

# 13.99.99.R0.14 Undergraduate Advisement/Degree Plans



Approved September 1, 1996  
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## Procedure Statement

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At Texas A&M University-Commerce, academic advising is a collaboration between student and an academic advisor. Through teaching and learning experiences, the student sets goals, acquires information and services, and makes decisions consistent with interests, goals, abilities and degree requirements.

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## Reason for Procedure

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This procedure establishes the process for undergraduate academic advising at A&M-Commerce.

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## Procedures and Responsibilities

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### 1 COLLEGES

- 1.1 Deans and Directors of Schools will create a college or school infrastructure that supports advisement based on an individual college or school's needs, available resources, and complexity. This infrastructure may include, but is not limited to, advisors and the use of Degree Works
- 1.2 Designated undergraduate advisors will prepare advisement/degree plans for students majoring in their respective departments, colleges and schools.

### 2 ACADEMIC DEPARTMENT

- 2.1 Each academic Department Head will designate undergraduate advisors who will work in cooperation with colleges and independent schools advising units to advise students concerning their major and minor programs of study. These advisors will review graduation applications to assure departmental requirements are met prior to sending them to the college or school advising unit. The department will notify both the college or school office and the Provost's Office of names of these departmental advisors. The Registrar's Office will maintain a list of advisors for the Deans, Directors and Provost yearly to review to ensure the information is correct.

2.2 Department Heads will designate faculty members who will attend all Orientation sessions.

### 3 UNIVERSITY COLLEGE

University College and its Success Coaches are responsible for advising all undergraduate students new to A&M-Commerce, excluding Honors College, Regents Scholars, Leo Scholars, and transfer students who are Texas Success Initiative complete.

3.1 First year students are required to consult Success Coaches for advisement until they meet the following conditions:

3.1.1 Complete their first academic year at A&M-Commerce;

3.1.2 Complete twenty-four semester hours of credit bearing courses;

3.1.3 Complete the University's developmental education requirements.

3.2 All entering transfer students will be advised by a Success Coach until they meet the following conditions:

3.2.1 Complete thirty semester hours of credit bearing courses, whether at A&M-Commerce or elsewhere;

3.2.2 Complete the University's basic skills requirement (Texas Success Initiative).

3.3 Students who have met the conditions above will then be referred to the appropriate college, school and/or department for future advising. Success Coaches will notify each student and their receiving college, school and/or department at the time that they meet these conditions. University College will send notification in writing at the end of each semester of students moving to the colleges or schools for advisement.

### 4 PREPARATION OF ADVISEMENT/DEGREE PLANS

All students must file a degree plan before completing 45 semester credit hours or within the first semester of enrollment for transfer students with more than 45 hours. The degree plan should be completed by the student and advisor and entered into Degree Works.

4.1 Advisors are to use official university transcripts and Degree Works to advise students. If students indicate they have transfer credit that is not reflected, advisors should contact Undergraduate Admissions to expedite review and posting of transfer credit.

4.2 The college or school's advising unit will review the following at the time of application for graduation:

4.2.1 The approved degree program has been followed;

4.2.2 The Core Curriculum and university requirements are correct;

4.2.3 Transfer equivalencies have been applied correctly for transfer students; and

4.2.4 Plans, including teacher certification, have been approved by the Teacher Certification Officer.

## 5 CHANGES OR SUBSTITUTIONS ON APPROVED ADVISEMENT/DEGREE PLANS

5.1 Departmental advisors will approve substitutions for degree plans in cooperation with college or independent school advisors. The department representative will either enter the substitution into Degree Works or request that the college or school advising unit enter this into Degree Works.

5.2 It is the student's responsibility to obtain any such approval for course substitution.

## 6 GRADUATION CHECK

6.1 Each college or school is responsible for ensuring students are meeting all degree requirements prior to their semester of graduation (within 30 semester hours of meeting graduation requirements) and for providing a completed checklist to the Graduation Coordinator for each student upon preliminary checkout. Contact the college or school's advising unit for additional information.

6.2 Training will be provided by the Graduation Coordinator on the use of Degree Works.

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## Related Statutes, Policies, or Requirements

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Suspends University Procedure *11.04.99.R0.03 Undergraduate Academic Advisement*

Suspends University Procedure *13.99.99.R0.19 Graduation Checking*

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## Contact Office

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Office of the Provost & Vice President for Academic Affairs  
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