TEXAS A&M UNIVERSITY-KINGSVILLE

The Texas A&M University System

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Texas A&M University-Kingsville

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College Hall 250. MSC 102. Extension 3108.

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McCulley Hall 112. MSC 136. Extension 2800.

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College Hall 201. MSC 101. Extension 3207.

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College Hall 221. MSC 227. Extension 3105.

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College Hall 150. MSC 118. Extension 2809.

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College Hall 250. MSC 102. Extension 3098.

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College Hall 230. MSC 181. Extension 2129.

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College Hall 122A. MSC 104. Extension 2897

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Robert Paulson, Associate Vice President for Information Technology/Chief Information Officer
College Hall 230. MSC 185. Extension 5002.

Ralph Stephens, Associate Vice President for Support Services
College Hall 121. MSC 212. Extension 3717.

Kirsten Comary, Dean of Students
Memorial Student Union. MSC 122. Extension 3606.
Regents Professors

1997 Dr. James R. Norwine
1998 Dr. Leslie G. Hunter
1999 Dr. John C. Perez
2000 Dr. Timothy E. Fulbright
2001 Dr. Jacqueline Thomas
2002 Dr. Jo Beran
2003 No Recipient
2004 Dr. Steven Lukefahr
2005 Dr. Paul Hageman
2006 No Recipient
2007 Dr. Michael Tewes
2008 Dr. Scott Henke
2009 Dr. David Sabrio
2010 Dr. Mauro Castro
2011 No Recipient
2012 Dr. Kathleen Rees
2013 Dr. Nestor Sherman

Chancellor’s Academy of Teacher Educators

2012 Dr. Karen Sue Bradley
2013 Dr. Jack Bradley

Faculty Lecturers

1981 Dr. Robert B. Davidson
1982 Dr. Jan Bogdan Drath
1983 Dr. Sandy Burton Hicks
1984 Dr. Leo L. Bailey
1985 Mr. Maurice Schmidt
1986 Dr. Mary Mattingly
1987 Dr. David T. Deacon
1988 Dr. Thomas C. Pierson
1989 Dr. Emil A. Mucchetti
1990 Dr. Robert McLauchlan
1991 Dr. Rosario Torres Raines
1992 Dr. Francisco Lopez
  Dr. Bill Chandler
  Dr. Ward Albro
1993 Dr. Charanjit Rai
1994 Dr. David Sabrio
1995 Dr. Nicholas Beller
1996 Dr. Jacqueline Thomas
1997 Dr. Daniel J. Suson
1998 Mr. Clark Magruder
1999 Dr. Joseph O. Kuti
2000 Dr. Gary R. Low
2001 Dr. Ward Albro
2002 Dr. Mark Walsh
2003 Dr. Steven D. Lukefahr
2004 Dr. Cathy Downs
2005 Dr. Kim Jones
2006 Dr. Nirmal Goswami
2007 Dr. Brenda Melendy
2008 Dr. Jim Norwine
2009 Dr. Duane Gardiner
2010 Dr. Dean Ferguson
2011 Dr. Anders Greenspan
2012 Dr. Stephen Oller
2013 Dr. Apu Bhattacharya
2014 Dr. Michelle R. Garcia
Professors Emeriti

1982 Dr. Edwin R. Bogusch
Mr. John E. Conner
Dr. Frank H. Dotterweich
Dr. John W. Howe
Dr. J.R. Manning
Dr. George W. McCulley
Dr. Robert D. Rhode
Dr. Ralph C. Russell

1983 No Recipients

1984 Mr. Emerson Korges
Dr. Robert D. Perry
Dr. John C. Rayburn

1985 No Recipients

1986 Dr. John W. Glock
Mr. Ben J. South
Mr. Alfred E. Tellinghuisen

1987 Dr. James C. Jernigan
Dr. Hildegard Schmalenbeck
Dr. May Campbell

1988 Dr. Dennis B. Ford
Dr. D. Jack Stonebaugh
Mr. Mark Stupp

1989 Dr. George A. Cook
Mr. S. Burgin Dunn
Mr. C. Van Mooney

1990 Dr. Joseph L. Bellamah
Dr. Ruth Gauldin
Mrs. Johnnie Mae Haun

1991 Dr. Allan H. Chaney
Dr. David D. Neher

1992 No Recipients

1993 Dr. Leo L. Bailey
Dr. George O. Coalson
Dr. William J. Hall
Dr. J. Talmer Peacock
Dr. Rosalina R. Rovira

1994 Dr. Richard A. Hensz
Dr. Olan E. Kruse
Dr. Gerald B. Robins

1995 Dr. Billy J. Chandler
Dr. Floyd W. Cokendolpher
Dr. Robert B. Davidson

1996 Dr. Jerry Bogener
Dr. Randall J. Buchanan
Dr. Virgil C. Kowalk
Dr. Thomas Pierson

1997 Dr. Ward S. Albro
Dr. Frederick G. Harvey
Dr. Edward V. Ruhnke

1998 No Recipients

1999 No Recipients

2000 Dr. Carl Wood
Dr. Julia Smith

2001 Dr. B. Stanley Bittinger
Dr. Janice C. Williams
Mr. Marc Cisneros

2002 Dr. Charles DeYoung
Mr. Homi Gorakhpurwalla
Dr. D. Wayne Gunn

2003 Dr. Donald A. Hegwood
Dr. Earl Herrick

2004 Dr. Robert O. Kirby
Mr. Maurice Schmidt

2005 No Recipients

2006 Dr. David T. Deacon
Dr. Gustavo Gonzalez
Dr. Janis B. VanBuren

2007 No Recipients

2008 No Recipients

2009 Dr. Leslie Hunter
Dr. Gary Low
Dr. Donald Nixon

2010 Dr. Maria Morales
Mr. William Renfrow
Dr. Robert Scott

2011 Dr. Allen Ketcham
Dr. Alberto Olives

2012 Dr. David Cecil
Dr. Grace Hopkins

2013 Dr. James Norwine
LOCATION
Texas A&M University-Kingsville serves an area comprising the citrus region of the Rio Grande Valley, extensive ranch and farm land, productive oil and gas regions and the expanding industrial area along the Gulf Coast.

Kingsville, the county seat of Kleberg County, is a city of approximately 26,000. It is situated 160 miles southeast of San Antonio, 220 miles south of Austin, 40 miles southwest of Corpus Christi and 120 miles north of Brownsville. The altitude is about 75 feet.

Buildings and Grounds
Texas A&M University-Kingsville has more than 1,650 acres of land located at 13 different sites. The main campus consists of more than 108 buildings with approximately 2.272 million square feet of floor space and occupies approximately 250 acres of land located in the northwest quadrant of the City of Kingsville. The University Farm consists of 545 acres of land located about one-half mile north of the main campus. The university also operates sites specifically dedicated to research including the Citrus Center near Weslaco, Texas, a marine sciences ecology research area on Baffin Bay, a wildlife part on the north edge of the main campus and natural wildlife habitat about three miles south of the main campus. The University also owns two commercial farms that are currently leased to private farmers providing a source of revenue to partially support scholarships.

HISTORY
Texas A&M University-Kingsville had its origin as a public institution in the teacher college movement that swept Texas in the early 1900s. Shortly after the institution's inception as South Texas State Teachers College in 1925, its role was expanded to embrace a wider array of programs typically authorized for comprehensive universities, including the graduate program that began in 1935. The historical expansion of the university's role was reflected in the change of its name to Texas College of Arts and Industries in 1929 and to Texas A&I University in 1967. The university became the nucleus of the University System of South Texas in 1972. In 1989 the university, along with other USST institutions, became a member of The Texas A&M University System. The System Board of Regents in 1993 voted to change the name of the university to Texas A&M University-Kingsville, effective September 1, 1993.

MISSION OF THE UNIVERSITY
The mission of Texas A&M University-Kingsville is to develop well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. Located in South Texas, the university is a teaching, research and service institution that provides access to higher education in an ethnically and culturally diverse region of the nation. Texas A&M-Kingsville offers an extensive array of baccalaureate and master's degree programs and selected doctoral and professional degrees in an academically challenging, learner-centered and caring environment where all employees contribute to student success.
ADMISSION TO THE UNIVERSITY

Ramon Blakley, Director of Admissions
Memorial Student Union 132. MSC 128. Extension 2315.

Texas A&M University-Kingsville adheres to high standards of academic excellence and admits students in accordance with their level of academic preparation without regard to race, color, sex, age, religious commitment or national origin. All inquiries about admission, application for admission, transcripts and other admissions documentation should be addressed to the Office of Admissions, Texas A&M-Kingsville, MSC 128, Kingsville, Texas 78363.

Admission to the university does not guarantee admission to a particular college or academic program.

Admission Deadlines
Completed applications and required documentation must be in the Office of Admissions by the following deadlines to ensure the application is processed prior to the beginning of the semester:

- **Fall Semester: August 1**
- **Spring Semester: December 1**
- **Summer I: May 1**

International students should refer to the International Admission section of this catalog for deadline information.

Freshman Admission Requirements
(Students with less than 12 college hours after high school)
(Documents 1-4 below comprise a complete admission application; include #4 if courses were taken for college credit prior to admission to Texas A&M-Kingsville.)

1. Submit a completed application for admission, including the $25 application fee by the stated deadline. The ApplyTexas Application is available online at [https://www.applytexas.org](https://www.applytexas.org).

2. Request that an official high school transcript showing at least six completed semesters be sent directly to the Office of Admissions, Texas A&M University-Kingsville, MSC 128, Kingsville, TX 78363. Upon graduation from high school, a student must request a final high school transcript showing date of graduation and rank in the class be sent to the Office of Admissions, Texas A&M-Kingsville.

3. Notify the testing center to send official copies of ACT or SAT scores directly to the Office of Admissions, Texas A&M-Kingsville. Use ACT code 4212 or SAT code 6822.

4. Students attending colleges or universities while still in high school or prior to enrolling at Texas A&M-Kingsville must request official college transcripts be sent directly to the Office of Admissions, Texas A&M-Kingsville from each college/university attended.

Note: Applicants from Puerto Rico, where Spanish is the primary language, are required to submit a TOEFL or equivalent. See the Proof of English Proficiency section in this catalog.

Admission for First-Time Freshman Students
A first-time freshman student is an applicant who has graduated, or will soon graduate, from a Texas public high school accredited by the Texas Education Agency or a Texas non-public school accredited by the Texas Private School Accreditation Commission or who has completed home schooling or who has received a GED. A first-time freshman has not enrolled in another college or university after graduating from high school or earning a GED. (Dual enrollment credit is not considered in this determination.)
A first-time freshman student applying to Texas A&M University-Kingsville from a non-Texas public high school or an accredited private school is required to submit a completed high school certification form along with the high school transcript. These forms are available on our website at [http://www.tamuk.edu/admission/policy/](http://www.tamuk.edu/admission/policy/).

Freshmen applicants may obtain automatic admission to the University by meeting the Regular Admission Requirements listed below. Those applicants who do not meet one of the four automatic admission standards listed below will be considered under the Alternative Admission policy. Refer to the [Alternate Admission Review Process](http://www.tamuk.edu/admission/policy/).

**Regular Admission Requirements (beginning Fall 2014):**

1. Students graduating in the **top 10%** of their high school class and completing a college preparatory high school program meet regular admission requirements. Top 10% students must also submit ACT or SAT scores to complete their admission file.

2. Students completing the State of Texas **Distinguished Level of Achievement Program**, the **International Baccalaureate Diploma Program**, the **Recommended/Foundation High School Program** or a high school program of equivalent rigor must meet the following criteria.

<table>
<thead>
<tr>
<th>Class Rank</th>
<th>SAT Composite Score*</th>
<th>ACT Composite Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
<td>No minimum:</td>
<td>No minimum:</td>
</tr>
<tr>
<td></td>
<td>Must still submit test scores</td>
<td>Must still submit test scores</td>
</tr>
<tr>
<td>11-25%</td>
<td>740</td>
<td>15</td>
</tr>
<tr>
<td>26-50%</td>
<td>830</td>
<td>17</td>
</tr>
<tr>
<td>51-75%</td>
<td>950</td>
<td>20</td>
</tr>
<tr>
<td>76-100%</td>
<td>1070</td>
<td>23</td>
</tr>
</tbody>
</table>

*The SAT scores reflected in the table above include only the combination of the Critical Reading and Math sections. They do not include the scores for the writing section of the SAT.*
3. Applicants may also gain regular admission if they satisfy the College Readiness Benchmarks on the ACT assessment, or earn a score of at least a 1,550 on the SAT assessment, which does include the writing component.

**ACT College Readiness Benchmarks**

- English: 18
- Math: 22
- Reading: 21
- Science: 24

The Texas Education Code (TEC) 51.803-51.809 requires that all students meet one of the following college readiness standards in order to be eligible to be considered for admission to a Texas Four-Year Public Institution.

1. Successfully complete the recommended or advanced high school program or complete the portion of the program that was available to them; or

2. Successfully complete a curriculum that is equivalent in content and rigor to the recommended or advanced high school program at a high school that is exempt from offering such programs; or

3. Satisfy the College Readiness Benchmarks on the ACT or SAT assessment.
   - SAT – 1550 out of 2400 (Critical Reading, Math AND Writing)
   - ACT – 18 English, 21 Reading, 22 Math and 24 Science

**Non-accredited High School, Home School and GED Students**

Students who attended a non-accredited high school or home school and those who received a GED may be admitted by scoring a minimum of 1550 on the SAT (including the writing component) or by meeting the College Readiness Benchmarks on the ACT Assessment. These students must also submit proof of their enrollment via our Home School Supplement or GED certificate of completion.

**Alternate Admission Review Process**

Applicants who do not meet the Regular Admission Requirements outlined above will be reviewed by the Admission Committee using a holistic review that includes the applicant’s rank in class, standardized entrance test scores, performance in specific high school courses, extracurricular activities, community service, talents and awards, leadership skills, employment and other factors that support a student’s ability to succeed at the university. Applicants who score below a 15 on the ACT or a 740 on the SAT are not eligible for alternative admission review.

Applicants who are denied admission and wish to appeal will be sent to the Admission Committee for review. To be eligible for appeal, applicants must submit the following items prior to being sent to the Committee:

1. Personal Statement or Letter of Appeal.
2. Two (2) Letters of Recommendation from Core Subject Teachers.

**Alternate Admission Conditions:**

Students admitted under Alternate Admission will be subject to the following conditions:

1. Required to attend a new student orientation program for new students.

2. Required to meet with an Academic Adviser in the Center for Student Success to complete a Learning Contract which will include course recommendations for both fall and spring semesters. Other course enhancement activities such as Supplemental Instruction sessions and tutoring sessions may be required.

3. Register for no more than 14 semester credit hours of course work at A&M-Kingsville during both the fall and spring semesters earning a GPA of 2.0 or above which will result in achieving the academic status of “Good Standing” with the university.
4. Required to enroll and pass UNIV 1101/UNIV 1102, freshman success seminar, during fall and spring semesters. Students that do not pass UNIV 1101/UNIV 1102 or other courses in which the student enrolled during the semester will have to schedule a meeting with their Academic Adviser to reevaluate their academic records. A request to be readmitted to the university must be submitted to the Center for Student Success.

5. Required to meet with an assigned Center for Student Success Adviser a minimum of two times during the fall and spring semesters.

Admission for Freshman-Transfer Students

Freshman-Transfer Students are those applicants who are applying with less than 12 transferable semester credits (1-11 transferable semester hours) taken after high school graduation. (For a list of required documents, see the above section titled Freshman Admission Requirements.)

An applicant submitting a completed application to Texas A&M-Kingsville as a freshman-transfer applicant will be granted admission to the university if they:
1. meet one of the freshman admission options under Freshman Admission above and
2. have a cumulative grade point average of at least a 2.0 on a 4.0 scale from all other institutions that are fully approved by the appropriate regional accrediting agency and
3. are in good standing with their previous college or university.

Transfer Admission Requirements

1. Submit a completed application for admission, including the $25 application fee by the stated deadline (see Admission Deadlines). The ApplyTexas Application is available online at https://www.applytexas.org.

2. Request that official copies of transcripts from other universities and colleges attended be sent directly to the Office of Admissions, Texas A&M University-Kingsville, MSC 128, Kingsville, Texas 78363. Course work taken at other colleges and/or universities will be converted into Texas A&M-Kingsville equivalents where appropriate. Applications will not be evaluated until all transcripts from previous colleges and/or universities are received.

Note: Applicants from Puerto Rico, where Spanish is the primary language, are required to submit a TOEFL or equivalent. See the Proof of English Proficiency section of this catalog.

Admission for Transfer Students

Students applying with 12 or more transferable semester credits taken after high school graduation must satisfy the following requirements:
1. have a cumulative grade point average of at least 2.0 on a 4.0 scale from all the other institutions that are fully approved by the appropriate regional accrediting agency and
2. be in good standing with their most recent previous college or university.

Transfer students who do not meet published admission criteria do not qualify for automatic admission to Texas A&M-Kingsville. Transfer students in this category who wish to receive further review must contact the dean of their academic college for consideration. If their academic dean recommends admission, students will be admitted with an academic status of Scholastic Probation and must maintain a 2.0 grade point average during their first semester of enrollment at Texas A&M-Kingsville. Failure to maintain a 2.0 grade point average during the first term of enrollment will result in dismissal from the institution.
Admission for Non-Traditional Students (Freshman and Freshman-Transfer)
For the purpose of admitting students to Texas A&M-Kingsville, a non-traditional student is defined as an entering undergraduate student who is 25 years or older. A non-traditional student is given the option to submit ACT or SAT scores to the Office of Admissions. Those choosing not to take either standardized test will be required to take a Texas Success Initiative (TSI) exam prior to enrolling. (For TSI requirements, refer to the Texas Success Initiative section of this catalog.) This exam is administered on campus on a regular basis. See the appropriate section in this catalog for information concerning submission of application, supporting documentation (e.g. high school and/or college transcripts) and admission deadlines.

Admission for Undergraduate Non-Degree Students
The Non-Degree category of admission is designed for students who are currently attending or have attended another college or university and want to enroll at Texas A&M-Kingsville for one or two courses and are not interested in pursuing a degree at Texas A&M-Kingsville.

To be considered for Undergraduate Non-Degree admission, applicants must submit the following items:
1. A completed Application for Admission, including the $25 application fee. The ApplyTexas Application is available online at [https://www.applytexas.org](https://www.applytexas.org).
2. An official copy of their most recent college or university transcript, indicating that they are in good standing.

Non-Degree students are admitted for one semester only. If consecutive enrollment is desired, students must follow the appropriate admission application procedures.

Note: Students admitted as Non-Degree are not eligible for financial assistance.

High School Dual Enrollment Admission
The Texas A&M University-Kingsville Dual Enrollment Program allows a high school student to earn college credit(s) while fulfilling high school requirements. To be eligible, a student must meet the following criteria:
1. The student is in high school, pursuing the Distinguished High School Program at a junior or senior level.
2. The student has B overall high school average.
3. The high school principal or senior counselor must recommend the student and sign the Dual Enrollment Form.
4. The student must submit an application for admission and $25 application fee. The application is available on the Center for Student Success website.
5. The student must submit an official high school transcript and test scores.
6. The student must demonstrate that he or she is exempt under the provisions of the Texas Success Initiative or be deemed “college ready” by scoring the minimum passing grade in the appropriate assessment tests.
7. Enrollment will be limited to a maximum of seven (7) hours each long term (fall or spring) or for a maximum of four (4) hours each summer session.

Eligible high school students should first contact their high school counselor. School officials may request more information from the Office of Admissions, Texas A&M-Kingsville.

Early College Program
The Early College Program (ECP) is designed for high school students who wish to enroll in the University during the fall and/or spring semester of their senior year and who are not planning to use the courses completed at the university as part of their high school program. Students cannot participate in the Dual Enrollment Program and ECP simultaneously.
To be admitted, and in accordance with state law, students must meet the following admission requirements:

1. The student must be enrolled in high school at the senior level.

2. A B overall high school average is required.

3. The high school principal or senior counselor must recommend the student and sign the ECP recommendation form.

4. An application for admission and $25 application fee. The ApplyTexas Application is available online at https://www.applytexas.org.

5. A partial high school transcript showing rank in class must be submitted.

6. The student must demonstrate that he or she is exempt under the provisions of the Texas Success Initiative or be deemed “college ready” by scoring the minimum passing grade in the appropriate assessment tests. (See the TSI section of this catalog.)

7. Enrollment will be limited to a maximum of seven (7) hours each long term (fall or spring) or for a maximum of four (4) hours during the summer session.

8. Be approved by the Provost and Vice President of Academic Affairs or designee.

High school seniors must be advised by academic advisers under the Center for Student Success. Students admitted to the Early College Program are subject to all Texas A&M-Kingsville, The Texas A&M University System, State of Texas, and federal rules and regulations applicable to degree seeking students.

Students participating in this program are not eligible for the reduced fee schedule extended to high school students participating in the Dual Enrollment Program. Since all credits earned while enrolled in the Early College Program count solely as college-level credits, students participating in UIL sanctioned sports must make certain that they understand how their participation in the Early College Program may affect their eligibility. Students cannot participate in the Dual Enrollment Program and the Early College Program simultaneously.

Students admitted under this program, who wish to continue in the summer or fall semester immediately following graduation from high school must reapply for admission and submit any additional documentation required to gain admission into their chosen undergraduate course of study at Texas A&M-Kingsville. The undergraduate application fee will be waived for Early College Program students who wish to remain enrolled at Texas A&M-Kingsville.

**Visiting Student**

A Visiting Student (formerly known as a Transient Student) is a student seeking admission to classes for only one semester with plans to continue their studies at another institution. A Visiting Student is not eligible for financial aid.

To be considered for Visiting Student admission, applicants must submit the following:

1. A completed Application for Admission, including the $25 application fee. The ApplyTexas Transient Application is available online at https://www.applytexas.org.

2. An official copy of most recent college or university transcript indicating student is in good standing.

Visiting students are admitted for one semester only. If a Visiting Student wishes to pursue a degree at TAMU-K, he/she must follow the appropriate admission application procedures. Refer to the appropriate section above for this information.

**Readmission**

Former students who have had a break in enrollment of more than two years at this university must update their records and submit a readmission application to the Office of Admissions prior to being given permission to register. Those who have taken college work at another institution and who are in good academic standing at that institution must request that official
transcripts be sent to the Office of Admissions. Permission to register will be granted if a student is in good standing (a 2.0 overall grade point average) and the readmission application is submitted to the Office of Admissions. If work from former institutions is evaluated after readmission and it is determined that the student's transfer grade point average is below 2.0, the student will be deemed ineligible to continue.

Students who do not meet published readmission criteria do not qualify for automatic readmission to Texas A&M-Kingsville. Readmission students in this category who wish to receive further review must contact the dean of their academic college for consideration. If their academic dean recommends admission, students will be admitted with an academic status of Scholastic Probation and must maintain a 2.0 grade point average during their first semester of reenrollment at Texas A&M-Kingsville. Failure to maintain a 2.0 grade point average during the first term of reenrollment will result in dismissal from the institution.

**Academic Fresh Start**

Pursuant to Senate Bill No. 1321 enacted by the 73rd Texas Legislature, students seeking admission to Texas A&M-Kingsville who have previous college course work more than 10 years old at the time of application may elect to have the University disregard that course work when considering the applicant for admission. An applicant who makes this election and is admitted may not receive any course credit for courses undertaken 10 or more years prior to the date of the election. The Academic Fresh Start Option can be exercised only once and must be requested prior to admission to the university.

Students electing to use the Academic Fresh Start Option and who are receiving financial aid should contact the Office of Student Financial Aid and the Veteran Affairs Office (if applicable). Students electing to participate in the Academic Fresh Start program will maintain their current TSI status.

Note: Failure to attend the university during the initial semester of the Academic Fresh Start election will negate the agreement and the student will have to reapply for Academic Fresh Start in a future semester.

**International Admission Procedures**

**Application Deadlines**

A complete file must be submitted prior to the following deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
</tr>
</tbody>
</table>

Applications received after these dates will automatically be deferred to the next semester or term.

**International Admission Requirements**

To be fully admitted, all international applicants must submit the following items before established deadline dates:

1. A completed application for International Admission. The ApplyTexas application is available online at https://www.applytexas.org.

