TEXAS A&M UNIVERSITY-KINGSVILLE

The Texas A&M University System

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Texas A&M University-Kingsville

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College Hall 201. MSC 101. Extension 3207.

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College Hall 206. MSC 144. Extension 2410.

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College Hall 250. MSC 102. Extension 3108.

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College Hall 234. MSC 136. Extension 2800.

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College Hall 221. MSC 227. Extension 3105.

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College Hall 220. MSC 103. Extension 3612.

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Support Services Buildings 102. MSC 111. Extension 2645.

Paula Hanson, Comptroller
College Hall 122A. MSC 104. Extension 2897
Regents Professors

1997  Dr. James R. Norwine
1998  Dr. Leslie G. Hunter
1999  Dr. John C. Perez
2000  Dr. Timothy E. Fulbright
2001  Dr. Jacqueline Thomas
2002  Dr. Jo Beran
2003  No Recipient

2004  Dr. Steven Lukefahr
2005  Dr. Paul Hageman
2006  No Recipient
2007  Dr. Michael Tewes
2008  Dr. Scott Henke
2009  Dr. David Sabrio

Faculty Lecturers

1981  Dr. Robert B. Davidson
1982  Dr. Jan Bogdan Drath
1983  Dr. Sandy Burton Hicks
1984  Dr. Leo L. Bailey
1985  Mr. Maurice Schmidt
1986  Dr. Mary Mattingly
1987  Dr. David T. Deacon
1988  Dr. Thomas C. Pierson
1989  Dr. Emil A. Mucchetti
1990  Dr. Robert McLauchlan
1991  Dr. Rosario Torres Raines
1992  Dr. Francisco Lopez
1993  Dr. Charanjit Rai
1994  Dr. David Sabrio

1995  Dr. Nicholas Beller
1996  Dr. Jacqueline Thomas
1997  Dr. Daniel J. Suson
1998  Mr. Clark Magruder
1999  Dr. Joseph O. Kuti
2000  Dr. Gary R. Low
2001  Dr. Ward Albro
2002  Dr. Mark Walsh
2003  Dr. Steven D. Lukefahr
2004  Dr. Cathy Downs
2005  Dr. Kim Jones
2006  Dr. Nirmal Goswami
2007  Dr. Brenda Melendy
2008  Dr. Duane Gardiner
2009  Dr. Dean Ferguson
Professors Emeriti

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

1983 No Recipients

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

1985 No Recipients

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

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

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

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

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

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

1992 No Recipients

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

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

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

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

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

1998 No Recipients

1999 No Recipients

2000 Dr. Carl Wood
Dr. Julia Smith

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

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

2003 Dr. Donald A. Hegwood
Dr. Earl Herrick

2004 Dr. Robert O. Kirby
Mr. Maurice Schmidt

2005 No Recipients

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

2007 No Recipients

2008 No Recipients

2009 Dr. Leslie Hunter
Dr. Gary Low
Dr. Donald Nixon
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 1,997 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 and a marine sciences ecology research area on Baffin Bay.

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 historical expansion of the university's role was reflected in the change of its name to Texas College of Arts and Industries in 1929 and to Texas A&I University in 1967. The university became the nucleus of the University System of South Texas in 1972. In 1989 the university, along with other USST institutions, became a member of The Texas A&M University System. The System Board of Regents in 1993 voted to change the name of the university to Texas A&M University-Kingsville, effective September 1, 1993.

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

William Carter, Director of Admission
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 without regard to race, color, sex, age, religious commitment or national origin. All inquiries about admission, application for admission and transcripts of credit should be addressed to the Office of Admission, Texas A&M-Kingsville, MSC 128, Kingsville, Texas 78363. (NOTE: Admission to the university does not guarantee admission to a particular college or academic program.)

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>August 15</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>December 15</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 15</td>
</tr>
</tbody>
</table>

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

Freshman Admission Requirements
(Students with less than 12 college hours after high school)
/Documents 1-4 below comprise a complete admission application; include #5 if courses were taken for college credit prior to admission to Texas A&M-Kingsville.)
1. Submit a completed application for admission, including the $15 application fee. The ApplyTexas Application is available online at https://www.applytexas.org.

2. Request that an official high school transcript be sent directly to the Office of Admission, 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 either a Recommended or Distinguished high school program of study.

3. Upon graduation from high school, a student must request a final high school transcript (one that indicates date of graduation and rank in the class) be sent to the Office of Admission, Texas A&M-Kingsville.

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

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

Admission for First-Time Freshman Students
1. A first-time freshman student is an applicant who has graduated, or will soon graduate, from a Texas public high school accredited by the Texas Education Agency or a Texas non-public school accredited by the Texas Private School Accreditation Commission or who have completed home schooling or who have received a GED. A first-time freshman has not enrolled in another college or university after graduating from high school or earning a GED. (Dual enrollment credit is not considered in this determination.)

2. An applicant submitting a completed application to Texas A&M-Kingsville as a freshman applicant and who meets one of the following requirements will be granted admission to the university:

7
a. Graduates under the Texas Recommended or Distinguished high school program, OR
b. Graduates under a curriculum that is equivalent in content and rigor as the Recommended high school program (see below) at a school for which the Recommended high school program does not apply.

### TEXAS RECOMMENDED HIGH SCHOOL PROGRAM
For students who entered Grade 9 prior to 2007
To see the chart for students who entered Grade 9 in 2007-2009 or later, please visit our website

<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. - ( \frac{1}{2} ) 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>0.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Health Education or Health Science Tech</td>
<td>0.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Speech</td>
<td>0.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
<tr>
<td>Electives</td>
<td>3.5</td>
<td>Inquire with H.S. counselor</td>
</tr>
</tbody>
</table>

Applicants who receive a GED certificate or do not meet the automatic admission requirements listed above will be assessed on an individual basis.

**Admission for Freshman-Transfer Students**
1. Freshman-Transfer Students are those applicants who are applying with less than 12 transferable semester credits (1-11 transferable semester hours) taken after high school graduation.

2. An applicant submitting a completed application to Texas A&M-Kingsville as a freshman-transfer applicant and who meets all of the following requirements will be granted admission to the university:
a. Meet one of the freshman admission options (2a, 2b or 3) under Freshman Admission above and
b. Post a 2.0 grade point average on all college course work attempted and
c. Be in good standing with their previous college or university.

Transfer Admission Requirements
1. Submit a completed application for admission, including the $15 application fee by the stated deadline (see Admission Deadlines). The Apply Texas Application is available online at https://www.applytexas.org.
2. Submit official copies of all transcripts from other universities and colleges attended. Course work taken at other colleges and/or universities will be converted into Texas A&M-Kingsville equivalents where appropriate.
3. Applications will not be evaluated until all transcripts from previous colleges and/or universities are received.
4. Admission to the university does not guarantee admission to a particular college or academic program.
5. Transfer students who do not meet published admission criteria do not qualify for automatic admission to Texas A&M-Kingsville. Transfer students in this category who wish to receive further review must contact the dean of their academic college for consideration. If their academic dean recommends admission, students will be admitted with an academic status of Scholastic Probation and must maintain a 2.0 GPA during their first semester of enrollment at Texas A&M-Kingsville. Failure to maintain a 2.0 GPA during the first term of enrollment will result in dismissal from the institution.

Admission for Transfer Students
Students applying with 12 or more transferable semester credits must satisfy the following requirements:
   a. have a cumulative grade point average of at least 2.0 on a 4.0 scale from all the other institutions that are fully approved by the appropriate regional accrediting agency and
   b. be in good standing with their previous college or university.

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

Admission for Non-Traditional Students (Freshman and Freshman-Transfer)
For the purpose of admitting students to Texas A&M-Kingsville, a non-traditional student is defined as an entering undergraduate student who is 25 years or older. A non-traditional student is given the option to submit ACT or SAT scores to the Office of Admission. 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. Admission Deadlines are August 15 for Fall, December 15 for Spring and May 15 for Summer. Please see the appropriate section, Freshman or Freshman-Transfer, for information concerning submission of application and supporting documentation (e.g. high school and/or college transcripts).

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 a degree at Texas A&M-Kingsville.

To be considered for Non-Degree admission, applicants must submit the following items:
1. A completed Application for Admission (The Apply Texas Application is available online at https://www.applytexas.org.)
2. An official copy of their most recent transcript
3. The $15 application fee

Non-Degree students are admitted only for one semester at a time. If consecutive enrollment is desired, students must follow the appropriate admission application procedures. NOTE: Students admitted as Non-Degree are not eligible for financial assistance.
**High School Dual Enrollment Admission**

The Texas A&M University-Kingsville Dual Enrollment Program allows a high school student to earn college credit(s) while fulfilling high school requirements. To be eligible, a student must meet the following criteria:

1. The student is in high school, pursuing the Distinguished High School Program at a junior or senior level.
2. The student has “B” overall high school average.
3. The high school principal or senior counselor must recommend the student and sign the Dual Enrollment Form.
4. A paper application for admission and $15 application fee. The paper application is available from the high school senior counselor.
5. A high school transcript.
6. The student must demonstrate that he or she is exempt under the provisions of the Texas Success Initiative or be deemed “college ready” by scoring the minimum passing grade in the appropriate assessment tests.
7. Enrollment will be limited to a maximum of seven (7) hours each long term (fall or spring) or for a maximum of four (4) hours each summer session.

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

**Early College Program**

The Early College Program (ECP) is designed for high school students who wish to enroll in the University during the fall and/or spring semester of their senior year and who are not planning to use the courses completed at the university as part of their high school program. Students cannot participate in the Dual Enrollment Program and ECP simultaneously.

