



Texas A&M University-Texarkana

Responses to H. B. 1172
Timely Graduation Report Requirements
November 2008

For undergraduate degree programs, the following information is being provided based on fiscal year 2007 baccalaureate graduates in five broad program areas offered at A&M-Texarkana.

Average Credits Attempted and Mean Semesters toward
Baccalaureate Degree in Program Areas*

<u>Degree Program</u>	<u># of Grads</u>	<u>Credits Attempted</u>	<u>Mean Semesters</u>
Science and Math	15	146	11
Liberal & Fine Arts and Architecture	60	140	11
Business	32	144	11
Health	1	140	11
Social Sciences and Service	22	126	9
Total Graduates	130		

These figures represent only those students who begin their academic career in a Texas institution. This represents a small portion of the baccalaureate graduates at A&M-Texarkana. Many of our students begin their college career out-of-state and are not reflected in the numbers shown above.

*Source: Texas Higher Education Coordinating Board

H. B. 1172 legislation requires information on efforts implemented to help students graduate more quickly:

1. To ensure that undergraduate students graduate in a timely manner.

Prior to enrolling for their first semester at A&M-Texarkana, all degree seeking undergraduate students are encouraged to attend a New Student Orientation/Registration Session. During this session, students receive academic advising from faculty in their chosen degree field and are given a degree worksheet to

follow until the Official Degree Plan can be prepared. Information about degree options, course requirements, course offerings and degree requirements are also discussed.

Students who are unable to attend Orientation must receive advising from either a faculty advisor or one of the Academic Services staff prior to registering for the first time. Students who meet with Academic Advising staff are required to meet with their assigned faculty advisor before they are allowed to register for a second semester.

Current degree program requirements are listed in the University catalog which is available on-line on the university website. Printed copies are also available throughout the university. In addition, degree worksheets listing degree requirements are available on-line.

A New Student Mentor Program is available to assist student's transition to the university. This program provides a proactive way for the university to identify potential problems our students may be experiencing. Employees of the university volunteer to serve as student mentors and call each assigned student at least once during the student's initial semester.

Workshops are provided each semester to facilitate student success. Topics include Time Management, Learning Styles, Study Tips and Techniques, Listening and Note Taking, Test Taking, Stress Management, The Joy of Stress, The 21 Indispensable Qualities of a Leader, Travel Workshop and Team Building.

A Writing Center is provided to assist students not only with English assignments, but assignments in any university discipline. The center assists students with paper revisions, brainstorming, and guiding students through the writing process.

2. To ensure that undergraduate students do not attempt an excessive number of semester credit hours beyond the minimum number required to complete the students' degree programs.

When a degree seeking student completes their Admissions file, an evaluation of transfer credits is performed and an official degree plan is prepared and mailed. The official degree plan lists the requirements for completing the degree sought and helps to ensure that students do not take unnecessary course work.

The one exception to this process is for students in the BAAS degree program. The official degree plan for BAAS students cannot be prepared until students have completed the IS 390 course. IS 390 is typically taken during the student's first semester. BAAS students work closely with the BAAS Director to ensure that future enrollments are consistent with degree requirements. The degree plan for BAAS students is available early in the second semester of enrollment.

Students who do not submit all of their transcripts from prior institutions are blocked from enrolling for a second term until all transcripts are received.

3. To provide academic counseling concerning timely graduation.

Students should follow their official degree plan to progress smoothly toward graduation. Students are encouraged to meet with their faculty advisor as needed to discuss progress toward degree completion and to have any questions answered about their progress. Students are required to apply to graduate one semester prior to their anticipated graduation. This process helps ensure that all requirements can be finalized during the student's last semester of enrollment.

During New Student Orientation, students are informed about the 30/45 hour rule, the \$1000 Tuition Rebate Program and the consequences of repeating courses and the new six drop limit. Student are informed that they will be charged non-resident fees for courses in excess of the 30/45 hour rule and for all "3 peated" courses. Details of the 30/45 hour rule, "3 peats", the Tuition Rebate Program and the six drop limit are also available in the Schedule of Classes and the University Catalog. Both of these documents are available on-line on the university website and in print.

4. To develop an online student degree progress report which compares the courses taken and credit received by a student to the courses completed and needed for degree and graduation requirements for each academic term.

A&M-Texarkana is in process of completing a conversion to a new student information system (SIS). As part of the conversion process, an online degree audit system will be implemented. Once operational, students will have the capability of verifying courses completed and verify how each course is applied to their degree program. They will also have the ability to view any remaining requirements for completion of their degree. This system will be available to students online via the web student interface. In the meantime, students have their official degree plan in hand and can view their transcript online.