2. Official secondary school transcripts showing subjects and marks received and graduation date. If an applicant has not yet graduated from secondary school, a transcript showing all completed work may be accepted for early admission. External examination reports should be provided when applicable.

3. Official transcripts showing subjects and marks received, diplomas and/or certificates earned from any colleges or universities attended.

4. Certified, literal translations of all credentials issued in any language other than English.

5. Proof of English proficiency (see below).
6. Proof of ability to meet personal and academic expenses. A minimum of $29,179 (U.S.) per year is currently required to meet such expenses. Valid financial support documents (less than one year old from the issue date) must indicate the minimum U.S. dollar amount required by the university. The required minimum is subject to change without notice.

7. A $50 non-refundable application fee must accompany the application. Without a fee your application packet will not be processed. Bank money orders must be issued in U.S. dollars by a U.S. bank or credit card with authorization letter.

Note: SAT or ACT is not required for admission but will be used for placement purposes in English and math courses.

Texas A&M University-Kingsville will evaluate a student’s academic documents and determine institutional accreditation/recognition, whether the GPA requirements are met and whether any degree/diploma earned is equivalent to a U.S. bachelor’s degree.

International Freshman Admission
Undergraduate applicants who have no previous work at the postsecondary level must have at least a 2.5 grade point average (on a 4.0 scale) from a secondary school and must also meet the criteria for admission to a postsecondary school in the applicant’s home country.

International Transfer Admission
Undergraduate applicants who have attended a postsecondary level institution and have completed less than 12 transferable semester credits at an accredited/recognized institution must satisfy the following criteria:
1. meet or exceed the freshman admission requirements listed above and
2. post a minimum cumulative grade point average of 2.0 on a 4.0 scale for all post secondary work attempted.

Undergraduate applicants who have attended a postsecondary level institution and have completed 12 or more transferable semester credits at an accredited/recognized institution must satisfy the following criteria:
1. post a minimum cumulative grade point average of 2.0 on a 4.0 scale for all post secondary work attempted and
2. be in good standing with the college or university last attended.

Transfer students who do not meet published admission criteria do not qualify for automatic admission to Texas A&M-Kingsville. Transfer students in this category who wish to receive further review must contact the dean of their academic college for consideration. If their academic dean recommends admission, students will be admitted with an academic status of Scholastic Probation and must maintain a 2.0 grade point average during their first semester of enrollment at Texas A&M-Kingsville. Failure to maintain a 2.0 grade point average during the first term of enrollment will result in dismissal from the institution.

Proof of English Proficiency
A minimum TOEFL score of 61 (Internet-based) or 500 (paper-based) is required for most undergraduate programs at Texas A&M University-Kingsville. Students seeking admission to the Frank H. Dotterweich College of Engineering or programs in the College of Arts and Sciences are required to present a minimum TOEFL score of 79 (Internet-based) or 550 (paper-based).

The following are considered equivalencies to the TOEFL scores of 61/500:
1. SAT* 500 verbal; ACT* 21 English; TAKS 2200 English/3 writing; or IELTS 6.0 overall band score.
2. Texas A&M-Kingsville Intensive English Program completion of program certificate with a minimum average of 85% and levels from intermediate to advanced.
4. Students who have completed their entire formal education at the secondary or postsecondary level in the following
countries are exempt from the TOEFL requirement: American Samoa, Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Cayman Islands, Dominica, Federated States of Micronesia, Grenada, Guam, Guyana, Ireland, Jamaica, Liberia, New Zealand, United Kingdom (all), Trinidad-Tobago and Virgin Islands. Note: Applicants from Puerto Rico, where Spanish is the primary language, are required to submit a TOEFL or equivalent.

5. Students who have earned at least 12 transferrable semester credits and completed English composition 1 and 2, with grades of C or better in each, in university-level courses from an accredited U.S. college or university, or an institution of higher education in one of the countries listed above, may be exempt from TOEFL. English as a Second Language (ESL) courses will not count as transferrable courses. No online English courses are accepted for English proficiency.

6. ACCUPLACER 78 reading/88 writing/5 or higher on essay is required by all students to place into freshman level English classes and will be used as a TOEFL exemption.

*SAT or ACT is not required for admission but will be used for placement purposes in English and math courses as well as a TOEFL alternative.

The following are considered equivalencies to the TOEFL scores of 79/550:

1. IELTS 6.5 overall band score.

2. Students who have completed their entire formal education at the secondary or postsecondary level in the following countries are exempt from the TOEFL requirement: American Samoa, Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Cayman Islands, Dominica, Federated States of Micronesia, Grenada, Guam, Guyana, Ireland, Jamaica, Liberia, New Zealand, United Kingdom (all), Trinidad-Tobago and Virgin Islands. Note: Applicants from Puerto Rico, where Spanish is the primary language, are required to submit a TOEFL or equivalent.

3. Students who have earned at least 12 transferrable semester credits and completed English composition 1 and 2 with grades of C or better in each, in university-level courses from an accredited U.S. college or university, or an institution of higher education in one of the countries listed above, may be exempt from TOEFL. English as a Second Language (ESL) courses will not count as transferrable courses. No online English courses are acceptable for English proficiency.

**Graduate Admission**

The admission requirements for graduate students, both domestic and international, may be found in the Texas A&M University-Kingsville Graduate Catalog.

**Texas Success Initiative (TSI)**

The Texas Success Initiative (TSI) requires students to be assessed in reading, writing and mathematical skills before enrolling in a Texas public college or university. Texas Education Code, section 51.3062, provides institutions of higher education a means of determining students’ readiness to enroll in freshman-level course work. Students are required to complete one of four assessment tests before enrolling at Texas A&M-Kingsville unless they meet one of the exemptions listed below.

The four assessment tests available to those who desire to enroll at Texas A&M-Kingsville include the ASSET, the ACCUPLACER, the COMPASS and the THEA (formerly known as the TASP test). Each instrument includes a testing component designed to provide diagnostic information about the reading, mathematics and writing skills of each student.

**Exemptions**

Students are exempt from taking a test for TSI if a qualifying score has been made on the ACT, the SAT or the TAKS. It is the responsibility of the student to provide official ACT, SAT or TAKS scores to Texas A&M-Kingsville to qualify for an exemption before enrollment in college level courses.

These exemptions are effective for three years from the date a student takes the exit-level TAKS and achieves the set score level. It is effective for five years from the date the ACT or the SAT is taken and the set standard is achieved. Students enrolling for the first time in a Texas public institution of higher education after those periods have elapsed must be treated as
though they had not been tested.

**ACT, SAT, TAAS/TAKS and Military Exemption standards:**

**ACT**
Obtain a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests.

**SAT**
A combined score of 1070 with a 500 on the math and/or verbal sections.

**TAKS**
2200 in Math and/or 2200 in English/Language Arts with a writing sub-score of at least 3.

**Military**
Students who are serving on active duty as a member of the armed forces of the United States, Texas National Guard or reserves of the armed forces of the United States (must have served for the previous three years for those in the reserves), and those honorably discharged as of August 1, 1990 are exempt from TSI.

**Transfer Credit Calculation and Evaluation**
All undergraduate transfer course work for new, continuing, returning, post baccalaureate and international students is processed by the Office of Admissions. Students may review evaluated credits by logging into the Blue & Gold Connection from the Texas A&M-Kingsville home page. (This section does not apply to graduate-level transfer work.)

1. For a timely evaluation, all credentials should be sent directly to the Office of Admissions not later than three weeks prior to the opening of the term or semester for which the applicant is seeking admission.

2. Former course work taken at other universities will be translated into Texas A&M-Kingsville equivalents based on whether it is equal in character and content.

3. Students that completed the Core Curriculum at a previous institution in Texas, and it is clearly indicated on the official transcript from that institution, will be Core Complete at Texas A&M-Kingsville.

4. Even though general credit may be granted, not all course work will necessarily be used for graduation requirements in degree plans.

5. The university permits students to transfer lower division (freshman and sophomore) courses from a community college as long as the work fulfills their particular degree requirements. No work taken at a community college can be transferred as an upper-division (junior or senior) level course.

6. Transfer course work grade point average is brought in as CREDIT ONLY. Transfer grades cannot be used to raise the grade point average at Texas A&M-Kingsville.

7. Transfer credit is not granted from unofficial transcripts. If admission was granted using an unofficial transcript, arrangement should be made with previous school(s) to send an official transcript directly to the Office of Admissions as soon as possible.

8. Work brought in after the initial enrollment will not be used to duplicate previously completed Texas A&M-Kingsville courses.

9. Courses that are vocational or technical in nature are not automatically accepted by Texas A&M-Kingsville. These courses must be approved by the appropriate academic departments and resubmitted to the Office of Admissions for articulation.

10. All students who are seeking a second baccalaureate degree will meet with an academic adviser to determine which previous courses will be applicable in the student’s new degree plan. These courses must be approved by the appropriate academic departments and resubmitted to the Office of Admissions for articulation.

11. International students must submit course descriptions with an official copy of their transcript. All international transfer course work will be articulated with no Texas A&M-Kingsville equivalencies until course descriptions are provided and have been reviewed by either the Office of Admissions or by the academic departments.
Military Credit
The Office of Admissions currently evaluates and articulates military credit with the following methods:
1. Credit for Physical Education with a DD-214 and Honorable Discharge.

2. Evaluation of SMAART, AARTS, Coast Guard and Community College of the Air Force transcripts during the admissions process:
   a. Credit awarded based on ACE recommendations and nature of course.
   b. Where possible, ACE recommended credits transfer as direct matches to Texas A&M-Kingsville courses.

Resolution of Transfer Disputes for Lower Division Courses
The following procedures shall be followed by Texas A&M-Kingsville in the resolution of credit transfer disputes involving lower division courses:
1. If Texas A&M-Kingsville does not accept course credit earned by a student at another institution of higher education, the university shall give written notice to the student and to the sending institution that transfer of the course credit is denied. Texas A&M-Kingsville shall provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

2. A student who receives notice as specified in number one above may dispute the denial of credit by contacting a designated official at either the sending institution or Texas A&M-Kingsville.

3. Texas A&M-Kingsville, the sending institution and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and guidelines.

4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, Texas A&M-Kingsville shall notify the Commissioner of its denial and the reasons for the denial.

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

The Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner’s designee.

If Texas A&M-Kingsville has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that Texas A&M-Kingsville and the sending institution are unable to come to a satisfactory resolution, Texas A&M-Kingsville may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Undergraduate Students Subject to Senate Bill (SB) 1231
Undergraduate students who completed a high school program, or the equivalent, and entered a Texas public institution of higher education for the first time on or after the fall semester of 2007 are subject to the requirements of SB 1231.

Beginning with the 2007-2008 academic year, undergraduate students subject to SB 1231 will be permitted only six (6) non-punitive drops during their undergraduate studies. Therefore, drops falling under SB 1231 annotated on official transcripts received from other colleges and/or universities, will be transferred to Texas A&M-Kingsville for the purpose of maintaining the number of drops accumulated by the student. For additional information on drops subject to SB 1231, refer to the section of the catalog titled “Academic Regulations” under the sub-title of “Dropping a Course.”
ADVANCED CREDIT

Entrance Examination Credit--Entering First-Time Freshmen
Credit will only be granted to first-time entering freshmen. Students who have college course work after high school graduation will only receive credit for entrance examinations if this credit is clearly indicated on the transcript from a previous college or university.

English Credit
Based on the scores listed below:
- **American College Testing (ACT)** based on the English section:
  - 25 or 26 - ENGL 1301
  - 27 or above - ENGL 1302

- **Scholastic Aptitude Test (SAT)** based on the SAT V section:
  - Prior to April 1995 - 595 for ENGL 1301; 600 or above for ENGL 1302
  - Starting April 1995 - 630 for ENGL 1301; 670 or above for ENGL 1302

Math Credit
The following courses will be awarded for math credit:
1. MATH 1314 - three semester hours will be awarded provided the student has satisfactorily completed three units or three years of high school mathematics including one unit or one year of algebra and one unit or one year of geometry.

2. MATH 1316 - three semester hours will be awarded provided the student has completed the three units or three years of high school mathematics described in #1 (above) plus one-half unit or one-half year of high school trigonometry.

3. MATH 1348 - three semester hours of credit will be awarded provided the student has completed the three units or three years of mathematics described in #1 (above) plus one unit or one year of high school precalculus.

Based on the scores listed below:
- **American College Testing (ACT)**
  - 28 or above

- **Scholastic Aptitude Test (SAT)**
  - Prior to April 1995 – 590 or above
  - Starting April 1995 – 600 or above

Credit by CEEB Advanced Placement Examination
Entering freshmen (those who have less than 12 transferrable semester credits taken after high school graduation) who have satisfactorily passed one or more of the Advanced Placement Examinations of the College Entrance Examination Board are eligible for university credit in appropriate courses.

The examinations may be taken at approved high school testing centers, usually in May, by arrangement with the College Entrance Examination Board, Box 592, Princeton, NJ 08542. Requests for information and applications for tests should be mailed to this address. The placement examinations are different from the Achievement Test administered by the College Board. Submission of examination scores and requests for credit in these courses should be directed to the Office of Admissions. Credit in the following courses at this university may be gained through the Advanced Placement Examinations:
<table>
<thead>
<tr>
<th>A&amp;M-Kingsville Equivalent</th>
<th>Subject Examinations</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1303, ARTS 1304 (6 Cr)</td>
<td>Art-History of Art</td>
<td>3+</td>
</tr>
<tr>
<td>ARTS 1316, ARTS 1317 (6 Cr)</td>
<td>Art-Studio</td>
<td>3+</td>
</tr>
<tr>
<td>BIOL 1306/BIOL 1106 BIOL 1307/BIOL 1107 (8 Cr)</td>
<td>Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1311 (3 Cr)</td>
<td>Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1311, CHEM 1312 (6 Cr)</td>
<td>Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ECON 2301 (3 Cr)</td>
<td>Economics-Macroeconomics</td>
<td>3+</td>
</tr>
<tr>
<td>ECON 2302 (3 Cr)</td>
<td>Economics-Microeconomics</td>
<td>3+</td>
</tr>
<tr>
<td>ENGL 1301 (3 Cr)</td>
<td>English-Language &amp; Composition</td>
<td>3+</td>
</tr>
<tr>
<td>FREN 1311, FREN 1312 FREN 2311, FREN 2312 (12 Cr)</td>
<td>French-French Language/Literature</td>
<td>3</td>
</tr>
<tr>
<td>FREN 1311, FREN 1312 FREN 2311, FREN 2312 FREN 33--- (15 Cr)</td>
<td>French-French Language/Literature</td>
<td>4</td>
</tr>
<tr>
<td>FREN 1311, FREN 1312 FREN 2311, FREN 2312 FREN 33--, FREN 33-- (18 Cr)</td>
<td>French-French Language/Literature</td>
<td>5</td>
</tr>
<tr>
<td>HIST 1301, HIST 1302 (6 Cr)</td>
<td>History-U.S. History</td>
<td>3+</td>
</tr>
<tr>
<td>HIST 2321, HIST 2322 (6 Cr)</td>
<td>History-World History</td>
<td>3+</td>
</tr>
<tr>
<td>MATH 2413 (4 Cr)</td>
<td>Mathematics-Calculus AB</td>
<td>3+</td>
</tr>
<tr>
<td>MATH 2413, MATH 2414 (8 Cr)</td>
<td>Mathematics-Calculus BC</td>
<td>3+</td>
</tr>
<tr>
<td>MUSI 1316, MUSI 1317 MUSI 1116, MUSI 1117 (8 Cr)</td>
<td>Music-Theory</td>
<td>3+</td>
</tr>
<tr>
<td>MUSI 2306 (3 Cr)</td>
<td>Music-Listening &amp; Literature</td>
<td>3+</td>
</tr>
<tr>
<td>PHYS 1301, PHYS 1302 (6 Cr)</td>
<td>Physics B</td>
<td>3+</td>
</tr>
<tr>
<td>PHYS 2325, PHYS 2326 (6 Cr)</td>
<td>Physics C</td>
<td>3+</td>
</tr>
<tr>
<td>POLS 2301 (3 Cr)</td>
<td>Government &amp; Politics-US</td>
<td>3+</td>
</tr>
<tr>
<td>PSYC 2301 (3 Cr)</td>
<td>Psychology</td>
<td>3+</td>
</tr>
<tr>
<td>SPAN 1313 (3 Cr)</td>
<td>Spanish-Language</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1313, SPAN 1314 (6 Cr)</td>
<td>Spanish-Language</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 1313, SPAN 1314 SPAN 2311 (9 Cr)</td>
<td>Spanish-Language</td>
<td>5</td>
</tr>
</tbody>
</table>
College Level Examination Program Examination and Course Equivalency Guide (CLEP)

CLEP is a local standardized examination administered on computer. Examinees receive immediate score reports for all exams with some exceptions. Credit by CLEP examinations is available in the courses listed below to any A&M-Kingsville students at any time during their college career. The exception is that students will not be eligible for credit in a course for which they have received credit in a more advanced course unless otherwise designated by the chair of the department in which the subject is offered. Both general and subject examinations are offered through the Academic Testing Office. Information on time, examination fees and location for these tests may be obtained from the Academic Testing Office at 361-593-3303.

<table>
<thead>
<tr>
<th>A&amp;M-Kingsville Equivalent</th>
<th>Subject Examinations</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 1342 (3 Cr)</td>
<td>Statistics</td>
<td>3+</td>
</tr>
<tr>
<td>ACCT 2301 (3 Cr)</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BIOL 1306*, BIOL 1307* (8 Cr)</td>
<td>Biology</td>
<td>50</td>
</tr>
<tr>
<td>CHEM 1311**, CHEM 1312** (6 Cr)</td>
<td>Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>ECON 2301 (3 Cr)</td>
<td>Principles of Macroeconomics</td>
<td>50</td>
</tr>
<tr>
<td>HIST 1301 (3 Cr)</td>
<td>History of the US I</td>
<td>56</td>
</tr>
<tr>
<td>HIST 1302 (3 Cr)</td>
<td>History of the US II</td>
<td>57</td>
</tr>
<tr>
<td>MKTG 3324 (3 Cr)</td>
<td>Principles of Marketing</td>
<td>50</td>
</tr>
<tr>
<td>MATH 2413 (4 Cr)</td>
<td>Calculus</td>
<td>50</td>
</tr>
<tr>
<td>MATH 1314 (3 Cr)</td>
<td>College Algebra</td>
<td>50</td>
</tr>
<tr>
<td>MATH 1334 (3 Cr)</td>
<td>College Mathematics</td>
<td>50</td>
</tr>
<tr>
<td>MATH 1348 (3 Cr)</td>
<td>Precalculus</td>
<td>50</td>
</tr>
<tr>
<td>MGMT 3322 (3 Cr)</td>
<td>Principles of Management</td>
<td>50</td>
</tr>
<tr>
<td>POLS 2301 (3 Cr)</td>
<td>American Government</td>
<td>63</td>
</tr>
<tr>
<td>PSYC 2301 (3 Cr)</td>
<td>Intro Psychology</td>
<td>50</td>
</tr>
<tr>
<td>SOCI 1301 (3 Cr)</td>
<td>Intro Sociology</td>
<td>50</td>
</tr>
<tr>
<td>SPAN 1313, SPAN 1314 (6 Cr)</td>
<td>Spanish</td>
<td>50</td>
</tr>
</tbody>
</table>

*Students must take BIOL 1106 and BIOL 1107 to receive lab credit.
**Students must take CHEM 1111 and CHEM 1112 to receive lab credit.

Entrance Examination Credit – Transfer Students

Credit by examination secured through another college or university must be clearly indicated on the official transcript from that institution for credit to be accepted by Texas A&M-Kingsville.
Credit by Local Examination (Departmental)
Local examinations are available to students for organized class courses not designated for credit by the College Level Examination Program (CLEP). The student should contact the department in which the course is offered for information about the examinations. Eligibility will be determined by the department and will be dependent on a student’s particular qualifications due to study or work experience. The department will also determine whether or not the student’s performance on the local examination merits university credit and whether any further requirements for credit are to be met. Students may not receive credit by local examination in a subject in which they have already received a grade in the same course or in a more advanced course. There is no fee charged for these examinations.

International Baccalaureate Diploma Program Credit Policy
Texas A&M University-Kingsville will grant a minimum of 24 undergraduate credit hours or equivalent course credit in appropriate subject areas to an entering freshman student who has successfully completed the International Baccalaureate (IB) Diploma Program with a minimum test score of four on each examination administered as part of the diploma program. If a student receives a score of less than a four on an examination, he/she may receive less than 24 credit hours as an IB Diploma student. Non-IB Diploma holders will be granted credit for IB exams with a score of five or higher based on the table below. The student must have the International Baccalaureate Organization submit to the Office of Admissions the student’s Transcript of Grades for the credit to be assessed.

<table>
<thead>
<tr>
<th>IB Exam</th>
<th>Level</th>
<th>TAMU-K Equivalency</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>SL or HL</td>
<td>ANTH 2301</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>SL</td>
<td>CHEM 1311</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>HL</td>
<td>CHEM 1311, CHEM 1312</td>
<td>6</td>
</tr>
<tr>
<td>Computer Science</td>
<td>SL</td>
<td>ISYS 1301</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>HL</td>
<td>ISYS 1301</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>SL or HL</td>
<td>ECON 2301, ECON 2302</td>
<td>6</td>
</tr>
<tr>
<td>English A1 or A2</td>
<td>SL or HL</td>
<td>ENGL 1301, ENGL 1302</td>
<td>6</td>
</tr>
<tr>
<td>History of the Americas</td>
<td>SL or HL</td>
<td>HIST 1301, HIST 1302</td>
<td>6</td>
</tr>
<tr>
<td>History: Other</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Language: French A1, A2 or B</td>
<td>SL or HL</td>
<td>FREN 1311, FREN 1312 OR FREN 2311, FREN 2312 to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Language: Other A1, A2 or B</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Language: Spanish A1, A2 or B</td>
<td>SL or HL</td>
<td>SPAN 1313, SPAN 1314 OR SPAN 2311, SPAN 2312 to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>SL</td>
<td>MATH 1314</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>HL</td>
<td>MATH 1314, MATH 2413</td>
<td>7</td>
</tr>
<tr>
<td>Music</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>SL or HL</td>
<td>PHIL 1301</td>
<td>3</td>
</tr>
</tbody>
</table>
**IB Exam** | **Level** | **TAMU-K Equivalency** | **Credits Awarded**
--- | --- | --- | ---
Physics | SL | PHYS 1301/PHYS 1101 | 4
Physics | HL | PHYS 1301/PHYS 1101, PHYS 1302/PHYS 1102 | 4
Psychology | SL or HL | PSYC 2301 | 3
Theater Arts | SL or HL | elective credit to be determined by dept | 3
Visual Arts | SL or HL | elective credit to be determined by dept | 3

**SL = Standard Level, HL = Higher Level**

**Bacterial Meningitis (Senate Bill 1107)**
Beginning January 1, 2012 in accordance with Texas Senate Bill 1107 (SB 1107), it is required that all new students, transfer students and returning students (who have had a fall or spring semester break in their attendance at an institution of higher education) provide proof of a bacterial meningitis vaccination or booster 10 days prior to the first class day of the entering semester. Without the evidence of vaccination, a student cannot attend classes on campus.

Students who do not provide the evidence of vaccination will not be allowed to attend classes and will be dropped from all classes on the first class day.

For more information, students and families may contact the Health Care Clinic at (361) 593-2904.

**Other Immunization**
It is recommended that students entering Texas A&M-Kingsville be vaccinated prior to enrollment and that preventive vaccinations be taken when required.

The following vaccinations are recommended:
- Two (2) doses MMR (Measles, Mumps, Rubella) vaccine
- Tetanus-Diphtheria booster within the past 10 years
- Polio (if under the age of 18)
- Tuberculosis (TB) skin test, (within one year prior to enrollment)
- Hepatitis A vaccine
- Hepatitis B vaccine

Immunization records should be sent to Health Care Clinic, Texas A&M-Kingsville, MSC 112, Kingsville, TX 78363. Questions regarding these vaccinations should be addressed to student Health Care Clinic at 361-593-2904, a family physician, the county health department or the Immunization Division of the Texas Department of Health.
UNIVERSITY HOUSING AND RESIDENCE LIFE
AND DINING SERVICES

Thomas D. Martin, Executive Director of University Housing and Residence Life
Lucio Hall, Room 119. MSC 108. Extension 2300.