To be admitted, and in accordance with state law, students must meet the following admission requirements:

1. The student must be enrolled in high school at the senior level.
2. A “B” overall high school average is required.
3. The high school principal or senior counselor must recommend the student and sign the ECP recommendation form.
4. An application for admission and $15 application fee. The ApplyTexas Application is available online at [https://www.applytexas.org](https://www.applytexas.org).
5. A partial high school transcript showing rank in class must be submitted.
6. The student must demonstrate that he or she is exempt under the provisions of the Texas Success Initiative or be deemed “college ready” by scoring the minimum passing grade in the appropriate assessment tests. (See TSI section of this catalog.)
7. Enrollment will be limited to a maximum of seven (7) hours each long term (fall or spring) or for a maximum of four (4) hours during the summer session.
8. Be approved by the Provost and Vice President of Academic Affairs or designee.
High school seniors must be advised by academic advisers under University College. Students admitted to the Early College Program are subject to all Texas A&M-Kingsville, The Texas A&M University System, State of Texas, and federal rules and regulations applicable to degree seeking students.

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

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

Readmission
Former students who have had a break in enrollment of more than two years at this university must update their records and submit a readmission application to the Office of Admission 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 Admission. 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 Admission. 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.

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

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

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

International Admission Procedures

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

- June 1 for fall admission
- October 1 for spring admission
- April 1 for summer admission

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

International Admission Requirements
To be fully admitted, all international applicants must submit the following items before established deadline dates:
1. A completed application for International Admission. Applications can be found https://www.applytexas.org or http://www.tamuk.edu/apply.
2. Official secondary school transcripts showing subjects and marks received and graduation date. If an applicant has not yet graduated from secondary school, a transcript showing all completed work may be accepted for early admission. External examination reports should be provided when applicable.

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

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

5. Proof of English proficiency (see below).

6. Proof of ability to meet personal and academic expenses. A minimum of $26,964 (U.S.) per year is currently required to meet such expenses. Valid financial support documents (less than one year old from the issue date) must indicate the minimum U.S. dollar amount required by the university. The required minimum is subject to change without notice.

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

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

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

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

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

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

The following are considered equivalencies to the TOEFL scores of 61/500:
1. SAT* verbal 500; ACT* verbal 19 English; TAKS 2200 English/3 writing; TAAS 1770; or IELTS 5.0 overall band score.

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

5. Based on the review and decision of the Office of Admission, students who have earned at least 12 credits, with a grade C or better in each, in university-level courses, from a U.S. institution or an institution in one of the countries listed above, may be exempt from TOEFL.

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

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

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

1. IELTS 6.0 overall band score.

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

3. Based on the review and decision of the Office of Admission, students who have earned at least 12 credits, with a grade C or better in each, in university-level courses, from a U.S. institution or an institution in one of the countries listed above, may be exempt from TOEFL.

**Graduate Admission**
The admission requirements for graduate students may be found in the Texas A&M University-Kingsville Graduate Catalog.

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

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

**Exemptions**
Students are exempt from taking a test for TSI if a qualifying score has been made on the ACT, the SAT or the TAKS. **It is the responsibility of the student to provide official ACT, SAT or TAKS scores to Texas A&M-Kingsville to qualify for an exemption before enrollment in college level courses.**
These exemptions are effective for three years from the date a student takes the exit-level TAKS and achieves the set score level. It is effective for five years from the date the ACT or the SAT is taken and the set standard is achieved. Students enrolling for the first time in a Texas public institution of higher education after those periods have elapsed must be treated as though they had not been tested.

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

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

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

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

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

**Transfer Credit Calculation and Evaluation**
All undergraduate transfer coursework for new, continuing and returning students is processed by the Office of Admission. (This section does not apply to graduate-level transfer work.)

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

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

3. If you have completed the Texas General Education Core Curriculum at a previous institution, and it is clearly indicated on the official transcript from that institution, you will be brought in as “Core Complete” at Texas A&M-Kingsville.

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

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

6. Transfer course work grade point average is brought in as CREDIT ONLY. Transfer grades cannot be used to raise the grade point average at this university.

7. Transfer credit is not granted from unofficial transcripts. If your admission was granted using an unofficial transcript, please arrange for your previous school(s) to send an official transcript directly to the Office of Admission as soon as possible.

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

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

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

Resolution of Transfer Disputes for Lower Division Courses
The following procedures shall be followed by Texas A&M-Kingsville in the resolution of credit transfer disputes involving lower division courses:

1. If Texas A&M-Kingsville does not accept course credit earned by a student at another institution of higher education, the university shall give written notice to the student and to the sending institution that transfer of the course credit is denied. Texas A&M-Kingsville shall provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

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

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

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

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

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

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

ADVANCED CREDIT

Entrance Examination Credit--Entering Freshmen

English Credit
Based on the scores listed below:
- **American College Testing (ACT)** based on the English section:
  - 25 or 26 - ENGL 1301
  - 27 or above - ENGL 1302
- **Scholastic Aptitude Test (SAT)** based on the SAT V section:
  - Prior to April 1995 - 595 for ENGL 1301; 600 or above for ENGL 1302
  - Starting April 1995 - 630 for ENGL 1301; 670 or above for ENGL 1302

Math Credit
The following courses will be awarded for math credit:
1. MATH 1314 - three semester hours will be awarded provided the student has satisfactorily completed three units or three years of high school mathematics including one unit or one year of algebra and one unit or one year of geometry.
2. MATH 1316 - three semester hours will be awarded provided the student has completed the three units or three years of high school mathematics described in #1 (above) plus one-half unit or one-half year of high school trigonometry.

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

Based on the scores listed below:

- American College Testing (ACT)
  - 28 or above

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

Credit by CEEB Advanced Placement Examination

Entering freshmen 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 1303, ARTS 1304 (6 Cr)</td>
<td>Art-History of Art</td>
<td>3+</td>
</tr>
<tr>
<td>ARTS 1316, ARTS 1317 (6 Cr)</td>
<td>Art-Studio</td>
<td>3+</td>
</tr>
<tr>
<td>BIOL 1306/BIOL 1106</td>
<td>Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1307/BIOL 1107 (8 Cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1311 (3 Cr)</td>
<td>Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1311, CHEM 1312 (6 Cr)</td>
<td>Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ECON 2301 (3 Cr)</td>
<td>Economics-Macroeconomics</td>
<td>3+</td>
</tr>
<tr>
<td>ECON 2302 (3 Cr)</td>
<td>Economics-Microeconomics</td>
<td>3+</td>
</tr>
<tr>
<td>ENGL 1301 (3 Cr)</td>
<td>English-Language &amp; Composition</td>
<td>3+</td>
</tr>
<tr>
<td>FREN 1311, FREN 1312</td>
<td>French-French Language/Literature</td>
<td>3</td>
</tr>
<tr>
<td>FREN 2311, FREN 2312 (12 Cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN 1311, FREN 1312</td>
<td>French-French Language/Literature</td>
<td>4</td>
</tr>
<tr>
<td>FREN 2311, FREN 2312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN 33– (15 Cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN 33–, FREN 33– (18 Cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN 1311, FREN 1312</td>
<td>French-French Language/Literature</td>
<td>5</td>
</tr>
<tr>
<td>FREN 2311, FREN 2312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FREN 33–, FREN 33– (18 Cr)</td>
<td></td>
<td></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>HIST 1301, HIST 1302 (6 Cr)</td>
<td>History-U.S. History</td>
<td>3+</td>
</tr>
<tr>
<td>MATH 2413 (4 Cr)</td>
<td>Mathematics-Calculus AB</td>
<td>3+</td>
</tr>
<tr>
<td>MATH 2413, MATH 2414 (8 Cr)</td>
<td>Mathematics-Calculus BC</td>
<td>3+</td>
</tr>
<tr>
<td>MUSI 1316, MUSI 1317, MUSI 1116, MUSI 1117 (8 Cr)</td>
<td>Music-Theory</td>
<td>3+</td>
</tr>
<tr>
<td>MUSI 2306 (3 Cr)</td>
<td>Music-Listening &amp; Literature</td>
<td>3+</td>
</tr>
<tr>
<td>PHYS 1301, PHYS 1302 (6 Cr)</td>
<td>Physics B</td>
<td>3+</td>
</tr>
<tr>
<td>PHYS 2325, PHYS 2326 (6 Cr)</td>
<td>Physics C</td>
<td>3+</td>
</tr>
<tr>
<td>POLS 2301 (3 Cr)</td>
<td>Government &amp; Politics-US</td>
<td>3+</td>
</tr>
<tr>
<td>PSYC 2301 (3 Cr)</td>
<td>Psychology</td>
<td>3+</td>
</tr>
<tr>
<td>SPAN 1313 (3 Cr)</td>
<td>Spanish-Language</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1313, SPAN 1314 (6 Cr)</td>
<td>Spanish-Language</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 1313, SPAN 1314, SPAN 2311 (9 Cr)</td>
<td>Spanish-Language</td>
<td>5</td>
</tr>
<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>BLAW 3341 (3 Cr)</td>
<td>Intro Business Law</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>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>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>50</td>
</tr>
<tr>
<td>FREN 1311, FREN 1312, FREN 2311, FREN 2312 (12 Cr)</td>
<td>College French</td>
<td>62</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>MATH 2413 (4 Cr)</td>
<td>Calculus with Elementary Functions</td>
<td>50</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>MGMT 3311 (3 Cr)</td>
<td>Principles of Management</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>
<tr>
<td>SPAN 1313, SPAN 1314 (6 Cr)</td>
<td>Spanish</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 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 Admission the student's Transcript of Grades and Diploma to apply for the credit.
<table>
<thead>
<tr>
<th>IB Exam</th>
<th>Level</th>
<th>TAMUK Equivalency</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>SL or HL</td>
<td>ANTH 2301</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>SL</td>
<td>CHEM 1311</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>HL</td>
<td>CHEM 1311, 1312</td>
<td>6</td>
</tr>
<tr>
<td>Computer Science</td>
<td>SL</td>
<td>CISA 1301</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>HL</td>
<td>CISA 1301, 1302</td>
<td>6</td>
</tr>
<tr>
<td>Economics</td>
<td>SL or HL</td>
<td>ECON 2301, 2302</td>
<td>6</td>
</tr>
<tr>
<td>English A1 or A2</td>
<td>SL or HL</td>
<td>ENGL 1301, 1302</td>
<td>6</td>
</tr>
<tr>
<td>History of the Americas</td>
<td>SL or HL</td>
<td>HIST 1301, 1302</td>
<td>6</td>
</tr>
<tr>
<td>History: Other</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Language: French A1, A2 or B</td>
<td>SL or HL</td>
<td>FREN 1311, 1312 OR FREN 2311, 2312 to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Language: Other A1, A2 or B</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Language: Spanish A1, A2 or B</td>
<td>SL or HL</td>
<td>SPAN 1313, 1314 OR SPAN 2311, 2312 to be determined by dept</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>SL</td>
<td>MATH 1314</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>HL</td>
<td>MATH 1314, 2413</td>
<td>7</td>
</tr>
<tr>
<td>Music</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>SL or HL</td>
<td>PHIL 1301</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>SL</td>
<td>PHYS 1301/1101</td>
<td>4</td>
</tr>
<tr>
<td>Physics</td>
<td>HL</td>
<td>PHYS 1301/1101, 1302/1102</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>SL or HL</td>
<td>PSYC 2301</td>
<td>3</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>3</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>SL or HL</td>
<td>elective credit to be determined by dept</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**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 vaccination is required:
- Menomnune (Meningitis vaccine)
The following vaccinations are recommended:

