

Administrative Procedures

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The following section details steps to, and eligibility for, admission to undergraduate programs of the University. Services provided to students, as well as legal and policy requirements, are outlined.

Requirements for Undergraduate Admission

Application for Admission. A paper application for admission and other necessary forms may be obtained upon request from the **Office of Undergraduate Admissions** or may be filed electronically at <http://www.tamuc.edu/apply/> (<https://www.tamuc.edu/apply/>). The Apply Texas Application at www.applytexas.org (<https://www.applytexas.org/>) may also be submitted.

Official Transcript. High school transcripts should show the units completed, the grades earned, the student's unweighted/4.0 gpa, the student's diploma plan, the date of graduation, and the rank in class. Admissions acceptance will be tentatively granted on the basis of the completion of junior year. Upon graduating from high school, a final official transcript must be submitted to complete the admissions file.

An applicant, who attended another academic institution or any institution for vocational or advanced education must submit an official transcript as a part of the admissions application information. This includes all schools, including proprietary/career schools, regardless of how long it has been since the student last attended. Coursework from these schools will be reviewed for applicability to the degree program.

Admission Test Results. All applicants for admission who have passed fewer than 12 semester hours of transferable academic work are encouraged to submit scores from either the American College Test (ACT) or the College Entrance Examination Board Scholastic Aptitude Test (SAT). The A&M-Commerce code for ACT is 4088 and the A&M-Commerce code for SAT is 6188.

The ACT and SAT are given at more than 1,000 test centers throughout the United States. High school officials can provide further details.

Social Security Number/Campus Wide ID Number (CWID). A campus wide ID number is used as a permanent student identification number. The campus wide ID number is generated for all students admitted to the University. Campus wide ID numbers are specific to Texas A&M University-Commerce. Students will be assigned a CWID when they submit an official document or application for admission. Only the last 4 digits of the Social Security number are printed on an official transcript as a means of identifying students. Applications for Social Security numbers may be obtained from any post office.

Application Deadlines. Application deadline dates are as follows:

Description	Date
Fall Priority Deadline	March 1
Fall Final Deadline	August 1
Spring Priority Deadline	November 1
Spring Final Deadline	December 1
Summer I Priority Deadline	April 1
Summer I Final Deadline	May 1
Summer II Priority Deadline	April 1
Summer II Final Deadline	June 1

Description	Date
Fall Priority Deadline	March 1
Fall Final Deadline	August 1
Spring Priority Deadline	November 1
Spring Final Deadline	December 1
Summer I Priority Deadline	April 1

Summer I Final Deadline	May 1
Summer II Priority Deadline	April 1
Summer II Final Deadline	June 1

The status of applications may be reviewed by logging into the **Applicant Portal**.

Undergraduate Admission Policy

Freshman Admission Requirements

(Freshman students applying for the Fall 2024-2025 academic semesters.)

FRESHMAN ADMISSION: HIGH SCHOOL GRADUATES

Applicants must be first-time new in college following high school graduation and must submit official high school transcripts for admission consideration.

1. Automatic admission to A&M-Commerce is based on the Foundation High School Program with at least one endorsement. Students are strongly recommended to complete one or more available endorsement(s) that include Algebra II, or its equivalent, or higher level math courses such as Trigonometry, Pre-calculus, Analytical Geometry, and Calculus, as well as one science course from Biology, Chemistry, or Physics. **Students applying for top 10% automatic admission must complete the foundation curriculum with the distinguished level of achievement.**

2. Standards for full admission to A&M-Commerce are based on the REQUIRED HIGH SCHOOL CURRICULUM (RECOMMENDED PLAN). For the current high school graduation requirements, refer to: Texas Administrative Code Rule §74.11. Entering freshmen must have successfully completed the following courses in high school:

1. English Language Arts (4 credits)
2. Mathematics (3 credits)
3. Science (3 credits)
4. Social Studies (3 credits)
5. Foreign Language (2 credits)
6. Fine Arts (1 credit)

Entering freshmen should also meet any one of the following three criteria:

1. Graduate in the top 30% of their graduating class; or
2. Have an SAT combined math and evidence-based reading/writing score of 1060; or
3. Have an ACT composite score of 21 or greater.

3. Applicants who do not meet the standards for full admission may be considered through the multi-tiered admission review process.

4. Applicants who are first-time new in college and whose date of graduation from high school is two years or more prior to the date of application are exempt from providing SAT/ACT test scores, as well as the high school curriculum requirements.

5. Applicants who apply to transfer to A&M-Commerce and have attended a regionally accredited college or university after high school (excluding the summer immediately following the high school graduation date, regardless of the number of credit hours completed) with fewer than 12 transferable credit hours must qualify for admission based on policy for Freshman Admission: High School Graduates.

6. Freshman applicants who attend an out-of-state high school or are a home schooled student are exempt from the Uniform Admission Policy.

7. If the student attends a private high school in Texas they must claim an exemption through either:

1. Successfully completing the recommended or advanced/distinguished high school program or completing the portion of the program that was available to them; or
2. Successfully completing a curriculum that is equivalent in content and rigor to the recommended or advanced/distinguished high school program at a high school that is exempt from offering such programs.

8. Admission to the University does not guarantee full admission to all academic programs/departments. Some programs/departments have additional entry requirements—either as a part of the initial freshman admissions process or upon student completion of benchmarks after they matriculate to the University. Consult specific program/department entries elsewhere.

Admissions Review Process

Applicants who do not meet the standards for full admission may be considered through the multi-tiered admission review process.

Freshman Admission: GED/HiSET Certificate

Applicants must be first-time new in college following their high school graduating class and must submit official copies of their GED/HiSET certificate.

Automatic admission to A&M-Commerce is based on the following criteria.

1. Have a GED/HiSET certificate equivalent to a high school diploma and one of the following two criteria:
 1. Have an SAT combined math and evidence-based reading/writing score of 1060; or
 2. Have an ACT composite score of 21 or greater.
 2. Applicants who do not meet the requirements for automatic admission may be considered through the multi-tiered admission review process.
 3. Applicants with a GED/HiSET certificate, whose high school class graduated two years or more prior to the date of application are exempt from providing SAT/ACT test scores.
 4. Applicants who apply to transfer to A&M- Commerce and have attended a regionally accredited college or university after their high school graduating class (excluding the summer immediately following the graduation date of their high school class, regardless of the number of credit hours completed) with fewer than 12 transferable credit hours must qualify for admission based on policy for Freshman Admission: GED HiSET Certificate.
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Freshman Admission: Home School Graduates

Applicants must be first-time new in college following their high school graduating class and must submit official home school transcripts for admission consideration.

