

# Registrar

## Privacy of Information/FERPA

Under the Family Educational Rights and Privacy Act of 1974, the following data are designated as directory information and may be made public unless the student desires to withhold it: student's name, student type, mailing address, official email address, major field of study, military service status, classification, participation in officially recognized activities and sports, dates of University attendance, degrees and academic honors received, and the most recent previous education agency or institution attended. Any undergraduate or graduate student wishing to withhold all of this information should, within 10 days after the first class day, complete the appropriate form, available at the Registrar's Office. For more information about FERPA, please visit [www.tarleton.edu/registrar/](http://www.tarleton.edu/registrar/) (<http://www.tarleton.edu/registrar/>).

## Student Classifications

In progress courses do not count toward a student's classification. Student classifications are only updated once a semester during the end of term processing.

Type	Hours
Freshman	less than 30 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 or more semester hours
Post-baccalaureate	Holds baccalaureate degree but is not admitted for graduate study
Graduate	Holds baccalaureate degree and is pursuing a graduate degree

## Student Course Load

### Undergraduate\*\*

Semester Credit Hours	Fall/Spring	Summer
Maximum Load	19	15
Full-time	12	7*

\* Students receiving financial aid/scholarship(s) should refer to the Financial Aid (<https://www.tarleton.edu/finaid/>) website for additional information regarding aid during the full-time summer term.

\*\* Enrollment status for the summer semester is determined by the total number of credit hours the student is registered for the entire summer term.

Special requests to take loads exceeding the stated maximums require approval of the appropriate academic dean by completing an Overload Request and Registration Form

## Grading System

At mid-semester, we will assign preliminary grades to freshmen and sophomore students enrolled in 1000- and 2000-level courses. These grades will be made available to the students through Ducktrax. Final grades for all courses will be accessible on myGateway at the end of each semester.

Student grades will be assigned one of the following letters:

Grade	Description
A	Excellent, 4 grade points per semester hour
B	Good, 3 grade points per semester hour
C	Fair, 2 grade points per semester hour
D	Passing; 1 grade point per semester hour
F	Failing
F0	Failing, Non Attendance
FX	Failing, Stopped Attending
I	In-progress (used for non-completed thesis course work)
K	Incomplete (under exceptional circumstances, see below)
Q	Withdrawal from course, no grade designated
W	Withdrawal from university, no grade designated
WF	Withdrawal failing from university (included in GPA)
P(1)	Pass
S(1)	Satisfactory
U	Unsatisfactory
MI	Military Incomplete

<sup>1</sup> Signifies credit with neutral grade point value.

**The minimum passing grade is D.** Note that some universities may not accept a D for transfer credit, and it is not considered passing for developmental courses.

**Usually, if a course is repeated here, only the best grade is considered for calculating the GPA.**

**The grade K shall be recorded for a student only in extraordinary circumstances.** This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K must be made up by the last day course grades are due to the Registrar's Office during the next long semester and in all cases before registering for the next sequential course. Should this grade not be reported to the Registrar's Office within the prescribed time limit, it automatically becomes an F.

A student who drops a course on or before the census date receives no grade, and the course will not be listed on that student's permanent record.

## Audit Policy

Audit Policy for Enrolling in Courses:

To audit a course, students must follow these steps:

1. Fill out an Audit Course Form (<https://www.tarleton.edu/registrar/wp-content/uploads/sites/335/2022/07/audit-course1.pdf>) through the Registrar's Office. Approval is required by the instructor and department head.
2. Guidelines during audit enrollment:
  - Students cannot attend more than one class period.
  - Availability of space and instructional equipment is necessary. Evaluation may be delayed until the end of registration if availability is uncertain.
3. Restrictions:
  - Individual instruction courses are not open for auditing.
4. Credit for an audited class:
  - To receive university credit, students must retake the class and pay the appropriate tuition and fees.
5. Fees:
  - Currently, a \$25 audit fee is required for each course at the time of submission. This can be paid through Business Services. Please note this fee is subject to change.
  - Audit students must also pay any course-specific fees.
  - Fees are non-refundable unless the audit request is denied by Tarleton State University.

## Concurrent Enrollment at Other Institutions

Students considering enrolling at another institution are strongly advised to schedule meetings with both their academic advisor and financial advisor. The academic advisor can provide guidance on the transfer process, ensuring that the student understands how their credits will transfer into their respective degree program. Additionally, meeting with the financial advisor is crucial to discuss the financial implications of tuition, financial aid, and scholarships.

