



TEXAS TECH UNIVERSITY

College of Arts & Sciences™

Initial 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**.
- A student's **last 30 hours must be completed at Texas Tech University**. Any exceptions to this policy must obtain written approval from the **Dean's Office Student Division**.
- You will be required to file your **Confirmation Graduation Application** approximately **one year prior to your intended graduation date**.
- 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 to TTU must be re-admitted and must file a new degree plan and online confirmation graduation application. If the student's catalog has expired, or will expire prior to their expected graduation, a new degree plan under the current catalog must be filed. **A catalog is active for 7 calendar years**.
- Your **Dean's Office Analyst** is the only person who can clear you for graduation.
- Visit the Arts & Sciences website (<http://www.depts.ttu.edu/artsandsciences/>) for information regarding student visitation hours with your Analyst or the Associate Dean.