi.

Student Absences on Religious Holidays

In accordance with Texas Education Code 51.911, all institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holiday, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

Texas Education Code 51.911 defines a religious holiday as a holiday observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer or his or her designee of the institution. The student and instructor shall abide by the decision of the chief executive officer or his/her designee.

If a student's academic course work includes patient care, the university may exclude from these policies and procedures any student absence for religious holidays which may interfere with patient care.

Inclement Weather

Because of the large number of students who live within 10 miles of the campus, the university will remain open and classes will be held during severe weather conditions except when the weather adversely affects the normal operation of the university.

There are occasions when road conditions make it dangerous for students to travel even on city

streets. Students are expected to exercise good judgment during inclement weather. Students who find it impossible to drive to campus as a result of weather conditions will not be penalized for absences which occur during such times.

Whenever a decision is made to curtail some phase of operations that information will be made available to the following news media for broadcast: KCMC, KTOY, KPWW, KTFS, KFYS, KBYB and KYGL radio stations as well as KTAL, KSLA and KTBS television stations.

Auditing

An individual who wishes to enroll under the condition of “audit” for informational purposes only and receive no academic credit for the enrollment must notify the Registrar's Office at the time of registration. The required audit form must be completed and approved. The fee is the same as the tuition amount required for academic credit. The condition of “audit” for a course may not be changed to “credit” after registration has been completed, nor may a “credit” course be changed to “audit.”

Accredited Institutions

No credit will be accepted unless the institution is accredited by a regional accrediting association (North Central, Southern, New England, Middle States, etc.) Courses taken at an institution that has only national, professional or specialized accreditation will be limited to the Bachelor of Applied Arts and Sciences degree program and the credit will not apply to other degrees. Only accreditation bodies recognized by the Council of Higher Education Accreditation (CHEA) will be accepted.

All credits transferred from an international college or university must be evaluated by an accredited evaluation service such as World Evaluation Services. For more information, contact the A&M-Texarkana Admissions Office.

Transfer of Credit

Most courses taken at another regionally accredited post-secondary institution in which a grade of D or better is received may be transferred provided the overall transfer grade point average meets the specified Graduate Admission Requirements.

All credit transferred to the university will be evaluated by the Admissions Office in terms of equivalency in content, credit hours, and level. The applicability of this credit toward degree requirements will be determined by the chosen degree program in cooperation with the Registrar's Office and the student's faculty advisor.

Regardless of the number of hours transferred to the university, students will be required to successfully complete a minimum of 25 percent of the credit hours required for the degree through instruction offered by A&M-Texarkana. The minimum number of resident credit hours will be specified on the student's official degree plan.

Applicability of transferred courses to requirements for specific degree programs is determined by A&M-Texarkana.

Applicants must request transfer credit from accredited schools. All transferred regular academic credit attempted will be calculated in the overall grade point average.

Students may not enroll off campus during the semester they expect to graduate. Final grades from all courses taken at another university must be recorded on a student's A&M-Texarkana transcript prior to the last semester of enrollment before graduation.

Guidelines for Resolution of Transfer Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution. The following procedures shall be followed in the resolution of lower division credit transfer disputes:

(1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner of the Texas Higher Education Coordinating Board (THECB).

(2) A student who receives notice as specified in paragraph (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.

(4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(5) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

(6) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level or quality, it would first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course.

Transcripting Credit from Vocational Schools

The Registrar's Office will post to transcripts vocational courses only if they have been converted to academic credit by the community college which awarded the credit, or the credit is a completed Applied Associates degree transferred into the BAAS program. Credit for vocational courses will not be applied to other degrees.

The vocational school must be accredited by a regional accrediting agency or by an agency approved by the Council on Higher Education Accreditation (CHEA). If it is determined that the student used the vocational courses for a high school diploma, credit will not be awarded.

Clock hours will equal semester hours on the ratio of 30:1. Thirty clock hours equal one semester hour unless the issuing institution recommends otherwise. Quarter hours and semester hours on the vocational transcript will be transferred in the same manner as academic credit. Quarter hours times $\frac{2}{3}$ equals the number of credit hours. Grades for vocational courses posted by the Registrar's office will be used to compute the overall GPA.

Non-Traditional Credit

A&M-Texarkana recognizes that in some cases students may have acquired knowledge relevant to the pursuit of an undergraduate degree in other than a formal classroom setting. Credits earned in this fashion are referred to as non-traditional credit and are not applicable toward satisfying the residency requirement. The five alternative methods of establishing credit accepted by A&M-Texarkana are:

1. Credit by Standardized Examination

Credit for admission may be established by participation in testing programs such as the Advanced Placement Program (AP) and the College Level Examination Program (CLEP). For questions regarding Credit by Examination, please contact the Office of Admissions and Records. A&M-Texarkana will accept courses taken by College Level Examination Program (CLEP) exam or by a local exam from a regionally accredited college.

Since many colleges and universities have different minimum scores for passage of CLEP tests, students are encouraged to contact the Admissions Office to obtain required scores for receiving CLEP credit at A&M-Texarkana.

(**Note:** BAAS students may apply a maximum of 18 semester credit hours through Credit by Exam or Correspondence Course Work to their degree program.)

2. Military Service Credit

Credit may be granted for military technical courses as indicated on a military transcript and listed for credit in the latest edition of A Guide to the Evaluation of Educational Experiences in the Armed Services and recommendations of the Commission on Accreditation of Service Experiences (CASE). Military service credit is applicable only to the Bachelor of Applied Arts and Sciences degree. Students with military credit should request that transcripts be sent to A&M-Texarkana. The following web sites may be used to request transcripts.

Navy and Marines ----- <https://smart.navy.mil>

Army ----- <https://aartstranscript.army.mil>

Coast Guard ----- <http://www.maxwell.af.mil/au/ccaf/transcripts.asp>

Community College of the Air Force <http://www.au.af.mil/au/ccaf/transcripts.asp>

Courses taken through the United States Armed Forces Institute (USAFI) may transfer at face

value. The veteran should contact the Admissions Office for evaluation of credits. To receive credit, students who served in the Army, Navy, Army National Guard or Reserves should submit an AARTS transcript. Students who served in the Navy, or the U.S. Marines should submit a SMART transcript. Please contact the A&M-Texarkana Admissions Office for information on requesting these transcripts. (**Note:** See Resident Credit in the catalog.)

3. Institutionally Devised Examinations

Students may challenge any undergraduate course in the university's course inventory with the exception of practicum and field experience courses by successful completion of an evaluation process.

The student may initiate a challenge examination according to the following procedures:

- a. Obtain the proper request form from the Admissions Office,
- b. Contact the appropriate Dean to submit the application,
- c. Submit a \$50 fee to the Business Office.

The Dean will arrange for administration and evaluation of the examination. Students must apply at least two weeks prior to taking the examination(s).

After the exam is graded, the Dean forwards the request form to the Registrar indicating whether credit is to be awarded. The student is notified of the outcome and if appropriate, credit is posted to the student's academic record with a grade designation of "CR" (credit). Note: Credit received for an institutionally devised exam will not fulfill residence credit requirements.

4. Experiential Learning

Students may receive college credit for competencies acquired through selected work experiences, in-service training programs, and vocational/technical education. Credit is awarded for learning and not for experience. Many students have been able to apply valuable learning received in non-campus settings toward fulfillment of BAAS degree requirements at A&M-Texarkana. The BAAS program at A&M-Texarkana follows the academic guidelines for assessing prior learning as published by the Council for Adult and Experiential Learning (CAEL). The American Council on Education and Adult Higher Education Alliance has also developed a set of standards and principles of good practice to provide guidelines for existing programs and the agencies that evaluate them. Questions on assessment procedures and awarding of this type of credit should be directed to the Coordinator of the Bachelor of Applied Arts and Sciences program. Additional information on Prior Learning Assessment is provided under the Bachelor of Applied Arts and Sciences degree in this catalog.

5. Correspondence and Extension Credit

No more than 30 semester hours of extension and/or correspondence (combined) course work may be applied toward a baccalaureate degree. No more than 18 of the 30 semester hours may be completed by correspondence.

A&M-Texarkana does not offer correspondence or extension courses. Courses taken at a university and classified as extension by notation on the student's transcript are also designated as extension courses on the A&M-Texarkana transcript.

PROPOSED INTERNATIONAL BACCALAUREATE (IB) Policy

In compliance with the State of Texas SB 111, the university accepts at least 24 SCH of IB credit in approved subject areas (listed below) from students who have earned the IB Diploma. To receive credit, students must score 4 or higher on Higher Level (HL) exams or 5 or higher on Standard Level (SL) exams. It is suggested that each student with an IB Diploma discuss

potential IB credit with his/her advisor in University College or personnel in Academic Services to determine the best use of IB credits for their individual degree plan

IB COURSE	S L SCORE	H L SCORE	EQUIVALENT COURSE	CREDIT HOURS
English	5	4	ENGL 1301 & 1302	6
French	5	4	FREN 1411 & 1412	8
Spanish	5	4	SPAN 1411 & 1412	8
Economics	5	4	ECON 2301 & 2302	6
Geography	5	4	GEOG 1303	3
History	5	4	HIST 1301 & 1302	6
Philosophy	5	4	PHIL 1301	3
Psychology	5	4	PSYC 2301	3
Anthropology	5	4	ANTH 2351	3
Business/Management	5	4	BUSI 1301	3
Biology	5	4	BIOL 1406 & 1407	8
Chemistry	5	4	CHEM 1411 & 1412	8
Physics	5	4	PHYS 1401 & 1402	8
Math	5	4	MATH 2413	4
Computer Science	5	4	COSC 1300	3
Visual Arts	5	4	ARTS 1301	3
Theatre Arts	5	4	DRAM 1310	3
Music	5	4	MUSI 1306	3

Credit by Exam Policy

Students may not enroll off campus during the semester they expect to graduate. Final grades from all courses taken at another university must be recorded on a student's A&M-Texarkana transcript prior to the last semester of enrollment before graduation.

The University accepts credit by exam scores for academic credit. You must be enrolled at the University and have official scores sent to the Office of Admissions for academic credit to be added to your University transcript. In addition, the following apply:

1. The University will accept no more than 30 SCH total from credit by exam options (AP, CLEP, and/or DSST). (Note: students in the BAAS program may apply a maximum of 18 semester credit hours of credit by exam or correspondence course work to their degree program)
2. Each credit by exam assessment must be no more than three (3) years old from the date the exam was taken to the time the score is first recorded on a college or university transcript.
3. Credit by exam that has been transcript by another college or university attended by the

student will be accepted by A&M-Texarkana. No more than 30 SCH can be applied toward a student's degree plan.

4. All credit by exam must be transcript prior to the last semester of enrollment before graduation.

Advanced Placement (AP)

Subject	Score	Equivalent Course	Credit Hours
Art/History of Art	3	Arts 1303 & 1304	6
Art/Studio Art	3	Arts 1316 & 1317	6
Biology	3	Biol 1406 & 1407	8
Calculus AB	3	Math 2413	4
Calculus BC	3	Math 2413 & 2414	8
Chemistry	3	Chem 1411 & 1412	8
Chinese Lang/Culture	3	Chin 1311 & 1312	6
Computer Science A	3	Cosc 1336	3
Computer Science A/B	3	Cosc 1336 & 1337	6
Macroeconomics	3	Econ 2301	3
Microeconomics	3	Econ 2302	3
English/Lang & Comp	3	Engl 1301 & 1302	6
English/Lit & Comp	3	Engl 1301 & 1302	6
Environmental Science	3	Envr 1401	4
French Language	3	Fren 1411 & 1412	8
French Literature	3	Fren 2303 & 2304	6
German Language	3	Germ 1311 & 1312	6
Govt & Politics US	3	Govt 2302	3
History/European	3	Hist 2311 & 2312	6
History/ US	3	Hist 1301 & 1302	6
Human Geography	3	Geog 1302	3
Italian Lang/ Culture	3	Ital 1311 & 1312	6
Japanese Lang/ Culture	3	Japn 1311 & 1312	6
Latin/ Literature	3	Lati 1311 & 1312	6
Music Theory	3	Musi 1311 & 1312	6
Art/History of Art	3	Arts 1303 & 1304	6
Physics B	3	Phys 1405 & 1407	8
Physics C Mechanics	3	Phys 1401	4
Physics C Elect & Magnet	3	Phys 1402	4
Psychology	3	Psyc 2301	3
Spanish Language	3	Span 1411 & 1412	8
Spanish Literature	3	Span 2311 & 2312	6

Statistics	3	Math 1342	3
World History	3	Hist 2321 & 2322	6

College-Level Examination Program (CLEP)

Subject	Score	Equivalent Course	Credit Hour
Financial Accounting	50	ACCT 2301	3
Info Systems & Comp App	50	BCIS 1305	3
Intro Business Law	50	BUSI 2301	3
Prin of Management	50	Mgt 395	3
Prin of Marketing	50	Mkt 363	3
American Literature	50	Engl 2327 & 2328	6
College Composition	50	Engl 1301 & 1302	6
English Literature	50	Engl 2322 & 2323	6
Humanities	50	Huma 1301 & 1302	6
French Language Level 1	50	Fren 1311 & 1312	6
French Language Level 2	59	Fren 1311, 1312, 2311 & 2312	12
German Level 1	50	Germ 1311 & 1312	6
German Level 2	59	Germ 1311, 1312, 2311 & 2312	12
Spanish Level 1	50	Span 1311 & 1312	6
Spanish Level 2	63	Span 1311, 1312, 2311 & 2312	12
American Govt	50	Govt 2305	3
History of the US I	50	Hist 1301	3
History of the US II	50	Hist 1302	3
Human Growth/Dev	50	Psyc 2314	3
Intro Psychology	50	Psyc 2301	3
Intro Sociology	50	Soci 1301	3
Macroeconomics	50	Econ 2301	3
Microeconomics	50	Econ 2302	3
West Civ I	50	Hist 2321	3
West Civ II	50	Hist 2322	3
Biology	50	Biol 1306 & 1307	6
Calculus	50	Math 2313	3
College Math	50	MATh 1332 & 1333	6
Precalculus	50	Math 2312	3

DANTES Subject Standardized Test (DSST)

Subject	Score	Equivalent Course	Credit Hour
Astronomy	48	Phys 1311	3

Civil War/Reconstruct	47	Hist 434	3
Criminal Justice	49	Crij 1301	3
Ethics in America	46	Phil 2306	3
College Algebra	47	Math 1314	3
Gen Anthropology	47	Anth 2346	3
Human/Cult Geography	48	Geog 1300	3
Intro to Business	46	Busi 1301	3
Intro to Computing	45	Cosc 1300	3
Intro to Law Enforcement	45	Crij 2328	3
Intro to World Religions	48	Phil 1304	3
Lifespan Dev Psych	46	Pscy 2314	3
Mgt Info Systems	46	Mis 360	3
Money & Banking	48	Fin 325	3
Physical Geology	46	Geol 1303	3
Financial Acct	49	Acct 2301	3
Physical Science I	47	Phys 1315	3
Public Speaking	47	Spch 1315	3
Technical Writing	46	Engl 2311	3

Grades: Meaning and Value

Scale	Grade	Interpretation	Grade Points
90-100	A	Excellent	4
80-89	B	Good	3
70-79	C	Average	2
60-69	D	Pass	1
< 60	F	Fail	0
	X	Incomplete	0
	W	Withdrew	0
	DP	Drop Passing	0
	DF	Drop Failing	0
	DR	Dropped	0
	S	Satisfactory	0
	U	Unsatisfactory	0
	DU	Drop Unsatisfactory	0
	CR	Credit Only	0
	NG	No Grade	0
	Q	Temporary Grade pending receipt of drop grade at the	0

end of semester

Grade Point Average (GPA)

Grade point average is computed by dividing the grade points accumulated by the number of hours for which a grade, other than X, W, DP, S, U, DS, DU or NG is received.