5. To implement tuition policies that encourage timely graduation.

A&M-Texarkana charges students who enroll in any course for a third or more time since Fall 2002 out-of-state tuition for the "3 peated" course. Additionally, students who exceed by 30/45 hours the number of hours required for their degree are charged out-of-state tuition for any remaining courses. The Coordinating Board notifies us when a student is approaching the 30/45 hour funding limit. The student is notified by mail that

they are approaching the funding limit and the Registrar contacts the student to discuss the remaining degree requirements. Students are notified that once they meet the 30/45 excess hours, they will be charged out-of-state tuition for all remaining courses. Students who graduate within 3 hours of their degree requirements and meet the legislated requirements for the Tuition Rebate Program receive a check for \$1000 after their undergraduate degree is awarded. Students are informed of these policies during New Student Orientation, in the Student Handbook, in the semester Schedule of Classes and in the General Catalog. The Schedule of Classes and General Catalog are both available on-line on the university website and in print.

Texas A&M University-Texarkana

Average Credits Attempted and Mean Semesters toward Baccalaureate Degree in Program Areas*

<u>Degree Program</u>	<u># of Grads</u>	<u>Credits Attempted</u>	<u>Mean Semesters</u>
Science and Math	9	150	12
Arts and Architecture	59	149	11
Business	39	149	11
Health	3	85	7
Social Sciences and Service	19	138	11
Total Graduates	129		
Institutional Average		146	11

*Source: Texas Higher Education Coordinating Board

The legislation requires information on efforts implemented to help students graduate more quickly:

1. To ensure that undergraduate students graduate in a timely manner.

Prior to enrolling for their first semester at A&M-Texarkana, all degree seeking undergraduate students are encouraged to attend a New Student Orientation/Registration Session. During this session, students receive academic advising from faculty in their chosen degree field and are given a degree worksheet to follow until the Official Degree Plan can be prepared. Information about degree options, course requirements, course offerings and degree requirements are also discussed.

Students who are unable to attend Orientation must receive advising from either a faculty advisor or one of the Academic Services staff prior to registering for the first time. Students who meet with Academic Advising staff are required to meet with their assigned faculty advisor before they are allowed to register for a second semester.

Current degree program requirements are listed in the University catalog which is available on-line on the university website. Printed copies are also available in throughout the university. In addition, degree worksheets listing degree requirements are available on-line.

A New Student Mentor Program is available to assist student's transition to the university. This program provides a proactive way for the university to identify potential problems our students may be experiencing. Employees of the university volunteer to serve as student mentors and call each assigned student at least once during the student's initial semester.

Workshops are provided each semester to facilitate student success. Topics include Time Management, Learning Styles, Study Hints and Shortcuts, Listening and Note

Taking, Test Taking, Stress Management, Test Anxiety, Stress Bingo, and Student Leadership.

A Writing Center is provided to assist students not only with English assignments, but assignments in any university discipline. The center assists students with paper revisions, brainstorming, and guiding students through the writing process.

2. To ensure that undergraduate students do not attempt an excessive number of semester credit hours beyond the minimum number required to complete the students' degree programs.

When a degree seeking student completes their Admissions file, an evaluation of transfer credits is performed and an official degree plan is prepared and mailed. The official degree plan lists the requirements for completing the degree sought and helps to ensure that students do not take unnecessary course work.

The one exception to this process is for students in the BAAS degree program. The official degree plan for BAAS students cannot be prepared until students have completed the IS 390 course. IS 390 is typically taken during the student's first semester. BAAS students work closely with the BAAS Director to ensure that future enrollments are consistent with degree requirements. The degree plan for BAAS students is available early in the second semester of enrollment.

Students who do not submit all of their transcripts from prior institutions are blocked from enrolling for a second term until all transcripts are received.

3. To provide academic counseling concerning timely graduation.

Students should follow their official degree plan to progress smoothly toward graduation. Students are encouraged to meet with their faculty advisor as needed to discuss progress toward degree completion and to have any questions answered about their progress. Students are required to apply to graduate one semester prior to their anticipated graduation. This process helps ensure that all requirements can be finalized during the student's last semester of enrollment.

During New Student Orientation, students are informed about the 30/45 hour rule, the \$1000 Tuition Rebate Program and the consequences of repeating courses. Student are informed that they will be charged non-resident fees for courses in excess of the 30/45 hour rule and for all "3 peated" courses. Details of the 30/45 hour rule, "3 peats" and the Tuition Rebate Program are also available in the Schedule of Classes and the University Catalog. Both of these documents are available on-line on the university website and in print.

4. To develop an online student degree progress report which compares the courses taken and credit received by a student to the courses completed and needed for degree and graduation requirements for each academic term.

A&M-Texarkana is in process of changing the student information system (SIS) software utilized on campus. As part of the conversion process, an online degree audit

system will be implemented. Once operational, students will have the capability of verifying courses completed and verify how each course is applied to their degree program. They will also have the ability to view any remaining requirements for completion of their degree. This system will be available to students online via the web student interface. It is anticipated that this system will be available to students during the Fall 2008 term.

