



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 34.09: Degree Requirements

DATE: September 22, 2006

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning degree requirements.

REVIEW: This OP will be reviewed in March of even-numbered years by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president for academic affairs by April 15.

POLICY/PROCEDURE

1. To complete any degree at Texas Tech University, undergraduate or graduate, a student must meet requirements for such a degree, including those specifically designated by the Legislature of the state of Texas. A student must successfully complete a minimum of 120 hours for a degree from Texas Tech University/
 2. **Procedure**
 - a. Upon completion of degree requirements as set by the various colleges, the dean certifies such completion to the Office of the Registrar. Any student receiving a degree from Texas Tech University must complete at least 25 percent of degree requirements at this institution.
 - b. Degrees are officially conferred by the president of the university under the authority of the Board of Regents upon certification by the faculty and deans.
 - c. The Office of the Registrar prepares and maintains the appropriate transcripts and records. During the graduation period in which no formal ceremony is conducted, the Office of the Registrar, with the dean's certification, will arrange for delivery of the diploma to the graduate.
 - d. Graduates are listed in the official commencement programs following each graduation ceremony.
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