The cumulative grade point average is based on all previous credit attempted at the undergraduate or graduate levels.

When a course is repeated, only the grade for the last enrollment for that course (even if the grade is lower) will be used for computing a cumulative grade point average. The second grade will be used to determine credit earned for the course and will invalidate the first credit earned for the course. No grade may be erased from a student's record.

Academic work at foreign colleges, universities or preparatory schools shall be excluded from GPA calculation.

Satisfactory-Unsatisfactory (S/U) Grades

Certain courses will be evaluated on a satisfactory/unsatisfactory (S/U) graded basis rather than by the traditional letter-grade system.

Credit hours are awarded for courses in which an "S" is received. However, grade points are not awarded and the credit hours are not included in computation of grade point averages.

Only a grade of "S" may be counted toward fulfillment of degree requirements. In no case may a student apply more than three S/U graded courses toward fulfillment of the requirements for graduation. A grade of "U" does not earn credit hours, and it does not count against the computed grade point average.

S/U graded courses will be clearly identified in the class schedule and in the syllabus presented to students on the first class day for that course.

Courses will not be changed from S/U graded to letter grades or from letter grades to an S/U system after the first regularly scheduled meeting of the class.

Note: Since the Area of Concentration for the MSIS degree calls for a maximum of 18 semester hours, no more than one S/U graded course may be used to meet the credit hour requirements for the Area of Concentration.

No more than three S/U graded courses may apply toward fulfillment of the requirements for graduation with an MSIS degree (excluding 6 SCH practicum).

The VA requires A&M-Texarkana to calculate GPA for courses fulfilling graduate degree requirements. For VA purposes, an "S" equals 3.00 and a U equals 0.00.

Guidelines for Assigning an Incomplete Grade "X"

1. An incomplete grade ("X") may be given when a student's work is satisfactory in quality but, due to circumstances beyond his or her control, is not completed by the end of the semester.

2. It is the responsibility of the student to contact the instructor to initiate the request for a grade of incomplete and, if the request is granted, to initiate discussion with the instructor concerning fulfillment of remaining course requirements in a timely manner.

3. If the faculty member agrees to the student's request, an Incomplete Grade form must be completed detailing the circumstances that prevented the student from completing the course and listing the remaining requirements for completing the course. The deadline for completing the course work is the last class day of the next long term immediately preceding the term in which the incomplete grade was posted. If the work is not completed by that time the incomplete grade will be automatically converted to a grade of F.

4. The instructor and student must sign the completed Incomplete Grade form. The form may be accessed on the university web site located in the Faculty Forms section. In cases where the student is unavailable, written agreement by the student may be given by fax, email, or letter. A representative of an incapacitated student must contact the university Registrar.

5. The original copy of the Incomplete Grade form is to be submitted to the Registrar's Office. A copy is to be maintained by the faculty member, a copy is to be given or mailed to the student, and a copy filed in the Dean's office.

6. In rare cases, incomplete grades may be assigned for every student in a course. In this case, one Incomplete Grade form for the entire student roster will suffice and no student signatures are required.

No Grade (NG) Designation

1. Under very unusual circumstances, and with appropriate documentation, an instructor may recommend to the Dean of Colleges that a student be given a No Grade "NG" as a final grade in a course.

2. It is the responsibility of the student to contact the instructor to initiate the request for a No Grade and provide the required documentation. If the instructor believes that extenuating circumstances warrant a grade of NG, the instructor and student must sign the No Grade form. The form may be accessed on the university web site located in the Faculty Forms section. In cases where the student is unavailable, written agreement by the student may be given by fax, email, or letter. A representative of an incapacitated student must contact the University Registrar.

3. The original copy of the No Grade form is to be submitted to the Office of the Registrar. A copy is to be maintained by the faculty member, a copy given or mailed to the student, a copy sent to the Financial Aid/Veteran's office, and a copy filed in the Dean's office.

4. If the student received financial aid or veteran's benefits for the course, he or she is responsible for contacting the Financial Aid/Veteran's Office regarding any adverse affects the grade of NG may have on the student's aid/benefits.

Repeated Courses (3-Peat Rule)

It is the student's responsibility to notify the Office of Admissions when a course is repeated to assure that an adjustment in the grade point average (GPA) will be entered on the student's permanent record.

When a course is repeated, only the grade for the last enrollment for that course (even if the grade is lower) will be used for computing a cumulative grade point average unless the grade is an X, W, DP, or NG. The second grade will be used to determine credit earned for the course and will invalidate the first credit earned for the course. No grade may be erased from a student's record.

Undergraduate students who attempt a course for a third or more times at A&M-Texarkana since Fall 2002 will be charged additional tuition of \$50 per semester credit hour for the repeated courses. The bill you receive at registration may not accurately reflect the additional tuition and fees for courses attempted 3 or more times. A&M-Texarkana reserves the right to adjust the student's tuition as a result of registering for a course for the third or more times. See appeals process for 3-Peat Rule.

Appeal Process for 3-Peat Rule

An appeals panel will consider student appeals involving issues related to additional tuition charges based on the 3-Peat charges. Appeals will be considered when the student believes that extenuating circumstances in his or her life justify an exemption from the prevailing policy. Appeals must be submitted in written form and must be based on extenuating circumstances such as (but not limited to) catastrophic illness, injury, death in the family, or call up for military services. Students may attach as much supporting documentation as they feel would aid in the appeals panel making an informal decision.

Requests for an appeal must be submitted to the Registrar at least 5 business days prior to the first class day of the semester. Please submit requests to: University Registrar, Texas A&M University-Texarkana, P.O. Box 5518, Texarkana, Texas 75505, 903-223-3047.

The appeals process is per semester and students must file an appeal for every semester they are affected by the 3-Peat Rule. Any appeal decision is for the current semester only and will not carry over to any subsequent semester. The decision of the appeals panel is final. All decisions will be made within 30 days from the receipt of the appeal request, when feasible, but not later than 60 days from the receipt of the request for an appeal.

Students must submit all tuition payments on time (including the additional fees) or they will be dropped for non-payment. If the appeals panel waives the additional charges, this portion of the tuition will be refunded. The Registrar will notify the student in writing the decision of the panel. The appeals panel will consist of the following:

The Dean of the student's college, or his/her designee

The Business Manager

The Director of Admissions

The Executive Director of Enrollment Management and University Registrar

The Vice President for Student Engagement and Success

If applicable, additional panel members may include the Teacher Certification Officer and/or the Director of Financial Aid.

Recording/Changing Grades

After reporting a student's grade to the Registrar's Office, the instructor may not change any grade other than "X" unless an error in calculation has been made by the instructor.

The instructor shall provide written documentation of the error to the Office of Admissions by completing the appropriate Grade Change Card.

Grades must be recorded within one week of the last official class day of the semester in which the student earned the grade. No grade may be erased from a student record.

Grade Notification

Grades are available via Web for Students at the end of each semester and/or mini-term. Grades are not mailed. Grade dispute or appeals must be initiated within fourteen business days from receipt of the grade in question in the Registrar's Office. Please refer to the semester schedule calendar for the date grades must be submitted each semester.

Note: See Grade Disputes, Grievances and Appeals Processes for more information.

Scholastic Standards

Undergraduate students must maintain a minimum 2.00 cumulative GPA to avoid probation.

Good Standing

Undergraduate students who maintain a cumulative grade point average of 2.00 or above are considered in good standing.

Probation

Undergraduate students who enter or drop below a 2.00 cumulative grade point average (GPA) will be placed and remain on probation until the cumulative grade point average is raised to a 2.00 or above. During the probation period, the student must maintain a semester GPA of 2.00 or higher. Students "placed on probation" will be officially notified by the Office of the Registrar and a statement will be posted on the student's transcript. Students leaving the university on probation will be re-admitted on probation. An official transcript must be provided to the Registrar's Office to remove probation status if the student attends another university and raises the cumulative GPA to 2.00. Failure to maintain a minimum institutional GPA of 2.00 each semester while on probation will result in the student being placed on suspension for a period of one year and he will not be eligible to re-enroll until such time period has elapsed.

Suspension

Undergraduate students may be suspended from the university for one calendar year for failure to meet the terms of probation or for grade point deficiency. Students placed on Suspension will be officially notified by the Office of the Registrar and a statement will be posted on the student's transcript indicating "Placed on Suspension".

After a period of suspension the student will be permitted to enroll again on probation. Students on suspension from other institutions will not be admitted to A&M-Texarkana until their specified periods of suspension expires unless approval is given by the institution which placed the student on suspension.

Students who wish to appeal the status of academic suspension may do so through the Dean of the student's college (see Admissions Rules and Procedures). Early re-entry is possible only once with permission from the Dean of the College; then, the Dean of the College will forward their recommendation to the Vice President of Academic Affairs. Only extenuating circumstances warrant such action. A&M-Texarkana reserves the right to deny admission to a student suspended from another college even though the suspension period has expired.

Note: Enrollment restrictions as a result of suspension are imposed only at the end of the Fall and Spring terms.

Note: The graduate level Probation/Suspension policy can be found in the graduate section of this catalog.

Academic Achievement

Academic Honors

Undergraduate students may qualify for academic achievement recognition on a semester basis. These designations are posted on the student's permanent transcript. Honors categories are not calculated for summer sessions or mini-terms and are not calculated for graduate students. Honors designation will not be posted until all incomplete grades are removed. The criteria for President's Honors and University Honors are listed below.

President's Honors

An undergraduate student must be enrolled for a minimum of nine hours, excluding "S/U" graded courses, for a fall or spring semester and achieve a 4.00 grade point average for the semester.

University Honors

An undergraduate student must be enrolled for a minimum of nine hours, excluding "S/U" graded courses, for a fall or spring semester and achieve a 3.50 grade point average or higher for the semester.

Honors Graduate Recognition

Students who complete a minimum of 45 hours of their baccalaureate program course work at A&M-Texarkana will be considered for recognition as honor graduates. (Non-traditional credit and credit from advanced placement exams does not fulfill the 45 hour resident course work requirement.) The grade point average will be computed on all course work attempted at any school. (Note: Students who declare Academic Fresh Start are not eligible for graduation honors.) The following honors designations are posted on the student's permanent academic record (transcript) and diploma. Students graduating Summa Cum Laude, Magna Cum Laude and Cum Laude are recognized individually at commencement ceremonies.

Summa Cum Laude..... overall GPA of 4.000
Magna Cum Laude..... overall GPA of 3.850 to 3.999
Cum Laude..... overall GPA of 3.750 to 3.849
Academic Distinction..... overall GPA of 3.5 to 3.749

Academic Integrity

The university expects all students to pursue their academic careers with honesty and integrity and assumes that the products of a student's efforts in a course reflect solely the work of that

student unless otherwise authorized by the instructor. Academic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism, and unauthorized collaboration with another person. Plagiarism is defined as “taking and using as one’s own idea” the writing, invention, expression, or ideas of another person.

When an instructor believes academic dishonesty has occurred, procedures will include documentation, an individual conference with the student, notification of the instructor’s decision and consequence and the process for requesting an appeal hearing.

Maximum consequence is a grade of “F” in the course for the first offence. Repeated offences constitute a breach of campus standards (see Student Code of Conduct).

Grade Disputes, Grievances and Appeals Process

A student with a grievance regarding a course grade should attempt to resolve the issue by conferring with the course instructor. A student challenging a final grade must show the instructor’s judgment was unfair based upon: some basis other than performance, standards different from those applied to other students in the same course section, or a substantial, unreasonable, and unannounced departure from previously articulated standards or the syllabus. The burden of proof lies with the student.

For additional information regarding the formal Grade Grievance and Appeal Process, please refer to 13.102.99.H1 *Discussion and Resolution of Grade Disputes, Grievances and Appeal Process* at <http://www.tamut.edu/administration/University%20Procedures/13.02.99.H1.01.pdf>

Student Records

Data Maintained by the University

The university accumulates data and maintains records to enable staff and faculty to plan educational opportunities to meet the needs of individual students, to understand students better, to counsel more effectively with them and to assist them in continuing in graduate education or securing employment after graduation.

The university maintains student records in the offices of Admissions, Financial Aid, Fiscal Affairs, Academic Services, Teacher Certification, Deans, Faculty, Placement Office, Institutional Advancement, and Graduate Studies. Provisions are made in these offices for students, and the parents of dependent students, to review and challenge the accuracy of records when appropriate and upon request. A student must file all changes regarding name, address and major with the Office of the Registrar during the current semester. Students’ records are regarded as confidential.

The Office of Admissions, Registration and Records retains the minimum of the following documents in a student’s permanent education record: admission application, transfer transcripts, test scores (if applicable), correspondence and any other documents pertaining to the student’s academic career at A&M-Textarkana.

Student records are released only for use by faculty and professional staff for authorized university-related purposes. A student’s academic records are released only with written consent of the student or due to subpoena by a court of law.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar a written request that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the university to amend a record that they believe is inaccurate. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisor, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by A&M-Texarkana to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974, Texas A&M University-Texarkana gives notice that the following directory information will be released upon request: student's name, address (permanent and local), telephone listing, photograph, date and place of birth, enrollment status (undergraduate, graduate, classification, etc.), major field of

study, participating in officially recognized activities and sports, date of attendance, degrees, certificates and awards received, type of award received, full or part-time status, and most recent previous educational agency or institution attended by the students.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Office of the Registrar, in writing, that he or she does not wish to have such information released. This request will be honored, and all of the information will be held confidential.