1. Standards for full admission to A&M-Commerce is based on the REQUIRED HIGH SCHOOL CURRICULUM (RECOMMENDED PLAN). For the current high school graduation requirements, refer to: Texas Administrative Code Rule §74.11. Students are strongly recommended to complete one or more of Algebra II, or its equivalent, or higher level math courses such as Trigonometry, Pre-calculus, Analytical Geometry, and Calculus. Entering freshmen must have successfully completed the following courses:

1. English Language Arts (4 credits)
2. Mathematics (3 credits)
3. Science (3 credits)
4. Social Studies (3 credits)
5. Foreign Language (2 credits)
6. Fine Arts (1 credit)

Entering freshmen should also meet one of the following two criteria:

1. Have an SAT combined math and evidence-based reading/writing score of 1060; or
 2. Have an ACT composite score of 21 or greater.
2. Applicants who do not meet the requirements for automatic admission may be considered through the multi-tiered admissions review process.
 3. Applicants who are first-time new in college and whose high school class graduated two years or more prior to the date of application are exempt from providing SAT/ACT test scores, as well as the high school curriculum requirements.
 4. Applicants who apply to transfer to A&M- Commerce and have attended a regionally accredited college or university after their high school graduating class (excluding the summer immediately following the graduation date of their high school class, regardless of the number of credit hours completed) with fewer than 12 transferable credit hours must qualify for admission based on policy for Freshman Admission: Home School Graduates.

TRANSFER ADMISSION

A transfer student is defined as having attended a regionally accredited college or university after high school (excluding the summer immediately following the high school graduation date), regardless of the number of credit hours completed. Applicants must submit an official transcript(s) from all previously attended institutions.

1. Transfer admission to A&M-Commerce is based on a required cumulative GPA of 2.0 (on a 4.0 scale) on all transferable college course work.
2. Transfer applicants on academic suspension from another college or university are ineligible for admission to A&M-Commerce. When the period of suspension has passed, the student may be considered for admission.
3. Applicants who apply to transfer to A&M-Commerce and have attended a regionally accredited college or university after their high school graduating class (excluding the summer immediately following the graduation date of their high school class, regardless of the number of credit hours completed) with fewer than 12 transferable credit hours must qualify for admission based on policy for Freshman Admission.

International Undergraduate Admissions

An international student is any degree-seeking student holding a non-immigrant visa. Residents of foreign countries who wish to enter the University should apply to the Office of Admissions well in advance of the semester they plan to attend. (Graduate students should apply to the Graduate School.) All admission requirements are to be completed a minimum of three months prior to the beginning of the semester. In the case of extenuating circumstances, exceptions to this timeline may be considered on an individual basis. Keep in mind that your transcripts must be evaluated by an independent credential evaluation agency before being considered for admission.

1. Admission to A&M-Commerce is based on an international applicant meeting Freshman or Transfer Admissions Requirements as detailed above and one of the following criteria:

1. Test of English as a Foreign Language (TOEFL) Score of at least 550 paper version and 79 internet version); or
2. SAT Evidence Based Reading and Writing (EBRW) score of 560; or
3. ACT English score of 21; or
4. PTE Academic score of 53; or
5. IELTS score of 6.0 overall band; or
6. Completing all four years in a high school within the U.S.

2. In the case of extenuating circumstances affecting an applicant's access to the TOEFL and IELTS exams, A&M-Commerce may accept either the Duolingo English Test (105 minimum score) or the English3 online assessment (67 minimum score) to satisfy English proficiency requirements.

3. All F-1 and J-1 international students are automatically enrolled in The Texas A&M University System insurance plan (Associated Insurance Providers) each fall and spring semester unless they meet one of the following exemptions.

1. Student with a government scholarship that includes medical and repatriation/evacuation; or
2. Student with a spouse employed in the U.S. who is covered through their spouse's insurance (student may be required to purchase separate repatriation and evacuation insurance).

Medical and repatriation/evacuation insurance must meet the A&M System minimum coverage requirements. Insurance coverage is for the entire year.

4. International students who hold F-1/J-1 visas are not eligible for admission as a non-degree or provisional student.

5. Texas A&M University-Commerce will waive the 550 (PBT) or 79 (IBT) score requirements and recommend conditional admission without a TOEFL score for students successfully completing a semester of study with the Texas Intensive English Program (TIEP) in Level 160 with no grade lower than a B and Level 150 with no grade lower than an A.

6. Texas A&M University-Commerce will waive the TOEFL 550 (PBT) or 79 (IBT) score requirements for students who successfully meet the following exemptions.

- Students who have completed **ENG 1301** US-College Reading & Writing and **ENG 1302** GLB/US-Written Argument/Research at a U.S. institution, with a grade of "C" or better. Students may provide a certified older score if they have been continuously studying at a U.S. college or university.
- Students who have successfully completed the Texas International Education Consortium (TIEPs) advanced-level program as defined in the information provided by TIEP and who are seeking admission to our campus.
- Students who have completed a minimum of one year of study in a Texas public high school with the completion of English III or English IV (including Advance Placement/AP) with a grade of "B" or better.
- Students who are citizens of American Samoa, Ghana, Anguilla, Gibraltar, Antigua and Barbuda, Grenada, Australia, Guyana, Bahamas, Ireland, Barbados, Jamaica, Belize, Liberia, Bermuda, New Zealand, British Virgin Islands, Nigeria, Canada (except Quebec), Saint Kitts and Nevis, Cayman Islands, Saint Lucia, Dominica, Trinidad/Tobago, Federated States of Micronesia, Turks and Caicos Islands, Gambia, and United Kingdom. Proof of citizenship must be provided such as birth certificate or passport.
- Students who have completed one of the following tests with the acceptable scores:

Test	Score
CAE	B or Higher
CPE	C or Higher
SAT II E	968 or Higher
IELTS	Overall band 6.0 or Higher
SAT Verbal	500 or Higher
ACT Verbal	19 or Higher
Duolingo	105

- Students who have obtained one of the following foreign high school diplomas/tests/scores:

Test	Score
GCE, GCSE, IGCSE	C or higher in English Language
WASC, KCSE, SSCE or equivalent national exams	C or higher in English Language
IB (International Baccalaureate)	Grade 4 or higher in English subject

7. Additional Information for Undergraduate International Students:

For more information on the process to issue the immigration documents and application process for a visa, please contact the Office of International Programs (OIP) at 903-886-5097 or email New.Intl@tamuc.edu.

All international students are required to attend international student orientation, and undergraduate international students are also required to attend a separate new student orientation for undergraduate students. New international students are also required to attend a check-in and welcome session hosted by the Office of International Programs. Students will provide copies of their immigration documents and personal and emergency contact information at the check-in and welcome session.