5. To implement tuition policies that encourage timely graduation.

A&M-Texarkana charges students who enroll in any course for a third or more time since Fall 2002 out-of-state tuition for the “3 peated” course. Additionally, students who exceed by 45 hours the number of hours required for their degree are charged out-of-state tuition for any remaining courses. (Students enrolling in their initial semester in Fall 2006, the excess limit changes to 30.) The Coordinating Board notifies us when a student is approaching the 45 hour funding limit. The student is notified by mail that they are approaching the 45 hour funding limit and the Registrar contacts the student to discuss the remaining degree requirements. Students are notified that once they meet the 45 excess hours, they will be charged out-of-state tuition for all remaining courses. Students who graduate within 3 hours of their degree requirements and meet the legislated requirements for the Tuition Rebate Program receive a check for \$1000 after their undergraduate degree is received. Students are informed of these policies during New Student Orientation, in the Student Handbook, in the semester Schedule of Classes and in the General Catalog. The Schedule of Classes and General Catalog are both available on-line on the university website and in print.



Texas A&M University-Texarkana

Responses to H.B. 1172 Timely Graduation Report Requirements November 2006

- 1. For undergraduate degree programs, the following information is being provided based on fiscal year 2005 baccalaureate graduates in four broad program areas offered at A&M-Texarkana.**

Average Credits Attempted and Mean Semesters toward
Baccalaureate Degree in Program Areas*

<u>Degree Program</u>	<u># of Grads</u>	<u>Credits Attempted</u>	<u>Mean Semesters</u>
Science and Math	3	133	10
Liberal & Fine Arts and Architecture	59	136	10
Business	37	145	12
Social Sciences and Service	46	138	10
Total Graduates	145		
Institutional Average		139	11

*Source: Texas Higher Education Coordinating Board

- 2. To ensure that undergraduate students graduate in a timely manner.**

Prior to enrolling for their first semester, all degree seeking undergraduate students are encouraged to attend a New Student Orientation/Registration Session. At this session, students receive academic advising from faculty in their chosen degree field and are given a degree worksheet to follow until the Official Degree Plan can be prepared. Students who are unable to attend orientation must receive advising from either a faculty advisor or one of the Academic Services staff prior to registering for the first time.

Students receive a copy of the degree worksheet as well as information about degree options, course requirements, course offerings and degree requirements while attending Orientation or by participating in an advising session prior to registration. Students who meet with Academic Advising staff are required to meet with their assigned academic advisor before they are allowed to register for a second semester.

Current degree program requirements are listed in the University catalog which is available in print and on-line on the university website. In addition, degree worksheets listing degree requirements are also available on-line.

3. To ensure that undergraduate students do not attempt an excessive number of semester credit hours beyond the minimum number required to complete the students' degree programs.

For those degree seeking students who have completed their Admissions file, an evaluation of transfer credits is performed and an official degree plan is prepared for each student. The official degree plan lists all requirements for completing the degree sought and helps to ensure that students do not take unnecessary course work.

The one exception to this process is for students in the BAAS degree program. The official degree plan for BAAS students cannot be prepared until students have completed the IS 390, course which is typically taken during their first semester. These students work closely with the BAAS director to ensure that future enrollments are consistent with degree requirements. The degree plan for BAAS students is available early in their second semester of enrollment.

Students who do not submit all of their transcripts from prior institutions are blocked from enrolling for a second term until all transcripts are received.

4. To provide academic counseling concerning timely graduation.

Students should follow their official degree plan to progress smoothly toward graduation. Students are encouraged to meet with their academic advisor as needed to discuss their progress toward degree completion and to have any questions answered about their progress. Students are required to apply to graduate the semester prior to their anticipated graduation to ensure that all requirements can be finalized during their last semester of enrollment.

During orientation, students are informed about the 45 hour rule, the \$1000 Tuition Rebate Program and the consequences of repeating courses. Student are informed that they will be charged non-resident fees for courses in excess of the 45 hour rule and for all "3 peated" courses. Details of the 45 hour rule, "3 peats" and the Tuition Rebate Program are also available in the Schedule of Classes and the University Catalog. Both of these documents are available in print and on-line on the university website.

5. To develop an online student degree progress report which compares the courses taken and credit received by a student to the courses completed and needed for degree and graduation requirements for each academic term

A&M-Texarkana is in process of changing student information system (SIS) software utilized on campus. As part of the conversion process, an online degree audit system will be implemented. Once operational, students will have the capability of verifying courses completed and see how each course is applied to their degree program. They will also have the ability to view any remaining requirements for completion of their degree. This system will be available to students online via the web student interface. It is anticipated that this system will be available to students during the Fall 2008 term.

6. To implement tuition policies that encourage timely graduation.

A&M-Texarkana charges students who enroll in any course for a third or more time since Fall 2002 out-of-state tuition for the “3 peated” course. Additionally, students who exceed by 45 hours the number of hours required for their degree are charged out-of-state tuition for any remaining courses. The Coordinating Board notifies us when a student is approaching 30 excess hours. The student is notified by mail that they are approaching the 45 hour funding limit and the Registrar meets with the student to discuss the remaining degree requirements and explains that once 45 excess hours is reached, they will be charged out-of-state tuition for all remaining courses. Students who graduate within 3 hours of their degree requirements and meet the legislated requirements for the Tuition Rebate Program receive a check for \$1000 after their undergraduate degree is received. Students are informed of these policies during Orientation, in the Student Handbook, in the semester Schedule of Classes and in the General Catalog. The Schedule of Classes and General Catalog are both available in print and on-line on the university website.