REQUIRED ON CAMPUS RESIDENCE POLICY
The University requires all students with less than 30 completed semester credits hours or under 20 years of age to reside in university residence halls. Students under the required residence policy, however, will be automatically exempted if they live with a parent or legal guardian within a 40 mile radius of Kingsville which will be verified by the Department of Housing and Residence Life. All other students wishing to reside off campus who live outside the 40 mile radius must complete a Housing Exception Request Form which is available at the Department of University Housing and Residence Life or online at: www.tamuk.edu/housing. Submission of an exemption form does not guarantee approval, so students are advised not to make housing arrangements until approval is received. Registered students required to live on campus who do not receive approval for exemptions will be billed for on-campus housing. A specific residence hall and meal plan can be requested by completing the housing agreement/deposit application form which can be obtained from the Department of University Housing and Residence Life, MSC 108, Texas A&M University-Kingsville, Kingsville, TX 78363-8202; 361-593-3419, or go online at http://www.tamuk.edu/housing. This application, $150 Room Reservation and Damage Deposit and a verification of your bacterial meningitis vaccination record by Student Health and Wellness should be completed by all hall residents prior to being assigned to a specific hall or roommate.

Request to Live Off Campus
In order to be considered for an exception to the required residency policy, the student must contact the University Housing and Residence Life Office or go online at http://www.tamuk.edu/housing/undergrad.html for the necessary form and send completed form to the office by July 15 for the fall semester and December 1 for the spring semester. All commuting students (outside the 40 mile radius) must complete this form. A committee will review the request. Simply turning in a request does not mean an exemption is given. Applicants should not make other housing arrangements until they are notified in writing as to the status of their request. Exceptions to the policy may be granted to those students who are (a) living with a parent or legal guardian and commuting within 40 miles, (b) transferring in with 30 or more acceptable credit hours, (c) 20 years of age or older or (d) married.

Applying for University Housing
In order to be assigned to a university residence hall, a student must (a) be accepted for admission to the university, (b) complete an Academic Year Housing Agreement and a Housing Reservation/Damage Deposit Application, (c) submit a copy of your bacterial meningitis vaccination record for verification to Student Health and Wellness, (d) forward the agreement and a $150 room reservation and damage deposit to the University Housing and Residence Life Office. Students are encouraged to read the agreement along with the terms and conditions carefully before signing and returning it to the university. When the agreement is signed and returned, it becomes a binding agreement between the student and the university for both fall and spring semesters while the student is enrolled at Texas A&M University-Kingsville.

Room Reservation and Damage Deposit
The $150 deposit that accompanies the Room Reservation/Damage Deposit Application serves as a combination of reservation/damage/room clearance deposit. The deposit is not applied to housing rent. The deposit will be refunded to the student upon written request when all debts owed by the resident to the university are paid and the housing agreement is fulfilled.

The deposit is automatically forfeited if the student cancels after the deadline, does not check into his/her assigned room during the check-in period, moves out of the hall before the end of the semester or fails to properly check out of the hall at the end of each semester. The student will also be billed any remaining housing charges as applicable under the terms of the agreement. The previous charges, plus other damages or assessments left unpaid at the time the student leaves Texas A&M University-Kingsville Department of University Housing and Residence Life will be deducted from the $150 deposit. Failing to submit a deposit will result in a hold being placed on the student’s school account.
Cancellation Dates
Should there be a change in plans to attend Texas A&M University-Kingsville, written notice of cancellation must be received by the Department of University Housing and Residence Life on or before the following deadlines in order to receive a refund of $100 of the Housing Deposit. Failure to cancel a Housing reservation by the deadline will result in the automatic forfeiture of the $150 deposit.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 1</td>
</tr>
<tr>
<td>Summer II</td>
<td>June 1</td>
</tr>
</tbody>
</table>

Written cancellation requests may be received in person, by mail or fax to the Department of University Housing and Residence Life. Notification submitted to other departments other than the Department of University Housing and Residence Life does not comply with this requirement; thus requested action cannot be assured. Cancellation requests will be reviewed under the terms and conditions of the housing agreement and provided that the student has complied with the university's required residence policy.

Students who apply for housing after the cancellation deadlines stated above and then wish to cancel their housing arrangements, will have their request reviewed based on the student’s special request. If the request for cancellation is approved, the Housing charges may be removed; however, the Housing Reservation/Damage Deposit may be forfeited.

Traditional-Style Residence Halls
Rooms in each residence hall accommodate two students. Each hall has a laundry room, vending area, small kitchen and common lobby available for student use. Cable television service is available in each student room. Housing rates are listed at the end of this section. Rules governing residence hall living and dining room conduct are set forth in the Student Handbook and Residence Life Guidebook.

J. C. Martin Jr. Hall (B Side) is a three-story, air-conditioned residence hall for 204 men. Martin Hall is located across the parking lot from Turner-Bishop Hall on the west side of campus. The hall has a large lounge-TV area and a study room. Room furnishings include two beds and a chest of drawers, a built-in desk and bookcase, two closets and two Ethernet ports. Central bathroom facilities are located on each wing. (A Side) can house up to 190 male students and up to 64 upperclassmen male students (21 years of age or have 60 credit hours). Martin Hall (A Side) has a computer lab, workout room and study room. Martin Hall has an outdoor courtyard which includes a basketball half court and a sand volleyball court.

James E. Turner-Carrie Lee Bishop Hall is a three-story, air-conditioned complex accommodating 368 women and 392 men. The complex is located on the west end of the campus. Men live in Turner Hall and women live in Bishop Hall. Each side of the complex has its own study room, lounge and television room. Central bathroom facilities are located on each floor. Turner Hall has a courtyard equipped with a barbecue pit, picnic table and basketball half court. Bishop Hall has two courtyards, one of which features a volleyball court. Room furnishings in both halls include pull-out beds, built-in desks and bookshelves. Also provided are two bulletin boards, two chairs, two chest-of-drawers, two closets and two Ethernet ports.

John F. Lynch Hall is a two-story, air-conditioned hall for 200 women. It is located across the street from the Memorial Student Union. The hall has a large lounge/TV area and a study room. Room furnishings include two height adjustable twin beds with lofting capabilities, desks and bookshelves, two chairs, a chest-of-drawers, two closets and two Ethernet ports. Lynch Hall features suite style restrooms. It has a sundeck available for its residents.

Lorine Jones Lewis Hall is a three-story, air-conditioned co-ed hall for 90 students living in single rooms. Lewis Hall is designed on a suite plan with two rooms sharing a bathroom. Room furnishings include a desk area, a bed, a chest-of-drawers, a night stand, two closets and two Ethernet ports. The hall has a large lounge/TV area and a sundeck.
**Suite-Style Residence Halls**

Suite-style design consists of a two or four bedroom unit; while rooms are private, residents share a living room, kitchenette and one or two bathroom(s). In addition, cable television is provided in each bedroom and living room. Residents also have access to wireless Internet, study labs, a large lounge and meeting rooms, on-site mailboxes and conveniently located administrative offices.

**Mesquite Villages West – Home of the Honors College** opened in the Fall of 2011. Mesquite Village West is a four-story, 98,000 square feet co-ed residence hall, housing 300 beds, with a two and four bedroom unit suite-style design with first priority assigned to students who have been accepted into the Honors Program. Mesquite Village West is located across from Lucio Hall.

**Eduardo and Josefa Lucio Hall** opened in the Fall of 2009. It is a four-story, 210,000 square feet co-ed residence hall, housing 600 beds, with a two and four bedroom suite-style design. Lucio Hall is located across from Martin Hall.

**Meal Plans**

Students who are 21 years old or have 60 hours, all residence halls require the purchase of a meal plan in addition to housing. During the fall and spring semesters, the student may select from a variety of meal plans on the housing agreement. Any changes to the student's initial meal plan selection must be made within seven days after check-in. (This does not include the block plan, which cannot be changed.) Requests for changes to the meal plan are handled at the University Housing and Residence Life Office.

Payment must be made for both the room and the meal plan. No credit will be allowed for nights not spent in the hall or meals missed. Meal plans are not transferrable from one person to another. Students who purchase a meal plan will be issued meal privileges on their student ID card. It is the student's responsibility to promptly make arrangements to pay room and board fees in order to obtain and maintain meal privileges. Failure to obtain an ID card/meal privileges does not exempt the student from the obligation to pay the full amount for room and board fees due. The student will be charged a replacement fee for the loss of the ID card. Replacements are obtained at the ID Center located in the Memorial Student Union.

**Housing Payment Procedures**

Upon being assigned to a residence hall, the housing fees will be added to the student's account (which includes tuition and other student fees). It shall be the student's responsibility to make prompt arrangements for payment with the Business Office.

The student may pay the full amount due or arrange to pay under the university's deferred payment plan. The first payment is equal to one fourth of the charges due plus a $30 administrative fee and is due on or before the designated payment deadline. The remaining amount is due in three quarter payments. Students selecting the deferred payment plan must arrange for and sign the payment plan at the Business Office. Make sure that all classes and housing charges are included as only one plan is allowed. The following policies and procedures will apply:

- Students receiving university-sponsored financial aid are expected to pay all financial obligations owed the university at the time they receive the financial aid.
- The Business Office will send invoices to the student's billing address. Hall payments must be made on or before the due date, or a $15 late fee will be assessed.
- If a scheduled payment becomes 10 days delinquent, notification will be forwarded to stop meals. **The student will still be responsible for paying for meals that have been stopped because of non-payment.** Students who have their meals stopped for non-payment are encouraged to meet with the business services manager, whose office is located in the Business Office at College Hall, to discuss payment arrangements.
- A "hold" will be placed on the student's records for delinquent payments. A student will not receive his/her grades, transcript or be allowed to register for future semesters until such hold is cleared. Non-payment will also result in loss of future housing privileges.
- Failure to pay account in full by the end of each contracted semester or session will result in the student’s account being referred to the University Collection Department to begin collection procedures. If satisfactory payment arrangements are not made with the University Collection Department, the account will be sent to an outside collection agency. The student will be responsible for paying additional collection agency fees of up to 33% of the unpaid balance.
f. Refund of unused room and board fees due to early check-out will be paid in the following order when applicable:
   a) Financial Aid refund; b) outstanding university debts; c) remaining portion to the student.

Refunds
All refunds referred to in the agreement will normally be submitted to the Business Office for payment within 60 days after official termination of occupancy. Students withdrawing or terminating from the university during a semester or term will receive a refund of housing fees prorated on a calendar basis up to the semester midpoint (and in accordance with financial aid guidelines where applicable). Students withdrawing or terminating from the residence hall after mid semester point will not be eligible to receive a housing and board refund. (Refer to housing agreement for further information.)

Miscellaneous Housing Information
a. The university will make all residence hall and room assignments and reassignments as necessary. The university cannot guarantee assignment to a particular hall or a specific roommate. First priority of residence hall assignment is given to students who have resided in university housing the preceding long semester and contracted to return to the halls. Second priority of residence hall assignment is given to new applicants based on the date that the housing agreement, housing deposit and bacterial meningitis record are received in the University Housing and Residence Life Office. All applicants must be accepted to the university before a housing assignment can be made. In the event that hall reservations reach capacity, overflow students will be assigned to temporary assignments in other areas as long as space is available. Students will be reassigned as regular housing becomes available. Not placing a deposit or submitting incomplete agreement forms can also delay the assignment process.

b. All students are initially assigned a roommate at the beginning of the semester. Should a student’s roommate not check-in to the hall, that student will be requested to consolidate with another person.

c. Specific roommate requests are accommodated as possible. Students with roommate preferences must mutually request each other on the housing agreement, request the same hall and include their prospective roommate’s ID number. Both agreements must also be received by the May 1 priority deadline (for fall semester assignment). Not being admitted to the university, not placing a deposit or submitting incomplete forms can also delay assignment.

d. Due to space limitations, private rooms cannot be reserved in advance. Private rooms are assigned from a waiting list after the 12th class day if space is available. There is an additional charge for a private room. The university does reserve the right to place two people in a room that has been assigned as a private room if space is needed. A refund will be made to the person who has paid for a private room (prorated from date the private room is relinquished).

e. In signing a housing agreement, the student agrees to reside in that room for the time specified in the agreement. This agreement is personal and may not be transferred or assigned to another person. If the student fails to enroll at the university, advance notice of residence hall cancellation must be provided in writing. Under the terms of the housing agreement, moving from the residence hall without an authorized release from the agreement will not terminate the student's fiscal obligations.

f. Residence halls and dining halls are closed between the fall and spring semesters and during university holidays. The residence hall calendar and the housing and food service contract show the specific times that the residence halls are open and when meals are served. During periods when classes are not in session, housing may be made available if the university determines there is sufficient demand. In such instances, additional rent may be required of each student desiring accommodations. The amount will be determined by the University Housing and Residence Life Office, and students will be consolidated into one hall.

Residence Hall Association
Composed of student representatives from each residence hall, the association represents the entire residence hall population. Its purpose is to provide effective lines of communication among the house councils and with the University Housing and Residence Life Office; to coordinate the programs, activities and government of the individual residence halls; to arbitrate any disputes pertaining to house council operating procedures; and to recommend policies affecting all residence halls. Each residence hall has its own house council.
ARAMARK DINING SERVICES
Mohammed Ali, Senior Director - Dining
Memorial Student Union 212. MSC 124. Extension 3096.

Aramark Food Service is the sole provider of food services on campus. Javelina Dining Hall, located on the corner of Engineering Avenue and Retama Street is an all you care to eat for one price facility and the servicing location for the multiple board plans available, including continuous meal service. It is open daily when school is in session. Additionally, there are retail operations including a Pizza Hut Express, Chick-fil-A Express, Starbucks, Subway and Sushie in the Memorial Student Union. Most meal plans include specific dollar allocations for retail purchases as well as regular meals. You can also purchase Aramark Dollars put on your ID that can be used at any Aramark location. Aramark also operates a full-service catering operation that can handle everything from coffee service to full service dinner banquets to large wedding receptions and even special events off campus. Aramark is also the concessions provider for any games at Javelina Stadium. There are many opportunities for student employment in food services.

SUMMARY OF HOUSING RATES
2013-2014 Fall and Spring Semesters
The university reserves the right to change housing rates with 30 days notice.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Room and Carte Blanche w/$75</th>
<th>Room and 14 Meal Plan w/$100</th>
<th>Room and 10 Meal Plan w/$250</th>
<th>Room and 10 Meal Plan w/$100</th>
<th>Room and 10 Meal Plan w/$100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Hall (Women’s Hall)</td>
<td>$3,429</td>
<td>$3,354</td>
<td>$3,358</td>
<td>$3,204</td>
<td>$3,099</td>
</tr>
<tr>
<td>Turner Hall (Men’s Hall)</td>
<td>$3,429</td>
<td>$3,354</td>
<td>$3,358</td>
<td>$3,204</td>
<td>$3,099</td>
</tr>
<tr>
<td>Martin Hall (Men’s Hall)</td>
<td>$3,429</td>
<td>$3,354</td>
<td>$3,358</td>
<td>$3,204</td>
<td>$3,099</td>
</tr>
<tr>
<td>Lynch Hall - (Suite Plan)</td>
<td>$3,593</td>
<td>$3,518</td>
<td>$3,522</td>
<td>$3,368</td>
<td>$3,263</td>
</tr>
<tr>
<td>Lynch Hall - (Suite Plan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Women’s Hall)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lucio Hall (2 Bedroom) (Co-ed Hall)</td>
<td>$4,898</td>
<td>$4,823</td>
<td>$4,827</td>
<td>$4,673</td>
<td>$4,568</td>
</tr>
<tr>
<td>Lucio Hall (4 Bedroom) (Co-ed Hall)</td>
<td>$4,686</td>
<td>$4,611</td>
<td>$4,615</td>
<td>$4,461</td>
<td>$4,356</td>
</tr>
<tr>
<td>Mesquite Village West (2 Bedroom) (Co-ed Hall)</td>
<td>$4,898</td>
<td>$4,823</td>
<td>$4,827</td>
<td>$4,673</td>
<td>$4,568</td>
</tr>
<tr>
<td>Mesquite Village West (4 Bedroom) (Co-ed Hall)</td>
<td>$4,686</td>
<td>$4,611</td>
<td>$4,615</td>
<td>$4,461</td>
<td>$4,356</td>
</tr>
</tbody>
</table>

Private rooms are not awarded unless space is available after the 12th class day from a waiting list. $350 additional charge for private room.

25
Room Only Options/Cost Per Semester

<table>
<thead>
<tr>
<th>Building</th>
<th>Floor/Type</th>
<th>Bedroom Options</th>
<th>Cost/Per Semester</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucio Hall</td>
<td>4th Floor Only (Co-ed Hall)</td>
<td>(2 Bedroom)</td>
<td>$3,398</td>
<td>Must be 22 years of age or have 90 semester hours; meal plan optional.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4 Bedroom)</td>
<td>$3,186</td>
<td></td>
</tr>
<tr>
<td>Martin Hall</td>
<td>(A Side) (Men Only)</td>
<td>$1,929</td>
<td></td>
<td>Must be 21 years of age or have 60 semester hours; meal plan optional; private room is $350 extra if space is available.</td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>(1-S) (Women Only)</td>
<td>$1,929</td>
<td></td>
<td>Must be 21 years of age or have 60 semester hours; meal plan optional; private room is $350 extra if space is available.</td>
</tr>
</tbody>
</table>

Optional Meal Plan

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost/Deposit</th>
<th>Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carte Blanche</td>
<td>$1,500</td>
<td>$75</td>
</tr>
<tr>
<td>14 Meal Plan</td>
<td>$1,425</td>
<td>$100</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$1,429</td>
<td>$250</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$1,275</td>
<td>$100</td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$1,170</td>
<td>$75</td>
</tr>
<tr>
<td>Block Plan 45</td>
<td>$425</td>
<td></td>
</tr>
<tr>
<td>meals w/$75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cancellation Policy and Deadlines

If your plans about attending school change, you must cancel your housing reservation in writing by the following deadline in order to get a $100 refund of the deposit. Written cancellation requests may be received in person, by mail to the Residence Life Office, 700 University Boulevard, MSC 108, Kingsville, Texas 78363-8202 or by fax (361) 593-2417. Contact our office at (361) 593-3419 if you have any questions.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer Session I</td>
<td>May 1</td>
</tr>
<tr>
<td>Summer Session II</td>
<td>June 1</td>
</tr>
</tbody>
</table>
EDUCATIONAL EXPENSES

Melanie Ramirez, Director of Student Accounts/Bursar
College Hall 102. MSC 104. Extension 2616.

Estimated Nine-Month Budget
The following nine-month budgets are offered as estimates of reasonable expected expenses. These estimates are based on a 15-credit hour course load for a Texas undergraduate resident and are subject to change.

Texas A&M University-Kingsville Budget for 2014-2015 (Texas Resident)
Fall and Spring (award year/semester)

<table>
<thead>
<tr>
<th></th>
<th>On campus</th>
<th>Off Campus</th>
<th>Live With Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$7,554/$3,777</td>
<td>$7,554/$3,777</td>
<td>$7,554/$3,777</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,300/$650</td>
<td>$1,300/$650</td>
<td>$1,300/$650</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$8,131/$4,066</td>
<td>$7,335/$3,668</td>
<td>$2,493/$1,247</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,004/$1,002</td>
<td>$2,493/$1,247</td>
<td>$2,493/$1,247</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,859/$1,430</td>
<td>$2,859/$1,430</td>
<td>$2,130/$1,065</td>
</tr>
<tr>
<td>Total</td>
<td>$21,848/$10,925</td>
<td>$21,541/$10,772</td>
<td>$15,970/$7,986</td>
</tr>
</tbody>
</table>

A child care allowance is added for each dependent child under age 12. Dependent Care Verification Forms are available at the Office of Student Financial Aid.

Financial Obligations
Students are expected to pay all financial obligations to the university when due. Failure to meet such obligations will result in a student's record being placed on a hold status and may result in the student not being able to take final examinations, receive official transcripts or enroll for another semester. Failure to make room and board payments on time may result in the loss of meal privileges and eviction from the university residence hall. In all cases, the student will be duly notified and given a reasonable length of time to clear the obligation before the enforcement of disciplinary action. If account is not paid when due, the institution has the right to forward past due accounts to a collection agency and referral to the State of Texas to be put on State Hold. The student will be responsible for any and all attorney's fees and other costs necessary for the collection of any amounts not paid when due.

Students receiving university sponsored financial aid are expected to pay all financial obligations owed the university at the time they receive the financial aid. Students who are working on campus will have the opportunity to cash paychecks to pay financial obligations.

NOTE: Census day of the semester is the day that all tuition and mandatory fees must be paid in full. If all tuition and mandatory fees are not paid in full, a class or classes will be dropped for non-payment. The census day of the long semesters (fall and spring) is the 12th class day. The census day for the summer terms is the 4th class day. Census day is a drop day, if all tuition and mandatory fees are not paid in full.

Mandatory Tuition and Fees
Students who do not pay mandatory tuition and fees in full by established deadlines will be dropped from one or more classes, according to the unpaid balance due. Students who establish and make the required initial payment of the deferred payment plan will not be dropped.
Deferred Payment of Tuition and Fees
Students selecting the deferred payment plan may pay tuition and fees in three payments. There is a $30 administrative fee for choosing the deferred payment plan. Students who select a deferred payment plan need to be absolutely sure of all the classes/expenses, as only one plan is allowed. They are subject to the following provisions:

a. Students receiving university sponsored financial aid equal to or greater than their tuition and fees must pay in one payment. All financial aid funds received after selection of deferred payment plan will be applied to account balance until paid in full.

b. A late payment penalty of $15 will be assessed for each deferred payment not made on or before the due date.

c. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes and receiving future financial aid until full payment is made. A student who fails to pay in full prior to the end of the semester may be denied credit for the work done that semester.

Charge Card Privilege
Students may pay tuition and fees, including room and board, with an American Express, MasterCard, Discover and VISA. Credit card payments may be made over the web using the Money Connect PayPath service and are charged a 2% (or $3.00 minimum) convenience fee.

Concurrent Enrollment at Another Public Institution of Higher Education
Students must present to the Registrar on the day they register evidence of previous enrollment for the same semester, number of hours enrolled and receipt showing the total tuition and other registration fees paid at another public institution in order to be eligible for provisions of Senate Bill 250 "Tuition Limit in Cases of Concurrent Enrollment."

Dual Enrollment
(High School Students Enrolled at an Institution of Higher Education)
Students from contracted high schools dually enrolled at perspective high school and at Texas A&M-Kingsville are assessed at a reduced fee structure. This Dual Enrolled student fee table is available through the Office of Student Success.

Returned Item Policy
When a bank returns an unpaid item (i.e., check, credit card, money order), for any reason, which has been submitted to the university, the following procedure will apply:

1. The Business Office will mail a notification by certified mail within 3 business days to the individual who submitted the returned item to the university. This notice will indicate the amount of the item, the $30 returned item charge, and the reason the item was rejected by the student’s bank or credit card company. The individual is given 10 days from receipt of notification to clear the returned item using cash, cashier's check or money order. Only payment in full will be accepted. The university will not accept a personal check or a credit card in payment for a returned item. In the event the certified mail is unaccepted and returned to the university, the university will attempt to deliver the notification to the student through one of his/her classes. The university will also attempt to reach the individual by phone. The individual will be given 10 days from this contact to clear the item.

2. A registration and transcript hold will be placed on the individual's record. After an individual has two or more items returned to the university, checks will no longer be accepted as payment or cashed for that individual. If an individual stops payment on a check presented to the university, the university reserves the right to refuse acceptance of future checks for payment of university charges.

3. In those instances where a student fails to redeem a returned item and charge within the 10 day period, the university will initiate one or more of the following courses of action:
   a. If the item was given in payment of tuition and fees or is in excess of $100, the student may be withdrawn from all classes at the university. The Business Office will notify the Registrar's Office of the requested withdrawal. The Registrar's Office will withdraw the student as of that date and notify the student, all instructors and any other offices that may need to take action (i.e. International, Student Services, Dean of Students). The student will receive a refund only if the withdrawal occurs prior to or during the percentage refund dates for the semester. Any refund resulting from the withdrawal will be held to be applied toward the returned item. If the student is withdrawn after midpoint of the session, the grade entered on his/her transcript will be at the discretion of each instructor.
b. Returned items for less than $100 may be referred to the Student Services Office for disciplinary action.

c. In those instances where the returned check and charge have not been redeemed after two notification attempts, the university may take the check to the district attorney (or county attorney) and file a complaint with that office. Any further action on the matter will follow the legal process as prescribed by the respective attorney's office.