International students who hold F-1 visas are not eligible for non-degree or provisional student status. Only international students who hold J-1 *non-degree* visas are eligible for non-degree status. Students may be employed part-time (up to 20 hours per week) on campus only. Off-campus employment requires permission from an international advisor and USCIS. Spouses in F-2/J-2 status may not work and may attend school part-time only. If admitted to a degree program, F-2 visa holders may apply for a change of status to F-1 or may study part-time as an F-2. All international students are to be reported in the Student and Exchange Visitor Information System (SEVIS) with the Student Exchange Visitor Program (SEVP), which is part of the U.S. Department of Homeland Security. They are also required by SEVP regulations to be enrolled in a full course load for each fall and spring semester with very limited exceptions. Only new international students beginning their studies in the summer are required to enroll in a full course load during the summer semester. Entering information into SEVIS, monitoring of these regulations, and questions regarding international student issues are addressed by the Office of International Programs. For more information call 903-886-5097, email New.Intl@tamuc.edu.

Admission Deadlines for International Applicants

Semester	Date
Fall	August 1*
Spring	October 1
Summer	March 1

*International applications must be submitted 90 days prior to the start of the semester.

*Applications received after May 1 will be reviewed on a case-by-case basis.

Readmission

1. Students who are U.S. citizens or permanent residents who have previously attended A&M-Commerce but have not attended at least once during the 12 consecutive months prior to the term/semester of planned enrollment and who have not received a degree during that time period, must reapply for admission.
2. If students seeking readmission were enrolled at another college or university, official transcripts must be provided to the A&M-Commerce Office of Undergraduate Admissions and a grade point average of 2.00 on a 4.00 scale must have been attained.

Concurrent Admissions

1. High school seniors may enroll in seated college-level courses on the A&M-Commerce campus beginning with the summer session following their junior year. Juniors and sophomores may enroll in college-level courses with prior approval from the principal of the high school and the Dean of the College of Innovation and Design.

2. For concurrent admission, applicants must qualify for college-track courses (remediation courses are not an option), submit a letter of recommendation from a school principal, counselor, or parent (if home schooled), as well as meet one of the following three criteria:

1. Have a cumulative grade average of "A" 90% in high school work through the junior year, including selected core course in English, Math, History, and Laboratory Science; or
2. Have an SAT combined math and evidence-based reading/writing score of 1060; or
3. Have an ACT composite score of 21 or greater.

3. Concurrent students may enroll in a maximum of two lower-division Core Curriculum classes per semester.

Dual Credit

1. Dual credit is a system under which an eligible high school student enrolls in college course(s) and receives credit for course(s) from both the college and the high school. Dual credit courses may be taught on the high school campus by an approved instructor or on the campus of A&M-Commerce. Dual credit courses include both academic and technical courses.

2. Refer to the following link for the most current Dual Credit Requirements: Texas Administrative Code Rule §4.85.

Second Chance

1. Any students who graduated from high school and chose to attend a four-year institution, but did not perform as well as they desired, are eligible for one more opportunity at A&M-Commerce to go through the admission process as a transfer applicant, based on the freshman admission criteria, if they do not meet the criteria for admission as a transfer student.

2. Second Chance Applicants must submit an official high school transcript or GED/HiSET equivalent along with all official transcripts from each previous college/university attended and ACT or SAT test scores within the past two years of taking them.

3. If admitted, applicant is admitted on Probation and may be limited on how many hours they can enroll in for their first semester; regular meetings with their Academic Advisor within their academic college and re-taking any Core related classes to replace failed grades for the purpose of improving the cumulative GPA is strongly recommended.

4. Students admitted under the Second Chance initiative are not eligible for freshman nor transfer institutional scholarships.

5. Once admitted, students must meet institutional GPA requirements to remain in good standing.

Advanced-Level Requirement

1. Students must complete at least 36 semester hours at the advanced level (300 or 400 level courses). **No advanced course from a junior or community college will be credited toward meeting advanced-level degree requirements unless specified below.**

2. A minimum of 60 semester hours **at Texas A&M University-Commerce or another senior-level institution** is required. Therefore, a maximum of 60 to 66 semester hours from a junior or community college will be counted towards an A&M-Commerce degree. College Level Examination Program (CLEP) and extension and extended studies (correspondence) count toward this requirement. Specific initiatives targeted at facilitating community college transfer to a four-year university are exceptions to this rule. The initiatives include the Bachelor of Applied Arts and Sciences degree program and other degree programs, including students who transfer in with the Associate of Arts in Teaching degree, for which the combined number of hours in the Texas Higher Education Coordinating Board approved transfer core and field of student curricula exceed 50% of total hours required for the degree.

3. Transcripts are evaluated for credit by the Office of Undergraduate Admissions, and at times may undergo a review by faculty members serving as department heads or deans overseeing a specific academic program. Credits for a student's specific degree must be determined by the academic department. Once a student's transcript undergoes the review process, the student will be provided with information concerning the transferability of his or her courses and how they will be applied to the degree program. A course must be college level to be transferable, and the student must have earned a grade of D or better. In some instances, a grade below a C may not be acceptable in cases where the course will be applied to the student's major. Students can access their degree plan through the online degree evaluation system once they have been admitted.

4. Should a dispute arise regarding the transferability of a course, the student must contact the Division of Enrollment Management. If the dispute is not satisfactorily resolved, the dean will notify the Commissioner of Higher Education in accordance with the Texas Higher Education Coordinating Board rules. The Commissioner or an appropriate designee will make the final decision and notify the parties concerned.

5. Students on Academic Suspension from another institution are ineligible for admission to Texas A&M University-Commerce until their designated suspension period has passed. When the period of suspension has passed, the student may be considered for admission.

Out-of-State Students

1. Applicants residing out of state must meet all the requirements specified for freshman admission or transfer admission.

2. Students whose legal residence is in the bordering counties of Oklahoma, Arkansas and New Mexico as well as bordering parishes of Louisiana are eligible to receive the bordering county/border parish rate. Students living in the interior counties of Oklahoma and Louisiana are eligible to receive the bordering states rate. Students living in the interior of Arkansas and New Mexico cannot be given the bordering states rate.

Conduct Requirements for Admission

1. Each applicant will disclose:

1. Criminal conviction histories (excluding juvenile adjudications) involving acts of violence or sexual misconduct;
2. Past substantiated or pending conduct charges involving acts of violence or sexual misconduct at a postsecondary institutions; and
3. Expulsions or suspensions from postsecondary institutions.

