Section 1.1.4 New Rule

The name as submitted at the time of application to Texas A&M University establishes the official record for the student at the University. This record is considered an official record for the State of Texas. Any change of name request must be accompanied by legal federal or state documentation. A social security card or driver’s license cannot be used as documentation to request a change of name; a birth certificate, passport or court issued name change document or marriage license, common-law certificate are acceptable.

Justification for Proposed Change:

To identify how a name may be changed for university usage.

Submitted by: Don Carter, Office of the Registrar

Approved by Rules and Regulations Committee 12/13/02
New Rule – Student E-Mail Rule

1 Introduction

This rule establishes email as an official means of communication (equivalent to the U.S. Postal Service) at Texas A&M University. It also establishes student responsibilities for use of official TAMU email accounts and official email correspondence.

2 Policies

A. Email Use

Email is an official means of communication at Texas A&M University. All use of email will be consistent with Student Rules, Computing Services: Rules for Responsible Computing (Revised, 1996).

B. Assignment of Student Email Accounts

Upon a student’s admission to Texas A&M University, they will be assigned an active student email account within five working days. It then becomes the responsibility of the student to access this email account in a responsible and timely manner.

C. Expectations Regarding Student Use of Email

It is every student’s responsibility to check their Texas A&M University official email account for University-related communications on a frequent and consistent basis. The University recommends checking email at least once per day.

D. Educational Uses of Email and Class Listserves by Faculty

Faculty members will determine how email is used in their classes. Faculty can require students to check their email at a specific time or on a more frequent basis.

E. Forwarding Email

The University provides assured delivery of messages to a student’s email address on the central server. Students may elect to automatically forward messages sent to their Texas A&M University student email address. However, email messages that are essential to the student's education or that contain private personal information may be designated as "Do Not Forward" (DNF) and will not be redirected to another address. A courtesy notification message will be forwarded whenever a DNF email is delivered to a TAMU student email account where the student has elected to automatically forward their messages. However, TAMU cannot guarantee the delivery of these courtesy notification messages. The University is not responsible for email once it is forwarded out of a student’s University email account; thus it is the student’s responsibility to read the DNF correspondence in their TAMU email account.
F. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private. In general, email is not appropriate for transmitting sensitive or confidential information unless it is matched by an appropriate level of security or permission. The Student Rules for Responsible Computing further address privacy rights and limitations.

Email addresses are classified as directory information under the Family Educational Rights and Privacy Act of 1974 (FERPA) and will be listed in the Texas A&M University electronic directory unless the student desires to withhold this information by filling out a Hold Directory Information form available in the Records section of the Office of the Registrar. The University will only provide lists of email addresses for official University business. Email distribution in bulk or via the class roster mechanism will be for official University business only.

G. Virus Scanning and Spam Marking

To protect the campus from computer viruses, email will be automatically scanned for viruses. If a virus is detected, the email will be rejected without being accepted or delivered locally. Suspected spam will be marked, but will not be blocked since classification of email as spam is a subjective decision.

Justification for Proposed Change:

Submitted by: Terry Pankratz, Assistant Vice President for Student Affairs

Approved by Rules and Regulations Committee 4/17/03.
Section 1.16.3

Additional Q-drops will be allowed only in unusual circumstances as determined by a student’s dean. Q-drop limits for graduate students will be set by a student’s college or department. Graduate students who hold assistantships or fellowships are required to satisfy the minimum load requirements during the entire term.

Courses Q-dropped must have approval of the student’s dean or department as determined by the respective College.

Justification for Proposed Change:

This change in rule is offered only to bring into line the current practice which allows the approval of Q-drops by a College or Department.

Submitted by: Ken Poenisch, Dean of Science

Approved by Rules and Regulations Committee 12/13/02
Section 1.16.5 New Rule

Undergraduate students will normally be permitted three Q-drops during their undergraduate studies; however: Q-drops in one-hour courses will not count in the limit of three, unless offered by the College of Geosciences or the College of Science. If a lecture and companion lab are dropped at the same time, this will count as one Q-drop rather than two.

Justification for Proposed Change:

This section of Rule 1.16.2 was moved to a new section as a result of editing.

Submitted by: Ken Poenisch, Dean of Science

Approved by Rules and Regulations Committee 12/13/02
Section 1.18

A student who drops a course after the Q-drop period has elapsed will receive a grade of F unless unusual circumstances exist as determined by the student’s dean. A grade of W may be recorded by the dean of the student’s college if it is determined such circumstances do exist.

