



UCC Document # UCC45

College Document # _____

Review Type: Edit Exp Full

CATALOG YEAR 2012-2013

COLLEGE/SCHOOL/SECTION: Student Services; Graduate Academic Regulations

Course: Add: Delete:
(check all that apply) Change: Number Title SCH Description Prerequisite

Response Required: New course will be part of major minor as a required
or elective course

Response Required: New course will introduce , reinforce , or apply concepts

If new, provide Course Prefix, Number, Title, **Measurable** Student Learning Outcomes, SCH Value, Description, prerequisite, and lecture/lab hours if applicable. If in current online catalog, provide change and attach text with changes in red and provide a brief justification.

Program: Delete: Add: Change: Attach new/changed Program of Study description and 4-year plan. If in current online catalog, provide change and attach text with changes in red.

Minor: Add: Delete: Change: Attach new/changed minor. If in current online catalog, provide change and attach text with changes in red.

Other: Add information: Change information: Attach new/changed information. If in current online catalog, provide change and attach text with changes in red. Change language requirements for admission as noted on the attached.

Approvals:	Signature	Date
Chair Department Curriculum Committee	_____	_____
Chair Department	_____	_____
Chair College Curriculum Committee	_____	_____
Dean	_____	_____
Provost 04/2011		<u>12/14/11</u>

CHANGES FOR INTERNATIONAL STUDENTS ARE INDICATED IN RED. Apply to pages 5, 6, 7, 8, 10, 11, 163, and 165.

To be admitted as a special non-degree transient student, an applicant must submit the following information to the Office of Admissions:

1. **Application for Undergraduate Admission.**
2. **Official college/university transcript(s).** Undergraduate students must submit an official transcript from the last institution attended. A minimum overall grade point average of 2.000 is required.
3. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of all students having academic studies from a country where English is not the native language. A minimum TOEFL score of ~~79~~ 69 (ibt TOEFL), ~~213~~ 193 (Computer-based), ~~550~~ 523 (Paper-based) or a 5.5 on the IELTS is required. This score must be sent directly from the ~~Educational~~ Testing Service (~~ETS~~) and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission in this section.

All students must meet TSI requirements before enrollment. See [Texas Success Initiative](#) in the section for [UNIVERSITY COLLEGE](#).

GRADUATE ADMISSION REQUIREMENTS

The Test of English as a Foreign Language (TOEFL) or or International English Language Testing System (IELTS) is required of all students having academic studies from a country where English is not the native language. A minimum TOEFL score of 79 (ibt TOEFL), ~~213~~ (computer-based), 550 (Paper-based) or a 6.5 on the IELTS is required.

For Ph.D. in International Business Administration applicants, a minimum TOEFL score of 100 (ibt TOEFL) or 600 (paper-based) is required for consideration for admission to the doctoral program; however, an applicant who has received a graduate degree from an Association to Advance Collegiate Schools of Business (AACSB) accredited U.S. institution within two years of the date of application may be exempt from this requirement.

This score must be sent directly from the ~~Educational~~ Testing Service (~~ETS~~) and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission.

ENTERING FRESHMEN

A person having earned a high school diploma, GED, or who is in the process of completing high school credits within two (2) semesters, but not having more than thirty (30) college semester hours of credit, is considered an entering freshman.

To be admitted as an entering freshman, an applicant must meet the following requirements and submit required documents to the Office of Recruitment and School Relations:

1. **Application for Undergraduate Admission.**
2. **Official High School Transcript** showing rank in class or **Official GED passing scores.** Final acceptance will be granted upon submission of official transcript showing the official date of graduation and completion of high school credits. Official transcript must be sent directly from the institution attended.
3. **Official college/university transcript(s)** from institutions other than Texas A&M International University must be sent directly from each institution attended, if any college credit has been earned. A minimum overall grade point average of 2.000 is required.
4. The **Scholastic Aptitude Test (SAT) or the American College Testing (ACT) scores.** SAT or ACT scores should not be older than three (3) years prior to enrollment. Students in the top 40% of their high school graduating class are not required a minimum score, but must submit either an SAT or ACT test score. Students not graduating in the top 40% must score a minimum of 900 total on the SAT or a minimum of 19 composite on the ACT.
5. **High School Credits Required** are as follow:

<u>Subjects</u>	<u>Credits</u>
English (I, II, III, IV)	4 units
Mathematics (Algebra I and II, Geometry)	3 units
Science - any two science courses	2 units
Social Studies - any three social studies courses	3 units
Computer Technology	1 unit

The following units are recommended:

Foreign Language	2 units
Fine Arts	1 unit
6. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of students graduating from a high school in a country where English is not the native language. A minimum TOEFL score of **79 69** (ibt TOEFL) or **213 193** (Computer-based) or **550 523** (Paper-based) or **a 5.5 on the IELTS** is required. This score must be sent directly from the **Educational Testing Service (ETS)** and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission in this section.

