11.99.99.C0.05 Certification of Degrees

Revised: March 17, 2025
Next Scheduled Review: March 17, 2030
Revision History

Procedure Summary

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

Procedure

1. CERTIFICATION OF BACHELOR'S DEGREES

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 at the university or upon satisfying the requirements of the catalog of any subsequent year in which credit was earned as a student at the university.

1.1.1. 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 program and required curriculum described in the earlier catalog.

1.1.2. Students who do not complete program requirements within the six (6) years must choose a subsequent catalog in which credit was earned as a student at the university. All program requirements for the subsequent catalog must be completed.

1.1.3. Exceptions to the six-year requirement may be made by the academic unit dean/director with the approval of the Provost and Vice President for Academic Affairs (Provost).

1.2. The 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 degree or subsequent bachelor's degree has fulfilled the minimum number of semester credit hours or 24 hours more than those counted toward the bachelor's degree that requires the higher number of credit hours. A student receiving a subsequent bachelor's degree must complete 30 hours in residence at TAMU-CC above and beyond the minimum number of hours required to receive the first bachelor's degree. 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 Registrar will complete the final degree audit before any bachelor's degree is conferred.

2. CERTIFICATION OF MASTER'S DEGREES

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. The academic unit dean/director will certify that:

(a) The student has completed the total number of hours required for a master's degree.

(b) The student has met the specific academic unit and programmatic requirements for the degree as outlined in the catalog under which the student will graduate.

(c) The student has satisfactorily completed all the university-level requirements specified in the graduate catalog.

(d) 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.

(e) The total number of hours of transfer work applied toward a master's degree does not exceed the limit stated in the appropriate catalog.

(f) No course with a grade less than "B" has been accepted as transfer credit.

(g) No correspondence or extension/continuing education unit credit is applied toward a master's degree.

(h) 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 chair, the dean/director of the academic unit from which the degree is offered, 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 University Registrar will complete the final degree audit before any 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.

3.2. The academic unit dean/director will certify that:

(a) The student has met the specific academic unit and programmatic requirements for the degree as outlined in the catalog under which the student will graduate.

(b) The student has satisfactorily completed all the university-level requirements specified in the graduate catalog.

(c) 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.

3.3. The Registrar will complete the final degree audit before any 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 require submission of an exception form obtained from the student's academic advisor to the Registrar's office and will be noted in a student's official degree audit.

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 chair, academic unit dean/director, and if appropriate, the Provost.

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 chair, academic unit dean/director, and if appropriate, the Provost.

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 Registrar is charged with maintaining timely, accurate, and complete academic records. The Registrar is also charged with reporting institutional grade and credit changes to the appropriate academic unit immediately after the academic record change is made especially for students who have applied for graduation. In addition, Enrollment Management is charged with reporting transfer work grade and credit changes to all appropriate parties.

6. CERTIFICATION PROTOCOLS

The Registrar, in consultation with the academic programs, will document, maintain, and distribute university degree certification protocols to all individuals involved in

the certification process. The Registrar will also make sure that protocols adhere to state requirements, system policies and regulations, and university rules and procedures.

Related Statutes, Policies, or Requirements

University Procedure *11.10.99.C0.01, Development of Academic Degree Programs*

This procedure supersedes:

- *11.99.99.C6.01, Certification of Degrees*

Contact Office

Contact for clarification and interpretation:	Associate Vice President for Academic Affairs-University Registrar 361.825.3974