

Final Rule Approved: June 12, 2026

Signature Approvals by: Dr. Susan Ballabina, Dr. Alan Sams

Routed by: Dr. Kristen Harrell

Reviewed by Rules & Regulations Committee: September 26, 2025

**PROPOSED BY:** Name: Ben Milum

Date: August 15, 2025

## **JUSTIFICATION**

Various portions of Student Rule 14 are being revised to account for certificate programs. These rule revisions are intended to codify various policies already in place for certificate programs. Much of these revisions were based on existing certificate procedure on the Registrar website (<https://registrar.tamu.edu/administrative-services/degree-audit/certificate-tracking-awarding>).

### Student Rule 14 – Degree and Certificate Requirements

14.1 Formal application for degrees and certificates must be completed and submitted online at <https://howdy.tamu.edu> **no later than the Friday of the fifth week of the fall** or spring semester in which the student expects to complete their requirements for graduation. Students who ~~wish to graduate will complete their requirements~~ in August must submit formal application for degrees and certificates before the fourth class day of the second summer term. Under unusual circumstances, an application for a degree or certificate may be accepted after the stated deadline; however, no application will be accepted after the last class day of the semester, as published in the academic calendar.

14.2 To be a candidate for a degree and/or certificate at the end of the semester, a student must be enrolled in or have completed all degree program requirements by the 60th class day of the fall or spring semester, or the 15th class day of the second summer term either in residence or at another college or university. Documentation of enrollment in any in-progress courses, that have not yet been transferred but are needed to fulfill degree program requirements, taken at another college or university must be provided to the Office of the Registrar, Degree Audit by the above deadlines. This documentation may only be submitted for coursework that is currently in-progress at another college or university. All completed transfer courses must be graded and posted to a degree candidate's education record by the deadlines set in this student rule. Failure to submit appropriate transcripts or documentation will result in the student being removed from degree graduation candidacy.

### 14.4 ~~Undergraduate Second-Degree~~ Students Pursuing Multiple Programs

#### 14.4.1 Undergraduate Second Degree

14.4.1.1 A student pursuing a second degree will, upon completion of all requirements, receive two separate degrees, e.g., two BAs, two BSs, or a combination of either BA, BS, BBA, BLA, or BED degree. Students may not pursue more than two degree programs concurrently.

14.4.2.1.2 A student currently enrolled at Texas A&M University who wishes to pursue a double degree must receive approval from the departments, programs, or college(s) offering both the primary and secondary degree, normally no later than the time the student reaches senior standing. The student must meet the grade point requirements of both the primary and secondary academic department or degree program at the time of application. A Double Degree Request Form documenting that the student has been approved to pursue the second degree and identifying remaining course work, must be sent immediately to the department, program, or college in which the first major is located. Some degree programs limit or do not permit pursuit of double degrees. Students may not pursue more than two degrees concurrently.

14.4.31.3 A student with a recognized baccalaureate degree from an institution other than Texas A&M University who wishes to complete requirements for a second baccalaureate degree at Texas A&M University or who wishes to complete established Texas A&M University certification requirements generally granted as part of an undergraduate program can be admitted only as a Post-baccalaureate Undergraduate (U5).

14.4.41.4 A recipient of a Texas A&M University baccalaureate degree is not eligible for continued enrollment unless he or she has the specific approval of the college offering the second bachelor's degree or certification generally granted as part of the undergraduate program. If enrollment is interrupted, the student must apply as a candidate for a second bachelor's degree.

14.4.51.5 A student pursuing a second degree must complete all university, college, and department/curricular requirements for the second degree not covered in the first.

- Courses may be used to satisfy the requirements for both degrees. However, the total semester hours required must be at least 30 semester hours in addition to the greater number of hours required for either degree. At least 12 hours of 300- and 400-level course work must be completed in each field of study.
- All essential work required for a second degree must be defined in advance in writing by the Dean or designee of the college granting the second degree.
- A student who has previously not been enrolled at Texas A&M University and who is seeking a second degree must have a minimum of 36 hours of 300- and 400-level courses, 12 of which must be in the major field of study, in residence at Texas A&M University. The student must also meet the Texas A&M University Citizenship requirements in history and political science.

#### 14.4.2 Certificates

#### 14.4.2.1 Major-dependent Certificate Programs

- A prospective student is admitted to the program through the offering department.
- Admission to the program requires the student to be pursuing a specific degree/major at Texas A&M University.
- This type of certificate program typically serves as a track within a degree program.
- The certificate and degree are awarded simultaneously.
- When a student fails to apply for a major-dependent certificate at the time they submit their application to graduate from the associated major, the registrar will automatically enter an graduation application for the certificate if the student is meeting all certificate requirements. The student will be responsible  
A student will be automatically applied to graduation for a major-dependent certificate on their education record when they are applied to graduate with the corresponding degree program, fail to submit a graduation application for the major-dependent certificate, and are meeting all certificate program requirements. The student will be responsible for all related graduation application fees.

