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 TTTU who wishes to register concurrently at another institution must obtain written permission from the Academic Dean prior to registering. This includes on-line 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.

- 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 confirmation. 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.

- 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.