CATALOG NUMBER
UNDERGRADUATE COURSES
ANNOUNCEMENTS FOR SESSION 2006-2008

Accreditations, Certifications and Approved Programs

Southern Association of Colleges and Schools
Texas A&M University-Kingsville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's, master's and doctoral degrees

Department of Human Sciences' Didactic Program in Dietetics by the Commission on Accreditation for Dietetics Education of the American Dietetic Association (216 W. Jackson Blvd., Chicago, IL 60606-6995, 312-899-5400)

Chemistry Program by the American Chemical Society (approved program)

Graduate Program in Communication Sciences and Disorders accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association

Department of Music by National Association of Schools of Music

Program in Social Work by the Commission on Accreditation of the Council on Social Work Education

College of Business Administration by Association of Collegiate Business Schools and Programs

Teacher/Educator Certification Accredited by the Texas State Board of Educator Certification

Programs in Chemical, Civil, Electrical, and Mechanical Engineering by the Accreditation Board for Engineering and Technology

Program in Industrial Technology by the National Association of Industrial Technology

Memberships:

AACSB-International Association for the Advancement of Collegiate Schools of Business, Candidate
American Association Colleges of Pharmacy
American Association of Colleges for Teacher Education
American Association of Family and Consumer Sciences
American Association of State Colleges and Universities
American Association of State Colleges of Agriculture Renewable Resources
American Association of University Women
American College of Clinical Pharmacy
American College Personnel Association
American Council on Education
American Educational Research Association
American Library Association
American Society of Engineering Education

American Speech-Language-Hearing Association
Association of Institutional Research
Association of Teacher Educators
Association of Texas Colleges and Universities
Hispanic Association of Colleges and Universities
National Association for Bilingual Education
National Collegiate Athletic Association
National Communication Association
National Intramural Recreational Sport Association
National Wellness Association
Teachers of English to Speakers of Other Languages
Texas Library Association
The College Board

Kingsville, Texas 78363-8202
361-593-2111
A Member of The Texas A&M University System
GENERAL INFORMATION

Purpose of the Catalog
This catalog is the official bulletin of Texas A&M University-Kingsville for the years 2006-2008, in which are published the record of the year closing, the announcements for the coming two years and the official regulations which will be in effect during the coming two years. Fees and policies (except standards and requirements for degrees) are, however, subject to change.

The courses of instruction announced herein are those that are available for offering during the sessions of 2006-2008. Courses to be offered during any one semester or summer term are posted in the Blue and Gold Connection prior to registration for a particular semester or term. To meet evolving needs, the university does reserve the right to make changes in courses and to offer only those for which a sufficient number of students register.

*The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member of Texas A&M University-Kingsville or The Texas A&M University System. This catalog is for informational purposes only. The university reserves the right to change or alter any statement herein without prior notice. This catalog should not be interpreted to allow a student that begins their education under it to continue the program under it.*

Student Responsibility
Each student is responsible for knowing the academic regulations in the Catalog. Unfamiliarity with these regulations does not constitute a valid reason for failure to fulfill them.

Equal Opportunity Policy
In compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Executive Order 11246, Texas A&M University-Kingsville is open to all persons regardless of race, color, religion, sex, national origin, age or disability who are otherwise eligible for admission as students. A&M-Kingsville does not discriminate on the basis of disability in admission or access to its programs.

A&M-Kingsville is an Equal Opportunity/Affirmative Action Employer and no applicant or employee will be discriminated against because of race, color, age, religion, sex, national origin or disability in any personnel action. This university will not enter knowingly into contractual agreements for services or supplies with any firm failing to follow fair employment practices.

Family Educational Rights and Privacy Act of 1974 and Amendments Thereto
This act is designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Texas A&M University-Kingsville accords all rights under the law to all students. No one outside the institution shall have access to nor will the institution disclose any information, other than directory information, from a student’s education records without the written consent of the student, except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

In compliance with the Family Educational Rights and Privacy Act of 1974, information classified as "Directory Information" may be released to the general public without the consent of the student. The following is designated as directory information:

  Student’s name, a local and home address, telephone number, major or minor, current class schedule,
number of hours enrolled in current semester, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and all previous educational agencies or institutions attended.

Students reserve the right to suppress any information from being released without their consent. Any student wishing to withhold any or all of this information should notify the Office of the Registrar. The university assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

**Standards of Campus Conduct**

Members of the university community assume full responsibility for compliance with Texas laws and for proper self-conduct. In addition to behaving according to the ordinary conventions of adult society, members of the university community are bound by university rules and regulations conducive to creating a positive campus atmosphere and general academic well-being.

The code for student conduct is set forth in the *Student Handbook*. Specific attention is given there to rules addressing academic misconduct, hazing, sexual harassment and substance abuse, including alcohol abuse and the illicit use of drugs. Grievance procedures and guidelines for sanctions are outlined.

Standards of conduct for university employees are detailed in the Texas A&M University *System Policies*. The Texas A&M University-Kingsville *Faculty Handbook* sets forth rules and regulations governing academic freedom and responsibility, sexual harassment, substance abuse, conflict of interests, research policies and other professional issues. Grievance procedures are set forth there.

In order to create a healthy and pleasant atmosphere, a campus-wide smoking policy designates only certain areas for smoking.

**Hazing**

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

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

It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the Dean of Students or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect the right of an educational institution from enforcing its own penalties against hazing.

The Education Code defines hazing as any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The statute contains a list of conduct which constitutes hazing.
Student Right-to-Know and Campus Security Act, Public Law 101-542 and Amendments Thereto
This act is designed to provide prospective or entering students with information concerning (a) campus security policies and procedures, security services available, campus crime statistics and alcohol and drug use policies; (b) completion or graduation rate of full time certification-seeking or degree-seeking undergraduate students; and (c) graduation rate of student athletes who receive athletic scholarships. This information is contained in an annual report available in the library.

University Assessment
Students enrolled at Texas A&M University-Kingsville are required to participate in university assessment activities for the evaluation and improvement of university programs and curricula.

Supplementary University Publications
- Student Handbook (published by the Student Affairs Office)
- Faculty Handbook (published by the Academic Affairs Office)
- Faculty-Staff Directory (published by the Publications Office)
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  DINING SERVICES
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UNIVERSITY COLLEGE
CURRICULUM

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DEPARTMENT OF AGRONOMY AND RESOURCE SCIENCES
DEPARTMENT OF ANIMAL AND WILDLIFE SCIENCES
DEPARTMENT OF HUMAN SCIENCES
TEXAS A&M UNIVERSITY-KINGSVILLE CITRUS CENTER
CAESAR KLEBERG WILDLIFE RESEARCH INSTITUTE
JACK R. AND LORIS J. WELHAUSEN EXPERIMENTAL STATION
TIO AND JANELL KLEBERG WILDLIFE RESEARCH PARK
BOMER WILDLIFE RESEARCH AREA
SOUTH PASTURE
KING RANCH INSTITUTE FOR RANCH MANAGEMENT

COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF ART
DEPARTMENT OF BIOLOGY
DEPARTMENT OF CHEMISTRY
DEPARTMENT OF COMMUNICATIONS AND THEATRE ARTS
DEPARTMENT OF HISTORY
DEPARTMENT OF LANGUAGE AND LITERATURE
DEPARTMENT OF MATHEMATICS
MILITARY SCIENCE
DEPARTMENT OF MUSIC
DEPARTMENT OF PHYSICS AND GEO SCIENCES
DEPARTMENT OF POLITICAL SCIENCE
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COLLEGE OF BUSINESS ADMINISTRATION
APPLIED ARTS AND SCIENCES
DEPARTMENT OF ACCOUNTING AND COMPUTER INFORMATION SYSTEMS
DEPARTMENT OF ECONOMICS AND FINANCE
DEPARTMENT OF MANAGEMENT AND MARKETING
THE MANNING CENTER FOR PROFESSIONAL ETHICS
COLLEGE OF EDUCATION
   DEPARTMENT OF BILINGUAL EDUCATION
   DEPARTMENT OF CURRICULUM AND INSTRUCTION
   DEPARTMENT OF HEALTH AND KINESIOLOGY

THE FRANK H. DOTTERWEICH COLLEGE OF ENGINEERING
   DEPARTMENT OF CHEMICAL ENGINEERING AND NATURAL GAS ENGINEERING
   DEPARTMENT OF CIVIL AND ARCHITECTURAL ENGINEERING
   DEPARTMENT OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE
   DEPARTMENT OF ENVIRONMENTAL ENGINEERING
   DEPARTMENT OF INDUSTRIAL TECHNOLOGY
   DEPARTMENT OF MECHANICAL ENGINEERING AND INDUSTRIAL ENGINEERING
   SOUTH TEXAS ENVIRONMENTAL INSTITUTE

FACULTY

LIST OF COURSE PREFIXES
ACADEMIC CALENDARS
Spring Intersession 2006, Summer 2006 and
Academic Year 2006-2007

Dates and Times Subject to Change. Official Calendar and Registration information appears each semester with the Class Schedule.

Spring Intersession 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 3</td>
<td>Registration begins for Spring Intersession 2006.</td>
</tr>
<tr>
<td>May 8</td>
<td>First class meetings.</td>
</tr>
<tr>
<td>May 9</td>
<td>NO REGISTRATION BEYOND THIS POINT. Census Date.</td>
</tr>
<tr>
<td>May 26</td>
<td>Last class day.</td>
</tr>
<tr>
<td>May 30</td>
<td>9:00 a.m. All grades due in the Office of the Registrar.</td>
</tr>
</tbody>
</table>

First Summer Session 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Tuition emergency loans start.</td>
</tr>
<tr>
<td>May 3</td>
<td>8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes May 2 at 2 p.m.)</td>
</tr>
<tr>
<td>May 5</td>
<td>5 p.m. Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in August with Academic College Dean.</td>
</tr>
<tr>
<td>May 17</td>
<td>8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes May 16 at 2 p.m.)</td>
</tr>
<tr>
<td>May 21-22</td>
<td>Hoggie Days.</td>
</tr>
<tr>
<td>May 22</td>
<td>5 p.m. Payment Deadline. A $35 Late Payment Fee will be assessed for registering and/or paying after this date.</td>
</tr>
<tr>
<td>May 23</td>
<td>Book emergency loans start.</td>
</tr>
<tr>
<td>May 28</td>
<td>10 a.m. Residence hall check in.</td>
</tr>
<tr>
<td>May 30</td>
<td>8 a.m. First class meetings.</td>
</tr>
<tr>
<td>May 30-June 2</td>
<td>Permission needed from adviser and professor to register or change classes.</td>
</tr>
<tr>
<td>May 31</td>
<td>8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes May 30 at 2 p.m.)</td>
</tr>
<tr>
<td>June 2</td>
<td>Class meetings due to Memorial Day holiday.</td>
</tr>
<tr>
<td>June 2</td>
<td>5 p.m. Deadline for students applying for graduation to complete the Change of Name Request form with the Office of the Registrar.</td>
</tr>
<tr>
<td>June 2</td>
<td>5 p.m. NO REGISTRATION BEYOND THIS POINT. Fourth Class Day. Census Date.</td>
</tr>
<tr>
<td>June 4-5</td>
<td>Hoggie Days.</td>
</tr>
<tr>
<td>June 9</td>
<td>5 p.m. Last day for students completing graduation requirements in August to file Application for Candidacy forms with the Office of the Provost and Vice President for Academic Affairs and to pay graduation fees.</td>
</tr>
<tr>
<td>June 11-12</td>
<td>Hoggie Days</td>
</tr>
<tr>
<td>June 12</td>
<td>5 p.m. Midsemester Point. Last day to drop a course with an automatic Q.</td>
</tr>
<tr>
<td>June 19</td>
<td>Title IV 60% of semester.</td>
</tr>
<tr>
<td>June 22</td>
<td>8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes June 21 at 2 p.m.)</td>
</tr>
</tbody>
</table>
June 26 5 p.m. Last day to drop a course or withdraw from the university.
June 28 Book and tuition emergency loans due.
June 28 Last class day.
June 29 Final examinations.
June 29 6 p.m. Residence halls close.
July 3 9 a.m. All grades due in the Office of the Registrar.
July 4 Independence Day holiday.

Second Summer Session 2006

June 12 Tuition emergency loan start.
June 26 5 p.m. Payment Deadline. A $35 Late Payment Fee will be assessed for registering and/or paying after this date.
June 26 Book emergency loans start.
July 2 10 a.m. Residence hall check in.
July 4 Independence Day holiday.
July 5 8 a.m. First class meetings.
July 5-10 Permission needed from adviser and professor to register or change classes.
July 6 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes July 5 at 2 p.m.)
July 7 Class meetings due to Independence Day holiday.
July 9-10 Hoggie Days.
July 10 5 p.m. NO REGISTRATION BEYOND THIS POINT. Fourth Class Day. Census Date.
July 12 Midsemester point. Last day to drop a course with an automatic Q.
July 23-24 Hoggie Days.
July 24 Title IV 60% of semester.
July 28 5 p.m. Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in December with Academic College Dean.
July 31 Book and tuition emergency loans due.
July 31 5 p.m. Last day to drop a course or withdraw from the university.
Aug. 1 9 a.m. Graduating students' grades due in the Office of the Registrar.
Aug. 3 Last class day.
Aug. 4 Final examinations.
Aug. 4 7 p.m. Commencement.
Aug. 4 6 p.m. Residence halls close.
Aug. 6-7 Hoggie Days.
Aug. 7 9 a.m. All grades due in the Office of the Registrar.

Fall Semester 2006

Aug 1 5 p.m. Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in December with Academic College Dean.
Aug. 1 Tuition emergency loans start.
Aug. 9 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes August 8 at 2 p.m.)
Aug. 21 Payment Deadline. A $35 Late Payment Fee will be assessed for registering and/or paying after this date.
Aug. 21 Book emergency loans start.
Aug. 22 General Faculty/Staff Meeting, BES 100.
Aug. 22-23 Meetings of deans with departmental chairs.
Aug. 22-23 Departmental meetings.
Aug. 23 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes August 22 at 2 p.m.)
Aug. 25-27 Javelina Welcome.
Aug. 26 9 a.m. Residence hall check in.
Aug. 28 First class meetings of all regular students.
Aug. 29 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes August 28 at 2 p.m.)
Sept. 2 First class meetings of all Saturday students.
Sept. 4 Labor Day holiday.
Sept. 5-13 Permission from the adviser and professor to register or change classes.
Sept. 8 5 p.m. Deadline for students applying for graduation to complete the Change of Name Request form with the Office of the Registrar.
Sept. 13 5 p.m. NO REGISTRATION BEYOND THIS POINT. Twelfth Class Day. Census Date.
Sept. 15 5 p.m. Last day for students completing graduation requirements in December to file Application for Candidacy forms with the Office of the Provost and Vice President for Academic Affairs and to pay graduation fees.

Oct. 2 Students planning May or August graduation to apply for Application for Candidacy forms with deans of their colleges.
Oct. 16 Midsemester Point.
Oct. 25 9 a.m. All midsemester grades due in the Office of the Registrar.
Oct. 31 Book and tuition emergency loans due.
Nov. 3 Title IV 60% of semester.
Nov. 6 Registration for spring semester 2007.
Nov. 16 5 p.m. Last day to drop a course with an automatic Q.
Nov. 23-24 Thanksgiving vacation.
Dec. 1 5 p.m. Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in May with Academic College Dean.
Dec. 4 5 p.m. Last day to drop a course or withdraw from the university.
Dec. 6-7 Dead Week.
Dec. 6 Last class day.
Dec. 7 Study Day (no classes).
Dec. 8-9 and 11-14 Final examinations for fall semester.
Dec. 13 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes December 12 at 2 p.m.)
Dec. 12 9 a.m. Graduating students' grades due in the Office of the Registrar.
Dec. 15 Commencement.
Dec. 15 6 p.m. Residence halls close.
Dec. 18 9 a.m. All grades due in the Office of the Registrar.

