

College of Education and Human Development

Undergraduate Student Handbook



EDUCATION
& HUMAN DEVELOPMENT
TEXAS A&M UNIVERSITY

2016 - 2017

<http://education.tamu.edu>

Welcome to the College of Education and Human Development! You are advised to use this handbook and other important information resources for guidance through your undergraduate experience with the College of Education and Human Development.

Official information sources include the ***Undergraduate Catalog*** <http://catalog.tamu.edu/>, ***Student Rules*** <http://student-rules.tamu.edu/>, the ***Online Course Schedule*** <http://howdy.tamu.edu>, the College of Education and

Human Development Web site <http://education.tamu.edu/>, and the department academic advisors. Scheduling regular meetings with your academic advisor is a good way to stay informed.

TABLE OF CONTENTS

Subject:	Page
Important Resources for Students.....	3
Academic Advising Roles and Responsibilities.....	4-5
Undergraduate Programs and Advisors.....	6
University Studies Degree.....	7
Important Rules and Definitions.....	8-9
Texas A&M University Email.....	10
The Howdy Portal.....	11
Registration.....	12
Departmental Policies Regarding Preregistration.....	13
Warning Letters, Academic Probation and Dismissal.....	14-15
Academic Suspension from the University.....	15
Curriculum Violation for Degree Seeking Students.....	15
GPA Requirements by Department.....	16
Requirements for Graduation.....	17
Degree Evaluation.....	17
Undergraduate Degree Planner.....	17
Foreign Language Requirement.....	17
Tuition Rebate.....	17
Scholarships and Financial Aid.....	18
Transfer of Course Credit.....	19
Certification of Dependency (FERPA).....	20
Taking courses Satisfactory/Unsatisfactory.....	20
Classroom Communication Concerns.....	21
Flat Rate Tuition Policy.....	21
Learning Communities.....	22
The Byrne Student Success Center.....	22
University Writing Center.....	22
Special Interest Opportunities.....	23
Teacher Certification.....	24
Global Education.....	25
Departmental Specific Information.....	26-34
Minors Offered through the College of Education and Human Development.....	35-36
Handy Phone Numbers and Websites.....	37

IMPORTANT RESOURCES FOR STUDENTS IN THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

There are three resources that every student in the College of Education and Human Development should be aware of as you will be using these resources often. The college works hard to stay on the cutting edge of new technology to make life easier for our students.

myCEHD

myCEHD is an intranet site for the college. This site is utilized by faculty, staff and students. To access the site you will log on to myCEHD using your NetID and password. You can access this important resource at:
<https://mycehd.tamu.edu/>

SWAN

SWAN is an on-line appointment system. Students can access SWAN to schedule an appointment with their advisor 24 hours a day – 7 days a week. Each department has their own web access for students to make appointments on SWAN:

Educational Administration and Human Resource Development – EAHR

Make advising appointments on-line at: <http://swan.tamu.edu/eahr>

Educational Psychology - EPSY

Make advising appointments on-line at: <http://swan.tamu.edu/epsy>

Teaching Learning and Culture - TLAC

Make advising appointments on-line at: <http://swan.tamu.edu/tlac>

Health and Kinesiology - HLKN

Make advising appointments on-line at: <http://swan.tamu.edu/hlkn>

Important websites:

Texas A&M Undergraduate Catalog – <http://catalog.tamu.edu/>

Texas A&M University Student Rules – <http://student-rules.tamu.edu/>

College of Education and Human Development Website - <http://education.tamu.edu/>

Academic Success Center – <http://SuccessCenter.tamu.edu>

Student Counseling Services – <http://scs.tamu.edu>

Career Center – <http://HireAggies.com/>

Student Business Services - <http://finance.tamu.edu/sbs/>

Byrne Student Success Center – <http://success.tamu.edu>

The Department of Multicultural Services – <http://dms.tamu.edu>

The University Writing Center – <http://writingcenter.tamu.edu>

ACADEMIC ADVISING ROLES AND RESPONSIBILITIES

Vision

At Texas A&M University, academic advising engages students beyond their own world view recognizing the “art of possibility.”

Mission

Academic advising is a collaboration between a 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.

Values

Academic advising at Texas A&M University is committed to the success of all students through:

- Recognizing that academic advising is an important component of all student learning at Texas A&M University;
- Supporting student achievement of the University Learning Outcomes and commitment to learning for a lifetime;
- Being responsible to and respectful of the individual student;
- Encouraging commitment to lifetime learning by directing students toward opportunities to interpret, reflect upon, and apply their classroom experiences in ways relevant to their careers and their lives;
- Interpreting and conveying Texas A&M University’s mission to students;
- Supporting the educational policies, procedures and values of the department, college and university; likewise, academic advising relies on the support and resources of the university, college and department;
- Involving other university programs, services and individuals, when appropriate in the advising process;
- Being responsible for professional academic advising, training, development and practices.

Student Learning Outcomes (SLO) for Academic Advising at Texas A&M

a. Campus Resources

- i. Students can recognize high impact educational experiences, such as internship, externship, study abroad opportunities, field experience, etc.
- ii. Students are able to identify participative opportunities in student and professional organizations on campus.
- iii. Students distinguish resources for assistance, such as the academic and career support, counseling services, and transfer course equivalency guides.

b. Problem Solving

- i. Students are able to identify opportunities that support their ambitions and aspirations.
- ii. Students are able to appraise their academic performance and its contribution to their educational and personal goals.
- iii. Students employ critical and creative thinking to make informed decisions regarding their educational and personal goals.