**Resident vs. Nonresident Student Status**
All students attending A&M-Kingsville who are nonresidents of Texas will be charged additional tuition in accordance with state law. The responsibility of registering under the proper residence is placed upon the student. If there is any possible question of the right to legal residence in Texas under state law and university rules, the student must raise the question with the Office of Admission and have such question settled prior to registration. There can be no change of residence unless authorized by the Registrar. Students must pay the correct fee at the beginning of each semester or term for which they register. An attempt on the part of a nonresident to evade the nonresident fee may lead to expulsion from the university. Legal resident information forms to assist students in determining their proper legal status are available in the Registrar's Office.

**Military Residence**
Military persons stationed in Texas who wish to avail themselves or their dependents of military residence provisions of state law must submit during their first semester of enrollment in which they will be using the waiver program, a statement from an appropriately authorized officer in the service certifying that they (or a parent) will be assigned to duty in Texas on the census date of the term they plan to enroll, and that they are not in Texas only to attend training with Texas units. Such persons shall pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program (enrollment in summer semester is not required to remain continuously enrolled).
## RESIDENT FEES
### 2014-2015 Long Session (Fall or Spring)
#### JPAK 2014-2015*

### Undergraduate

<table>
<thead>
<tr>
<th>Hour</th>
<th>Tuition</th>
<th>Designated Tuition</th>
<th>Student Service Fee</th>
<th>Athletic Fee</th>
<th>University Services Fee</th>
<th>Additional Fees *See Below</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>120</td>
<td>102.36</td>
<td>16.94</td>
<td>20</td>
<td>162.96</td>
<td>272</td>
<td>694.26</td>
</tr>
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*rates approved by Board of Regents.
# RESIDENT FEES

2014-2015 Long Session (Fall or Spring)
JPAK 2013-2014*

## Undergraduate

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## RESIDENT FEES
### 2014-2015 Long Session (Fall or Spring)
#### JPAK 2012-2013*

**Undergraduate**

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2014-2015 Long Session (Fall or Spring)

JPAK 2011-2012*

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**Additional Fees**

$57 will be charged for Hospital Fee
$80 will be charged for Student Center Fee
$135 will be charged for Recreational Sports Fee

Add $50 tuition and $35 University Service fee for each hour over 20. All other fees remain the same. MINIMUM TUITION: $120.

*Non-refundable fees: late payment fee, late registration fee, reinstatement fee and deferred payment processing fees.

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*rates approved by Board of Regents.
# RESIDENT FEES

2014-2015 Long Session (Fall or Spring)

**JPAK 2010-2011***

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**Additional Fees**

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*rates approved by Board of Regents.
### NONRESIDENT FEES

**2014-2015 Long Session (Fall or Spring)**

**JPAK 2014-2015***

**Undergraduate**

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**Additional Fees**
- **$57** will be charged for Hospital Fee
- **$80** will be charged for Student Center Fee
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Add **$412 tuition** and **$35 University Service fee** for each hour over 20. All other fees remain the same. **MINIMUM TUITION: $412.**

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*rates approved by Board of Regents.*
# NONRESIDENT FEES

**2014-2015 Long Session (Fall or Spring)**

**JPAK 2013-2014**

## Undergraduate

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## NONRESIDENT FEES

### 2014-2015 Long Session (Fall or Spring)

#### JPAK 2012-2013*

### Undergraduate

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**Additional Fees**
- $57 will be charged for Hospital Fee
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- $135 will be charged for Recreational Sports Fee

Add $412 tuition and $35 University Service fee for each hour over 20. All other fees remain the same. MINIMUM TUITION: $412.

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*rates approved by Board of Regents.*
# NONRESIDENT FEES

## 2014-2015 Long Session (Fall or Spring)

**JPAK 2011-2012***

### Undergraduate

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**Additional Fees**

$57 will be charged for Hospital Fee
$80 will be charged for Student Center Fee
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Add $412 tuition and $35 University Service fee for each hour over 20. All other fees remain the same. **MINIMUM TUITION: $412.**

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*rates approved by Board of Regents.
**NONRESIDENT FEES**  
*2014-2015 Long Session (Fall or Spring)  
JPAK 2010-2011*

**Undergraduate**

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*rates approved by Board of Regents.*
MANDATORY FEES  (All fees are payable at registration.)

Athletic Fee  
Funds are used to support the Athletic Department and entitle free admission to all varsity and recreational sports, athletic contests and other special activities.

Hospital Fee  
Funds are used to support the Student Health Center, supplies and all operational needs of that center.

Orientation Fee  
Funds are used to support the operation expenses involved with hosting orientation sessions for new students.

Recreational Sports Fee  
Funds are used to support the operations of the Recreational Sports and entitles free membership to the facility.

Student Center Fee  
Funds are used to support special activities for the students. In addition, a portion has been used for the renovation of the Memorial Student Union.

Student Service Fee  
Funds are used to support student activities such as the Student Government Association, student musical organizations, The South Texan, the New Student Orientation and numerous other student activities.

University Services Fee  
Funds are used to cover expenses for the following items: academic advising, library services, transcripts, student IDs, distance learning, campus safety and security, transportation, information technology and other university services as required.

MISCEIALLNEOUS FEES  

Automobile Registration Fee  
All persons who operate a vehicle on university property, regularly or occasionally, are required to register those vehicles online in the JNET portal at www.tamuk.edu under the Campus Resources tab and then Parking Spot. The Business Office located in College Hall, will issue a parking permit for designated area or areas. All student vehicles operated on the university campus must be registered within one week after classes begin. No refunds will be issued after one week from the date classes begin. Detailed information on parking and traffic regulations, penalties for failing to register a vehicle and other traffic and parking violations, methods of obtaining refunds, procedures to follow when changing automobiles, location where vehicle may be parked, and a specific breakdown of fees to be paid will be available at the time of registration. Information may also be found on the TAMU-K’s University Police Department website.

Kinesiology Fee  
For each kinesiology service course, EDKN 1105 through EDKN 1149, the student will be charged a special fee of $4 for towel service. In specified courses, an additional fee may be charged.

Laboratory Fee  
For each laboratory course a fee of $2 to $30 is charged depending upon cost of materials used in the course.

Applied Music Fees  
For personal lessons on keyboard, wind, string or percussion instrument or voice lessons, a fee of $75 per semester credit hour is charged.

Music Fees  
Instrument Rental Fee ........................................................................................................................ $3 per semester  
Marching Band members for three uniform cleanings ................................................................. $10 per semester
Three-Repeat Fee
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Excessive Hours Fee
A $100 per semester credit hour fee assessed for the number of hours exceeding the minimum required to complete the degree plan above the set allowance.

Visitor's Fee
The fee for visiting a course for a person other than a full-time student is the same as that required for registration for credit. A full-time student pays no additional fee for visiting a course.

Other Fees
Late Payment Fee ................................................................................................................................................................... $35
Undergraduate (domestic) Application Fee ............................................................................................................................ $35
Graduate (domestic) Application Fee ...................................................................................................................................... $50
International Application Fee .................................................................................................................................................. $75
R.O.T.C. Special Service Fee, Per Semester ............................................................................................................................. $5
Thesis-Binding Fee for extra copy ...................................................................................................................................... $10.09

Fines and Breakage Loss
Students must pay all fines before they can receive a transcript of their credits or can register in the university.

Students registered for courses in chemistry will be notified at the end of a semester of breakage or loss of equipment and will be required to pay the amount due at the Business Office.

Students are expected to exercise reasonable care of university property; an assessment will be made for any deliberate misuse.

REFUND OF FEES
The Higher Education Amendments of 1998 (HEA98) represent a major shift in the return of Title IV Federal Financial Aid when a student withdraws from the university. The policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, Perkins and PLUS loans), but does not include the Federal Work-Study program.

In general, the law assumes that a student “earns” approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student’s complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the university receives on the student’s behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent’s Federal PLUS loan lenders. If a student’s charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. The policy governs the earned and unearned portions of the student’s Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student’s charges. The university’s withdrawal policy will be used to determine the reduction, if any, in the student’s tuition and fee or room and board charges. The student is responsible for paying any outstanding charges to the university.

Withdrawal Policy
When a student withdraws from the university, he/she is authorized a refund of tuition and fees based on the date of the withdrawal and the number of weeks of the enrolled semester/term/session. The refund policy is based on legislative law found under the Texas Education Code, Chapter 54, Article 54.006. The code outlines the following refund policy:
All Semesters/Terms/Sessions
Prior to the 1st Class Day, refund percentage -- 100%

Semesters/Terms of 10-weeks or Longer (i.e., Fall/Spring Semesters; 10-week Summer Term)

a. 1st, 2nd, 3rd, 4th, and 5th class day, refund percentage -- 80%
b. 6th, 7th, 8th, 9th, and 10th class day, refund percentage -- 70%
c. 11th, 12th, 13th, 14th, and 15th class day, refund percentage -- 50%
d. 16th, 17th, 18th, 19th, and 20th class day, refund percentage -- 25%
e. after the 20th class day, refund percentage -- 0%

Terms/Sessions of More Than 5-weeks But Less Than 10-weeks (i.e., 8-week session during Fall/Spring Semesters)

a. 1st, 2nd and 3rd class day, refund percentage -- 80%
b. 4th, 5th and 6th class day, refund percentage -- 50%
c. after the 6th class day, refund percentage -- 0%

Terms/Sessions of 5-weeks or Less (i.e., Fall/Spring or Summer Intersessions; 5-week Summer Session)

a. 1st class day, refund percentage -- 80%
b. 2nd class day, refund percentage -- 50%
c. after 2nd class day, refund percentage -- 0%

The “first class day” is determined by the beginning of a semester, summer session or intersession. The “first class day” is not defined by individual courses. Please refer to the academic calendar for the first class day date.

The refund will be returned to the student only if the student did not receive financial aid assistance from either Title IV programs or state programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs in the following order: Unsubsidized Loan, Subsidized Loan, Perkins Loan, PLUS Loan, Pell Grant, FSEOG Grant, TPEG Grant, RPEG Grant, NPEG Grant and Texas Grant.

The student’s official withdrawal date will be determined by the university as:

a. the date the student began the university’s withdrawal process.
b. the midpoint of the semester if the student withdraws without notifying the university.
c. the student’s last day of attendance at an academically-related activity as documented by the university.

If the student receives less Federal Student Aid than the amount earned, the university will make a disbursement of the earned aid that was not received (Post-withdrawal disbursement.)

If it is determined that the university must return to the Title IV programs monies in excess of any tuition and fees or room and board, the student will be responsible for those monies.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full to the university within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes repayment arrangements with the Department of Education, the student will lose his/her eligibility to receive future federal financial aid at any institution.

Upon Dropping a Course or Courses
A 100% refund difference of applicable tuition and fees collected will be made for courses from which students drop (not withdraw) within the first 12 days of a semester or within the first four days of a summer term. There will be no refunds for courses dropped after the first 12 days of a semester or after the first four days of a summer term.

Refund Policies
The following policies are used for refunds:

a. Refunds are processed through Higher One. Students receive their My One Card in the mail. Once received, student must activate the card to select their refund preference; they will have three options to select from (1) direct deposit to their personal bank account (2) direct deposit to their One Account (3) paper check.
b. Any financial obligations owed the university will be deducted from the refund before it is processed.
c. Fees paid for correspondence and/or extension courses will not be refunded after the student receives the lesson outline in correspondence courses or after the first meeting of the extension center course.
d. No refunds will be made on visitors' fees.

More information may be viewed by following the Tuition and Fees Quicklink on the TAMU-K Homepage.

**Tuition Rebates for Certain Undergraduates**

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state. To be eligible for rebates under this program, a student must: (1) have enrolled for the first time in an institution of higher education in the fall 1997 semester or later; (2) request a rebate for course work related to a first baccalaureate degree received from a general academic teaching institution, (3) have been a resident of Texas as set forth under Chapter 21, Subchapter B of this title (relating to Determining Residence Status) and have been entitled to pay resident tuition at all times while pursuing the degree, (4) if enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering or any other program determined by the Board to require more than four years to complete, and (5) have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credit, course credit earned exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses that are dropped after the official census date, optional internship and cooperative education courses and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

The rebate for eligible students is a maximum of $1,000. Eligibility requirements and application forms are available in the offices of the academic deans.
STUDENT FINANCIAL AID PROGRAMS

Ralph Perri, Director of Student Financial Aid Services
Memorial Student Union 105. MSC 115. Extension 3911.

The Office of Student Financial Aid assists students in obtaining financial assistance through a variety of federal, state, institutional and private sources in order to supplement their own contribution to a college education. The financial gap between the cost of an education and monies available from the family can be complemented by grants, loans, scholarships and/or student employment. The office updates the types of aid available annually. Federal regulations require that a student must make satisfactory academic progress to continue receiving Title IV funds.

FINANCIAL AID AND SCHOLARSHIP APPLICATION DEADLINES

Time is a very critical part when applying for financial aid. The following institutional priority deadlines indicate the date financial aid applications must be completed to insure maximum grant eligibility:

Fall/Spring – March 31
Spring only – November 1
Summer Sessions – May 1

Steps in Applying for Financial Aid

Application Process

1. A student must be admitted into a degree-seeking program to be eligible for financial aid. An application for admission to Texas A&M University-Kingsville can be completed online at: https://www.applytexas.org.

2. Apply for a student and parent Federal PIN number online at http://www.pin.ed.gov/PINWebApp/pinindex.jsp. Your PIN will allow you to electronically sign your Free Application for Federal Student Aid (FAFSA) and access your application.

3. Complete the Free Application for Federal Student Aid (FAFSA). Students must list Texas A&M-Kingsville as one of the college/university choices in the FAFSA to be considered for financial aid at this university. Our School Code is 003639. Completion of the FAFSA requires certain financial information including the student's and/or parent's income tax return. Those who do not file a tax return must use proper income or benefit sources to complete it. These include child support and other untaxed income or benefits. It is recommended that the FAFSA be completed on the web at http://www.fafsa.ed.gov.

4. The Processing Center will return an acknowledgment to the student that a Student Aid Report (SAR) has been produced and is ready for review. This acknowledgment should be kept for personal records.

5. The Office of Student Financial Aid will retrieve an electronic version of the Student Aid Report. If a student is selected for verification, he/she will need to submit an Institutional Verification Form along with a copy of his/her and his/her parents’ U.S. Income Tax Return and W-2 forms, and any other documents used to complete the FAFSA.

Financial Aid Process

1. Once the application process is completed, the Office of Student Financial Aid Services will prepare a financial aid package to help meet the student’s financial need. The amount of the financial aid awarded is dependent on the student’s enrollment status. The aid award will be disbursed each semester.

2. The school will first use the aid to pay tuition and fee charges and room and board. Any remainder will be disbursed to the student either through direct deposit to the student’s bank account, (if the student has signed up for direct deposit) or, if not, a paper check will be mailed to the student.

3. Funds from grants and scholarships will be readily available, but loans require an additional application.
4. Work-study is awarded to those students who meet the priority deadline, but the individual student must find a position in order to receive the funds. Work-study funds are disbursed as they are earned.

5. It is the responsibility of the student to have other resources available should the financial assistance not cover the total educational expenses.

General Information
Applicants must be accepted for admission, pre-registered for classes and have all financial aid documents completed and on file before financial aid funds can be disbursed.

Students must reapply each year for financial aid and scholarships. Applicants must maintain satisfactory academic progress to be eligible for financial aid.

For more information, please contact the Office of Student Financial Aid Services at (361) 593-3911 or (361) 593-2875; Office of Student Financial Aid, MSC 115, Kingsville, Texas 78363, email: financial.aid@tamuk.edu; Webpage: http://www.tamuk.edu/finaid.

Satisfactory Academic Progress Policy

Academic Progress Standards
The various federal and state regulations governing student financial assistance programs require that an institution develop standards to measure students' reasonable progress toward a degree objective. Satisfactory academic progress will be evaluated at the end of each academic term (fall, spring, and summer). This evaluation reviews all credit hours attempted at Texas A&M University-Kingsville, regardless of whether or not financial aid was received. The following qualitative and quantitative standards must be met to remain eligible for financial assistance at Texas A&M University-Kingsville.

Qualitative Measures of Academic Progress
The qualitative measure of academic progress is a grading scale of 0.00 to 4.00, based on students' enrollment classification.

- **Incoming freshmen, graduate students, or transfer students** will be eligible to apply for financial assistance upon admission to the university during their initial term.
- **Undergraduate and returning students** who have previously attended the university must achieve a minimum cumulative grade point average of 2.00 to maintain eligibility for financial assistance.
  (Texas Grant recipients are required to have a 2.5 GPA at the conclusion of their second year.)
- **Graduate students** who have previously attended the university must achieve a minimum cumulative grade point average of 3.00 to maintain eligibility for financial assistance.
- **Doctoral students** who have previously attended the university must maintain a cumulative grade point average of 3.00 to be eligible for financial assistance.

Quantitative Measures of Academic Progress
In addition to maintaining a minimum grade point average, students must demonstrate acceptable progress toward a degree or certificate objective in order to remain eligible for financial assistance. Students cannot receive financial aid beyond a specified total of attempted credit hours, and they must pass a certain percentage of the credit hours for which they enroll. These requirements are summarized as total credit hours and ratio of earned hours to attempted hours on the chart below.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Grade Point Average</th>
<th>Ratio of Earned Hours to Attempted Hours</th>
<th>Total Hours Including Transferred Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (Students working on their first baccalaureate degree)</td>
<td>2.0</td>
<td>67%</td>
<td>195 credit hours(^{A, B})</td>
</tr>
<tr>
<td>Graduate</td>
<td>3.0</td>
<td>6.7%</td>
<td>54 credit hours(^{C})</td>
</tr>
<tr>
<td>Doctoral</td>
<td>3.0</td>
<td>6.7%</td>
<td>100 credit hours</td>
</tr>
</tbody>
</table>

\(^{A}\) Includes remedial courses  
\(^{B}\) Second Baccalaureate – additional review required  
\(^{C}\) Second Graduate – additional review required

Hours earned do not include grades of F (failed), I (incomplete), U (unsatisfactory), Q (withdrawal) or QI (withdrawal identified for Senate Bill 1231). Courses that have been repeated will be counted for each enrollment as hours attempted and will be counted as hours passed if a grade other than F, I, U, Q or QI is received. Remedial course credits will also be used to determine a student’s enrollment status for financial aid eligibility.

**Student Academic Progress (SAP) Warning**

After one semester of not meeting the SAP standards students will be issued a warning and will be permitted to receive financial aid for the next semester. However, after the one semester of warning, students who fail to meet any one or a combination of the SAP measures will be ineligible for financial assistance. Students may appeal this suspension if there are extenuating circumstances contributing to the lack of academic progress.

**Financial Aid Appeals**

Students who are denied financial assistance may appeal the decision.

**Appeal Procedure**

If mitigating/extenuating circumstances exist, a student may initiate an appeal through the Office of Student Financial Aid. Examples of possible mitigating circumstances are medical problems or serious illness, illness or death of a family member, change of majors, change of grade or other similar situation. The Appeal Form can be obtained at the Office of Student Financial Aid Services or online at [http://www.tamuk.edu/finaid/onlineforms.asp](http://www.tamuk.edu/finaid/onlineforms.asp). Copies of all supporting documentation should be attached to this form. To ensure proper identification of the student’s documents, please include the K Number on all pages. Failure to provide the required documentation will result in the denial of the student’s appeal. All information will become a part of the student’s confidential financial aid record and cannot be returned. The student will receive notification from the Financial Aid Office in two to four weeks regarding the status of the appeal. Appeals submitted after the first day of class each semester may require additional time for review and a response.

**Approval of Appeal**

Upon approval of the appeal, the student must meet with their financial aid officer to develop an Academic Plan to receive financial assistance for the term of their approval. Failure to adhere to the conditions of the Academic Plan will result in the cancellation of all future financial assistance. No future appeals will be accepted.

**Denial of Appeal**

If the appeal is denied, the student will be ineligible for future until they have met the minimum standards of Satisfactory Academic Progress. No future appeals will be accepted.
Monitoring of Academic Plan
Academic Plans are reviewed at least once per academic term. Failure to adhere to the conditions of the Academic Plan will result in the denial or cancellation of all future aid until the student has met the minimum standards of Satisfactory Academic Progress.

SCHOLARSHIPS

Scholarships are categorized as either need or non-need (merit) awards. The Office of Student Financial Aid awards scholarships after evaluating academic records, scholastic promise and financial need. The Office of Student Financial Aid awards non-need-based scholarships based on merit and potential without regard to financial need. Most departmental scholarships are not automatically renewed, and students must apply each year for continued consideration. Visit http://www.tamuk.edu and click on SCHOLARSHIPS to find the Javelina Online Scholarship applications. The Financial Aid Office may need to adjust a student’s award package to allow scholarships to fit within the student’s Cost of Education (COE) budget.

Presidential Scholarships
No application is needed, all incoming freshmen will be considered for a Presidential scholarship, but student must be admitted by priority deadline of December 15th and have high ACT or SAT scores. Upon availability of funds, students admitted by final deadline of February 15th will also be considered.

Donor Related Scholarships
Applications, transcripts and letters of recommendation be must submitted by the deadline date via the Javelina Online Scholarship Program.

Freshmen – February 15th High School Students must submit an official high school transcript with their class rank posted, ACT or SAT test score results and two letters of recommendation along with the completed scholarship application.

Transfer – June 1st Must submit official transcripts from all colleges attended to the Office of Admissions before June 1 to be considered for scholarships.

In-State Privileges for Out-of-State Scholarship Recipients
A nonresident student holding a competitive scholarship from the university scholarship selection pool of at least $1,000 for the year for which he or she is enrolled is entitled to pay resident tuition.

Office of National Scholarships
Nancy KingSanders, Associate Vice President for Student Success
College Hall 230. MSC 133. Extension 3209.
The Office of National Scholarships (ONS) offers advisement on national competitive scholarships, fellowships and internships. ONS offers application assistance to all Texas A&M-Kingsville students at the undergraduate, graduate and doctoral levels including:

- Notification of upcoming competitions
- Application assistance for competitions and graduate/professional schools
- Essay assistance
- Mock interviews
- Graduate and professional school test study lessons
- Resume/portfolio building

Contact the Office of National Scholarships at 361-593-3290 for additional information or to schedule an appointment.

GRANTS

Various grant programs are funded by the federal and state governments, the university or a combination of these agencies. Grants DO NOT have to be repaid. General requirements for grant programs stipulate that the student must be in good standing (a 2.0 overall grade point average), must be maintaining academic satisfactory progress, must not be in default on any loan made from a student loan fund at any institution and must not owe a refund on any grant previously received.
**Federal Pell Grant:** The Pell Grant is a federal program designed to provide financial assistance to undergraduate students who demonstrate financial need. The amount of the grant is based on the computed expected family contribution, the level of funding and the cost of education. Students enrolled for less than full-time will receive a reduced grant award. Pell Grant eligibility is limited to undergraduate students. Eligibility must be re-established each year by completing the FAFSA.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG provides grants to students who demonstrate the greatest financial need. Eligible students must be citizens or permanent residents of the U.S. who are accepted for admission or are enrolled at least half-time as undergraduate students.

**Aid for Dependent Children (AFDC-TANF) Grant:** Exemption program provides an exemption from the payment of tuition and fees for up to one year for eligible college students.

**Texas Excellence Access and Success (TEXAS) Grant Program:** This program was established to provide need-based grants to eligible persons to enable them to attend an institution of higher education. Students who have completed the recommended or distinguished high school curriculum may be eligible for this program. More information is available at [http://www.collegefortexans.com](http://www.collegefortexans.com).

**INSTITUTIONAL GRANTS**
These grants are awarded to undergraduate students who meet the priority deadlines, complete a Free Application for Federal Student Aid (FAFSA) every year and demonstrate financial need.

**Resident Public Educational Incentive Grant (RPEG)**
This grant is available to Texas residents. Grant awards range from $400 to $2000 per academic year.

**Non-resident Public Educational Incentive Grant (NPEG)**
This grant is available to students who are not considered Texas residents. Grant awards range from $400 to $2000 per academic year.