Spring Semester 2007

Dec. 1 5 p.m. Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in May with Academic College Dean.
Dec. 1 Tuition emergency loans start.
Jan. 4 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes January 3 at 2 p.m.)
Jan. 8 Book emergency loans start.
Jan. 8 Payment Deadline. A $35 Late Payment Fee will be assessed for registering and/or paying after this date.
Jan. 9 General Faculty/Staff Meeting, BES 100.
Jan. 9-10 Meetings of deans with departmental chairs.
Jan. 9-10 Departmental meetings.
Jan. 13 10 a.m. Residence hall check in.
Jan. 15 Martin Luther King, Jr. Day holiday.
Jan. 16 8 a.m. First class meetings of all regular students.
Jan. 17 8:30 a.m. ACT Residual Examination. (Registration with Testing Center closes January 16 at 2 p.m.)
Jan. 19  5 p.m.  Deadline for students applying for graduation to complete the Change of Name Request form with the Office of the Registrar.
Jan. 20  9 a.m.  First class meetings of all Saturday students.
Jan. 23-31  5 p.m.  Permission from the adviser and professor to register or change classes.
Jan. 31  5 p.m.  NO REGISTRATION BEYOND THIS POINT. Twelfth class day. Census Date.
Jan. 26  5 p.m.  Last day for students completing graduation requirements in May to file Application for Candidacy forms with the Office of the Provost and Vice President for Academic Affairs and to pay graduation fees.
Feb. 28  5 p.m.  Book and tuition emergency loans due.
Mar. 5  5 p.m.  Midsemester Point.
Mar. 9  6 p.m.  Residence halls closes.
Mar. 12-18  5 p.m.  Spring Break.
Mar. 14  9 a.m.  All midsemester grades due in the Office of the Registrar.
Mar. 18  2 p.m.  Residence halls open.
Mar. 19  8 a.m.  Classes resume.
Mar. 30  5 p.m.  Title IV 60% of semester.
Apr. 2  8 a.m.  Register for Summer Sessions 2007 and Fall Semester 2007.
Apr. 5  5 p.m.  Last day to drop a course with an automatic Q.
Apr. 6  5 p.m.  Easter holiday - Classes not in session.
Apr. 30  5 p.m.  Last day to drop a course or withdraw from the university.
Apr. 30-May 3  5 p.m.  Dead Week.
May 2  5 p.m.  Last class day.
May 3  5 p.m.  Study Day (no classes).
May 4-5 and May 7-10  5 p.m.  Final examinations for spring semester.
May 8  9 a.m.  Graduating students' grades due in the Office of the Registrar.
May 9  8:30 a.m.  ACT Residual Examination. (Registration with Testing Center closes May 8 at 2 p.m.)
May 11  5 p.m.  Commencement.
May 11  5 p.m.  Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in August with Academic College Dean.
May 11  6 p.m.  Residence halls close.
May 15  9 a.m.  All grades due in the Office of the Registrar.

First Summer Session 2007

May 4  5 p.m.  Tuition emergency loans start.
May 9  8:30 a.m.  ACT Residual Examination. (Registration with Testing Center closes May 8 at 2 p.m.)
May 11  5 p.m.  Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in August with Academic College Dean.
May 24  8:30 a.m.  ACT Residual Examination. (Registration with Testing Center closes May 23 at 2 p.m.)
May 28  5 p.m.  Memorial Day holiday.
May 29  5 p.m.  Payment Deadline. A $35 Late Payment Fee will be assessed for registering and/or paying after this date.
May 29  5 p.m.  Book emergency loans start.
June 2  10 a.m.  Residence hall check in.
June 4  8 a.m.  First class meetings.
June 4  5 p.m.  Deadline for students applying for graduation to complete the Change of Name Request form with the Office of the Registrar.
June 4-7  5 p.m.  Permission needed from adviser and professor to register or change classes.
June 7  5 p.m.  NO REGISTRATION BEYOND THIS POINT. Fourth Class Day. Census Date.
June 15  5 p.m.  Last day for students completing graduation requirements in August to file Application for Candidacy forms with the Office of the Provost and Vice President for Academic Affairs and to pay graduation fees.
June 18  5 p.m.  Midsemester Point.  Last day to drop a course with an automatic Q.
June 25  Title IV 60% of semester.
June 27  8:30 a.m.  ACT Residual Examination.  (Registration with Testing Center closes June 26 at 2 p.m.)
June 28  Book and tuition emergency loans due.
July 2  5 p.m.  Last day to drop a course or withdraw from the university.
July 4  Independence Day holiday.
July 5  Last class day.
July 6  Final examinations.  (Friday class required due to Wednesday, July 4 Holiday.)
July 6  6 p.m.  Residence halls close.
July 9  9 a.m.  All grades due in the Office of the Registrar.

Second Summer Session 2007

June 18  Tuition emergency loan start.
July 2  5 p.m.  Payment Deadline.  A $35 Late Payment Fee will be assessed for registering and/or paying after this date.
July 2  Book emergency loans start.
July 4  Independence Day holiday.
July 6  Class meetings due to Independence Day holiday.
July 6  8:30 a.m.  ACT Residual Examination.  (Registration with Testing Center closes July 5 at 2 p.m.)
July 7  10 a.m.  Residence hall check in.
July 9  8 a.m.  First class meetings.
July 9-12  Permission needed from adviser and professor to register or change classes.
July 12  5 p.m.  NO REGISTRATION BEYOND THIS POINT.  Fourth Class Day.  Census Date.
July 24  Midsemester point.  Last day to drop a course with an automatic Q.
July 30  Title IV 60% of semester.
July 31  Book and tuition emergency loans due.
Aug. 1  5 p.m.  Graduate and Undergraduate Students - Deadline to file Application for Degree Candidacy in December with Academic College Dean.
Aug. 7  5 p.m.  Last day to drop a course or withdraw from the university.
Aug. 7  9 a.m.  Graduating students' grades due in the Office of the Registrar.
Aug. 8  8:30 a.m.  ACT Residual Examination.  (Registration with Testing Center closes August 7 at 2 p.m.)
Aug. 9  Last class day.
Aug. 10  Final examinations.
Aug. 10  7 p.m.  Commencement.
Aug. 10  6 p.m.  Residence halls close.
Aug. 13  9 a.m.  All grades due in the Office of the Registrar.
Texas A&M University-Kingsville
The Texas A&M University System

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Bill Jones, Austin, Vice Chairman
Phil Adams, Bryan
Lupe Fraga, Houston
Wendy Gramm, Helotes
Lowry Mays, San Antonio
Erle Nye, Dallas
Gene Stallings, Powderly
Ida Clement Steen, College Station

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Kim Bennett, Vice Chancellor for Engineering and Dean of Engineering
Delmar L. Cain, General Counsel
Stanton Calvert, Vice Chancellor for Governmental Relations
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James G. Hooton, Executive Vice Chancellor for Finance
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K. Lee Peddicord, Vice Chancellor for Research and Federal Relations
Leo Sayavedra, Vice Chancellor for Academic and Student Affairs
Cathy Smock, Chief Auditor

Texas A&M University-Kingsville

University Administration
Rumaldo Z. Juarez, President
College Hall 201. MSC 101. Extension 3207.

Kermeta "Kay" Clayton, Provost and Vice President for Academic Affairs
College Hall 250. MSC 102. Extension 3108.

Steven Crandall, Vice President for Finance and Administration
College Hall 206. MSC 144. Extension 2410.

J. Randy Hughes, Vice President for Institutional Advancement

Thomas Jackson, Vice President for Student Affairs
College Hall 220. MSC 103. Extension 3612.

Dalton L. Bigbee, Associate Vice President for Academic Affairs
College Hall 250. MSC 102. Extension 3098.

Oscar G. Castillo, Associate Vice President for Support Services
Support Services Building 103. MSC 111. Extension 3280.

Maria L. Gonzalez, Assistant Vice President for Special Programs
Eckhardt Hall 225. MSC 181. Extension 2431.

Gettie K. Moreno, Assistant Vice President/Comptroller for Finance and Administration
College Hall 122A. MSC 104. Extension 3085

Frank B. Ureno, Associate Vice President and Dean of Students
College Hall 221. MSC 227. Extension 4060.
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 1,600 acres of land located at 11 different sites. The main campus consists of more than 85 buildings with approximately 1.9 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 is on 545 acres of land located about one-half mile north of the main campus. The university also operates the Citrus Center near Weslaco, Texas; a marine sciences ecology research area on Baffin Bay; and the Texas A&M University-Kingsville System Center in San Antonio, Texas.

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.

Texas A&M University-Kingsville System Center-San Antonio
On January 27, 2000, the Texas Higher Education Coordinating Board approved a proposal for the creation of the Texas A&M University-Kingsville System Center-San Antonio. The State Legislature asked The Texas A&M University System (TAMUS) to create the center. The creation of the System Center-San Antonio is in response to a clear and documented need among South San Antonio residents. The center and its programs are the result of research, surveys and other studies conducted by the TAMUS, Palo Alto College and the Alamo Community College District. It is a partnership among The Texas A&M University System, the Alamo Community College District and Palo Alto College in San Antonio. The partnership brings junior- and senior-level course offerings to the two-year institution and to South San Antonio at a public university price. The center allows students at any community college to earn baccalaureate degrees while remaining on the Palo Alto campus. The first classes were offered in the fall 2000 semester. The Texas A&M-Kingsville System Center initially offered programs in business administration-management, computer information systems, education-interdisciplinary studies, psychology and criminology. The center also offers the Bachelor of Applied Arts and Sciences (BAAS) program.

Irma Lerma Rangel College of Pharmacy
Texas A&M University-Kingsville’s Irma Lerma Rangel College of Pharmacy is scheduled to open in Fall 2006. Construction on a state-of-the-art building was completed in early Spring 2005. The pre-pharmacy curriculum has been updated and can be found in the Pre-Health Professions section of this catalog. For more information on the Irma Lerma Rangel College of Pharmacy, visit the web page at www.tamuk.edu/pharmacy/.
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

Luisa Havens, Registrar and Director of Admissions
College Hall 140. 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. A description and the requirements for each type of admission are outlined below. (NOTE: Admission to the university does not guarantee admission to an academic program.) To be considered for admission, a student needs to meet the following deadlines and complete the following steps.

Admission Deadlines
To ensure full consideration, all completed applications and documentation and other supporting materials must be in the Office of Admissions by the following deadlines:

- Fall Semester: August 15
- Spring Semester: December 15
- Summer I: May 15
- Summer II: June 15

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

Freshman Admission Application Steps
1. Submit a completed application for admission, including the $15 application fee. The Common Application is available online at www.applytexas.org.

2. Request that an official high school transcript be sent directly to the Office of Admissions, Texas A&M University-Kingsville, MSC 128, Kingsville, TX 78363. Acceptance will be tentatively granted on the basis of a high school transcript showing at least six completed semesters and rank in class.

3. Notify the testing authority to send official copies of ACT or SAT scores directly to the Texas A&M-Kingsville Office of Admissions. Applicants who submit ACT scores must also complete the ACT Writing Test. Use ACT code 4212 and SAT code 6822. Students are subject to all applicable Texas Success Initiative requirements.

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

Admission for First Semester Freshman Students
1. First-semester freshmen applicants are those students who
   a. have graduated from high school or met the equivalent requirements, and
   b. have not attended a college or university after high school graduation and prior to their intended enrollment at Texas A&M-Kingsville.

2. Students submitting a complete application to Texas A&M-Kingsville as freshmen applicants and who meet the following requirements will be granted automatic admission to the university.
   a. Graduate under the Recommended (RHSP) or Distinguished High School Curriculum, or
Students Must Meet the Texas Recommended High School Program

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>REQUIRED UNIT</th>
<th>ACCEPTABLE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>College preparatory English courses</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>Algebra I and II and Geometry, or any mathematics course that requires these as prerequisites</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Select from Integrated Physics and Chemistry, Biology, Chemistry, Physics or Principles of Technology. No more than one credit from each area</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.5</td>
<td>World History, World Geography, U.S. History since Reconstruction and U.S. Govt. - ½ credit</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
<td>2 years of the same foreign language</td>
</tr>
<tr>
<td>Technology Applications</td>
<td>1</td>
<td>General computer literacy</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Economics</td>
<td>.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Health Education or Health Science Tech</td>
<td>.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Speech</td>
<td>.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
</tbody>
</table>

b. Present standardized test scores with corresponding high school class rank as shown in the table below.

<table>
<thead>
<tr>
<th>Class Rank</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
<td>No Minimum</td>
<td>No Minimum</td>
</tr>
<tr>
<td>1st Quarter</td>
<td>18</td>
<td>850</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>19</td>
<td>900</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>21</td>
<td>970</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>23</td>
<td>1050</td>
</tr>
</tbody>
</table>

No minimum scores required for students who rank in the top 10% of their graduating class. ACT or SAT scores, however, must be submitted.

c. Applicants who graduate from an unaccredited high school, who are home-schooled or receive a GED certificate will be assessed on an individual basis. Any student attending an unaccredited high school must submit an official high school transcript, academic records of their high school curriculum and official ACT or SAT scores. Applicants with GED certificates must submit official GED scores and ACT or SAT scores. Graduates of unaccredited programs as well as GED and home-schooled applicants must have a minimum ACT of 18 or SAT of 850. Applicants should contact the Office of Admissions if they have any questions regarding high school preparation requirements.
**Alternative Admission for Freshman**

Applicants who do not meet the automatic admission requirements (2a, 2b and 2c) may be considered for admission under the Alternative Admission Plan. For the Alternative Admission Plan, applicants must submit all documents required, including an official ACT or SAT score filed with the university. Applicants should also complete Part II, essay question C, of the Texas Common Application. Students admitted under this plan are subject to specific enrollment conditions established by the Admission Review Committee.

**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, and to be advised based on the results of that assessment (Senate Bill 286, Texas Education Code; Section 51.3062). A student is required to complete one of four assessment tests before enrolling at Texas A&M-Kingsville unless he/she meets one or more of the exemptions explained later in this document. The TSI is required by Texas law to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in higher education course work.

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 the Texas Success Initiative if a qualifying score has been made on the ACT, the SAT or the TAAS/TAKS. It is the responsibility of the student to provide official ACT, SAT or TAAS/TAKS scores to Texas A&M-Kingsville to qualify for an exemption before enrollment in any college level courses.

These exemptions are effective for three years from the date a student takes the exit-level TAAS/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. Scores required for exemption must be attained in one “administration.” 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 both the English and the mathematics tests.

- **SAT**
  For a test taken in April 1995 or later, a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests is required. For a test taken prior to April 1995, a combined verbal and mathematics score of 970, with a minimum 420 on the verbal test and 470 on the mathematics test, is necessary for exemption.

- **TAAS**
  A minimum scaled score of 1770 on the writing test, a Texas Learning index (TLI) of 86 the math test and a TLI of 89 on the reading test are required for TSI exemption.

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

- **Military**
  Students in active military service, active duty in the military-national guard or reserves (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.
**Admission for Freshman-Transfer Students**

Students applying with 12 or fewer transferable semester credits (1-12 transferable semester hours) must satisfy the following criteria:

- meet or exceed the freshman admission requirements (see grid above) and
- post a 2.0 grade point average on all college coursework attempted

**Admission for Transfer Students**

Applicants who meet the following criteria are eligible for admission as a transfer student:

- earned more than 12 hours
- have a cumulative grade point average of at least 2.0 on a 4.0 scale from other institutions that are fully approved by the appropriate regional accrediting agency and
- are in good standing with the college or university last attended

Admission to the university does not guarantee admission to an academic program.

**Transfer Admission Application Steps**

1. Submit a completed application for admission, including the $15 application fee. The Common Application is available online at [www.applytexas.org](http://www.applytexas.org).

2. Submit official copies of all transcripts from other universities and colleges. Coursework taken at other colleges and/or universities will be converted into A&M-Kingsville equivalents where appropriate.

**Transfer Credit Calculation and Evaluation**

The transfer grade point average is calculated on all transferred college work the applicant has undertaken, whether passed or failed. Transfer grades cannot be used to raise the grade point average at this university.

Texas A&M-Kingsville allows students to transfer lower division (freshman and sophomore) courses from a community college. No work taken at a community college can be transferred as an upper-division (junior or senior) level course. Although general credit may be granted, not all coursework will necessarily be used for graduation requirements. *For a timely evaluation, please see “Admission Deadlines” for information concerning submission of credentials to the Office of Admissions.*

**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.
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.

**Admission for Non-Traditional Students**

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 Admissions Office. Those choosing not to take either standardized test may be required to take a placement exam prior to enrolling. These exams are administered on campus on a regular basis. Please see “Admission Deadlines” for information concerning submission of application and supporting documentation (e.g. high school and/or college transcripts).