2. If an applicant reports one or more convictions or past substantiated or pending conduct charges, the Office of Undergraduate Admissions will forward the application to a committee of SMEs who will evaluate the application. The committee must carefully evaluate the relevance of an individual's previous criminal convictions/past substantiated or pending conduct charges to the activities/services requested consistent with university standards. To facilitate this evaluation, the Office of Undergraduate Admissions will request the following:

1. The specifics of all prior criminal convictions and dates of occurrence;
2. For applicant in parole or probation status, references must be provided from the Texas Department of Criminal Justice Parole Division, including the names and addresses of parole or probation officers. Parole and probation officials should be questioned as to whether the individual's admission as a student or participation in the activities/services requested are consistent with the student's parole or probation conditions or would pose a threat to the safety of the campus community;
3. Documentation of past substantiated or pending conduct charges from postsecondary institutions; and
4. A personal interview to either clarify or verify information if desired by the committee.

3. The committee will consist of representatives from the following departments:

1. Undergraduate Admissions (Chair)
2. Student Rights and Responsibilities
3. Counseling Center
4. Resident Living & Learning
5. University Police Department
6. International Student & Scholar Service
7. One additional campus representative focused on student wellbeing

4. After reviewing all available information, the committee must recommend whether to grant or deny the individual's admission or participation in the activities/services requested or to grant such admission/participation subject to articulated conditions to the Associate Vice President for Enrollment. Admission and/or participation in requested activities/services may only be denied if such admission/participation would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public.

Graduate Students

Admission to the Graduate School is under the direction of the Dean of Graduate School. See the *Graduate Catalog* for procedures and practices or web.tamuc.edu/academics/graduateSchool/default.aspx (<http://www.tamuc.edu/academics/graduateSchool/default.aspx>).

Texas Success Initiative

As an undergraduate attending a state supported university, all students must take an assessment or be exempt from assessment according to the exemptions below prior to enrolling in college level courses.

Students may submit or share their official TSI score reports in the following ways:

1. Give permission by completing the TSI Score Sharing statement on the admissions application to A&M-Commerce
2. Log into their ACCUPLACER student portal at <https://studentportal.accuplacer.org/#/studentisr> and share a copy of their report

3. Complete our cross-institutional form at www.tamuc.edu/tsiscoreform (<http://www.tamuc.edu/tsiscoreform/>), which will give us permission to look up your TSI scores in the ACCUPLACER database

TSI Cut Scores*:

Effective January 11, 2021 the following minimum college ready standards (also known as "cut scores") for English Language Arts and Reading (ELAR) and Math on the TSI2 Assessment shall be used by an institution to determine a student's readiness to enroll in entry-level freshman coursework:

1. Mathematics:
 - a. a placement score of at least 950-990; or
 - b. a placement score of 910-949 and a diagnostic level of 6
2. ELAR:
 - a. a placement score of 945-990, and an essay score of 5-8; or
 - b. a placement score of 910-944 and a diagnostic level of 5-6 and an essay score 5-8

Original TSI cut scores*:

1. Reading 351-390
2. Mathematics 350-390
3. Writing:
 - a. a placement score of at 940-390, and an essay score of at least 4-8; or
 - b. a placement score of less than 310-339 and an ABE Diagnostic level of 4-5 and an essay score of 5-8.

****TSI Assessment results are valid for five (5) years from date of testing.***

TSI Assessment Exemptions

Students are responsible for providing proof of exemption and will be required to complete the TSI assessment on all sections required until official documentation of exemption is provided.

1. ACT Scores - Administered prior to February 7, 2023 - Composite 23 **and** English 19 and/or Math 19—no older than 5 years.
2. ACT Scores - Administered February 7, 2023 and after – No COMPOSITE score; combined score of 40 or higher on English (A01) **and** Reading (A03) (E+R) tests (Exempts for ELAR Reading & Writing) —no older than 5 years.
3. SAT scores – No combined score---no older than 5 years (see below):

Math score of 530 or higher

and/or

Evidence-Based Reading & Writing score of 480 or higher

4. STAAR EOC - Algebra II -4000, English III Reading & Writing - 4000 Combined - no older than 5 years.
5. GED – Admissions May 12, 2021 and after – no older than 5 years - 165 or higher on Mathematical Reasoning subject test, 165 on the Reasoning Through Language Arts (RLA) subject test
6. Out-of-state/private institution transfer who has satisfactorily completed college level work in areas of Math, and English (reading/writing).
7. Has met readiness standard at another Texas public higher education institution with a "C" or better in highest level developmental course work.
8. 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 forces of the United States and has been serving for at least three years preceding enrollment (proof of status required).
9. Serving as a member of a reserve component of the armed forces for at least three years preceding enrollment (proof of active duty status must be submitted).
10. Honorably discharged, retired, or released from active duty in military on or after August 1, 1990.
11. Students who have graduated with an associate's or baccalaureate degree from a regionally accredited post-secondary institution or from a recognized international institution may be exempt from the TSI Assessment, pending receipt of an official transcript that proves graduation date and degree conferred.
12. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by Texas A&M University-Commerce.

13. A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

14. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

For a full and complete list of exemptions for TSI, see the Texas Administrative Code (TAC) Title 19, Part1, Chapter 4, Rule §4.54.

Contact the Dean of the College of Innovation and Design for additional information.

Texas A&M University-Commerce's TSIA2 Exemptions Based on Coursework*

Approved English Courses (ELAR TSIA2)

ENG 1301 US-College Reading & Writing, **ENG 1302** GLB/US-Written Argument/Research, **ENG 200** Popular Literature and Culture, **ENG 202** Marginalized Literatures, **ENG 2326** US-Intro to Literature, **ENG 2331** US-Lit of Western World

CPELA - English Languages Arts***

Students who do not meet college level coursework for Reading and/or Writing under the original TSI will be required to complete the ELAR TSIA2.

Approved Math Courses (MATH TSIA2)

MATH 1314 College Algebra, MATH 1324 Math for Business Applications I, MATH 1325 Mathematics for Business Applications II, MATH 1332 Contemporary Mathematics, MATH 1342 Elementary Statistical Methods, MATH 2312 Pre-Calculus, MATH 010, MATH 020, MATH 021, MATH 022, PHIL 2303 Logic, any higher-level math course beyond MATH 1314 College Algebra, MATH 1342 Elementary Statistical Methods, MATH 1332 Contemporary Mathematics, or MATH 1324 US-Math for Business Applications

CPMAT - Mathematics ***

Original TSI Exemptions Based on Coursework***

Approved Reading Courses

History: HIST 1301, HIST 1302

English: ENG 2326, ENG 2331, ENG 202

Political Science: PSCI 2301, PSCI 2302, PSCI 2305, PSCI 2306

Psychology: PSY 2301

Sociology: SOC 1301

CPELA - English Language Arts ***

Approved Writing Courses

English: ENG 1301, ENG 1302

CPELA - English Languages Arts***

*****Students who do not meet college level coursework for Reading and/or Writing under the original TSI will be required to complete the ELAR section of the TSIA2.**

Additional Information Regarding TSI

All transfer students from other Texas public institutions who have not placed into college level coursework on the Reading/Writing and Math sections of the TSI assessment will be required to take appropriate developmental courses. Transfer students can meet the TSI readiness standard by transferring approved courses in the three skill areas.