**Undergraduate Tuition Grant**
Grant awards range from $400 to $2000 per academic year.

**LOANS**

**General Requirements**
The Office of Student Financial Aid administers a number of loan programs for students whose needs cannot be fulfilled in any other manner. The university participates in several low-interest, long-term loans sponsored by the federal and state governments. Applicants for all loans must complete the Free Application for Federal Student Aid (FAFSA) as part of the application process. Instructions for completing and submitting the FAFSA are included with the form. The loans are administered in adherence with accepted business practices in an effort to provide borrowers with an educational experience in personal finances as well as to ensure the continuance of existing loan funds through prompt repayment. Loan funds administered by the university vary somewhat in qualifications required, amounts that may be borrowed and terms of repayment. Specific details concerning each loan fund, including the rights and responsibilities of a borrower and the repayment schedule, may be obtained from the Office of Student Financial Aid.

The personnel in the Office of Student Financial Aid are available as financial advisers to all students whether or not they are qualified to borrow from one of the university's student loan funds. Through interviews and realistic examination of expenses and income, students often discover that borrowing is only one of the possible solutions to financial problems.

General requirements stipulate that the student must be accepted for enrollment or, if a continuing student, must be maintaining satisfactory academic progress, must not be in default on any loan made from a student loan fund at any institution, must not owe a refund on any grant previously received and must attend a Loan Entrance Counseling session before receiving the first disbursement and must attend a Loan Exit Counseling session whenever the student’s enrollment status falls below half-time, the student withdraws or graduates from the university. Loan funds will not be disbursed until a student is registered for at least half-time status. Late registration will result in delayed financial aid disbursement.
Federal Direct Student Loan Program (Subsidized/Unsubsidized)
The Federal Direct Loan is designed to assist students who are maintaining Satisfactory Academic Progress toward a degree.

There are two types of Student Loans: Subsidized and Unsubsidized. Subsidized loans are when the government pays the interest during the time in which the student is attending school. Unsubsidized loans are when the student is responsible for paying the interest for the duration of his or her college career. The student also has the option to have the interest capitalized or added on to the total amount of the loan. Federal Direct Loans are a major form of self-help aid. The payments on the Federal Direct loans must be started six months after you graduate, leave school or drop below half-time enrollment. The interest rate is 6.8%.

### Annual Borrowing Limits (undergraduate students)

<table>
<thead>
<tr>
<th>Dependent Students</th>
<th>Subsidized</th>
<th>Unsubsidized</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$3,500</td>
<td>$2,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>Sophomores</td>
<td>$4,500</td>
<td>$2,000</td>
<td>$6,500</td>
</tr>
<tr>
<td>Juniors and Seniors</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>Maximum Aggregate Loan Limit</td>
<td>$23,000</td>
<td>$8,000</td>
<td>$31,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independent Students</th>
<th>Subsidized</th>
<th>Unsubsidized</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$3,500</td>
<td>$6,000</td>
<td>$9,500</td>
</tr>
<tr>
<td>Sophomores</td>
<td>$4,500</td>
<td>$6,000</td>
<td>$10,500</td>
</tr>
<tr>
<td>Juniors and Seniors</td>
<td>$5,500</td>
<td>$7,000</td>
<td>$12,500</td>
</tr>
<tr>
<td>Maximum Aggregate Loan Limit</td>
<td>$23,000</td>
<td>$34,500</td>
<td>$57,500</td>
</tr>
</tbody>
</table>

Students may not qualify for the entire yearly loan limit.

Federal PLUS Program for Parent Borrowers
A Federal PLUS (Parent loan for undergraduate dependent students) is a low interest rate loan for parent borrowers to assist them in paying for a dependent student's education. The amount a parent may borrow will be determined by the Office of Student Financial Aid. The loan may not exceed the student’s cost of education minus other financial aid awarded. The interest rate on a Federal PLUS loan is fixed at 7.9%. As with the Unsubsidized Stafford loan, there are no interest benefits paid by the federal government. The parent borrower must begin paying the interest accrued immediately upon the first disbursement of the PLUS loan. Repayment of the principal begins immediately after the loan has been fully disbursed. A parent borrower may have up to ten years to repay the loan.

Texas B-On-Time Loan Program
The Texas B-On-Time Loan Program was established by the 78th Texas Legislature. The purpose of this state-funded program is to provide non-need based, non-interest bearing loans to eligible Texas students to attend colleges/universities in Texas. More information is available at: [http://www.hhloans.com/](http://www.hhloans.com/).

**STUDENT EMPLOYMENT**

For students who want to supplement their educational resources through part-time employment, two types of services are offered. The Federal/State College Work-Study Program is for those students who qualify for financial aid. The Part-Time
program is for students who do not qualify or who do not apply for financial aid. Both of these programs are administered through the Office of Student Financial Aid.

Federal/State College Work-Study Program
Texas A&M-Kingsville receives allocations from the federal government and the State of Texas to provide employment opportunities on campus. Students who request work study on their FAFSA and meet the established deadlines are given priority to receive the award. Texas A&M-Kingsville recommends that students secure a job which complements and reinforces their educational program and vocational goals. Students who are enrolled for at least half-time status, are citizens or permanent residents of the United States, have demonstrated financial need, are maintaining satisfactory progress, are not in default on any student loan made through or approved by an institution and who do not owe a refund on any grant previously received are eligible. Students must have been awarded and accepted the Work-Study award before being referred for an interview. Acceptance of the Work-Study award is not a promise of a job; it establishes eligibility. When the terms begin and during the school year, jobs are posted on the bulletin board across from the Office of Student Financial Aid. Students who have established eligibility and meet the job requirements (if any) can request to be referred for an interview. Continuation in the job depends on funds available and the student’s job performance. Previous employment does not guarantee continued employment.

Part-Time Student Employment
The university offers part-time employment to a number of students in various offices and departments. Student employment on a part-time basis by the university is limited to 19 hours per week.
OTHER UNIVERSITY SUPPORT SYSTEMS

A university consists of more than classrooms. In addition to teaching, faculty are engaged in research, publication, professional growth and development activities, university service and advisement. Students grow through participation in the extracurricular activities the university sponsors. The following sections offer some indication of campus life at Texas A&M University-Kingsville. More detail can be found in the Student Handbook and the Faculty Handbook.

This survey omits a number of very important components of the university whose work, nevertheless, contributes to campus comfort and the smooth functioning of university operations including such divisions as accounting, bursar, development, facility management, human resources, payroll, physical plant, procurement and general services, among others.

CAMPUS GOVERNING BODIES

The Student Government Association is the highest governing body for students at Texas A&M University-Kingsville. It makes recommendations to the university administration for improving student life. The student government is composed of the executive, legislative and judicial branches. The student body elects the President, Vice-President and the Senators during a general student election held each spring. The Dean of Students or his/her designee oversees the SGA.

The Faculty Senate, established by the Constitution of the General Faculty, is a body of faculty members elected from the undergraduate colleges and the library. The Faculty Senate is an advisory body to the President regarding educational policies and noncurriculum matters of the university.

In 1990, the Staff Council was created to address the various specific concerns of five groups of personnel: secretarial-clerical, nonfaculty professional, technical, crafts and services. Consisting of 24 members elected for two-year terms, the council provides a means for this important group of campus employees to voice those concerns to the administration.

EXTRACURRICULAR ACTIVITIES

Although the focus of the university is intellectual, it also fosters the broad mental, physical and spiritual well-being of the campus community. To this end, a variety of non-academic programs are offered to enhance student learning and personal development.

Dean of Students

Kirsten Company, Dean of Students
Memorial Student Union 306. MSC 122. Extension 3606.

The Dean of Students (DOS) exercises broad responsibility for the student services of the university. The office is responsible for improving the quality of life for students and assisting them in attaining their educational goals; for promoting an environment which aids in the students' emotional, social, cultural and ethical development; and working with all academic colleges and departments as an advocate for students' rights. The Dean of Students assists the Vice President for Student Affairs in creating and implementing programs, services and activities which are consistent with the university's mission. The Dean of Students oversees the Associate Dean of Student, Memorial Student Union, Student Development, Student Activities, B&G Express shuttle program, Welcome Week, the Student Government Association, the ID Center, the Post Office, student discipline, shuttle and specific retention programs. In addition, the office has a liaison relationship with Aramark Food Services and Barnes and Noble Javelina Bookstore. The Dean of Students also has oversight of certain councils and committees that are charged with student programming, disciplinary issues and in providing cultural and enrichment programs to the University community.

Memorial Student Union

Crispin Trevino, Director, Auxiliary Services
Memorial Student Union 301. MSC 133. Extension 2769.

The Memorial Student Union (MSU) is the center of social life on the campus. It includes multiple dining areas, student lounges, the CueShack Game Room, two large ballrooms, meeting areas, ID Center and student related offices. The Memorial Student Union hosts dances, games and tournaments, welcome and hospitality programs and campus food service. Recognized student organizations may schedule use of the facilities at no charge for normal use. Outside organizations must pay a fee. The Office of the Dean of Students is located in the Memorial Student Union, along with the Office of Student
Activities, Student Financial Aid Office, Barnes and Noble Javelina Bookstore, the Post Office, Student Government Association and Aramark Food Service.

**Student Activities**
Erin McClure, Director, Student Activities  
Memorial Student Union 301. MSC 133. Extension 2760.

The Department of Student Activities serves as the resource hub for all student organizations. Student Activities provides many services to the Texas A&M University-Kingsville student organizations, such as registering organizations, producing directories, providing advising services and helping student groups with operational assistance. The department provides many cultural, educational, recreational and social programs for the campus community. Some examples are Homecoming, Family Fiesta, Fall Carnival, Spring Fling, Windows on the World and the Miss Texas A&M University-Kingsville Scholarship Pageant. In addition to serving over 125 student organizations, Student Activities also provides a variety of specialized leadership programs such as Leadership Month, Student Retreats and Conferences and an annual Student Leadership Conference. The department provides full-time support to Greek Life, International and Multicultural programming and the Campus Activities Board. The department also includes activities related to Community Services. Believing campus involvement is essential to student success, the Texas A&M-Kingsville Department of Student Activities completes a student’s education.

**Orientation Programs**
Erin McClure, Director, Student Activities  
SUB 301. MSC 133. Extension 2760.

Javelina Camp is a high-intensity three-day experience designed specifically for incoming Freshmen. Students who participate in Javelina Camp will learn about the spirited traditions of TAMU-Kingsville, spend time in small “packs” centered on bonding and connecting with student in an interactive setting, participate in team competitions, reflect on their personal college goals and most importantly have fun with other future students.

Javelina Welcome, the University’s official orientation program, begins two days prior to each fall semester’s first day of class. During this program, students will move into their residence halls, attend study skill seminars and information sessions, as well as participate in the University’s Matriculation Ceremony. Families are encouraged to attend; participation by new students is encouraged.

International Student Orientation (ISO) is a program for all incoming international students in F-1 or J-1 student status, including freshman, graduate, professional, transfer, returning students from leave and exchange students. ISO is designed to help students learn about and understand important immigration regulations and procedures required of F-1 and J-1 students, confirm their arrival for required government reporting purposes, and to assist new students in adjusting to Texas A&M University-Kingsville.

**The South Texan**
The South Texan, a weekly print newspaper with a web edition that is updated daily. It offers a means to bring student concerns to the academic community, to ascertain and express student opinion, to train future professional journalists, to publish official announcements and policies and to provide the campus with a general interest newspaper from the student perspective. The editor is selected by the Student Publications/Media Committee, and must have taken basic journalism classes and have an overall grade point average of 2.5 or better. A paid staff, chosen by the editor with the advice and consent of the faculty adviser, is chiefly responsible for newspaper production. Volunteer help from throughout the student body is always welcome.
Campus Recreation and Fitness
Charles Espinosa, Director
Student Recreation Center. MSC 208. 1020 Avenue C. Ext. 3059.

The Department of Campus Recreation and Fitness is housed in the new $12 million, 30,000 square foot Student Recreation Center (SRC). Completed in spring 2010, the SRC provides unlimited opportunities for Texas A&M-Kingsville students to partake in indoor recreational, intramural sports and fitness activities. The SRC includes two full size multipurpose basketball courts, a 6,100 square foot cardio fitness and free weight room and a 1/8 mile elevated indoor jogging track. Activities such as volleyball, badminton and soccer and played in the gymnasium. The SRC also offers an adjacent outdoor basketball court. The SRC is available to all full-time students with a validated A&M-Kingsville ID.

SRC Cardio Fitness and Free Weight Room
The Fitness Center is housed in the Student Recreation Center (SRC). The area has a wide range of the latest cardio fitness exercise equipment treadmills, elliptical trainers, stationary bikes, weight machines and a full selection of free weights. A full cardio theater and individual monitors on machines are also available to make workout routines more enjoyable. The Cardio Fitness and Free Weight Room also provides programs in wellness, fitness, personal training, aerobics and nutrition.

Intramural Sports
A wide variety of individual, dual and team sports are offered each semester. Individuals are provided the opportunity to socialize, learn leadership skills and exercise. Championship T-shirts are awarded in every sport. In a select number of sports, opportunities are available to compete at regional and national extramural sport tournaments. All outdoor intramural team sports are scheduled on the department’s lighted turf fields located in the northwest campus.

Cheerleading
Javelina team spirit and tradition is a vital part of any college atmosphere. The Texas A&M-Kingsville cheerleading program offers students the opportunity to get involved, learn leadership skills, provide community service and promote support for the Javelinas. The cheerleaders perform at all intercollegiate basketball and football games, serve on campus spirit activities and offer community cheerleading campus in the summer. Tryouts for the cheer team are held in the spring semester in late March each year.

Informal Recreation
The Student Recreation Center (SRC) is available to all students, faculty and staff for recreational free-time use. The SRC facilities offers informal recreation opportunities in basketball, volleyball, indoor soccer, cardio fitness and weight training, indoor jogging and outdoor basketball. Racquetball, swimming and bowling facilities are available in the Steinke Physical Education Center (SPEC).

Intercollegiate Athletics
Scott Gines, Vice President for Intercollegiate Athletics and Campus Recreation
McCullery Hall 112. MSC 136. Extension 2800.

NCAA II nationally ranked athletic teams for men and women are a tradition at the university. Athletic teams for women include volleyball, basketball, cross country, indoor and outdoor track and field, softball, tennis and golf. Athletic teams for men include football, basketball, baseball, cross country and indoor and outdoor track and field. Each enrolled student may attend all scheduled regular-season home athletic events free of charge with a validated Student I.D.

UNIVERSITY SERVICES
The university provides a number of services for the university community. These are free or have minimal charges.
The mission of the Career Services Center is to educate and empower students to achieve personal growth, development and lifelong career success. Career Services assists students beginning in their first year on campus to 1) explore major and careers in order to set short- and long-term goals; 2) develop effective marketing documents and techniques including resumes, cover letters and networking strategies; 3) interview effectively for internship and full-time job opportunities and 4) successfully transition from school to career. Students are encouraged to meet with Career Services early by setting up an appointment with an advisor and to proactively plan for their career successes.

**Freshmen-Juniors:** Completing an internship can be the difference between struggling to secure a full-time job at graduation and walking straight into a well-paying job. Meet with Career Services to find out how to get started!

**Seniors:** Your full-time job search should begin two semesters prior to graduation. Peak hiring for May graduates, for example, occurs in the months of October and November prior to graduation.

**International Student Services**

*Assistant Director*
Cousins Hall 113. MSC 176. Extension 3317

Specialized services for international students include new student orientation, assistance with matters dealing with the Department of State and Homeland Security, social security, health insurance, employment, academic and personal issues. The International Student Organization is coordinated through this office and provides an opportunity for social interaction, information and cultural exchange.

**International Student Health Insurance**

Students who are not U.S. citizens or legal permanent residents of the U.S. and enrolled in any university in The Texas A&M University System are required to have an approved health (medical) insurance plan at all times (System Regulation 26.99.01 Student Health Insurance). Coverage must be renewed before the premium expires and there should be no lapse in coverage. Effective Summer Term 2010, payment of insurance fees will be included in the student’s tuition and fees billing statement each semester registered. The Texas A&M University System insurance provider is Associated Insurance Plans International, Inc. and information is available at: [www.TAMUINSURANCE.com](http://www.TAMUINSURANCE.com). Additional information regarding the Texas A&M System Student Health Insurance requirement is available at: [http://tamus.edu/offices/policy/policies/pdf/26-99-01.pdf](http://tamus.edu/offices/policy/policies/pdf/26-99-01.pdf).

**International Student Orientation**

New and transfer international students are required to participate in a special orientation session prior to registering for their first semester at Texas A&M-Kingsville. The mandatory orientation session is conducted by staff in the International Student Services office.

Immigration status as an approved student will be granted upon submission and review of the stated documents. An I-20 form will be issued from the International Student Services Office. International students applying for admission are reminded that possession of an I-20 form from this university does not relieve them of the responsibility to comply with United States immigration procedures.

**Student Health and Wellness (SHW)**

*Jo Elda Castillo-Alaniz, Interim Director*
1210 Retama Drive. MSC 112. Extension 3991.
[http://www.tamuk.edu/shw](http://www.tamuk.edu/shw)

Student Health and Wellness (SHW) serves the physical, emotional and distinct academic needs of Texas A&M-Kingsville students. Our mission is to raise students’ awareness on physical, emotional, social, spiritual, intellectual and occupational dimensions to produce life changing results, and to provide a teaching and learning environment which helps students acquire lifelong learning skills and obtain educational success. Student Health and Wellness includes Counseling, Health Care Services, Disability Resource Center, a Wellness Program including a Peer Educator Program and a Women’s Enrichment
Program. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except on major holidays or during semester breaks.

Counseling Services
1210 Retama Drive. MSC 112. Extension 3991.
http://www.tamuk.edu/shw

Challenge, frustration, growth and change are all a part of the college experience. Professionally trained staff are readily available to students to provide counseling for personal, educational and life-decision concerns. All services, with the exception of selected specialized tests, are free. All testing and counseling sessions are confidential to the limits provided by the law, and no information can be released within or outside the university without the individual’s consent. Services provided include individual counseling, career counseling, crisis intervention, consultation and outreach. Scheduled appointments are preferred; walk-ins are welcome.

Health Care Clinic
1210 Retama Drive. MSC 112. Extension 2904.
http://www.tamuk.edu/shw

The Health Care Clinic provides quality care to students enrolled at Texas A&M-Kingsville while classes are in session. All registered students pay a health service fee that includes unlimited visits to see a healthcare providers. Medications, lab services, minor surgical procedures and immunizations have a minimal fee. Students are financially responsible for healthcare services received off-campus which include but are not limited to: laboratory testing, radiology and imaging, hospital services and services provided by specialists. The health service fee is not to be misconstrued as health insurance. Student health insurance applications or information about purchasing student health insurance is available on the SHW web page.

Visits to the Health Care Clinic are by appointment. Students may call or come by the clinic to schedule an appointment but are strongly encouraged to visit the SHW web page to schedule appointments online. A limited number of walk-in appointments are available on a first come first serve basis. The Health Care Clinic provides ambulatory care services. Emergencies, minor emergencies and/or urgent care issues will be referred to local healthcare providers. Health Care Clinic hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Students are required to present a valid ID before healthcare services are provided.

All services provided are confidential. No information is released without the written permission of the student. Information on local healthcare providers, after hours care clinics and urgent care centers can be found on the SHW web page. Emergency services are available at Christus Spohn Kleberg Hospital, 1300 General Cavazos Boulevard, and can be reached at 361-595-1661. Fees, as well as transportation to these facilities, are the financial responsibility of the student. In the event of an emergency, students should call 911.

Disability Resource Center (DRC)
1210 Retama Drive. MSC 112. Extension 3024.
http://www.tamuk.edu/shw

The Disability Resource Center assists in academic accommodations and provides auxiliary aids to registered students with disabling conditions, as defined by Section 504 and the Americans Disabilities Act of 1990, who are otherwise qualified to meet the institution’s academic requirements.

Section 504 of the Rehabilitation Act of 1973 refers to individuals who:
• have a physical or mental impairment which substantially limits one or more of a person’s major life activities (visit website for more information on major life activities)
• have a record of such an impairment
• are regarded as having such an impairment

This also includes those disabilities, which are less obvious, such as psychological problems, learning disabilities and chronic health problems such as cancer, diabetes, cardiac problems, epilepsy and HIV/AIDS. Broken bones, recent surgeries and others can be regarded as temporary disabilities. Students who meet these criteria could benefit from our services. Students who wish to request accommodations should register with the DRC early in the semester so that appropriate arrangements
may be made. In accordance with federal laws, a student requesting special accommodations must provide appropriate documentation of their disability to the DRC coordinator.

In addition, the DRC has a volunteer program. Students interested in volunteering as a note taker for students with disabilities should contact the DRC office at 361-593-3024.

Wellness Program
1210 Retama Drive. MSC 112. Extension 2382.
http://www.tamuk.edu/shw

The Wellness Program strives to provide essential awareness on education, prevention and intervention services involving alcohol, tobacco and other drug use and substance abuse, while promoting positive decision-making and health lifestyles. The Wellness Program consists of the following three components: Don’t Cancel Class, Healthy Javelina Connections and the Peer Education Program (PEP Talk). The Don’t Cancel Class program is available to faculty, living and learning communities and student organizations requesting educational presentations on academic strategies, alcohol and other drug abuse and prevention, health issues, relationships, wellness and sexual health. The Healthy Javelina Connections is a free program available to students who have the desire to be immersed in wellness activities such as fitness opportunities, nutritional consultations, cooking classes, lunch and learns and many more fun activities! The Peer Educator Program (PEP Talk) goal is to share, teach and empower peers to review their lifestyles and make responsible, healthier decisions. PEP Talk coordinates activities to increase awareness on health and safety issues. For more information on the Wellness Program contact Jo Elda Castillo-Alaniz at 361-593-2382.

Women’s Enrichment Program
1210 Retama Drive. MSC 112. Extension 3991.
http://www.tamuk.edu/shw

The Women’s Enrichment Program plays an important role in examining and defining the role and status of women in a variety of campus settings by providing and coordinating programs and resources. The program helps to assist with crisis intervention services and provides programs that educate and enhance awareness of women’s issues on campus. Annual programs include Women’s History Month, Sexual Assault Prevention, Breast Cancer Awareness and “Take Back the Night.”

The Marc Cisneros Center for Young Children
Lisa A. Turcotte, Director
Marc Cisneros Center for Young Children. MSC 138. Extension 2219.

The center is the laboratory in which students observe and gain practical experience in working with young children and their parents. Several of the programs in the Department of Human Sciences require observation and/or participation at the center. Students from other disciplines, such as early childhood education, psychology, speech communications and kinesiology, are also provided opportunities to observe and interact with young children.

The Marc Cisneros Center for Young Children was established in 1941 and is located on the corner of University Boulevard and Santa Gertrudis Avenue. Occupying a new state-of-the-art building since June 2001, the center is seeking reaccreditation from the National Association of Child Care Professionals. It meets the needs of 54 children aged three months through five years. Fenced playgrounds provide a large assortment of play structures and equipment, shade and sun areas and open play space. Developmentally appropriate learning centers are provided in each classroom to stimulate and encourage exploration and discovery. The philosophy that young children learn through creative play is evident in planned activities that enhance the children's emotional, social, physical and cognitive development.

A highly qualified, degreed staff work with the children. The school's close proximity to campus and its high quality program make it especially attractive to the university community. Parents are encouraged to register their children early since there is a waiting list. Prospective parents are welcome to call and set up an appointment to visit the center with the Director at any time.
The Texas A&M-Kingsville Testing Center provides comprehensive testing services for university students and prospective students. The Testing Center serves as a national testing center for tests such as the American College Test (ACT), College Level Examination Program (CLEP), Law School Admissions Test (LSAT), Miller Analogies Test (MAT), PRAXIS & School Leadership Series, PAN, Pearson VUE and TOEFL IBT. In addition, Testing also offers: TExES/ExCET, The Texas Higher Education Assessment (QTHEA), Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) and the General Education Development (GED) exam. The Testing Center proctors exams for TAMU-K students and the community. Contact the Admission office at (361) 593-2315 for the ACT Residual exam and the Student Success office at (361)593-4584 for the TSI exam.

Veterans Services
Michael R. Lugo, Director, Veteran Affairs and Assistant Director Financial Aid
Memorial Student Union. Veterans Affairs Office. Extension 4421.