**Non-Degree Admission Application Steps**

Submit a completed Application for Admission, including the $15 application fee. The Common Application is available online at www.applytexas.org.

**Admission for Non-Degree Students**

The non-degree category of admission is designed for students who:
- are attending another college or university and want to enroll at Texas A&M-Kingsville for one or two courses and
- are not interested in pursuing degrees, but who would like to enroll in one or two courses.

Non-degree students are admitted only for one semester at a time. If consecutive enrollment is desired, students must follow the appropriate admission application steps.

Non-degree students are not eligible for financial assistance.

**High School Concurrent/Dual Enrollment Admissions**

The Texas A&M University-Kingsville Concurrent/Dual Enrollment Program is designed for the above-average high school student. To be eligible, a student must meet the following criteria:
- The student is in high school at a junior or senior level.
- The student has a “B” overall high school average.
- The high school principal or registrar and senior counselor recommend the student and sign the application.
- A partial high school transcript showing rank in class must be submitted along with an application for admission.
- An ACT composite score of 21 or better or an SAT combined score of 970 or better is required.
- Enrollment will be limited to a maximum of six (6) hours each long term (fall or spring) or three (3) hours each summer session.
- Texas Academic Skills Program (TASP)/Texas Higher Education Assessment (THEA) is required by Texas law. Students must take the TASP/THEA test prior to enrolling at Texas A&M-Kingsville.

Eligible high school students should first contact their high school counselor. School officials may receive more information from the Office of Admissions.

**Readmission**

Former students who have had a break in enrollment 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.

**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 B vaccine
- Menomune (Meningitis vaccine)

Immunization records should be sent to Health Care Services, Texas A&M University-Kingsville, MSC 112, Kingsville, TX 78363. If you have questions regarding these vaccinations, contact Student Health Care Services at 361-593-2904, your family physician, the county health department or the Immunization Division of the Texas Department of Health.

**Academic Fresh Start**

Pursuant to Senate Bill No. 1321 enacted by the 73rd Texas Legislature, students seeking admission to Texas A&M University-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.

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). If three or more semester credit hours have been earned prior to Fall 1989, students will not forfeit any TASP/THEA exemption by electing to participate in the Academic Fresh Start.

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**

Alberto Salinas, **Director of International Admission and Student Services**
Cousins Hall 220. MSC 167. Extension 4994.

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

1. Complete and submit an Application for International Admission. International students can also apply online at [www.applytexas.org](http://www.applytexas.org) using the State of Texas Common Application.

2. Submit official transcripts covering all high school and college work previously completed, whether taken in a foreign country or in the United States. Foreign transcripts must be translated into English and must be certified by the Ministry of Education or comparable agency in the student's respective country.

3. Submit TOEFL scores. University departments will determine their respective minimum scores required for admission. A minimum university score of 500 is required for applicant review. A minimum TOEFL score for undergraduate students seeking admission to the Frank H. Dotterweich College of Engineering is 550. SLEP will not be accepted in the Frank H. Dotterweich College of Engineering.
4. Submit proof of ability to meet personal and academic expenses. A minimum of $18,162 (U.S.) per year is currently required to meet such expenses. Valid financial support documents (less than one year old from date of enrollment) must indicate the minimum U.S. dollar amount (at least $18,162) required by the university. The required minimum is subject to change without notice.

5. $50 non-refundable application fee must accompany the application. Bank money orders must be issued in U.S. dollars by a U.S. bank.

6. A complete file must be submitted prior to June 1 for fall admission, October 1 for spring admission and April 1 for summer admission. Applications received after these dates will be automatically deferred to the next semester or term.

International Student Services
Mildred Slaughter, Assistant Director
Cousins Hall 226. MSC 176. Extension 3317

Specialized services for international students include new student orientation, assistance with matters dealing with U.S. Citizenship and Immigration Services, 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. Multicultural events are also sponsored through this office each semester.

International Student Health Insurance
All international students enrolled in any university in The Texas A&M University System are required to have an approved health (medical) insurance plan at all times. Coverage must be renewed before the premium expires and there should be no lapse in coverage. Students are required to purchase insurance coverage on a semester or annual basis.

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.
RESIDENCE LIFE AND DINING SERVICES

Crispin Trevino, *Interim Director of Residence Life*
Lewis Hall. MSC 108. Extension 3419.

REQUIRED ON CAMPUS RESIDENCE POLICY
Texas A&M University-Kingsville has had a required residence policy for many years. All unmarried students with fewer than 60 hours who are under 21 years of age will automatically be assigned to and billed for a residence hall room and meal plan. A specific meal plan and residence hall can be requested by completing the housing agreement/deposit application forms which can be obtained from the Department of Residence Life, MSC 108, Texas A&M University-Kingsville, Kingsville, TX 78363-8202; 361-593-3419. This application (accompanied by a $150 Room Reservation and Damage Deposit) must 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 Residence Life Office for the necessary forms. Exceptions to the policy may be granted to those students who are (a) living with a parent or legal guardian, (b) who are enrolled on a part-time basis (6 hours or fewer), (c) 21 years of age, (d) veterans, or (e) married.

Requests to be Exempted from the Required Residence Policy
Students under 21 years of age and with fewer than 60 hours who wish to live off campus must seek permission to do so by filing a housing exception request form with the Residence Life Office by August 1 for the fall semester and December 1 for the spring semester. All commuting students (including those who are residents of the Kingsville area) and married students who wish to live off campus must also complete this form. A committee will review the requests. 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.

Applying for University Housing
In order to be assigned to a university residence hall, a student must (a) submit a housing agreement, and (b) forward the agreement and a $150 room reservation and damage deposit to the 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.

Room Reservation and Damage Deposit
The $150 room reservation and damage deposit is retained throughout the period of residence of the student as a guarantee against damage and unwarranted depreciation. The deposit will be returned to the student after termination of residence with the amount assessed for damages or any other university debt, if any, deducted from the $150.

The deposit will be forfeited if the student (a) cancels the room reservation after the stated cancellation deadline for the semester or session for which it was made; (b) moves from the residence hall before the end of the semester; (c) does not check in by the last day of regular registration for the semester or session for which the reservation was made; or (d) does not officially check out of the residence hall upon termination of residency.

Cancellation Dates
A student whose plans change about attending A&M-Kingsville must notify the Residence Life Office in writing by the appropriate deadline. Failure to cancel a reservation deposit by the deadlines listed below will result in forfeiture of the $150 deposit.

- **Fall Semester:** August 1
- **Spring Semester:** December 1
- **Summer I:** May 1
- **Summer II:** June 1
Written cancellation requests may be received in person, by mail or fax to the Residence Life Office. Notification submitted to other departments other than the Residence Life Office do not comply with this requirement. 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 similarly have their request reviewed. The housing deposit will be forfeited.

**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 (including HBO) service is available in each student room. Students eat their meals in the Tejas Room Cafeteria located in the Memorial Student Union. 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 Hand-book* and *Residence Life Guidebook*.

**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, two ethernet ports and one local phone line.

**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, two ethernet ports and one local phone line. Lynch Hall features suite style restrooms. It has a sundeck available for its residents.

**J. C. Martin Jr. Hall (B Side)** is a three-story, air-conditioned residence hall for 208 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, two ethernet ports and one local phone line. Central bathroom facilities are located on each wing. Martin Hall has an outdoor courtyard which includes a basketball half court.

**Co-ed Residence Halls**

Lewis Hall and Martin Hall (A Side) are co-ed residence halls with an optional meal plan. In order to reside in Martin Hall, a student must have 60 hours of acceptable credit with the university or be 21 years of age. In order to reside in Lewis Hall, a student must have 90 hours of acceptable credit with the university or be 22 years of age.

**Lorine Jones Lewis Hall** is a three-story, air-conditioned 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 nightstand, two closets, two ethernet ports and one local phone line. A student must be 22 years of age or have 90 credit hours to be eligible to live in Lewis Hall. Lewis Hall is a 24 hour quiet hall. The hall has a large lounge/TV area and a sundeck.

**J.C. Martin Jr. Hall (A Side)** is a three-story, air-conditioned hall for 200 students. Room furnishings include two beds and a chest-of-drawers, a built-in desk and bookcase, two closets, two ethernet ports and one local phone line. Central bathroom facilities are located on each wing. The main lobby is shared with Martin Hall (B Side). A student must be 21 years of age or have 60 credit hours to be eligible to live in Martin Hall (A side). Martin Hall (A side) has a computer lab, workout room, study room and an outdoor courtyard which includes a sand volleyball court.
Meal Plans
With the exception of Lewis Hall and Martin Hall (A side), 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 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 ID card. It is the student's responsibility to promptly make arrangements for payment of room and board fees so as to obtain/maintain meal privileges. Failure to obtain an ID/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.

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.

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 half 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 two 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:

a. Students receiving university-sponsored financial aid are expected to pay all financial obligations owed the university at the time they receive the financial aid.

b. 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.

c. 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.

d. 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.

e. 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
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 preference is given to students who resided in the halls the previous long semester and contracted to return to the halls. New applicants are assigned on a space available basis, according to the date that the housing agreement is received and provided that the student has been admitted to the university. 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 social
security number. Both agreements must also be received by the June 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 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 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.

STUDENT FAMILY APARTMENTS
There are 28 one-bedroom and 12 two-bedroom apartments available to eligible students. Eligible students include married
students or single parents with dependent children. Application forms may be obtained from the Campus Housing Office.
Each apartment includes a living room, bedroom(s), tile bath, closets, kitchen equipped with a stove and a refrigerator,
central air conditioning and a heating unit. Furniture, cooking utensils, dishes, bedding and other furnishings are the
responsibility of the occupant. Monthly rental rates are listed at the end of this section. The university provides water, cable,
local telephone service, ethernet port and sewer service. The occupant is responsible for arranging and paying for electrical
service and long distance phone calls.

To be eligible for a student family apartment at A&M-Kingsville students must be:

a. Married and/or the parent of minor children of whom they have legal custody. The spouse and/or children must
reside with the resident on a full-time basis. In the event of a separation, both parties will be considered as single
persons (if there are no children) and will be required to vacate the apartment at the end of the semester or term in
which the separation occurs.

b. Actively pursuing no fewer than 12 semester hours of undergraduate work or 9 hours of graduate study for the
regular sessions and no fewer than 3 semester hours of work during one of the two summer sessions.

Any student qualifying for family housing may request to be placed on the waiting list. A student's position on the list is
determined by the date placed there. Once on the list, a student's application works forward as vacancies occur. All students
on the list are assured that its integrity will be maintained at all times and that each person on the list will receive equal
treatment. Only persons on the list will be offered apartments when apartments become available.

Married couples with no dependents will be offered a one-bedroom apartment only. Persons with dependents will be offered
a two-bedroom apartment when available. All persons must either take the apartment offered to them or have their name
placed at the bottom of the list again. A student who decides to accept an apartment must pay the required deposit and submit a student family apartment contract and other necessary housing forms.

Four units of the student family apartments are reserved for use by the Athletic Department for assignment to married student athletes. A two-bedroom unit and three one-bedroom units have been set aside. If the Athletic Department is not using all units, the vacant apartment(s) will then be offered to the student next on the Residence Life waiting list.

**DINING SERVICES**

Steven D. Kauf, *Food Service Director*
Memorial Student Union 213. MSC 124. Extension 3119.

Sodexho Food Service is the sole provider of food services on campus. The Tejas Room in the Memorial Student Union is an all you can eat for one price buffet 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 three retail operations including a Pizza HutExpress, a Sub shop and the Javelina Café in the MSU. Most meal plans include specific dollar allocations for retail purchases as well as regular meals. Sodexho 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. There are many opportunities for student employment in food services.

**SUMMARY OF HOUSING AND BOARD RATES**

The university reserves the right to change housing fees on 30 days’ notice.

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall and Spring Semesters</strong></td>
<td>1st payment due upon execution of note; one half of fees plus $30</td>
<td>2nd payment = one fourth of fees; 3rd payment = one fourth of fees</td>
</tr>
<tr>
<td>Martin Hall-B</td>
<td>$2,327</td>
<td>$1,193.50 $581.75 $581.75</td>
</tr>
<tr>
<td>Turner Hall</td>
<td>$2,327</td>
<td>$1,193.50 $581.75 $581.75</td>
</tr>
</tbody>
</table>

**Semi-Private Room and Board Rates (Fall or Spring)**  
**with Carte Blanche meal plan and $75 credit line**

<table>
<thead>
<tr>
<th>Men’s Residence Halls</th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Hall-A</td>
<td>$2,327</td>
<td>$1,193.50 $581.75 $581.75</td>
</tr>
<tr>
<td>Lynch Hall</td>
<td>$2,390</td>
<td>$1,225 $597.50 $597.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Women’s Residence Hall</strong></th>
<th>1st payment due upon execution of note; one half of fees plus $30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Hall</td>
<td>$2,327</td>
</tr>
<tr>
<td>Lynch Hall</td>
<td>$2,390</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-ed Halls</th>
<th>1st payment due upon execution of note; one half of fees plus $30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Hall-A</td>
<td>$2,327</td>
</tr>
<tr>
<td>Lewis Hall</td>
<td>$2,740</td>
</tr>
</tbody>
</table>
Semi-Private Room and Board Rates (Fall or Spring)
with 14 Meals per week plan and $100 credit line

<table>
<thead>
<tr>
<th></th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men’s Residence Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Hall – B</td>
<td>$2,270</td>
<td>$1,165 $567.50 $567.50</td>
</tr>
<tr>
<td>Turner Hall</td>
<td>$2,270</td>
<td>$1,165 $567.50 $567.50</td>
</tr>
<tr>
<td><strong>Women’s Residence Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>$2,270</td>
<td>$1,165 $567.50 $567.50</td>
</tr>
<tr>
<td>Lynch Hall</td>
<td>$2,333</td>
<td>$1,196.50 $583.25 $583.25</td>
</tr>
<tr>
<td><strong>Co-ed Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin - A</td>
<td>$2,270</td>
<td>$1,165 $567.50 $567.50</td>
</tr>
<tr>
<td>Lewis Hall</td>
<td>$2,683</td>
<td>$1,371.50 $670.75 $670.75</td>
</tr>
</tbody>
</table>

*Includes a one-time processing fee of $30 per semester per payment plan.

Semi-Private Room and Board Rates (Fall or Spring)
with 10 Meals per week plan and $100 credit line

<table>
<thead>
<tr>
<th></th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men’s Residence Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Hall – B</td>
<td>$2,146</td>
<td>$1,103 $536.50 $536.50</td>
</tr>
<tr>
<td>Turner Hall</td>
<td>$2,146</td>
<td>$1,103 $536.50 $536.50</td>
</tr>
<tr>
<td><strong>Women’s Residence Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>$2,146</td>
<td>$1,103 $536.50 $536.50</td>
</tr>
<tr>
<td>Lynch Hall</td>
<td>$2,209</td>
<td>$1,134.50 $552.25 $552.25</td>
</tr>
<tr>
<td><strong>Co-ed Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Hall - A</td>
<td>$2,146</td>
<td>$1,103 $536.50 $536.50</td>
</tr>
<tr>
<td>Lewis Hall</td>
<td>$2,559</td>
<td>$1,309.50 $639.75 $639.75</td>
</tr>
</tbody>
</table>

Semi-Private Room and Board Rates (Fall or Spring)
with 10 Meal per week plan (no credit line)

<table>
<thead>
<tr>
<th></th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men’s Residence Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Hall - B</td>
<td>$2,085</td>
<td>$1,072.50 $521.25 $521.25</td>
</tr>
<tr>
<td>Turner Hall</td>
<td>$2,085</td>
<td>$1,072.50 $521.25 $521.25</td>
</tr>
<tr>
<td><strong>Women’s Residence Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>$2,085</td>
<td>$1,072.50 $521.25 $521.25</td>
</tr>
<tr>
<td>Lynch Hall</td>
<td>$2,148</td>
<td>$1,104 $537 $537</td>
</tr>
<tr>
<td><strong>Co-ed Halls</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Hall - A</td>
<td>$2,085</td>
<td>$1,072.50 $521.25 $521.25</td>
</tr>
<tr>
<td>Lewis Hall</td>
<td>$2,498</td>
<td>$1,279 $624.50 $624.50</td>
</tr>
</tbody>
</table>
### Room Only Plan

<table>
<thead>
<tr>
<th>Co-ed Halls</th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Hall - A (private)</td>
<td>$1,693</td>
<td>$876.50 $423.25 $423.25</td>
</tr>
<tr>
<td>Lewis Hall (private room only)</td>
<td>$1,756</td>
<td>$908 $439 $439</td>
</tr>
</tbody>
</table>

### Board Only Plan

<table>
<thead>
<tr>
<th></th>
<th>One Payment Plan</th>
<th>Deferred Payment Plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carte Blanche w/$75</td>
<td>$984</td>
<td>$522 $246 $246</td>
</tr>
<tr>
<td>14 meals per week w/$100</td>
<td>$927</td>
<td>$493.50 $231.75 $231.75</td>
</tr>
<tr>
<td>10 meals per week w/$100</td>
<td>$803</td>
<td>$431.50 $200.75 $200.75</td>
</tr>
<tr>
<td>10 meals per week w/$100</td>
<td>$742</td>
<td>$401 $185.50 $185.50</td>
</tr>
<tr>
<td>45 meal block plan w/$50</td>
<td>$268</td>
<td>$164 $67 $67</td>
</tr>
</tbody>
</table>

*Includes a one-time processing fee of $30 per semester per payment plan

### Student Family Housing

<table>
<thead>
<tr>
<th>Student Family Apartments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One bedroom</td>
<td>$362 per month</td>
</tr>
<tr>
<td>One bedroom (remodeled)</td>
<td>$389 per month</td>
</tr>
<tr>
<td>Two bedroom</td>
<td>$410 per month</td>
</tr>
</tbody>
</table>
EDUCATIONAL EXPENSES

Armandina G. Lorenzi, Bursar
College Hall 102. MSC 104. Extension 3818.