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

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

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

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 30 hours who are under 20 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 University Housing and 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 University Housing and Residence Life Office or go online at http://housing.tamuk.edu 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 20 years of age and with fewer than 30 hours who wish to live off campus must seek permission to do so by filing a housing exception request form with the University Housing and 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) complete an Academic Year Housing Agreement and a Housing Reservation/Damage Deposit Application, (b) forward the agreement and a $150 room reservation and damage deposit to the University Housing and Residence Life Office. Students are encouraged to read the agreement along with the terms and conditions carefully before signing and returning it to the university. When the agreement is signed and returned, it becomes a binding agreement between the student and the university for both fall and spring semesters while the student is enrolled at Texas A&M University-Kingsville.

Room Reservation and Damage Deposit
The $150 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 cancellation deadline. Failure to cancel a Housing reservation by the deadlines listed below will result in the automatic forfeiture of the $150 deposit. Those who cancel prior to the deadline dates will receive a refund of $100 from the $150 deposit.

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

Written cancellation requests may be received in person, by mail or fax to the Residence Life Office. Notifications 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 have their request reviewed based on the student’s special request. If the request for cancellation is approved, the Housing charges may be removed; however, the Housing Reservation/Damage Deposit may be forfeited.

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

Lorraine Jones Lewis Hall is a three-story, air-conditioned co-ed hall for 90 students living in single rooms. Lewis Hall is designed on a suite plan with two rooms sharing a bathroom. Room furnishings include a desk area, a bed, a chest-of-drawers, a night stand, two closets, 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.
University Village is a new 600 bed co-ed complex located across from Martin Hall, with all the extras students require. Students are assigned to a 2-bedroom, 1-bath or a 4-bedroom, 2-bath unit and share a living room area with a small kitchenette.

Meal Plans
With the exception of Lewis Hall and Martin Hall (A side), and Bishop Hall 1-South, 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 student ID card. It is the student's responsibility to promptly make arrangements to pay room and board fees in order to obtain and maintain meal privileges. Failure to obtain an ID card/meal privileges does not exempt the student from the obligation to pay the full amount for room and board fees due. The student will be charged a replacement fee for the loss of the ID card. Replacements are obtained at the ID Center located in the Memorial Student Union.

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

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. Failure to pay account in full by the end of each contracted semester or session will result in the student's account being referred to the University Collection Department to begin collection procedures. If satisfactory payment arrangements are not made with the University Collection Department, the account will be sent to an outside collection agency. The student will be responsible for paying additional collection agency fees of up to 33% of the unpaid balance.
f. Refund of unused room and board fees due to early check-out will be paid in the following order when applicable: a) Financial Aid refund; b) outstanding university debts; c) remaining portion to the student.

Refunds
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 ID number. Both agreements must also be received by the May 1 priority deadline (for fall semester assignment). Not being admitted to the university, not placing a deposit or submitting incomplete forms can also delay assignment.

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

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

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

Residence Hall Association
Composed of student representatives from each residence hall, the association represents the entire residence hall population. Its purpose is to provide effective lines of communication among the house councils and with the University Housing and Residence Life Office; to coordinate the programs, activities and government of the individual residence halls; to arbitrate any disputes pertaining to house council operating procedures; and to recommend policies affecting all residence halls. Each residence hall has its own house council.

DINING SERVICES
Steven D. Kauf, Food Service Director
Memorial Student Union 212. 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 retail operations including a Pizza Hut Express, a Sub Sandwich shop, the Starbucks Coffee Shop and a Freshens Yogurt and Ice Cream in the MSU. Most meal plans include specific dollar allocations for retail purchases as well as regular meals. You can also purchase bonus bucks—money put on your ID that can be used at any Sodexho location. 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**  
**2009-2010 Fall and Spring Semesters**

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

Room and Board Rates: Cost is per semester/Full payment plan

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Room and Carte Blanche w/$75</th>
<th>Room and 14 Meal Plan w/$100</th>
<th>Room and 10 Meal Plan w/$250</th>
<th>Room and 10 Meal Plan w/$100</th>
<th>Room and 10 Meal Plan w/$250</th>
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<tbody>
<tr>
<td>Bishop Hall (Women’s Hall)</td>
<td>$2,600</td>
<td>$2,545</td>
<td>$2,600</td>
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Private rooms are not awarded unless space is available after the 12th class day from a waiting list. $350 additional charge for private room.

<table>
<thead>
<tr>
<th>Room Only Options/Cost Per Semester</th>
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<tr>
<td><strong>Lewis Hall</strong> (Co-ed Hall)</td>
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<tr>
<td><strong>Martin Hall (A Side)</strong> (Men Only)</td>
</tr>
<tr>
<td><strong>Bishop Hall (1-S)</strong> (Women Only)</td>
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<table>
<thead>
<tr>
<th>Optional Meal Plan</th>
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<tr>
<td>Carte Blanche w/$75</td>
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<td>$1,090</td>
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</table>
Cancellation Policy and Deadlines

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

<table>
<thead>
<tr>
<th>Fall Semester - August 1</th>
<th>Spring Semester - December 1</th>
<th>Summer Session I - May 1</th>
<th>Summer Session II - June 1</th>
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</table>
EDUCATIONAL EXPENSES

Patricia C. Hayes, Director of Business Services
College Hall 102. MSC 104. Extension 3949.

Estimated Nine-Month Budget
The following nine-month budgets are offered as estimates of reasonable expected expenses. These estimates are based on a 14-credit hour course load for a Texas resident and are subject to change.

Texas A&M University-Kingsville Budget for 2009-2010 (Texas Resident)
Fall and Spring (award year/semester)

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<tr>
<th></th>
<th>On campus</th>
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<tr>
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<td>$1,964/$982</td>
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<tr>
<td>Total</td>
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<td>$18,416/$9,208</td>
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A child care allowance is added for each dependent child under age 12. Dependent Care Verification Forms are available at the Office of Student Financial Aid.

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

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

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

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

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

b. A late payment penalty of $15 will be assessed for 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 an American Express, 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 or a credit card in payment for a returned item. In the event the certified mail is unaccepted and returned to the university, the university will attempt to deliver the notification to the student through one of his/her classes. The university will also attempt to reach the individual by phone. The individual will be given 10 days from this contact to clear the item.

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

3. In those instances where a student fails to redeem a returned item and charge within the 10 day period, the university will initiate one or more of the following courses of action:

a. If the item was given in payment of tuition and fees or is in excess of $100, the student may be withdrawn from all classes at the university. The Business Office will notify the Registrar's Office of the requested withdrawal. The Registrar's Office will withdraw the student as of that date and notify the student, all instructors and any other offices that may need to take action (i.e. International, Student Services, Dean of Students). The student will receive a refund only if the withdrawal occurs prior to or during the percentage refund dates for the semester. Any refund resulting from the withdrawal will be held to be applied toward the returned item. If the student is withdrawn after midpoint of the session, the grade entered on his/her transcript will be at the discretion of each instructor.

b. Returned items for less than $100 may be referred to the Student Services Office for disciplinary action.
c. In those instances where the returned check and charge have not been redeemed after two notification attempts, the university may take the check to the district attorney (or county attorney) and file a complaint with that office. Any further action on the matter will follow the legal process as prescribed by the respective attorney's office.

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

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

### 2009-2010 Texas Resident Fees

**Long Session (Fall or Spring)**

### Undergraduate

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<th>Student Service</th>
<th>Athletic Fee</th>
<th>Computer Use Fee</th>
<th>Library Access Fee</th>
<th>Additional Fees <strong>See Below</strong></th>
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**Additional Fees**
- $3 will be charged for International Education Fee
- $53 will be charged for Hospital Fee
- $10 will be charged for Transcript Fee
- $80 will be charged for Student Center Fee
- $10 will be charged for ID Fee
- $25 will be charged for Advising Fee
- $100 will be charged for Recreational Sports Fee

Add $50 tuition, $10 computer use fee and $10 library access fee for each hour over 20. All other fees remain the same.