Our goal is to provide quality service to our students who have served our country and expand our military-friendly services and programs for America’s finest by preparing them with all information on well earned and deserved educational benefits. Our office is a guided resource to insure our students pursue and achieve their educational goals, along with professional and vocational objectives. Texas A&M University - Kingsville is a member of the Service members Opportunity Colleges (SOC) Consortium affirming our commitment to recognize and work with current or former military students and their families who want to obtain a college education.

Benefits
Students attending with the aid of veterans benefits should inquire with the Veterans Affairs Office prior to registration, to obtain needed information relative to their enrollment and "certification" of attendance to the Veterans Administration. All new students must furnish the Veterans Affairs Office a copy of their DD214(Member 4) or a certified DD214 from the county court clerk of their respective county. The Veteran must also furnish certified copies of marriage certificates, divorce certificates, and dependents’ birth certificates, if applicable. Students must provide approved, signed degree plans to Veterans Affairs Office prior to certification of their initial semester. Degree plans are available through the Counseling Office or through departmental advisers. The Veteran's Administration will not pay educational benefits for courses taken which do not appear on the students approved degree plan, nor will they pay for courses previously taken and successfully completed.

Federal Veteran Educational Benefits
Post-9/11 G.I. Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB) also offers some service members the opportunity to transfer their GI Bill to dependents. For the first time in history, service members enrolled in the Post-9/11 GI Bill program will be able to transfer unused educational benefits to their spouses or children starting Aug. 1, 2009.

Montgomery G.I. Bill (CH 30) program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years.

Vocational Rehabilitation and Employment (VR&E) Vet Success Program is authorized by Congress under Title 38, Code of Federal Regulations, Ch 31. It is sometimes referred to as the Ch 31 program. The Vet Success program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, Vet Success offers services to improve their ability to live as independently as possible.

Montgomery GI Bill-Selective Reserve (CH 1606) is an educational program for active members of the Selected Reserve.
Eligible recipients receive a monthly stipend based on enrollment status. CH 1606 eligibility is determined by the Department of Defense. Basic eligibility requires a six-year obligation to serve in the Selected Reserve and satisfactory participation in required Selected Reserve training.

Reserve Educational Assistance Program (REAP or CH 1607) is for certain Reservists who were activated after 9/11/2001. Eligible recipients will receive a monthly stipend based on enrollment status and period of service. To be eligible, you must be a member of a reserve component and have performed active service for a minimum of 90 consecutive days.

Additional Federal programs are available at www.GIBILL.va.gov

Texas Veteran Educational Benefits
Texas Hazelwood Act -Texas veterans no longer entitled to educational benefits under the VA are eligible for assistance under the Hazelwood Act (Texas Education Code 54.203), if they are not eligible for any other federal financial aid. Hazelwood waives tuition and fees for Texas Veterans. Under the Hazelwood Act, a Texas veteran is one who served 181 days of active duty, whose DD-214 (Member 4) shows Texas as his/her home of record, and who received an honorable discharge. The Hazelwood Act provides qualified veterans, spouses, and children with an education benefit of up to 150 hours of tuition and fee exemptions at state supported colleges or universities.

Veterans using the Exemption must complete the HE-V application form.

HE-V Application Packet for Veterans
http://texas-veterans.com/education/hazlewood

Texas Hazelwood Legacy Program - Eligible Veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:
1. Be a Texas resident,
2. Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year,
3. Be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and
4. Make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution.

To use Hazlewood benefits or to transfer unused benefits to an eligible child, applicants must complete an application/release form. Please choose the appropriate application below: Eligible Children and Spouses Who Have Never Used the Exemption must complete both the HE-V and the HE-D application forms.

HE-D Application Packet for Eligible Children and Spouses
http://texas-veterans.com/education/hazlewood

University Support Services Office
Ralph Stephens, CPM, C.T.C.M., C.T.P.M., Associate Vice President for Support Services
College Hall 121. MSC 212. Extension 3814.

The Strategic Sourcing and General Services Office, the Physical Plant Department and Facilities Planning and Construction Departments are under the direction of the University Support Services Office in the Division of Finance and Administration. The mission is to assess, plan and improve the appearance, safety, security, and operational condition of all University Facilities enhancing the environment for quality living and academic programs.

Strategic Sourcing and General Services (SSGS)
Maricelda Zarate, Executive Director for Strategic Sourcing and General Services
College Hall 121. MSC 212. Extension 3814

SSGS provides support to the University by procuring real property, capital goods and services for all disciplines and programs. SSGS develops specifications, seeks competitive pricing and awards contracts. Central Receiving and Surplus Property are managed by the SSGS office.
Facilities Planning and Construction Department
Christopher Vera, Director
Support Services Building Room 108. MSC 111. Extension 2645.

The Facilities Planning and Construction Department performs engineering design, analysis, and project planning for construction-related changes and/or additions to the university’s facilities. This office maintains the original facilities drawing files, specifications, and related information for construction and renovations of campus facilities. The Utilities Engineer Office has energy management and monitoring for energy conservation measures and the Facilities Engineer Office is responsible for space planning and utilization keeping the state updated with the facilities inventory and assists the faculty in scheduling classrooms and laboratories efficiently.

Physical Plant Department
Rob Ramirez, PMP, Executive Director for Southeast Services Company

The Physical Plant operations were outsourced to Southeast Services Company (SSC) in 2013. SSC is committed to improving the appearance and operational condition of all university facilities and for enhancing the campus environment. Specific functions of SSC include Building Maintenance – maintain buildings in good appearance and preventing deterioration, Custodial Services – maintain clean and sanitary buildings, Utilities Maintenance – maintain and perform repairs to utility production and distribution systems, Grounds Maintenance – upkeep of all campus proper lands, and General Services – providing general moving services and support for the university’s vehicle fleet.

Department of Risk Management and Sustainability
Shane Creel, Ph.D., CCEP, Director
Lewis Hall 133. MSC 221. Extension 2237.

The Department of Risk Management and Sustainability is committed to providing the students, faculty, staff, visitors, and community with exemplary services that promote a healthy, safe and sustainable learning environment conducive to conducting research, teaching, and administrative activities. The department develops, implements, and oversees all campus safety programs, insurance, parking, recycling, composting and renewable energy initiatives. The department is responsible for assuring TAMU-K's compliance with federal, state, and local environmental regulations.

University Police
Felipe Garza, Director of Public Safety/Chief of Police
Seale Hall. MSC 126. Extension 2611.

The University Police Department's primary purpose is to ensure the security of the campus. This department controls traffic and parking, maintains a quiet and orderly atmosphere in which students can pursue an education without disturbances and interference, provides information to visitors on the campus and assists in emergencies. The department consists of 14 state certified police officers, including the director and four state certified dispatchers.

All faculty, staff and students, full or part-time, who operate or expect to operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University and obtain a parking permit assigning a designated area or areas for parking at the Business Office located in College Hall. Information regarding vehicle registration, parking zones, permit display, parking penalties or other information with respect to parking and traffic regulations may be found on the University Police Department website: http://www.tamuk.edu/finance/upd/parking.html.

Javelina Express Card
Memorial Student Union. MSC 133. Extension 2243.
http://osa.tamuk.edu/javelinaexpress

Texas A&M University-Kingsville requires an identification card (ID) for students, employees and dependents of students and employees. The Javelina Express card must be presented upon request. All ID cards are issued from the Javelina Express Card Office. The Javelina Express Card is your access to Texas A&M-Kingsville gaining cardholders access to various locations on campus. Students use the card to access their meal plans, residence halls, receive services from the Health Center, the Jernigan Library, Business Office, Student Recreation Center, swimming pool and to gain access to activities and athletic events on campus free of charge. Faculty/staff and guest/dependents can use their Javelina Express Card to gain
access to the university swimming pool, fitness center and other approved secured locations on-campus. Faculty and staff paying the appropriate fee will have access to the Student Recreation Center.

Initial employee and student ID cards are free, with a replacement fee of $10. Dependent IDs carry an initial charge of $5 with a replacement cost of $10.

Questions concerning the Javelina Express Card should be referred to the Javelina Express Card Center.

**Check Cashing**
The Business Office in College Hall will cash checks for students, faculty and staff (up to approved limits) with a valid I.D. card.

**Mail Service**
Tammy Rivas, Mail Service Manager
MSC 100. Extension 2400.

The federal post office located in the Memorial Student Union provides complete postal service to all faculty, staff, students and general public. Services include selling stamps, money orders, self-stamped envelopes, renting post office boxes and mailing packages. Other services include express mail, priority, registered, certified, insured and delivery confirmation. Next to the federal post office is the campus post office, which is responsible for delivering and processing all departmental mail. Mail service is also provided to the residence halls. Service window hours are 8:30 a.m. to 4 p.m. Monday through Friday. Lobby hours are from 7 a.m. to 7 p.m., seven days a week.

**Barnes and Noble Javelina Bookstore**
Mary Garza, Manager
Memorial Student Union. MSC 127. Extension 2601.

The Barnes and Noble Javelina Bookstore provides the campus community with new and used textbooks, other required course material, trade and reference books, office supplies, academically priced software, online textbook reservations, imprinted gift items and academic regalia. “We’re more than just books, simple, easy, convenient.”

**Marketing and Communications**
Cheryl Cain, Executive Director
College Hall 130. MSC 114. Extension 3901.

The Office of Marketing and Communications strengthens the university’s image through proactive communications with internal and external audiences. To accomplish this mission, this office disseminates news of the university’s programs and people to media outlets; university donors, alumni and friends; and other external groups. The office also assists with internal communications and special event planning for major university events and develops and implements strategic marketing communications programs for the university. The office is responsible for the university’s branding and graphic standards program along with print and electronic publications.

**Special Programs**
Mary L. Gonzalez, Associate Vice President for Student Affairs

The purpose of the Department of Special Programs is to promote the completion of high school, the pursuit of college and the acquisition of higher education degrees for first generation and low income students. The Department of Special Programs is located in Eckhardt Hall, second floor. The following programs are housed within the area of special programs.
Student Support Services
The mission of Student Support Services (SSS) is to facilitate a climate supportive of academic success and personal enrichment through proactive and individualized services available to the student from their first semester through graduation. SSS students are challenged to take charge of their learning and develop skills that will enable them to enhance their lives and become well rounded citizens of the Texas A&M University-Kingsville community. SSS staff initiate and develop partnerships with students that are academically based and also strive to lead students down a path towards cultural growth and awareness.

Child Care Access Means Parents in School Program (CCAMPIS)
This program helps students from underrepresented and low-income backgrounds pursuing postsecondary education. The program objectives are to provide childcare subsidies to 40 student/parents, offer childcare services for these students with late afternoon or evening courses, provide courses in parenting skills and workshops to bridge and coordinating parenting and academic components resulting in retention and graduation of students. In addition, the program plans to establish an outreach program to attract more student parents to TAMU-K.

Ronald E. McNair Scholars Program
The mission of the Texas A&M University-Kingsville Ronald E. McNair Post-baccalaureate Scholars Program is to prepare and increase the number of juniors and seniors in the fields of Math, Sciences and Engineering to pursue doctoral studies. The program is named after the late Dr. Ronald E. McNair and is one of 176 McNair program sponsored by the U.S. Department of Education under a TRIO grant. McNair Scholars are a talented and unique group of students that, through their participation in the program, receive advising, academic skills enhancement opportunities, faculty mentorship, research experiences, counseling, tutoring and other scholarly activities in preparation for their enrollment in graduate school. Students who participate in the program come from disadvantaged backgrounds, show strong academic potential and are committed to pursuing a doctoral degree. The McNair Scholars Program works closely with the College of Graduate Studies in increasing the number, quality and diversity of Master’s and Ph.D. graduates across all disciplines by identifying opportunities for talented students to pursue graduate education, fostering opportunities for fellowships and assistantships and producing new faculty to help close the gaps in higher education in Texas.

College Assistance Migrant Program
The College Assistance Migrant Program’s (CAMP) purpose is to identify, recruit and enroll migrant and seasonal farm worker high school graduates and provide them academic, social and financial support to enable them to complete their first year of college and offer follow-up student support services until completion of their degree plan. The program is sponsored by the U.S. Department of Education.

Upward Bound Math and Science Center
The objectives of the Upward Bound Math and Science Program are to increase the number of low income and first generation students, traditionally underrepresented, in institutions of higher education. To prepare students for college, the program provides an intensive six-week summer residential/research program in math, science, engineering and computer skills. Faculty and graduate student mentors assist with the research and help increase student competency in challenging subject matters. In addition, the Upward Bound Math and Science Program also provides the students with year-round college preparation workshops in ACT testing, financial aid, college admissions, career seminars and academic advising. The program’s goal is to encourage students to pursue programs that will lead them to careers in mathematics and science.

The Educational Opportunity Center
The Educational Opportunity Center Program (EOC) is made possible through a grant from the U.S. Department of Education. EOC provides counseling information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. An important objective of EOC is to counsel participants on financial aid options and to assist in the application process; guidance on secondary school re-entry or entry to a GED program; academic advice and career counseling. The goal of EOC is to increase the number of adult participants who enroll in postsecondary education institutions.

Educational Talent Search
The Educational Talent Search Program (ETS) of Texas A&M University-Kingsville is funded by the U.S. Department of Education. The ETS program identifies students who demonstrate an interest or desire to attend college and provides them with the motivation and support to enroll in a program of post secondary education after high school graduation. ETS encourages and prepares students for post secondary enrollment by providing assigned students in grades 6-12 with the following services and activities through group workshops and individual appointments. Held at designated target schools:
academic advisement, college awareness activities, career exploration activities, financial aid awareness activities, scholarship information, college and career fields trips and individual assistance with college admission, scholarship applications and financial aid forms.

*Upward Bound Program*

The goal of the Upward Bound Program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The program provides support to participants in their preparation for college entrance and opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from a first generation background and/or low income families.

The TAMU-K Upward Bound Program will serve 50 high school students in the target area of Alice, Falfurrias, San Diego, Riviera, H.M. Kingsville and Bishop high schools. The services provided by the program are as follows: academic instruction and tutoring in various curriculum, preparation for college entrance exams, academic/financial advisement and counseling, mentoring, cultural enrichment events and work study programs.
AUXILIARY ACADEMIC RESOURCES
Much of the learning and the research in a university occur outside organized classes. The following units of Texas A&M University-Kingsville support faculty and student educational and research pursuits.

iTECH Support Services
Lee Moore, Associate Director
Val Ramirez, Associate Director
College Hall 240. MSC 185. Extension 4357.
http://www.tamuk.edu/itech

iTech will facilitate the strategic use of technology to empower students, faculty and staff to achieve their goals as scholars, educators and employees. Information Technology will strive to provide state of the art technology resources in a secure, efficient environment.

JNET
Jnet.tamuk.edu
JNET is a comprehensive web portal connecting to web-based services. With a single login to JNET users can access registration information, Blackboard, grades, DegreeWorks, financial aid, billing services, Texas A&M-Kingsville email, library resources, Blue and Gold Connection and much more.

24-hour Technology Support Helpdesk
Support.tamuk.edu
(361) 593-4357 (HELP)
iTech provides a 24-hour support helpdesk called Service Now. Reach a support technician via phone or by submitting a ticket online for assistance with questions on computer problems, Blackboard Learning Management System, JNET or other technical issues.

Student Help Desk
Support.tamuk.edu
iTech provides a student help desk to address technical needs. Help desk support staff can assist with password resets, account information (VDI, email, JNET, Blackboard, connecting smart devices), wireless and virus troubleshooting. Hours of operation are the same as the Jernigan Library Commons (http://libquides.tamuk.edu/hours).

Password Reset Service
Password.tamuk.edu
A three step process designed to assist to reset a university password online at the time that is most convenient 24/7. This web page will also give access to account information, including email address and username.

Blackboard Learning Management System Support
Blackboard.tamuk.edu
Blackboard is the University’s learning management system. Some courses will be using Blackboard to post assignments, hold discussions, take assessments, post grades, etc. Find tutorials on how to perform several of the tasks to some course requirements. There is also single sign-on to JNET.

Official email
www.tamuk.edu/email
The University provides an email for official university communication. Emails regarding classes, grades, registration, status, financial aid or other important university information will be sent to the university email address.

Computer Lab Access
Support.tamuk.edu
iTech provides access to computer labs across campus. The lab locations and times are available on the iTech web page.
Internet
The University provides Internet for academic, research and administrative uses.

iTech Policies and Procedures
http://www.tamuk.edu/itech/it_policies/index.html
iTech policies articulate the university’s vision, strategy and principles as they relate to the use of information and information technology resources. iTech policies interpret applicable laws and regulations and ensure that the policies are consistent with legal and contractual requirements. Policies specify requirements and standards for the use of iTech resources across the university.

Office of Information Technology
Robert Paulson, Associate Vice President for Information Technology/Chief Information Officer
College Hall 250. MSC 185. Extension 5002.

The Office of Information Technology (OIT) serves to coordinate the procurement and application of information technology to serve the mission of the university and its administrative and academic units. The OIT oversees the Department of Computing and Information Services and Distance Learning and Instructional Technology.

Office of Institutional Research
Office of Planning and Assessment
Oscar Hernandez, Director
College Hall 233. MSC 215. Extension 2244.

The Office of Institutional Research (OIR) and the Office of Planning and Assessment supports institutional planning, policy formulation and decision making through the development and dissemination of accurate and timely data, reports and analysis. The office is committed to providing support for evaluation and assessment activities throughout the university. The office is also responsible for ensuring the timely submission and accuracy of reports to external agencies including the Texas Higher Education Coordinating Board, Legislative Budget Board and The Texas A&M University System.

Office of International Studies and Programs
Marilu Salazar, Director
Cousins Hall 103. MSC 163. Extension 3994.

The Office of International Studies and Programs (OISP) works toward the internationalization of all aspects of Texas A&M University-Kingsville by involving students and faculty in international studies and research globally. OISP consists of four interrelated areas: 1) International Studies Programs and Internships, 2) Student and Faculty Exchange Programs, 3) Collaborative International Research and 4) International Exchange Education Fund (IEEF) Scholarships.

International Studies Programs and Internships
In fulfillment of the University’s Mission, Texas A&M-Kingsville encourages undergraduate and graduate students to spend a summer, a semester or, ideally, an academic year outside the United States. Students can earn credit toward their degrees through international studies. Faculty and community members may also participate. Options, with or without credit, are available for students and non-students in any degree or non-degree program.

Exchange Programs
Texas A&M-Kingsville has many exchange agreements with foreign institutions. Students may earn credit toward their degree programs while faculty can obtain experience that impacts their professional careers positively. International students and faculty also can come to A&M-Kingsville through an exchange program and study or teach here. Texas A&M-Kingsville currently has exchange agreements with foreign institutions in Mexico, Latin America, Europe and Asia.

Collaborative International Research
OISP will work with faculty, departments and colleges on identifying, developing and securing international research opportunities world-wide. This includes assisting faculty with Fulbright teaching and research awards and locations.

International Exchange Education Fund (IEEF) Scholarships
All Texas A&M University-Kingsville full-time students are welcome to apply for a scholarship to facilitate international studies. Scholarships can be used for tuition, fees and travel for an approved Texas A&M-Kingsville International Studies
program outside the United States or for a degree-seeking international student here. For additional information, contact the OISP at (361) 593-3994.

**Office of Research and Sponsored Programs**
Rebecca Davis, *Executive Director*
College Hall. MSC 201. Extension 3344.

The office assists faculty in securing external funds for research. It coordinates campus research activities, acts as a liaison for interdisciplinary research and community outreach programs, provides information on funding sources and proposal and budget development, as well as data on submissions and awards. All proposals for external funds are submitted through the Office of Research and Sponsored Programs.

**John E. Conner Museum**
Jonathan Plant, *Director*
Conner Museum. MSC 134. Extension 2849.

The museum, a department of Texas A&M University-Kingsville, displays exhibits on the regional history and prehistory of South Texas and the natural history of the Tamaulipan Biotic Province. Museum galleries include the Hall of South Texas History, the Caesar Kleberg Hall of Natural History, the Graves Peeler Hall of Horns and the West Gallery which features national and state-circulating temporary exhibits. The museum provides a range of programs for both children and adults as public service outreach for the university in addition to collaborating with other academic departments. The museum also maintains a reference library accessible to the public and study collections accessible to researchers as consistent with its mission.
ACADEMIC REGULATIONS

George W. Weir, Registrar
Memorial Student Union 132. MSC 105. Extension 2811.

TEXAS SUCCESS INITIATIVE (TSI)
The Texas Success Initiative (TSI) requires students to be assessed in reading, writing and mathematical skills before enrolling in a Texas public college or university. Texas Education Code, section 51.3062, provides institutions of higher education a means of determining students’ readiness to enroll in freshman-level course work. Students are required to complete one of four assessment tests before enrolling in course work at Texas A&M University-Kingsville unless they meet one of the TSI exemptions explained under “Admission to the University” (TEXAS SUCCESS INITIATIVE (TSI).

ONLINE SERVICES
The University offers many online services for students. These services include, but are not limited to, registering for classes, dropping classes, changing a personal identification number (PIN), updating personal information (address, telephone number, etc.), viewing grades, viewing an account summary, viewing holds, paying university bills, viewing transcripts, ordering transcripts, viewing training modules on how to access and use university automated systems, access to all types of university calendars and information to university events, library resources and taking courses online.

If an online service is required that is not available, a request should be made to the appropriate department, college or to the Office of the Registrar.

ACADEMIC ADVISEMENT
Texas A&M University-Kingsville places very strong emphasis on developing a one-to-one individual academic advisory relationship between each student and an adviser. This relationship is essential when a student participates in the registration process.

Academic colleges and their departments have specific academic advising procedures, requirements and schedules for students’ degree plans and for procedures to register for classes. A student’s adviser is normally in the department offering the field in which the student is majoring. The Office of the Registrar will assist a student who needs help in locating an appropriate academic adviser.

A student who remains unsure of a major would profit by discussing this with an academic adviser or by going to the university counseling center or the Career Services Center to receive career counseling and testing or other appropriate referral. Some vocational aptitude tests and tests designed to help a student select a major are available.

Timely Completion of Developmental Education Course Work
Timely completion of required developmental education courses will improve the likelihood of student success. Therefore,
1. new freshmen at Texas A&M-Kingsville (defined as having completed 0-30 semester hours prior to their first full-time enrollment) must complete all developmental education requirements within their first 45 completed hours on our campus;
2. transfer students arriving at the sophomore level or above (defined as having completed 31 or more semester credit hours) must complete all developmental education requirements within their first 30 hours of enrollment on our campus.

Failure to achieve the freshmen or transfer student standard will result in the student being placed on scholastic probation, regardless of grade point average. At this point, the student will have one semester to achieve Texas Success Initiative (TSI) compliance.

Continued failure in achieving TSI compliance as described above will result in the student being placed on enforced withdrawal (or its equivalent), regardless of grade point average. The students may return to the university after completing required developmental education elsewhere or the student may request approval for readmission from the Associate Vice President for Student Success.
**Degree Plan**
A student's course of study is drawn up in consultation with the appropriate adviser and must be approved by the chair of the department and the dean of the college involved. Final degree plans must be approved by the dean of the college in which the major is taken. All undergraduate degrees must conform to "General Requirements for Graduation with a Baccalaureate Degree" set forth in the next section of the catalog. DegreeWorks is an automated system available online to assist a student in planning and monitoring progress towards degree completion. Information concerning DegreeWorks is available from your academic adviser, the Office of the Registrar or on the Registrar’s website.

A degree plan must be completed by the student no later than the end of the second regular semester after the student earns 45 or more successfully completed credit hours of course work. This applies to students who enter the university with 45 or more credit hours as well. The degree plan will be recorded in DegreeWorks and approved by the college. The student will work with his/her academic adviser to develop the degree plan.

**Course Listings**
The term "course" means a definite unit of work in a subject. Courses are offered on a semester basis. University course offerings are listed in this catalog by college and by department or program within that college according to the following method:

*Letter Code:* A four letter code at the beginning identifies the department or program that offers the course. A list of these letter codes is provided just after the index to the catalog (last page).