- c. Degree Requirements
 - i. Students are able to recall their degree requirements.
 - ii. Students are able to identify the courses required for their degree plan.
 - iii. Students are able to generate and interpret a degree evaluation.
 - iv. Students are able to propose courses in degree planner that satisfy degree requirements and evaluate a degree evaluation for completion.
- d. Policy
 - i. Students recognize and understand the academic rules of the university, college, and department.
 - ii. Students are able to evaluate individual actions in correlation to student rules.

Academic Advising: The primary purpose of academic advising at Texas A&M University is to assist students in the development of meaningful educational plans compatible with their personal abilities and goals.

Student Responsibilities: The ultimate responsibility for making decisions about personal goals and educational plans rests with the individual student. Students are responsible for knowing their degree requirements, relevant rules, policies and deadlines, and for consulting with their advisors and the degree evaluation system. College of Education and Human Development students are expected to:

- Maintain current contact information (local and permanent addresses, phone numbers, and emergency contact information).
- Read all correspondence from the College of Education and Human Development and the University and act accordingly.
- Keep records of your academic progress.
- Know the requirements for admission to upper level for your degree program.
- Respect others: Be on time, be prepared, and treat your advisor and other students as you would like to be treated.

Advisor Responsibilities: Academic Advisors are responsible for upholding the integrity and value of your degree by maintaining the rules, standards, policies, and procedures of Texas A&M University and the College of Education and Human Development. Academic advisors assist by helping to identify and assess alternatives and the consequences of decisions. Academic advising is a continuous process of clarification and evaluation. College of Education and Human Development advisors are committed to:

- Listening carefully and respect the student's questions, concerns, and problems.
- Collaborating with the student in development of academic and personal goals and interests.
- Assisting students in making academic decisions consistent with goals, interests and abilities.
- Providing referrals and resources when appropriate to student needs.
- Communicating College of Education and Human Development degree requirements.
- Sometimes it is the Academic Advisors job to say "no" or to present alternatives.

UNDERGRADUATE PROGRAMS

Undergraduate academic advisors for the College of Education and Human Development (CEHD) are located in Heaton Hall and the Blocker Building.

Educational Administration and Human Resource Development - EAHR

Educational Psychology - EPSY

Teaching Learning and Culture - TLAC

Health and Kinesiology - HLKN

Heaton Hall Advising

Educational Administration and Human Resource Development – EAHR

Human Resource Development and Technology Management

Office Location: Heaton Hall, Suite 112, Office phone: 979.862.4345, <http://eahr.tamu.edu>

Make EAHR advising appointments on-line at: <http://swan.tamu.edu/eahr>

Educational Psychology – EPSY

Special Education, Bilingual Education and University Studies–Child Professional Services

Office Location: Heaton Hall, Suite 112, Office phone: 979.845.5312, <http://epsy.tamu.edu>

Make EPSY advising appointments on-line at: <http://swan.tamu.edu/epsy>

Teaching Learning and Culture – TLAC

PreK-6 Generalist Program and Middle Grades Programs

Office Location: Heaton Hall, Suite 115, Office phone: 979.845.5312, <http://tlac.tamu.edu>

Make TLAC advising appointments on-line at: <http://swan.tamu.edu/tlac>

Blocker Advising

Health and Kinesiology – HLKN

Health, Kinesiology, Sport Management, and University Studies–Dance and Sports Conditioning

Office Location: Blocker Building, Suite 328, Office phone: 979.845.4530, <http://hlknweb.tamu.edu>

Make HLKN advising appointments on-line at: <http://swan.tamu.edu/hlkn>

Please note that the Health and Kinesiology advisors assist students regarding information about the Health and Kinesiology degree plans. Students with questions regarding Professional School should contact the Office of Professional School Advising (OPSA) 979.847.8938 or online at: <http://opsa.tamu.edu>

UNIVERSITY STUDIES DEGREE FOR THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

The University Studies degree is a flexible 120 hour degree program that enables a student to combine a prescribed concentration, two minors, the core curriculum, and electives to create a comprehensive degree that aligns with the student's individual professional interest. Given that this degree is heavily student centered it is essential that the student have a clear understanding of their professional or further educational interest and that the selected plan of study positions them for success. Students desiring to change their major to the University Studies degree must submit an application for consideration. As part of the application process students are required to list experiences and write a 300 word essay. Completing the application is done to ensure that students are qualified for the concentration and that all of the requirements for graduation are properly planned. Once accepted into the concentration students must meet with the academic advisor for the area of concentration. The Dance concentration requires an audition. **Students whose overall GPR is below a 2.0 and who have more than 100 hours are not eligible to change their curriculum into University Studies.**

Overview of CEHD University Study Concentrations

Dance

The dance concentration curriculum leads to a Bachelor of Science in University Studies. It is designed to serve students who are in good academic standing with the University (2.0+ GPR) and are specifically seeking an interdisciplinary degree plan which provides preparation in dance history and production. Students complete courses in the foundations of dance, dance production, and dance composition, and technique courses in various forms of dance. Students choose their minors. Applicants to the Dance Program must participate in an audition process. This concentration is housed in the Division of Kinesiology within the Department of Health and Kinesiology. For additional information on this concentration please visit the website at: <http://hlknweb.tamu.edu/degrees-and-programs/university-studies/university-studies-dance-concentration>, or contact Ms. Samantha Nielsen (samantha.k.nielsen@tamu.edu).

