

## GRADUATION REQUIREMENTS

### General Requirements for Undergraduate Degrees

It is the student's responsibility to plan his or her program with the assistance of a University advisor and to register for the proper courses so that all requirements will have been satisfied by the time of graduation.

All University advisors of undergraduate students are expected to review each advisee's registration respective to his or her curriculum of study. This review will ensure that courses are taken in proper sequence. All students who are to be classified as juniors must have successfully completed all traditional freshman and sophomore courses in their respective curricula, i.e., courses ordinarily in the 100 and 200 series that are normally taken by freshmen and sophomores.

### General Policies and Procedures for Graduation

1. Degrees will be conferred only on dates that are publicly announced.
2. Application for graduation must be filed within the time period listed in the University calendar. The application form is secured through the office of the major department.
3. All candidates for degrees are expected to attend the convocation at which their degrees are to be conferred unless excused by their respective deans.
4. To receive an undergraduate degree, a candidate must complete a major and a minor or a composite major.
5. Reasonable and logical substitutions for required courses may be made within a department or area. Substitutions must be authorized by the student's academic advisor and the head of the student's major department and approved by the dean. Students must submit a petition for substitution with their graduation application or as deficiencies are exposed at least two weeks before their intended graduation date.
6. **Not more than thirty (30) semester hours of course credit offered toward a degree may be earned through extension with no more than twelve (12) of these credits earned through correspondence courses (provided these 12 credits have been approved by the appropriate dean). Overall, at least twenty-five percent (25%) of the semester credit hours needed for degree conferral must be earned at the University.**
7. **A graduation fee is required, and students must purchase academic regalia for participation in the graduation convocation through the University Bookstore.**

### Semester Hours and Quality Point Requirements for Graduation

1. A minimum of **120 credit hours** of college credit must be completed for an undergraduate degree.
2. A student must earn a **quality point average or GPA of at least 2.00 for all college courses attempted.**
3. A student must have grades of **"C" or better in all courses taken to fulfill the major requirements.**

### Graduating Under a Given Bulletin

A student may expect to earn a degree in accordance with the requirements of the curriculum outlined in the bulletin in force when he or she first entered the University, provided the courses are being offered. He or she must complete these requirements within six years. In addition, he or she may graduate under any subsequent bulletin published while he or she is a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of his or her initial enrollment, he or she must meet all requirements of the bulletin he or she selects. The University reserves the right to impose changes in academic requirements upon any student in residence.

### Residence Requirement

**A candidate for graduation must earn, in residence, the last thirty (30) semester hours that are offered for the degree. Some instructional units have additional residency requirements.** A transfer student from another institution must (1) spend at least two semesters in full-time residence work; (2) secure credit in residence for at least 12 semester hours of upper division courses in his or her major and six hours of upper division courses in his or her minor or 18 semester credit hours at the junior/senior level for a composite major.

## Application for Graduation

A student expecting to graduate must file an application for graduation. The student should be within 30 hours of completion of the required hours for graduation, and should file the application before the semester in which he or she intends to graduate. The filing deadline is printed each semester in the schedule of courses. Prior to applying for graduation, the student should review his or her academic records, and his or her online degree audit, which matches completed coursework against listed degree requirements, with an academic advisor to verify he or she is eligible to apply for graduation. The student should then obtain an application with instructions for completion from his or her major department. Each applicant must submit a printed degree audit along with the completed application for graduation.

**Students should keep their graduation filing fee receipts. These receipts must be presented at the time caps and gowns are purchased at the University Bookstore.**

### Financial Clearance

Students who are indebted to the University will not be allowed to participate in commencement exercises. Such obligations include traffic and parking fines, library fines, housing fees, and any miscellaneous fees. Students who are not sure about the status of their indebtedness should check with the Bursar prior to final examinations. If there is a dispute concerning payment of a bill, receipts should be presented to verify payment.

### Graduation Fees

Graduation fees are subject to change, and due and payable at the time of application for graduation. These fees include cap and gown rental. Invitations are optional and may be ordered through the University Bookstore one month or more prior to commencement. Caps and gowns are also ordered through the University Bookstore.

