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. 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(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.