**MINIMUM TUITION:** $120

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

**Three-Repeat Fee:** A $100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

*Estimated rates.*

---

**Add $50 tuition, $10 computer use fee and $10 library access fee for each hour over 20. All other fees remain the same.**

**MINIMUM TUITION:** $120

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

**Three-Repeat Fee:** A $100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

*Estimated rates.*
### RESIDENT FEES

**2009-2010 Texas Resident Fees**

*Long Session (Fall or Spring)*

#### Graduate

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<th>Hour</th>
<th>Tuition</th>
<th>Graduate Differential</th>
<th>Designated Tuition</th>
<th>Student Service</th>
<th>Athletic Fee</th>
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**Additional Fees**

- $3 will be charged for International Education Fee
- $5 will be charged for Hospital Fee
- $10 will be charged for Transcript Fee
- $80 will be charged for Student Center Fee
- $10 will be charged for ID Fee
- $25 will be charged for Advising Fee
- $100 will be charged for Recreational Sports Fee

Add $50 tuition, $18 graduate differential; $14 computer use fee and $10 library access fee for each hour over 20. All other fees remain the same. **MINIMUM TUITION: $120**

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

**Three-Repeat Fee:** A $100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

*Estimated rates.
# NONRESIDENT FEES

## 2009-2010 Nonresident - U.S. and Foreign Fees

### Long Session (Fall or Spring)*

#### Undergraduate

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**Additional Fees**

- $3 will be charged for International Education Fee
- $10 will be charged for Transcript Fee
- $53 will be charged for Hospital Fee
- $80 will be charged for Student Center Fee
- $10 will be charged for ID Fee
- $25 will be charged for Advising Fee
- $100 will be charged for Recreational Sports Fee

Add $327 tuition, $14 computer use fee and $10 library access fee for each hour over 20. All other fees remain the same.

**MINIMUM TUITION: $327**

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

**Three-Repeat Fee:** A $100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

*Estimated rates.*
## 2008-2010 Nonresident - U.S. and Foreign Fees
### Long Session (Fall or Spring)*

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**Additional Fees**
- $3 will be charged for International Education Fee
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- $80 will be charged for Student Center Fee
- $10 will be charged for ID Fee
- $25 will be charged for Advising Fee
- $100 will be charged for Recreational Sports Fee

Add $327 tuition, $14 computer use fee and $10 library access fee for each hour over 20. All other fees remain the same.

**Minimum Tuition:** $327

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

**Three-Repeat Fee:** A $100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

*Estimated rates.
MANDATORY FEES  (All fees are payable at registration.)

**Academic Advising Fee**
This fee is charged at a flat rate of $25 per semester. Funds are used to support costs involved with providing academic advising services each semester.

**Athletic Fee**
An athletic fee of $18 per semester credit hour is charged to all students attending the university. Students paying $234 (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 $14 per semester credit hour used to purchase computers to maintain student labs on campus and to create new facilities for students.

**Hospital Fee**
A flat fee charged at the rate of $53 per semester. Funds are used to support the Student Health Center, supplies and all operational needs of that center.

**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.

**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.

**Library Access Fee**
This fee is charged at $10 per semester credit hour used to fund the electronic network and the maintenance of the library.

**Orientation Fee**
This fee is charged at a one-time flat rate of $75 to new, first time college attendees and transfer students with less than 30 hours. This fee is used to support the operation expenses involved with hosting orientation sessions for new students.

**Student Center Fee**
A flat fee charged at the rate of $80 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.

**Student Service Fee**
A service fee of $14 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.

**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.

**Recreational Sports Fee**
This fee is charged at a flat rate of $100 per semester. Funds are used to support the operations of the Recreational Sports facility.
**MISCELLANEOUS FEES**

**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.

**General Property Deposit**
Each student must pay a onetime 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 1105 through EDKN 1149, the student will be charged a special fee of $4 for towel service. In specified courses, an additional fee may be charged.

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

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

**Music Fees**
Instrument Rental Fee .............................................................................................................................................. $3 per semester
Marching Band members for three uniform cleanings .................................................................................................. $10 per semester

**Three-Repeat Fee**
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.

**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 ............................................................................................................................... $121
Master's Graduation Fee, Plan Two and Plan Three ........................................................................................................ $43
Doctor's Graduation Fee ................................................................................................................................................. $194
R.O.T.C. Special Service Fee, Per Semester ................................................................................................................... $5
Thesis-Binding Fee for extra copy ................................................................................................................................... $10.09
Fines and Breakage Loss
Students must pay all fines before they can receive a transcript of their credits or can register in the university.

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

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

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

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

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

Withdrawal Policy
When a student withdraws from the university 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 the student receives less Federal Student Aid than the amount earned, the university will make a disbursement of the earned aid that was not received (Post-Withdrawal Disbursement.)

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

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

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

Refund Policies
The following policies are used for refunds:

a. Refunds are mailed or direct deposited according to published schedules from the Business Office. Refund checks will be mailed to the billing address provided by the student. Refunds may also be direct deposited to the student’s checking or savings account if requested through Money Connect – Refund Profile.

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 Certain Undergraduates
The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state. To be eligible for rebates under this program, a student must: (1) have enrolled for the first time in an institution of higher education in the fall 1997 semester or later; (2) request a rebate for course work related to a first baccalaureate degree received from a general academic teaching institution, (3) have been a resident of Texas as set forth under Chapter 21, Subchapter B of this title (relating to Determining Residence Status) and have been entitled to pay resident tuition at all times while pursuing the degree, (4) have undergraduate tuition charges that were paid by the student, (5) if enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering or any other program determined by the Board to require more than four years to complete, and (6) have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credit, course credit earned
exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses that are dropped after the official census date, 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.
The Office of Student Financial Aid 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 institutional priority deadlines indicate the date financial aid applications must be completed to insure maximum grant eligibility:

Fall/Spring - April 1
Spring only - November 1
Summer Sessions – May 1

Steps in Applying for Financial Aid

Application Process

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

3. The Processing Center will return an acknowledgment to the student within 2 to 4 weeks. This acknowledgment should be kept for personal records.

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

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

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

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

4. Work-study is awarded to those students who meet the priority deadline, but the individual student must find a position in order to receive the funds. Work-study funds are disbursed as they are earned.
5. It is the responsibility of the student to have other resources available should the financial assistance not cover the total educational expenses.

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

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY

Academic Progress Standards
The various federal and state regulations governing student financial assistance programs require that an institution develop standards to measure students’ reasonable progress toward a degree objective. Satisfactory Academic progress will be evaluated at the end of each academic term (fall, spring, and summer). The following qualitative and quantitative standards must be met to remain eligible for financial assistance at Texas A&M University-Kingsville.

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

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

Quantitative Measures of Academic Progress
In addition to maintaining a minimum grade point average, students must demonstrate acceptable progress toward a degree or certificate objective in order to remain eligible for financial assistance. Students cannot receive financial aid beyond a specified total of attempted credit hours, and they must pass a certain percentage of the credit hours for which they enroll. These requirements are summarized as total credit hours and ratio of earned hours to attempted hours on the chart below. Hours earned do not include grades of F (failed), I (incomplete), U (unsatisfactory), Q (withdrawal) or QI (withdrawal identifier for Senate Bill 1231). Courses that have been repeated will be counted for each enrollment as hours attempted, and will be counted as hours passed if a grade other than F, I, U, Q or QI is received. Remedial course credits will be used to determine a student’s enrollment status for financial aid eligibility.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Grade Point Average</th>
<th>Ratio of Earned Hours to Attempted Hours</th>
<th>Total Hours Including Transferred Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2.0</td>
<td>67%</td>
<td>195 credit hours A, B</td>
</tr>
</tbody>
</table>

A Includes remedial courses  
B Second Baccalaureate – additional review required
Financial Aid Appeals
Students who are denied financial assistance may appeal the decision.

Appeal Procedure
If mitigating/extenuating circumstances exist, a student may initiate an appeal through the Office of Student Financial Aid Services. Examples of possible mitigating circumstances are medical problems or serious illness, illness or death of a family member, change of majors, change of grade, returning from academic suspension, or other similar situation.

The Appeal Form can be obtained at the Office of Student Financial Aid Services or online at http://www.tamuk.edu/finaid/onlineforms.asp. Copies of all supporting documentation should be attached to this form. To ensure proper identification of the student’s documents, please include the K Number on all pages.

Failure to provide the required documentation will result in the denial of the student’s appeal. All information will become a part of the student’s confidential financial aid record and cannot be returned.

The student will receive notification from the Financial Aid Office in two to four weeks regarding the status of the appeal. Appeals submitted after the first day of class each semester may require additional time for review and a response.

Approval of Appeal: If the appeal is approved, the student will be awarded on a probationary basis for one semester. Failure to demonstrate academic progress during the probationary term will result in the cancellation of all future financial aid. No future appeals will be accepted.

Denial of Appeal: If the appeal is denied, the student may appeal for future aid only after the student has completed a minimum of six hours at their own expense and the student has met the minimum standards of satisfactory academic progress for that semester.

Monitoring of Academic Progress
Academic progress is reviewed at the end of each academic term. Failure to maintain satisfactory academic progress will result in the denial or cancellation of all future aid.

Reinstatement of Eligibility
Students who have been denied financial assistance on the basis of academic progress may appeal for reinstatement of eligibility when they attain satisfactory academic progress. If assistance is granted, the award will not be retroactive, but will be given for the remainder of the academic year. For example, at the conclusion of the fall semester, students may receive an award for the spring semester.

Non-passing Grades
Students who received Title IV monies and earned no passing grades in a given semester will be required to submit documentation 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.