All students must meet Texas Success Initiative (TSI) requirements before enrollment. See Texas Success Initiative in the section entitled UNIVERSITY COLLEGE

TRANSFER STUDENT ADMISSION

A student entering Texas A&M International University at the sophomore (30 to 59 hours), junior (60 to 89 hours), or senior (90 or more hours) level from an accredited college or university is considered a transfer student. Texas A&M International University allows credit for work completed in other institutions which are approved by the appropriate regional accrediting agency.

To be admitted as a transfer student, an applicant must submit the following information to the Office of Admission (Additional requirements for the music program may be found in COLLEGE OF ARTS AND SCIENCES-UNDERGRADUATE DEGREES; for the Teacher Education program in COLLEGE OF EDUCATION-UNDERGRADUATE DEGREES; and for the Nursing program in the COLLEGE OF NURSING AND HEALTH SCIENCES-UNDERGRADUATE DEGREE.):

1. **Application for Undergraduate Admission.**
2. **Official college/university transcript(s)** from institutions other than Texas A&M International University sent directly from each institution attended. A minimum overall grade point average of 2.000 is required. Even though a grade below "C" will be calculated into the grade point average, it may not satisfy degree requirements.
3. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of students graduating from a high school in a country where English is not the native language. A minimum TOEFL score of **79 69** (ibt TOEFL) or **213 193** (Computer-based) or **550 523** (Paper-based) or a **5.5 on the IELTS** is required. This score must be sent directly from the **Educational Testing Service (ETS)** and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission in this section.

All students must meet TSI requirements before enrollment. See Texas Success Initiative in the section entitled UNIVERSITY COLLEGE.

Transfer Curricula and Resolution of Transfer Disputes for Lower-level Courses:

1. The transfer curricula shall be as prescribed by the current issue of the Texas Higher Education Coordinating Board's guide to transfer curricula and transfer of credit.
2. The following procedures shall be followed by public institutions of higher education in the resolution of transfer disputes involving lower-level courses:

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and/or guidelines.

UNDERGRADUATE ADMISSION AS A SPECIAL NON-DEGREE STUDENT (TRANSIENT)

A person who is earning university credits which are not applicable to a degree at Texas A&M International University is considered a special non-degree student. It is the policy of this institution to allow any student to enroll in any course for enrichment or other purpose as long as the prerequisites are met or exceptions to these requirements are approved.

Students classified under this category are not entitled to claim the prerogative of graduating under the provisions of the catalog in force at the time of initial enrollment. Students may, on their own initiative, request at any time to be reclassified as a regular degree-seeking student. An updated application for admission with a written request for reclassification should be submitted to the Office of Admissions. The student will then become responsible for satisfying the requirements of the catalog in force at the time of the request or any subsequent catalog within the established five-year period of limitation (six-years in the case of some master's programs). For additional information call the Office of Admissions at (956) 326-2200.

To be admitted as a special non-degree transient student, an applicant must submit the following information to the Office of Admissions:

1. **Application for Undergraduate Admission.**
2. **Official college/university transcript(s).** Undergraduate students must submit an official transcript from the last institution attended. A minimum overall grade point average of 2.000 is required.
3. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of students graduating from a high school in a country where English is not the native language. A minimum TOEFL score of **79 69** (ibt TOEFL) or **213 193** (Computer-based) or **550 523** (Paper-based) or a **5.5 on the IELTS** is required. This score must be

sent directly from the **Educational** Testing Service (**ETS**) and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission in this section.

All students must meet TSI requirements before enrollment. See Texas Success Initiative in the section for UNIVERSITY COLLEGE.

GRADUATE ADMISSION REQUIREMENTS

A person who has earned a baccalaureate degree and is earning university credit hours is considered a graduate student.

