



# TEXAS TECH UNIVERSITY

## Operating Policy and Procedure

### OP 34.09: Degree Requirements

**DATE:** [March 1, 2014](#)

**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. [Policy](#)

- a. To complete any degree at Texas Tech University, undergraduate or graduate, a student must meet all requirements for such a degree, including those specifically designated by the Legislature of the State of Texas.
- b. A student must successfully complete a minimum of 120 semester credit hours (SCH) to receive an undergraduate degree from Texas Tech University. Some undergraduate degree programs may be authorized to require more than 120 SCH.
- c. Each undergraduate degree program must ensure that a minimum of 25 percent of all course hours in the major are taught by faculty holding an appropriate terminal degree, in accordance with SACSCOC *Principles of Accreditation (2012)*, or the appropriate subsequent SACSCOC standard. The terminal degree generally represents most advanced degree available within an academic discipline, and should comply with any stated policies regarding identification of the terminal degree promulgated by a discipline-specific professional organization or accreditor.

#### 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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