SCHOLARSHIPS
Scholarships are categorized as either need or non-need (merit) awards. The Office of Student Financial Aid awards scholarships after evaluating academic records, scholastic promise and financial need. The Office of Student Financial Aid awards non-need-based scholarships based on merit and potential without regard to financial need; it carries a nominal stipend. Most departmental scholarships are not automatically renewed, and students must apply each year for continued consideration. Visit http://www.tamuk.edu, and click on SCHOLARSHIPS to find the Javelina Online Scholarship applications. The Financial Aid Office may need to adjust a student’s award package to allow scholarships to fit within the student's Cost of Education (COE) budget.
Presidential Scholarships
No application is needed, all incoming freshmen will be considered for a Presidential scholarship, but student must be admitted by priority deadline of December 15th, and have high ACT/ or SAT scores. Upon availability of funds, students admitted by final deadline of February 15th, will also be considered.

Donor Related Scholarships
Applications, transcripts and letters of recommendation must submitted by deadline date.
Freshmen – February 15th High School Students must submit an official high school transcript with their class rank posted, ACT or SAT test score results and two letters of recommendation along with the completed scholarship application.
Transfer – June 1st must submit official transcripts from all colleges attended, two letters of recommendation and the completed scholarship application. (12 college-level credit hours required) before April 1, to be considered for this scholarship.

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. A minimum of 12 college level hours must be completed by April 1 to be considered for this scholarship.

GRANTS

Various grant programs are funded by the federal and state governments, the university or a combination of these agencies. Grants DO NOT have to be repaid. General requirements for grant programs stipulate that the student must be in good standing (a 2.0 overall grade point average), must be maintaining academic satisfactory progress, must not be in default on any loan made from a student loan fund at any institution and must not owe a refund on any grant previously received.

Federal Pell Grant: The Pell Grant is a federal program designed to provide financial assistance to undergraduate students who demonstrate financial need. The amount of the grant is based on the computed expected family contribution, the level of funding and the cost of education. Students enrolled for less than full-time will receive a reduced grant award. Pell Grant eligibility is limited to 18 semesters of undergraduate study. Eligibility must be re-established each year by completing the FAFSA.

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

Academic Competitive Grant: The ACG is made available to first and second year students who are Pell eligible and have completed a rigorous secondary school program of study.

National Science and Mathematics Access to Retain Talent Grant: The National SMART Grant is one of two new grant programs. It is available during the third and fourth years of undergraduate study to students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in course work required for the major. This grant is in addition to the student’s Federal Pell Grant award.

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 was established to provide need-based grants to eligible persons to enable them to attend an institution of higher education. Students who have completed the recommended or distinguished high school curriculum may be eligible for this program.

INSTITUTIONAL GRANTS

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

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

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

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

LOANS

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

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

General requirements stipulate that the student must be accepted for enrollment or, if a continuing student, must be maintaining satisfactory academic progress, must not be in default on any loan made from a student loan fund at any institution, must not owe a refund on any grant previously received and must attend a Loan Entrance Counseling session before receiving the first disbursement and must attend a Loan Exit Counseling session whenever the student’s enrollment status falls below half-time, the student withdraws or graduates from the university. Loan funds will not be disbursed until a student is registered for at least half-time status; late registration will result in delayed financial aid disbursement.

Federal Stafford Student Loan Program (Subsidized/Unsubsidized): The Federal 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.
There are two types of Student Loans: Subsidized and Unsubsidized. Subsidized loans are when the government pays the interest during the time in which the student is attending school. Unsubsidized loans are when the student is responsible for paying the interest for the duration of his or her college career. The student also has the option to have the interest capitalized or added on to the total amount of the loan.

Federal Stafford Loans are a major form of self-help aid and are available through the Federal Family Educational Loan Program (FFELP). The payments on the Federal Stafford loans must be started six months after you graduate, leave school or drop below half-time enrollment. In order to receive a Stafford loan, a FASFA must be completed as part of the application process. A student must be enrolled at least half-time and demonstrate financial need as determined by the information on the FASFA in order to receive a student loan.

**Annual Borrowing Limits**

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

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

Students may not qualify for the entire yearly loan limit. Schools are required to use the following formulas:

Cost of Attendance - Estimated Family Contribution - Financial Assistance = Subsidized Loan  
Cost of Attendance - Financial Assistance = Unsubsidized Loan

**Federal PLUS Program for Parent Borrowers:** A Federal PLUS (Parent loan for undergraduate dependent students) is a low interest rate loan for parent borrowers to assist them in paying for a dependent student's education. The amount a parent may borrow will be determined by the Office of Student Financial Aid. The loan may not exceed the student's cost of education minus other financial aid awarded. The 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 is fixed at 8.5%. As with the Unsubsidized Stafford loan, there are no interest benefits paid by the federal government. The parent borrower must begin paying the interest accrued immediately upon the first disbursement of the PLUS loan. Repayment of the principal begins immediately after the loan has been fully disbursed. A parent borrower may have up to ten years to repay the loan.
**Texas B-On-Time Loan Program**
The Texas B-On-Time Loan Program was established by the 78th Texas Legislature. The purpose of this state-funded program is to provide non-need based, non-interest bearing loans to eligible Texas students to attend colleges/universities in Texas. More information is available at: [http://www.hhloans.com/](http://www.hhloans.com/).

**STUDENT EMPLOYMENT**

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

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

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

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

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

CAMPUS GOVERNING BODIES

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

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

Associate Vice President and Dean of Students
Frank B. Ureno, Associate Vice President and Dean of Students
Memorial Student Union 306. MSC 122. Extension 3606.

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

Memorial Student Union
Seferino Mendietta, Director, Memorial Student Union and Student Activities
Memorial Student Union 301. MSC 133. Extension 2769.

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

**Student Activities**
Seferino Mendietta, Director, Memorial Student Union and Student Activities
Memorial Student Union 301. MSC 133. Extension 2769.

The Department of Student Activities serves as the resource hub for all student organizations. Student Activities provides many services to the Texas A&M University-Kingsville student organizations, such as registering organizations, producing directories, providing advising services and helping student groups with operational assistance. The department provides many cultural, educational, recreational and social programs for the campus community. Some examples are Homecoming, Family Weekend, Fall Carnival, Spring Fling and the Miss Texas A&M University-Kingsville Scholarship Pageant. In addition to serving over 125 student organizations, Student Activities also provides a variety of specialized leadership programs such as the Women's Leadership Institute, ExCEL, Exposing and Cultivating Emerging Leaders and the South Texas Leadership Conference. The department provides full-time support to Greek Life, Orientation Programs and the Campus Activities Board. The department also includes activities related to Community Services. Believing campus involvement is essential to student success, the Texas A&M-Kingsville Department of Student Activities completes a student's education.

**Orientation Programs**
Erin McClure, Coordinator, First Year and Transitioning Student Success
SUB 301. MSC 133. Extension 2795.

Hoggie Days pre-orientation and registration programs are offered throughout the summer and provide the first step for all newly admitted students on their way to becoming Texas A&M University-Kingsville community members. Participation in a Hoggie Days session is a requirement for all new students.

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

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

**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.
Campus Recreation and Fitness
Charles Espinosa, Director
Student Recreation Center. University Boulevard and Avenue C.

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

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

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

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

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

Intercollegiate Athletics
Ken Oliver, Athletic Director
McCulley Hall 105. MSC 202. Extension 2411.

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, softball and golf. 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.
Career Services Center
Christian Ferris, Director
Eckhardt Hall 104. MSC 106. Extension 2217.

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. The Center provides three distinct services: career development; career enhancement (cooperative education/internship); and career transition (graduate/professional education option, job search, interviewing skills, etc.).

Students are encouraged to 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.

International Student Services
Mildred Slaughter, Assistant Director
Cousins Hall 113. MSC 176. Extension 3317

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

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

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.

Life Services and Wellness (LSW)
Dianne Brown, PhD, LPC, Director
1210 Retama Drive. MSC 112. Extension 3991.
http://www.tamuk.edu/sass/lifeservices

Life Services and Wellness (LSW) serves the physical, emotional and distinct academic needs of Texas A&M-Kingsville students. Our mission is to raise students' awareness on physical, emotional, social, spiritual, intellectual and occupational
dimensions to produce life changing results, and to provide a teaching and learning environment which helps students acquire lifelong learning skills and obtain educational success. LSW includes Counseling, Health Care Services, Disability Services for Students, a Wellness Program including a Peer Educator Program and a Women's Enrichment Program. All services and information provided to/from students is confidential and will not be 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**
1210 Retama Drive. MSC 112. Extension 3991.
http://www.tamuk.edu/sass/lifeservices

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

**Health Care Services**
1210 Retama Drive. MSC 112. Extension 2904.
http://www.tamuk.edu/sass/lifeservices

Health Care Services 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 low costs. Additional lab services, minor surgical procedures and immunizations have a minimal fee. Students are responsible for any financial obligations stemming from referral to a private physician's office, lab tests, x-ray, medications or hospitalizations. The health service fee is not to be misconstrued as health insurance. Student health insurance applications or information about purchasing student health insurance is available at Life Services and Wellness.

Any students in need of health care are encouraged to visit LSW. Health Care office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. Students needing health care services are recommended to schedule appointments, however, walk-ins are welcome. Prior to visit, students are required to present a valid ID before health care services can be provided. 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 Associate Vice President and Dean of Students 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 call emergency services at 361-595-9745. Fees, as well as transportation to these facilities, are the student's responsibility. In case of an extreme emergency students should call 911.

**Disability Services for Students (DSS)**
1210 Retama Drive. MSC 112. Extension 3024.
http://www.tamuk.edu/sass/lifeservices

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

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

This also includes those disabilities, which are less obvious, such as psychological problems, learning disabilities and chronic health problems such as cancer, diabetes, cardiac problems, epilepsy and HIV/AIDS. Broken bones, recent surgeries and
others can be regarded as temporary disabilities. Students who meet these criteria could benefit from our services. Students who wish to request accommodations should register with the 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 at 361-593-3024.

