



TEXAS TECH UNIVERSITY

College of Arts & Sciences™

Important Reminders

- **Substitutions** for courses listed as requirements in a major/minor/concentration must be submitted by the major/minor advisor to the appropriate Dean's Office Analyst **via email**.
- Please remember that a student's **last 30 hours must be completed at Texas Tech University**. Any exceptions to this policy must have **written approval** of the **Dean's Office Student Division**.
- 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 **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.
- Per **TTU policy**, you are required to be **active in your semester of graduation**. This requirement may be satisfied by **enrollment in at least one for-credit hour** or **payment of a non-refundable activation fee**.
- A student cannot graduate if they have a **grade of I, X, or PR** on their **TTU transcript**. These 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 (24 new hours for 2nd undergrad degrees)**. TTU hours exclude credit earned through CLEP, AP, SAT, IB, FLP, affiliated study abroad and all transfer work from other institutions.
- Your **Dean's Office Analyst** is the only person who can clear you for graduation.