

# 11.99.99.C0.05 Certification of Degrees



Revised: September 11, 2023  
Next Scheduled Review: January 22, 2024  
[Revision History](#)

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## Procedure Summary

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This procedure defines the responsibilities of the academic units (e.g., college, school), the College of Graduate Studies, and the University Registrar regarding the certification of degrees at Texas A&M University-Corpus Christi. The guidelines below apply to all of these units, but final responsibility for the accuracy of records resides with the University Registrar.

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## Procedure

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1. CERTIFICATION OF A BACHELOR'S DEGREE
  - 1.1. Each academic unit dean/director is responsible for monitoring and certifying that a student receiving a baccalaureate degree has satisfactorily completed the requirements of the catalog under which credit was first earned in the university or upon satisfying the requirements of the catalog of any subsequent year in which credit was earned as a student in the university. This provision is subject to the restriction that all program requirements must be completed within six (6) years of the date of the catalog chosen and the university still offers the programs and required curriculum described in the earlier catalog. Exceptions to the six-year rule may be made by the academic unit dean/director with the approval of the Provost.
  - 1.2. The University Registrar is responsible for reviewing the records to determine that a student has satisfactorily completed all university-level degree requirements, as defined in the catalog under which the student will graduate, before a baccalaureate degree is conferred.
  - 1.3. Each academic unit dean/director is responsible for certifying that a student has met all the specific academic unit and programmatic requirements for the degree as outlined in the catalog under which a student will graduate.

- 1.4. The academic unit dean/director is responsible for certifying that a student who wishes to graduate with a double major has fulfilled all the requirements for each of the majors.
- 1.5. Each respective academic unit dean/director is responsible for certifying that a student who wishes to graduate with a double major has fulfilled the minimum number of semester credit hours or 24 hours more than those counted towards the bachelor's degree that requires the higher number of credit hours. All major requirements for each degree must be met for the relevant academic unit and major as specified in the catalog under which the student will graduate.
- 1.6. The University Registrar will complete the final degree audit before the bachelor's degree is conferred.

## 2. CERTIFICATION OF A MASTER'S DEGREE

- 2.1. Each academic unit dean/director is responsible for monitoring and certifying that a student receiving a master's degree has satisfactorily completed the requirements of the catalog under which the student earned the graduate credit, provided the catalog is no more than seven (7) years old when the degree is conferred.
- 2.2. For example, the academic unit dean/director will certify that:
  - 2.2.1. A student has completed the total number of hours required for a master's degree.
  - 2.2.2. A student has met the specific academic unit and programmatic requirements for the degree as outlined in the catalog under which the student will graduate.
  - 2.2.3. The total number of hours of transfer work applied toward a master's degree does not exceed the limit stated in the appropriate catalog.
  - 2.2.4. No course with a grade less than "B" has been accepted as transfer credit.
  - 2.2.5. No correspondence or extension/CEU credit is applied toward a master's degree.
  - 2.2.6. No credit that is more than seven (7) years old is counted toward a graduate degree. The seven-year period is calculated from the date of the degree conferral. In rare cases, exceptional conditions allow for

relaxing this seven-year rule, but this action will require strong justification in writing from the student requesting the exception with written approval from the major department chairperson, the dean/director of the academic unit from which the degree is offered, and the graduate dean with final approval by the Provost.

- 2.3. If a second master's degree is to be awarded, the dean/director of the appropriate academic unit will certify that all university and academic unit requirements regarding the second master's degrees have been met as specified in the catalog under which the student will graduate. The academic unit dean/director will certify that a student who earns a second master's degree has completed all degree requirements for the specific program.
- 2.4. The graduate dean will review the record to determine that the minimum grade point average required for the master's degree has been met. The method of calculating the grade point average will conform to the guidelines in the catalog under which the student will graduate. The graduate dean, in consultation with the academic unit dean/director, will ensure that the student has satisfactorily completed all of the university-level requirements specified in the graduate catalog. In the event of a disagreement between the academic unit dean/director and graduate dean, the Provost will make the determination.
- 2.5. The University Registrar will complete the final degree audit before the master's degree is conferred.

### 3. CERTIFICATION OF DOCTORAL DEGREES

- 3.1. The dean/director of the appropriate academic unit is responsible for monitoring and certifying that a student receiving a doctoral degree has satisfactorily completed the requirements of the catalog under which the student earned the doctoral credit, provided the catalog is no more than ten (10) years old when the degree is conferred. The academic unit dean/director will certify that the candidate for a doctoral degree has met all doctoral requirements and all academic unit and program degree requirements.
- 3.2. The graduate dean will review the record to determine that the minimum grade point average required for the doctoral degree has been met. The method of calculating the grade point average will conform to the guidelines in the catalog under which the student will graduate. The graduate dean, in consultation with the academic unit dean/director, will ensure that the student has satisfactorily completed all of the university-level requirements specified in the graduate catalog. In the event of a disagreement between the academic unit dean/director and graduate dean, the Provost will make the

determination.

- 3.3. The University Registrar will complete the final degree audit before the doctoral degree is conferred.

#### 4. EXCEPTIONS AND MODIFICATIONS TO DEGREE REQUIREMENTS

- 4.1. The appropriate academic unit dean/director may make exceptions and modifications to academic unit degree requirements if extenuating circumstances exist. All exceptions and modifications shall be noted in a student's official degree plan.
- 4.2. Any student requesting an exception to a university-level requirement on an undergraduate degree plan must submit the request on the appropriate form and provide written justification. The exception must be approved by the academic advisor, department chairperson, academic unit dean/director, and if appropriate, the Provost. The signed form must be submitted to the University Registrar.
- 4.3. Any exceptions to university-level requirements on a graduate degree plan must be requested by the student on the appropriate form, justified in writing, and approved by the academic advisor, department chairperson, academic unit dean/director, graduate dean, and if appropriate, the Provost. The signed form must be submitted to the College of Graduate Studies.
- 4.4. The Provost may make exceptions to university degree requirements if the exceptions are in the best interest of the university.
- 4.5. State requirements may not be waived by any official of the university.

#### 5. ACCURACY OF RECORDS

To facilitate the certification process and to ensure that degrees are not awarded in error, the University Registrar is charged with maintaining timely, accurate, and complete academic records. The University Registrar is also charged with reporting all grade changes and credit changes to the appropriate academic unit immediately after the academic record change is made, especially for students who have applied for graduation.

#### 6. CERTIFICATION PROCEDURES

The University Registrar, in consultation with the academic programs, shall document, maintain, and distribute university degree certification procedures to all individuals involved in the certification process. The University Registrar shall also

make sure that procedures adhere to state requirements, system policies and regulations, and university rules and procedures.

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## **Related Statutes, Policies or Requirements**

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University Procedure [11.10.99.C0.01, Development of Academic Degree Programs](#)

This procedure supersedes:

- 11.99.99.C6.01, *Certification of Degrees*
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## **Contact Office**

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Contact for clarification and interpretation: University Registrar  
(361) 825-3974