## Drop and Withdrawal Policies

### Dropping Courses:

If a student wishes to drop one or more course, please read the following:

1. After the late add/drop period ends (please see chart below), students will complete the **Course Drop Form** in Ducktrax. After submission, a confirmation email will be sent to the student and again once the drop has been processed by the Registrar's Office.

*Note:* Attend classes until the drop procedure is completed to avoid attendance penalties. Exceptions apply for specific courses and mid-semester drops, as detailed on the University Calendar.

#### Length of Class in Weeks and Late Add/Drop Period

- 3 weeks: First Class Day
- 5 weeks: First Class Day
- 8 weeks: First and Second Class Day
- 10 weeks: First and Second Class Day
- 15 weeks or more: First Five Class Days

### University Withdrawal:

If a student wishes to drop all courses in their current term of enrollment, please read the following:

1. Students will complete the University Withdrawal form through Ducktrax (<https://www.tarleton.edu/mygateway/>) by logging into myGateway.
2. Refer to the census chart to determine deadlines for dropping courses or withdrawing.

### Census Chart

Census Chart: Refer to the official census chart for withdrawal deadlines based on the length of the class.

Length of Class in Weeks	Official Census Date	Last Date to Drop with a "Q" or Withdraw with a "W"
3 weeks	Second class day	Friday of second week
5 weeks	Fourth class day	Friday of third week
8 weeks	Sixth class day	Q drop - Friday of fifth week, Withdraw - Friday of sixth week
10 weeks	Seventh class day	Q drop - Friday of sixth week; Withdraw - Friday of eighth week
15 weeks or more	Twelfth class day	Q drop - Friday of tenth week; Withdraw - Friday of twelfth week

1. Withdraw on or before the last day to withdraw to receive a 'W' grade; after this, a 'WF' grade is assigned.
2. Students may appeal for a change from 'WF' to 'W' if passing at the time of withdrawal.
3. Failure to officially withdraw results in 'F' grades for all courses in progress.
4. In special cases, contact the Registrar's office for an "Official Withdrawal Request Form."

**Exception Withdrawal:** Possible under specific circumstances, with eligibility criteria including death, serious illness, critical situations, military service, or approval by an Academic Affairs Vice President or above. Must be pursued **before** the last official class day.

**Census Chart:** Refer to the official census chart for withdrawal deadlines based on the length of the class.

**Limits on Dropped Courses:** Senate Bill 1231 limits undergraduates to 6 dropped courses. For appeals beyond this limit, visit Drop Information. Requests are reviewed under Texas Higher Education Coordinating Board Regulations by the Academic Affairs designee.

**Prior to Fall 2007 Enrollment:** Students enrolled before Fall 2007 may refer to the catalog at their initial enrollment for specific rules regarding dropped courses and withdrawals.

For detailed information, consult the official Tarleton University Catalog Archive.

## Military Leave and Service for Students

In accordance with state and federal law and requirements outlined in The Texas A&M University System Regulation 13.99.99, Military Leave and Service for Students, Tarleton grants readmission to eligible students who withdraw due to service in the uniformed services or active military service and allows excused absences for students who are absent solely because of required military service for a reasonably brief duration.

See the Tarleton State Policy site (<https://www.tarleton.edu/policy/>) or the Registrar's Office Withdraw Information (<https://www.tarleton.edu/registrar/registration/withdraw-information/>).

## Fee Increases from Legislative Mandates

Legislative mandates govern increased fees for repeating courses and excessive hours for in-state tuition-paying undergraduate students. The in-state tuition rates for each category incur a \$100 per credit hour increase. For more information, including exemptions, please go to the Registrar home page and select from the Policies menu.

### Undergraduate Funding Limit – Rule of 45 Hours

New undergraduate students enrolling in an institution of higher education from Fall 1999 to Summer 2006 are subject to Texas Education Code § 54.014. The law stipulates a resident undergraduate student surpassing the remaining required hours for degree completion by a minimum of 45 semester credit hours will be subject to an increase of \$100 per credit hour.

### Undergraduate Funding Limit – Rule of 30 Hours

New undergraduate students enrolling in an institution of higher education from Fall 2006 onward are subject to Texas Education Code § 54.014. The law stipulates a resident undergraduate student surpassing the remaining required hours for degree completion by a minimum of 30 semester credit hours will be subject to an increase of \$100 per credit hour.