Release of Student Academic Records

Written authorization from the student is required to release a student's academic record. No phone requests will be accepted. The student may come to the Office of the Registrar in person to complete the appropriate request form, may mail or fax a written request to the Office of the Registrar or access Web for Students. Requests must be dated and the student's ID number provided. If the transcript is to be mailed to a third party, the name and address must be provided. If the student sends a third party to obtain a transcript, a signed statement authorizing the release to the designated person must be presented.

The Admissions Office personnel will verify the request and generate an official transcript.

(Note: There is a minimum production time of 24 hours on all official transcript requests.)

The official transcript is computer generated on maroon security paper. It is validated with the signature of the Registrar, date and university seal. When the transcript is issued to the student, it is stamped "Issued to Student." Transcripts printed on plain white paper are unofficial.

Release of Information to a Third Party

Third party, in this case, refers to a Veteran's Administration official, a government agent, a Department of Immigration official, etc., who presents a signed release and asks to see a student's academic record. Registrar's Office staff will examine the release and make a copy, then allow the investigator to examine the record. The Registrar's Office staff person will complete the appropriate form documenting the situation and attach it to the copy of the release, both of which will be retained in the student's file.

Release of Transcripts from Other Schools

A student may obtain an unofficial copy of his transcript from a previous school by coming to the Registrar's Office in person, and completing the appropriate request form. Requests by mail will be honored, provided the date, student's ID number and student's signature are included. Transcripts will be provided to the student only. They will not be released or sent to a third party. Each transcript is stamped "Issued To Student" and "Unofficial Transcript". The transcripts are not certified or validated in any way.

Release of Records to Faculty/Staff

Designated school officials, administrative officers, faculty and staff within the institution may have access to student academic records provided they have legitimate educational interests such as advising or other educational concerns. A Request to View Education Records must be completed by the official and a record is maintained in the student's Registrar file to document who reviewed the record and the purpose. Copies of student transcripts provided to school officials are to be stamped "unofficial" and are not to be released to students or third parties.

University College

University College (UC) provides learning experiences for students which will enable them to earn a degree from Texas A&M University-Texarkana. Through student engagement programming and services, UC provides a first academic home for all entering first-time, first-year students and entering students with less than 42 SCH. UC is available to help students adjust to their first year or semester at A&M-Texarkana. Specific goals include:

1. Serve as a resource for students as they adjust to college life
2. Assist students if they are undecided about their career interests or major
3. Provide programs and support for student leadership and campus engagement
4. Encourage students to become engaged in the campus community
5. Offer sound advice regarding matters pertaining to academic issues and personal growth

University College offers programming and services to meet the above goals which include developmental advising, leadership development, and first-year experience courses, early alert/early intervention, Texas Success Initiative (TSI) counseling, and other programming as needed related to student success and retention.

Academic Advising

All University College (UC) students are advised by a UC staff member. UC staff members assist students with adjustment to college life, monitor student's academic progress as needed, and assist students with course selection and scheduling. When a student has earned 42 SCH, the student will transition to the college of their major for advising and continued mentorship in their chosen major and career field.

Academic Skills and Knowledge (ASK) Center

The ASK Center provides academic support for all students, especially for first-year students. Services such as study groups, peer tutoring, and individual counseling are available.

Developmental Education

Students who have not completed all sections of the Texas Success Initiative (TSI) must meet with a University College (UC) staff member to create a developmental education plan. UC staff will monitor student's academic progress.

New Student Orientation

In collaboration with Student Services, all students are required to attend a new student orientation SOAR (Student Orientation Advising, and Registration) which will allow the student to become engaged in the life of the University, meet fellow students, learn more about campus programs and services, and register for classes.

Leadership

University College offers students the opportunity to grow as individuals, as well as excel as campus and community leaders. Several opportunities are offered for students to learn more about themselves and the University, and develop their leadership skills.

All A&M-Texarkana students must successfully complete two courses which are designed to assist with transitioning to A&M-Texarkana and developing leadership skills. Both courses are part of the A&M-Texarkana Core Curriculum.

LEAD 1101: Foundation for Leadership designed to assist students in their career at A&M-Texarkana as well as learn foundations of leadership and service.

All first-year students must successfully complete this course.

LEAD 1201: Student Leadership Challenge provides a solid foundation for students to develop leadership skills, and builds upon LEAD 1101.

Testing Center

The Testing Center is responsible for administering and proctoring a variety of assessments for students such as ACT, CLEP, LAST, GRE, and others. The Center maintains a professional, quiet, and secure test taking facility.

Financial Aid

For financial aid application information, contact the Office of Financial Aid and Veteran Services, P.O. Box 5518, Texarkana, TX 75505-5518, or telephone 903-223-3066. Information may also be obtained online at www.tamut.edu/finaid.

(NEED-BASED PROGRAMS)

How to Determine Eligibility (Financial Need)

The first step in determining whether a student qualifies for need based aid is for the student to complete the Free Application for Federal Student Aid (FAFSA). An analysis is done to determine eligibility for federal or state aid to assist in meeting the costs associated with seeking a degree or certificate. Qualification depends upon several factors, including personal income, assets, family size, and dependency status. Many people discover that they do qualify for some form of financial aid.

Undergraduate students must be enrolled in an eligible program as a regular degree-seeking student. Undergraduate transfer students must meet the 2.0 minimum Grade Point Average (GPA) and Texas Success Initiative (TSI) requirements. See GPA information in the Academic Affairs section and TSI requirements in the Registrars section of this catalog. Graduate students must be admitted to a graduate degree program upon completion of 12 consecutive months at A&M-Texarkana and maintain a cumulative 3.00 GPA in order to continue receiving financial aid. Students can only receive financial aid from one college/university per semester.

How To Apply

The FAFSA is available in January for the upcoming fall, spring, and summer semesters. Students are encouraged to apply online at www.fafsa.ed.gov. Information from the previous year's Federal Income Tax return is required in order to complete the FAFSA. Other records possibly needed are: non-taxable income such as Veterans Administration benefits or government assistance benefits, current bank and mortgage information, possibly medical and dental bills, and business/farm information. Students must be prepared to provide documentation of all information used on the financial aid application. Academic progress and scholastic standing are taken into consideration when aid eligibility is assessed. Recipients are required to maintain the number of hours in which they are registered on the university's official census date (12th class day fall and spring; 4th class day summer). Prorated repayment of aid may be expected from students who withdraw or drop hours. Because financial aid is administered on a first-come, first-served basis, early application is important. Students may contact the Financial Aid Office, University Center, Room 260 for additional information.

Note: The Priority Deadline for submitting the FAFSA for the upcoming fall semester is April 1.

Financial Aid Standing

Students in default on federal student loans or who owe repayment to any financial aid program are ineligible for additional financial aid. In order to register for classes, receive financial aid, or receive an official A&M-Texarkana transcript, students must receive clearance from the A&M-Texarkana Financial Aid Office. Documentation from external agencies may be required in order to receive clearance.

Satisfactory Academic Progress

Students must maintain satisfactory academic progress (SAP) to be eligible for financial aid. The academic year begins with the fall semester and ends with the second summer semester. SAP is assessed at the end of spring semester for continuing students and at the receipt of the FAFSA for new applicants. The student must meet both the qualitative and quantitative (PACE) requirements to be considered for financial aid, even if no financial aid was received.

Qualitative Standard:

Undergraduates: Grade point average, enrollment requirements, and maximum time frame are all considered in determining SAP. Evaluation of SAP of undergraduate and post-baccalaureate degree/certification students receiving financial aid will be reviewed at least once per academic year. The student's cumulative grade point average and hours attempted will be monitored annually. Students pursuing a first or second baccalaureate degree and or pursuing traditional undergraduate-level teacher certification must maintain a cumulative 2.00 cumulative grade point average on the undergraduate hours. Any student on Academic Probation or Suspension will be ineligible for financial aid.

Graduates: Grade point average, enrollment requirements, and maximum time frame are all considered in determining SAP. Evaluation of SAP of graduate students receiving financial aid will be reviewed at least once per academic year. The student's cumulative grade point average and hours attempted will be monitored annually. Students pursuing a Master's degree or Alternative Teacher Certification Program must maintain a minimum 3.00 cumulative grade point average on all graduate course work. Any student on Academic Probation or Suspension will be ineligible for financial aid.

Quantitative Standards - Pace:

Attempted hours:

Undergraduates and Graduates: Students must successfully complete a minimum of 67% of all attempted semester credit hours, in order to be considered eligible for future financial aid. If the student fails to complete 67% of his/her attempted semester credit hours, including transfer semester credit hours, the student will be considered to be ineligible for financial aid. Example: If a student attempts 100 semester credit hours, he/she must complete a minimum of 67 semester credit hours ($100 \times 67 = 67$) in order to meet this measurement. Once the student has increased his/her completion rate to the minimum standard, he/she will be considered to be in compliance with this requirement of SAP. We encourage the student to notify our Office to request a recalculation of his/her completion rate and reassessment of financial aid eligibility.

Cumulative hours:

Undergraduates: The maximum number of cumulative hours a student may attempt is limited to 150% of the student's undergraduate degree program as published in the University Catalog. If the published number of hours required to graduate is 120 semester hours, a student may not attempt more than 180 semester hours ($120 \times 150\% = 180$) to continue receiving financial aid. All periods of enrollment, including transfer hours from other post-secondary institutions must be considered toward the 150% calculation, even if the student did not receive financial aid. Once the student has attempted 150% of the hours required to graduate, the student may not be

eligible for financial aid in future semesters unless an exception is approved through the appeal process. Attempted hours must include all courses for which the student registered each semester at any post-secondary institution (including credit only courses). Attempted hours include all hours the student completed, failed, repeated, withdrew from, non-passing grades (including NG), Satisfactory and Unsatisfactory grades, credit hours received (without a grade), and hours for which an incomplete grade was received. An undergraduate (or post-baccalaureate) degree-seeking student will be limited to the following number of attempted semester hours to complete his/her degree/certificate program:

First Undergraduate Degree: 180 attempted semester hours

Second Undergraduate Degree: 45 attempted semester hours

(beyond first undergraduate degree)

Initial Teacher Certification: 45 attempted semester hours

(beyond first undergraduate degree)

Graduates: The maximum number of cumulative hours a student may attempt is limited to 150% of the student's graduate degree program as published in the University catalog. For example, if the published number of hours required to graduate is 36 semester hours, a student may not attempt more than **54 semester hours** ($36 \times 150\% = 54$) to continue receiving financial aid. All periods of enrollment, including transfer hours from another post-secondary institutions, must be considered toward the 150% calculation, even if the student did not receive financial aid. Once the student has attempted 150% of the hours required to graduate, the student may not be eligible for financial aid in future semesters unless an exception is approved by the appeal process. Attempted hours must include all courses for which the student registered each semester at any post-secondary institution (including credit only courses). Attempted hours include all hours the student completed, failed, repeated, withdrew from, non-passing grades (including NG), Satisfactory and Unsatisfactory grades, credit hours received (without a grade), and hours for which an incomplete grade was received. A graduate degree-seeking student pursuing a Master's degree will be limited to the following attempted semester hours to complete his/her graduate degree:

First Master's Degree: 54 attempted semester hours

Second Master's Degree: 36 attempted semester hours

(beyond first Master's degree)

SAP Appeals

Federal student aid regulations allow a student to appeal an adverse SAP decision based on extenuating circumstances beyond the student's control. Student submitting an appeal for SAP must include the following, per federal regulation: 1) why he/she failed to meet SAP, 2) provide documentation supporting the extenuating circumstances, and 3) specify what has changed that will allow the student to meet SAP at the end of the next evaluation period. The appeal will be brought before the Financial Aid Appeal Committee for consideration. After the appeal has been reviewed, the student will be notified of the results, by mail, within 30 calendar days of the decision. The decision of the Financial Aid Appeal Committee is final.

Financial Aid Students Who Drop Classes

For students awarded financial aid before the University's official census date, the student's award is based on his/her actual enrollment status on the University's official census date. Awards made after the census date will be based on the student's enrollment as of the award

date. If the student ceases to be enrolled in the number of hours for which he/she was paid on or before the official census date, repayment for some or all of the financial aid may be required.

Attendance

Students awarded financial aid who fail to attend any of his/her classes must repay all financial aid received. If a student is awarded and disbursed financial aid funds, and the Financial Aid Office is later informed that the student failed to attend one or more of their classes, the student must repay any overpayment of his/her financial aid due to non-attendance.

Withdrawal from All Classes

Students who receive financial aid and withdraw from A&M-Texarkana on or before the 60% point in the semester may be required to repay a portion of their financial aid award as specified by the Federal formula. The student is only eligible to maintain the amount of financial aid he/she has earned at the time attendance ceases. The student will be required to repay both the federal programs and A&M-Texarkana for institutional charges before receiving future financial aid. A&M-Texarkana will use the Federal formula in determining the amount to be repaid. All financial aid students must contact the Financial Aid Office before withdrawing from classes in order to understand the adverse effects of withdrawal. The student's withdrawal date for determining the student's amount of refund owed to federal programs and/or the University for Institutional Charges will be based on the student's official withdrawal date or the last date of attendance as specified by the instructors.

Distribution Rule

When a student ceases attendance, a refund due must be credited in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Graduate PLUS Direct Loan
4. Parent PLUS Direct Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Teacher Education Assistance for College and Higher Education (TEACH) Grant
8. Other Federal Loan or Grant Assistance
9. Other State or Institutional Grants or Scholarships

Students with Drug-Related Convictions

Any student who has been convicted of a drug-related offense, must call 1-800-433-3243 or go to the website <http://www.tamut.edu/finaid>, 1) *click-on financial aid forms*, 2) *click-on 2011-2012 (Fall 2011, Spring 2012, or Summer 2012)* and 3) *click-on Drug Worksheet* to find out if he/she is eligible for federal financial aid.

Selective Service Registration Compliance

Any student who is required to be registered with Selective Service must be registered to receive Title IV financial assistance. All aid applicants are required to file a statement of registration compliance on the FAFSA.

Fee Payment

Grants, loans and/or institutional scholarships will be applied toward the student's account on approximately the first class day of each semester. Financial aid will appear on the student's

account until the funds are credited to his/her account. After the funds have been disbursed, the Business Office will mail any refund to the student within seven days from disbursement. The refund will be mailed to the student's address on file in the Admissions Office. **If financial aid funds have not been credited to the student's account by the tuition deadline, the student is responsible for the tuition and fee charges due to A&M-Texarkana.**

Any financial aid funds received by individual check that are made payable to the student must be endorsed and released to the A&M-Texarkana Business Office for deposit to the student's tuition and fee account. Funds received by EFT will be automatically applied to the student's account if authorized by the student. Any balance due to the student will be mailed within seven business days.