Sports Conditioning

The sports conditioning concentration curriculum leads to a Bachelor of Science degree in University Studies. It is designed to serve students who are in good academic standing with the University (2.0+ GPR) and are specifically seeking an interdisciplinary degree plan which provides preparation for further study in fields or careers in coaching high performance athletes and personal training. The focus is on adult performance at collegiate, professional or fitness industry levels. Students will receive a coaching minor and will choose a second minor of their choice. This concentration is housed in the Division of Kinesiology within the Department of Health and Kinesiology. For additional information on this concentration please visit the website at: <http://hlknweb.tamu.edu/degrees-and-programs/university-studies/university-studies-sports-conditioning-concentration>, or contact Ms. Christina Escamilla (escamc@tamu.edu).

Non-certification Child Professional Studies

This concentration in Educational Psychology will not certify students to teach, but rather prepare individuals to work with children in various organizations which support youth development. Examples of these organizations include non-profits, community centers, state agencies, and private schools. For additional information on this concentration, contact Mrs. Christy Porter (cporter@tamu.edu).

IMPORTANT RULES AND DEFINITIONS

Each student is responsible to be fully acquainted with and to comply with Texas A&M University Student Rules. Student rules website: <http://student-rules.tamu.edu/>

1. **Last Day to Drop or Add Courses.**

5th class day of a fall or spring semester.
4th class day of a summer term.

Refer to the Academic Calendar for semester dates and deadlines, including summer terms and the 10-week summer semester. <http://registrar.tamu.edu/General/Calendar.aspx>

Students should be aware that penalty fees will be assessed for registering after the first day of class. Additional penalties will be assessed for registering or adding courses after the official census date for the term (12th class day of a fall or spring semester, 4th class day of a summer term).

2. **Q-Drop.** A&M undergraduates are permitted a maximum of 4 Q-Drops; however, Texas law limits students to 6 dropped courses from all state institutions. Q-drops in 1-hour courses count in the Texas A&M limit of 4 and will be included in the State-mandated limit of 6 dropped courses. If a lecture and companion lab are dropped at the same time, this will count as one Q-drop rather than two. Refer to University Student Rules at <http://student-rules.tamu.edu/>.

Deadline to Q-drop is the **60th class day** of a fall or spring semester, the 15th class day of a summer term or the 35th day of a 10-week summer semester. Refer to the Academic Calendar for dates. Courses taught on a shortened format or between the regularly scheduled terms have proportional deadlines determined by the Registrar's Office.

3. **Withdrawal.** Deadline to withdraw from the University is the **60th class day** of a fall or spring semester, the 15th class day of a summer term or the 35th class day of a 10-week summer semester. Refer to the Academic Calendar for dates. Meet with your advisor first to discuss this option. Student withdrawal information and a link to initiate a withdrawal are found in the Student Withdrawal channel on the My Record tab in Howdy.

4. **Repetition of Courses.** Credit for a course can only be earned once, even if the course is repeated. Exceptions include KINE 199 or other special courses when designated.

5. **Incomplete Grades.** A temporary grade of I (Incomplete) at the end of a semester or summer term indicates that the student has completed the course with the exception of a major quiz, final examination or other work. The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. A student assigned an Incomplete grade should have the work made up by the end of the next major semester. See *Student Rules* for more information about incomplete grades at: <http://student-rules.tamu.edu>

6. **Residency Requirement.** A minimum of 36 hours of 300 or 400 level coursework must be completed at Texas A&M University. A minimum of 12 of these hours must be in the major.

7. **Distinguished Student.** A student must complete a semester schedule of at least 15 hours (first semester freshman: 15 hours, no Q-drops), or a summer session schedule of at least 12 hours, with no grade lower than a C and a GPA of not less than 3.5 for the semester or summer session. Hours earned with a grade of S are not included in determining the minimum hours required for the designation. A grade of I or U disqualifies a student from consideration.
8. **Dean's Honor Roll.** A student must complete a semester schedule of at least 15 hours (first semester freshman: 15 hours, no Q-drops), or a summer session schedule of at least 12 hours, with no grade lower than a C and a GPA of not less than 3.75 for the semester or summer session. Hours earned with a grade of S are not included in determining the minimum hours required for the designation. A grade of I or U disqualifies a student from consideration.
9. **Graduation with Honors.** Requires 60 hours preceding graduation from Texas A&M University, GPA of all college hours attempted, excluding transfer hours, must equal that required at Texas A&M for the appropriate category of honors.
 - a. *Summa Cum Laude*: 3.9 GPA or above.
 - b. *Magna Cum Laude*: 3.7 through 3.899 GPA.
 - c. *Cum Laude*: 3.5 through 3.699 GPA.
10. **Prerequisites.** It is the responsibility of the student to be sure that course prerequisites are met. Prerequisites must be listed in the Undergraduate Catalog or the Class Schedule. **Failure to meet course prerequisites could result in a student being dropped from the class.**
11. **Minors.** College of Education and Human Development students may seek and receive transcript recognition for a minor. See your advisor about declaring a minor.
 - a. Students desiring a minor are required to obtain approval from the minor-granting department, program or college with the exception of Business or Math.
 - b. Students desiring to minor must declare a minor no later than the date on which they apply for graduation.
 - c. Once declared, **minor requirements become graduation requirements.** The minor program is recognized on the transcript after graduation, but not on the diploma.
12. **Double Major.** Both majors must lead to the same baccalaureate degree, e.g., both must lead to BA or BS, rather than one leading to a BA and one to a BS. The degree for a double major is one degree; one diploma will be issued, with both majors indicated. A student must complete the requirements for both majors before the degree can be awarded. A student currently enrolled at Texas A&M University must receive approval for the primary and secondary major from the departments, programs, or college(s) before the student reaches senior standing. **See TAMU Student Rules for more information.**
13. **Double Degree.** 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. Students may not pursue more than two degree programs concurrently. A student currently enrolled at Texas A&M University must receive approval for a second bachelor's degree from both departments, programs, or college(s) offering both degrees, normally no later than the time the student reaches senior standing. Some degree programs may limit or not accept students for a second degree. **See TAMU Student Rules for more information.**