If a student is in need of a TSI assessment or has questions concerning retaking an assessment, contact Assessment and Testing Services at 903-886-5122.

Students with a documented learning disability may apply for assistance with the Office of Disability Resources and Services at 903-886-5835.

Students admitted under the Academic Fresh Start initiative, whose coursework would have exempted them from the TSI assessment as included in the ten year exclusion, must complete all TSI assessments unless another exemption applies.

*Coursework must be considered college level.

*** State House Bill 5 approved high school college preparatory course – courses must be completed and coded with CPELA and/or CPMAT on final high school transcript – see FAQ for HB 5: House Bill 5 FAQ (https://search.yahoo.com/search/?ei=utf-8&fr=tightropetb&p=House+Bill+5+FAQ&type=Y137_F13_177965_050619).

Credit by Examination

A&M-Commerce awards undergraduate credit on the basis of a variety of local and nationally available examinations (not all credits are awarded). The examinations include:

1. Advanced Placement Examination (AP);
2. College Level Examination Program (CLEP);
3. International Baccalaureate (IB) program;
4. Defense Activity for Non-Traditional Educational Support Examinations (DANTES);
5. Scholastic Achievement Test (SAT);
6. American College Test (ACT) of the American College Testing Program; and
7. Locally administered credit by exam departmental tests.

The Advanced Placement (AP) program provided by the College Board enables students to enroll in challenging college-level studies while they are still in high school and to obtain college placement, credit, or both, on the basis of their performance on rigorous AP examinations. AP exams are given nationally at designated high schools during the month of May. Texas A&M University-Commerce accepts AP credit for only a specific set of subjects. AP exams are graded on a scale of 0-5. A minimum score of 3 or higher is needed. Some courses require a higher score than 3.

The CLEP program administered by the College Board and ETS helps students gain credit for prior knowledge and, subsequently, enroll in advanced courses more quickly. CLEP offers exams which cover areas of business, composition and literature, foreign languages, history and social studies, science, and math. Texas A&M University-Commerce accepts CLEP credit for only a specific set of subjects. CLEP exams are scored on a scale of 0-80. Upon making an acceptable score as determined by Texas A&M-Commerce, the student is awarded a set number of credit hours in a course equivalent to the subject area in which they took the CLEP exam.

The International Baccalaureate (IB) program is a rigorous pre-university program available worldwide through the International Baccalaureate Organization, leading to assessment in six subject areas (studies in language and literature, language acquisition, individuals and societies, sciences, mathematics, and the arts). The curriculum encourages critical thinking, community service, individual research, and inquiry into the nature of knowledge. Texas A&M University-Commerce accepts IB credit for only a specific set of subjects. The subject exams are scored on a 0-7 scale by a panel of international examiners. A minimum score of 4 is required to be considered for credit.

A matrix of all credit-by-exam programs including the exam titles, course equivalents, number of semester hours credited, and required scores can be obtained through the Testing Center.

All credits by examination are subject to the following guidelines:

1. Credit earned by examination may not be used to reduce in residence or advanced hour degree requirements established by A&M-Commerce.
2. Credit earned by examination is not included in the computation of grade point averages.
3. It is the responsibility of the student to present official scores to the Testing Center for submission of the appropriate paperwork to the Office of the Registrar for posting of credit on the student's transcript. Credits earned by exam will be recorded on the student's permanent record.
4. Credit for courses by exam received at another college or university will be accepted in transfer upon receipt of an official transcript showing credit being awarded at the institution.
5. Standards for awarding credit by exam for courses are set by the academic department.
6. Students may repeat a course for which credit was earned by exam by enrolling in a regularly scheduled class. The grade will replace the credit earned by examination.
7. Credit for courses by exam may not be used to replace a grade earned in a class taken by a student.

8. Fees for credit by examinations have been established by the Testing Center. Fees vary by examination and are subject to change without prior notice.

Applicability to a Degree Program

Persons achieving credit by one or more of the above methods should work closely with the faculty mentor within the major department to plan the completion of the degree program. Applicability to a degree program of credit earned through a non-traditional manner will vary according to the major chosen.

Correspondence concerning testing programs should be addressed to the Testing Center, Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429.

Credit for first semester College English composition 1301 should be requested if any of the following criteria are met:

1. SAT Reading Test (S13) 33 or higher; **all scores no older than 5 years**; or
2. ACT Composite score (no older than 5 years) of 26 or higher and English section score of 29 or higher; or
3. Advanced Placement (AP) Language and Composition exam or Literature and Composition exam score of 3 or higher.**

**

Credit for first and second semester College English composition may be granted with an AP score of 4 or higher.

Credit for College Algebra Math 1314, or Math 1324, or Math 1332, or Math 1342* should be requested if any of the following criteria are met:

1. SAT Math Test (S15) 33.5 or higher; **all scores no older than 5 years**; or
2. ACT Composite score of 26 or higher and Math section score of 30 or higher; **all scores no older than 5 years**.

*

Credit for Math 1342 depends on degree program

Credit for first semester Biological Sciences should be requested if the following criteria are met:

1. ACT Composite score of 26 or higher; and
2. Scientific Reasoning score of 30 or higher.

Correspondence concerning Credit-by-Exam should be addressed to: Testing Center, Texas A&M University-Commerce, P.O. Box 3011, Commerce, Texas 75429; Telephone 903-886-5122; Fax 903-468-3210.

Undergraduate Non-traditional Education

Texas A&M University-Commerce students may receive college credit for competencies acquired through in-service training, military courses, technical education and credit by examination and/or advanced placement.

In-Service Training

Credit can be granted for educational experiences such as in-service training, institutes, etc. of governmental agencies and private businesses. The student may have his or her experiences evaluated if they included at least 18 hours of lecture/discussion-type activity or 54 hours of contact in laboratory-type instruction and are a program or course recommended for college credit by the American Council on Education in the latest edition of the *National Guide to Educational Credit for Training Programs*. Application should be made in the Office of Undergraduate Admissions. Students should contact the Office of Undergraduate Admissions for an evaluation of credit form.

Military Service Credit

Limited credit may be considered for military-technical courses listed for credit in the latest edition of *A Guide to the Evaluation of Educational Experiences in the Armed Services*. The veteran should contact the Office of Undergraduate Admissions for an evaluation of credits form. Students who have completed a continuous active duty period of six months or more with the United States Military Services (Air Force, Army, Coast Guard, Marine Corps, Navy) will be granted one semester hour of credit for physical education activity for each six months of duty up to a maximum of four hours of credit. For consideration of physical education credit for military service, the student should submit a copy of DD Form 214 to the Office of Undergraduate Admissions.