*Number Code:* The four digit code distinguishes each course in that department or program and identifies the level at which it is offered. The first and second digits in the course number hold specific meanings. The first digit indicates the course level (1000 freshman; 2000 sophomore; 3000 junior; 4000 senior; 5000 graduate; 6000 doctoral) and the second digit indicates semester credit hours for the course. Courses numbered at the 1000 and 2000 level are lower division courses that are normally introductory in nature. Upper division courses numbered 3000 and 4000 are advanced undergraduate courses that normally require junior or senior standing and/or the completion of a preceding course or courses. Courses numbered 5000 and 6000 are open only to students with graduate standing.

*Title:* The identification code is followed by the course title. The identification code and a shortened form of the course title are used to list courses in the Class Schedule (available view the Blue and Gold Connection) each semester for registration purposes and on a student's permanent transcript.

*Two-Year College Equivalency:* Courses commonly taught at two year colleges in the State of Texas are identified immediately following the title of the equivalent course by a four-letter, four-number code in parentheses. When such an entry appears, the university accepts those courses as the equivalent. No work taken at a two year college can be transferred as an upper division course.

*Credit Hours:* The final information given on a course listing's entry line indicates the semester credit hours of the course. When the letter V appears, the course is offered for variable credit, to be determined at the time of registration. The two digits in parentheses following the semester credit hours are the number of hours of lecture and the number of hours of laboratory required each week respectively. When a course includes a recitation, three digits appear in parentheses following the semester credit hours indicating the number of hours of lecture, the number of hours of laboratory and the number of hours of recitation required each week respectively.

*Course Description and Special Conditions:* Below the entry line is a brief description of the course and a notice of any special restrictions for registration in the course.

**REGISTRATION**
The university has a computer-assisted registration system. It is designed to provide individual academic advising between faculty or academic adviser and student. This gives students an opportunity to review their academic programs and select the specific sections of the courses desired for the next semester. For specific dates and information on registration, the student should consult the university website and/or the Academic Calendar.
**Priority Registration**
Currently registered students will register for classes according to a priority registration schedule. The schedule will provide the time and date for registration. Students need to schedule an appointment with their academic or faculty adviser prior to registering for courses. The schedule will be posted on the Registrar’s website with information about the rules governing the process. New freshmen and transfer students will register during their university orientation session.

**Web Registration**
The university has a computer-assisted registration system which allows students to register over the web. Web registration is available for eligible students only and requires academic advising prior to registration. Specific registration dates, instructions and information are provided on the university website (Academic Calendar).

**Normal Load**
The normal load for a semester is usually one-eighth of the total number of credit hours required for the degree toward which the student is working. That load is normally 15-18 hours per fall and spring semesters. The normal load for a summer session is two courses (6-7 semester hours). The normal load for an intersession is 3 hours.

A full-time student, defined as one carrying a minimum of 12 semester hours, is expected to register each semester for a normal load of work. A student registered for fewer than 12 semester hours is considered a part-time student. Only hours for which a student is currently enrolled at Texas A&M University-Kingsville can be used toward certification of enrollment.

A freshman may not register for more than the normal load during the first semester. Any succeeding semester or term, a student may register for more than the normal load (an "overload") only on the approval of the respective college dean. If a student is concurrently enrolled at other institutions of higher education in the same semester, the total course load at all institutions is to be considered in applying these policies. It is the responsibility of the student to inform his/her dean of any concurrent enrollments.

**Prerequisites**
No student shall be allowed any credits for a course before credit in its prerequisite is obtained, except on the written approval of the chair of the department offering the course and the dean of the college in which the student is majoring.

All students must have successfully completed ENGL 1301 and ENGL 1302 during their first 75 semester hours of credit. No additional 3000- or 4000-level courses may be taken or transferred in until this requirement is met.

**Schedule Changes**

**Adding a Course**
A course may be added by a student using the online registration system without approval of university officials, as long as departmental approval is not required. (See regulation for “Normal Load.”) It is highly recommended that a student consult with his/her academic adviser before attempting to add a course. After the online registration system is closed, written permission is required from the academic adviser and professor (of the course being added) to add the course. These requests must be processed by the Office of the Registrar. The student may only add classes during the time specified in the official academic calendar.

**Dropping a Course**
A course may be dropped by a student without approval from his/her academic adviser or other university official. However, athletes must have approval from the athletic adviser and one other athletic administrator to insure eligibility requirements. Transitional (developmental) courses can only be dropped with the approval of the Associate Vice President for Student Success or his/her representative. It is highly recommended that a student consult his/her academic adviser before dropping a course because of the impact on financial aid, graduation, etc. After the online registration system is closed, all drops must be processed by the Office of the Registrar.

A student who, by dropping a course, becomes registered for less than 12 hours will be reclassified as a part-time student.

Refer to the Refund of Fees section of the catalog to determine if a refund of tuition and fees will be authorized.

**Senate Bill 1231 (Texas Education Code Section 51.907) and the University’s Drop Policy for Undergraduate Students**
Senate Bill 1231, passed during the 80th Texas Legislative Session, limits the number of drops that certain undergraduate students may accrue without a punitive grade. Undergraduate students who completed a high school or equivalent program and enrolled in an institution of higher education prior to the Fall Semester of 2007 are exempt from the requirements of
Senate Bill 1231. Undergraduate students who complete a high school program, or the equivalent, and enter a Texas public institution of higher education for the first time on or after the Fall Semester of 2007 are subject to the requirements of Senate Bill 1231.

Drop Policy for Undergraduate Students Exempt from Senate Bill 1231
A student exempt from Senate Bill 1231 may drop a course with an automatic grade of Q if the drop is processed on or before the date to receive an automatic grade of Q (approximately the 10th week of the semester or the 60% point of the summer session) as indicated on the official university academic calendar, regardless of the student’s academic performance in the course at the time of the drop. The grade of Q is a non-punitive grade that will not affect the student’s grade point average.

A course may not be dropped after the automatic Q date (set by the university’s academic calendar).

Drop Policy for Undergraduate Students Subject to Senate Bill 1231
Beginning with the 2007-2008 Academic Year, undergraduate students subject to Senate Bill 1231 will be permitted only six (6) non-punitive drops during their undergraduate studies. Non-punitive grades included in the maximum number of drops will be identified on the transcript with a grade of QI. Once a student has accumulated 6 (six) QI grades, the only grade that may be awarded for a dropped course is a grade of QF (which is an F for GPA purposes), regardless of the student’s academic standing in the class. Drops processed while withdrawing from the university will not be included in the maximum number of non-punitive drops.

A course may not be dropped after the automatic Q date (set by the university’s academic calendar).

Drops Policy for Course with Concurrent or Corequisite Enrollment Requirements for Undergraduate Students Subject to Senate Bill 1231
In determining the number of non-punitive course drops by a student subject to Senate Bill 1231 when concurrent or corequisite courses are involved, the following regulations will apply. (Concurrent and corequisite courses are courses with different course numbers such as a lecture course with its own course number and a lab course with a different course number that must be taken at the same time.)

1. If the student is required to drop both courses when dropping either course, then both course drops will be calculated as one drop.*

2. If the student is not required to drop both courses at the same time, then each course will be treated as a separate drop.*

*Each drop will be subject to the maximum number of non-punitive drops allowable under Senate Bill 1231.

Exceptions to the Maximum Number of Non-Punitive Drops for Undergraduates Subject to Senate Bill 1231
A non-exempt student may drop a course with a non-punitive grade that is not included in the maximum number of non-punitive drops if extenuating circumstances are involved. In such cases, a grade of QE will be posted as the student’s official grade for the course. A grade of QE may only be awarded if one or more of the following circumstances are involved and the drop is approved by the appropriate college dean.

1. The student has a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course.

2. The student is responsible for the care of a sick, injured or needy person that affects the student’s ability to satisfactorily complete the course.

3. The student has suffered the death of a person who is considered to be a member of the student’s family or person who is otherwise considered to have a sufficiently close relationship to the student* that the person’s death is considered to be a showing of good cause for dropping the course.

4. The student is a member or dependent of a member of the Texas National Guard or the armed forces of the United States and the active military service is considered to be a showing of good cause for dropping the course.

5. The student has a change of work schedule that is beyond the control of the student and the change affects the student’s ability to complete the course.
6. The student has other extenuating circumstances that prevent the completion of the course and the circumstances are approved by the dean of the college.

*A “member of the student’s family” is defined to be the student’s father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, or step-sibling; a “person who is otherwise considered to have a sufficiently close relationship to the student” is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, house mates, classmates, or other persons identified by the student for approval by the institution, on a case-by-case basis.

**Appeals to the Maximum Number of Non-Punitive Drops for Undergraduates Subject to Senate Bill 1231**

A student who wishes to request an exemption to the maximum number of non-punitive drops must submit a letter of appeal with appropriate documentation to the dean of the college within five (5) business days of the drop. If the student cannot provide the supporting documentation within five business days of the drop, the student must request an extension with the dean of the college within five business days of the drop.

**Transitional (Developmental) Courses and the 6-Drop Policy**

Transitional courses are exempt from the 6-drop policy. A student may drop a transitional course with the approval of the Associate Vice President for Student Success or his/her representative. If the course is dropped on or before the date to receive an automatic grade of Q the student will receive grade of Q, regardless of the student’s academic performance in the course at the time of the drop. The grade of Q is a non-punitive grade that will not affect the student’s grade point average.

A course may not be dropped after the automatic Q date (set by the university’s academic calendar).

**Administrative Drops for Non-Attendance**

A faculty member may drop an undergraduate student for nonattendance up to the last day to award an automatic Q. The student will receive a Q or QI if the drop is received by the Office of the Registrar no later than 5:00 p.m. on the last day to drop with an automatic Q (refer to the academic calendar for the specific date).

All drops are subject to Senate Bill 1231 requirements (see Drop Policy for Undergraduate Students Subject to Senate Bill 1231). If the student is subject to SB 1231, the Office of the Registrar will award a grade of QE unless the student has reached his/her limit for drops. If the student has reached the limit, a QF (same as an “F”) will be awarded.

If a student is dropped from the only course for which enrolled, the drop will be treated as a withdrawal from the university as stated below.

**Withdrawal from the University**

If a student finds it necessary to withdraw from the university, the student must notify the Office of the Registrar in person and process a written withdrawal form. A student exempt from Senate Bill 1231 who is withdrawing (dropping all active courses) from the university prior to the automatic Q date (see the academic calendar for exact date) of the semester/term will receive an automatic grade of Q in each course being dropped at the time of the withdrawal. In the case of a student subject to Senate Bill 1231, a grade of QE will be awarded in each course. Students may not withdraw from the university after the automatic Q date (set by the university academic calendar). *(Also see regulations entitled "Refund of Fees.")*

**Withdrawal of Students Ordered to Military Active Duty**

If a current student is called to active duty, and the duty will exceed 25% of the total number of class meetings or contact hour equivalents, the student has several options for courses in which he/she is enrolled. The student must provide a copy of military orders to receive one of the following: 1) full refund of tuition and fees paid by the student for the semester in which the student withdraws; 2) with instructor approval, incomplete grade(s) for the semester in which the student withdraws; or 3) with instructor approval, assignment of an appropriate final grade(s) or credit(s). Upon the student’s request, pre-registered classes will be dropped. If the student returns prior to the beginning of a semester he/she will be reinstated into this institution.

If a current student, including one enrolled in distance education, self-paced and other asynchronous courses, is called to active military service for a period of time not to exceed 25% of the total number of class meetings or contact hour equivalents, and chooses not to withdraw from the university, the student shall be excused from attending classes or engaging in other required activities, including examinations, during that period of time. The student shall be allowed to complete (an) assignment(s) or take (an) examination(s) within a reasonable time after the absence. The student’s course work previously completed will be retained and the student will be able to complete the course without prejudice and under the same course...
requirements that were in effect when the student enrolled in the course. If the course requirements are not completed by the end of the semester in which the student is called to active military service, the grade of I will be awarded. Normal academic regulations relating to grades of I will apply, as well as normal grade dispute resolution processes, in the event of such disputes.

**Excess Undergraduate Credit Hours (45 Hour Rule vs 30 Hour Rule)**

*Affected Students*
Effective with students initially enrolled in the fall 1999 semester and subsequent terms, hours attempted by a resident undergraduate student that exceed more than 45 hours of the number of hours required for completion of the degree plan in which the student is enrolled, students attending Texas A&M University-Kingsville will be assessed $100 per credit hour for repeated and/or excessive hours.

Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours attempted by a resident undergraduate student that exceed more than 30 hours of the number of hours required for completion of the degree program in which the student is enrolled, students attending Texas A&M University-Kingsville will be assessed $100 per credit hour for repeated and/or excessive hours.

For the purpose of excess hours, resident undergraduate student includes a nonresident student who is permitted to pay resident tuition.

*Limitation on Formula Funding for the 45-Hour Rule*
Funding of excess undergraduate semester credit hours is limited as follows:

(a) Institutions may not submit for formula funding semester credit hours attempted by an undergraduate student who has previously attempted 45 or more semester credit hours beyond the minimum number of hours required for completion of the baccalaureate degree program in which the student is enrolled.

(b) An undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.

(c) Students who enroll on a temporary basis in a Texas public institution of higher education, and are not seeking a degree or Level-Two certificate, and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours.

(d) For the purposes of the undergraduate limit, an undergraduate student who has entered into a master’s or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor’s degree or all of the course work normally taken during the first four years of undergraduate course work in the student’s degree program.

(e) The following types of semester credit hours are exempt and do not count toward the limit:

1. semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
2. semester credit hours earned through examination or similar method without registering for a course;
3. semester credit hours from remedial and developmental courses, technical courses, workforce education courses or other courses that would not generate academic credit that could be applied to a baccalaureate degree and is within the 18-hour limit at the institution;
4. semester credit hours earned by the student at a private institution or an out-of-state institution; and
5. any semester credit hours not eligible for formula funding.

*Limitation on formula funding for the 30-hour rule -- same as the 45-hour rule.*

An institution of higher education may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students, to an undergraduate student whose hours can no longer be submitted for formula funding because of the funding limit defined in section (a) above.

**Concurrent Enrollment**
Credits earned by a student at another institution while also enrolled at A&M-Kingsville will be transferred to A&M-Kingsville only if the student has received prior written approval from the college dean. Prior approval will be granted consistent with the university's normal load regulations.
Visiting a Course (Auditing a Course)
Any person may request permission of the Office of the Provost and Vice President for Academic Affairs to visit a course. Individual instruction courses are not open to visitors. Visitors do not have the privilege of submitting papers, taking part in class discussions or participating in laboratory or field work. Visitors pay fees according to the published credit hour fee schedule, except that no additional fee will be required of a full-time student. A visitor's name will not be entered on the class rolls or permanent records. The notice of approval of a request to visit a course, properly receipted after fees are paid, will serve as a permit to attend a class.

Course Attendance by Senior Citizens
A senior citizen (age 65 or older) may visit courses offered by this university without payment of a fee if space is available. Laboratory courses or individual instruction courses cannot be opened to visitors. Visitors do not have the privilege of submitting papers, taking part in class discussions or participating in laboratories or field work. The names of visitors will not be entered on the class rolls or permanent records. The visiting of courses by senior citizens will be subject to restrictions as may be determined by the chief administrative officer or designated representative on campus.

CLASS POLICIES
A student has the right to expect competent, well-organized instruction for the full number of clock hours allotted for a course; to sufficient written assignments, graded fairly and with reasonable promptness to show the student's academic standing in the course at least before midsemester; to have ample opportunity to confer with the instructor at published office hours and to review graded written work; to freedom from ridicule, discrimination, harassment or accusations in the presence of other students or faculty members; and to an avenue for appealing to higher academic authority in case of alleged unfairness by an instructor.

Cheating and Plagiarism
Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. When the evidence is indisputable, the usual penalty is a grade of F on the particular paper or in the course. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year.

For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and dean of the college to the Provost and Vice President for Academic Affairs for disciplinary action. Expulsion from the university is a normal penalty for such offenses.

Class Attendance
A vital part of every student's education is regular attendance of class meetings. Every faculty member is encouraged to keep a current attendance record on all students. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the Registrar's Office through appropriate channels. Courses will be officially dropped on the day the request is received by the Registrar's Office (as long as the request is received no later than 5 p.m. on the last day to drop with an automatic Q (set by the university academic calendar).

Absences for Religious Holy Days
The university will allow students who are absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time before or after the absence. The student should notify each faculty member of this proposed absence as early in the semester as possible. The instructor may appropriately respond if a student fails to complete the assignment or examination within a reasonable time after the absence.

"Dead Week and Study Day"
To support the learning environment, the university will adhere to a four school day period of student study before the first scheduled final examinations each term. During this time, no required quizzes, tests or examinations (except for make-up tests) shall be administered. The latter does not preclude the introduction of new material in class or the administering of laboratory final examinations, nor does it create any implication that class attendance is not expected during this period. The day before final examinations are scheduled to begin will be designated as a study day. No classes will be held on this day to allow preparation time for students and faculty. Scheduling of other university events or functions that involve students is discouraged and should be limited during this period.
Research on Human Subjects
Research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects.

GRADES
Grades, with numerical values corresponding to these letters, are recorded as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description and Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent, 90-100.</td>
</tr>
<tr>
<td>B</td>
<td>Good, 80-89.</td>
</tr>
<tr>
<td>C</td>
<td>Average, 70-79.</td>
</tr>
<tr>
<td>D</td>
<td>Passing, 60-69.</td>
</tr>
<tr>
<td>F</td>
<td>Failure, below 60.</td>
</tr>
<tr>
<td>CR/NC</td>
<td>Credit/Non-credit: used for courses that do not meet the normal or traditional framework of course scheduling and do not lend themselves to letter grading.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete: given to a student who is passing but has not completed a term paper, examination or other required work. The instructor and the student are required to complete the standard university contract form for each course in which the temporary grade of I has been assigned. A copy of the contract must be submitted to the Registrar’s Office by the instructor no later than the date grades are due. The grade of I will be used only to allow a student who has encountered some emergency such as illness or an accident an opportunity to complete the requirements for a course. A grade of I reverts to a grade of F one year from the close of semester/term in which the grade was originally recorded if the course requirements have not been satisfied. Grade of an I will be assigned by the Office of the Registrar upon receipt of the I Contract.</td>
</tr>
<tr>
<td>Q</td>
<td>Dropped: given when a student has officially dropped or withdrawn from the university before or on the date indicated on the official university academic calendar for an automatic Q, regardless of student's standing in class.</td>
</tr>
<tr>
<td>QE</td>
<td>Dropped: given when a student impacted by SB1231 has officially dropped a course and extenuating circumstances are involved (refer to “Exceptions to the Maximum Number of Non-Punitive Drops for Undergraduates Subject to Senate Bill 1231.” Also applies to students impacted by SB1231 who officially withdraw from the university.</td>
</tr>
<tr>
<td>QF</td>
<td>Dropped: given when a student impacted by SB1231 has officially dropped a course after the accumulation of six (6) QI grades regardless of the student’s academic standing in the class.</td>
</tr>
<tr>
<td>QI</td>
<td>Dropped: given when a student impacted by SB1231 has officially dropped a course before or on the date indicated on the official university academic calendar for an automatic Q, regardless of student's standing in class. Students are allowed a total of six (6) drops during their entire undergraduate studies.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory: used to report 5-week grades for 1000, 2000 and transitional developmental courses.</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory: used to report 5-week grades for 1000, 2000 and transitional developmental courses.</td>
</tr>
<tr>
<td>X</td>
<td>No grade posted by instructor: used to indicate that no grade was posted by the instructor teaching the course. Grade of X reverts to a grade of F at the end of the next semester.</td>
</tr>
</tbody>
</table>

Removing the Grade of I
The grade of I must be removed within the time specified by the instructor, not exceeding 12 months from the date the I was recorded. When the student completes the work in the course, the instructor submits a change of grade form through the chair of the department and the college dean to the Registrar. The grade of I may be changed only to A, B, C, D or F. Should the instructor not submit a Change of Grade form, the I will become an F. Extension of time, when merited, may be granted by the Provost and Vice President for Academic Affairs after consultation with the dean of the college concerned. I grades must be completed prior to graduation. I grades not completed by the end of the semester in which the student is scheduled to graduate will turn into F's and will be calculated into the cumulative grade point average. Extensions must be submitted to the Registrar’s Office by the instructor.

Students should not register again for a course for which they have received an I grade.
Removing the Grade of X
The grade of X must be removed by the end of the next semester or it will be changed to an F. The instructor must submit a Change of Grade form to the Office of the Registrar and the X can only be changed to an A, B, C, D or F. The student should contact the instructor if a grade of X appears on his/her transcript.

Change of Grade
After being reported to the Registrar, grades other than I or X may not be changed unless an error has been made by the instructor.

Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate professor and/or the Office of the Registrar immediately for resolution. It is recommended that those changes occur no later than the beginning of the next semester. Under no circumstances will grades be changed after one calendar year.

Repetition of a Course
If a student repeats a course that may not be taken for additional credit, it is the policy of the university to count as part of a student's cumulative grade point average only the last grade received in the course, whether passing or failing, other than a grade of Q. However, for purposes of grade point average calculation on course work for graduation, grades stand as recorded unless the same course is repeated at this university.

Students who have received their first bachelor’s degree from this institution cannot repeat courses that were used to earn the first degree for purposes of grade point average calculation.

It is the responsibility of the student, after repeating a course, to file a special request form in the Office of the Registrar, so that the adjustment in the grade point average, when applicable, can be entered on the permanent record.

Repeated Grade Notation
Repeated course(s) and grade(s) are not removed from the official or unofficial transcript. The repeated grade and grade points will be removed from the cumulative grade point average only. The repeated course will be identified with the letter E next to the quality points on the transcript. Repeating a course after graduation will not change your graduation grade point average.

ACADEMIC STANDING
Classification of Students

- Freshman: fewer than 30 semester hours of credit.
- Sophomore: at least 30 semester hours of credit, but fewer than 60 semester hours.
- Junior: at least 60 semester hours of credit, but fewer than 90 semester hours.
- Senior: at least 90 semester hours of credit.

Grade Point Average (GPA)
The grade point average accumulated on the permanent record of a student at A&M-Kingsville will be based on course and grade points earned by a student on work taken at this university. Transfer courses will be accepted as credit only. Such credit may be used for fulfilling degree requirements and graduation requirements. (For information on specific college admission, certification and graduation requirements, refer to the appropriate section of this catalog.)

A student's grade average on this university's work is expressed in grade points. Each semester hour of A counts four points, B three points, C two points, D one point and F zero points. The cumulative, or overall, grade point average (GPA) is computed by dividing the total quality POINTS earned by the total number of quality hours (GPA HRS). Transferred and credit only hours are not computed in the cumulative A&M-Kingsville grade point average. Passed Hours are credits where a passing grade was earned (including courses graded as credit (CR) only.)
Grade Point Summary
All official and unofficial transcripts will include some of the following items (institution and transfer course work will be listed on separate lines under the TRANSCRIPT TOTALS):

- Attempted Hours: all hours attempted whether passed or failed
- Passed Hours: only the hours where a passing grade was received
- Earned HRS: number of hours earned (does not include failing grades, excludes grades Q, QE or QI)
- GPA HRS: hours used to compute GPA (including failing grades; does not include excluded grades Q, QE or QI)
- Points: (Quality Points) grade points from the following grades: A, B, C, D & F
- GPA: POINTS divided by GPA HRS

Honor Roll, Dean's List and President's List
Full-time undergraduate students of highest academic rank will be honored each semester by the publication of their names on the President’s List, Dean's List or the Honor Roll List. The President’s List requires a grade point average of 4.00 on all work attempted for a particular semester, with a minimum of 15 semester undergraduate hours completed, exclusive of credit only (CR) courses. The Dean's List requires a grade point average of 3.65 on all work attempted for a particular semester, with a minimum of 13 semester undergraduate hours completed, exclusive of credit only (CR) courses. The Honor Roll requires a grade point average of 3.5 on all work attempted for a particular semester, with a minimum of 12 semester undergraduate hours, exclusive of credit only (CR) courses.

Minimum Grade Requirements
The minimum grade point requirement for students who are considered to be making satisfactory academic progress is a 2.0 cumulative institution grade point average and a 2.0 GPA is required for graduation. All transfer students must have a cumulative 2.0 GPA to transfer into A&M-Kingsville.

Scholastic Probation
Students will be placed on scholastic probation any time their cumulative institution grade point average at A&M-Kingsville falls below 2.0. Such students are required to participate to the fullest in academic support programs and to seek academic advising. Students who have been placed on scholastic probation will be removed from such probation at the conclusion of the semester or summer term at this university when they have achieved a 2.0 cumulative institution grade point average.