Students without a declared major are, by state law, considered to have a degree requirement of 120 hours.

### 3-Peat Rule

Texas residents attempting a particular course for the third time since Fall 2002 will incur an additional charge of \$100 per credit hour for that specific course, as outlined in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter F, §13.108).

It is important to note that if a student enrolls in a course and subsequently decides to drop it, any hours attempted will contribute to the limit set by the 3-Peat Rule. However, if the course is dropped before the official reporting date, those hours will not be considered against the 3-Peat Rule limit.

The calculation of attempted hours includes courses in which a student is officially enrolled on the official reporting day, which typically occurs about two weeks after the commencement of fall and spring semesters and one week after the start of summer semesters.

### Additional Information

Students charged additional tuition rates under either category have the option to file an appeal. The appeal process is per semester, requiring students to submit an appeal for every semester affected by the repeated course rule and/or the excess hours beyond a degree rule. The appeal form and procedures can be obtained from the Registrar's Office or online under the respective policy.

Undergraduate Funding Limit

3-Peat

## Warning, Probation and Suspension

Please be advised that the following regulations are applicable to all students, unless special admission conditions impose more restrictive rules or unless a program, department, or college has approved more stringent rules.

The purpose behind academic warning, probation, and suspension is to bring to the student's attention the University's concern regarding unsatisfactory progress in their course of study. Early notification of this concern provides students with the opportunity to make necessary adjustments to maintain good standing. The minimum acceptable academic standard is a 2.0 total institution GPA, reflecting the minimum GPA requirement for graduation. The total institution GPA considers the best attempt on all courses taken at Tarleton State University, excluding grades on transfer work. A student with a 2.0 or better total institution GPA is considered in good academic standing.

### Here are the key guidelines for Warning, Probation, and Suspension:

1. **Warning**
  - a. Students must be aware of their academic status and the relevant regulations. Failure to comply with these regulations may lead to the requirement to reduce academic loads or withdraw from the University without special consideration.
2. **Suspension Rules**
  - a. If a student's total institution GPA drops below 1.00 at the end of any long semester, they will be suspended for the following long semester.
  - b. A student in good standing with a total institution GPA between 1.00 and 1.99 will be placed on academic warning for the next long semester.
3. **Academic Standing After Warning or Probation**
  - a. If the total institution GPA is 2.00 or above at the end of the semester, the student returns to good standing.
  - b. If the total institution GPA is between 1.00 and 1.99, the semester GPA determines the student's status.
    - i. If the semester GPA is less than 2.00, the student will be placed on suspension.
    - ii. If the semester GPA is 2.00 or higher, the student will be placed on probation.
4. **Transfer Students:**
  - a. Students transferring from Tarleton while on academic warning or probation maintain the same academic standing upon return.
  - b. Suspended students who do not attend another institution during the suspension may return on academic warning.
5. **Length of Suspension:**

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- a. First suspension is for one long semester.
- b. Second suspension is for one calendar year.
- c. Third suspension is indefinite. After three calendar years, readmission may be applied for, but it is not guaranteed.

### 6. Summer School

- a. Students under academic warning or probation are eligible to attend summer school at Tarleton, provided they meet transfer requirements if applicable.
- b. For students facing their first suspension at the conclusion of a spring semester, there is an option to seek approval from their dean to attend summer school. If a student on their first suspension attends summer school and achieves an institution GPA of 2.00 at the conclusion of the summer session, they will be reinstated to good standing.

### 7. Forgiveness Options:

- a. Students may exercise one of the forgiveness options:
  - i. Option I: Delete grades for one semester taken more than 5 years before current enrollment (one-time only).
  - ii. Option II: Delete grades for one semester after attempting ninety or more hours at Tarleton (one-time only).

When a student opts for one of the forgiveness alternatives, the grades from the selected semester will be excluded from the calculation of the total institution grade point average. Despite this exclusion, all courses and grades associated with the forgiven semester will remain visible on the student's transcript, impacting considerations such as total withdrawals, fees for repeated courses, and fees related to exceeding the maximum hours for the degree.

It's important to emphasize that this exclusion encompasses all grades from the chosen semester, not just those categorized as low or failing. Additionally, courses taken during the forgiven semester will not be factored into the student's degree plan.