Technical Education

Credit may be obtained through regionally accredited technical educational programs, including work completed in a teaching hospital which is accredited through the appropriate national agency of the field in which credit is sought. Courses in an accredited Associate of Applied Science degree program may be accepted for transfer if applicable to the student's degree plan, and the student has completed requirements and received the Associate of Applied Science degree. Other technical-vocational courses are accepted when recommended by the appropriate department head at A&M-Commerce. Students should contact the Office of Undergraduate Admissions for an evaluation of credit form.

Academic Fresh Start

Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This bill has been called the "right to academic fresh start" and it gives students the option of electing to have coursework taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual or ignored for admission purposes. 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 Office of Undergraduate Admissions may be contacted for further information regarding Academic Fresh Start. **Academic Fresh Start can only be applied for, and granted prior to, initial enrollment.**

Residency Status

The Texas Legislature and the Coordinating Board, Texas College and University System, have established guidelines for determining residency status. An Undergraduate student's residency is based on information submitted from their admissions application. Current undergraduate students who believe their residency status has changed can complete the Core Residency Questionnaire for reconsideration. For more details and a copy of the Residency regulations, please contact the Office of Undergraduate Admissions.

Email for University Communication

1. Electronic mail or email is considered an official means of communication at Texas A&M University-Commerce.
2. Each student will be assigned a university email address when his or her application for admission to the university is processed. This email address will remain active throughout the student's academic career. Email accounts will expire after one long semester in which the student is no longer enrolled at Texas A&M University- Commerce.
3. Students are expected to monitor their official Texas A&M-Commerce email accounts regularly. The university recommends checking emails at least once per day. Students should report any problems with email accounts or access to email to the Texas A&M-Commerce Technology Services Help Desk at 903-468-6000.
4. Requests to substitute non-university email addresses for purposes of official communication will not be honored.
5. Electronic mail is subject to the same policies regarding information disclosure as other methods of communication. The privacy of personally identifiable information must be protected under the Family Rights and Privacy Act of 1974 (FERPA). The confidentiality of email cannot be assured and any confidentiality may be compromised by access consistent with applicable law or policy, including this policy, by unintended redistribution or due to current technologies inadequate to protect against unauthorized access. Students, therefore, should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that their email is private or confidential. Examples of confidential or sensitive information include, but are not limited to: drivers' license numbers, credit card numbers, social security number, grades, current or past academic history, medical information and medical history, criminal history, personal bank account numbers, and payroll information other than gross pay.

Registration (myLEO)

Registration is conducted for each semester prior to the beginning of the semester. myLEO allows eligible students to register via the internet. Students can access myLEO through leo.tamuc.edu/ (<https://leo.tamuc.edu/>). Students eligible to use myLEO to register are graduate students and continuing undergraduate students who have completed 24 credit hours, are Math and English complete, and have officially declared a major.

All new freshman students will be registered by their Academic Advisor until they meet the criteria above. New transfer students will be registered by either an Academic Advisor or Faculty Mentor as appropriate for at least their first semester.

Tuition and Fees

Tuition and fee rates are set by the State Legislature and The Texas A&M University System Board of Regents. Current fee schedules are available online through the University website for the particular semester in which a student plans to enroll.

Tuition and fees during registration periods may be estimated and are subject to change. All University charges are due at the beginning of each semester. During the fall and spring semesters students can enroll for an installment payment plan. The payment plan is offered at a fixed charge but additional charges may accrue if payments are not made in accordance with the terms of the plan. The University also provides short-term tuition loans which allow students to defer payment of tuition/fees until later in the semester. Tuition loans do not accrue interest but a processing fee is due at enrollment.

A one-time \$10 general property deposit shall be collected from each student to insure against losses, damages and breakage in libraries and laboratories. The deposit is refundable upon written request after graduation or withdrawal from the University.

The audit fee is the same as for credit courses (refer to procedure for auditing).

Tuition and fees assessed for courses from which students drop within the first 12 days of a fall or spring semester or within the first four days of a summer term will be refunded, provided the student remains enrolled at the institution for that semester or term.

Revenues from the designated tuition portion of the tuition rates may be used for the specific purpose of providing or making available to students property, buildings, structures, activities, services, operations or other facilities, or for the retirement of debt service on institutional plant or on renewals, replacement, or additions to the institutional plant. Designated tuition revenues may also be used for general financial aid purposes.

The Texas Legislature and the Texas Higher Education Coordinating Board have established guidelines for determining residency

status. Texas residency for tuition purposes is generally obtained by working in Texas for 12 months immediately prior to enrollment in any college or university, by being a dependent of a Texas resident, or by being classified as a Texas resident for the first five of the six years immediately preceding registration. Complete regulations are available in the Office of Undergraduate Admissions.

Texas HB 29 (effective Fall 2014) requires State-funded colleges and universities to offer a guaranteed tuition plan to incoming undergraduate students. Texas A&M University-Commerce provides such plans to all undergraduate students with tuition and mandatory student fees fixed for four years (incoming freshmen) or two years (incoming transfer students). Students who are not residents of the State of Texas for tuition purposes are subject to annual adjustment of the non-resident statutory tuition component of their rate plan. The rate for non-resident statutory tuition is set each year by the State of Texas. The plans exclude certain fees such as field trip fees, study abroad fees, lab fees, distance learning fee, program delivery fees, or other course-specific charges. Other academic costs, including campus housing charges, meal plan charges, and parking fees, are also excluded.

Incoming students will be assigned to the one-year tuition/fee rate plan, but the option will be provided to select a two-year or four-year fixed rate plan instead. Rates for the fixed rate plans will be higher than the one-year plan. Students opting for a fixed rate plan may not change plans until the rate plan they selected expires.

Third Party Exam Proctoring, Fees

Courses may require the use of exam-proctoring involving third-party vendors, which may incur additional charges payable at the time the service is scheduled or provided. Students may be required to schedule exams at least one week in advance or incur late scheduling charges. All costs for exams are the responsibility of the student. Students may also be responsible for providing webcams to be used in test proctoring.

Texas A&M University-Commerce enforces Academic Integrity expectations. Violation of the academic dishonesty procedures could result in forfeiture of the test, and the course instructor will be notified of the incident.

Limitation on In-State Tuition Rates for Some Undergraduates

New undergraduate students enrolled in an institution of higher education Fall 1999 or afterward are subject to the conditions of Senate Bill 345 passed in the 76th Legislative Session. This law states that a resident undergraduate student whose attempted hours exceeds, by at least 45 semester 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 has met the requirements to be classified as a resident of the State of Texas for tuition purposes.