Enforced Withdrawal
Students who have been placed on scholastic probation, and who fail to achieve the minimum cumulative institution grade point average during the next long semester, will be placed on enforced withdrawal. Students who have been placed on enforced withdrawal may return after an absence of one semester; however, students placed on enforced withdrawal for a third time may return only after an absence of one year. Students who have been placed on enforced withdrawal for a third time must obtain an approval letter from the appropriate college dean. In either case, the required absence period may be shortened or eliminated upon approval of the college dean and/or associate vice president for student success. Students who remain out for two or more years must submit a readmission application to the Office of Admissions.

Students will start the above process by making an appointment with their academic adviser to complete the necessary form for approval to return to the university.

Removal of Enforced Withdrawal Status by Summer Study
Students placed on enforced withdrawal at the end of the spring semester are eligible to attend the subsequent summer session. If the student achieves a cumulative institution grade point average of 2.0 or higher at the conclusion of the summer terms, the enforced withdrawal status will be removed.

THE STUDENT'S PERMANENT RECORD
Transcripts
Official transcripts of the student's academic record may be requested at no cost in writing from the Office of the Registrar or online. The student should provide his/her complete name as recorded while attending the university (or the name changed to after leaving the university), student identification number or last four digits of his/her social security number, date of birth, first and last enrollment, contact phone number, number of transcripts requesting (up to the maximum number allowed) and the address where the transcript(s) are to be mailed. All transcript requests must be signed by the student. Failure to sign the request will void the request and the request will not be processed. Transcript requests may be faxed or e-mailed but must have all required information and signature to be processed.
A student must provide identification at the Javelina Enrollment Services Center when picking up a copy of a transcript in person. The Family Educational Rights and Privacy Act of 1974, and amendments thereto, states that parents, spouse, legal guardian or others are not authorized to pick up transcripts of students unless written authorization by the student is provided.

**Holds**
All students, including continuing education students, should clear any holds they have on their records immediately. Failure to clear a hold causes delays and inconvenience when trying to obtain copies of transcripts through the mail or in person. Since a hold on the record may affect a student from obtaining/viewing grades at the end of the semester, students should be sure they do not have any holds before final examinations start. Students with a registration hold on their record will not be permitted to register.

**Change of Name, Address or Social Security Number**
Students who wish to change their name in the student information system (which will appear on their transcript and diploma) must provide original legal documentation of the change to the Office of the Registrar. Not advising the Office of the Registrar of a legal name change may cause transcript requests and registration problems. Social Security Number (SSN) must be changed by providing the original SSN card with the new/correct number. Students who change their address should notify the Office of the Registrar, Financial Aid Office and the Business Office.

**Death of a Student**
The death of a currently enrolled student should be reported to the Office of the Registrar immediately. After confirming the death, the Office of the Registrar notifies the appropriate faculty and academic dean, closes all student records and codes the student information system to block mailings to the deceased.
The university has established General Education requirements for all baccalaureate degrees. A general education results in the acquisition of a common body of essential knowledge and skills that together facilitate the development of students as individuals and as members of communities. **Students are strongly advised to consult their individual degree plans and academic advisers for any specific requirements for their majors within the General Education curriculum. Students are also advised to consult the online catalog for any additions to the course offerings.** Some courses are listed in two areas; a student may count such a course in either area, but not both.

That common body of essential knowledge and skills shall include the following component areas and must equal 42 semester credit hours:

**Communication, (010) (^Communications):**

- **Rhetoric/Composition**
  - Required: 6 semester credit hours
  - ENGL 1301 and ENGL 1302

  Core Objectives: Critical Thinking Skills, Communication Skills, Teamwork and Personal Responsibility

**Mathematics, (020) (^Mathematics):**

- Required: 3 semester credit hours
  - Select one course from:
    - MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1334, MATH 1348, MATH 1350 or MATH 2413*.

  Core Objectives: Critical Thinking Skills, Communication Skills and Empirical and Quantitative Skills

**Life and Physical Sciences, (030) (^Life/physical sciences):**

- Required: 6 semester credit hours
  - Select two choices from:
    - ANTH 2303;
    - or BIOL 1306, BIOL 1307, BIOL 2375, BIOL 2401*, BIOL 2402*
    - or CHEM 1311, CHEM 1312, CHEM 1405*;
    - or GEOG 1301, GEOG 1302, GEOG 2472*
    - or GEOL 1301, GEOL 1302, GEOL 1303, GEOL 1304;
    - or PHYS 1301, PHYS 1302, PHYS 1303, PHYS 1304, PHYS 1375, PHYS 1375, PHYS 1471*, PHYS 2325, PHYS 2326.

  Core Objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills and Teamwork
Language, Philosophy and Culture, (040) (^Lang/phil/culture):

Required: 3 semester credit hours
Select one course from:

ANTH 2302;
or ENGL 2331, 2342, ENGL 2362;
or FREN 1311, FREN 1312, FREN 2311, FREN 2312;
or HIST 2321, HIST 2322;
or PHIL 1301;
or SPAN 1313, SPAN 1314, SPAN 1373, SPAN 2301, SPAN 2302, SPAN 2311, SPAN 2312.

Core Objectives: Critical Thinking Skills, Communication Skills, Personal Responsibility and Social Responsibility

Creative Arts, (050) (^Creative arts):

Required: 3 semester credit hours
Select one course from:

ARTS 1303;
or COMM 2304;
or MUSI 2306, MUSI 2308, MUSI 2310;
or THEA 2310.

Core Objectives: Critical Thinking Skills, Communication Skills, Teamwork and Social Responsibility

American History (060): (legislatively mandated)

Required: 6 semester credit hours

HIST 1301 and HIST 1302

Core Objectives: Critical Thinking Skills, Communication Skills, Personal Responsibility and Social Responsibility

Government/Political Science (070): (legislatively mandated)

Required: 6 semester credit hours

POLS 2301 and POLS 2302

Core Objectives: Critical Thinking Skills, Communication Skills, Personal Responsibility and Social Responsibility
Social and Behavioral Sciences (080) (^Social/behavioral):

Required: 3 semester credit hours
Select one course from:

ANTH 2301;
or ECON 2301, ECON 2302;
or EDKN 2335;
or EVEN 2372;
or HSCI 2323;
or POLS 2304, POLS 2340;
or PSYC 2301;
or SOCI 1301, SOCI 1306 or SOCI 2361

Core Objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills and Social Responsibility

Component Option (090):

A. Communication (^Communication):
Required: 3 semester credit hours of oral communications
Select one course from:

COMM 1307;
or COMS 1311, COMS 1315, COMS 1336, COMS 2374;
or ENGL 2374

Core Objectives: Critical Thinking Skills, Communication Skills, Teamwork and Personal Responsibility

B. Component Option (SCH).
As an option for up to three (3) semester credit hours of the Component Option, the following course(s) are allowed:

ANTH 2301, ANTH 2302;
or BIOL 1106, BIOL 1107, BIOL 2401 (1 hour*), BIOL 2402 (1 hour*);
or BUAD 2374;
or CHEM 1111, CHEM 1112, CHEM 1405 (1 hour*);
or EDHL 1254, EDHL 2124;
or EDKN 2335;
or ENGL 1171, ENGL 2314, ENGL 2331;
or GEOG 1101, GEOG 1102, GEOG 1303;
or GEOL 1101, GEOL 1102, GEOL 1103, GEOL 1104;
or HIST 2321, HIST 2322;
or HSCI 2323;
or ISYS 1301, ISYS 2302;
or MATH 2413 (1 hour*), MATH 2414 (1 hour*);
or MUSI 1122, MUSI 1123, MUSI 1141, MUSI 3120;
or PHIL 1301;
or PHYS 1101, PHYS 1102, PHYS 1103, PHYS 1104, PHYS 1471 (1 Hour*), PHYS 2125, PHYS 2126,;
or POLS 2340;
or SOCI 2361

Core Objectives: Critical Thinking, Communication Skills and one of the remaining Core Objectives
*For those degree plans that only allocate three hours to the Mathematics or Science Core Areas, if the courses listed below are used by the student to fulfill the core requirement, the additional hour may be used to fulfill one credit hour of the Component Option for each such course taken:

- BIOL 2401*, BIOL 2402*
- or CHEM 1405*
- or MATH 2413, MATH 2414*
- or PHYS 1471*

^These identifiers are used in curriculum guides in later sections of this catalog
OTHER DEGREE REQUIREMENTS

Major and Minor
A major when specified as a degree requirement shall consist of a minimum of 24 semester hours in one subject, 6 of which must be taken at this university. In English, the required freshman courses may not count as part of this amount.

A minor shall consist of a minimum of 18 semester hours in a subject closely related to the major. In English, the required freshman courses may not count as part of this amount.

At least 50% of the work offered in the major field must be advanced, and at least 6 semester hours of advanced work must be offered in the minor field.

Writing Intensive Requirement
Candidates for a bachelor’s degree must complete at least one course designed as Writing Intensive, preferably in their major field. Candidates must earn a grade of C or better in such a course. The designation of a writing intensive course is [WI] following the title of the approved course.

Advanced Work
Candidates for a bachelor’s degree must have a minimum of 36 semester hours of advanced course work. Requirements for the B.A.A.S. degree can be found in the Bachelor of Applied Arts and Sciences section of this catalog.

Grade Average
An overall average of C (2.0) or above on all work attempted at A&M-Kingsville must be maintained. The grade average in the major and minor field where required must be C or above. For purposes of grade point average calculation on A&M-Kingsville course work for graduation, grades stand as recorded unless the same course is repeated at this university.

Academic Residence Requirement
Candidates for a bachelor’s degree must have a minimum of 25 percent of total semester hours required for the degree completed in residence at this university. Twenty-four of the last 30 hours must be taken at this university.

RESTRICTIONS

Number of Physical Activity Courses
No more than four semesters of kinesiology activity courses may be counted toward a degree, except for the kinesiology majors and minors.

Maximum Number of Hours in Religion
No more than 12 semester hours in religion may be counted toward any degree.

Correspondence Work
No credit earned by correspondence on a course previously failed in residence may be counted toward a degree at this university.

Graduation Under a Particular Catalog
A student has the privilege of being graduated according to the curricular requirements as stated in the catalog of the year in which the student first registered for work in residence at the university, or the student may be graduated under any later catalog of a year in which the student was registered for residence work provided that requirements are met within five years of the date of the catalog chosen and provided further that the institution offers courses listed as requirements in previous catalogs.

Application for Graduation
A student who plans to receive a degree from Texas A&M University-Kingsville must apply for graduation. This process begins in the office of the appropriate dean or director. An "Application for Candidacy" form and "Diploma Card" must be submitted to the Provost and Vice President for Academic Affairs by the deadline date designated in the Academic Calendar. The Academic Calendar at the front of this catalog and the online Academic Calendar should be consulted for specific deadline dates. The degree will not be conferred unless the candidate has completed the application process on or before the designated deadline.
Use of Official Name on Diploma
Students applying for graduation must use their official name as listed on their permanent record in the Office of the Registrar. No nicknames or any other informal name will be allowed. All printed information, including diplomas, will list a student's official name. Students requesting a name other than their official name on their diploma must change their name on their permanent record.

Graduation in Absentia
Graduation in absentia will be permitted only under special conditions stated in writing and approved by the Provost and Vice President for Academic Affairs.

A Second Bachelor's Degree
Two degrees of the same type (B.B.A., B.A., B.S., etc.) will not be awarded concurrently from the same college (at the same graduation). A single degree with a double major will be awarded.

The applicant for a second bachelor’s degree must complete all residence requirements, the specific course requirements of the second degree and meet the required grade point average.

GRADUATION WITH HONORS (For undergraduate degrees only)
A grade point average of 3.8 is the minimum for graduation Summa Cum Laude (with highest honors); a grade point average of 3.6 or higher but less than 3.8 will merit Magna Cum Laude (with high honors); an average of 3.4 or higher but less than 3.6 will merit graduation Cum Laude (with honors). Grade point averages are not rounded up to achieve these figures.

Students who have transferred work from other colleges or universities are eligible for graduation with honors provided they have completed at least 45 semester hours of work toward their degrees at this university. Only the record at this university will be used to determine eligibility for graduation with honors.
## UNDERGRADUATE DEGREES AND MAJORS OFFERED

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
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<tbody>
<tr>
<td>Bachelor of Applied Arts and Sciences</td>
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<tr>
<td>Bachelor of Arts</td>
<td>Art, Biology, Chemistry, Communications, Criminal Justice, English,</td>
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<td></td>
<td>History, Mathematics, Political Science, Psychology, Sociology, Spanish</td>
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<tr>
<td>Bachelor of Business Administration</td>
<td>Accounting, Finance, General Business Administration, Information</td>
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<td></td>
<td>Systems, Management, Marketing</td>
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<tr>
<td>Bachelor of Fine Arts</td>
<td>Art</td>
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<tr>
<td>Bachelor of Music</td>
<td>Music</td>
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<tr>
<td>Bachelor of Science</td>
<td>Biology, Biomedical Sciences, Chemistry, Communication Sciences</td>
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<td></td>
<td>and Disorders, Criminology, Geology, Interdisciplinary Studies,</td>
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<td></td>
<td>Kinesiology, Mathematics, Physics</td>
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<tr>
<td>Bachelor of Science in Agriculture</td>
<td>Agribusiness, Agriculture Science, Animal Science, Animal-Wildlife</td>
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<td></td>
<td>Veterinary Technology, Range and Wildlife Management</td>
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<tr>
<td>Bachelor of Science in Architectural Engineering</td>
<td>Architectural Engineering</td>
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<td>Bachelor of Science in Chemical Engineering</td>
<td>Chemical Engineering</td>
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<td>Bachelor of Science in Civil Engineering</td>
<td>Civil Engineering</td>
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<tr>
<td>Bachelor of Science in Computer Science</td>
<td>Computer Science</td>
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<tr>
<td>Bachelor of Science in Electrical Engineering</td>
<td>Electrical Engineering</td>
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<tr>
<td>Bachelor of Science in Environmental Engineering</td>
<td>Environmental Engineering</td>
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<tr>
<td>Bachelor of Science in Human Sciences</td>
<td>Human Nutrition, Human Sciences</td>
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<tr>
<td>Bachelor of Science in Industrial Management and Technology</td>
<td>Industrial Management and Technology</td>
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<tr>
<td>Bachelor of Science in Mechanical Engineering</td>
<td>Mechanical Engineering</td>
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<tr>
<td>Bachelor of Science in Natural Gas Engineering</td>
<td>Natural Gas Engineering</td>
</tr>
<tr>
<td>Bachelor of Social Work</td>
<td>Social Work</td>
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</tbody>
</table>
## UNDERGRADUATE TRANSCRIPTED CERTIFICATE
### PROGRAMS OFFERED

<table>
<thead>
<tr>
<th>Administrative Unit</th>
<th>Certificate</th>
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</thead>
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<tr>
<td>Civil and Architectural Engineering</td>
<td>Facility Management</td>
</tr>
<tr>
<td>Institute of Architectural Engineering Heritage</td>
<td>Heritage Preservation</td>
</tr>
</tbody>
</table>
CENTER FOR CONTINUING EDUCATION

Marilu Salazar, Director
Cousins Hall 109. MSC 147. Extension 2861.
www.tamuk.edu/continuinged

The Center for Continuing Education extends the services of the university to business, industry, educational institutions, professional organizations, governmental units and other groups of adults who need non-credit courses, conferences, institutes, workshops, seminars, short courses and special training programs. The center offerings fall into two categories: extension credit courses and non-credit enrichment activities.

Extension Credit Courses
Most courses listed in this catalog may be offered, upon sufficient demand as extension courses. Extension classes can be organized for out-of-state and out-of-country special purposes. However, the entire expense of the class including salary and travel for the instructor plus administrative cost must be met by the tuition and workshop fees collected. Specific fees will be determined for each course offering. Fees will not be refunded after the first class meeting or the deadline for the first required deposit.

ENRICHMENT ACTIVITIES

Enrichment activities are non-credit offerings including meetings, classes, short courses, workshops and online or Internet non-credit courses. A few of the enrichment courses offered periodically through the Center for Continuing Education include aerobic dance, social dance, belly dancing, conversational Spanish, German, French and Chinese, digital photography, defensive driving, youth camps and short courses in technical writing, GRE preparation, computers, communications, management and other areas as needed. Over one hundred (100) online non-credit training courses are available through our Continue to Learn program found at http://tamuk.continuetolearn.com/.

No admission requirements are necessary for non-credit course participants. A detailed description of course content and level will be available before enrollment periods. Registration dates and sites for non-credit courses are announced in advance or students may request course information from the center.

The Continuing Education Unit (CEU) will be given for certain non-credit instructional activities. One Continuing Education Unit is defined as ten contact hours of participation in an organized continuing education experience under qualified instruction. (A fraction of a unit may be awarded.) Texas A&M-Kingsville maintains a permanent record of all CEUs awarded to individual participants and an official transcript is available from the center for $2.

Out-of-State Programs
The center sponsors out-of-state training seminars and short courses in various topics, including language training, culture, arts and crafts, history and other areas as needed. These courses are offered for Continuing Education Units (CEUs) and in some cases for extension credit. More detailed information about these and other programs is available at the Center for Continuing Education.

Elderhostel Programs
Elderhostel is a nonprofit organization offering short-term academic experiences for people over 55. During an Elderhostel program, seniors study liberal arts courses designed especially for senior citizens. They are challenging and thought-provoking, but do not require any prior knowledge or formal training, homework, exams or grades. Besides daily classes, programs often include course-related field trips.

Most Elderhostel programs last five or six nights and start on Sunday. Seniors stay in comfortable commercial facilities and eat at campus cafeterias and dining halls. For additional information call 361-593-2861.

Intensive English Training Center
The Intensive English Training Center curriculum is focused on the needs and goals of each student. The Center provides intensive English training for non-degree and degree-seeking non-native English speaking students who
have not reached the university’s minimum TOEFL score requirement. The curriculum features high interest topics and focuses on both accuracy and fluency. The multi-skills course syllabi integrate themes, structures, functions, vocabulary and pronunciation. A computerized language lab with access to the World Wide Web provides an unlimited number of resources in English-as-a-Second-Language. Students who successfully complete the Intensive English Training Center Exit Portfolio are exempted from the university’s TOEFL requirement. Four, eight and sixteen week sessions are available every semester or term. Visit www.tamuk.edu/iep for more information.
The iTech-Center for Distance Learning and Instructional Technology supports academic and administrative services by providing researched instructional support through quality training, introduction of innovative technical solutions and progression in the distance learning infrastructure. Distance learning covers a variety of options to enhance instruction in face-to-face, hybrid and/or online courses and provides support for residential and online student populations.

**General Restrictions on All Courses**
A student who desires university credit for a course must meet the university entrance requirements and the specific prerequisite requirements for the individual course. Students on suspension from any university cannot register for any courses.

**Distance Learning Course Types**
Distance learning academic credit courses are offered in a variety of delivery types.

*Web-Enhanced Courses (face to face courses with technical enhancements)*
A web-enhanced course is a course in which no planned instruction occurs when the students and instructor(s) are not in the same place.

*Web-Substituted Courses (.500 courses)*
A web-substituted course is a course in which no more than 50 percent of the planned instruction occurs when the students and instructor(s) are not in the same place. The online portion of the course is conducted through the university learning management system which contains instructional material for the course.

*Hybrid/Blended Courses (.900 courses)*
A hybrid/blended course is a course in which a majority (*more than 50 percent but less than 85 percent*), of the planned instruction occurs when the students and instructor(s) are not synchronously (same time and space whether virtual or physical) in contact. The online portion of the course is conducted through the university learning management system which contains instructional material for the course.

*Fully Online Courses (.600 courses)*
A fully online course is a course that may have mandatory face-to-face sessions totaling *no more than 15 percent of the instructional time*. Examples of face-to-face sessions include orientation, laboratory, exam review or an in-person test. The online portion of the course is conducted through the university learning management system which contains instructional materials for the course.

*Video Conference Courses (.400 courses)*
Distance learning interactive videoconferencing credit courses are coordinated statewide by the Trans Texas Videconference Network (TTVN) with central offices located at Texas A&M University in College Station. All Texas A&M System campuses have the ability to collaboratively broadcast and receive hundreds of videoconference courses. TTVN classrooms at Texas A&M University-Kingsville are located on campus and one is located at the Citrus Center in Weslaco.

**Distance Learning Degree Programs**
Texas A&M University Kingsville offers distance learning master’s and doctoral degree programs. Programs are offered either completely online or through a combination of distance learning delivery methods such as TTVN videoconference (two-way audio-video), off-campus, online or hybrid (combination of face-to-face and online).
Online (fully online programs)/Distance Learning Programs (combination of delivery methods)
Doctor of Education in Bilingual Education, Master of Business Administration, Master of Education in Adult Education, Master of Education in Early Childhood, Master of Science in Bilingual Education, Master of Science in Counseling and Guidance, Master of Science in Education, Master of Science in Educational Administration, Master of Science in Industrial Engineering and Master of Science in Instructional Technology.

Off-Campus Credit Courses
In addition to distance learning courses, students may enroll in face-to-face courses that are offered at an off-campus location.

Courses offered off-campus must have a minimum of students enrolled in a location. Courses for undergraduate credit must have a minimum enrollment of 15 registered students and courses for graduate credit must have a minimum enrollment of 10 registered students. Off-campus sites are varied and include Alice, Falfurrias, Harlingen and Weslaco. Other off-campus sites may be added as needed. Section numbers for off-campus credit courses are 200-224.

Registration Information
Students enroll in distance learning courses through Blue and Gold Connection in the same manner as face-to-face courses.

All courses are the equivalent to courses taught on campus and are awarded equal credit. All credit course work is calculated as a part of the overall grade point average. A student should expect the same supplemental reading, written reports and other work necessary to make the course equivalent in scope and type of instruction to a course offered on-campus face-to-face. Distance learning courses require the same number of clock hours of instruction as an on-campus class.

Textbooks for all distance learning courses will be available from the university bookstore or the electronic bookstore in accordance with course syllabi. Students are responsible for obtaining the textbooks, publisher access codes (if applicable) and any needed supplies for distance learning courses.

iTech Support Service Help Desk
For technical assistance with distance learning, contact iTech Support Services at: 24/7 Online Help Desk support.tamuk.edu; 24/7 Phone Help Desk (361)593-4357; email helpdesk@tamuk.edu; On-campus Jernigan Library Commons (1st floor).
The James C. Jernigan Library’s mission is to enable individuals to seek information and use it effectively to enrich their lives. The Library advances the University’s mission of teaching, research, and service by ensuring quality service to all patrons; teaching information skills that lead to academic success and life-long learning; building collections of distinction that support academic programs; and providing leading technologies that enhance access to information resources.

The Jernigan Library website (http://lib.tamu.edu) serves as the primary gateway to a wide selection of resources including OASIS, the library’s online catalog. Library holdings (books, periodicals, and microforms) numbering well over one million items. Additionally, the library website links A&M-Kingsville students, faculty and staff to over 100 subscription databases, as well as online journals, E-books, Government information and other useful websites.

Reference and Instruction Services provides individual assistance in identifying and locating pertinent resources, as well as group services such as library tours, basic library skills instruction, course-integrated instruction and special topics workshops. For assistance in finding library materials or with help in conducting research, library users may contact the Reference Department in person, by telephone (593-3319), by linking directly from the website to an e-mail form, or by means of an online chat widget. Faculty may request library instruction by calling 4153 or by using an online form.

LibGuides (http://libguides.tamuk.edu) provide information concerning library services as well as online research help for a variety of subjects and individual classes.

Access Services (Circulation and Reserves) are adjacent to the main exit. See the Jernigan Library website for information on renewing, recalling and placing library items on hold. Details for requesting a TexShare Library card are also found on the website.

Interlibrary Loan and Document Delivery Services provides access to materials not owned by the library. Requests for books, journals and other items can be made via an online form linked on the website. Allow at least two weeks for materials to arrive.

The South Texas Archives and Special Collections were established to preserve and to make available to the public documentary materials about the history and natural history of South Texas. The Archives are located on the third floor of the library.

The Library participates in a number of resource-sharing programs including the AMIGOS Bibliographic Council, TexShare and the Texas A&M University System Libraries Council. Additionally, the Jernigan Library is a Selective Federal Depository Library.