TEXAS A&M UNIVERSITY EMAIL

E-mail is the official means of communication at Texas A&M University. **Texas A&M University Email (TAMU Email) is the University's official e-mail for students, staff and faculty.** Upon your admission to Texas A&M, you were assigned an active TAMU student Email account.

Important notices and reminders from offices such as Registration, Scholarships & Financial Aid, Student Business Services, and the College of Education and Human Development will be sent to your TAMU Email account.

It is every student's responsibility to check his/her TAMU Email account for University-related communications on a frequent and consistent basis. DO NOT forward TAMU email to a personal email address, by doing so you risk having important information going to your "junk" mailbox.

The University recommends checking your TAMU Email at least once per day.

The College of Education and Human Development uses TAMU Email to keep students informed about Q-drop deadlines, scholarship/internship/study abroad opportunities, registration changes, important reminders, upcoming conference and leadership opportunities. TAMU Email provides you with a *professional* email address that you can use for correspondence with student organizations, prospective employers, and others.

The College of Education and Human Development recommends that you choose a professional address for your TAMU email address. You will be corresponding with advisors, faculty, staff and even future employers through email. A professional address will project the image you want as a student or potential employee.

We recommend using your first name and last name as your email address. For example: John.Doe@

If you have a common name you can always customize the above format by adding letters, numbers (or a combination of letters and numbers) to the end of your name. Please contact the Help Desk Central if you need assistance resetting your TAMU email address at <https://hdc.tamu.edu> or call 979.845.8300.

Always use your TAMU Email account when e-mailing your academic advisor, instructor, or other university official. This protects your identity and privacy.

Remember to protect your NetID and Password.

**For help with your TAMU email contact the TAMU/computing Help Desk at:
helpdesk@tamu.edu or call 979.845.8300**

WHEN EMAILING THE UNIVERSITY, ALWAYS USE YOUR TAMU EMAIL ACCOUNT AND REMEMBER TO INCLUDE YOUR TEXAS A&M UNIVERSITY UIN.

DO NOT FORWARD TAMU EMAIL!

THE HOWDY PORTAL

Howdy is a web portal that provides applicants, students, faculty and staff convenient access to Texas A&M University web services. **Howdy** is available by going to <https://howdy.tamu.edu/> and logging in using your assigned NetID. **Howdy** allows students to view and update Texas A&M information, access TAMU Email, and a variety of other web links. Access includes, but is not limited to, the following resources.

My Record tab includes the following channels:

Registration

- Search Class Schedule
- Add or Drop Classes
- Registration Status (includes View Holds; Registration History)
- Registration Time Assignment

My Schedule

- View My Schedule
- Final Exam Schedules
- Change Class/KINE Options

Grades and Transcripts

- Grades
- Credit by Examination
- Official Transcript (Order Official Transcript)
- View Unofficial Transcript

My Information

- Withhold Directory Information
- View/Update Contact Information (Includes Addresses/Phones; Emergency)

Degree Evaluation

- Application for Graduation
- View Degree Evaluation
- Excess Credit Hours Rule
- Upper Level Business Application

Undergraduate Degree Planner

Student Withdrawal

My Finances tab includes the following channels:

- Billing – Tuition and Fees
- Pay my Tuition/Manage My Account
- Refunds
- Scholarships and Financial Aid

Student Life tab includes the following channels:

- Parking and Transportation
- Student Involvement
- Purchase Optional Services
- Employment and Internships

Note: Students are required to keep local, permanent, emergency addresses and phone numbers updated in official University Records.

REGISTRATION

Preregistration for classes occurs during the middle of November for the spring semester and the middle of April for the summer and fall semesters. The Office of the Registrar sets individual start dates and times based on registration status and student classification. Students can find their specific preregistration start date and time in the *Registration Time Assignment* channel on **My Record** in Howdy. If you miss/forget your preregistration time you will NOT be able to register until open registration which is at the END of the preregistration period.