First time undergraduate students enrolled in an institution of higher education Fall 2006 and thereafter will be charged tuition at a higher rate if they exceed 30 semester credit hours over that required for a degree program.

For more information about the 30 or 45 Hour Rule, please visit the Office of the Registrar's website (<http://www.tamuc.edu/admissions/registrar/generalInformation/stateRules.aspx#30HourRule>). *Courses dropped or withdrawn after census are counted as attempted hours and count towards the 30 and 45 Hour Rule.*

Limitation on the Number of Courses that May be Dropped under Certain Circumstances by Undergraduate Students

Section 51.907 of the Texas Education Code states that 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 applies to students who enroll in a public institution of higher education as first-time freshmen in Fall 2007 or later. **Course(s) dropped after the census date of a semester will be counted toward the six course limit.**

Repeated Courses (Three-Peat Rule)

Enacted in the 78th Legislative session, HB1 mandates that students repeating a course for a third time or more will be subject to an additional fee for the repeated course. Students enrolling for a course for the third time will be assessed additional fees beginning Spring 2005. **Courses dropped or withdrawn are counted as attempted hours and count towards the three-peat rule.**

Tuition Rebates for Certain Undergraduates

Senate Bill 1907 modified the Education Code to create a tuition rebate program for undergraduate students who complete their degrees after attempting not more than three hours more than the number required.

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university Core Curriculum while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with

as few extraneous courses as possible. Minimizing the number of courses in which students enroll results in financial savings to students, parents and the state.

To be eligible for rebates under this program, students must meet all of the following conditions:

1. They must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later;
2. They must have received a baccalaureate degree from a Texas public university;
3. They must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree; and
4. They must have attempted no more than three hours in excess of the minimum

number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental courses.

Application for the tuition rebate must be submitted to the Registrar's Office the same semester the degree is conferred. This requirement cannot be waived. Questions regarding the tuition rebate program should be directed to the University Graduation Coordinator.

Special Fees

Description	Fee
Diploma fee (payable when applying for degree)	\$40
Certificate	Fee based on type of certificate earned
Late registration fee	\$100
Reinstatement Fee	\$200
Lab fees	\$5 to \$30
Installment Payment Plan Tuition Loan fee	\$35
Late Payment fee (Installment Plan)	\$25 per payment date
Late Payment fee (Institutional Loans)	\$25
Returned Check/Credit Card Charge Back Fee	\$30
Academic Achievement Seminar	\$45 per semester
Duplicate Diploma fee	\$30
Motor Vehicle Registration and Parking Permits	\$80 if purchased in Fall, \$64 in Spring, and \$48 in Summer. Prairie Crossing residents are charged \$120 in Fall, \$96 in Spring and \$72 in Summer.
College of Business Program Fee for Graduate Courses	Assessed at \$25 per credit hour for graduate business courses
Course Retake (three-peat rule) Fee	\$125 per credit hour for affected course

Residents of States Other than Texas

A non-resident student is legally defined to be a student of less than 18 years of age living away from his family and whose family resides in another state or whose family has not resided in Texas for the 12 months immediately preceding the date of registration; or a student 18 years of age or older who resides out of the state or who has not been a resident of Texas 12 months immediately preceding the date of registration. The responsibility of registering under the proper residence is placed upon the student. If there is any possible question of their right to legal residence in Texas under the state law and the university rules, then it is the responsibility of the student to raise the question with the Office of Undergraduate Admissions and have residency issues settled prior to registration. There can be no change of residence status except upon express authorization by the Office of Undergraduate Admissions. Attempts on the part of a non-resident to evade the non-resident fee will be taken seriously and may lead to expulsion. *Out-of-state students should contact the Office of Undergraduate Admissions: 903-886-5000.* Students who would like to establish their residency in Texas can review the requirements and questionnaire form at: <http://www.collegeforalltexans.com> (<http://www.collegeforalltexans.com/>).

Hazlewood Act for Veterans

Many veterans (and some veterans' dependents), who do not qualify for federal educational benefits, may be eligible for tuition exemptions for up to 150 semester hours of academic course work under the Texas Hazlewood Act.

Benefits Description

- Pays resident tuition and required fees except student services fees.
- Recipients can receive up to 150 credit hours of resident tuition and fees exempted.
- Hazlewood hours will be used to pay for tuition and some fees for courses which are dropped after the 12th class day.
- If a veteran fails to use all of their Hazlewood hours, the veteran or conservator of the hours may reassign the unused hours to a dependent.
- If a child to whom hours have been delegated fails to use all assigned hours, the veteran or conservator of the hours may reassign the unused hours to another dependent.
- Only one person may use the Hazlewood Exemption during a given semester and all eligible recipients use the same pool of 150 credit hours of resident tuition and fees exempted to include the veteran. Unless a child or spouse of a Veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual unemployability (IU) due to a service connected injury or illness.
- The Hazlewood Exemption is considered to be a financial resource for financial aid purposes and, as such, may reduce a student's other awards (need based scholarships, grants, loans, or work-study).

The Hazlewood Act application can be picked up at the Veterans' and Military Services Office or downloaded at <https://www.tvc.texas.gov/education/hazlewood/>.

To establish eligibility for Hazlewood:

- The veteran must complete an application; dependents receiving the exemption must also fill out an application.
- Provide a copy of discharge papers (DD214, member 4 form).
- For a dependent receiving the exemption a birth certificate, tax form, custody papers, adoption papers proving dependent status is required, marriage license (spouse), or death certificate (if applicable).
- A letter from the VA stating ineligibility of federal education benefits (if the Veteran has active duty service after 9/11/2001).

Please submit all paperwork as early as possible - **prior** to the census date of each semester - so that the Veterans & Military Services Office can **complete** the process of establishing your eligibility **before** your tuition and fees are due.

Children of Certain Disabled Public Employees

Children of certain firefighters, peace officers, employees of the Texas Department of Corrections, and game wardens who have suffered injury resulting in death or disability sustained in the line of duty are exempt from payment of all dues, fees, and charges. Application for this exemption should be made to the Student Services Division, Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711.

Hearing Impaired and Visually Impaired Students

Certain hearing impaired and visually impaired persons, as defined by law, who are Texas residents are eligible for exemption from payment of tuition and fees. Students who are eligible must be certified by one of the following agencies: Texas Rehabilitation Commission; Texas Commission for the Blind; or the Texas Commission for the Deaf and Hearing Impaired.

Good Neighbor Scholarship

Prospective students, who are native-born citizens of any Western Hemisphere country other than Cuba, may be eligible for exemption of tuition if approved by the Texas Higher Education Coordinating Board. Individuals requesting the exemption should contact the Office of International Programs Administrative Office: 903-886-5587.