**Wellness Program**
1210 Retama Drive. MSC 112. Extension 2382.
[http://www.tamuk.edu/sass/lifeservices](http://www.tamuk.edu/sass/lifeservices)

The Wellness Program strives to provide increased awareness on education, prevention and intervention services involving alcohol, tobacco and other drug use and abuse while promoting positive decision-making and healthy lifestyles. The 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 to increase awareness on health and safety issues. For more information on the Wellness Program contact Jo Elda Castillo-Alaniz (Associate Director) at 361-593-2382.

**Women’s Enrichment Program**
1210 Retama Drive. MSC 112. Extension 3991.
[http://www.tamuk.edu/sass/lifeservices](http://www.tamuk.edu/sass/lifeservices)

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

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

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

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

A highly qualified, degreed staff work with the children. The school’s close proximity to campus and its high quality program make it especially attractive to the university community. Parents are encouraged to register their children early since there is a waiting list. Prospective parents are welcome to call and set up a time to visit the center with the Director.
Testing Services
1210 Retama Drive. MSC 112. Extension 3303.
http://www.tamuk.edu/sass/lifeservices

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 Admissions Test (LSAT), Miller Analogies Test (MAT), Pharmacy College Admission Test (PCAT), Professional Assessment for Beginning Teachers (PRAXIS Series), Nelson Denny and Texas Higher Education Assessment (THEA). General Education Development (GED) testing is also administered through this office. The Quick THEA and ACT Residual exam are administered to accommodate only the students who cannot register for the national test dates. For information on examination dates and other exams such as GRE, TEXES/EXCET and TOEFL, SAT visit our website or call the Testing Services office at 361-593-3303.

Veterans Services
Norberto C. Trejo, Veteran Affairs Coordinator
College Hall 150. MSC 105. Extension 2812.

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

Education and Training
The following programs are approved for students who wish to further their education: Chapter 30, Montgomery G.I. Bill-Active Duty, Chapter 1606, Montgomery G.I. Bill-Selected Reserve, Chapter 1607, Reserve Educational Assistance Program (REAP), Chapter 35, Dependents Educational Assistance (DEA), and Chapter 31, Vocational Rehabilitation. General and detailed descriptions of each program are online at www.gibill.va.gov/GI_Bill_Info/benefits.htm.

Any student who feels he/she may be eligible for education benefits should complete an application at the Veteran Affairs Office. The completed application will be mailed to the Veterans Affairs Regional Office (VARO) in Muskogee, OK for review. The VARO will make the official decision to grant or deny benefits.

Students are encouraged to apply for GI-Bill/Hazlewood benefits as early as possible. Students receiving VA benefits will be required to comply with the university's deadlines for registering and paying for their courses.

New students entering the university (who intend to request benefits) must stop by the Veteran Affairs Office to complete an application and obtain needed information relative to their enrollment and certification. Students must provide all necessary documents (copy of their DD Form 214 (Member 4 copy) or Certificate of Eligibility, and a copy of their certified degree plan from the college he/she is seeking a degree) in order to process the request for their benefits. Incomplete applications will not be processed and will result in a delay of benefits.

Transfer students must provide the Veteran Affairs Office with copies of transcripts from all colleges attended and a copy of their certified degree plan.

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 educational institutions needs to be evaluated before the close of the first semester and a copy of an updated degree plan 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. Students who wish to receive veteran's benefits and who transferred from another institution without the required 2.0 GPA must come to the Veterans Affairs Office before registering for classes to determine whether or not they are eligible for certification (benefits). 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 VARO uses the semester hour classification scale below to determine a veteran’s payment. The number of semester hours enrolled at this university will be reported to the VARO.

Full or part-time status for fall/spring semesters is determined by the following:

- 12 credit hours is full-time
- 9-11 credit hours is \(\frac{3}{4}\) time
- 6-8 credit hours is \(\frac{1}{2}\) time
- 4-5 credit hours is less than \(\frac{1}{2}\) time (<1/2-time)
- 1-3 credit hours is 1/4-time or less (constitutes tuition and fees only)

Full or part-time status for summer terms is determined by the following:

- 4 credit hours is full-time
- 3 credit hours is 3/4-time
- 2 credit hours is 1/2-time
- 1 credit hour is 1/4-time (constitutes tuition and fees only)

**Hazlewood Program**

In order to qualify for tuition and partial fee exemption through the Texas Education Code 54.203 (known as the Hazlewood Act), a person must meet all program requirements. Contact the Veteran Affairs Office for eligibility requirements.

**University Facilities Office**

Michael Frey, *Interim Executive Director of Facilities and Planning*
Support Services Buildings 102. MSC 111. Extension 2645.

The University Police, Physical Plant, Risk Management and Engineering & Planning Departments are under the direction of University Facilities in the Division of Finance and Administration. The mission is to assess, plan and improve the appearance, safety, security, and operational condition of all University Facilities enhancing the environment for quality living and academic programs.

**Engineering and Planning Department**

Eligio Dela Cruz, Jr., P.E., University Engineer, Director, Department of Engineering and Planning
Support Services Building Room 108. MSC 125. Extension 3838.

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

**Physical Plant Department**

Roel Sanchez, Director for Physical Plant

Physical Plant is committed to improving the appearance and operational condition of all university facilities and for enhancing the campus environment. Specific functions of the Physical Plant include Building Maintenance – maintain buildings in good appearance and preventing deterioration, Custodial Services – maintain clean and sanitary buildings, Utilities Maintenance – maintain and perform repairs to utility production and distribution systems, Grounds Maintenance – upkeep of all campus proper lands, and General Services – providing general moving services and support for the university’s vehicle fleet.
**Risk Management Department**  
R. Shane Creel, Ph.D., Director, Risk Management  
Support Services Building Room 107. MSC 111. Extension 2237.

The Risk Management Department is committed to providing the students, faculty, staff, visitors, and community with exemplary services that promote a healthy and safe learning environment conducive to conducting research, teaching, and administrative activities. The Risk Management Department develops, implements, and oversees all safety programs to prevent staff, faculty, students, and visitors from any recognized hazards that they may encounter at the University. Risk Management Department is responsible for assuring TAMUK's compliance with federal, state, and local environmental regulations.

**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**  
Memorial Student Union. MSC 133. Extension 2243.  
[http://osa.tamuk.edu/javelinaexpress](http://osa.tamuk.edu/javelinaexpress)

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

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

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

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

**Mail Service**  
Mari Garcia, Mail Service Manager  
MSC 100. Extension 2400.

The federal post office located in the Memorial Student Union provides complete postal service to all faculty, staff, students and general public. Services include selling stamps, money orders, self-stamped envelopes, renting post office boxes and mailing packages. Other services include express mail, priority, registered, certified, insured and delivery confirmation. Next to the federal post office is the campus post office, which is responsible for delivering and processing all departmental mail.
Mail service is also provided to the residence halls 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.”

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

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

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

The purpose of the Department of Special Programs is to promote the completion of high school, the pursuit of college and the acquisition of higher education degrees for first generation and low income students. The Department of Special Programs is located in Eckhardt Hall, second floor. The following programs are housed within the area of special programs.

**Student Support Services**
The mission of Student Support Services (SSS) is to facilitate a climate supportive of academic success and personal enrichment through proactive and individualized services available to the student from their first semester through graduation. SSS students are challenged to take charge of their learning and develop skills that will enable them to enhance their lives and become well rounded citizens of the Texas A&M University-Kingsville community. SSS staff initiate and develop partnerships with students that are academically based and also strive to lead students down a path towards cultural growth and awareness.

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

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

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

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

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

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

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

The TAMU-K Upward Bound Program will serve 50 high school students in the target area of Alice, Falfurrias, San Diego, Riviera, H.M. Kingsville and Bishop high schools. The services provided by the program are as follows: academic instruction and tutoring in various curriculum, preparation for college entrance exams, academic/financial advisement and counseling, mentoring, cultural enrichment events and work study programs.
AUXILIARY ACADEMIC RESOURCES

Much of the learning and the research in a university occur outside organized classes. The following units of Texas A&M University-Kingsville support faculty and student educational and research pursuits.

Computing and Information Services
Lee Moore, Associate Director
Val Ramirez, Associate Director
College Hall 240. MSC 185. Extension 5500.

The Department of Computing and Information Services is the University’s principal provider of academic, administrative and infrastructure information technology services. To support academic programs, Computing and Information Services (CIS) operates computing laboratories located in Jernigan Library, Business Administration, McNeil Engineering Laboratory, Dotterweich Engineering Complex, Howe Agriculture Laboratory, Human Sciences Building, Rhode Hall, Sam Fore Hall, and Eckhardt Hall.

The University is connected to the Texas A&M University System Trans-Texas Videoconference Network (TTVN) with TTVN connections available in: in Jernigan Library, Fore Hall, Steinke, Hill Hall, Cousins Hall, Engineering Complex, College Hall and Kleberg Hall. Distance learning classes can be delivered either via the TTVN Network or the Blackboard Learning Management System.

Besides maintaining the computing hardware and network infrastructure to support administrative information technology, CIS also maintains many administrative applications and systems. The principal administrative and academic systems are: Sungard/Banner student information system, and Blackboard 9 eLearning system. The university's primary e-mail system for staff and faculty is Microsoft Exchange 2003 and Microsoft’s Windows Live email for students.

The campus network utilizes Foundry Networks products supporting a 10 Gigabit backbone with 10/100/1000Mbps to the desktop and a 100 Mbps connection to the Internet. The campus network also includes the latest wireless technology using Meru Networks providing both indoor and outdoor coverage for the majority of the campus. Over 90% of the more than 3500 PC and Macintosh microcomputer systems installed in campus administrative offices, faculty and staff offices, and academic computing laboratories are connected to the campus network giving the users access to a variety of software, data sources, e-mail and the Internet.

