

# ACADEMIC INFORMATION

## Academic Integrity

Academic honesty is expected of all students enrolled at Texas A&M University-Texarkana. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitutes academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions without the option of dropping or withdrawing. The university defines plagiarism as "taking and using as one's idea the writing, invention, expression, or ideas of another person."

## Student Classification

In progress courses do not count toward a student's classification. Student classifications are only updated once a semester during the end of term processing.

Type	Hours
Freshman	less than 30 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90 or more hours
Post-baccalaureate	Holds Baccalaureate degree but is not seeking a Master's degree, working towards a second Bachelor's degree or taking courses of interest
Graduate	Holds Baccalaureate degree and is pursuing a graduate degree

## Communication with the University

The university utilizes ACE e-mail (<http://www.tamut.edu/Ace-mail-login.html>) as the primary means of communication between students, faculty and staff. Enrollment Services, Registrar's Office, Financial Aid, Academic Advising and Student Success Center, and the academic colleges, among others will transmit communications through ACE e-mail. Students are encouraged to check their ACE e-mail often to ensure important information is not missed.

## Student Honor Code

Texas A&M University-Texarkana expects high standards that include academic honesty, personal integrity, and ethical, academic behavior of all its students. Reverence, relentless curiosity, and a willingness to participate are essential qualities of an emerging scholar, and the university encourages these qualities. A student's personal integrity, ethical behavior, and sense of honor contribute to a respectful and positive academic climate allowing all students to develop as scholars and reach their greatest academic potential. Since students are responsible for maintaining an academic climate based on trust and respect, they should report any activity threatening a climate conducive to learning to an instructor or administrator.

## University Commitment to Writing

Texas A&M University-Texarkana values writing as an integral part of the higher-education process. Writing in any course allows students to process concepts more fully and synthesize course material on a deeper and richer level. In addition, written composition allows for student application or creative expression. Whether one considers the written document more technical or expressive, students must base all composition on a wealth of primary knowledge and plan, format, and write to communicate thoughts and ideas effectively.

## Degree Plans

Students should have all official transcripts submitted to Enrollment Services as soon as possible in order to expedite the degree-planning process. When the university receives all official transcripts, the university prepares a transcript evaluation indicating the equivalency of transferred course work. The Registrar's Office staff then reviews the evaluation in terms of the student's chosen degree program. The courses will populate in the student's official DegreeWorks degree audit. The DegreeWorks audit will list the degree requirements and courses required for the student's chosen degree plan.

The student's faculty advisor and dean must approve any subsequent changes or substitutions to the degree plan and file the changes in the Registrar's Office prior to enrollment in the substituted course. The student must obtain written approval for specific changes from their advisor or dean.

It is recommended that currently enrolled students refer to their DegreeWorks audit. DegreeWorks audits are available to view in a student's Web for Students account under Student Records.

## Auditing a Course

An individual who wishes to enroll under the condition of *audit* for informational purposes only and to receive no academic credit for the enrollment must notify the registrar's office at the time of registration. The Office of the Registrar must complete and approve the required audit form. The fee is the same as the tuition amount required for academic credit. The student may not change the condition of *audit* for a course to *credit* after he or she has completed registration, nor may the student change a *credit* course to an *audit* course.

## **Undergraduate Students Enrolling in Graduate Courses**

Undergraduate students that are within 12 credit hours of completing all requirements for the Baccalaureate degree may enroll in graduate courses for graduate credit with their advisor and dean permission. Graduate courses the student takes in this manner will not apply toward an undergraduate degree.

An eligible senior may enroll in graduate courses for one or two semesters but may not enroll in graduate courses for a third semester until he or she has completed the Baccalaureate degree. The student may apply a maximum of two such graduate courses to a graduate degree unless the appropriate dean submits written approval. Prior to the beginning of the course, the student must secure official approval on a permission form available in the Registrar's Office.

## **Second Bachelors Degree**

Students who wish to earn a second baccalaureate degree must complete a minimum of 30 SCH beyond those required for the first degree. For each subsequent bachelor's degree, the university requires a minimum of 30 SCH in addition to those earned towards previous degrees. The student must meet general and specific requirements, including the 25% residency requirement for each degree Texas A&M University-Texarkana awards, for each degree based on the catalog in effect at the time of re-enrollment as a degree-seeking student. The university calculates honors designations for students pursuing a second bachelor's degree.