Before attempting preregistration, check for registration holds. There are a number of reasons a student may be blocked from registration. If an account has a registration hold in effect the student will not be allowed to register. Check *View Holds* in the *Registration* channel on **My Record** in Howdy.

If you need help or assistance with registration, contact the Registration Help Desk, Monday through Friday, 8 AM to 5 PM, at 979.845.7117, or registration@tamu.edu.

Changes to an existing class schedule may result in additional tuition/fees; payment must be made by 5 PM online the day the changes are made to avoid a late fee or cancellation of class schedule. For more information regarding tuition and fees please visit <http://finance.tamu.edu/sbs/> or call 979.847.3337.

Students with **zero** registered hours during the first four (4) class days of summer terms or the first five (5) class days of fall/spring semester will be assessed a \$100 late registration fee when they register.

What is my classification?

U-1 Freshman – 0-29 completed college hours

U-2 Sophomore – 30-59 completed college hours

U-3 Junior – 60-89 completed college hours

U-4 Senior – 90 or more completed college hours

Your classification is based on the total number of hours you have COMPLETED and does NOT include your “in progress” course hours.

CHECK AND RE-CHECK YOUR SCHEDULE/BILL!

**Changes to an existing schedule may result in additional tuition/fees
(Especially during the add/drop period).**

IN ALL CASES, IT IS THE STUDENT’S RESPONSIBILITY TO SEE THAT THEIR REGISTRATION IS COMPLETE AND ACCURATE AND FEES HAVE BEEN PAID ACCORDING TO THE SCHEDULE ESTABLISHED FOR THIS PURPOSE.

DEPARTMENTAL POLICIES REGARDING PREREGISTRATION

Students are encouraged to visit with their academic advisors prior to preregistration. Some departments in the College of Education and Human Development block students from registration until they have attended a mandatory advising meeting.

Educational Administration and Human Resource Development (EAHR)

The Department of Educational Administration and Human Resource Development majors are blocked from registration until they have attended an advising session at least once per semester. This mandatory session will provide students the opportunity to discuss current and future semesters to plan and schedule the proper courses appropriate to his/her degree program.

Educational Psychology (EPSY)

All Bilingual Education (BIED), Special Education (SPED) and University Studies (USEH) majors are blocked from registration until they are advised. There will be individual mandatory advising sessions scheduled for each classification during the fall and spring semesters prior to preregistration. Please email Christy Porter at cporter@tamu.edu or schedule an advising appointment during your classification's scheduled week on-line through the SWAN appointment system.

If you are student teaching, you are **not** required to attend an individual advising session. Contact your advisor to have the hold on your registration lifted before graduation.

Teaching Learning and Culture (TLAC)

The Department of Teaching, Learning and Culture students are blocked from registration until they are advised. There will be individual mandatory advising sessions scheduled for each classification during the fall and spring semesters prior to preregistration. If you want to see a specific advisor you will need to request that advisor at the time the appointment is made. Please schedule an appointment during your classification's scheduled week on-line through the SWAN appointment system. For information on advising dates for each classification visit the TLAC website at: <http://tlac.tamu.edu/student-services/undergraduate-advising>

If you are student teaching, you are **not** required to attend an individual advising session. You will need to contact your advisor to have the hold on your registration lifted before graduation.

Health and Kinesiology (HLKN)

The Department of Health and Kinesiology is in the process of implementing mandatory advising. Some students will be blocked from registration until they see their advisor. All students are **strongly encouraged** to speak with their advisor before preregistration begins. Students can schedule appointments on-line through the SWAN appointment system. Please do not send an email to your advisor to set up an appointment.

WARNING LETTERS, ACADEMIC PROBATION AND DISMISSAL

College of Education and Human Development (CEHD) students must remain in good academic standing at all times. Good academic standing is defined as a **minimum 2.0 GPA** in all course work taken at Texas A&M University. When a student has fallen below a 2.0 for a semester or term, you will receive one of the following letters from the Dean's office, depending on the severity of your situation. **Some majors require a higher GPA such as 2.5 or 2.75.**

Warning letter

When a student falls below a 2.0 GPA for a semester, but the **overall** GPA is above a 2.0, the student will receive a warning letter from the Dean's Office. The warning letter will encourage the student to seek help from the Academic Success Center and the Byrne Student Success Center. The student is **not** on academic probation with the Dean's Office.

Probation letter

When a student falls below a 2.0 GPA for the semester, **and** their overall TAMU GPA, the Dean's Office will place the student on academic probation. The student will receive a letter, and email, outlining terms of the academic probation. Students not meeting their major GPA requirement can be placed on probation.

All students placed on academic probation by the Dean's Office will be required to sign the "Acknowledgement of Probation Terms" included in the probation letter and return the form to the Dean's Office upon receipt of their probation letter. In addition, probation students will be required to complete a program with the Academic Success Center and turn in a certificate of completion.

Dismissal

A dismissal letter means you have been dismissed from continued enrollment in the College of Education and Human Development. You can be dismissed for not meeting the University GPA requirement or your major GPA requirement. You can be dismissed without ever being placed on academic probation.