	Doctoral	Law	Master's	Bachelor's	Pharmacy
Microfilm Service	\$40.00				
Binding Fee	\$28.00		\$12.50		
Postage & Handling	\$10.00				
Diploma Fee	\$16.50	\$16.50	\$15.00	\$11.50	\$29.75
Cap, Gown, Hood	\$95.00	\$16.50	\$27.50	\$11.50	\$29.75

### Graduation with Honors

1. Special honors in three grades are awarded in recognition of superior scholarship in the work leading to the bachelor's degree. These honors are awarded at commencement and are shown on the diplomas of the recipients.
2. To be eligible for graduation honors, a student must have completed (exclusive of correspondence and extension work) at least 60 semester hours in the upper division of the University. The quality point average which shall be used for awarding graduation honors shall be the smaller of the following two quality point averages:
  - a. **The quality point average for all work taken in all colleges attended.**
  - b. **The quality point average for all work taken at Texas Southern University.**
3. The three grades of honors and the quality point averages for each are as follows:
  - a. **Summa Cum Laude** is awarded to the candidate for graduation whose quality point average is 3.75 or above.
  - b. **Magna Cum Laude** is awarded to the candidate for graduation whose quality point average is between 3.50 and 3.74 inclusive.
  - c. **Cum Laude** is awarded to the candidate for graduation whose quality point average is between 3.25 and 3.49 inclusive.

## **Commencement**

Commencement exercises are held each year in May, August and December for students who qualify for graduation from Texas Southern University. All such students are expected to participate in one of these three exercises, as appropriate.

Commencement is a solemn and special occasion in the lives of students, and they are expected to behave in a manner commensurate with the magnitude of the occasion. While attending commencement exercises, students and their guests are expected to maintain decorum that is reasonable and befitting of a public event of special significance. Because commencement exercises are formal events, graduates are expected to abide by the University's policy on appropriate attire that is announced in advance of the ceremonies.

## **Second Baccalaureate Degree**

A student who has received a bachelor's degree from Texas Southern University or another accredited college or university may enroll in a program leading to a second degree at the same level provided (1) the major field is different from that of the first degree and (2) the appropriate application for admission or re-admission is filed and approved. No honors are awarded for a second baccalaureate degree. Students seeking a second baccalaureate degree after receiving the first degree must (1) complete a minimum of thirty (30) semester hours beyond those applied to the first or previous degree, excluding transfer credits or substitutions and complying with requirements; (2) be in residence for a minimum of two (2) semesters as a full-time student if the first or previous degree was not earned at Texas Southern University; and (3) achieve a cumulative minimum grade point average of 2.00 for all hours attempted for the degree.

## **TUITION REBATE PROGRAM FOR UNDERGRADUATES**

In accord with Section 54.0065 of the Texas Education Code, as authorized by Texas Senate Bill 1907, Texas Southern University provides tuition rebates of \$1,000.00 each to undergraduates who complete baccalaureate degrees with no more than three semester credit hours attempted in excess of the minimum required for the major specified in the university bulletin under which they graduated. Specifically, a student qualifying for this rebate must meet the following conditions as set forth in the Texas Education Code:

1. The student took his or her first college course in Fall 1997 or later,
2. The student was a Texas resident at all times while pursuing his or her degree,
3. The student was entitled to pay resident tuition at all times while pursuing his or her degree,
4. The student has not yet graduated, and
5. The student has not attempted more than three semester credit hours in excess of the minimum number of hours required for his or her degree. Hours attempted include for-credit developmental courses, repeated courses, courses dropped after the official census date, transfer credits, course credit by examination, and internship and cooperative education courses. Courses dropped for reasons that the University determines to be totally beyond the student's control shall not count toward these attempted hours.

Students meeting the criteria referenced above who wish to take advantage of this program must complete a rebate application form and submit it to the Registrar's Office prior to graduation from Texas Southern University.