A “W” may be approved by the dean of the student’s college if a student is allowed to drop a course anytime during the semester due to unusual or extenuating circumstances.

Student who no longer participate in the University’s ROTC program may drop military, naval or air science courses with a designation of “W”.

Justification for Proposed Change:

The first sentence of this rule is being removed because it is outdated and never used. This revision attempts to clarify that a dean or department, if so authorized, may issue a “W” rather than a Q-drop anytime during the semester if the circumstances beyond a student’s control exist so that a student does not have to use a Q-drop. The final sentence is used to clarify what designation should be used if a student drops out of the University’s ROTC program.

Submitted by: Ken Poenisch, Dean of Science

Approved by the Rules and Regulations Committee 12/13/02.
Section 10.11

With the exception of KINE 199, students must register for courses on a S/U basis during official registration periods. They shall not be permitted to change the basis on which their grades will be recorded on their official transcripts, except for unusual circumstances and with the approval of the student’s academic dean.

Students registered for KINE 198 and KINE 199, wishing to change the grade type from a graded course to S/U or from S/U to a graded course may do so on BONFIRE screen 815. All requests for KINE 198 and KINE 199 changes must be accomplished on or before the Q-drop deadline for the fall, spring or summer semester.

Justification for Proposed Change:

Under current rules, students who register for courses on a S/U basis approved by the student’s College cannot change the grading status during the semester as they can with KINE 199. The striking of this first paragraph no longer restricts Colleges from taking such action if it is within their policy as stated in Rule 10.12. It is believed that some students, given the opportunity to take a course on a S/U basis or change grading basis, may be more inclined to remain registered in a course rather than Q-drop if it no longer jeopardizes their academic record.

Submitted by: Ken Poenisch, Dean of Science

Approved by Rules and Regulations Committee 3/6/03.
Section 1.7

A full-time undergraduate student is defined as one who is registered enrolled for at least 12 semester hours during a fall or spring semester, four hours in a five-week summer term and eight hours in a 10-week summer semester. A Q grade or W grade does not count toward the certification of enrollment status. Only hours for which a student is currently enrolled at Texas A&M University can be used toward certification of enrollment.

Justification for Proposed Change

Student who early register, believe they can be certified for a future term and that isn’t the University policy. We are trying to standardize the terminology used in hopes of reducing some of the confusion.

Submitted by: Don Carter, Office of the Registrar

Approved by Rules and Regulations Committee 12/13/02.
Section 2.3.1

Students may apply up to 1 hours of correspondence credit earned through an accredited institution toward the requirements for an undergraduate degree even though Texas A&M University does not offer courses by correspondence. Correspondence courses taken through Defense Activity for Non-Traditional Education Support (DANTES) may be accepted and included in the 12 hours allowed. Students may apply a maximum total of 30 semester hours of approved extension class work and correspondence study toward a degree. Extension credit from any university other than Texas A&M is not acceptable for graduate credit. Correspondence courses are in no case acceptable for graduate credit.

Justification for Proposed Change

AOC voted and approved this last year, and it somehow did not make it to Student Rules. Extension courses are not always taught by TAMU faculty members.

Submitted by: Kriss Boyd, General Academics for AOC

Approved by Rules and Regulations Committee 3/6/03
Section 7.1.2

Death or major illness in a student’s immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse’s child, spouse’s parents, spouse’s grandparents, stepmother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student’s academic dean.

Justification for Proposed Change

The current Student Rules do not provide a definition for “immediate family member.” Students and professors have asked for a definition in order to help verify a student’s absence as an excused absence.

Submitted by: Debbie Pack, Office of the Dean of Student Life

Approved by Rules and Regulations Committee 3/6/03
Section 14.1

Formal application for degrees must be submitted to the registrar on forms provided for that purpose completed at http://degreeapp.tamu.edu and submitted to the Office of the Registrar no later than the Friday of the second week of the fall or spring semester or the Friday of the first week of the summer term in which the student expects to complete his or her requirements for graduation. Under unusual circumstances, an application for a degree may be accepted after the stated deadline, but no application will be accepted after grade sheets on graduating students have been produced for the faculty.

Justification for Proposed Change

All students must now apply online for graduation. Our SACS reaffirmation of accreditation strongly recommended that TAMU develop an exit survey. The online application includes a required exit survey.