The dismissal letter will include information about filing an appeal along with a deadline to make your appeal. If you have extenuating circumstances that you believe affected your ability to make grades for the semester you will need to provide documentation regarding those circumstances. Appeals are carefully reviewed taking into consideration such circumstances as the following:

- How great is the academic deficiency
- A student's illness
- Death or major illness in the student's immediate family
- Absences due to legal proceedings
- Learning disabilities

If your appeal is denied your registration for future academic terms will be blocked. If you have not been dropped by the University, you may seek admission to another major at Texas A&M University outside of the College of Education and Human Development. Please be aware that colleges vary in terms of their admission criteria. Students pursuing this option must contact individual colleges for information about their criteria for accepting change of curriculum students.

Students may choose to transfer to another academic institution. Some students who do this may choose to seek readmission to the College of Education and Human Development at a later date. If you choose to seek readmission you will need to contact the department you are interested in applying to for information on their readmission policy. ***There is no guarantee of readmission to the College of Education and Human Development.***

Departmental Probation and Dismissal

Some Departments in the College of Education and Human Development require a higher minimum GPA to remain in good academic standing for their major. For example, some majors in the College require students to maintain a

minimum GPA of 2.75. (See the section on GPA requirements by Department). Students that are not meeting their major GPA requirement can be dismissed or placed on academic probation. Students that are dismissed, or placed on academic probation for not meeting their major GPA requirement, will receive a letter from the Dean's Office regarding their academic standing. Students that are dismissed will have the opportunity to appeal the dismissal. These students will follow the same guidelines as outlined under "Dismissal" on the previous page. Students that are placed on academic probation will receive a letter, and an email, outlining the terms of their academic probation.

ACADEMIC SUSPENSION FROM THE UNIVERSITY

In accordance with Student Rule 12 (student-rules.tamu.edu) a student can be suspended from Texas A&M University for scholastic deficiency by the Associate Provost for Undergraduate Studies. The suspension is effective for one calendar year. A registration hold will be placed on the student's account for a period of one calendar year.

Students suspended have the right to appeal the suspension if they believe the action is arbitrary, capricious, or prejudiced. The appeal, including applicable deadlines, must follow the procedure outlined in Student Rules 50 and 57. Questions regarding the suspension and the appeals process should be directed to the dean's designee of the College of Education and Human Development.

Suspended students can apply for readmission to Texas A&M University for enrollment after the completion of the one-year suspension. Additional information on the application process for readmission is available from the Office of Admissions and Records website (admissions.tamu.edu). All readmission applications will be reviewed, but readmission is not guaranteed. Factors considered in readmission decisions include GPA at Texas A&M University, GPA on coursework completed since leaving Texas A&M University, desired major, and information presented in the application.

CURRICULUM VIOLATION FOR DEGREE SEEKING STUDENTS

The College of Education and Human Development (CEHD) would like each student to be aware of the importance of following the curriculum as prescribed for your major. If a student decides they want to pursue another major at Texas A&M University they are free to explore other options, **but the student must be enrolled in courses relevant to their CEHD degree until a change of major has been processed.**

See the information from the official Student Rules regarding this requirement <http://student-rules.tamu.edu/rule01>:

1.5 Curriculum Violation: Degree-Seeking Graduate and Undergraduate Students

1.5.1 A student is expected to register for a schedule of courses that follows the program of study for a degree in his or her college. A student who elects not to follow the program of study must obtain approval from his or her academic advisor, department head or college Dean or designee, and the Dean or designee of the college offering the courses. A student who fails to obtain approval may be, by his or her Dean or designee, blocked from registration, removed from the inappropriate course(s) and/or required to register for a prescribed schedule of courses.

GPA REQUIREMENTS BY DEPARTMENT

Educational Administration and Human Resource Development

Majors:

- Human Resource Development
 - Technology Management
 - **Must maintain a minimum GPA of 2.0**
-

Educational Psychology

Majors:

- **Interdisciplinary Studies** - Certification Options (Both are Teacher Certification):
 - Hispanic Bilingual Education **must maintain a minimum GPA of 2.75**
 - Special Education **must maintain a minimum GPA of 2.75**
 - **University Studies** - Non-Certification Option
 - Child Professional Services must maintain a minimum **GPA of 2.0**
-

Teaching Learning and Culture

Major: **Interdisciplinary Studies** - Certification Options (All are Teacher Certification)

- EC-6 Generalist
 - Middle Grades 4-8 Math/Science
 - Middle Grades 4-8 Language Arts/Social Studies
 - **Must maintain a minimum GPA of 2.75**
-

Health and Kinesiology

Major: **Community Health**

- Community Health
- **Must maintain a minimum GPA of 2.50**

Major: **Health**

- Allied Health
- School Health (Teacher Certification)
- **Must maintain a minimum GPA of 2.50**

Major: **Kinesiology**

- Applied Exercise Physiology
- Basic Exercise Physiology
- Motor Behavior
- Physical Education (Teacher Certification)
- Dance Science
- **Must maintain a minimum GPA of 2.50**

Major: **Sport Management**

- Internship
- Non-Internship
- **Must maintain a minimum GPA of 2.0**

Major: **University Studies**

- Dance
- Sports Conditioning
- **Must maintain a minimum GPA of 2.0**

REQUIREMENTS FOR GRADUATION

Know your catalog assignment! Requirements for graduation are catalog specific and listed in the *Texas A&M University Student Rules*, <http://student-rules.tamu.edu/>, and in the Undergraduate Catalog, <http://catalog.tamu.edu/>. Check with your advisor for specific requirements for your major.