To be admitted to the University as a Graduate or Post-Graduate Student, an applicant must submit the following information to the Office of Graduate Admissions and Research: (For additional requirements see ACADEMIC REGULATIONS - GRADUATE).

1. **Application for Graduate Admission.**
2. **Graduate Application Fee of \$35.00; late fee, \$25.00.** (Refer to Admissions Deadlines section)
3. **Official college/university transcript(s)** from institutions other than Texas A&M International University must be sent directly from each institution attended. Degree must be posted on transcript. The degree must be from a college or university of recognized standing with degrees from institutions outside the U.S. and evaluated for equivalency to U.S. degrees.
4. **Official Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT)** scores are required only if pursuing a Master's degree or Professional Certificate. Official test scores must be sent directly from the Educational Testing Service (ETS) and be dated within five years of enrollment. Students pursuing the MBA taught in Spanish may choose to take the Examen de Admisión. No admission decision will be made prior to receipt of an official GRE, GMAT, or Examen de Admisión score.
5. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of all students having academic studies from a country where English is not the native language. A minimum TOEFL score of 79 (ibt TOEFL), **213 (computer based), or 550 (Paper-based) or 6.5 on the IELTS** is required.

For Ph.D. in International Business Administration applicants, a minimum TOEFL score of 100 (ibt TOEFL) or 600 (paper-based) **or 7.0 on the IELTS** is required for consideration for admission to the doctoral program; however, an applicant who has received a graduate degree from an Association to Advance Collegiate Schools of Business (AACSB) accredited U.S. institution within two years of the date of application may be exempt from this requirement.

This score must be sent directly from the **Educational** Testing Service (**ETS**) and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission.

GRADUATE ADMISSION AS A SPECIAL NON-DEGREE STUDENT

A person who is earning university credits which are not applicable to a degree at Texas A&M International University is considered a special non-degree student. It is the policy of this institution to allow any student to enroll in any course for enrichment or other purpose as long as the prerequisites are met or exceptions to these requirements are approved.

Individuals wishing to take courses for personal growth, etc., may register for up to twelve hours as non-degree seeking. These courses may not be applicable to a degree program.

Students classified under this category are not entitled to claim the prerogative of graduating under the provisions of the catalog in force at the time of initial enrollment. Students may, on their own initiative, request at any time to be reclassified as a regular degree-seeking student. An updated application for admission with a written request for reclassification should be submitted to the Office of Graduate Studies and Research. The student will then become

responsible for satisfying the requirements of the catalog in force at the time of the request or any subsequent catalog within the established five-year period of limitation (six-years in the case of some master's programs). For additional information call the Office of Graduate Studies and Research.

To be admitted as a special non-degree transient student, an applicant must submit the following information to the Office of Graduate Studies and Research:

1. **Application for Graduate Admission.**
2. **Graduate Application Fee of \$35.00; late fee, \$25.00. International Graduate Student Application Fee of \$50.00; late fee, \$25.00.** (Refer to Admissions Deadlines section).
3. **Official college/university transcript(s)** Graduate students must submit an official transcript from the last institution attended and an official transcript from the institution where the highest degree was earned. In some cases it may be the same institution.
4. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of all students having academic studies from a country where English is not the native language. A minimum TOEFL score of 79 (ibt TOEFL), **213 (computer based), or 550 (Paper-based) or 6.5 on the IELTS** is required.

TOEFL Exemptions:

- One year of full-time academic studies (does not include developmental or ESL courses) at an accredited U. S. College or University with satisfactory grades **OR**
- U. S. High School graduate who completed all high school requirements satisfactorily within 10 years of enrollment **OR**
- When English is the official native language of the applicant's country **OR**
- When Spanish is the official native language of the applicant's country and the student is pursuing the Master of Business Administration taught in Spanish or the Master of Arts with a major and minor in Spanish **OR**
- Completion of level six with a grade of B or better from the International Language Institute at A&M International University, or from the Texas Intensive English Program (TIEP) affiliated with any of the Texas International Education Consortium (TIEC) member institutions **OR**
- GRE Verbal score of 400 or higher and sent directly from ETS, taken within five years of enrollment (excludes Ph.D. in International Business applicants) **OR**
- GMAT Verbal score of 22 or higher and sent directly from ETS, taken within five years of enrollment (excludes Ph.D. in International Business applicants).
- Applicants from the following countries do not need to submit a TOEFL score:

American Samoa	Dominica	New Zealand
Australia	Grenada	Guyana
Bahamas	Grand Cayman	Sierra Leone
Barbados	Ireland	Trinidad/Tobago
Belize	Jamaica	United Kingdom
Canada (except Quebec)	Liberia	U.S. Pacific Trust

GRADUATE ADMISSION REQUIREMENTS

A person who has earned a baccalaureate degree and is earning university credit hours is considered a graduate student.