Office of Information Technology
Robert J. Diersing, Chief Information Officer
Associate Provost for Information Technology

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

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

The Office of Institutional Research (OIR) supports institutional planning, policy formulation and decision making through the development and dissemination of accurate and timely data, reports and analysis. The office is committed to providing support for evaluation and assessment activities throughout the university. The office is also responsible for ensuring the timely submission and accuracy of reports to external agencies including the State of Texas, the federal government, The Texas A&M University System, and other entities.
Office of International Studies and Programs
Mark Walsh, *Interim Director*
Cousins Hall 103. MSC 163. Extension 3994.

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

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

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

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

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

Office of Research and Sponsored Programs
Sandra Garcia, *Director*
Javelina House. 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. The museum also provides a range of programs for both children and adults as public service outreach for the university. In addition, the museum maintains a collection of historical and scientific artifacts as consistent with its mission.
TEXAS SUCCESS INITIATIVE (TSI)

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

ACADEMIC ADVISEMENT

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

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

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

Priority Registration

Students will register for classes according to a priority registration schedule. The schedule will provide the time and date for registration as well as the advising week. The schedule will be posted on the university website with information about the rules governing the process.

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. When a course includes a recitation, three digits appear in parentheses following the semester credit hours indicating the number of hours of lecture, the number of hours of laboratory and the number hours of recitation required each week respectively.

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

REGISTRATION

The university has a computer-assisted registration system. It is designed to provide individual academic advising between faculty or academic adviser and student. This gives students an opportunity to review their academic programs and select the specific sections of the courses desired for the next semester. For specific dates and information on registration, the student should consult the university website.

Web Registration

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

Normal Load

The normal load for a semester is usually one-eighth of the total number of credit hours required for the degree toward which the student is working. That load is normally 15-18 hours per fall and spring semesters. The normal load for a summer session is two courses (6-7 semester hours). Kinesiology courses are not included in this load calculation.

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

In a summer term an undergraduate student may take, in addition to the two courses (6-7 hour load), an 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

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

Dropping a Course
A course may be dropped by a student without approval from his/her academic adviser or other university official. However, athletes must have approval from the athletic adviser 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 online registration system is closed, all drops must be processed by the Office of the Registrar.

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

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

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

A student may also drop a course with a grade of Q after the 10th week of the semester or the mid-point of the summer session if the student is passing at the time the drop is processed. A student who is not passing after the 10th week of the semester or the mid-point of the summer session, and drops a course will receive a grade of F.

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

A student may also drop a course with a grade of QI after the 10th week of the semester or the mid-point of the summer session if the student is passing at the time the drop is processed. A student who is not passing after the 10th week of the semester or the mid-point of the summer session, and drops a course will receive a grade of QF.

Drops Policy for Course with Concurrent or Corequisite Enrollment Requirements for Undergraduate Students Subject to Senate Bill 1231
In determining the number of non-punitive course drops by a student subject to Senate Bill 1231 when concurrent or corequisite courses are involved, the following regulations will apply. (Concurrent and corequisite courses are courses with different course numbers such as a lecture course with its own course number and a lab course with a different course number that must be taken at the same time.)
1. If the student is required to drop both courses when dropping either course, then both course drops will be calculated as one drop*.
2. If the student is not required to drop both courses at the same time, then each course will be treated as a separate drop*. However, if the student drops both courses at the same time, the drops will be calculated as one drop*.

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

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

1. The student has a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course.
2. The student is responsible for the care of a sick, injured or needy person that affects the student’s ability to satisfactorily complete the course.
3. The student has suffered the death of a person who is considered to be a member of the student’s family or person who is otherwise considered to have a sufficiently close relationship to the student* that the person’s death is considered to be a showing of good cause for dropping the course.
4. The student is a member or dependent of a member of the Texas National Guard or the armed forces of the United States and the active military service is considered to be a showing of good cause for dropping the course.
5. The student has a change of work schedule that is beyond the control of the student and the change affects the student’s ability to complete the course.
6. The student has other extenuating circumstances that prevent the completion of the course and the circumstances are approved by the dean of the college.

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

Appeals to the Maximum Number of Non-Punitive Drops for Undergraduates Subject to Senate Bill 1231
A student who wishes to request an exemption to the maximum number of non-punitive drops must submit a letter of appeal with appropriate documentation to the dean of the college within five (5) business days of the drop. If the student cannot provide the supporting documentation within five business days of the drop, the student must request an extension with the dean of the college within five business days of the drop.

Developmental Courses and the 6-Drop Policy
Developmental courses are exempt from the 6-drop policy. A student may drop a developmental course with an automatic grade of Q if the drop is processed on or before the 10th week of the semester or the mid-point of the summer session as indicated on the official university calendar, regardless of the student’s academic performance in the course at the time of the drop. The grade of Q is a non-punitive grade that will not affect the student’s grade point average.

A student may also drop a developmental course with a grade of Q after the 10th week of the semester or the mid-point of the summer session, if the student is passing at the time the drop is processed. A student who is not passing after the 10th week or the mid-point and drops a course will receive a grade of QF.

Administrative Drops for Non-Attendance
A faculty member may drop an undergraduate student for non-attendance at any time prior to the mid-point of a long semester. A drop processed by a faculty member for non-attendance will be treated as a non-punitive grade unless the undergraduate student is subject to the requirements of Senate Bill 1231. The Office of the Registrar will treat all drops
processed by a faculty member in accordance with the requirements of Senate Bill 1231 and may change a grade of Q to a grade of QI or a QF, depending on the student's status.

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

**Withdrawal from the University**

If a student finds it necessary to withdraw from the university, the student must notify the Office of the Registrar and process a withdrawal form. A student exempt from Senate Bill 1231 who is withdrawing (dropping all active courses) from the university after the late registration date and on or before the 10th week of the semester or the mid-point of the summer session will receive an automatic grade of Q in each course being dropped at the time of the withdrawal. If the student is not passing a course at the time of the withdrawal, a grade of F will be awarded. In the case of a student subject to Senate Bill 1231, a grade of QE will be awarded in each course after the late registration regardless of the student's academic standing in the class. (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.

GRAD
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.
- **CR/NC** Credit/Non-credit: used for courses that do not meet the normal or traditional framework of course scheduling and do not lend themselves to letter grading.
- **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 the semester/term in which the grade was originally recorded if the course requirements have not been satisfied.
- **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.
- **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.)
**QE**  Dropped: given when a student impacted by SB1231 has officially dropped a course and extenuating circumstances are involved (refer to “Exceptions to the Maximum Number of Non-Punitive Drops for Undergraduates Subject to Senate Bill 1231.” Also applies to students impacted by SB1231 who officially withdraw from the university.

**QF**  Dropped: given when a student impacted by SB1231 has officially dropped a course after the midsemester point that is not passing or has accumulated six (6) QI grades regardless of the student’s academic standing in the class.

**QI**  Dropped: given when a student impacted by SB1231 has officially dropped a course before or on the midsemester point as indicated on the official university calendar, regardless of student’s standing in class. Students are allowed a total of six (6) drops during their entire graduate studies. 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 QF under such circumstances.)

**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.

**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 resolution. It is recommended that those changes occur no later than the beginning of the next semester. Under no circumstances will grades be changed after one calendar year.

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

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

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

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

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

Grade Point Average
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:
- AHIRS - 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, student identification number or last four digits of their 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 a student from obtaining/viewing grades at the end of the semester, students should be sure they do not have any holds before final examinations start. Students with a registration hold on their record will not be permitted to register.

Change of Name, Address or Social Security Number
Students who wish to change their name 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.
GENERAL REQUIREMENTS FOR GRADUATION
WITH A BACCALAUREATE DEGREE

The university has established General Education requirements for all baccalaureate degrees. A general education results in the acquisition of a common body of essential knowledge and skills that together facilitate the development of students as individuals and as members of communities. **Students are strongly advised to consult their individual degree plans and academic advisors for any specific requirements for their majors within the General Education curriculum. Students are also advised to consult the online catalog for any additions to the course offerings.** Some courses are listed in two areas; a student may count such a course in either area, but not both.

That common body of essential knowledge and skills shall include the following six component areas equaling 42-44 semester credit hours:

Communication, divided into two areas:

A. English (Rhetoric/Composition)
   Required: 6 semester credit hours
   ENGL 1301 and ENGL 1302

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

B. Oral Communication (*Oral communication*)
   Required: 3 semester credit hours of oral communication
   Select one course from:
   COMS 1311, COMS 1315, COMS 2335, COMS 2374
   or BCOM 2304
   or ENGL 2374

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

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

   Required: 3 semester credit hours
   Select one course from:
   MATH 1314, MATH 1324, MATH 1334 or any other math course for which one of these courses is a prerequisite

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

Natural Sciences (*Natural sciences*):

   Required: 6 to 8 semester credit hours with laboratory experience
   Select two choices from:

   Courses with separate laboratories (both lecture and laboratory required for each choice):
   BIOL 1306/1106, BIOL 1307/1107;
   or CHEM 1311/1111, CHEM 1312/1112;
   or GEOG 1301/1101, GEOG 1302/1102;
   or GEOL 1301/1101, GEOL 1302/1102, GEOL 1303/1103, GEOL 1304/1104;
   or PHYS 1301/1101, PHYS 1302/1102, PHYS 1303/1103, PHYS 1304/1104, PHYS 1305/1105, PHYS 1307/1107, PHYS 2325/2125, PHYS 2326/2126.
Courses with embedded laboratories:
BIOL 2375, BIOL 2401, BIOL 2402;
or CHEM 1376, CHEM 1405, CHEM 1407;
or PHYS 1375, PHYS 1471.