Submitted by: Don Carter, Office of the Registrar

Approved by Rules and Regulations Committee 12/13/02.
Section 14.19

A minimum of 36 hours of 300-and/or 400-level course work must be successfully completed in residence at Texas A&M University to obtain a baccalaureate degree. In all cases, a minimum of 12 of these 36 semester hours must be in the major.

To fulfill degree requirements for graduation that semester, transfer courses taken during a student’s final semester must be completed and cited on an official transcript in the registrar’s office by the stated deadline (see 14.4).

A student participating in TAMU off-campus study programs approved by the student’s college may apply upper division credits earned in the programs toward the residence requirement up to a maximum of 18 semester hours, including hours transferred from another institution as part of one of these programs. These TAMU off-campus study programs may involve domestic or international institutions and may be taught by TAMU faculty or faculty from other institutions. Students choosing to participate in such programs and wishing to apply credits earned from the programs toward the residence requirement must receive college approval prior to the student’s participation in the off-campus study program. Student participating in international programs must contact the Study Abroad Programs Office for details on how to obtain approval for courses taken outside the United States. Students participating in domestic off-campus programs must contact the Dean’s office of their college for approval procedures.

Justification for Proposed Change

There should be no negative consequences when students participate in TAMU-sponsored off-campus study programs. As stated in the rule, the program must be approved by the college, and the student must seek approval from the college prior to participation in the program.

Submitted by: Kriss Boyd, General Academics

Approved by Rules and Regulations Committee 12/13/02
Section 14.4

14.4 Undergraduate Second Majors Degree

14.4.1 A student pursuing a second degree will, upon completion of all requirements, receive two separate degrees, e.g., two BAs, two BSs, or a combination of either BA, BS, BBA, BLA, or BED degree.

14.4.2 A student currently enrolled at Texas A&M University must have the specific approval of the college offering the second bachelor's degree or certification. A Change of Curriculum form, stating that the student has been approved to pursue a second degree concurrently with the first degree, must be sent immediately to the department, program, or college in which the first degree is located.

14.4.3 A student currently enrolled at Texas A&M University must receive approval for a second bachelor's degree or certification from the college offering that degree or certification, normally no later than the time of the official 95-hour degree audit, and must meet the grade point requirements of the academic department or program of the second degree at the time of application. Some degree programs may limit or not accept students for a second degree.

14.4.4 A student with a recognized baccalaureate degree from an institution other than Texas A&M University who wishes to complete requirements for a second baccalaureate degree at Texas A&M University or who wishes to complete established Texas A&M University certification requirements generally granted as part of an undergraduate program can be admitted only as a Post-baccalaureate Undergraduate (U5).

14.4.5 A recipient of a Texas A&M University baccalaureate degree is not eligible for continued enrollment unless he or she has the specific approval of the college offering the second bachelor's degree or certification generally granted as part of the undergraduate program. If enrollment is interrupted, the student must apply as a candidate for a second bachelor's degree.

14.4.6 A student pursuing a second degree must complete all university, college, and department/curricular requirements for the second degree not covered in the first.

Courses may be used to satisfy the requirements for both degrees. However, the total semester hours required must be at least 30 semester hours in addition to the greater number of hours required for either degree. At least 12 hours of 300- and 400-level course work must be completed in each field of study.
All essential work required for a second degree must be defined in advance in writing by the dean of the college granting the second degree.

A student who has previously not been enrolled at Texas A&M University and who is seeking a second degree must have a minimum of 36 hours of 300- and 400-level courses, 12 of which must be in the major field of study, in residence at Texas A&M University. The student must also meet the Texas A&M University Citizenship requirements in history and political science.

**Justification for Change**

The intent is that the word degree and not major should be included in the title of this passage. AOL Deans agreed with the condition of an advisement to the Student Rules Committee.

**Submitted by:** Karen Kubena, Animal Science

**Approved by Rules and Regulations Committee 12/13/02**
Section 15 Graduation with Honors

To be eligible for graduation with honors, a student seeking a baccalaureate degree must enroll in and complete a minimum of 75 undergraduate semester hours at Texas A&M University preceding graduation at this institution and have a grade point ratio at this institution equal to or greater than that required for the appropriate category of honors. Course credit received by examination, and courses reserved for graduate credit only, are excluded from the calculation of the number of hours and the grade point ratio for graduation with honors. The grade point ratio of all college hours attempted, excluding transfer hours, must equal that required at Texas A&M for the appropriate category of honors.