Tuition and Fee Emergency Loans

Tuition and fee TPEG Emergency Loans are available to qualified students upon request in the Student Services Office. The Business Office is responsible for disbursing and collecting all loans. Conditions and qualifications for the loan are as follows:

1. Loan application must be completed in person. A student ID is required.
2. Student must be enrolled in a degree-granting program at A&M-Texarkana.
3. Applications will be processed on a first-come, first-served basis.
4. An Admissions Applications and all required official transcripts must be on file and evaluated in the Office of Admissions prior to receipt of an emergency loan.
5. A minimum GPA of 2.00 for undergraduates and professional students and a 3.00 for graduate students is required to establish eligibility.
6. A student may not be on academic or disciplinary probation.
7. The maximum loan amount per student must equal the amount owed for tuition and required fees for the courses in which the student is actually enrolled.
8. A promissory note bearing interest at the rate of five percent per annum will be executed by the student to be repaid over a period not to exceed 90 days if made for the fall or spring semester, or within 30 days if made for a six-week summer session, subject to the provisions of Section 56.055, Texas Education Code.
9. If a student does not make full payment on his/her outstanding emergency loan balance by the due date, all university records and enrollment will be blocked immediately.

Book Voucher

If the student has been awarded financial aid by A&M-Texarkana and meets the conditions listed below, a book voucher will be available in the A&M-Texarkana Business Office or at Northeast Texas Community College (NTCC) in the University of Health Sciences Office on the dates published in the award letter supplement information enclosed with the award letter. The voucher may be used to purchase books and supplies only at A&M-Texarkana or NTCC Bookstores, and it must be used the same day it is issued. To qualify for the Book Voucher students must:

- Have received their financial aid award letter and accepted their financial aid on Web for Students. Students are encouraged to complete this process one to two days prior to applying for the voucher.
- Be enrolled in the Office of Admissions in the same number of hours as specified on the award letter.
- Not have any holds with A&M-Texarkana.

- Be receiving financial aid awards that are greater than the tuition and fee charges in the Business Office.

After the student has satisfied the above requirements, he/she may apply for the book voucher in the A&M- Texarkana Business Office. If the student has been awarded financial aid but does not meet all of the above requirements, he/she may contact the Financial Aid Office for additional information.

Vocational Rehabilitation

The Texas and Arkansas Rehabilitation Commissions offer assistance for tuition and required fees to students who are physically or otherwise challenged, provided the vocational objective selected by the unusually challenged person has been approved by an appropriate representative of the Commission. Through these state agencies, other rehabilitation services are available to assist students in becoming employable. Application for this type of assistance should be made to the nearest Rehabilitation Office.

Grants, Work-Study and Loans

Note: All students must demonstrate Satisfactory Academic Progress (SAP) to qualify for any of the following need-based programs. In addition, Graduate students seeking a Master's degree must be completing requirements for Admission to the Graduate Degree Program to receive financial aid. Financial Aid is available for the Fall, Spring, and Summer semesters.

Many financial aid programs have limited funding. Priority is given to students with the highest financial need who submitted their FAFSA and all requested documents by the April 1 Priority Date.

TYPES OF FINANCIAL AID AVAILABLE

Federal Pell Grant

For undergraduate students only. Eligibility is limited while working on the first bachelor's degree. Eligibility is based on FAFSA results. Students must be enrolled in a minimum of 3 semester hours.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to Federal Pell Grant recipients with high financial need. Preference is given to students who are attending on a full-time (12 credit hours) basis.

TEACH Grant Program—Teacher Education Assistance for College and Higher Education

This new program was created to assist students who are seeking degrees in high need fields and who anticipate teaching in those fields at the secondary or elementary level. Students are eligible to receive up to \$4,000 per year.

Eligibility Requirements

- Complete the FAFSA, although this is a non-need based program.
- Be a U.S. citizen or eligible non-citizen.

- Be an undergraduate degree-seeking student at A&M-Texarkana in one of the following approved teacher education programs:
 - Biology – Composite Science – Grades 8-12*
 - Biology – Life Science – Grades 8-12*
 - Interdisciplinary Studies – EC-4 Bilingual Education Generalist*
 - Interdisciplinary Studies – EC-4 w/Special Education*
 - Interdisciplinary Studies – Math/Science Grades 4-8*
 - Interdisciplinary Studies Science – Grades 4-8*
 - Math Grades 4-8*
 - Math Grades 8-12*
- Meet and maintain certain academic achievement (i.e., scoring above the 75th percentile on a college admissions test), have a cumulative 3.25 grade point average (GPA) and maintain this GPA each semester of award.
- Sign a TEACH Grant Agreement to Serve with the U.S. Department of Education. See below for more information on the TEACH Grant Agreement to Serve or go to: <https://teach-ats.ed.gov/ats/index.action>.

If a student chooses to participate in this program, he/she must agree to serve as a teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. If he/she fails to meet the requirements of the service obligation, the TEACH Grant will be converted to a Federal Direct Unsubsidized Loan. He/she will then be required to repay the loan to the U.S. Department of Education. In addition, he/she will also be charged interest from the date the grant was disbursed. We recommend that students review more information about the obligations at www.teachgrant.ed.gov.

Federal Work-Study (FWS) and College Work-Study (CWS) Programs

Offers part-time employment for students who demonstrate a financial need as positions are available. CWS is available for Texas resident students and the FWS is available for both resident and non-resident students. Students must be enrolled at least half time.

Direct Loans - William D. Ford Federal Direct Loan Program

Subsidized—Enables students with financial need to borrow directly from participating lenders, such as banks, credit unions, savings and loan associations, etc. The current interest rate is fixed and capped at 8.25% with repayment beginning six months after the student ceases to be enrolled at least half-time. The FAFSA is required.

Unsubsidized—This program has the same terms and conditions as Subsidized Direct Loans except the borrower is responsible for paying the interest during deferment and in-school periods. This program is not a need-based program, however, the FAFSA must be completed to determine eligibility.

Direct Parent Loan for Undergraduate Students (PLUS)

The PLUS is a loan program in which the parent of a dependent undergraduate student. Although the parent loan is not based on financial need, the loan amount is limited by the University's Cost of Attendance. The FAFSA is required in order for the University to first determine the student's eligibility for the Subsidized and/or Unsubsidized Direct Loans.

Direct Graduate PLUS Loan

The Graduate PLUS is a loan program that allows PLUS loan eligibility for graduate and professional students. Students must be a graduate/professional student enrolled at least half-time in a degree or teaching certificate program. Parents of graduate students are not eligible to borrow this loan. Students must pass a credit check to be considered for this loan. A co-signer is not required; however, the student may apply with an endorser if he/she fails the credit check. Annual limit is the student's Cost of Attendance minus any other financial aid or resources. There is no aggregate limit for this loan. Although the loan is not based on financial need, the student's loan amount is limited by the university's Cost of Attendance, and a FAFSA is required in order for the University to first determine the student's eligibility for the Subsidized and/or Unsubsidized Direct Loans).

Other Need-based Scholarships and Grant Programs

The following Scholarship and Grant programs are need-based and require the student to complete the FAFSA and other financial aid documents. In order to qualify for these programs, students must demonstrate financial need, meet SAP standards, not be in default on a loan under the Federal or State Loan Programs, and not owe a refund on a grant received under any Federal or State Grant Program. Male students must also be registered with Selective Service. Graduate students, pursuing a Master's degree, must be completing requirements for Admission to a Graduate Degree Program Awards of these funds for eligible students are made on a first-come, first-served basis since funding is limited.

Eagle Tuition Assistance Grant

This grant is available for Texas undergraduate and graduate students who are enrolled as a full-time student. Recipients must not be receiving other grants or scholarships.

Presidential Need-Based Scholarship

Available to first-generation junior and senior students. Must be a bona fide Texas resident pursuing his/her first Bachelor's degree. Recipients must be considered to be a U.S. Citizen or permanent resident of the U.S., possess a 2.0 GPA, and be enrolled in a minimum of 6 undergraduate hours at A&M-Texarkana.

Student Deposit Fund

Available to first-generation undergraduate and graduate Texas resident students who demonstrate financial need. Recipients must meet eligibility requirements for other federal and state financial aid and be enrolled in a minimum of 3 semester credit hours.

Texas Public Ed Grant (TPEG)

The Texas Public Education Grant (TPEG) is a program administered by the State of Texas to provide assistance to students with financial need, seeking a first bachelor's degree or graduate degree. This is a grant, and it does not have to be repaid. This fund does not require a separate application. It is awarded through the standard process based on the FAFSA/TASFA applications received.

Toward Excellence, Access & Success Grant (TEXAS Grant)

The Toward Excellence, Access & Success (TEXAS) grant was established in 1999 by the Texas Legislature to provide need-based financial assistance to Texas students.

****This program is subject to funding availability from the state of Texas.*

Eligibility

- You must be a Texas resident.
- You must register for Selective Service or must be exempt from this requirement.
- You must demonstrate exceptional financial need as determined by the FAFSA or TASFA (preference will be given to students with the lowest EFC).
- You must not have been granted a baccalaureate degree.

AND

- You must be a graduate of an accredited high school in Texas no earlier than fall 1998.
- You must have completed the Distinguished or Recommended high school curriculum.
- You must enroll in a non-profit public college or university in Texas within 16 months of graduation from an accredited public or accredited private high school in Texas, and
- You must not have accumulated more than 30 semester credit hours, excluding those earned for dual or concurrent courses or awarded through credit by examination (AP, IB or CLEP), have earned an Associate Degree from a public technical, state or community college in Texas and enroll in any public university in Texas no more than 12 months after receiving their associate's degree.

OR

- If you are transferring from another college or university and you previously received the TEXAS Grant, you may be eligible to continue receiving it at A&M University-Texarkana. Please notify a financial aid coordinator to determine continued eligibility.

Renewal Requirements

At the end of the first year, you must meet Satisfactory Academic Progress requirements (2.0 GPA and 75% completion) in order to be considered for a second year in the TEXAS Grant program.

After completing the second year in the program, you are required to meet the following conditions at the end of every spring term.

- You must have a cumulative GPA of at least 2.50.
- You must complete 75% of attempted courses during the prior academic year.
- You must complete 24 semester credit hours each academic year.

If you do not meet the aforementioned requirements, you will lose eligibility for the program.

Hardships or Other Proper Causes

Should you fail to meet the requirements for renewal, you may submit an appeal to the Financial Aid Director to review your eligibility based upon extenuating circumstances. The request must be submitted in writing and must detail the reason behind request. Reasons that may be considered include:

- A severe illness or other debilitating condition that affected academic performance;

- An indication that you are responsible for the care of a sick, injured, or needy person and that your provision of care affected your academic performance; or
- Other extraordinary circumstances that may have impacted your ability to meet renewal requirements (i.e. professional internship).

A financial aid coordinator or administrator will respond to your request through your A&M-Texarkana's email account. Additional supporting documentation may be requested. A copy of all correspondence will be placed in your financial aid file. Submitting an appeal does not guarantee any adjustments can or will be made.

Tuition Scholarship

Available to undergraduate and graduate students who demonstrate financial need. Recipients must meet eligibility requirements for other federal and state financial aid and be enrolled in a minimum of 3 semester credit hours.

Veteran Services

The Veteran Services Office (VSO) at Texas A&M University-Texarkana assists United States military veterans and their eligible dependents with questions regarding educational benefits earned by active duty service or transfer of eligibility and certifies enrollment for each requested term based on eligibility. Information and benefits counseling is available in the University Center One-Stop-Shop, suite 226.

Persons applying for veteran benefits for the first time should bring their DD-214 and where applicable, a marriage certificate, divorce decree, and/or children's birth certificates. If applying for certification of transferred benefits, a written and signed document from the veteran is also required.

The VSO is open 8:00 AM-5:00 PM Monday through Friday and by phone at 903-223-3066. The United States Department of Veteran Affairs (VA) requires the university to report the names of those undergraduate and graduate students receiving benefits who are not meeting Satisfactory Academic Progress (SAP) in their course work.

For this purpose, see Satisfactory Academic Progress in the Office of Financial Aid and Veteran Services.

For reporting purposes, the university officially considers a VA student as failing to make SAP when he has been placed on academic Probation two consecutive semesters and/or when the veteran is placed on academic Suspension. For information regarding Probation and Suspension, see the Academic Policy section of the catalog.

Although reporting this information does not affect the student's enrollment at A&M-Texarkana, the student must meet with the Coordinator of Veteran Affairs to develop an individual plan.

The VA requires A&M-Texarkana to calculate a GPA for all courses fulfilling degree requirements for undergraduate and graduate students. For VA, and "S" will equal 3.00 and a "U" will equal 0.00. All veterans must have and follow an official degree plan, and the student must submit a copy of his/her official degree to the VSO prior to being certified for the student's second semester at A&M-Texarkana.

Note: Graduate students cannot receive benefits for more than 24 credit hours of leveling courses (required undergraduate background courses).

Scholarships

Available Scholarships for Fall 2012- Priority Deadline is March 1st!

Arnold 4-Year Freshman Scholarship

New Freshmen students entering Fall 2012 will be automatically applied for the 4-Year Arnold Freshman Scholarship after completing the University Admissions Application.

Eligibility:

Submit University Admissions Application and be accepted as a new freshman in Admissions
Minimum 3.0 High School GPA OR minimum 18 ACT (or equivalent SAT Score)

Must enroll in a minimum of 15 hours each semester

- \$1,000 Base Award – plus (max 2 of 3 below):
- \$500 award – if student submits admissions application by Priority Deadline
- \$500 award – Demonstrated Leadership or Civic Engagement (submit to financial aid office by priority deadline)
- \$500 award – Minimum High School GPA of 3.75 OR Minimum 22 ACT (or equivalent SAT Score)

Total possible award: \$2,000 per year –renewable for four years

Renewal Requirements:

Must maintain a 2.5 cumulative GPA

Successfully complete 30 hours per year of award (student may not drop below 12 hours each semester)

Arnold Transfer Scholarship

New Transfer Students entering Fall 2012 will be automatically applied for the Arnold Transfer Scholarship after completing the University Admissions Application.

Eligibility:

Submit University Admissions Application and be accepted as a new transfer student in Admissions

Minimum 2.5 UG GPA on all transfer work

Must enroll in a minimum of 12 hours each semester to receive full award

- \$1,000 Base Award – renewable for three years: 30-59 credit hours earned
- \$1,000 Base Award – renewable for two years: 60-89 credit hours earned
- \$1,000 Base Award – non-renewable: 90 or more credit hours earned

Plus (max 1 of 3 below):

- \$500 award – if student submits admissions application by Priority Deadline
- \$500 award – Demonstrated Leadership or Civic Engagement (submit to financial aid office by priority deadline)
- \$500 award – Minimum 3.25 UG GPA on all transfer work

Total possible award: \$1,500 per year- renewable

Course Load Adjustments:

Students enrolling in less than full-time, will receive a reduction in their scholarship. Please notify our office to see how this will affect your award.