To exercise either forgiveness option, the student must be enrolled at Tarleton at the time of the forgiveness request. It's crucial to note that the forgiveness option is a one-time opportunity and can only be utilized once. Exceptions to this policy may be considered in instances of extenuating circumstances, at the discretion of the Registrar.

**\*\*NOTE: If a student is suspended from Tarleton State University, sits out a long semester (spring/fall), the student must reapply at [www.applytexas.org](https://www.applytexas.org) ([https://www.applytexas.org/adappc/gen/c\\_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)) to regain admission into the university. \*\***

## Enrollment Verification

Enrollment Verification and Status Definitions

**Required Credit Hours for Full-Time Status:**

### Undergraduate:

Semester Credit Hours	Fall/Spring	Summer
Full-time	12 hours	7 hours

### Graduate:

Semester Credit Hours	Fall/Spring	Summer
Full-time	9 hours	6 hours

### Doctoral:

Semester Credit Hours	Fall/Spring	Summer
Full-time	6 hours	6 hours

Enrollment status for financial aid purposes may differ from that defined by the Office of the Registrar. Visit Financial Aid for more details.

#### Important Notes:

- Dropped courses cannot be used for enrollment verification.
- Updates to the National Student Clearinghouse occur periodically, reflecting changes in enrollment status due to dropped courses or university withdrawal.

#### Proof of Enrollment:

- Obtain proof of enrollment at Enrollment Verifications.

**Consequences of Less Than Full-Time Enrollment:** A student enrolled less than full-time at Tarleton State University may risk:

- Losing insurance coverage under a parent/guardian's policy.
- Facing loan repayment schedules for Federal financial aid recipients.
- Losing scholarships requiring full-time enrollment.

#### Co-Enrollment Considerations:

- If co-enrolled at another institution during the same semester as Tarleton State University, only Tarleton State University hours are eligible for enrollment verification, unless part of a financial aid consortium.

## Requirements of an Associate Degree

### Degree Requirements

**Requirements include maintaining a GPA of 2.00 or better for all degree-related work and within the major. Transfer students must also meet these GPA criteria for courses taken at Tarleton.**

### Program Requirements

Program requirements include 60 credit hours, with 23 in prerequisites and 37 in technical program courses. Prerequisites can be taken at the university or one of thirteen consortium community colleges. Sophomore courses in the technical program are conducted in Fort Worth at the Southwest Metroplex Center and affiliated clinical hospital sites.

## Requirements for a Baccalaureate Degree

### Degree Requirements

Maintain a GPA of 2.00 or higher for all degree-related work and within the major. Transfer students must achieve a 2.00 GPA overall for courses in their major and for all courses taken at Tarleton. At least 39 advanced credit hours must be completed to obtain a baccalaureate degree.

### Residence Requirements

To meet residency requirements, official enrollment and completion of degree-related coursework are necessary.

Complete at least 25% of the degree at Tarleton for the degree, with 12 of these hours in the major subject.

### Writing Proficiency Requirement

To earn a baccalaureate degree, students must meet the Writing Proficiency Requirement by completing four writing intensive (WI) courses. Two of these must be upper-level WI courses within the major or designed for the degree plan. The remaining WI requirement can be fulfilled through successful completion of freshman composition courses in the general education curriculum. For more information on the WI program, visit: <http://www.tarleton.edu/PROGRAMS/wip/index.html> (<http://www.tarleton.edu/PROGRAMS/wip/>).

### General Education Requirements

All bachelor's degree programs have the following University General Education Requirements.<sup>1, 2:</sup>