DEGREE EVALUATION

It is the student's responsibility to check his/her degree evaluation and to complete all academic requirements for their selected major. The degree evaluation can be accessed through the Howdy Portal in the My Record tab.

UNDERGRADUATE DEGREE PLANNER

The Undergraduate Degree Planner is a course planning tool designed to facilitate the timely completion of your degree at Texas A&M University and to assist in planning the courses required to fulfill your degree program requirements. **Students entering TAMU in the fall of 2016 must have an approved degree plan on file prior to pre-registration in fall 2017. Students entering TAMU in the spring of 2017 must have an approved degree plan on file prior to pre-registration in spring 2018.** Access the Degree Planner in the Howdy Portal in the My Record tab.

FOREIGN LANGUAGE REQUIREMENT

All students at Texas A&M University must meet the Foreign Language requirement. Students can meet this requirement by:

- Completing two units (two full years) of high school coursework in the same foreign language; or
- Completing two semesters (one full year) of coursework at the college level in the same foreign language; or
- Demonstrating proficiency in a foreign language by examination.

International students whose native language is not English are exempted from satisfying the University's foreign language graduation requirement. See your academic advisor for more information.

TUITION REBATE FOR TEXAS A&M UNDERGRADUATES

Certain Texas A&M undergraduate students who attempt no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated may be entitled to a \$1000 tuition rebate after graduation. Several conditions apply and students must meet all of the specified criteria. If you wish to try and qualify for this program, please see the Student Business Services website for details regarding eligibility and responsibilities.

http://finance.tamu.edu/sbs/tuition/tuition_rebate.asp

Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates. Students must apply PRIOR to commencement during their last term at Texas A&M University. For questions regarding the Tuition Rebate contact the Tuition Rebate specialist at 979.845.1085 or email tuitionrebate@tamu.edu.

SCHOLARSHIPS AND FINANCIAL AID

There can be a lot of uncertainty and doubt as you begin the process of paying for your college education. Our goal is to assist you in the process of maximizing your potential for awards that can make paying for your education a little less stressful.

In order to be eligible for awards at Texas A&M University, there are 2 important applications that you need to complete. These applications are as follows:

- **University Wide Scholarship Application** – This application is used by the College of Education and Human Development to review students for awards on our campus and can be found online at <https://sfaid.tamu.edu/UWideApp> beginning around mid-October. The deadline to complete this application to be eligible for awards in the fall semester is generally around the first of February. If you wish to be considered for awards that may open for the spring term, you must complete the University wide application by December 1st. For information on the exact date of these deadlines please contact Casey Ricketts, Assistant Director, at cricketts@tamu.edu. Awards are primarily merit-based and will be awarded to the most competitive students meeting the criteria of each award in our college.
- **FAFSA** – FAFSA stands for Free Application for Federal Student Aid. Regardless of your family history or income level, you should complete this application. This application is available at the beginning of January. As soon as you and your family have received your W-2 information and completed your respective 10-40 forms, you will have all the information you need to complete the FAFSA. We encourage students to complete the FAFSA by **March 1**. Awards are finite and are given primarily on a first-come, first-serve basis.
- **Teach Grant** - Students interested in teaching as a career may qualify for the TEACH Grant, but must first file a FAFSA to be considered. The TEACH Grant pays up to \$4,000 per year for up to 4 years of study totaling up to \$16,000. For more information about TEACH Grant eligibility and service criteria visit our campus webpage at <http://financialaid.tamu.edu/TEACH-Grant-FAQs>.

If you have any questions regarding scholarships or financial aid available to students pursuing a degree from the College of Education and Human Development, you can contact our Assistant Director for Recruitment and Scholarships: Casey Ricketts, 979-862-7167, cricketts@tamu.edu

TRANSFER OF COURSE CREDIT

The transfer of course credit is determined by the Office of Admissions and Records (OAR) on a course-by-course basis. Credit submitted for transfer must be on an official transcript received by the Office of Admissions and Records from the registrar of the institution where the credit was earned.

The Texas Common Course Numbering System (TCCNS) has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses that have been identified as common by institutions that are members of the common course numbering system. The system ensures that if the student takes the courses the receiving institution designates as common, then the courses will be accepted in transfer and the credit will be treated as if the courses had actually been taken on the receiving institution's campus. You can find the most recent, updated version of the TCCNS at <http://www.tccns.org>. Check TCCNS course equivalencies before enrolling in courses at Texas Community Colleges.

Students wishing to take courses at other 4-year institutions, or at out of state schools, can view transfer equivalents from the OAR home page using the link to "Transfer Course Equivalency website".

https://compass-ssb.tamu.edu/pls/PROD/bwxkwtes.P_TransEquivMain

The evaluation of courses on this site is a guide, and transferability of any given course is **not** guaranteed until evaluated upon application. Specific course equivalencies require review based upon the unique characteristics of each college and university and may differ from one institution to another.

Other courses transfer by **title**. When running a degree evaluation courses that transfer by title will show only the course name from the other institution. Sometimes a course that comes in by title can be substituted for credit at Texas A&M through an adjustment request process. Materials from the course taken at another institution are required in the petitioning process. This can include:

1. **Must** include the course syllabus.
2. Can include the course description from the catalog of the institution that offered the course.
3. Title and table of contents of the textbook used in the course.
4. Other useful material from the course, such as workbooks, tests, homework, reports, theme papers, class notes, quizzes, exams, memo from the professor.