Valedictorian Exemption

The highest ranking graduate of each accredited Texas public high school is eligible for an exemption from tuition for both semesters of the first regular session immediately following his or her graduation. When, in the opinion of the institution's president, the circumstances of an individual case (usually military service) merit such action, this exemption may be granted for any one of the first four regular sessions following that individual's graduation from high school. Certificates of eligibility are issued by graduating high schools.

Children of Prisoners of War or Persons Missing in Action

Dependent children of any person who is a legal resident of Texas on active duty as a member of the armed forces of the United States, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action, are eligible for exemption of tuition and fees. Proof from the U.S. Department of Defense must be provided.

Students in Foster or Other Residential Care

A student is exempt from the payment of tuition and fees if the student was in a foster home or other residential care under PRS conservatorship on or after:

1. The day before their 18th birthday; or

2. The day the youth graduated from high school or received a GED; or
3. The day of the youth's 14th birthday, if the youth was also eligible for adoption on or after that day. (This includes youth age 14 and older who are adopted or for whom parental rights have been terminated.)

To be eligible, youth must enroll as an undergraduate student no later than:

1. Three years after being discharged from foster or other residential care; or
 2. Three years after receiving a high school diploma or GED, whichever occurs first;
- or
3. The youth's 21st birthday.

Application for this exemption should be made in Financial Services prior to registration.

Children of Deceased Texas Veterans Exemption

Qualifying students will be exempted from tuition and mandatory student fees, except for student service fee and property deposit. Eligible students are dependents of Texas veterans who were killed in action or died while in service, or whose death was directly caused by illness or injury connected with service in the armed forces. Required documentation: Official documentation from the military indicating eligibility.

Withdrawal

A student wishing to withdraw from all courses **before the end** of a semester or summer term for which he/she is registered must clear his record by filing an application for voluntary withdrawal on a form which can be secured online at the following link: <https://dms.tamuc.edu/Forms/withdrawalform> (<https://dms.tamuc.edu/Forms/withdrawalform/>). This is a withdrawal from the semester, not the university.

This action must be taken by the date stated in the Academic Calendar as the last day to withdraw. Any student who withdraws from the University is subject to the conditions outlined in the section regarding Scholastic Probation or Suspension. **It is the student's responsibility to withdraw from classes if he or she does not plan to attend during the semester in which he/she has enrolled.** A student has one year from the first day of a semester to appeal a withdrawal refund. Courses withdrawn are counted as attempted hours and count towards the three-peat, 45-hour, and 30-hour rule.

Refund of Course Charges

A student officially withdrawing will receive a refund of course charges according to the following scale:

* Class days refer to the **University** Class Days, not particular class days. For example: If a class meets MWF, the 12th class day is not the 12th day of the student's actual class, it is the 12th day of the University Class Days. See the Academic Calendar for specific dates.

Withdrawal dates apply even if a student begins the school's withdrawal process or otherwise notifies the school of an intent to withdraw and projects a future last date of attendance. However, a school that is not required to take attendance may always use a last date of attendance at an academically related activity as a student's withdrawal date. Therefore, a school could use a later last documented date of attendance at an academically related activity if this date more accurately reflects the student's withdrawal date than the date the student begins the school's withdrawal process or provides withdrawal notification.

Sixteen-Week Fall/Spring Semester:

- 100 percent prior to the first class day of the semester
- 80 percent during the first five class days of the semester
- 70 percent during the second five class days of the semester
- 50 percent during the third five class days of the semester
- 25 percent during the fourth five class days of the semester
- No refund after the fourth five class days of the semester

Thirteen-Week Semester:

- 100 percent prior to the first class day of the session
- 80 percent during the first, second, third and fourth class days of the session
- 50 percent during the fifth, sixth, seventh and eighth class days of the session
- 25 percent during ninth, tenth, eleventh and twelfth class days of the session
- No refund after the twelfth class day of the semester

Twelve-Week Semester:

- 100 percent prior to the first class day of the session
- 80 percent during the first, second, third and fourth class days of the session
- 50 percent during the fifth, sixth, seventh and eighth class days of the session
- No refund after the eighth class day of the semester

Ten-Week Semester:

- 100 percent prior to the first class day of the session
- 80 percent during the first, second, third and fourth class days of the session
- 50 percent during the fifth, sixth, seventh and eighth class days of the session
- No refund after the eighth class day of the semester

Five, Six, Seven & Eight-Week Semester:

- 100 percent prior to the first class day of the session
- 80 percent during the first, second or third class day of the session
- 50 percent during the fourth, fifth, or sixth class day of the session
- No refund after the sixth day of class of the session.

Four-Week Semester:

- 100 percent prior to the first class day of the summer session
- 80 percent during the first, second or third class day of the summer session
- 50 percent during the fourth, fifth, or sixth class day of the summer session
- No refund after the sixth of class of the summer session and thereafter

Three-Week Mini Semester:

- 100 percent prior to the first class day of the session
- 80 percent during the first and second class days of the session
- 50 percent during the third and fourth class days of the session
- No refund after the fourth day of class of the session

Thirty Two-Week Semester:

- 100 percent prior to the first class day of the semester
- 80 percent during the first five class days of the semester
- 70 percent during the second five class days of the semester
- 50 percent during the third five class days of the semester
- 25 percent during the fourth five class days of the semester
- No refund after the fourth five class days of the semester

Refund Information:

- Refunds will be the applicable percentage of the total fees due for the semester, less any amount not paid.
- If a scheduled course of instruction fails to materialize, because of lack of required students, all tuition for same will be refunded. Late fees and installment fees are not refunded.
- No refunds will be made unless application is made within the same school year as withdrawal.
- No refunds will be made on auditor's fees.

Withdrawal refunds for students receiving federal funds is based on how much Title IV aid a student has received and not earned at the time of withdrawal. The amount of aid earned is calculated on a pro-rata basis through 60 percent of the term. Before withdrawing, contact the Financial Aid Office (<http://www.tamuc.edu/admissions/tuitionCosts/financialAidandScholarships/default.aspx>) for additional information about this law.

Overdue Financial Obligations

All accounts (tuition/fees, parking citations, loans, housing/meal charges, etc.) must be paid when due. Charges for tuition/fees, campus housing and meal plans are due at the start of each semester. Students may defer payment during the semester through installment payment plans or tuition loans, but payment under those options must be made when required. Further enrollment will be blocked and the Registrar's Office will withhold any transcripts, diplomas, and other benefits until delinquent obligations are discharged. Overdue financial obligations are subject to late fees in addition to a

hold on students records. Past due accounts may be sent to outside collection agencies. Students may become liable for additional fees or charges as allowed by law if such action is required.

Campus Concealed Carry Policy (p. 18)

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in A&M-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 43.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer. Pursuant to PC 43.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violation to the University Police Department at 903-886-5868 or 911/x5111.