<b>American History</b>		<b>6</b>
HIST 1301	United States History I	
HIST 1302	United States History II	
<b>Component Area Option and Communications</b>		<b>9</b>
ENGL 1301 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Composition I	
ENGL 1302 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Composition II <sup>3</sup>	
Select one of the following:		
COMM 1311	Introduction to Speech Communication	
COMM 1315	Public Speaking	
COMM 2302	Business and Professional Speaking	
<b>Creative Arts</b>		<b>3</b>
Select one of the following:		
ARTS 1301	Art Appreciation	
ARTS 1303	Art History I	
ARTS 1304	Art History II	
ARTS 3331	Art History of America	
DRAM 1310	Introduction to Theatre	
DRAM 2361	History of the Theatre I	
DRAM 4304 [WI ( <a href="http://catalog.tarleton.edu/academicaffairs/">http://catalog.tarleton.edu/academicaffairs/</a> )]	Dramatic Theory & Criticism	
ENGL 2307	Introduction to Creative Writing	
FINA 1360	The Art of Film	
HUMA 1315	Fine Arts Appreciation	
MUSI 1306	Music Appreciation	
MUSI 1310	Popular Music in America	
MUSI 1311	Music Theory I	
MUSI 2350	Music Cultures of the World	
MUSI 3325	Jazz History	
<b>Government and Political Science</b>		<b>6</b>
GOVT 2305	Federal Government (Federal Constitution and Topics)	
GOVT 2306	Texas Government (Texas Constitution and Topics)	
<b>Language, Philosophy and Culture</b>		<b>3</b>
Select one of the following:		
ENGL 2320	Forms of Literature	
ENGL 2321	British Literature	
ENGL 2326	American Literature	
ENGL 2340	Literature and Film	
ENGL 2350	Backgrounds of Western Literature	
ENGL 2360	Monsters in Literature	
ENGL 2362	Crime Fiction	
ENGL 2364	Texas Literature	
ENGL 2366	Death and Dying in Literature	
ENGL 2368	Comics and Games as Literature	
HIST 2321	World Civilizations I	
HIST 2322	World Civilizations II	
KINE 2315	History and Philosophy of Sport, Recreation, and Exercise	
PHIL 1301	Introduction to Philosophy	

**Life and Physical Sciences** <sup>4</sup>

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Select from the following:

ANSC 1319	General Animal Science
ANSC 1119	General Animal Science Laboratory
BIOL 1305	Biology for the Informed Citizen
BIOL 1406	Biology for Science Majors
BIOL 1407	Biology for Science Majors II
BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy & Physiology II
CHEM 1302	Essential Elements of Chemistry
CHEM 1407	Fundamentals of Chemistry
CHEM 1311	College Chemistry I (Lecture)
CHEM 1111	College Chemistry I (Laboratory)
CHEM 1312	College Chemistry II (Lecture)
CHEM 1112	College Chemistry II (Laboratory)
EASC 2310	Earth Systems Science
GEOG 1451	Pre-GIS: GPS, VGI and Cartography
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
GEOL 1407	Introduction to Environmental Science
GEOL 1408	Natural Disasters
PHYS 1302	Essential Elements of Physics
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Stars and Galaxies
PHYS 1410	Great Ideas of Physics
PHYS 1411	Introductory Astronomy I
PHYS 2425	University Physics I
PHYS 2426	University Physics II

**Mathematics** <sup>3</sup>

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Select one of the following:

MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Math for Business & Social Sciences I (Finite Mathematics)
MATH 1332	Contemporary Mathematics I
MATH 1342	Elementary Statistical Methods
MATH 2412	Precalculus Math
MATH 2413	Calculus I

**Social & Behavioral Sciences**

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Select one of the following:

AGEC 2317	Introductory Agricultural Economics
ANTH 2302	Introduction to Archeology
ANTH 2351	Cultural Anthropology
BUSI 1307	Personal Finance
CRIJ 1301	Introduction to Criminal Justice
ECON 1301	Introduction To Economics
ECON 2301	Principles of Macroeconomics
ENGR 2303	Engineering Economy
or ENGT 2303	Engineering Economy
ENVS 1302	Science, Technology, and the Environment
GEOG 1303	World Regional Geography
GEOG 1320	Introduction to Human Geography
GEOG 2301	The Geography of Texas
PHIL 1304	Introduction to World Religions
PHIL 2303	Introduction to Logic
PHIL 3301	Ethics in the Professions
PSYC 2301	General Psychology
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems
SOCI 2303	Race and Ethnic Relations

**Component Area Option**

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Students will have up to three hours of general education electives to meet the Component Area Option requirements, depending on the requirements of their major program. To fulfill the general education elective hour(s), students can complete any general education course(s) from the list that they have not previously completed. <sup>4</sup>

**Total Hours**

42

<sup>1</sup> General Education Requirements are subject to review and change by the Texas Higher Education Coordinating Board.

<sup>2</sup> Some degree programs specify the courses that satisfy these requirements. A student should consult with an academic advisor in selecting general education requirement courses.

- <sup>3</sup> Students must enroll in these courses as outlined in the PLACEMENT, CONTINUING ENROLLMENT, AND COMPLETION RULES for Freshman-Level Mathematics and English Courses.

