Important Reminders

- **Substitutions** for courses listed as requirements in a major/minor must be submitted by the major/minor advisor to the appropriate Dean's Office Analyst via email.

- Any student registered at TTU who wishes to register concurrently at another institution must obtain written permission from the Academic Dean prior to registering. This includes online courses.

- Please remember that a student’s last 30 hours must be completed at Texas Tech University. Any exceptions to this policy must have prior written approval of the Academic Dean. Students who request permission to transfer a course(s) in their semester of graduation must move their graduation date to the next term.

- A minimum of **120 Hours overall, 40 Hours at the Junior/Senior level** and a TTU GPA of 2.0 are required for any degree. The degree must have **25% of the hours applied** from TTU and meet the Writing Intensive or Communication Literacy requirement as listed for the major in the student’s catalog.

- All courses in a student’s **major, minor, concentration, and adjunct courses** require a grade of **C or higher**.

- **Only electives** that do not fulfill other degree requirements may be taken **Pass/Fail**.

- Students who do not complete classes for a period of **one calendar year or longer** will be placed on Inactive Status. Students who wish to return, must be re-admitted and must file a new degree plan and online graduation application. If the student’s catalog has expired, or will expire prior to their expected graduation, a new degree plan under the new catalog must be filed. A catalog is active for 7 years.

- **Changes** in a student’s degree objective (major/minor/area) may not be submitted after the 12th class day in semester of graduation (4th for summer term) without written approval from Academic Dean.

- Students **must be registered** in a Texas Tech University course in their semester of graduation.

- A student cannot graduate if they have a **grade of I, X, or PR** on their TTU transcript. Theses grades must be updated approximately 2 weeks before the ceremony. Contact your Analyst for exact deadline dates.

- **Honors** are awarded based on a student’s **Pure TTU GPA** (no adjustments for grade replacement). A student must also have **48 earned hours from TTU**. TTU hours exclude credit earned through CLEP, AP, SAT, IB, FLP, affiliated study abroad and all transfer work from other institutions.