Estimated Nine-Month Budget
The following nine-month budgets are offered as estimates of reasonable expected expenses. These estimates are based on a 13-credit hour course load for a Texas resident and are subject to change.

Texas A&M University-Kingsville Budget for 2005-2006 (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>
<th>Parents Home With Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$3,732/$1,866</td>
<td>$3,732/$1,866</td>
<td>$3,732/$1,866</td>
<td>$3,732/$1,866</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,027/$514</td>
<td>$1,027/$514</td>
<td>$1,027/$514</td>
<td>$1,027/$514</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$4,672/$2,336</td>
<td>$3,758/$1,879</td>
<td>$1,999/$999</td>
<td>$3,360/$1,680</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,602/$801</td>
<td>$1,602/$801</td>
<td>$1,994/$997</td>
<td>$1,994/$997</td>
</tr>
<tr>
<td>Dependent Care</td>
<td>$1,146/$573</td>
<td>$1,146/$573</td>
<td>$1,704/$852</td>
<td>$1,678/$839</td>
</tr>
<tr>
<td>(Per Child)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,286/$1,143</td>
<td>$2,286/$1,143</td>
<td>$1,704/$852</td>
<td>$1,678/$839</td>
</tr>
<tr>
<td>Loan Fees</td>
<td>Undergraduates: $210/$105</td>
<td>$2,286/$1,143</td>
<td>$1,704/$852</td>
<td>$1,678/$839</td>
</tr>
<tr>
<td></td>
<td>Graduates:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$380/$190</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$13,319/$6,660</td>
<td>$12,405/$6,203</td>
<td>$10,456/$5,228</td>
<td>$11,791/$5,896</td>
</tr>
</tbody>
</table>

Married couples and single head of household may add an additional $1,080 amount to their budgets for each dependent child. Child care allowance is added for each dependent child under age 12.

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. Student family apartment residents may also be removed from their apartment if monthly apartment rentals are not paid on time. 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. 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.

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 any 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 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 a Mastercard or Visa. Credit card payments may be made over the web.

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. (Designated Tuition, Transcript Fee, ID Card Fee and Lab Fee/if applicable.)

Returned Item Policy
When a bank returns an unpaid item (i.e., check, credit card, money order) that 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 $25 returned item charge, and the reason the item was returned. 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 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 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 at each registration submit a statement from the commanding officer or the personnel officer of their military unit certifying that (a) they are permanently assigned to a military unit in Texas or their duty station, if different from their unit of assignment, is in Texas and (b) their assignment was in effect at the time of registration.
## RESIDENT FEES

*2006-2007 Texas Resident Fees*

**Long Session (Fall or Spring)**

### Undergraduate

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Add $50 tuition, $52 designated tuition, $8 computer use fee and $5 library access fee for each hour over 20. In addition, if taking 21 hours add $10 student service fee. All other fees remain the same. MINIMUM TUITION: $120

Non-refundable fees: late payment fee, drop fees and deferred payment plan processing fees

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The university reserves the right to change fees upon board approval.
## 2006-2007 Texas Resident Fees

### Long Session (Fall or Spring)

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### NONRESIDENT FEES

*2006-2007 Nonresident - U.S. and Foreign Fees*

**Long Session (Fall or Spring)**

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Add $326 tuition, $52 designated tuition, $8 computer use fee and $5 library access fee for each hour over 20. In addition, if taking 21 hours add $10 student service fee. All other fees remain the same. MINIMUM TUITION: $326

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Students enrolled **only** in distance learning classes will receive a waiver for the hospital fee, the student center fee and student service fees.

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The university reserves the right to change fees upon board approval.
### 2006-2007 Nonresident - U.S. and Foreign Fees

#### Long Session (Fall or Spring)

**Graduate**

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<th>Design Tuition</th>
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Students concurrently enrolled in both distance learning classes and regular campus classes will be required to pay student service fees for the regular campus classes only.

The university reserves the right to change fees upon board approval.
MANDATORY FEES  (All fees are payable at registration.)

**Student Service Fee**
A service fee of $12 per credit hour is charged to all students attending the university. This fee is 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.

**Athletic Fee**
An athletic fee of $12 per semester credit hour is charged to all students attending the university. Students paying $156 (13 or more semester hours) are entitled to free admission to all varsity and recreational sports, athletic contests and other special activities.

**Computer Use Fee**
A fee charged at $8 per semester credit hour used to purchase computers to maintain student labs on campus and to create new facilities for students.

**Library Access Fee**
This fee is charged at $5 per semester credit hour used to fund the electronic network and the maintenance of the library.

**International Education Fee**
This fee is charged at a flat rate of $3 per semester. Funds are used to support cultural diversity within the student body and to enhance student knowledge of other countries through international study and scholarships.

**Transcript Fee**
This fee is also charged at a flat rate of $10 per semester. Funds are used to pay the cost of printing transcripts upon request for current and former students as well as to enhance our ability to serve our students’ needs through the electronic transcript process.

**Hospital Fee**
A flat fee charged at the rate of $49 per semester. Funds are used to support the Student Health Center, supplies and all operational needs of that center.

**Student Center Fee**
A flat fee charged at the rate of $30 per semester. 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.

**ID Card Fee**
This is a flat fee that is charged at $10 per semester. Funds will be used to support the new student IDs and the cost of operation.

**Distance Learning Fee**
This fee is charged at $35 per semester credit hour. The fee funds the operations, maintenance and upgrade of distance learning equipment as well as faculty development.

MISCELLANEOUS FEES

**Laboratory Fee**
For each laboratory course a fee of $2 to $36 is charged depending upon cost of materials used in the course.
**General Property Deposit**
Each student must pay a one-time charge of $10 to ensure the institution against losses, damages and breakage in libraries and laboratories. It is refundable upon request after the student graduates or withdraws, less any loss, damage or breakage caused by the student.

**Kinesiology Fee**
For each kinesiology service course, EDKN 1102 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.

**Applied Music Fees**
For personal lessons on keyboard, wind, string or percussion instrument or voice lessons, a fee of $50 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**
A $100 per semester credit hour fee assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

**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.

**Automobile Registration Fee**
All persons who operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University Police Department and to obtain a parking permit for a 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.

**Other Fees**
- Late Payment Fee: $35
- Bachelor's Graduation Fee: $35
- Undergraduate (domestic) Application Fee: $15
- Graduate (domestic) Application Fee: $35
- International Application Fee: $50
- Master's Graduation Fee, Plan One: $111
- Master's Graduation Fee, Plan Two and Plan Three: $43
- Doctor's Graduation Fee: $164
- R.O.T.C. Special Service Fee, Per Semester: $5
- Thesis-Binding Fee for extra copy: $9

**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 during the first twenty (20) days of classes during a long semester, six (6) days during a summer session and two (2) days during an intersession, the university will refund a portion of the tuition and fees charged to a student. The percentages refunded are as follows:

**Fall/Spring**

a. prior to the first class day – 100%
b. during the 1st, 2nd, 3rd, 4th and 5th class days – 80%
c. during the 6th, 7th, 8th, 9th and 10th class days – 70%
d. during the 11th, 12th, 13th, 14th and 15th class days – 50%
e. during the 16th, 17th, 18th, 19th and 20th class days – 25%
f. after the 20th class days – none

**Intersession**

a. prior to the first class day – 100%
b. during the 1st class day – 80%
c. during the 2nd class day – 50%
d. after the 2nd class day – none

**Summer Session**

a. prior to the first class day – 100%
b. during the 1st, 2nd and 3rd class day – 80%
c. during the 4th, 5th and 6th class day – 50%
d. after the 6th class day – none

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 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 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 mailed according to published schedules from the Business Office. All refunds will be mailed to the billing address provided by the student.
   b. Any financial obligations owed the university will be deducted from the refund before the balance is mailed to the student.
   c. A student who is required to withdraw because of failure in the work of a previous semester will receive a refund in accordance with the above schedule.
   d. 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.
   e. No refunds will be made on visitors’ fees.

Tuition Rebates for 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, students must meet the following conditions: (1) they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later; (2) they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university; (3) they must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree and (4) they must have attempted no more than three hours in excess of the minimum number of semester 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, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.
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

Roel Villarreal, Director of Student Financial Aid Services
Memorial Student Union 105. MSC 115. Extension 3911.

The Student Financial Aid Office assists students in obtaining financial assistance through a variety of federal, state 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 deadlines have been established:

Fall/Spring - April 15
Spring only - October 1
Summer Sessions - March 2

SCHOLARSHIPS

Scholarships are categorized as either need or non-need (honorary) 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 promise without regard to financial need; it carries a nominal stipend. Most departmental scholarships are not automatically renewed, and students must apply each year for continued consideration.

NEED-BASED SCHOLARSHIPS

Applying for Need-Based Scholarships and Financial Aid
Steps in Applying for Need-Based Scholarships

Applicants must complete the academic scholarship application form available on the university website or call the Office of Student Financial Aid at 361-593-3911.

Steps in Applying for Financial Aid

Application Process
1. Complete the Free Application for Federal Student Aid (FAFSA). This form may be picked up at any local high school guidance office, community college or university financial aid office. 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.

2. Completion of the FAFSA requires 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, social security benefits, veterans' benefits, etc.

3. The FAFSA can be mailed to the address stated on the FAFSA or it can be done on the web at www.fafsa.ed.gov.
4. The Processing Center will return an acknowledgment to the student in about four weeks. This acknowledgment should be kept for personal records.

5. The Office of Student Financial Aid will retrieve an electronic version of the SAR.

6. About 30 percent of all students applying for federal assistance are selected for verification of their FAFSA. This selection is a random selection. If a student is selected, he/she will need to submit a copy of his/her or his/her parents’ U.S. Income Tax Return, a verification worksheet and any other documents used to complete the FAFSA. For those students who did not or are not required to file a U.S. Income Tax Return, a notarized statement needs to be submitted in place of the tax return.

7. If a student will be attending the summer sessions, he/she must complete the Texas A&M-Kingsville’s Summer On-line Application to complete the application process. This application is completed and submitted electronically at www.tamuk.edu/finaid/. This application is NOT required if a student will be attending the fall/spring semesters.

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 award depends on whether the student is enrolled for 12 or more hours, 9-11 hours, 6-8 hours or 1-5 hours (only Pell Grant is given for less than 6 hours). 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. The 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 residual check will be mailed to the student.

3. Grants and scholarships will be ready, but loans require an additional application.

4. Work-study assistance is awarded 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.

Documents
1. **General University Application** (only required for summer sessions). This application is completed and submitted electronically at www.tamuk.edu/finaid/.

2. **Stafford Master Promissory Note**: This is required the first time a student accepts a Stafford Student Loan and is valid for 10 years. Once the student has had a loan certified by the institution and the student chooses the same lender, no new promissory note is required. Stafford loan(s) are completed through Texas Guarantee’s “Loans By Web” process. Students will access and accept or decline their student loans at http://lbw.tgslc.org.

3. **Parent Loan for Undergraduate Dependent Students**: The PLUS loan will also be utilizing a Master Promissory Note completed by the parent for the dependent student and will be valid for up to 10 years for that particular student. If the parent has additional dependent students, a MPN will have to be completed for each dependent student. The PLUS loan is subject to a credit check by the lender to determine if funding can be granted. Texas A&M University-Kingsville uses the Credit Pre-approval process and the PLUS packet for Parent PLUS Loans is available to be downloaded and printed from the www.tamuk.edu/finaid/ website. Once the lender has determined that there is no adverse credit, the Office of Student Financial Aid Services will certify the PLUS loan to the lender and will generate the actual PLUS MPN and forward to the parent for completion.
4. **Transfer Students**: Texas A&M University-Kingsville is required to download and print Financial Aid Transcripts from the NSLDS for each student who has attended other colleges/universities. It is the student’s responsibility to notify the Office of Student Financial Aid Services of any other colleges/universities attended.

Please contact the Office of Student Financial Aid Services at 361-593-3911 or 361-593-3031 for questions about the financial assistance process. You may write the Office of Student Financial Aid Services at MSC 115, Kingsville, Texas 78363 or e-mail them at ksfa0xx@tamuk.edu.

**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 will be disbursed.

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

**SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID**

Federal regulations require a student to be making satisfactory progress toward the completion of a degree or certification in order to be eligible to receive Title IV funds. The Office of Student Financial Aid Office at Texas A&M-Kingsville applies this rule to ALL students applying for any financial aid.

Satisfactory academic progress is determined after a student has been enrolled for one full academic year. An academic year is considered to be two long semesters, like fall and spring. Summers are not included as part of an academic year. They are considered probationary periods to be used for making up deficiencies resulting from the academic year. The periods run from fall to spring for students enrolling in the fall semester, from January to May for students enrolling in the spring semester but who were not enrolled in the fall semester. Review Student Financial Aid Handbook.

A student who fails to achieve satisfactory academic progress IS NOT ELIGIBLE for additional financial aid while making up a grade point average (GPA) deficiency and/or deficient credit hours.

A student placed on enforced withdrawal (EW) IS NOT ELIGIBLE for additional financial aid.

**Undergraduate Students**
1. The minimum grade point average requirement of all undergraduates is 2.0.

2. The hours that must be passed in an academic year of enrollment are as follows: A student enrolled for at least 12 semester credit hours in two consecutive long semesters (fall and spring) is considered a full-time student. A full-time student must satisfactorily complete at least 24 credit hours in one academic year. Students enrolling for nine to 11 hours in a long term are considered three-quarter time students and must complete at least 18 hours in one academic year. Students enrolling half-time, from six to eight hours, must complete at least 12 hours after two long-term enrollment periods. When a student has used up an academic year of enrollment and has not satisfactorily completed the number of hours required in an academic year, then the student must attend the summer sessions (probationary periods) to make up any deficiencies. If the deficiencies are not made up, then financial aid is suspended.

3. The time frame for financial aid eligibility is determined by earned academic hours. A student is allowed 168 earned academic hours in which to receive a bachelor's degree.

**Graduate Students**
1. A minimum overall grade point average requirement for a graduate student is at least a 3.0.
2. At least nine hours must be passed by graduate students enrolled for at least a full-time course load of nine hours in a long semester, for a total of 18 hours for two consecutive long terms. Students enrolled half-time must pass at least six hours each term, for a total of 12 hours in two long terms.