<sup>4</sup> For additional information contact your departmental advisor or the advising center.

## Graduation Under a Particular Catalog

To earn a degree from Tarleton State University, students must fulfill all requirements outlined in a specific University catalog within six years of selecting that catalog. For instance, if a student graduates under the 2024-2025 catalog, all degree requirements must be completed by August 2030. Active-duty military students may extend the six-year limit by one year for each year of service, up to four years. Students can choose the catalog:

- 1. When they first enroll at Tarleton State University.
- 2. For any subsequent year they are registered at Tarleton.
- 3. At the time of their first enrollment in higher education.

Note: Students registering for the first time in the summer session may choose the catalog from the previous spring or the subsequent fall.

## Degree Plan Information

File a degree plan before junior year to avoid registration issues. Declare the major by the beginning of junior year with a minimum of 24 semester hours, including 12 in advanced courses. A double major needs a separate degree plan for each. Optional minors (up to two) require a declaration on the degree plan. Developmental courses can't count in the degree plan.

Seniors can't take a freshman course with the same academic prefix as their major.

1. MAJOR
  - a. Declare the major by the start of the junior year. A major requires a minimum of 24 semester hours, with at least 12 in advanced courses. For a double major, file a degree plan for each major.
2. MINOR
  - a. A minor comprises at least 18 hours in a field other than the major, including 6 advanced hours at Tarleton. While optional in most programs, declaring a minor is recommended. Interdisciplinary programs have minor restrictions, and if desired, declare it on the degree plan. Students can have up to two minors.  
 Refer to the catalog's UNDERGRADUATE ACADEMIC PROGRAMS section for a list of possible minors.
3. DEVELOPMENTAL COURSES (UNIV 0301, 0314, 0324, 0332 or 0342) for University requirements cannot be part of the degree plan.
4. CREDIT HOUR REQUIREMENTS
  - a. A baccalaureate degree requires a minimum of 120 semester credit hours. Typically, 39 advanced (upper level) credit hours are needed, unless specified differently by the appropriate dean and approved by the provost.
5. SPECIAL CONSIDERATIONS
  - a. Seniors cannot take a freshman course with the same academic prefix as their first or second declared major field.
  - b. A student can apply a maximum of 6 hours of activity KINE credits toward the degree.

## Double Major

Completing two majors simultaneously under a single degree is a double major. It requires a minimum of 24 credits for each major, with at least 12 hours in advanced courses for each. A separate degree plan must be filed for each major, and students must meet Tarleton's residency requirements for a double major.

## Dual Degrees

Earning dual degrees involves fulfilling requirements for two different majors from different degrees or two degrees in different colleges simultaneously. An additional minimum of 24 credit hours beyond the degree with greater credit requirements is needed. All requirements for both degrees must be completed. No course in the extra 24 hours can count in more than one major. If a course is listed in both majors, approval from the advisor is needed to replace it. A minimum of 144 total semester credit hours is required for dual degrees.

## Class Rings

Students become eligible to order class rings after completing 60 semester hours of degree credit. Jostens Ring Company will notify eligible students by mail. Rings can be ordered during Ring Days at the Tarleton Alumni Center or Thompson Student Center, or online at [www.jostens.com](http://www.jostens.com) (<http://www.jostens.com/>). Rings are presented to students at the Tarleton Alumni Association Official Ring Presentation Ceremony in both Spring and Fall semesters.

## Graduation Application

To graduate, candidates must submit an "Application for Graduation" to the Registrar (for undergraduates) or the Graduate Office (for graduates) by the deadline in the University Calendar. They must also be in good standing with the University and fulfill all contractual and financial obligations.

## Eligibility for Honors Graduation

To graduate with honors, a student needs at least 30 hours at Tarleton. Honors are based on two GPAs: Overall GPA (calculated on all transcript hours) and Institutional GPA (calculated on hours taken at Tarleton). Honors require a 3.50 or higher in both GPAs. Recognition is as follows based on the smaller of the two GPAs:

- 3.90-4.00 GPA: Summa Cum Laude
- 3.75-3.89 GPA: Magna Cum Laude
- 3.50-3.74 GPA: Cum Laude

Students in recognized national honor societies with a 3.2 GPA or higher may have their membership indicated on their transcripts.