Categories for honors shall be designated as follows:

- **Summa Cum Laude**: A student may be graduated “Summa Cum Laude” with a grade point ratio of 3.90 or above.

- **Magna Cum Laude**: A student may be graduated “Magna Cum Laude” with a grade point ratio range of 3.70 through 3.899.

- **Cum Laude**: A student may be graduated “Cum Laude” with a grade point ratio range of 3.50 through 3.699.

**Justification for Proposed Change**

Calculating the GPR in this manner would allow the maximum number of students to earn honors with their undergraduate degree.

**Submitted by**: Ronald G. Douglas, Executive Vice President & Provost on behalf of the Academic Operation Committee.

**Approved by Rules and Regulations Committee 4/17/03**
Section 19.1.5

Property Deposits – Refunded on request when a student complete his/her studies and leaves the university. In accordance with Texas State Education Code §54.502, property deposits are returned automatically within six to eight weeks upon the withdrawal or graduation of a student. Amounts necessary to cover any loss, damage, or breakage caused by the student is deducted from the returned amount.

Justification for Proposed Change

To make the language consistent with what is being published in catalogs, class schedules, etc.

Submitted by: Kathy Symank, Student Financial Services

Approved by Rules and Regulations Committee 4/17/03
Section 41.7

The Department of Student Life in cooperation with the Department of Student Activities establishes the process for hearing cases brought against fraternities and sororities who are members of the Interfraternity Council, Collegiate Panhellenic Council, National Pan-Hellenic Council and Multicultural Greek Council comprising the Interfraternity Council.

Justification for Proposed Change

The University has 4 Greek Councils including the Interfraternity Council, Collegiate Panhellenic Council, National Pan-Hellenic Council and Multicultural Greek Council. Three of the four Greek Councils have existed at Texas A&M University for over ten years and the fourth has existed since 1999. This change will simply bring this rule in line with the existence of these four councils.

Submitted by: Ann Goodman, Department of Student Life

Approved by Rules and Regulations Committee 4/17/03
Section 42.5

It is expected that all student organizations will have their events, whether on or off campus, reviewed approved by their university advisor(s).

Justification for Proposed Change

This revision will make 52.5 consistent with the language and spirit of the rest of Rule 42. Note that 42.2.3 calls on advisors to review contracts, not approve them. Rule 42 also states that it is “student organizations and not Texas A&M University” that are responsible for financial obligations associated with contracts. (Note: although it is only arguable, it is possible the 42.5 in its current form could cause TAMU to be seen as the responsible party for a student organization financial obligation, despite the previously cited language. This is due to the fact that a university employee, as advisor to the hypothetical organization, would have actually approved the expense under rule 42.5.) Finally, this proposed rule revision will bring this section of the TAMU Student Rules into line with the concept of the Facilitator Model. Under this construct, the university, through its employees who serve as advisors, work with and advise (rather than control) student organizations. The student leader(s) of the organization is/are the person/group actually responsible for the success or failure of the group’s activities.

Submitted by: John Schwartz/Kim Novak, Department of Student Activities

Approved by Rules and Regulations Committee 4/17/03
Section 47.1.1

Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of an individual’s education (including co-curricular activities) or employment or membership into a recognized student organization.

Justification for Proposed Change

The rules do not currently explicitly state that sexual harassment can occur as a condition of membership in a student organization (for example, full member to pledge member) or student on student harassment.

Submitted by: Darby Roberts, Department of Student Life Studies

Approved by Rules and Regulations Committee 4/17/03
Section 47.1.3

Such conduct has the purpose or effect of unreasonably interfering with an individual’s welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education (including co-curricular activities) or work environment.

Justification for Proposed Change

The rules do not currently explicitly state that sexual harassment can occur as a condition of membership in a student organization (for example, full member to pledge member) or student on student harassment.

Submitted by: Rules and Regulations Committee to bring Section 47.1.3 into alignment with the changes made in Section 47.1.1

Approved by Rules and Regulations Committee 12/13/02
Section 47.2.2

Stated or implied threats that a person’s employment, wages, academic grade, opportunities for promotion, classroom or work assignments or other conditions of employment or academic life, or as a condition to membership in a recognized student organization, may be adversely affected by not submitting to sexual advances.

Justification for Proposed Rule

The rules do not currently explicitly state that sexual harassment can occur as a condition of membership in a student organization (for example, full member to pledge member) or student on student harassment.

Submitted by: Darby Roberts, Department of Student Life Studies

Approved by Rules and Regulations Committee 4/17/03