3. The time frame for financial aid eligibility is 48 earned academic hours.

**Satisfactory Academic Progress Requirements for Student Enrolled in 5305, 5306, 6305, 6397, 6399, 6998 and 6999 Classes**

To be considered for financial aid on a full-time basis, students must be enrolled in the following courses as outlined below:

1. Students enrolled in the 5305 classes are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed four IPs (long semester enrollments). If at the end of the 5th enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

2. Students enrolled in the 5306 proposal stage of the Thesis are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed four IPs (long semester enrollments). If at the end of the 5th enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

3. Students enrolled in the 5306 and 6305 Thesis stage of the Thesis are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed four IPs (long semester enrollments). If at the end of the 5th enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

4. Students enrolled in 6305/6397/6398 Dissertation Research Stage are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed eight IPs (long semester enrollments). If at the end of the 9th enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

5. Students enrolled in the 6305/6399/6999 Dissertation Stage are required to be enrolled every long semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed eight IPs (long semester enrollments). If at the end of the 9th enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

Since summer sessions are considered by the Financial Aid Office to be used for clearing any deficiencies, IPs received during summer sessions will not be counted against the allowable number of IPs for satisfactory academic progress requirements.

Students who are placed on FAS because of the IPs will have to submit a waiver request which will be evaluated by the Satisfactory Academic Progress Committee. If the waiver is denied, the student can submit a Waiver Appeal Request which will be evaluated by a committee comprised of university faculty and staff.

**Both Undergraduate and Graduate Student Guidelines**

1. Those students that have not made satisfactory progress by the end of the academic year are placed on Financial Aid Suspension (FAS) and cannot receive financial aid until the unsatisfactory condition is corrected.

2. Deficient hours and an unsatisfactory grade point average can be corrected by a student enrolling the following semester(s), at his/her own expense until all deficiencies are made up. No financial aid can be awarded while a student is on financial aid suspension.
3. The Satisfactory Academic Progress Waiver Committee may waive the satisfactory academic progress requirements, but only for extenuating circumstances which may have caused the unsatisfactory progress condition. When properly documented, the committee will consider circumstances such as illnesses, death of an immediate family member, etc.

4. Enrollment in the summer terms can be used to satisfy deficient hours and GPA for those students who enrolled in two long terms, but did not pass the required number of hours, or their GPA was too low.

5. Satisfactory academic progress rules apply for all semesters of enrollment, even when financial aid is not received.

6. When a student withdraws during a long-term semester, the semester is counted.

**When students fail to earn a passing grade in any of their classes.** If a student who began attendance and fails to earn a passing grade in at least one course offered over an entire term, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn. Any student who does not receive a passing grade in at least one course will be required to document to the Office of Student Financial Aid Services that he/she either 1) attended the entire semester by providing written documentation from one of his/her professors and thus earned the ‘F’ or 2) written documentation from one of his/her professors of the last date of an academic related event (such as test, homework submitted or meeting with professor). If no documentation is submitted, the institution will assume the midpoint (50%) of the semester and will be required to return funds to the appropriate Title IV programs. The student, at that time, will then owe the monies to the institution.

**NON-NEED BASED SCHOLARSHIPS**

The Office of Student Financial Aid acts as the clearinghouse for all new student, non-need based scholarships. The office collects the necessary information and duplicates completed files for scholarship committee review and selection. Annually, the office creates and updates a generic scholarship application which can be printed from a link on the university website or by contacting the Office of Student Financial Aid.

A scholarship application and its required documents will be copied for distribution to the departments in which students might qualify for scholarships.

Deadlines. The various scholarship committees have deadline dates at different times throughout the spring and summer. Incomplete applications or those received after the deadline dates will not be eligible for consideration.

**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.

**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 before February 15. All unconditionally admitted high school students (ACT=21, SAT=970) can be considered for scholarships.

**Transfer Students** must submit official transcripts from all colleges attended, two letters of recommendation and the completed scholarship application. (12 college-level credit hours required) before June 1.

**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.**
Because they are generally matched with some other type of aid administered by the university, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Texas Public Educational Grant (TPEG) and the Texas Public Educational-State Student Incentive Grant (TPE-SSIG) are not listed on the application. If an applicant for any of the need-based aid programs is eligible for one of these grants and if funds are available, the grant will be approved.

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 six full years of undergraduate study. Eligibility must be re-established each year by completing the FAFSA. Applications for this program may be obtained from any high school counselor or from the Office of Student Financial Aid. The application is self-explanatory.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG provides grants to students who demonstrate the greatest financial need. Students must be eligible for the Pell Grant and have an expected family contribution of less than $100. 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.

Texas Public Educational Grant (TPEG): The Texas Legislature enacted TPEG as a program for undergraduate and graduate students with demonstrated need.

Texas Public Educational-State Student Incentive Grant (SSIG): This grant furnishes financial assistance to needy students attending public institutions of higher learning in Texas. Students must be citizens or permanent residents of the U.S. and must be enrolled at least half-time.

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.

Early High School Graduation Scholarship Program: This program is to increase the efficiency of the foundation and provide tuition assistance to eligible students. A total of $1000 to cover tuition only is awarded to eligible students. This program does not cover remedial classes.

Certified Educational Aide Exemption Program: This program is to encourage certain educational aides to complete full teacher certification by providing need-based tuition and mandatory fee exemptions at Texas public institutions of higher education. This program does not cover remedial classes.

Texas Excellence Access and Success (TEXAS) Grant Program: This program is 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.

LOANS

The Office of Student Financial Aid administers a number of loan programs for students whose needs cannot be fulfilled in any other manner. 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 advisors 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.

Long-Term Loans
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. The application may be obtained from high school counselors or the Office of Student Financial Aid. Instructions for completing and submitting the FAFSA are included with the form.

Federal Stafford Student Loan Program (Subsidized/Unsubsidized): The Stafford Loan is designed to assist students who are enrolled at least half-time and are maintaining Satisfactory Academic Progress toward a degree. The student must choose a lender who participates in the Stafford Loan program (The Office of Financial Aid can provide a listing of the major lenders used by the majority of students attending Texas A&M-Kingsville.)

Freshman students (29 or less earned hours) are eligible to borrow $2,625 per year, sophomore students (59 or less earned hours) are eligible to borrow $3,500 per year, junior/senior students (60+ earned hours) are eligible to borrow $5,500 per year and master’s/doctoral students are eligible to borrow $8,500 per year.

These amounts can be subsidized only, unsubsidized only or a combination of subsidized/unsubsidized. The total outstanding loan debt for a dependent undergraduate is $23,000. Independent students may borrow an additional $23,000 (unsubsidized only) for a total of $46,000. The annual limits independent students can borrow in the additional unsubsidized loan program are freshmen/sophomores $4,000 per year, junior/seniors $5,000 per year and master’s/doctoral $10,000 per year. Master’s/doctoral students may borrow up to $138,500 of which only $65,000 can be subsidized (this includes any loans made at the undergraduate level). The amount borrowed cannot exceed financial need. The interest rate on the Stafford loans is a variable and changes each July 1. However, it can never exceed 8.25%. For subsidized loans only, the federal government pays the interest to the lender during the student’s enrollment grace period, immediately following separation from school and any authorized period of deferment. For unsubsidized loans, the student is responsible for any interest at all times. The federal government will not pay the interest on unsubsidized loans.

Federal PLUS Program for Parent Borrowers: A Federal PLUS (Parent loan for undergraduate dependent students) is a very low interest rate installment 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 parent may choose to have the funds disbursed to the university either through Electronic Funds Transfer (EFT) or via a hard check. Monies disbursed via EFT will be credited to the student’s account and a residual check will be made payable to the student. Monies disbursed via hard check will be made co-payable to the university and the parent borrower. Both the parent borrower and the university must endorse the check. The interest rate on a Federal PLUS loan varies annually changing each July 1 but cannot exceed 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. The minimum monthly loan payment will be at least $50 and may be higher, depending on the total amount borrowed. A parent borrower may have up to ten years to repay the loan.

Federal Perkins Loan (formerly National Direct Student Loan): To be eligible for the Federal Perkins Loan, a student must be a citizen or permanent resident of the United States, must be enrolled and in good standing (a 2.0 overall grade point average) on at least half-time basis and must have demonstrated exceptional financial need as determined by the Student Aid Report. In addition, the student must not owe a refund on any federal grant and must not be in default on a Stafford, SLS, H&H or a National Direct Student Loan at any institution. Students with the greatest financial need are given priority. Undergraduate students are eligible to borrow $3000 for each year of undergraduate study; the total debt they can have outstanding is $15,000. Graduate students are eligible to borrow $5000 for each year of graduate study; the total debt
they can have outstanding is $30,000, including any Perkins Loans borrowed as an undergraduate. In no case may a student receive a loan in an amount which exceeds the demonstrated financial need. The program provides for cancellation of interest and indebtedness for full-time teachers in designated public or nonprofit elementary or secondary schools, full-time teachers of handicapped children, full-time staff members employed in Head Start programs and members of the armed services in an area qualifying for special pay, as well as death and/or total and permanent disability. The Perkins Loan carries a simple interest rate of 5% that begins to accrue at the time of repayment. Borrowers are entitled to a six month grace period after ceasing to be at least half-time student before the repayment period begins. A new borrower's grace period is nine months (as of 1987-88). Monthly payments of not less than $30 begin in the seventh month and the entire indebtedness must be repaid within 10 years. For further information contact the Perkins Loan Clerk: 361- 593-3716.

**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. If the student meets specified goals, the entire loan amount can be forgiven upon graduation. As funding for the Texas B-On-Time Loan Program is limited, priority will be given to students who are eligible for TEXAS Grants but are not receiving a TEXAS Grant due to a shortage of funding in that program. A student may not receive B-On-Time loans for more than 150 hours.

**Short-term Loans**
The Financial Aid Office also administers short-term loans. There is an administrative fee of $5. Most of these loans must be repaid in the semester in which they are made. Except in very unusual circumstances, a student will not be approved for an additional loan until all previous short-term loans have been repaid.

Short term loans include Emergency Tuition/Fees Loan for residents and nonresidents, Presciliano M. Rangel Loan, Robert Bartow Cousins Loan and Sembradores de Amistad Club de Kingsville Loan.

**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 these programs are administered through the Office of Student Financial Aid.

**Federal/State College Work-Study Program**
The federal government and the State of Texas will provide funds to the university to enable students who qualify for these programs to secure on-campus employment. 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 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.

Office of the Dean of Students
Frank Ureno, Associate Vice President for Student Affairs/Dean of Students
Memorial Student Union 306. MSC 122. Extension 3606.

The Associate Vice President for Student Affairs/Dean of Students (AVPSA/DOS) serves as the primary link between students, faculty and administrators. Through administrative oversight of key offices affecting student life, the AVPSA/DOS provides high quality services, activities and programs for all students. The office strives to improve the quality of campus life for students to facilitate attaining their educational goals; promote an environment which aids in the students' emotional, social, cultural and ethical development and work with all academic colleges and departments as an advocate for students' rights. The AVPSA/DOS also assists the Vice President for Student Affairs in creating and implementing programs, services and activities, which are consistent with the university's mission.

The AVPSA/DOS Office is comprised of a central office located in Room 306, Memorial Student Union as well as a number of affiliated departments. The central office provides a wide range of services including those related to class absences, emergencies, student conduct, shuttle service arrangements, notaries, Ring of Honor and Who’s Who recognition ceremonies and campus information referral services. Departments affiliated with the AVPSA/DOS Office include Student Activities and Memorial Student Union, Residence Life, Student Government Association, the Post Office and Women’s Center. In addition, the office has a liaison relationship with Sodexho Food Services and Barnes and Noble Bookstore.
Memorial Student Union
Monica M. Rudzik, Director
Memorial Student Union 301. MSC 133. Extension 2760.

The Memorial Student Union (MSU) is the center of social life on the campus. It includes multiple dining areas, student lounges, a game room (extension 3113), two large ballrooms, meeting areas and student related offices. The MSU sponsors dances, games and tournaments, welcome and hospitality programs and campus food service. Recognized student organizations may schedule use of the facilities; there is no charge for normal use. Outside organizations must pay a fee. The Office of the Dean of Students is located in the MSU, along with the Office of Student Activities, the Women's Center, Student Financial Aid Office, Barnes and Noble Bookstore, the Post Office, Student Government Association, Sodexho Food Service, Kinko’s and The South Texan student newspaper.

Student Activities
Monica Rudzik, Director of Student Activities
SUB 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 counseling and 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 Day, Fall Carnival, Spring Fling and the Mr. and Miss Texas A&M University-Kingsville Scholarship Pageants. In addition to serving over 125 student organizations, Student Activities also provides a variety of specialized leadership programs such as the Women’s Leadership Institute, Freshman Leadership Academy and the South Texas Leadership Conference. The department provides full-time support to Greek Life, the Hoggie Days Orientation Program and the Campus Activities Board. The department also includes activities related to Recreational Sports and Activities. Believing extra-curricular involvement is essential to student success, the Texas A&M-Kingsville Department of Student Activities completes a student’s education.

Hoggie Days Orientation
The “Hoggie Days” orientation program is the first step that a newly admitted student, with fewer than 29 credit hours, takes in becoming a part of Texas A&M University-Kingsville. Hoggie Days is designed to aid in making this transition a smooth and enjoyable experience by addressing the common needs of incoming students. All new students are required to attend this program.

The South Texan
The South Texan, a weekly newspaper, 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.

Recreational Sports
Charles Espinosa, Associate Director for Recreational Sports
Steinke Physical Education Center, Room 8. MSC 198. Extension 2372.

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, exercise and obtain the ever-elusive title of INTRAMURAL CHAMPION. Championship T-shirts are awarded in every sport. Teams work hard in every sport to earn points with the hopes of being crowned TEXAS A&M-KINGSVILLE ALL-CAMPUS INTRAMURAL CHAMPION. In a select number of sports, opportunities are available to compete at regional and national levels.
The Fitness Center
The Fitness Center is housed in the Steinke Physical Education Center (SPEC) and is available to all Texas A&M-Kingsville students, faculty and staff and has a wide range of exercise equipment available (treadmills, stair climbers, elliptical trainers, stationary bikes, selectorize weight machines, dumbbells and a smith machine). A full cardio theater is also available to make workout routines more enjoyable. The Fitness Center also provides programs in the areas of wellness, fitness, training, aerobics and nutrition.

Cheerleading
Team spirit is a vital part of any college atmosphere. The Texas A&M-Kingsville cheerleading program offers students the opportunity to get involved, learn leadership, develop athletic skills and promote team work. In support of the athletic department, the cheerleaders perform at all basketball and football games and attempt to cheer at other athletic events when possible.

Informal Recreation
The Steinke Physical Education Center (SPEC) is home to Javelina basketball and volleyball and is also available to all students for recreational use. The SPEC offers the following recreational facilities: a multi-purpose gym (basketball, volleyball, etc.), racquetball courts, a swimming pool and the Fitness Center. Equipment is available for check out from the “cage.”

Intercollegiate Athletics
Jill Willson, Athletic Director

Nationally ranked athletic teams for men and women are a tradition at the university. Athletic teams for women include volleyball, basketball, cross country, track and field and softball. Athletic teams for men include football, basketball, baseball, cross country and track and field. Each enrolled student may attend all scheduled 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.

Life Services and Wellness
Dianne Brown, Director
1210 Retama Drive. Extension 3991.
http://www.tamuk.edu/sass/lifservices

Life Services and Wellness (LSW) serves the physical, emotional and special academic needs of Texas A&M-Kingsville students. Special emphasis is placed on preventive services and lifestyle management to encourage students in leading healthier and emotionally fulfilling lives. LSW includes Counseling, Health Care Services, Disability Services for Students, Testing Services and Wellness Program. All services are confidential and no information is released without written permission from the student. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except on major holidays or during semester breaks.

Counseling
Extension 3991.
http://www.tamuk.edu/sass/LifeServices/counseling.htm

Challenge, frustration, growth and change are all a part of the college experience. Professional staff trained to counsel personal, educational and life-decision concerns are readily available to students. 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 and consultation and outreach. Scheduled appointments are preferred; walk-ins are welcome.
Student Health Clinic
Extension 2904.
http://www.tamuk.edu/sass/LifeServices/healthcare.htm

Student Health Clinic provides quality medical 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 medical providers and to obtain medications at a low fee or at no cost. Additional lab services, minor surgical procedures and immunizations are available at a minimal fee. Students are responsible for any financial obligations stemming from referral to a private physician's office, lab tests, x-ray or hospital. The health service fee should not be construed as health insurance. Information about purchasing student health insurance is available at Life Services and Wellness.