Renewal Requirements:

Must maintain a 2.5 cumulative TAMU-T GPA

Graduate Student Scholarship Application for the Spring 2, 2012 Semester (for students enrolling in classes beginning March 21st

Deadline: March 1st

2012 -2013 General Academic Year Scholarships

Priority Deadline - March 1st each year. 2012-2013 General Academic Year Scholarship Application

To be considered for all General Academic Year Scholarships (see list under "Scholarship Criteria"), students must complete the online Academic Year Scholarship Application. This one application applies students for ALL General Academic Year Scholarships for the upcoming Fall & Spring Semesters. Students must also be admitted to A&M-Texarkana, and have a complete admissions file by the scholarship deadline. Award notifications will be sent in April to all students who applied by the priority deadline. Students applying after the priority deadline will be notified of an award depending on the availability of funds.

Degree Programs

	Baccalaureate	Masters	Doctorate	CIP Code
College of Education and Liberal Arts				
Adult & Higher Education		MS		13.1201.00
Applied Arts and Science	BAAS			30.9999.40
Counseling Psychology-Licensed Professional Counselor		MS		42.0601.00
Counseling Psychology-School Counseling		MS		42.1701.00
Criminal Justice	BSCJ			43.0104.00
Curriculum and Instruction		MS		13.0301.00
Education Administration		MED	EdD	13.0401.00
English	BS/BA	MA		23.0101.00
General Studies	BGS			24.0102.00
History	BS/BA	MS		54.0101.00
Instructional Technology		MS		13.0501.00
Interdisciplinary Studies	BSIS	MS		30.9999.01
Mass Communication	BS			09.0102.00
Political Science	BS			45.1001.00
Psychology	BS/BA			42.0101.00
Sociology	BS			45.1101.00
College of Business				
Accounting	BBA			52.0301.00

Business Administration	BBA	MBA	52.0201.00
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**College of Science, Technology,
Engineering and Mathematics**

Biology	BS		26.0101.00
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Computer Science	BS		11.0101.00
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Electrical Engineering	BS		14.1001.00
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Mathematics	BS/BA		27.0101.00
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Nursing	BSN	MSN	43.0104.00
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Teacher Certification Preparation Programs

Only certifications available through traditional undergraduate degree programs are listed below. Certifications only available through the Alternative Certificate Program are listed on the ACP site. (Note: Passing appropriate Texas Examination of Educator Standards (TEXES) is required for certification as a Texas educator.)

Early Childhood - 6th Grade (EC-6)

- Bilingual Generalist-Spanish
- Generalist

Early Childhood - 12th Grade (EC-12)

- Special Education (combined with EC-6 Generalist)

4th Grade - 8th Grade (4-8)

- English Language Arts and Reading
- Mathematics
- Science
- Social Studies

8th Grade - 12th Grade (8-12)

- English Language Arts and Reading
- History
- Life Sciences
- Mathematics
- Science
- Social Studies

Teacher Certification

Texas A&M University-Texarkana offers three routes to teacher certification. Initial teacher certification may be obtained through our undergraduate teacher education program. Students who hold a baccalaureate degree or higher may choose to pursue initial teacher certification through our traditional post-baccalaureate program or through the university's Alternative Certification Program. They may also pursue additional professional certification for School Counselor, Educational Diagnostician, Reading Specialist, Master Technology Teacher, Principal, or Superintendent through our graduate level programs. The **Office of Teacher Certification** maintains the certification plans for all undergraduate and post-baccalaureate students. This office processes all applications for certification and can answer questions concerning certification requirements and procedures.

The **Office of Teacher Certification** is open Monday through Friday, 8:00 a.m. to 5:00 p.m. and is located on the second floor of the Academic Building, Room 235N. Interested individuals may come by and discuss teacher education program requirements and certification options with our staff or call with any question. Appointments are not required. However, post-baccalaureate students wishing to have a transcript evaluation are encouraged to schedule an appointment by calling 903-223-3048 or email to bonnie.johnson@tamut.edu.

Undergraduate Program Degrees

Welcome to the A&M-Texarkana Academic Services Office. We are here to provide students with current undergraduate degree information and requirements. Our objective is to provide assistance to students as they enter the University and navigate through their courses to graduation. This office is also commonly referred to as the Degree Planning Office.

Academic Services is located in the University Center Building in the University One Stop, UC260. Prospective, new, and, current undergraduate students may come by and discuss degree options and requirements with a member of the Degree Planning staff. No appointment is necessary and assistance is available Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. We are open until 7 p.m. on Tuesdays while we are in session.

Tentative degree plan worksheets can be prepared for students to aid in the completion of lower-division transfer requirements and first semester enrollment in the University. Within the student's first semester of enrollment, notification of how to access and interpret their CAPP Degree Audit Evaluation will be prepared and mailed to the student once all required documents have been received and cleared by the [Admissions Office](#).

For more information you may contact the Academic Services Office at:

E-mail: academic.services@tamut.edu

Phone (903) 223-3046

Fax: 903-223-3104

Post-Baccalaureate Teacher Preparation Programs

Individuals who hold a bachelor's degree and wish to obtain certification to teach in the public schools through a traditional educator preparation program may request a post-baccalaureate certificate plan. This plan will list the courses required for certification in the chosen teaching field.

The post-baccalaureate plans contain a specialization or teaching field and 18-24 semester hours of Professional Development courses that include Resident Teaching. The Early Childhood-6th Grade Generalist certificate contains a specialization with reading as a primary focus. Teaching field hours for Grades 4-8 and 8-12 will be determined through an evaluation of the student's transcript. Contact the **Office of Teacher Certification** (903-223-3048 or email to bonnie.johnson@tamut.edu) to schedule a transcript evaluation. Certification is available in the following areas:

Early Childhood-Grade 6

Generalist

Early Childhood-Grade 6 with Special Education

Generalist and EC-12 Special Education

Grades 4-8

English Language Arts & Reading

Mathematics

Science

Social Studies

Grades 8-12

English Language Arts & Reading

History

Life Science

Mathematics

Science Composite

Social Studies

Technology Applications

Application Procedure for Field Based and Student Teaching Semester

The following Forms must be printed by the student and submitted as follows:

1. **[Teaching Field Reference Form](#)**

Student must deliver form to appropriate teaching field professor. The professor will complete form and deliver to Teacher Certification Office.

2. **[Essay Form](#)**

Student must complete and deliver the form to Ms. Sara Langford, Director of Field Experience, in room 1000.

NOTE: The Teaching Field Reference Form and the Essay form are in Adobe Acrobat (PDF) format. They must be viewed with Adobe's Acrobat Reader which is available for you to download at <http://get.adobe.com/reader>

3. **[Notice of intent for Field Based and Resident Semesters](#)** (Submit Online)

4. **[Application for Professional Development School](#)** (Submit Online)

APPLICATION IS NOT COMPLETE UNTIL ALL FORMS HAVE BEEN RECEIVED by the office of Teacher Certification, the Director of Field Experience.

DEADLINES for APPLICATIONS:

Oct. 1st for Spring Semester

Mar. 1st for Fall Field Semester

Teacher Preparation Program

The Texas A&M University-Texarkana Teacher Preparation Program was formerly a Center for Professional Development in Technology. The CPDT's were part of an innovative and far-reaching initiative focusing on kindergarten through grade 5. The CPDT's grew out of an education reform movement in Texas in the early 1990s. The CPDT function was to integrate research and innovative teaching practices into the pre-service and in-service training of teachers and administrators. The model adopted is the field-based model.

It is from this successful and technology-focused background that the Teacher Preparation Program has continued. The Field Experiences assists students in being placed through interviews in our local partnership schools for two semesters.

The A&M-Texarkana Teacher Preparation Program is proud to be in partnership with the following local schools:

*** Local ISDs ***	
<ul style="list-style-type: none"> • Texarkana ISD • New Boston ISD • Hooks ISD • Atlanta ISD • Liberty Eylau ISD • Pleasant Grove ISD • Pittsburg ISD • Queen City ISD 	<ul style="list-style-type: none"> • Harts Bluff ISD • Chapel Hill ISD • Mt. Pleasant ISD • Daingerfield-Lone Star ISD • Paul Pewitt ISD • Gilmer ISD • Mt. Vernon ISD • Redwater ISD
*** Districts in the Hallsville Program ***	
<ul style="list-style-type: none"> • Hallsville ISD • Harleton ISD • Kilgore ISD • Longview ISD • White Oak ISD • Marshall ISD 	
<p>Click Here to download the Teacher Preparation Program Handbook</p>	

These districts provide two semesters of field experience for A&M-Texarkana education students: the Field-based Student Teaching Semester.

Field-based Semester - The candidate spends six hours per week for EC-6, 3 hours per week for 4-8 and 8-12 in twelve weeks with two different cooperating teachers at two different grade levels. Students seeking special education or bilingual certification divide their hours between three placements.

Student Teaching or Clinical Teaching - The candidate spends fifteen weeks in the classroom full-time with two cooperating teachers assigned during the field experience semester. This is a smooth transition with no other appointments between the semesters.

Alternative Certification students will apply and interview in the fall to be placed in the spring for their student teaching semester. The deadline for the application is October 1st.

For more information on the Teacher Preparation Program please contact:

[Sara Langford](#)
 Director of Field Experiences
 Office Number:203
 Phone Number: 903.223.3117

Pre-Professional Studies at A&M-Texarkana

Texas A&M University-Texarkana offers students the opportunity to prepare for careers in professional programs such as medical school or law school. Our pre-medicine, pre-dentistry, pre-veterinary, pre-health sciences and pre-law programs provide experienced guidance and the right combination of skills, knowledge, and experience that you will need for future professional studies and careers. Competition for admission to professional schools is intense. Having a Pre-Medical/Pre-Health Sciences/Pre-Law concentration with your degree, coupled with the advice and guidance from a Pre-Professional Advisory Committee of professors and professionals, ensures that you have the opportunity to meet all the requirements for application to medical, other health sciences professional, or law schools. Additionally, students in the pre-professional studies programs are encouraged to work with professors on undergraduate research programs, at medical facilities in the region, or as interns in law offices to provide you with opportunities and experience that can give you that added competitive edge.

Pre-Medical Program of Study

A&M-Texarkana offers all the prerequisite courses for medical school. If you major in sciences, in the College of Science, Technology, Engineering & Mathematics (CSTEM) you can fit these courses into your normal degree and major requirements. If you are interested in majoring in engineering, business or the humanities and social sciences, you can still complete these admission requirements by careful selection of your elective courses. In fact, most medical schools encourage students interested in a medical career to pursue a broad undergraduate study in the humanities and social sciences, as well as the sciences. And as new areas in technology emerge, a functional understanding of engineering and technology is becoming a more and more important component of the background you can develop at A&M-Texarkana.

The Basic Requirements for most medical, dental, veterinary schools and other health sciences professional schools include the following:

General Biology with laboratory (2 semesters – 8 semester hours)

General Chemistry with laboratory (2 semesters – 8 semester hours)

Organic Chemistry with laboratory (2 semesters – 8 semester hours)

University Physics with laboratory (2 semesters – 8 semester hours)

Calculus and Statistics (6–8 semester hours)

English, Humanities, Social and Behavioral Sciences (at least 24 semester hours, with a minimum of 6 semester hours in English)

However, a number of medical, dental and veterinary schools may also require a semester of biochemistry, microbiology, advanced human biology and even statistics as one of your mathematics requirements. To be competitive for admission to many medical/health sciences schools, you should expect to maintain a “B” or better average in all these courses.

Another requirement for admission to professional programs is demonstrated ability on entrance examinations. The national standardized Medical College Admission Test (MCAT) is required by almost all medical schools. This test emphasizes facility in scientific problem solving, critical thinking and synoptic skills, effective communication (writing skills), and a strong mastery of basic biology, chemistry and physics concepts. The general requirements for Dental Schools are the same as those for medical schools except that most require the Dental Admissions Test (DAT). Veterinary Schools look at a number of different criteria in considering an applicant. A strong and focused GPA and competitive scores on the Graduate Record Exam (GRE) are

important factors for admissions. However, it is essential to demonstrate a genuine familiarity and interest in the profession as confirmed through exposure to practice, research or other areas of activity in veterinary medicine.

In addition to demonstrating a high level of scholastic achievement and intellectual potential, medical schools look for significant participation in volunteer health care activities, letters of recommendation from the school's Pre-Health Sciences Advisory Committee and individuals with whom the candidate has had course work, experience in research, medical profession involvement, etc.

It should be noted that many medical schools will not accept CLEP credits to fulfill any of the premedical course requirements; preparation at foreign universities, in most cases, must be supplemented by at least a year or more of course work at an accredited institution in the United States; candidates must be proficient in both spoken and written English. Specific entrance requirements for medical schools are listed in the book: *Medical School Admission Requirements: United States and Canada*.

Pre-Law Program of Study

While there is no specific pre-law program at A&M-Texarkana, Political Science is a law-related major. Students heading for law school have found that the Political Science program helps them prepare for law school. Recent graduates have been accepted to prestigious law schools.

You are encouraged to major in whatever discipline you find most interesting and take law-related Political Science courses. In order to prepare for law school, you should focus on developing strong writing, communication, and critical thinking skills, take courses and participate in activities that enhance these skills. You should excel academically, because admission to law school is competitive. You should take courses that require written assignments. Along with Political Science, taking courses in Criminal Justice, English, History, Math, and Science will help you acquire valuable communication, problem solving, logical reasoning, and writing skills. In addition to pursuing a rigorous course of study, taking law-related courses, participating in law-related internships, becoming involved in extracurricular activities—including the Political Science Club—and participating in LSAT practice sessions can help to ensure a competitive edge for admission to law school.

Law-Related Courses in Political Science

The Political Science program regularly offers several law-related courses and sequences, including:

- GOVT 2305 – Federal Government
- PSCI 320 – Introduction to Constitutional Law
- PSCI 410 – American Political Theory
- PSCI 426 – Civil Rights & Civil Liberties
- PSCI 427 – Public Law Federal & State
- PSCI 490 – Political Science Internship (by becoming involved in an internship, you can learn valuable life skills that will prepare you for law school and provide contacts that will support and mentor you).

Political Science Club

Your participation in A&M-Texarkana's Political Science Club will also help you prepare for law school. Students in the club coordinate attorney-led LSAT preparation seminars, visit law schools, meet new friends, and have fun. The Political Science Club also hosts public talks and round-table discussions by legal professionals, and shows films related to the legal practice.

The LSAT

Your LSAT score is an important part of your successful admission to law school. The Law School Admissions Test (LSAT) is a standardized test administered by the Law School Admissions Council (LSAC). The Law School Admissions Council administers the LSAT four times a year. Students typically take the LSAT toward the end of their junior year of college or during the summer before their senior year. The exam lasts half a day and is comprised of multiple-choice questions covering critical reading, analytical reasoning, and logic. Scores range from 120 to 180. A&M-Texarkana provides LSAT test preparation study sessions, led by local attorneys who are involved in the Pre-Law Advisory Committee.