#### 14.4.2.2 Degree-dependent Certificate Programs

- A prospective student is admitted to the program through the offering department.
- Admission to the program requires the student to be pursuing a degree at Texas A&M University.
- The certificate is awarded upon the completion of the requirements independent of a degree in the term in which the student submits an application for graduation.
- A student who does not complete a degree-dependent certificate before becoming inactive at the university is not eligible to be readmitted to these programs unless they pursue an additional degree.

#### 14.4.2.3 Stand-alone Certificate Programs

- A prospective student who is currently enrolled at Texas A&M University in a degree program, stand-alone certificate, or as a non-degree (G6 or U5 classification) student is admitted to the program through the offering department.
- A prospective student not currently enrolled at Texas A&M University is admitted to the program through the Office of Admissions.
- A student may pursue the certificate program without being enrolled in a degree program.
- The certificate is awarded upon completion of requirements in the term in which the student submits an application for graduation. Students who only complete certificates and no other degrees do not participate in commencement ceremonies.

14.4.3 Certificate programs will appear on each student's record as a separate curriculum record, regardless of whether if the certificate is considered stand-alone, degree-dependent, or major-dependent.

14.4.4 There is not a limit on the number of certificate programs a student can pursue, provided they meet all admission standards for the program. However, students may pursue no more than five concurrent curriculum records.

14.4.5 A student currently enrolled at Texas A&M University who wishes to pursue a certificate must receive approval from the department(s), programs, or college(s) offering both the primary program and the certificate.

14.4.6 Active students must have a certificate declared and on their education record no later than the census date for the program to be conferred in the current term.

14.4.7 Stand-alone and degree-dependent certificates will be awarded upon completion of all requirements and after the student has submitted an application for graduation at the end of each month or at the end of a term.

- Fall Semester Conferral Dates: September 30, October 31, November 30, main conferral date in December.
- Spring Semester Conferral Dates: January 31, February 28 or 29, March 31, April 30, main conferral date in May.
- Summer Term Conferral Dates: June 30, July 31, main conferral date in August.

14.4.8 All requirements outlined in the applicable catalog for a certificate program must be completed in order for a certificate to be awarded.

14.5 A student is expected to complete the baccalaureate degree or certificate program course and hour requirements as outlined in the applicable catalog ~~in effect at the time he or she first enrolls at Texas A&M~~ and student rules. A student transferring to Texas A&M from another institution may request to move to a Texas A&M University applicable catalog in effect at the same time the student first enrolled at the institution from which the student transferred. Students may choose to move to a later catalog. Normally, a student will not be granted a degree or certificate based upon completion of the requirements set forth in a catalog more than seven years old. Declaration of a change of applicable catalog must be submitted to the dean or designee, in writing, after the student has consulted with their academic advisor. It is incumbent on the student to verify that the change has been made. With the specific written approval of their dean, or designee, a student may vary their applicable catalog course requirements. The baccalaureate degree or certificate requirements for a graduating student who first enrolled more than seven years prior to the time of graduation will be established by their dean, or designee.

The Undergraduate Catalog is published in the spring, and its provisions are applicable during the next long session, September through August. A student who registers for the first time in the university during a summer session is subject to the degree or certificate requirements set forth in the applicable catalog effective for the fall semester immediately following their initial enrollment or any catalog issued in the following six years.

The diploma of the university, with the appropriate degree or certificate, will be granted to the student who has made formal application for the degree, has all grades on record in the registrar's office by no later than 5 p.m. Friday, the first week of classes of the succeeding semester or summer term following commencement, and has satisfied the requirements outlined below:

14.6 ~~A curriculum leading to a baccalaureate degree shall contain a minimum of 120 credit hours.~~ Minimum Program Hours

14.6.1 A curriculum leading to a baccalaureate degree shall contain a minimum of 120 credit hours.

14.6.2 A curriculum leading to a certificate shall contain a minimum of 12 credit hours and a strong academic justification.

14.8.3 For undergraduate students only, grades in courses not applying to the degree or certificate may be waived for the purposes of graduation only by the student's Dean or designee.

14.15 Graduate and undergraduate degree seeking students who plan to attend a commencement ceremony must do so the semester they apply for graduation and complete their degree requirements.

14.17 A degree or certificate will not be awarded until full resolution of cases for which the student has been charged or is being investigated for one or more violations of a University or Student rule that could result in suspension or expulsion. This includes:

14.20 Petitions requesting exemption from or substitution for courses outlined in ~~undergraduate student degree plans~~the requirements stated in the university catalog shall be submitted in writing to the Dean or designee of the student's college through the departmental advisor on forms available in the offices of the Dean or designees and department heads.

14.21 Residence Requirement. A minimum of 25% of coursework applying to a degree or certificate must be completed in residence at Texas A&M University.