Any student in need of health care is encouraged to visit LSW where the medical staff is available during office hours Monday through Friday, 8:30 a.m. to 4:30 p.m. Students may walk-in or schedule appointments and must present a validated ID for health care services. The clinic does not provide class absence excuses. It is the student’s responsibility to convey information regarding illness to the professor. If the student's illness requires extensive absences, the student may request assistance from the Dean of Students’ office to convey information to their professors.

All services provided are confidential. No information is released without the written permission of the student. After hours emergency care is available at Christus Spohn-Hospital Kleberg, 1300 General Cavazos Boulevard. Call 361-595-1661 or emergency services at 361-595-9745. Fees and transportation to these facilities are the student’s responsibility. In case of an extreme emergency, call 911 or (9-911) for on campus students.

Disability Services for Students (DSS)
Extension 3024.
http://www.tamuk.edu/sass/LifeServices/ssd.htm

Disability Services for Students (DSS) assists with 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 that 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 other 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 DSS office 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 DSS coordinator.

In addition, DSS has a volunteer program. Students interested in volunteering as a note taker, reader or accessibility assistant to students with disabilities should contact the DSS office.

Testing Program
Extension 3303.
http://www.tamuk.edu/sass/LifeServices/testing.htm

The Texas A&M-Kingsville testing office provides comprehensive testing services for university students and prospective students. The Testing Office serves as a national testing center for such tests as the American College Test (ACT), College Level Examination Program (CLEP) Computer based exam, Law School Admission Test (LSAT), Miller Analogies Test
The Wellness Program provides a vehicle to increase awareness on education, prevention and intervention services involving alcohol, tobacco and other drug use and abuse while promoting positive decision-making and healthy lifestyles. Two components in the Wellness Program are Don’t Cancel Class and the Peer Educator Program (PEP Talk). The Don’t Cancel Class program is available to faculty requesting educational presentations on academic enhancement, alcohol and other drug abuse and prevention, health issues, relationships, wellness and sexual health. 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 throughout the year to increase awareness on health and safety issues. For more information on the Wellness Program contact the coordinator at 361-593-2382.

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 2002, the Center is seeking reaccreditation from the National Association for the Education of Young Children. It meets the needs of 60 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 works 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 visit at any time.

Veterans Services
M. Ester Salazar, VA Coordinator
College Hall 150. MSC 105. Extension 2812.

Courses at A&M-Kingsville are approved for veterans training and benefits. The Veteran Affairs Office, located in the Office of the Registrar, assists veterans with problems relating to their training programs.

Benefits
Programs are approved for those who wish to attend and receive benefits under the Veterans Readjustment Benefits Act of 1966, Post-Vietnam Era Veterans Educational Assistance Program, the Veterans Educational Act of 1984, Chapter 1606 (formerly 106), Reservists Education Bill, Chapter 30, Veterans Administration (VA) Education Bill of 1986 and dependents qualified for VA Educational Benefits.
Students attending with the aid of veterans benefits should inquire about Veterans Affairs through the Office of the Registrar, **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 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 prior to certification of their initial semester. Degree plans are available through the Counseling Office or through departmental advisers. Transfer students should have copies of all previous college transcripts for initial counseling sessions. It is the student's responsibility to inform Veterans Affairs of any changes in enrollment status. The monthly rates of payment to veterans are provided for by Public Law 94-302. Students receiving VA benefits must inform the Office of Student Financial Aid to avoid any financial aid discrepancies.

Veterans should have military credit evaluated at the close of the first semester or upon the successful completion of 12 semester hours and furnish Veterans Affairs with a copy of their updated degree plan. Also, any transfer credit from prior education needs to be evaluated before the close of the first semester and a copy of an updated degree plan must be furnished to Veterans Affairs. All active duty personnel receiving tuition assistance must process their paperwork through the Business Office.

**Standards of Progress for Veterans**
A student receiving full or part-time veteran's education benefits must maintain a cumulative 2.0 grade point average on work taken. Students who wish to receive veteran's benefits and who transfer from another institution without the required 2.0 GPA must visit the VA coordinator in the Office of the Registrar before registering for classes to determine whether or not they are eligible for certification. The scholastic status of a student receiving veteran's benefits can be changed by attending summer school and meeting the same standards that apply in the long semester.

**Veterans Semester Hour Classification**
The Veterans Administration uses the semester hour classification scale below to determine a veteran's payment. The number of semester hours enrolled at this university are those reported to the Veterans Administration. This classification scale is used only for the fall and spring semesters. The summer sessions are calculated differently. To ensure classification contact the VA Coordinator in the Office of the Registrar.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Classification</th>
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<tbody>
<tr>
<td>12 hours or more</td>
<td>Full-time</td>
</tr>
<tr>
<td>9-11 hours</td>
<td>3/4 time</td>
</tr>
<tr>
<td>6-8 hours</td>
<td>½ time</td>
</tr>
<tr>
<td>4-5 hours</td>
<td>Less than ½ time; more than 1/4 time</td>
</tr>
<tr>
<td>1-3 hours</td>
<td>1/4 time (constitutes tuition and fees only)</td>
</tr>
</tbody>
</table>

**Career Services Center**
Karen N. Engebrecht, Director
Eckhardt Hall 102. MSC 106. Extension 2218.

The mission of the Career Services Center is to provide assistance to students and alumni in planning careers and securing employment, including developing, evaluating and effectively initiating and implementing career, education and employment decisions and plans. The Career Services Center is designed to provide a diverse student population with a variety of information and assistance to achieve their professional goals. It is the aim of Career Services to provide a quality center that meets the needs of the students, alumni, employers, faculty and staff and to provide a superior level of service.

Students should register with Career Services in order to obtain assistance with their employment search. On-campus interviews, job-skills workshops, career fairs and "how-to" information are available through the center. The Cooperative Education/Internship Program provides undergraduate students with an opportunity to gain work experience in their major field of study by alternating paid work periods with semesters of school. Summer internships are also available. The Off-Campus Part-Time Employment Program provides students with job opportunities in the local community while attending
school. Students who have not yet chosen a major may contact the center for career guidance and counseling about various occupations. An interactive computer guidance program is available to help students with self-assessment and career exploration. For more information, see the Career Services Center home page at www.tamuk.edu/csc.

**Women’s Center**  
Becky Maez, *Director*  
Memorial Student Union 301C. MSC 135. Extension 2166.

Established in 1993 through a presidential initiative, the Women’s Center 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 center coordinates services for SART (Sexual Assault Response Team) on campus, 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, “Take Back the Night,” and the Wintefest Children’s Party for children of faculty and staff. Additional programs are at the request of the campus community. The Women’s Center acts as a support unit on campus and is available and open to all students, faculty and staff.

**University Engineering, Facilities Planning and Construction Office**  
Micheal Foor, *University Engineer and Director of Campus Planning*  
Support Services Building 107. MSC 111. Extension 2645.

Engineering design, analysis and project planning for construction-related changes or additions to the university's facilities are the responsibility of the University Engineering, Facilities Planning and Construction Office. This office also houses the blueprint master file, campus maps, construction documents and other records of university facilities. The principal objective goal of the office staff is to manage the renewal, upgrade and modernization of university facilities through construction project work.

**Environmental, Health and Safety Office (EHS)**  
J. Chris Tweddle, *Director, Environmental, Health and Safety*  
Support Services Building 105. MSC 111. Extension 2346.

The university strives to provide a safe and healthful working environment for all employees, students and visitors. The EHS Office works with university personnel and student organizations in striving to minimize workplace incidences. This office is responsible for ensuring the university's compliance with state and federal safety and environmental regulations.

Priorities of this office are to establish and promote proper attitudes and procedures within all areas of the university community concerning reduction in workplace incidences, fire safety, occupational safety, environmental management and emergency action procedures.

**University Police**  
Sandra Jefferson, *Chief*  
Seale Hall. MSC 126. Extension 2611.

The University Police Department's primary purpose is to protect 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 15 state certified police officers, including the director, four state certified dispatchers, administrative assistant and a clerk.

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 Police Department and obtain a parking permit assigning a designated area or areas for parking. Information regarding vehicle registration, parking zones, permit display, parking penalties or other information with respect to parking and traffic regulations may be found in the separate brochure available at the University Police Department.
Javelina Express Card
Chaye Smithwick, Coordinator for Memorial Student Union Services
Memorial Student Union.  MSC 122.  Extension 2243.

The university operates an identification card system in SUB 110. All members of the university community need an I.D. card. An optional I.D. can be issued for spouses and for children between the ages of 4 and 18. I.D. cards provide access to the library, Business Office, Student Health Center, Physical Education Center, Memorial Student Union and certain other areas. Further information concerning the student I.D. Card is available in the Student Handbook.

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
Postal Supervisor
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, aerogrammes, 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 and the student family apartments. 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.”

Public Relations and Marketing
Director
College Hall 130. MSC 114. Extension 3901.

This office is the university’s official link with the news media. It gathers and disseminates news of the university’s programs and people to print and broadcast media throughout the state, and also responds to media inquiries. It is also responsible for internal communications. The office also conducts marketing and advertising for student recruitment and assists in special event planning.

Publications
Cheryl Cain, Director
College Hall 130. MSC 114. Extension 2138.

The publications office is responsible for the university’s recruiting materials and other publications, including viewbooks, brochures, commencement programs and the campus directory. The office also creates specialty publications for other areas such as development, the President’s Office and produces the Javelina Alumni Association newsletter, the Tusk. The office also handles the university’s web site and oversees graphic standards for the campus.
Special Programs
Mary L. Gonzalez, Assistant Vice President for Special Programs

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.

High School Equivalency Program
The High School Equivalency Program recaptures migrant students who have dropped out of school and/or migrant adults who have not completed their high school diploma, and prepares them to master the high school equivalency exam. They are placed in the work force or matriculated to the university. The program is sponsored by the U.S. Department of Education.

Student Support Services
The Student Support Services Program is an undergraduate program that provides academic support services, retention and financial aid assistance. The program fosters an institutional climate supportive of the success of low income, first generation students or students with disabilities. Student Support Services helps to increase graduation rates, and as appropriate, facilitate participants’ entrance into graduate and professional programs. The program is sponsored by the U.S. Department of Education.

College Exploration Summer Program
The College Exploration Summer Program transitions high school graduates to the university by offering an opportunity to earn semester hours of post-secondary credit. In conjunction with a variety of academic support workshops on study skills, career awareness opportunities and cultural exposure, the CEP Program provides a variety of student services geared toward retaining participants in higher education. The program is sponsored by the U.S. Department of Education.

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 low income, first generation and underrepresented students pursuing doctoral studies. The program recruits students in their early junior year and works with them through graduation. The program is named after the late Dr. Ronald E. McNair and is one of 176 McNair programs sponsored by the U.S. Department of Education. 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. The Ronald E. McNair Scholars Program is an important and prestigious component of the educational opportunities that Texas A&M-Kingsville makes available to its students. The program is committed to academic excellence, to providing students with access to a quality education that is affordable and to the value of diversity. The McNair Program provides its scholars with the unique undergraduate experience of being mentored by a faculty member in order to complete a research project, and to present their research findings at an academic conference or symposium. Scholars are prepared for full participation in graduate educational experiences at the master’s and doctoral levels and are potentially the future faculty of the colleges and universities of the United States.

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 Upward Bound Math and Science Center selects students with math and science strengths from 10 local target high schools and brings them to Texas A&M-Kingsville each summer for research exposure and faculty mentorship
long with a half-day academic experience. The program provides high school students appropriate role models by identifying and hiring undergraduates and/or postgraduate students as instructors and tutors in math, science, computer science and technical writing during the summer project. Collaborative learning and team building is developed among participants. Faculty and graduate student mentors assist the research projects during the academic follow-up year. The goal is to increase student competency in challenging subject matter and to encourage more students to pursue programs in higher education that will lead them to careers in mathematics and science. The program is sponsored by the U.S. Department of Education.

*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.

**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.

*Computing and Information Services*

Stanley J. Yuraitis, *Director*

College Hall 240. MSC 185. Extension 2599.

The Office of Computing and Information Services (CIS) operates several hundred digital microcomputers and their associated peripheral equipment in College Hall, the McNeil Engineering Laboratory, the Business Administration Computer Laboratory and in the Jernigan Library Computer Laboratory. The combined resources of these computer complexes and those located in the Howe Agriculture Laboratory Building, Rhode Hall, Sam Fore Hall and Eckhardt Hall provide the major information resources for the administrative staff, faculty, research and student communities at Texas A&M University-Kingsville. The university's Trans-Texas Videoconference Network (TTVN) classrooms are located in the Jernigan Library and the Human Sciences Building providing distance learning opportunities. A TTVN conference room is located in College Hall.

The campus is supported by a 10/100Mb switched network with a fiber optic Gigabit backbone utilizing Cisco Systems technology and a 4.5Mbps connection to the Internet. Our Student Information Systems consists of an IBM RISC6000, model 7015R50, midrange computer, with 2 billion characters (GIG) of primary memory and 172 GIG of direct access storage serving academic and administrative needs. Additionally, a SUN Enterprise 450 (E450) Server with 1GIG of primary memory and 54 GIG of direct access storage serves as the university's gateway to e-mail and Internet. More than 2500 IBM compatible and Macintosh microcomputer systems are installed in various locations throughout the campus not including student residence halls. Over 90% of these systems are linked to a local area network, giving the users access to both mainframe and microcomputer resources, as well as a variety of software, data sources, e-mail and the Internet.

Services provided by the computing complexes include administrative applications, some purchased from third parties, some developed in-house and all maintained in-house; language processors for academic instruction, statistical and simulation software for instruction and research and various packages accessed by all users as well as technical assistance to the university's computer users.

*Office of Institutional Planning and Assessment*

Gail Dantzker, *Executive Director*

College Hall 233. MSC 215. Extension 2244.

The Office of Institutional Planning and Assessment (IPA) supports the work of the faculty, staff and administration in fulfilling the mission of the university. The mission of IPA is continuous improvement in student outcomes, in service and in results for all stakeholders in the university and its work, as well as in institutional effectiveness and efficiency, through
planning, assessment, data support and leadership. The Executive Director of IPA oversees the work of the Office of Institutional Research (OIR), as well as the work of the Director of the Quality Enhancement Plan (QEP). While the support and service roles of these workgroups are principally aligned with the planning, assessment, evaluation and reporting functions of the university, staff may collaborate with qualified graduate students – upon recommendation of the faculty member in whose course they are enrolled, their graduate adviser or the director of their thesis or dissertation committee – in student research or assessment/evaluation projects relevant to the work of IPA, OIR, or the QEP. Support of such collaborative projects may involve students being provided a place to work within the office of IPA, access to computing within the offices of IPA, access to institutional data not otherwise available to students and access to the technical and professional expertise of the staff of IPA, OIR and the QEP project.

Graduate students interested in the possibility of working in collaboration with the staff of IPA should contact the Executive Director at gail.dantzker@oir.tamuk.edu.

Similarly, faculty and staff of the university who are pursuing research agendas in higher education are invited to work collaboratively with the staff of IPA and OIR on projects of mutual interest or benefit to the university.

Office of Institutional Research
Alan Tipton, Director
College Hall 233. MSC 215. Extension 2244.

The Office of Institutional Research 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 and expertise for the 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
Sonny B. Davis, Interim Director
Cousins Hall 217/219. MSC 163. Extension 2906.

The Office of International Studies and Programs (OISP) is committed to internationalizing Texas A&M University-Kingsville through student and faculty study abroad experiences, student and faculty exchange experiences and internationally related special programs.

The OISP aids students, faculty, staff and local community members to participate in the internationalization process at A&M-Kingsville. The OISP is made up of three distinct but interrelated components: 1) Study Abroad Experiences, 2) Exchange Programs and 3) Study Abroad Scholarships.

Study Abroad Experiences
In order to expand the international horizon of its students, Texas A&M-Kingsville encourages undergraduate and graduate students to spend a summer, a semester or an academic year studying abroad. Opportunities for students to earn credit toward their degree programs through study abroad exist. Faculty and community members also have the opportunity to take a course of study to enhance their international skills. The OISP can assist in finding the program that fits any degree program or for life-long learning experience. Contact the OISP for information.