Applying for Law School

You should check with specific law schools for application deadlines and required application materials. Most law schools require that applicants use the Law School Admissions Council's Credential Assembly Service (CAS). Before applying to law school, you should open an account with the Credential Assembly Service. You will submit your university transcripts and LSAT scores to the CAS. You will ask your recommenders to write letters and to send them to LSAC or to the law schools to which you will apply, as specified by each institution. CAS provides a "Letter of Recommendation Form" that you should give to your recommenders to fill out.

THE OFFICE OF ADMISSIONS

APPLYING FOR ADMISSIONS

To apply for admission to Texas A&M University-Texarkana, please complete the Apply Texas application published online at www.applytexas.org.

Please answer all questions on the application **ACCURATELY**. Admission is invalid if granted on the basis of incorrect information or omitted facts which, if known, would have caused the applicant to be ineligible. The completed application, additional forms, official transcripts from all previous colleges and/or universities, and/or official transcripts showing high school graduation, and supporting documents constitute the basis upon which eligibility for admission is determined. For a complete listing of admissions requirements please visit the admissions website at www.tamut.edu/admissions.

In accordance with the State of Texas record retention requirements, an application for admission will be kept on file for one year. After that date, the application for admission and file contents will be destroyed.

APPLICATION FEE

The application fee is \$30. Your application for admission **WILL NOT** be processed until your application fee is paid. Please allow 2-4 weeks for processing. Your application fee and/or admissions requirements (transcripts, test scores, medical records, etc.) must be received within 90 days of submission of your application to avoid cancellation. It is very important that you review the admissions requirements and check your admissions status online regularly to confirm the items required for your admission file. Admissions criteria and requirements can be found online at www.tamut.edu/admissions

PRIORITY DEADLINES

April 1st-Fall Semester
May 1st-Summer Sessions
October 1st-Spring Semester

ADMISSION AND STUDENT TYPES

Students are classified as undergraduate or graduate and as degree seeking or non-degree seeking. These classifications determine which transcripts are required and whether a degree plan is to be produced. (International Students should refer to the specific section below for detailed requirements.)

TRANSCRIPTS AND TEST SCORES

It is the applicant's responsibility to request official transcripts from all colleges and universities that he/she has ever attended. This includes correspondence courses and credit obtained through the CLEP, Dantes, and Advanced Placement Exam. If you are or have been a member of any branch of the military, you have an AARTS, SMARTS, or CCAF transcript. You **cannot** disregard any part of your college record except under provisions of the Academic Fresh Start Policy. Failure to submit all transcripts could result in administrative withdrawal from the university. Records from one institution posted on a transcript from a second institution cannot be used for admissions purposes. Transcripts and/or test scores (CLEP, Dantes, & AP) can be hand delivered in a sealed envelope or be mailed directly from the issuing

college/university. Please use the post office box address listed below as the mailing address when requesting your transcripts and test scores. All undergraduate students must have a cumulative GPA of 2.0 on all transferable coursework.

Texas A&M University-Texarkana
P.O. Box 5518
Texarkana, TX 75505

Any work attempted at another college subsequent to admission to the university must be submitted whether or not credit was earned. Transcripts become the property of the University and **CANNOT** be returned to the student. They will be kept on file for one year **ONLY** if the student does not enroll.

GRADUATES

Degree seeking students must submit official transcript(s) showing all academic credit and grades (undergraduate and graduate). Transcript(s) must show possession of at least a bachelor's degree from a regionally accredited institution. The transcript is required even if enrolled only in undergraduate courses. Non-Degree seeking students must submit an official transcript from the last college attended and a transcript showing a bachelor's degree. Additional information regarding program admission is located under Graduate Admissions.

ACADEMIC FRESH START

Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment. The student must declare this option at the time they apply for admission to the university. Students who declare Academic Fresh Start are not eligible for graduation honors. Contact the Director of Admissions and Outreach or Assistant Director of Admission for further information.

READMISSION

This category of students are those who have previously attended A&M-Texarkana but not on continuous, semester-by-semester basis. Students who have not been enrolled at A&M-Texarkana within one year prior to re-enrollment must complete a readmission application. Former students who were dismissed from A&M-Texarkana for lack of compliance with university standards are not eligible for readmission until the suspension period has lapsed.

Any former student who returns to A&M-Texarkana and has registered for courses at another institution since last enrolled at A&M-Texarkana, must submit official transcripts of all additional work attempted.

INTERNATIONAL STUDENTS

International students must complete the following admission requirements at least 60 days prior to the beginning of classes. In addition to the application for admissions and official transcripts, the following items are required.

1. A \$25 (U.S.) matriculation fee is required before application can be processed.
2. Foreign transcripts will require a course-by-course evaluation prepared by an educational evaluation service.

3. TOEFL score (See TOEFL Test)
4. Clearance from the Foreign Student Office

Additional documentation may be required.

GENERAL ADMISSION APPEAL PROCESS

Students who fail to meet minimum requirements for admission to the University may appeal to the Appeals Council for reconsideration no later than two weeks after the date of the denial notification.

Appeals may be made for the following reasons:

1. Incorrect data submission including incomplete transcript, incorrect test scores, and GPA error, etc.
2. Improved test scores since admission deadline.
3. Special circumstances.

The Appeals Council shall include the Director of Admissions, representatives from the Deans' Council and a faculty member appointed by the Provost. The process requires:

1. Prospective student must submit a letter stating new and compelling reasons for admission decision to be reconsidered.
2. Three letters of recommendation (undergraduate only).
3. Any supporting documentation for new information on any admissions file.
4. Current contact information including mailing address, phone number and email address.
5. Submit all required information to the Director of Admissions.

The Director of Admissions will gather all necessary information and call a meeting of the Appeals Council to review the appeal.

The Director of Admissions will notify the student of the FINAL decision within 15 university business days after receipt of the appeal letter.

NAME, DATE OF BIRTH, AND ADDRESS CHANGES

University records of a student's name and address are based upon the information given on the Application for Admission. Changes to your record **AFTER** you have registered, must be reported in writing to the Registrar's Office. Any communication from the university mailed to the name and address on record is considered to have been properly delivered, and the student is responsible thereafter. Sufficient documentation must be presented when changing your name. These items are listed on the student update form on the Admission and Registrar websites.

ADMISSION REQUIREMENTS AND PROCEDURES

College Readiness Standards

House Bill 3826 of the 80th Legislature established requirements for student eligibility for admission to any Texas public university under the Uniform Admissions Policy. The Uniform Admissions Policy requires that all first-time undergraduate students meet one of the following college readiness standards in order to be eligible to be considered for admission to a four-year public institution.

A first-time undergraduate is a student who has no prior postsecondary experience at the

undergraduate level or who has only earned college credits prior to graduation from high school.

1. Successfully complete the recommended or advanced high school program or complete the portion of the program that was available to them; or
2. Successfully complete a curriculum that is equivalent in content and rigor to the recommended or advanced high school program at a high school that is exempt from offering such programs; or
3. Satisfy the College Readiness Benchmarks on the ACT or SAT assessment:
SAT – 1500 out of 2400
ACT - 18 English, 22 Mathematics, 21 Reading, and 24 Science

A Certificate of Courses Equivalent to the Recommended or Advanced High School Program will be required for a freshman who meets definition of a first time undergraduate, as listed above, and did not graduate from high school under the recommended or advanced high school program.

An undergraduate student who has attended college after high school and has earned 1-29 hours is EXEMPT from meeting College Readiness Standards.

A&M-Texarkana Admissions Standards

A freshman applicant must meet one of the following to be eligible for admission to the university.

1. Automatic Full Admissions

High School Class Rank-Top 25% OR

ACT Composite Score 20 or above/SAT Score* 940 or above OR

High School GPA of 2.50 or Higher & ACT Composite Score 18-19/SAT Score* 860-930

*(Critical Reading and Math)

(Students applying under the top 10% automatic admission category must have graduated in one of the two school years preceding the academic year for which the student is applying.)

2. Eagle Access (combination of High School GPA and ACT or SAT score)

High School GPA of 2.00 – 2.49 & ACT Composite Score 18-19/SAT Score* 860-930 OR

High School GPA of 2.00 or Higher & ACT Composite Score 17/SAT Score* 820-850 OR

High School GPA of 2.50 or Higher & ACT Composite Score 16/SAT Score* 770-810

*(Critical Reading and Math)

Students admitted under the Eagle Access criteria will be required to complete a Learning Contract prior to registration.

Students Who Have Completed College Courses

It is the applicant's responsibility to request official transcripts from all colleges and universities that he/she has ever attended, including dual credit or concurrent enrollment. You cannot disregard any part of your college record except under provisions of the Academic Fresh Start Policy. Failure to submit all transcripts could result in administrative withdrawal from the university. Records from one institution posted on a transcript from a second institution cannot be used for admissions purposes.

TOEFL Exam

Students from non-native English speaking countries will be required to pass the TOEFL (Test of English as a Foreign Language) Test prior to enrolling at A&M-Texarkana. Minimum scores are 550 on the paper-based test, 213 on the computer-based test and 79 on the internet-based test. Students with degrees from postsecondary institutions in English speaking countries, or who have successfully completed two years (48 SCH) of study in which English was the language of instruction, will be exempt from the TOEFL test.

RESIDENCY

Residency status is based on information obtained from his/her application for admission. It is your responsibility to answer all questions on the application for admission accurately and honestly. If you are a current student believe that your residency status may have changed, it is your responsibility to report this to the Registrar's Office. If you are a new student/applicant and you believe that your residency status may be incorrect, please contact the Admissions Office.

To be a Texas resident, you must have resided in Texas for 12 consecutive months or more and establish a domicile in Texas **PRIOR** to the semester you are enrolling.

Additional documentation may be required to establish Texas residency.

The following information applies to ALL students beginning Fall 2011:

Students who meet one of the three will be considered TX Residents. It is the student's responsibility to provide clear and convincing evidence that the residence or domicile has been established and maintained in accordance with the options below:

1. Graduated from a (Public or Private Accredited) high school in TX or earned a GED in TX AND has maintained a residence in TX the 36 months prior to high school graduation or receipt of GED AND the 12 months prior to census for the semester the student is enrolling.
2. Establish domicile in TX not less than 12 months prior to the census for the semester the student is enrolling and maintain domicile continuously in TX 12 months prior to the census for the semester the student is enrolling.
3. Be the dependent of a parent who has established domicile in TX not less than 12 months prior to the census for the semester the student is enrolling and maintain domicile continuously in TX the 12 months prior to the census for the semester the student is enrolling. Please note that the domicile of the parent of a dependent is presumed to be the domicile of the dependent unless the dependent establishes residency under option.

The following non-U.S. citizens are eligible to establish and maintain domicile in TX for options 2 and 3 listed above:

1. A Permanent Resident
2. An eligible for Permanent Resident Status-has filed and I-485 and has been issued a notice of action from USCIS (I-797) that has not been rejected
3. An eligible nonimmigrant who has been issued a Visa type that will allow the student to domicile in the U.S.

Additional non-U.S. citizens may be eligible. Please email Jennifer Willis at jwillis@tamut.edu

for additional information.

An institution may request that a person provide documentation to support or clarify the answers to the Core Residency Questions. Appropriate documents are not limited to those listed in the documentation charts. In addition, the institution may request documents that support the information the student may provide in the Core Residency Questions, Part H.

BACTERIAL MENINGITIS

Senate Bill 33

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacterium that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

1. High fever
2. Rash or purple patches on skin
3. Light sensitivity
4. Confusion and sleepiness
5. Lethargy
6. Severe headache
7. Vomiting
8. Stiff neck
9. Nausea
10. Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.

Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of this disease?

1. Death (*in 8 to 24 hours from perfectly well to dead*)
2. Permanent brain damage
3. Kidney failure
4. Learning disability
5. Hearing loss, blindness
6. Limb damage (fingers, toes, arms, legs) that requires amputation
7. Gangrene
8. Coma
9. Convulsions

Can the disease be treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

1. Those living in close quarters
2. College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

The cost of vaccine varies so check with your health care provider.

Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

How can I find out more information?

Contact your own health care provider.

Contact your Health Clinic:

1. Bowie County Health Center at (903) 798-3266
2. Miller County Health Unit at (870) 773-2108

Contact web sites:

[Center for Disease Control \(CDC\)](#)

[American College Health Association \(ACHA\)](#)

Senate Bill 1107

This bill requires ALL entering students to provide an official record of immunization.

This includes:

1. A student who is NEW to A&M-Texarkana.
2. A students who PREVIOUSLY attended an institution of higher education or private or independent institution of higher education before January 1, 2012 and who is enrolling in the same or another institution of higher education or private or independent institution of higher

education after a break in enrollment of at least one fall or spring semester.

It is important to consult a physician about the need for the immunization against bacterial meningitis to prevent the disease.

Exemptions

1. Students who are 30 years of age or older.
2. Enrolled in **ONLY** online or other distance education courses.
3. A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

(a) An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or

(b) An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. This exception does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services and is in effect for the location of the institution the student attends.

The student **MUST** submit documentation of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

Approved documentation includes:

1. A certificate bearing the signature or stamp of a physical of his/her designee, or public health personnel on a form which shows the month, day and year the vaccination dose or booster was administered.
2. Official immunization record generated from a state or local health authority.
3. Official record received from school officials, including a record from another state.

GRADUATE STUDIES

The Graduate School is composed of three academic colleges: Business, Education and Liberal Arts and Science, Technology, Engineering and Mathematics. Each program is supervised by the Graduate Council, the Coordinator of Graduate Studies, the Vice President of Student Engagement and Success, and the Provost and Vice President for Academic Affairs.

Evaluation of the graduate program involves several procedures including a process at the end of each academic term by which all graduate students evaluate their courses and professors. During the semester of graduation, all students complete an exit questionnaire designed to give feedback to specific graduate programs.

ADMISSION TO GRADUATE STUDIES

1. Complete a university application for admission using the Texas Common Application. This application can be completed online at www.ApplyTexas.org.
 2. Request your official transcripts. Transcripts must be mailed directly to the Office of Admission from each institution attended, including the transcript showing possession of a bachelor's degree from a regionally accredited institution. Please see *Transcript Requirements* listed below.
 3. Obtain and submit a Registration Permit Card (obtained from the Graduate Studies Office). This card must be signed by a faculty member or College Dean and submitted to the Office of the Registrar as part of the registration process.
- PLEASE NOTE:** While a student with a bachelor's degree may enroll in graduate courses, enrollment in graduate course work does not ensure admission to a graduate degree program.
4. Students should refer to the Graduate Studies website for program requirements. Criteria may vary among graduate programs.
 5. Degree seeking students are required to submit a *graduate program application* to the Office of Graduate Studies by the designated deadline. Future registration will be contingent on completion.
 6. It is the student's responsibility to obtain and submit the above information by the designated deadline.
 7. Students who do not meet the initial program admissions requirements may be provisionally admitted to the University through 12 SCH's in a specific discipline.
 8. A program may limit admission to courses in the program to students who have been formally admitted to the program.