## Tuition Rebate

Texas offers a \$1,000 tuition rebate to eligible students graduating from Tarleton State University with a bachelor's degree and no more than 3 hours over the required minimum. Starting from Fall 2005, timely graduation is also required. Details on timely graduation and other rebate qualifications are at [www.collegeforalltexas.com](http://www.collegeforalltexas.com) (<http://www.collegeforalltexas.com/>). Students need to apply for the rebate before receiving their degree. The rebate is applicable for students entering a bachelor's degree program as freshmen during or after Fall 1997. More information is available from the Registrar's Office.

## Special Degree Programs

### Interdisciplinary Degree Programs

Tarleton State University offers the following degree programs that are interdisciplinary in nature: the Bachelor of Applied Arts and Sciences (BAAS), Bachelor of Applied Technology (BAT), Bachelor of Applied Science (BAS), and the Bachelor of Science in Applied Science (BSAS). The BAAS, BSAS and the BAS allow the student to apply Prior Learning Credit coming from vocational or technical training to his/her degree program while the BAT requires the student to have completed an associate degree in an appropriate technical field. In all cases the student is encouraged to make contact with an academic advisor who is familiar with the specific program requirements. Students in these degree programs must meet all Tarleton requirements that are established as conditions for baccalaureate degrees unless specific waivers have been approved. This includes but is not limited to the general education and residency requirements. Students in these programs must complete a minimum of 30 advanced hours (3xxxx or 4xxxx level courses). Students in these degree programs may not get a minor in any support area required for the degree.

### The Bachelor of Applied Arts and Sciences Degree (BAAS)

The Bachelor of Applied Arts and Sciences (BAAS) is designed for the students with training in a technical area. This degree utilizes Prior Learning Credit CPL from workforce education earned at technical schools, community colleges, military technical schools, etc. A student must have completed at least 12 semester credits of related hours (or equivalent) in technical training to be eligible for consideration for this degree. A limited number of experiential credits may be earned through a Prior Learning Portfolio, depending on the program. A student must have at least 12 semester credit hours (or equivalent) in the combination of workforce education and technical training and to be eligible for consideration. In all cases, the workforce education and technical training in the proposed degree area must be directly related to each other.

The approved occupational areas for the BAAS degree are Business, Criminal Justice Administration, Information Technology, Manufacturing and Industrial Management, GIS, Public Administration, Kinesiology, and Child Development Family Studies.

A student interested in the Bachelor of Applied Arts and Sciences should:

1. Review the admission requirements;
2. Contact the Office of the Registrar for a list of sponsoring departments and
3. Meet with an academic advisor identified to advise degree completion program. The student will need to submit written records related to educational training and work experience, create a portfolio to document work experience, and (if any). The student is responsible for securing all related documentation.

The department will review the written records and decide whether to sponsor a degree plan application. Sponsored degree plan applications will be considered by the Interdisciplinary Degree Programs (IDP) Committee. Degree plans approved by the Committee will be processed through regular University channels. Final approval will depend on completion of the University review process.

### Occupational Requirements for BAAS Degree Programs

#### Occupational Specialization

The occupational specialization is a maximum of 33-36 semester credit hours (or equivalent) directly related to the degree area. These credit hours may consist of technical training and credit for work experience. Each of these has restrictions;

1. The technical training must be documented and approved by the IDP committee, appropriate documentation include: Certificates, Training transcripts, Military transcripts, State and National Licenses.
2. Students who have documented training from the employer that is relevant to the degree hours can receive credit based on the standard formulas below. Course work that comes from non-regionally accredited institutions will be treated as training hours, not semester credit hours.
  - 15 Clock Hours = 1 semester hour credit
  - 1 CEU = 10 clock hours
3. Course based credit in terms of workforce education will be primarily, credit based hours are courses that are included in the Texas Workforce Education Course Manual (WECM) or related are in the field of study. Out of state workforce credit will can be used but will be evaluated by the committee to ensure that the providers were accredited and recognized at the time credit was awarded. Credit will be graded based on the following formulas
  - Semester Credit hours= Full Credit
  - Quarter hours x 2/3 = semester hours (or .66 of each quarter hour)
4. Students who has less than 12 semester credit hours of technical training or course work will not be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 36 hours of occupational specialization in the degree.
5. Credit for work experience is awarded based on a PLA portfolios providing the program has chosen to provide an opportunity for it. Successful portfolios will be recommended by the department to the IDP committee for review and final approval. A total of 21 semester credit hours from multiple portfolios is the greatest possible amount awarded for work experience.
6. No student will be considered for the Bachelor of Applied Arts and Sciences degree that has less than 12 semester credit hours in technical training or the combination of technical training and work experience.