Exchange Programs
Texas A&M-Kingsville participates in a number of exchange agreements with institutions in foreign countries to facilitate the internationalization of the university’s faculty and student body. Students may earn credit toward their degree program when participating in one of the exchange programs while faculty can obtain experience that can have an affect on their professional activities. In addition, international students and faculty who come to A&M-Kingsville through an exchange program will better acquaint themselves with the United States in general and South Texas in particular. Texas A&M-Kingsville currently has exchange agreements with foreign institutions in Latin America, Europe and Asia. The OISP works with faculty, staff and students to negotiate new exchange agreements.
Study Abroad Scholarships
In addition to earning credit toward their degree programs, students have the opportunity to obtain scholarships for their study abroad or exchange programs. The Texas A&M University-Kingsville International Education Fund receives funding from a student fee assessed each semester and in the summer terms that allows students to compete for a study abroad scholarship. International students coming to A&M-Kingsville are also eligible to receive scholarships for study. A variety of other scholarship funding from government, private and study abroad program sources also are available to assist students in their study abroad endeavors. Contact the OISP staff for information on these sources.

International Related Programs
The Office of International Studies and Programs assists students, faculty and staff in bringing any internationally related programs to Texas A&M University-Kingsville. The OISP is available to assist in bringing speakers, visiting Fulbright and non-Fulbright professors or other programs to the university. Contact the OISP staff for assistance or information.

For additional information, contact the OISP at 361-593-2906 or 361-593-3994.

Office of Research and Sponsored Programs
Sandra Rexroat, Director
College Hall 230. 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
Hal Ham, Director
Conner Museum. MSC 134. Extension 2849.

The museum, a department of Texas A&M University-Kingsville, is focused on the regional history and prehistory of South Texas and the natural history of the Tamaulipan Biotic Province. Its primary function is educational, with a general exhibit program in regional and in natural history and a gallery for special exhibits and programs.

Major permanent exhibits include Native American artifacts; South Texas history in graphics; weapons; household, farm and ranch items; and natural history dioramas. In 1981, the Caesar Kleberg Foundation for Wildlife Conservation gave the museum a natural history collection and a large grant to develop the Caesar Kleberg Hall of Natural History.
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, and to be advised based on the results of that assessment (Senate Bill 286, Texas Education Code; Section 51.3062). A student is required to complete one of four assessment tests before enrolling at Texas A&M-Kingsville unless he/she meets one or more of the exemptions explained later in this document. The TSI is required by Texas law to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in higher education course work.

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 the TSI if a qualifying score has been made on the ACT, the SAT or the TAAS/TAKS. It is the responsibility of the student to provide official ACT, SAT or TAAS/TAKS scores to Texas A&M-Kingsville.

These exemptions are effective for three years from the date a student takes the exit-level TAAS/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 both the English and the mathematics tests.

- **SAT**
  
  For a test taken in April 1995 or later, a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests is required. For a test taken prior to April 1995, a combined verbal and mathematics score of 970, with a minimum 420 on the verbal test and 470 on the mathematics test is necessary for exemption.

- **TAAS**
  
  A minimum scaled score of 1770 on the writing test, a Texas Learning index (TLI) of 86 on the math test and a TLI of 89 on the reading test are required for TSI exemption.

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

- **Military**
  
  Students in active military service, active duty in the military-national guard or reserves (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.

ACADEMIC ADVISEEMENT

Texas A&M University-Kingsville places very strong emphasis on developing a one-to-one individual academic advisory relationship between each student and a faculty 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.

**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" set forth in the next section of the catalog.

**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.

**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. (Some courses in the 4000 series also carry graduate credit; these are listed in the graduate catalog.)

**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 bulletin published 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.

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

**REGISTRATION**

The university has a computer-assisted registration system. This system allows a student who registers early priority in course selection and class schedule. It is designed to provide individual academic advising between faculty 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.
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 is provided on the university website.

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 16-18 hours per fall and spring semesters. The normal load for a summer session is 6 semester hours. Kinesiology courses are not included in this load calculation.

A regular undergraduate 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.

In a summer term an undergraduate student may take, in addition to the 6 hour load, a EDKN activity course. Students with a B average (3.0) for the last semester or term of registration may register for a maximum of 8 semester hours of academic work during one summer term only.

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. The maximum load for a student registered for any work for graduate credit is 15 hours a semester.

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
Dropping a Course
A course may be dropped by a student without approval from his/her academic adviser or other university official. However, developmental courses can be dropped with the approval from a University College adviser. Athletes must have approval from the athletic adviser to insure eligibility requirements. It is highly recommended that a student consult his/her academic adviser because of the impact on financial aid, graduation, etc. After the on-line 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 a normal load will be reclassified as a part-time student.

If a student drops the only course for which enrolled, the student must follow the process for withdrawing from the university as stated below.

Adding a Course
A course may be added by a student using the on-line 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 on-line 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.
**Withdrawal from the University**

If a student finds it necessary to withdraw during the session, the student must notify the Office of the Registrar and process a withdrawal form. If the withdrawal is before the midsemester point, the student will receive an automatic grade of $Q$ in each course. If the withdrawal is after the midsemester point, the student will receive a grade of $F$ or $Q$, depending on whether the student is passing or failing at the time of the withdrawal. If the student abandons the courses registered for without officially withdrawing, the student will receive a grade of $F$ in each course, regardless of the time the student ceased to attend classes. (See also 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, correspondence, 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, including dual credit 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, including dual credit 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**

Any person may request permission 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 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 Provost and Vice President for Academic Affairs.

Absences for Religious Holidays

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 after the absence if, not later than the fifteenth day after the first day of the semester, that student has notified the instructor of each class to be missed. 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 and/or final examinations for graduating seniors) 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:

- **A**: Excellent, 90-100.
- **B**: Good, 80-89.
- **C**: Average, 70-79.
- **D**: Passing, 60-69.
- **F**: Failure, below 60.
- **I**: 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. 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.
- **Q**: Dropped: given when a student has officially dropped or withdrawn from the university before or on the midsemester point as indicated on the official university calendar, regardless of student's standing in class. Also given after the midsemester point to a student who is passing at the time the official drop is processed.
(A student who is not passing receives the grade of $F$ under such circumstances.)

- **IP**: In Progress: used for graduate theses and dissertations. (Students must register every subsequent semester until the final grade is given.) In-progress (IP) grades remain indefinitely on a student's transcript and cannot be changed with a change-of-grade card.
- **S**: Satisfactory: used only to report dissertation progress in doctoral programs approved to use this grade.
- **U**: Unsatisfactory: used only to report dissertation progress in doctoral programs approved to use this grade.
- **CR/NC**: Credit/Noncredit: used for courses that do not meet the normal or traditional framework of course scheduling and do not lend themselves to letter grading.
- **X**: No grade posted by instructor: used to indicate that no grade was posted by the instructor teaching the course.

### Removing the Grade of I

For the undergraduate student, 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 card 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 conditions specified above not be met, the $I$ will become an $F$. Extensions 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.

### Change of Grade

After being reported to the Registrar, grades other than $I$ 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 resolvement. 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 a statement, “Repeated (excluded from GPA)”, below the repeated course. 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

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. Transferred and credit only hours are not computed in the cumulative A&M-Kingsville grade point average.

**Grade Point Summary**
All official and unofficial transcripts will have the following abbreviations:

- **AHRS** - Attempted Hours - TAMUK and transfer courses (all grades)
- **EHRS** - Earned Hours - TAMUK and transfer courses (passed/credit)
- **QHRS** - Quality Hours - TAMUK courses only (passed/failed)
- **QPTS** - Quality Points - TAMUK courses only
- **GPA** - Grade Point Average - QPTS/QHRS

**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 and 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 overall grade point average and is the GPA 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 overall 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 grade point average.

**Enforced Withdrawal**
Students who have been placed on scholastic probation, and who fail to achieve the minimum cumulative 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. These students must obtain an approval letter from the appropriate college dean and submit a readmission application to the Office of Admission. In any case, the required absence period may be shortened or eliminated upon approval of the college dean.

**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 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 in writing or in person from the Office of the Registrar at no cost. The student should list the complete name as recorded while attending the university, social security number, date of birth, first and last enrollment, number of transcripts requesting 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 delay processing. Transcript requests may be faxed but must have all required information and signature.

A student must provide identification at the Office of the Registrar 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 printing and mailing of 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 on their transcript must provide 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. Students who change their address should likewise notify the Office of the Registrar, Financial Aid or 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.

ADVANCED CREDIT

Entrance Examination Credit--Entering Freshmen

English Credit
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 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 Admission.

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 1316, ARTS 1317</td>
<td>Art-Studio</td>
<td>3+</td>
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<tr>
<td>ARTS 1303, ART 1304</td>
<td>Art-History of Art</td>
<td>3+</td>
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<tr>
<td>BIOL 1306/BIOL 1106</td>
<td>Biology</td>
<td>4</td>
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<tr>
<td>CHEM 1311 (3 Cr)</td>
<td>Chemistry</td>
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<td>CHEM 1311, CHEM 1312</td>
<td>Chemistry</td>
<td>5</td>
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<tr>
<td>CSEN 2326 (3 Cr)</td>
<td>Computer Science A</td>
<td>3+</td>
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<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>
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<tr>
<td>ENGL 1301 (3 Cr)</td>
<td>English-Language &amp; Composition</td>
<td>3+</td>
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<td>FREN 1311, FREN 1312</td>
<td>French-French Language/Literature</td>
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<tr>
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<td>FREN 33– (15 Cr)</td>
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<td>FREN 33–, FREN 33–</td>
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<td>FREN 33– (18 Cr)</td>
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<td>HIST 1301, HIST 1302</td>
<td>History-U.S. History</td>
<td>3+</td>
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<td>MATH 2413 (4 Cr)</td>
<td>Mathematics-Calculus AB</td>
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<td>Mathematics-Calculus BC</td>
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<td>MUSI 1316, MUSI 1317,</td>
<td>Music-Theory</td>
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<td>MUSI 1116, MUSI 1117</td>
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<td>MUSI 1117 (8 Cr)</td>
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<td>A&amp;M-Kingsville Equivalent</td>
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<tr>
<td>MUSI 2306 (3 Cr)</td>
<td>Music-Listening &amp; Literature</td>
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<td>Physics B</td>
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<td>PHYS 2325/2125, PHYS 2326/2126 (8 Cr)</td>
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<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>
<tr>
<td>STAT 1342 (3 Cr)</td>
<td>Statistics</td>
<td>3+</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 Life Services and Wellness Testing Office. Information on time, examination fees and location for these tests may be obtained from the 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>ACCT 2301 (3 Cr)</td>
<td>Intro Accounting</td>
<td>50</td>
</tr>
<tr>
<td>BIOL 1306/BIOL 1106, BIOL 1307/BIOL 1107 (8 Cr)</td>
<td>General Biology</td>
<td>50</td>
</tr>
<tr>
<td>CHEM 1311, CHEM 1312 (6 Cr)</td>
<td>General Chemistry</td>
<td>50</td>
</tr>
<tr>
<td>ECON 2301 (3 Cr)</td>
<td>Intro Macroeconomics</td>
<td>50</td>
</tr>
<tr>
<td>ECON 2302 (3 Cr)</td>
<td>Intro Microeconomics</td>
<td>50</td>
</tr>
<tr>
<td>FREN 1311, FREN 1312 (6 Cr)</td>
<td>College French</td>
<td>60</td>
</tr>
<tr>
<td>BLAW 3341 (3 Cr)</td>
<td>Intro Business Law</td>
<td>50</td>
</tr>
<tr>
<td>HIST 1301 (3 Cr)</td>
<td>American History I</td>
<td>50</td>
</tr>
<tr>
<td>HIST 1302 (3 Cr)</td>
<td>American History II</td>
<td>50</td>
</tr>
<tr>
<td>MKTG 3361 (3 Cr)</td>
<td>Principles of Marketing</td>
<td>50</td>
</tr>
<tr>
<td>A&amp;M-Kingsville Equivalent</td>
<td>Subject Examinations</td>
<td>Minimum Score</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>MATH 1314 (3 Cr)</td>
<td>College Algebra</td>
<td>50</td>
</tr>
<tr>
<td>MATH 1316 (3 Cr)</td>
<td>Trigonometry</td>
<td>50</td>
</tr>
<tr>
<td>MATH 1348 (3 Cr)</td>
<td>Algebra-Trigonometry</td>
<td>50</td>
</tr>
<tr>
<td>MATH 2413 (4 Cr)</td>
<td>Calculus with Elementary Functions</td>
<td>50</td>
</tr>
<tr>
<td>POLS 2301 (3 Cr)</td>
<td>American Government</td>
<td>50</td>
</tr>
<tr>
<td>PSYC 2301 (3 Cr)</td>
<td>General Psychology</td>
<td>50</td>
</tr>
<tr>
<td>PSYC 2302 (3 Cr)</td>
<td>Human Growth and Development</td>
<td>50</td>
</tr>
<tr>
<td>SOCI 1301 (3 Cr)</td>
<td>Intro Sociology</td>
<td>50</td>
</tr>
</tbody>
</table>

**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 (TAMUK) 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. The student must have the International Baccalaureate Organization submit to the Office of Admissions the student’s Transcript of Grades and Diploma to apply for the credit.
The Center for Distance Learning and Continuing Education extends the services (academic credit) of the university to those who are unable to avail themselves of university instruction through regular residence study and to business, industry, educational institutions, professional organizations, governmental units and other groups of adults who need noncredit courses, conferences, institutes, workshops, seminars, short courses and special training programs. The center offerings fall into two categories: college credit courses and noncredit enrichment activities.

**COLLEGE CREDIT COURSES**

The college credit category covers four forms of delivery: (1) residence off-campus credit, (2) distance learning telecommunication credit, (3) extension credit and (4) correspondence credit courses.

All courses are the equivalent of the same courses taught on campus and are awarded equal credit. All credit course work including correspondence 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 campus course. Residence off-campus, distance learning telecommunication and extension classes require the same number of clock hours of instruction as on campus: a minimum of 20 clock hours for each semester hour credit.

Textbooks for all distance learning and continuing education courses will be available from the university bookstore or the electronic bookstore. Students are responsible for obtaining the textbooks and any needed supplies.

**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.

**Residence Off-Campus Credit Courses**

Most courses listed in this catalog may be offered for off-campus credit upon sufficient demand and by prior approval of the Texas Higher Education Coordinating Board. Courses for undergraduate credit must have a minimum of 15 registered students and courses for graduate credit must have a minimum of 10 registered students.

Students may register at off-campus sites, at the Center for Distance Learning and Continuing Education Office, through the Javelina Hotline or during regular on-campus registration. Registration dates and sites for off-campus courses are announced prior to on-campus registration dates.

Off-campus sites include Alice, Beeville, Corpus Christi, Edinburg, Falfurrias, Jourdanton, Laredo, Pleasanton, Robstown and Weslaco. A special field course is often offered during the summer at Welder Wildlife Refuge in Sinton.

**Distance Learning Telecommunication Credit Courses**

Some courses listed in this catalog may be offered, upon sufficient demand and by prior approval of the Texas Higher Education Coordinating Board, through a variety of telecommunication modes, for example: interactive video, cable television, communication and/or direct broadcast satellite, satellite master antenna system and the Internet.
Distance learning instructional television credit courses are coordinated statewide by the Trans Texas Videoconference 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 telecourses. Four TTVN studios at Texas A&M University-Kingsville are located on campus. A&M-Kingsville is also connected to the UT Health Science Center San Antonio delivering interactive telecourses throughout Texas. The university has a dial-up interactive videoconferencing system (PictureTel) with the ability to connect anywhere in the world with similar equipment. The center also has the capability to broadcast instructional television courses via the local cable companies in the Kingsville, Falfurrias and Corpus Christi areas.

Students may register at off-campus sites, at the Center for Distance Learning and Continuing Education, the university online registration, through the Javelina Hotline or during regular on-campus registration. Registration dates and sites for distance learning telecommunication credit courses are announced prior to on-campus registration dates and also published in each class schedule bulletin under the title: Center for Distance Learning and Continuing Education.

**Extension Credit Courses**

Most courses listed in this catalog may be offered, upon sufficient demand and by approval of the Texas Higher Education Coordinating Board, 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.