Non-Degree Students: Graduate students who are not currently seeking a degree are encouraged to contact the Office of Graduate Studies or a faculty member to discuss options. No more than

12 hours earned as a non-degree seeking student may apply toward a graduate degree. Students should declare a change in status prior to the completion of the 12 hours.

TRANSCRIPT REQUIREMENTS

It is the applicant's responsibility to see that official transcripts are provided from all colleges and universities attended and/or the high school transcript showing graduation. Students **CANNOT** disregard any part of their college record except under provisions of the Academic Fresh Start policy. Failure to list all institutions and submit transcripts will be considered an intentional omission and could result in administrative withdrawal from the university. Transcripts are considered official only when they bear the signature of the Registrar and the seal of the issuing school. Transcripts may be mailed directly to the Office of Admissions from the Registrar's Office of each school attended. Transcripts hand carried or mailed by the student must be in an envelope clearly sealed by the issuing university. Records from one institution posted on a transcript from a second institution cannot be used for admissions purposes.

Any work attempted at another college subsequent to admission to the university must be submitted whether or not credit was earned. Transcripts become the property of the University and **CANNOT** be returned to the student. They will be kept on file for one year **ONLY** if the student does not enroll.

Degree seeking students must submit official transcript(s) showing all academic credit and grades (undergraduate and graduate). Transcript(s) must show possession of at least a bachelor's degree from a regionally accredited institution. The transcript is required even if enrolled only in undergraduate courses.

Non-Degree seeking students must submit an official transcript from the last college attended and a transcript showing a bachelor's degree.

ADVISEMENT AND DEGREE PLANNING

Students are encouraged to contact the Office of Graduate Studies to obtain a list of items required for the graduate program admission. This includes information regarding admission criteria, program requirements, deadlines, and general information for graduate studies. It is not necessary to make an appointment for this session, but it is recommended for the convenience of the student. Students are encouraged to direct specific program questions to appropriate faculty and/or College Dean.

Students must complete and submit the required paperwork to the Office of Graduate Studies by the designated deadline. This varies on program and deadlines can be obtained from the Office of Graduate Studies. This graduate program packet will be submitted to the Admissions Committee of the appropriate College for consideration. The committee will do one of the following: (a) grant full admission, (b) grant provisional admission or (c) reject the application.

Students will be notified by letter of their program admission status.

If full admission is granted, the student will be informed to contact their assigned advisor to schedule an appointment for advisement and preparation of an official degree plan according to academic program and institutional requirements. The draft of the degree plan will be forwarded to the Office of Graduate Studies for processing. Once the plan has signatures

indicating final approval, a copy will be mailed to the student. An official degree plan is necessary in order to complete the program properly and ensure eligibility for graduation. If the student is unsuccessful in contacting his/her advisor, he/she should contact the appropriate College Office or the Office of Graduate Studies for assistance.

If provisional admission is granted, the student will be allowed a maximum of three years to complete 12 hours of graduate course work and have the application considered for a second time. The student **must** maintain a GPA of 3.0 or better for an application to be reconsidered for full admission. Students should contact the College Office or the Office of Graduate Studies for assistance.

Any subsequent changes or course substitution for degree plans must be approved in writing and be on file in the Office of Graduate Studies prior to enrollment in the course(s). Students must contact their faculty advisor or the Office of Graduate Studies concerning these requests. It is necessary to have written approval from the advisor/College Dean on file in the Office of Graduate Studies.

If the thesis option is chosen, the student must have on file in the Graduate Studies Office a copy of the plan with all advisory committee signatures. This option allows six semester credit hours for satisfactory completion of a thesis.

Correspondence course credit cannot be used on graduate degree plans.

GENERAL ACADEMIC POLICIES

Many academic policies apply to **both graduate and undergraduate students**. Students should refer to the section on “Policies and Procedures” for detailed information.

Particular attention should be paid to:

Change of Grade
Graduation Under a Particular Catalog
Incomplete Grades
Repetition of a Course
Satisfactory-Unsatisfactory (S/U) Grades
Schedule Changes
Special Course Restrictions
Student Code of Conduct

SCHOLASTIC STANDARDS

A minimum 3.00 GPA is required to remain in academic good standing.

Probation

A regularly enrolled graduate student will be placed on probation after completion of 12 semester credit hours of work when the cumulative grade point average drops below 3.00. The student will remain on probation until the cumulative grade point average is raised to 3.00 or above.

A “Placed on Probation” statement will be printed on the student’s transcript indicating this status. While on probation, the student must maintain a semester grade point average of 3.00 or higher. Failure to maintain a minimum 3.00 GPA each semester while on probation will result in the student being placed on suspension for a period of one calendar year and the student will not

be eligible to re-enroll until such time period has elapsed.

Academic or Disciplinary Suspension

The suspension period will extend for 12 months from the end of the semester during which the student fell below acceptable standards for continued enrollment. Early re-entry is possible only once with permission from the Vice President for Academic Affairs. Only extenuating circumstances warrant such action.

After the period of academic suspension has passed, the student may enroll again. The student will be placed on academic probation at re-entry and must maintain a cumulative GPA of 3.00 or higher. If the student falls below the 3.00 during any semester, the student will be suspended for another one-year period.

The student may appeal the status of scholastic suspension through the Vice President for Academic Affairs.

Note: Enrollment restrictions as a result of suspension and/or probation are imposed only at the end of the Fall and Spring Terms.

Students on academic or disciplinary suspension (or “not in good standing”) from another institution are not eligible for admission to A&M-Texarkana until the suspension period has passed. If the student registers for classes at A&M-Texarkana during such a period and gains admission by giving false information to the Office of the Registrar, the student will be withdrawn from all classes without tuition or fee refund. When the period of suspension has passed, the student may then apply for admission.

Before this time, the student may apply to the Dean of College by presenting a written statement from an appropriate representative of the institution from which the student was suspended. The statement must indicate that the institution would recommend early re-entry. The Dean of College will forward his/her recommendation to the Vice President of Academic Affairs for admission. In cases of disciplinary suspension, the Vice President for Student Engagement and Success (VP-SES) will appoint a committee to review the student’s application for admission. The VP-SES may then refuse admission based on the committee’s recommendation or the VP-SES’ review of the case.

Admission may be refused if the University determines:

1. The student would not abide by rules and regulations of the University or would be unable to adjust to the University environment, or
2. A serious intent to pursue an education is not indicated, or
3. The student might harm other members of the University community.

Cases of expulsion (or suspension without time limit) will be reviewed on an individual basis. Appeals will be handled by the Vice President for Academic Affairs.

THESIS

To pursue a thesis option, a student must conduct original research and write a thesis (six semester hours maximum credit), reporting this research under the supervision of the advisor.

The thesis is prepared according to instructions provided by the advisor and the College Dean. If the thesis is not completed during the semester of registration, the student must register for the

course again to receive advice and assistance from a member of the faculty in further preparation of the thesis or while using university facilities for thesis work.

This registration is not required in those instances which would result in an overload. Credit for no more than six hours will be given upon satisfactory completion of the thesis.

CHANGE OF DEGREE DECLARATION

1. In order to change programs the student must submit a **change of degree declaration** to the Office of the Registrar. The student must complete the form and obtain signatures of approval from their advisor and College Dean.
2. Students **may need to re-apply for admission to the new program according to current program admission criteria.** This is determined within the appropriate College and the student should discuss this with program faculty and the College Dean prior to submitting the **change of degree declaration.**
3. Students should contact the Graduate Studies Office if assistance is needed.

DEGREE PLAN REVISIONS AND EXTENSIONS

1. **Revising** or **extending** a degree plan is possible with proper approval from the advisor and/or College Dean. It is possible the student **may have to re-apply for admission according to current program admission criteria** when revising a degree plan. This is determined within the appropriate College and the student should discuss this with the advisor and/or College Dean. The Office of Graduate Studies must be contacted by the student's advisor or given written documentation how to proceed.
2. A **revision** or **extension** may be recommended if the student has been inactive and returns to complete his/her program but the degree plan has recently expired or will expire before they can properly complete the program. An extension is generally allowed if the student is within 3-9 hours of completion and the advisor and/or College Dean feels it can be completed within 1-2 semesters. Otherwise, the degree plan would have to be revised.
3. Revisions may be recommended when changes need to be made within the specialization area, subject area, or area of concentration of the degree plan.
4. Students should contact the Office of Graduate Studies if assistance is needed.

1. APPLYING FOR GRADUATION

Degree candidates must officially apply for graduation online, one term in advance of the term in which they plan to graduate. Applications must be filed no later than the date specified in the Schedule of Classes. If the student does not graduate in the term for which he/she applies, the student must apply again and pay a reactivation fee during the subsequent term in which he/she intends to graduate. Graduation fees are non-refundable.

Graduation Requirements

The following is a checklist used by university staff to determine eligibility for graduation. Use this checklist to validate progress:

1. Completion of an approved master's degree program. Students must follow the Official Degree Plan issued by A&M-Texarkana. (Students may choose to complete a six credit hour thesis as part of their degree program.) **Note:** Consult section on "Graduation Under a Particular Catalog".
2. No more than 12 semester credit hours of graduate level course work may be transferred from another regionally accredited institution and have those credits applied

toward a

master's degree at A&M-Texarkana.

3. No more than 6 hours of special format courses (597, 589, and/or 529) applied to degree requirements.

4. No more than 9 hours of S/U graded courses may be applied to degree requirements.

5. Courses taken more than 5 years prior to Admission to Graduate Studies may not apply to a degree. The Dean may give special approval to apply such courses to a particular degree.

6. Degree plan must not be over five years old.

7. All "X" grades must be completed prior to graduation.

8. Achieve the following cumulative grade point averages:

a. 3.00 or above on all graduate work attempted in major field of study or area of concentration;

b. 3.00 or above on all graduate courses attempted at A&M-Texarkana;

c. 3.00 or above on all graduate courses applied to the degree sought;

d. 3.00 or above on all graduate course work.

Note: No grades lower than "C" will count toward a graduate degree but will be calculated in the GPA. A course in which a grade of "D" or "F" is considered completed will be reflected in the GPA.

9. All graduate course work taken prior to graduation will be calculated in the final grade.

10. Upon recommendation of the instructor, and approval of the College Dean, a maximum of two 400-level undergraduate courses may be applied toward fulfillment of graduate

degree requirements. When taking a 400-level course for graduate credit, the student will be expected to complete additional work beyond the quality and quantity of work

which distinguishes graduate instruction (See Enrollment in Undergraduate courses for Graduate credit). Graduate courses are numbered 500 and above.

11. Comprehensive Exam. Students may be required by the specific College to pass a comprehensive examination covering work within the Master's degree program including, if

applicable, an acceptable defense of the thesis. For programs that do not require a Comprehensive Exam, a minimum grade must be earned on a required capstone course.

(See the requirements for your particular degree.) A student who fails to pass the comprehensive exam must complete whatever further courses or additional study is

required by the advisor to correct the deficiencies. If failed a second time, the exam may not be taken again without special permission of the Dean of the College. Students

who fail to achieve the required minimum grade on the capstone course must repeat the course.

12. Submit the completed application for graduation and pay fees by date published in the Schedule of Classes.

13. All official transcripts must be on file with the Office of the Registrar.

14. A student may not be enrolled in any academic course off-campus during the term of graduation. This includes cross-registered courses and courses completed through the Course Exchange Program.

ENROLLMENT IN UNDERGRADUATE COURSE FOR GRADUATE CREDIT

The application of 400-level undergraduate courses to master's degree programs is justified by the need for flexibility in program offerings to meet the highly varied requirements of students. These needs may require courses not in the graduate offerings of the major but which are available at the undergraduate level.

To enroll in a 400-level course for graduate credit, the student must complete the proper instructional justification form. The student and instructor must agree on the qualitative and quantitative differences in the course requirements to justify graduate credit. Qualitative differences show greater depth and/or breadth of study and quantitative differences describe the increased amount of work necessary. Specific differences and objectives must be listed clearly on the form in order to secure approval from the supervising faculty member and College Dean. The form must be returned to the Admissions Office prior to the first class day to complete enrollment.

This option is not permitted for the purpose of meeting "leveling" or prerequisite requirements for a graduate degree. No more than two courses completed in this manner may be applied toward fulfillment of graduate degree requirements.

TRANSFER OF CREDIT

A maximum of 12 semester credit hours of graduate level course work may be accepted as transfer credit from another regionally accredited institution if approved by the student's advisor and Dean of the college. Transfer credit can only be accepted for courses in which the student earns a grade of "C" or better and courses in which credit was earned within 5 years of admission to Graduate Studies at A&M-Textarkana.

SECOND MASTER'S DEGREE

A student with a master's degree from this or another regionally accredited graduate school may earn a second master's degree by meeting the following requirements:

1. Apply to program under current admission criteria.
2. Completion of a minimum of 24 additional semester credit hours of graduate level courses (this is assuming 12 SCH are applied from the first master's degree by the advisor and College Dean).
3. Satisfactory completion of all requirements for the degree sought.
4. Completion of semester credit hours required for the degree. Comprehensive examinations for the second master's degree will be administered in the same manner as for the first degree. The second degree will be subject to the general regulations governing master's degrees except as stated above.

PATHWAYS TO THE DOCTORATE PROGRAM

Pathways to the Doctorate is a program dedicated to increase the number, quality, and diversity of master's and doctoral graduates across all disciplines within The Texas A&M University System. Consisting of nine universities as well as the Health Science Center, the System spans the State of Texas. This enables the System to recruit top students from a variety of geographical, socio-economic, racial, ethnic, and cultural environments. Pathways to the Doctorate is one approach to the Closing the Gaps Program in Texas. The goal of Pathways to the Doctorate program is to attract high achieving students within The Texas A&M University System to pursue careers in higher education. This program will help produce some of the next generation of faculty.

Through a variety of activities such as seminars and workshops, inter-institutional exchange programs, a mentoring program and an annual research symposium with System wide participation, the Pathways program aims to:

- create a pathway for talented students to pursue graduate education;
- foster opportunities for faculty, graduate students, and undergraduate students to collaborate and to foster innovative research and interpersonal communication skills;
- enlighten and encourage students and teachers (K-12 through college) to see that science and technology are essential to lead a life of discovery and fun;
- and help meet faculty needs as post-secondary enrollment grows and current faculty retire.