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

Humanities and Visual and Performing Arts, divided into two areas:

A. Visual/Performing Arts (^Visual/performing arts)
   Required: 3 semester credit hours
   Select one course from:
   ARTS 1303, ARTS 1304, ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317, ARTS 2301, ARTS 2313, ARTS 2316, ARTS 2326, ARTS 2333, ARTS 2346;
or MUSI 2301, MUSI 2306, MUSI 2308, MUSI 2310;
or THEA 1322, THEA 2301.

B. Literature, Philosophy, Modern or Classical Language/Literature and Cultural Studies (^Literature/philosophy)
   Required: 3 semester credit hours
   Select one course from:
   ANTH 2301, ANTH 2302;
or ENGL 2342, ENGL 2362;
or FREN 1311, FREN 1312, FREN 2311, FREN 2312;
or HIST 2321, HIST 2322;
or PHIL 1301;
or SPAN 1313, SPAN 1314, SPAN 2301, SPAN 2302, SPAN 2311, SPAN 2312;
or SWBS 2301, 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:

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

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

C. Social/Behavioral Science (^Social/behavioral)
   Required: 3 semester credit hours
   Select one course from:
   ANTH 2303;
or ECON 2301, ECON 2302;
or POLS 2304, POLS 2340;
or PSYC 2301;
or SOCI 1301, SOCI 1306 or SOCI 2361.

Objective: An ability to evaluate contemporary and historical societal and ethical issues, problems and values with a sense of balance between self-concern and public responsibility.
Global Learning (^Global learning):

Required: 3 semester credit hours
Select one course from:
- ANTH 2301, ANTH 2302;
- or BIOL 1372;
- or BUAD 2374;
- or EDED 2310;
- or ENGL 2331;
- or EDKN 2335;
- or EVEN 2372;
- or GEOG 1303;
- or HIST 2321, HIST 2322;
- or PHIL 1301;
- or POLS 2340.

Objective: An ability to provide critical analysis of global issues and to identify commonalities and differences among diverse cultures.

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

OTHER DEGREE REQUIREMENTS

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

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

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

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

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

Academic Residence Requirement
Candidates for 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 the last 30 hours must be taken at this university.

RESTRICTIONS

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

Maximum Number of Hours in Religion
No more than 12 semester hours in religion may be counted toward any degree.
Correspondence Work
No credit earned by correspondence on a course previously failed in residence may be counted toward a degree at this university.

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

Application for Graduation
A student who plans to receive a degree from Texas A&M University-Kingsville must apply for graduation. This process begins in the office of the appropriate dean or director. 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 Academic Calendar. The Academic Calendar at the front of this catalog and the online Academic Calendar should be consulted for specific deadline dates. The degree will not be conferred unless the candidate has completed the application process on or before the designated deadline.

Use of Official Name on Diploma
Students applying for graduation must use their official name as listed on their permanent record in the Office of the Registrar. No nicknames or any other informal name will be allowed. All printed information, including diplomas, will list a student's official name. Students requesting a name other than their official name on their diploma must change their name on their permanent record.

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

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

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

GRADUATION WITH HONORS (For undergraduate degrees only)
Students completing undergraduate degrees prior to Fall 2011 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 45 semester hours of work toward their degrees at this university. Only the record at this university will be used to determine eligibility for graduation with honors.
## UNDERGRADUATE DEGREES AND MAJORS OFFERED

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
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<tbody>
<tr>
<td>Bachelor of Applied Arts and Sciences</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts</td>
<td>Art, Biology, Chemistry, Communications, English, 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, Biomedical Sciences, Chemistry, Communication Sciences and Disorders, Community Health, Criminology, Geology, 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>
<td>Architectural Engineering</td>
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<tr>
<td>Bachelor of Science in Chemical Engineering</td>
<td>Chemical Engineering</td>
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<tr>
<td>Bachelor of Science in Civil Engineering</td>
<td>Civil Engineering</td>
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<tr>
<td>Bachelor of Science in Computer Science</td>
<td>Computer Science</td>
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<tr>
<td>Bachelor of Science in Electrical Engineering</td>
<td>Electrical Engineering</td>
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<tr>
<td>Bachelor of Science in Environmental Engineering</td>
<td>Environmental Engineering</td>
</tr>
<tr>
<td>Bachelor of Science in Human Sciences</td>
<td>Family and Consumer Sciences Education, Fashion and Interiors Merchandising, Human Nutrition, Human Development and Family Studies</td>
</tr>
<tr>
<td>Bachelor of Science in Industrial Technology</td>
<td>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 Social Work</td>
<td>Social Work</td>
</tr>
</tbody>
</table>
The Center for Continuing Education extends the services of the university to business, industry, educational institutions, professional organizations, governmental units and other groups of adults who need non-credit courses, conferences, institutes, workshops, seminars, short courses and special training programs. The center offerings fall into two categories: extension credit courses and non-credit enrichment activities.

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

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

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

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

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

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

Most Elderhostel programs last five or six nights and start on Sunday. Seniors stay in comfortable commercial facilities and eat at campus cafeterias and dining halls. For additional information call 361-593-2861.
**Intensive English 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 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. Four, eight and sixteen week sessions are available every semester or term. Visit [www.tamuk.edu/iep](http://www.tamuk.edu/iep) for more information.
The Center for Distance Learning & Instructional Technology (DLIT) is dedicated to supporting the efforts of the institution to develop well-rounded leaders and critical thinkers who can solve problems in an increasingly complex, dynamic and global society. The Center extends credit academic services of the university, through a variety of technologies and off-campus instruction, to those who are unable to avail themselves of university instruction through regular resident registration study. Training and support are provided to faculty, students and staff through workshops, online tutorials and individualized training sessions.

**DISTANCE LEARNING COLLEGE CREDIT COURSES**

Many courses listed in this catalog may be offered in a distance learning format, upon sufficient demand and by prior approval of the Texas Higher Education Coordinating Board. Courses are offered in a variety of delivery formats:
- Internet
- Hybrid
- Videoconferencing
- Off-campus and
- Correspondence

All courses are the equivalent of the same courses taught on campus and are awarded equal credit. All credit course work, including corresponding courses, 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 face to face course offered on campus. In addition, all classes require the same number of clock hours of instruction as a course offered on campus. Textbooks for all distance learning courses will be available from the university bookstore or the electronic book store. 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.

Students may register for courses through the university’s online registration process (Blue and Gold Connection). Registration dates are listed under the Blue and Gold Connection website: [http://www.tamuk.edu/bluegold/](http://www.tamuk.edu/bluegold/).

**NOTE:** Students must register for correspondence courses through the Center for Distance Learning and Instructional Technology. See Correspondence Courses information in this section.

**Internet Courses**

Internet courses are delivered using the Blackboard learning management system. Internet courses will have 85% or more of the content delivered online. Although participation in the course occurs primarily online, some courses may require a mandatory first class meeting. If a student resides too far from the campus or has extenuating circumstance, the student must contact the instructor prior to this first class meeting to make alternate arrangements. The first meeting with the instructor is designed to develop a dialogue between the student and the instructor and nurture a positive experience for each individual enrolled in a TAMUK Internet course. Contacting the department or instructor for the course prior to enrolling is highly encouraged. Contact information is provided in the Blue and
Gold course schedule. In addition, proctored testing may be required for exams offered in an Internet course. Students should contact the instructor regarding this requirement. Internet courses are not self-paced so accessing course materials and interacting with the instructor and other students on a regular basis is expected.

For computer technical requirements, visit the Distance Learning and Instructional Technology website at http://www.tamuk.edu/distancelearning/internetcourses.htm.

**Hybrid Courses**

Hybrid courses are delivered using a combination of delivery formats; primarily face to face and Internet. Hybrid courses will have 50-85% of the content delivered online. Students attend class on campus; however, a portion of the scheduled instruction will occur via the Internet through the Blackboard learning management system.

**Videoconference Courses**

Videoconferencing courses offer two-way audio and video interaction between classrooms located on the TAMUK campus and videoconference classrooms in other locations. Connections are coordinated statewide by 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 videoconference courses.

**Off-Campus Courses**

Off-campus courses are offered at locations in the area including Alice, Beeville, Corpus Christi, Falfurrias, Pleasanton and Weslaco. Other off-campus sites may be added as needed. Courses for undergraduate credit must have a minimum enrollment of 12 registered students and course for graduate credit must have a minimum enrollment of 7 registered students.

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

Students must register at the Center for Distance Learning and Instructional Technology or request a registration form by mail. To enroll a student should return form to 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 offered 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 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 instructional technology 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. 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 degree major adviser, chair and college dean before registering for a correspondence course. Permission also has to be obtained from the chair and dean of the department and college offering the 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 instructional technology 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 $25. 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 four lessons per week. 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. 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.

**DISTANCE LEARNING DEGREE PROGRAMS**
Texas A&M University Kingsville offers two distance learning programs at the graduate level; the Master’s in Communication Sciences and Disorders and the Master’s in Counseling and Guidance. Both degree programs are offered through a combination of three delivery modes, off-campus face-to-face instruction, videoconferencing and the Internet. Four additional Master’s degree programs are offered completely online via the Internet, Adult Education, Industrial Engineering, Educational Administration & Instructional Technology.
The James C. Jernigan Library's mission is to enable individuals to seek information and use it effectively to enrich their lives. The Library advances the University’s mission of teaching, research, and service by ensuring quality service to all patrons; teaching information skills that lead to academic success and life-long learning; building collections of distinction that support academic programs; and providing leading technologies that enhance access to information resources.

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

Reference and Instruction Services provides individual assistance in identifying and locating pertinent resources, as well as group services such as library tours, basic library skills instruction, course-integrated instruction and special topics workshops. In addition to requesting assistance in person, library users may contact Reference and Instruction Services by telephone (593-3319), or by linking directly from the website to an e-mail form.

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

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

The Jernigan Library also has several special collections. The Education Materials Center (EMC) houses the Curriculum Collection which includes state-adopted textbooks and juvenile materials.

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

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