Students may register at the Center for Distance Learning and Continuing Education after registration dates and sites have been announced.

**Special Restrictions**

No more than 30 semester hours of extension and correspondence study credit may apply toward a bachelor's degree. Extension courses will not count for residence credit (see the "General Requirements for Graduation" section of this catalog).

**Correspondence Credit Courses**

The following courses are offered by the Correspondence Division of the Center for Distance Learning and Continuing Education:

<table>
<thead>
<tr>
<th>Accounting 2301</th>
<th>English 2314</th>
<th>History 2322</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 2302</td>
<td>French 1311</td>
<td>Mathematics 1314</td>
</tr>
<tr>
<td>Economics 2301</td>
<td>French 1312</td>
<td>Mathematics 1324</td>
</tr>
<tr>
<td>Economics 2302</td>
<td>French 2311</td>
<td>Mathematics 1325</td>
</tr>
<tr>
<td>English 1301</td>
<td>French 2312</td>
<td>Mathematics 1316</td>
</tr>
<tr>
<td>English 1302</td>
<td>History 1301</td>
<td>Mathematics 1348</td>
</tr>
<tr>
<td>English 2342</td>
<td>History 1302</td>
<td>Sociology 1301</td>
</tr>
<tr>
<td>English 2362</td>
<td>History 2321</td>
<td></td>
</tr>
</tbody>
</table>

Students may register at the Center for Distance Learning and Continuing Education or request a registration form by mail. To enroll a student should return the form immediately to the director of the center, accompanied by a current transcript and the registration fee.

Tuition cost for each three hour correspondence credit course shall equal the tuition for an equivalent three hour credit course during the fall semester on campus. Fees will not be refunded after a student has received the lesson outline. Students must pay the postage on all papers mailed to the correspondence division. The university bookstore can mail books to a student C.O.D., if notified that the text is needed for a correspondence course.
Special Restrictions
Students should request a copy of the most recent policies, procedures and guidelines governing correspondence courses by contacting the Center for Distance Learning and Continuing Education at 361/593-2861. Students may register and begin work anytime on a correspondence course. In order to register for two correspondence courses concurrently special permission from the director of distance learning and continuing education must be secured. Students may not enroll in correspondence courses that they have previously failed in residence.

A student may complete no more than 18 semester hours of work required for a bachelor's degree by correspondence credit. Any correspondence course completed after September 1, 1954, whether taken at this university or transferred from another institution, may count only for non-advanced (freshman or sophomore level) credit toward a degree. A candidate for a degree should also observe the residence requirements listed under the "General Requirements for a Degree" section of this catalog. Students in residence need to secure written approval from their college dean before registering for a correspondence course.

Time Limits
No course may be completed in fewer than 60 days. A student normally has a maximum of one year to complete a course. In a hardship case the director of distance learning and continuing education may grant a one time extension of four months; the student must request such an extension before the course's expiration date and must pay an additional fee of $10.

Students who need the credit for graduation or certification at the end of a semester must complete all course work at least four weeks prior to the end of that semester.

Completion of Course
In order to secure credit for the course, the student must satisfactorily complete all the lessons outlined for study, do all the required supplementary reading and pass the final written examination given under the supervision of an examiner approved by the center.

Students need not wait for the return of lessons before submitting additional lessons. It is the center's policy, however, to accept no more than three lessons per week. Lessons must be legibly written or typed on lightweight uniform paper 8½ by 11 inches, on one side of the paper only. They should be mailed in document-sized envelopes (4 by 9 inches). Students should fold each lesson separately, placing name, address, course and lesson number on the outside of the folded lesson.

Instructors will not be held responsible for grading papers during the period starting one week prior to the end of a semester or term and two weeks after the beginning of another semester.

Final Examination
Students should mail the Request for Final Examination form to the center upon receiving all of the graded lessons. A student may send this form with the last lesson if the date the student wishes to take the final examination is no less than two weeks from the date the last lesson reaches the center. The final examination must be taken within one month after all lessons have been returned to the student.

A student may make arrangements to take the final examination with officials of another institution and notify the center of such arrangements. In this case the student must pay an appropriate fee to the institution that administers the final. No test fee is charged for tests taken on the Kingsville or Weslaco campuses.

ENRICHMENT ACTIVITIES (NONCREDIT)

Enrichment activities are noncredit offerings including meetings, classes, short courses and workshops. A few of the enrichment courses offered periodically through the Center for Distance Learning and Continuing Education include aerobic dance, social dance, conversational Spanish, photography, defensive driving, youth camps and short courses.

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

The Continuing Education Unit (CEU) will be given for certain noncredit 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 $5.

Professional Development Office
The center has established a Professional Development Office (PDO). The Professional Development Office of the Center for Distance Learning and Continuing Education offers customized, cost-effective training for companies on any of the topics listed below; or classes can be created to fit any need. University faculty and professional consultants are used to conduct the seminars and workshops. Any of the seminars can be conducted on-site at the company or at convenient, comfortable facilities on the Texas A&M-Kingsville campus. Continuing Education Units (CEUs) will be awarded for all professional development programs.


2. **Communications:** Effective Listening, Office Communications, Communicating Effectively.

3. **Computers:** Computer Literacy, Windows, Wordprocessing, Spreadsheets and Data Bases.

4. **Welder Wildlife Refuge:** Short courses for Science, History, Math or English teachers for middle and secondary school levels.

The PDO also provides continuing education for professionals requiring education to retain certification. Accountants, lawyers, nurses, counselors, psychologists, day care and elder care workers must attend continuing education classes.

Study Abroad and Out-of-State Programs
The center sponsors training seminars and short courses in various topics, including language training, culture, arts and crafts and history. Various programs have been held in Mexico in many different locations. These courses are offered for Continuing Education Units (CEUs) and in some cases for extension credit.

Elderhostel Programs
Elderhostel is an independent, 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.
Flight School
Students are provided the knowledge, skills and aeronautical experience to meet the requirements necessary for obtaining a Private Pilot Certification for an Airplane Category Rating and a Single-Engine Land Class Rating.

Intensive English Program
The Intensive English Program (IEP) curriculum is focused on the needs and goals of each student. The IEP 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 IEP provides approximately 25 hours of language training per week for 15 weeks each fall and spring semester and approximately 32 hours of language training per week for 10 weeks each summer session. 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 IEP Exit Portfolio are exempted from the university’s TOEFL requirement.
James C. Jernigan Library is the university's principal facility for research and information resources, providing a variety of services that enhance the use of information. The library's collection consists of books, journals, newspapers, government documents, microforms and multimedia materials and offers a growing number of resources in electronic formats including databases, journal and newspaper subscriptions and government documents. Located in Baugh Hall, the South Texas Archives and Rare Books houses books, journals, manuscripts and other resources that capture regional history and natural history.

Research and Information Services (RIS) are available from a central desk on the library’s first floor, and provides classes in research skills and Internet training. Additionally, RIS offers workshops on specialized topics. Groups of five or more may request a workshop.

The Education Materials Center (EMC) houses several collections supporting academic programs of the College of Education including the Bilingual Collection and the Curriculum Collection. The Bilingual Collection is a specially designed collection of linguistic, bicultural and bilingual materials. The Curriculum Collection includes state-adopted textbooks and juvenile materials.

The Technology Learning Center (TLC) is the central campus resource for classroom technology support and multimedia production. TLC also provides consultation and training on how to use these and other tools for effective teaching and learning.

Interlibrary Loan and Document Delivery Services (ILL/DDS) provides access to materials not owned by the James C. Jernigan Library. Additionally, distance learners may request books, journal articles, microfiche and microfilm available at the Jernigan Library through ILL/DDS.

Government Information Services (GIS) provides access to federal and state government documents and over 600,000 microforms, including ERIC documents. The library has been a selective depository for U.S. documents since 1944 and is a full depository for Texas state documents.

Circulation processes requests for TexShare cards, overdue notices and recall requests. It houses A&M-Kingsville dissertations, theses, multimedia materials and reserve items.

The Library participates in TexShare, a state-wide cooperative network featuring shared electronic databases, an interlibrary loan agreement and a universal library card accepted at many libraries throughout the state. The library is also a member of Texas A&M University System Library Council, the Coastal Bend Health Library Network, the Federal Library Depository Program, the Texas State Publications Depository Program, AMIGOS Library Services Inc. and OCLC. The library is also an affiliate member to the National Network of Library of Medicine.
GENERAL REQUIREMENTS FOR GRADUATION WITH A BACCALAUREATE DEGREE

General Education Requirements for all baccalaureate degrees have been established for the university. A general education results in the acquisition of a common body of essential knowledge and skills which together facilitate the development of students as individuals and as members of communities. That common body of essential knowledge and skills shall include the following eight component areas equaling 45 semester credit hours:

Communication (English rhetoric/composition)

Required: 6 semester credit hours
ENGL 1301-1302

Objective: An ability to comprehend and articulate effectively in written English.

Mathematics (Logic, college-level algebra equivalent or above)

Required: 3 semester credit hours
PHIL 3301
or 3 SCH MATH: any course excluding MATH 1350

Objective: An ability to reason analytically and demonstrate basic mathematical skills and knowledge.

Natural Sciences (Science**)

Required: 6 semester credit hours
Any two courses with laboratory in Biology, Chemistry, Geology, Physics or Physical Geography

Objective: An ability to understand the history, nature, methods and limits of science and of the major impacts and influences of science and technology on contemporary society.

Humanities and Visual and Performing Arts divided into two areas as follows:

A. Visual/Performing Arts (Visual/performing arts**)
   Required: 3 semester credit hours
   ARTS 2301, MUSI 2301 or THEA 2301;
   or any 3 SCH of lab or studio courses from Art, Music, Theatre Arts;
   or ARTS 1303, ARTS 1304, ARTS 3302;
   or EDKN 1116, EDKN 1141, EDKN 1146, EDKN 1147;
   or MUSI 2306, MUSI 3302;
   or THEA 3302, THEA 4308.

B. Literature, Philosophy, Modern or Classical Language/Literature and Cultural Studies
   Required: 3 semester credit hours see Note 1 (Literature/philosophy**)
   ANTH 2302, ANTH 3301, ANTH 4308, ANTH 4309;
   or any Modern Language;
   or GEOG 1303, GEOG 3310, GEOG 3335;
   or any HIST exclusive of Texas and/or U.S. History;
   or any Literature exclusive of U.S. literature courses;
   or PHIL 3323;
   or SWBS 2302.
Objective: An ability to interpret, evaluate and appreciate works of human culture and express aesthetic or creative insights about the human condition.

Social and Behavioral Sciences divided into three areas as follows:

A. U.S. History (legislatively mandated)
   Required: 6 semester credit hours
   HIST 1301-1302

B. Political Science (legislatively mandated)
   Required: 6 semester credit hours
   POLS 2301-2302

C. Social/Behavioral Science (*Social/behavioral***)
   Required: 3 semester credit hours, see Note 1
   POLS any course exclusive of POLS 2301 and POLS 2302;
   or ECON 2301, ECON 2302;
   or HIST 3324, HIST 3336, HIST 3338;
   or HSCI 3321;
   or PSYC 2301;
   or SOCI 1301, SOCI 1306, SOCI 2361, SOCI 4307, SOCI 4324

Objective: An ability to evaluate contemporary societal and ethical issues, problems and values with a sense of balance between self-concern and public responsibility.

Note 1: Due to accreditation limitations, students pursuing a baccalaureate degree in engineering need complete only 3 SCH from the two sections of the chart above that contain the label “See Note 1.” Any student who has attended an institution of higher education in a country other than the U.S. for one academic year may be exempt from the three hour requirement for Social/Behavioral Science.

Communication (Composition, speech, modern language/communication skills) (*Communication***)

Required: 3 semester credit hours of oral communication from:
   BCOM 3304;
   COMS 1311, COMS 1315, COMS 2335 or COMS 3331;
   or Modern Language

Objective: An ability to use oral communications effectively, and to improve the ability to evaluate messages and employ critical thinking.

Computer Literacy (*Computer literacy***)

Required: 3 semester credit hours from:
   CISA: any course
   CSEN: any course
   IEEN: any course
   or EDED 2301

Objective: An ability to use the computer effectively as a tool both in the student’s major discipline and throughout their academic and life experiences.
Kinesiology (*Kinesiology***)

Required: 3 semester credit hours (3 courses)

**EDKN** activity courses
- MUSI 1227 Band*
- ROTC Military Science courses*

*May be counted toward kinesiology activity courses.

Objective: An ability to appreciate and practice healthy lifestyles through an understanding of the human body, and the development of lifetime physical fitness and activity skills.

Exceptions to the requirements of three semester credit hours of EDKN activity courses may be made under the following conditions: (a) students with disabilities should contact the Services for Students with Disabilities Office and may be placed in restricted kinesiology activity courses if necessary or under special circumstances will be permitted to substitute 3 academic semester credit hours for activity hours upon the approval of their college dean; (b) students who have passed their 23rd birthday before graduation may substitute academic hours for kinesiology activity hours; (c) students who have served in the military may receive credit subject to approval by their college dean (students should take DD-214 form to the Admissions Office for record credit, and students on active duty should consult with their college dean).

**as stated in curriculum guides following course descriptions 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.

Advanced Work
Candidates for all bachelor’s degrees must have a minimum of 45 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 all bachelor’s degrees must have a minimum of 25 percent of total semester hours required for the degree completed in residence at this university. Twenty-four of these hours must be advanced and in the last 30 hours 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. Graduation fees must be paid in the Business Office and an "Application for Candidacy" form and "Diploma Card" submitted to the Provost and Vice President for Academic Affairs by the deadline date designated in the University Calendar. The University Calendar at the front of this catalog 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.

A student who has already been awarded a bachelor’s degree from Texas A&M University-Kingsville or another institution cannot be awarded a second bachelor’s degree until the candidate has accumulated at least 24 additional hours at this university. The applicant for a second bachelor’s degree must complete all the specific course requirements of the second degree and meet the required grade point average.

**GRADUATION WITH HONORS** (For undergraduate degrees only)
Students completing undergraduate degrees prior to Fall 2010 will continue to meet the following criteria to graduate with honors. A grade point average of 3.65 is the minimum for graduation Summa Cum Laude (with highest honors); a grade point average of 3.5 or higher but less than 3.65 will merit Magna Cum Laude (with high honors); an average of 3.25 or higher but less than 3.5 will merit graduation Cum Laude (with honors). **Grade point averages are not rounded up to achieve these figures.**
NOTICE

Effective Fall 2011, the following changes to the “Graduation with Honors” policy will be in effect for all enrolled undergraduate students. 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 60 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>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Applied Arts and Sciences</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts</td>
<td>Art, Biology, Chemistry, Communications, English, Geography, Geology, History, Mathematics, Physics, Political Science, Psychology, Sociology, Spanish, Theatre Arts</td>
</tr>
<tr>
<td>Bachelor of Business Administration</td>
<td>Accounting, Computer Information Systems, Finance, General Business Administration, International Business Management, Management, Marketing</td>
</tr>
<tr>
<td>Bachelor of Fine Arts</td>
<td>Art</td>
</tr>
<tr>
<td>Bachelor of Music</td>
<td>Music, Performance</td>
</tr>
<tr>
<td>Bachelor of Science</td>
<td>Biology, Chemistry, Communication Sciences and Disorders, Community Health, Criminology, Geology, School Health, Interdisciplinary Studies, Kinesiology, Mathematics, Physics</td>
</tr>
<tr>
<td>Bachelor of Science in Agriculture</td>
<td>Agribusiness, Agriculture Science, Animal Science, Plant and Soil Science, Range and Wildlife Management</td>
</tr>
<tr>
<td>Bachelor of Science in Architectural Engineering</td>
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<tr>
<td>Bachelor of Science in Chemical Engineering</td>
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<tr>
<td>Bachelor of Science in Civil Engineering</td>
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<tr>
<td>Bachelor of Science in 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 Human Sciences</td>
<td>Family and Consumer Sciences Education, Fashion and Interiors Merchandising, Food and Nutrition Science, Human Development and Family Studies</td>
</tr>
<tr>
<td>Bachelor of Science in Industrial Engineering</td>
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<tr>
<td>Bachelor of Science in Industrial Technology</td>
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<tr>
<td>Bachelor of Science in Mechanical Engineering</td>
<td>Mechanical Engineering</td>
</tr>
<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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