Information can be found at <http://www.tamus.edu/pathways/>. Contact the Coordinator of Graduate Studies if you are interested in the Pathways to the Doctorate Program.

OFFICE OF THE REGISTRAR

Registration

The Schedule of Classes is published for fall, spring and summer terms. The scheduled registration dates are listed in the Semester Schedule portion of the Schedule of Classes.

Students are encouraged to register for classes online through Web for Students. Please see the directions listed below. Students may also register in person in the University One Stop (UC26) in University Center, by fax using (903) 223-3140, or by email using Registrar@tamut.edu.

WEB FOR STUDENTS

Web for Students is a web based interface to our student information system. Access Web for Students to view your Account Summary, Register for Classes, Financial Aid Inquiry, Grade Inquiry, Hold Inquiry, and to obtain transcripts.

How to use Web for Students:

1. Access A&M-Texarkana's web site at www.tamut.edu.
2. Select Current Students and click on [Web for Students](#).
3. Click on Enter Secure Area.
4. Enter your User ID. The User ID has been provided to you in previous correspondence.
5. Enter PIN - The first time you access [Web for Students](#), it will be your date of birth (example - April 15, 1975). You will be asked to change your PIN. Select another six-digit number that is not your date of birth.
6. If this is your first time to access [Web For Students](#), you must set up a Pin Question and Answer.
7. Follow instructions on the screen to select your desired information.
8. To register for classes select "Registration" and Add or Drop Classes.
9. To check grades, select "Student Records" and "Final Grades".

NOTE: To register for classes using [Web for Students](#) you will be required to enter the 5 digit call number (CRN). The CRN number is located before the section number in the course listing. Students may access Web for Students only if they have internet connectivity. Students who do not have access to the web from home may use computers available in the University Center. The web is also available via a computer terminal available in the Office of Admissions. Please be aware that once classes begin, students are not allowed to withdraw from the university on Web for Students. Contact the Office of Admissions if you wish to do so.

Concurrent Enrollment

Students may enroll concurrently with A&M-Texarkana and with another college or university (including correspondence course work). No written permission for concurrent enrollment is necessary. However, a transcript will be required once the courses are completed. This transcript may be mailed directly to our campus from the issuing college/university. Official transcripts that are hand delivered or mailed by the student will only be accepted if they are within an envelope clearly sealed by the issuing university.

Prior to Registration

1. Each institution of higher education must assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. Any student who does not satisfy ALL sections of the Texas Success Initiative (TSI) *MUST* complete a learning contract with the Student Success Advisor in the University Center. Students must also complete necessary coursework or tutorials as appropriate to increase their skills in areas in which they have not satisfied the TSI.

Students must be assessed in reading, writing and mathematics by one of the Coordinating Board approved assessment tests or meet one of the following exemptions:

ACT: Composite score of 23 or higher with a minimum individual Math and/or English score of no less than 19. ACT scores can be no more than 5 years old. (Students meeting the composite and English scores will be exempt from both the Reading and Writing sections of TSI.)

SAT: Composite score of 1070 or higher with a minimum of 500 on the Math and/or Reading (former verbal) section. Residual SAT cannot be used for TSI exemption. SAT scores can be no more than five years old. (Students meeting the Composite and Reading scores will be exempt from both the Reading and Writing sections of TSI.)

Eleventh grade exit-level TAKS: A minimum score of 2200 or higher on the Math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3. (The English Language Arts section and written subsection must be met together. If only one area is met, students must take both the Reading and Writing sections of TSI.) TAKS scores can be no more than 3 years old.

A student who has graduated with an associate or baccalaureate degree from a regionally accredited Texas public institution of higher education.

A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed services of the United States and has been serving for at least 3 years preceding enrollment.

A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard, or services as a member of a reserve component of the armed forces of the United States.

Transfer from a private, independent or accredited out-of-state institution of higher education after earning a "C" or better in approved college -level courses as designated by A&M-Texarkana. (Contact Registrar for more information.)

Achieve minimum scores on one of the approved tests (THEA, Compass, Accuplacer, or Asset). (Please contact the Registrar for information on approved tests.)

Satisfied all readiness requirements at another Texas institution of higher education and has provided official documentation of the status.

NOTE: A&M-Texarkana is a test site for the THEA Quick Test (QT) and Accuplacer.

2. All new undergraduate students are required to attend Student Orientation, Advising, and Registration (SOAR) to register for classes. The SOAR dates are available in the current schedule.

Payment of Tuition and Fees

Payment of tuition and fees must be submitted by the deadline as published in the Schedule of Classes.

Enrollment Changes

Students should make changes or adjustments in enrollment schedules during the designated

registration period. Any subsequent changes must be finalized by the deadlines posted in the Schedule of Classes published each semester. After the last day to drop without receiving a grade, students are required to obtain the signature of the instructor or Dean prior to dropping or withdrawing from courses. (See Dropping/Withdrawing From Classes)

Dropping/Withdrawing

Directions

1. Print and complete the Drop/Withdrawal Request form located on the Registrar's page of the University website, www.tamut.edu/registrar.
2. Submit the form to the professor of each course you wish to drop/withdraw from and obtain his/her signature where indicated on the form. The date of last attendance/participation must also be noted on the form where indicated.
3. Submit the completed form to the Registrar's office via mail, fax, email, or in person. Your request to drop/withdraw will be processed effective the date the request is submitted to the Registrar's office.

****NOTE:** Incomplete forms will not be accepted or processed by the Registrar's Office. It is the responsibility of the student to ensure all required information is provided on the form.

Steps 1-3 can be submitted by email to Registrar@tamut.edu, by fax to (903) 223-3140, or by filling out a drop/withdrawal slip in the Registrar's Office located in the University One Stop.

PLEASE NOTE: It is the student's responsibility to ensure that all steps are completed by the Last Day to Drop or Withdraw for the term or session as printed in the Semester Calendar. To view the Semester Calendar, please go to our website, www.tamut.edu. Click on the "Current Schedule" link, choose the semester you are currently enrolled in, then choose "Schedule Information", then scroll down to the Semester Calendar.

Dropping Courses

Students who wish to drop a course(s) but remain enrolled in at least one course are required to contact the Office of the Registrar in the University One Stop to complete the official drop slip (See Limitation on Dropping Courses).

Note: No grade will be assigned for course dropped officially before the last day to drop or withdraw from the semester. A grade of DR will be assigned.

Withdrawing from the University

To withdraw voluntarily from all courses at the university, students must complete the proper withdrawal forms in the Office of the Registrar. Courses abandoned without official withdrawal will result in a grade of "F", regardless of the time when the student ceases to attend class.

Administrative Withdrawal

The student may be withdrawn from the university involuntarily for non-payment of fees, failure to attend or participate in classes, for misrepresenting facts on the application for admission, failure to secure the required transcript(s) from colleges and universities attended, failure to document required TSI status, or as a result of disciplinary suspension. (See Transcripts). If the

student is withdrawn involuntarily, he is not entitled to a refund of tuition and fees.

Note: See regulation entitled, Refund of Fees.

Cancelling Enrollment

Once enrolled for classes, students must complete one of the following:

- (1) Pay all amounts due by the specified due date, or
- (2) Officially drop all classes prior to the first class day.

Cancellation of Enrollment for Non-payment of Tuition and Fees

The university reserves the right to cancel registration not paid by the due date for a semester or summer term, to comply with state laws requiring payment of tuition and fees, to free the class spaces for other students, and to ensure the most efficient use of university resources.

Limitation on In-State Tuition Rates for some Undergraduates

New undergraduate students enrolling in an institution of higher education in Fall 1999 or afterward are subject to the conditions of Senate Bill 345 passed in the 76th Legislative session. The law states that a resident undergraduate student whose attempted hours exceeds, by at least 45 semester credit hours, the number of hours required for completion of the degree program may be charged tuition at a higher rate. The higher rate will not exceed the rate charged to non-resident undergraduate students. A resident student is one who pays the in-state rate for tuition purposes. For students who enroll in college for the first time Fall 2006 or afterward, the excessive hours limit changes to 30 semester credit hours.

Limitation on Dropping Courses

Under section 51.907 of the Texas Education Code “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applied to students who enroll in a public institution of higher education as first-time freshman in fall 2007 or later. Any course that a student drops is counted toward the six-drop limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Office of the Registrar for more information before you drop a course.

A Texas A&M University-Texarkana student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses.

Undergraduate Degree Planning Requirements

Tentative degree plan worksheets for each undergraduate degree program offered by the University can be viewed and printed by following the links below. You will need Adobe Acrobat Reader to view the worksheets. Click [here](#) to download the software free of charge.

These worksheets are intended to be used for informational purposes only by prospective and new students entering the University. Currently enrolled students who have received their CAPP Degree Audit Evaluation should not refer to the tentative worksheets but should follow the requirements listed on their CAPP Degree Audit Evaluation. Students will receive information regarding their CAPP Degree Plan Evaluation within the first semester of enrollment in the University (granted they have been cleared by the Admissions Office). Students enrolled in the Bachelor of General Studies (BGS) or the Bachelor of Applied Arts and Sciences (BAAS) degree programs will receive official degree plans prepared by the Office of Academic Services.

For questions regarding the tentative degree plan worksheets or undergraduate degree plan requirements, you may come by the Degree Planning Office in the University One Stop or contact the staff at:

E-mail: degree.planning@tamut.edu

Phone: 903-223-3047

Fax: 903-223-3140

Tentative Degree Plan Worksheets

- [Liberal Arts Degree Programs](#)
- [Education Degree Programs](#)
- [Business Degree Programs](#)
- [Science, Technology, Engineering and Mathematics Degree Programs](#)

Liberal Arts Degree Programs

[Bachelor of Applied Arts & Sciences \(BAAS\)](#)

[Bachelor of Science in Criminal Justice \(BSCJ\)](#)

[Bachelor of Science in English \(BS\)*](#)

[Bachelor of General Studies \(BGS\)](#)

[Bachelor of Science in History \(BS\)*](#)

[Bachelor of Science in Mass Communication \(BS\)](#)

[Bachelor of Science in Political Science \(BS\)](#)

[Bachelor of Science in Psychology \(BS\)*](#)

[Bachelor of Science in Psychology \(BS\) with Sociology Minor*](#)

[Bachelor of Science in Sociology \(BS\)](#)

[Liberal Arts Minors](#)

*Also available as a Bachelor of Arts (BA). Completion of 12sh of the same foreign language is required for the BA option.

[See the University catalog for course descriptions.](#)

Click [here](#) to access the web page for the College of Education and Liberal Arts.

Business Degree Programs

[Bachelor of Business Administration \(BBA\) in Accounting](#)

[Bachelor of Business Administration \(BBA\) No Concentration](#)

[Bachelor of Business Administration \(BBA\) No Concentration-NTCC](#)

[Bachelor of Business Administration \(BBA\) in Finance Concentration](#)

[Bachelor of Business Administration \(BBA\) in Management Concentration](#)

[Bachelor of Business Administration \(BBA\) in Management Information Systems Concentration](#)

[Bachelor of Business Administration in \(BBA\) Marketing Concentration](#)

[Business Minors for Non-Business Majors](#)

Click [here](#) to access the web page for the College of Business

Education Degree Programs

Early Childhood through 6th Grade

[*Bachelor of Science in Interdisciplinary Studies \(BSIS\)- EC-6 Generalist*](#)

[*Bachelor of Science in Interdisciplinary Studies \(BSIS\)- EC-6 Generalist with Special Education*](#)

[Bachelor of Science in Interdisciplinary Studies \(BSIS\)-EC-6 Bilingual Generalist](#)

***The EC-6 programs are also offered at Northeast Texas Community College in Mt. Pleasant, TX and Hallsville ISD in Hallsville, TX.*

Grades 4-8*

[Bachelor of Science in English \(BS\)-English, Language Arts, and Reading](#)

[Bachelor of Science in History \(BS\)-Social Studies](#)

[Bachelor of Science in Mathematics \(BS\)-Mathematics**](#)

[Bachelor of Science in Biology \(BS\)-Science](#)

**Special Education may be added as a supplemental option to 4-8th grade teaching fields.*

***The 4-8th Mathematics degree program is also offered at Northeast Texas Community College.*

Grades 8-12*

[Bachelor of Science in Biology \(BS\)-Composite Science](#)

[Bachelor of Science in Biology \(BS\)-Life Science](#)

[Bachelor of Science in English \(BS\)-English, Language Arts, & Reading](#)

[Bachelor of Science in History \(BS\)-History](#)

[Bachelor of Science in History \(BS\)-Social Studies](#)

[Bachelor of Science in Mathematics \(BS\)-Mathematics**](#)

**Special Education may be added as a supplemental option to the 8-12th grade teaching fields.*

***The 8-12th grade Mathematics degree program is also offered at Northeast Texas Community college.*

Click [here](#) to access the web page for the College of Liberal Arts and Education.

Science, Technology, Engineering and Math Degree Programs

Bachelor of Science in Biology (BS)

Bachelor of Science in Computer Science (BS)

Bachelor of Science in Electrical Engineering (BS)

*Bachelor of Science in Mathematics (BS)**

Bachelor of Science in Nursing (BSN)

Science, Technology, Engineering and Mathematics Minors

*Also available as a Bachelor of Arts (BA). 12sh of the same foreign language is required for the BA option.

Click [here](#) to access the web page for the College of Science, Technology, Engineering and Mathematics.

Graduate Degree Programs

Degree Program Requirements

College of Education and Liberal Arts

- [Adult and Higher Education\(MS\)](#)
- [Curriculum and Instruction \(MS\)](#)
 - [Professional Education Diagnostician](#)
 - [Special Education](#)
 - [Reading Specialist Certification](#)
 - [Master Mathematics Teacher \(MMT\) Certification](#)
 - [Master Reading Teacher \(MRT\) Certification](#)
 - [Path from ACP to Masters](#)
- [Education Administration \(MEd - Principal Certification\)](#)
- [English \(MA\)](#)
- [History \(MS\)](#)
- [Interdisciplinary Studies \(MSIS\)](#)
 - [Psychology \(MSIS\)](#)
 - [Criminal Justice \(MSIS\)](#)
- [Instructional Technology \(MS\)](#)
 - [Instruction Technology \(MS with Master Technology Teacher Certification\)](#)
- [Counseling Psychology \(MS - LPC Eligibility\)](#)
- [Counseling Psychology \(MS - School Counseling Eligibility\)](#)

College of Business

- [Business Administration \(MBA\)](#)

College of Sciences, Technology, Engineering, and Mathematics

- [Nursing \(MSN\)](#)

Course Descriptions

Descriptions of all courses offered by A&M-Textarkana can be found at https://eagles.tamut.edu/pls/texp/bwckctlg.p_disp_dyn_ctlg