IMPORTANT: Students must visit the Office of Graduate Studies and Research for program admission information/requirements.

The Office of Graduate Studies and Research receives and processes the application and any additional documentation, and coordinates the evaluation of the application by the college or department Graduate Admissions Committee and informs the applicant of the program admission decision.

To be admitted to the University as a Graduate or Post-Graduate Student, an applicant must submit the following information to the Office of Graduate Studies and Research: (For additional requirements see Graduate Admission Requirements under Student Services and in each College).

1. **Application for Graduate Admission.**
2. **Graduate Application Fee of \$35.00; late fee, \$25.00. International Graduate Student Application Fee of \$50.00; late fee, \$25.00.** (Refer to Admissions Deadlines section)
3. **Official college/university transcript(s)** from institutions other than Texas A&M International University must be sent directly from each institution attended. Degree must be posted on transcript. The degree must be from a college or university of recognized standing with degrees from institutions outside the US evaluated for equivalence to US degrees.
4. The **Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT)** scores are required only if pursuing a degree with the exception of COED that requires GRE scores for all graduate work that will lead to a degree. Official test scores must be sent directly from Educational Testing Service (ETS) and dated within five years of enrollment. No admission decision will be made prior to the receipt of an official GRE or GMAT score.
 - ◆ The **College of Arts and Sciences** requires the GRE from all applicants, with the exception of the MPA program which will accept the GMAT in lieu of the GRE. Spanish majors are required to take an additional departmentally administered examination.
 - ◆ The **A. R. Sanchez, Jr. School of Business** requires the GRE or GMAT from all applicants. Students pursuing the MBA taught in Spanish may choose to take the *Examen de Admisión*. No admission decision will be made prior to the receipt of an official GMAT, GRE, or *Examen de Admisión* scores.
 - ◆ The **College of Education** requires the GRE from all applicants pursuing a degree.
 - ◆ The **College of Nursing and Health Sciences** requires the GRE from all applicants.
 - ◆ **College of Arts and Sciences and the College of Education** applicants who have already obtained a masters or law degree from a regionally accredited institution are exempt from the GRE.
5. The **Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of all students having academic studies from a country where English is not the native language. A minimum TOEFL score of 79 (ibt TOEFL), **213 (computer based), or 550 (Paper-based) or 6.5 on the IELTS** is required.

For Ph.D. in International Business Administration applicants, a minimum TOEFL score of 100 (ibt TOEFL) or 600 (paper-based) is required for consideration for admission to the doctoral program; however, an applicant who has received a graduate degree from an Association to Advance Collegiate Schools of Business (AACSB) accredited U.S. institution within two years of the date of application may be exempt from this requirement.

This score must be sent directly from the **Educational Testing Service (ETS)** and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission.

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catalog within the established five-year period of limitation (six-years in the case of some master's programs). For additional information call the Office of Admissions at (956) 326-2200.

To be admitted as a special non-degree transient student, an applicant must submit the following information to the Office of Studies and Research:

1. **Application for Graduate Admission.**
2. **Graduate Application Fee of \$35.00; late fee, \$25.00. International Graduate Student Application Fee of \$50.00; late fee, \$25.00.** (Refer to Admissions Deadlines section).
3. **Official college/university transcript(s)** Graduate students must submit an official transcript from the last institution attended and an official transcript from the institution where the highest degree was earned. In some cases it may be the same institution.
4. **The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)** is required of all students having academic studies from a country where English is not the native language. A minimum TOEFL score of 79 (ibt TOEFL), **213 (computer based), or 550 (Paper-based) or 6.5 on the IELTS** is required.

This score must be sent directly from the **Educational** Testing Service (**ETS**) and dated within two (2) years of enrollment.