### The Bachelor of Science in Applied Science

The BSAS degree program differs from the BAAS in two important ways. First, the degree accepts WECM classes and training hours that are not directly related to the major. Second, the degree is not able to accept Prior learning Experience. To be accepted into the BSAS, the student must have the equivalent of 12 Semester credit hours of either training or workforce education. The student pursuing the BSAS must complete the following, in addition to the University general education requirements:

### Occupational Requirements for BS AS Degree Programs

#### Occupational Specialization

1. The occupational specialization is a maximum of 36 semester credit hours (or equivalent) that dose not need to be related to the degree area . These credit hours may consist of technical training and credit for workforce classes . Each of these has restrictions;
2. The technical training must be documented and approved by the IDP committee, appropriate documentation include: Certificates, Training transcripts, Military transcripts, State and National Licenses.
3. Course Based credit in terms of workforce education will be primarily, credit based hours are courses that are included in the Texas Workforce Education Course Manual (WECM) or related are in the field of study. Out of state workforce credit will can be used but will be evaluated by the committee to ensure that the providers were accredited and recognized at the time credit was awarded. Credit will be graded based on the following formulas
  - Quarter hours x 2/3 = semester hours (or .66 of each quarter hour)
  - Semester Credit hours= Full Credit
4. Students who has less than 12 semester credit hours of technical training or course work will not be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 36 hours of occupational specialization in the degree.

5. No student will be considered for the Bachelor of Science Applied Sciences degree that has less than 12 semester credit hours in technical training or the combination of technical training and work experience.
6. Students who have documented training from the employer that is relevant to the degree hours can receive credit based on the standard formulas below. Course work that comes from non-regionally accredited institutions will be treated as training hours, not semester credit hours.
  - 15 Clock Hours = 1 semester hour credit
  - 1 CEU = 10 clock hours

The Bachelor of Science in Applied Science is available with concentration in Business and Psychology. Note that work experience is not a part of this degree program. Students must work closely with the departmental advisor(s) responsible for this program.

### **The Bachelor of Applied Science (BAS)**

The Bachelor of Applied Science degree accepts WECM classes and training hours that are closely related to the program. the degree is not able to accept work experience, To be accepted into the BSAS, the student must have the equivalent of 12 Semester credit hours of either training or course work.

### **Occupational Requirements for BAS Degree Programs**

#### **Occupational Specialization**

1. The occupational specialization is a maximum of 36 semester credit hours (or equivalent) that dose not need to be related to the degree area . These credit hours may consist of technical training and credit for workforce classes . Each of these has restrictions;
2. The technical training must be documented and approved by the IDP committee, appropriate documentation include: Certificates, Training transcripts, Military transcripts, State and National Licenses.
3. Course Based credit in terms of workforce education will be primarily, credit based hours are courses that are included in the Texas Workforce Education Course Manual (WECM) or related are in the field of study. Out of state workforce credit will can be used but will be evaluated by the committee to ensure that the providers were accredited and recognized at the time credit was awarded. Credit will be grated based on the following formulas
  - Quarter hours x 2/3 = semester hours (or .66 of each quarter hour)
  - Semester Credit hours= Full Credit
4. Students who has less than 12 semester credit hours of technical training will not be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 36 hours of occupational specialization in the degree.
5. No student will be considered for the Bachelor of Applied Sciences degree that has less than 12 semester credit hours in technical training or the combination of technical training and work experience.
6. Students who have documented training from the employer that is relevant to the degree hours can receive credit based on the standard formulas below. Course work that comes from non-regionally accredited institutions will be treated as training hours, not semester credit hours.
  - 15 Clock Hours = 1 semester hour credit
  - 1 CEU = 10 clock hours

### **The Bachelor of Applied Technology (BAT)**

Students pursuing the Bachelor of Applied Technology or the Bachelor of Applied Science will have completed an appropriate associate degree at a community college before beginning one of these programs. There must be a close fit between the technical associate degree and the degree area, and students are encouraged to seek clarification before beginning the associate degree program to guarantee compatibility with approval criteria. For the Bachelor of Applied Technology the available emphasis area is Health Professions Technology.