

Texas A&M University - Commerce									
College of Arts & Sciences Graduation Checkout									
For Summer 2007 and Fall 2007 Graduation									
I plan to graduate:(Place an X in the left hand box)				Name					
☐		Summer 2007		CWID					
☐		Fall 2007		DATE					
Courses you took Spring 2007						Course you plan to take May Mini 2007			
1						1			
2									
3						Course you plan to take August Mini 2007			
4						1			
5									
6						Courses you plan to transfer from another institution			
7						1			
						2			
Courses you plan to take Summer 2007						3			
1						4			
2						5			
3						6			
4									
5						Courses you plan to CLEP or use Correspondence			
6						1			
7						2			
						3			
Courses you plan to take Fall 2007									
1						List Institution for each course			
2								CLEP	Corres.
3						1			
4						2			
5						3			
6									
7									
						Yes	No	Pending Date	
English Usage Requirement (JLE, TSI, Etc.) (IV.)									
Advanced Level Hours									
24 Advanced Hours at A&M-Commerce (II.A.5)									
Minimum 60 Hours @ Senior Institution (II.A.2)									
Residence Requirement									
25% of Courses needed for degree@ A&M-Commerce (II.A.3)									
24 of Final 30 hours at A&M-Commerce (II.A.4)									
Degree Requirements									
Overall GPA 2.0 or Better (III.A.)									
C or better in all Major Courses (III.C., III.D.)									
GPA 2.0 or Better on all hours @ A&M-Commerce (III.B.)									
GPA 2.5 or Better on all Certification hours (III.D.)									
(References refer to Instructions and Information on back of or with this form)									
Notes:									
I have met with my academic advisor and understand that I must complete any deficiencies prior to graduation. I have read the second page of this form and am aware of the conditions for graduation. If I do not meet the requirements I understand that I must re-file with the CAS.									
Print Student's Name:									
Signature:Date:									
I have met with this student and verified what is needed for this student to graduate.									
Print Faculty Advisor's Name:									
Signature:Date									
I concur with the student's and advisor's graduation plan.									
Department Head's Signature:Department:Date:									
I certify that if the student meets the above requirements they will be eligible for graduation									
Dean of CAS Signature:Date									

Texas A&M University – Commerce
College of Arts & Sciences
Graduation Checkout Instructions and Information

Instructions for completing the College of Arts and Sciences Graduation Checkout:

1. Use the degree audit to fill out as much of your degree plan as possible. You will work with your faculty advisor to complete any of the items that you do not understand or are unsure of.
2. Make an appointment to discuss, agree upon and sign the graduation checkout with your faculty advisor. The advisor will then send all of the documents (the degree plan, degree audit and the graduation checkout) to your department head for approval.
3. Problems and interpretations will be handled by department offices, the CAS advising office and/or the CAS Dean's office.
4. After the department head approves the checkout all of the documents will be forwarded to the CAS Dean's office for final processing and forwarding to the registrar's office. You will be notified when you may pick up your copy and fill out surveys for the CAS.
5. You must also file for graduation with the registrar's office.

I. COLLEGE AND DEPARTMENT REQUIREMENTS (Require a "C" or better)

- A. Major (See Dept. for course listing)
- B. Electives (See Dept. for course listing) Electives are specified by some departments.

II. SUMMARY OF MINIMUM REQUIREMENTS FOR A DEGREE

- A. University Requirements
 1. A minimum of 121 semester hours to receive a degree (some Arts majors require more).
 2. A minimum of 60 semester hours must be completed at a senior level (offering junior/senior courses) institution.
 3. A minimum of 25% of the degree program requirements must be completed at A&M-Commerce.
 4. A minimum of 24 of the last 30 semester hours required for program completion must be completed at A&M-Commerce.
 5. A student must complete at least 36 semester hours at the advanced level, 24 of which must be completed from A&M-Commerce.
 6. No advanced work may be accredited from a junior college or community college.

III. Semester Hours. A student must complete a minimum of 120 semester hours, exclusive of English 100 and Math 131, with the following grade point requirements

- A. an overall 2.00 average
- B. a 2.00 average on all work completed at A&M-Commerce
- C. a 2.00 average in each major and minor
- D. a 2.00 average at A&M-Commerce in each major and minor
- E. a 2.50 average in all Certification Courses

IV. English Usage Requirement The Junior Level Essay (JLE), a writing competency exam, is a graduation requirement for all Texas A&M University-Commerce undergraduates. The JLE is administered on two consecutive days in October, February and June at no cost to students. Students are allowed two hours to write on prompts, one each day, that elicit a narrative essay. Essays are rated holistically within two weeks of the JLE administration by an interdisciplinary faculty team. A cumulative score of seven (7) is passing. This requirement may also be met by passing the essay portion of the TASP test, by passing English 333 or English 341.

V. Credit by Examination Texas A&M University-Commerce awards undergraduate credit on the basis of:

- A. Advanced Placement (AP) Examination
- B. College Level Examination Program (CLEP)
- C. Defense Activity for Non-Traditional Educational Support (DANTES) Examination
- D. Scholastic Achievement Test (SAT)
- E. American College Test (ACT)
- F. Locally administered departmental exams. All credits-by-examination are subject to the following policy guidelines:
 1. **Credit earned by examination may not be used to reduce in residence or advanced hour degree requirements established by A&M-Commerce.**
 2. **Credits earned by examination are not included in the computation of grade point averages.**

VI. Correspondence and Extension Courses No more than 30 semester hours of extension and correspondence combined may apply toward a degree. No more than 18 of these 30 hours may be completed by correspondence. A maximum of 18 semester hours of advanced credit in a major field, when prerequisites have been satisfied, may be earned and counted toward a baccalaureate degree from this institution.