A successfully completed core curriculum transferred from another Texas public institution wholly substitutes for TAMU's core curriculum. Texas Education Code §61.822 and Texas Administrative Code §4.28.

Please note that some courses fulfill core and other requirements, i.e., Math 141 and 142. Students may transfer in a completed core containing college algebra and trigonometry. Their core will be satisfied, but they still need to take MATH 141 and 142 which are graduation requirements at TAMU.

**For courses that transfer by title you will need to meet with your
Academic advisor to submit a petition for a course adjustment.
ALWAYS CHECK WITH YOUR ADVISOR WITH ANY QUESTIONS ABOUT TRANSFER COURSES.**

CERTIFICATION OF DEPENDENCY (FERPA)

Under provisions of the Family Educational Rights and Privacy Act (FERPA), students enrolled in post-secondary educational institutions are deemed to “own” their educational records. **Institutions may, but are not required to, grant access to certain non-directory information in a student's educational record if the student is carried as a dependent on the parent's/guardian's federal income tax return.** Under no circumstances will non-directory information be released to a parent or guardian unless a **Certification of Dependency Form** is completed and signed by both the parent(s)/guardian(s) and the student and is brought to the Office of the Registrar, General Services Complex, 750 Agronomy Road, Suite 1501 or mailed to the Office of the Registrar, P.O. Box 30018, College Station, TX 77842-3018.

Current students may authorize **parental/guardian access** to view certain non-directory information (e.g., grades) within **Howdy**. In order for parents/guardians to gain access to this information in Howdy, the student must request it via the My Record tab in Howdy. Once a student is no longer enrolled at Texas A&M University, a parent's/guardian's Howdy account will be inactivated. If a student re-enrolls at Texas A&M University, the student may re-activate the parent/guardian Howdy accounts by following the aforementioned steps to authorize the parent/guardian access. Once parental/Guardian Howdy access has been inactivated upon their student becoming a former student, parents/guardians may still contact the Registrar's Office if they want to obtain information on their former student providing the parent/guardian is able to demonstrate eligibility to receive this information in compliance with FERPA guidelines. **Please see the Registrar's website for more information on FERPA rules as well as access to the Certification of Dependency Form. Registrar's website: <http://registrar.tamu.edu/>**

TAKING COURSE WORK ON A SATISFACTORY/UNSATISFACTORY BASIS (S/U)

When taking courses on a Satisfactory/Unsatisfactory basis (S/U):

1. A grade of “Satisfactory” (S) will be given for grades of C or above. The hours associated with a Satisfactory grade **will not** be included in the GPA calculation for the semester or overall GPR.
2. A grade of “Unsatisfactory” (U) is given for grades of D or F. The hours associated with an unsatisfactory grade **will** be included in the GPA calculation for both the semester and the cumulative GPR, and will count the same as an F.

Check with your advisor to be sure the course can be used on your degree plan as Satisfactory/Unsatisfactory.

The following applies to Transfer Students ONLY if you are enrolled in catalog 136 or older:

KINE 199: All students must take one KINE 199 on a Satisfactory/Unsatisfactory basis to fulfill the one credit hour KINE 199 core curriculum requirement*. KINE 199 can be repeated unlimited times, and students have until the **Q-drop deadline** to decide whether to take a (repeated) section of KINE 199 for a letter grade or S/U. All students must complete one semester hour of KINE 199 on a pass/fail basis in order to satisfy core curriculum requirements in **catalogs 136 and older.**

****Please note the exception to this rule for students in the Health and Kinesiology department majoring in Exercise Science, Physical Education and Dance Science. These majors must take KINE 199 for a grade.***

KINE 198: Students registered for KINE 198 or additional classes of KINE 199 who wish to change the grade type from a graded course to S/U or from S/U to a graded course, may do so on the My Record tab in the Howdy Web portal. All requests for KINE 198 and 199 changes **must be completed on or before the Q-drop deadline** during the semester in which the student is enrolled in the course. Please note that **KINE 198 CANNOT BE REPEATED** for credit.

CLASSROOM COMMUNICATION CONCERNS

The following procedure for reporting a classroom communication concern is intended to provide a mechanism for improving classroom communication. Communication concerns may include, among other examples:

- Difficulty with the delivery method of the instructor; Unclear instructions or conflicting information
- Difficulty comprehending the language of the instructor
- Difficulty hearing the instructor's instructions; Substandard acoustics or weak voice projection

A student desiring to report a classroom communication concern should initiate the following process *within the first 12 class days* of the semester, whenever possible, in order to identify an alternative course, if necessary. The last date a student may initiate the classroom communication concerns procedure is the same as the Q-drop deadline. The reporting student should follow these steps in the order listed:

- The student *may* first discuss the classroom communication concern directly with the faculty member, although this step is not mandatory.
- The student *must* discuss the classroom communication concern with the head (or designee) of the department in which the course is taught. The student must complete the Classroom Communication Concerns form, available on the Office of the Registrar's website (<http://registrar.tamu.edu>), prior to meeting with the department head or designee.
- If a satisfactory resolution is not reached with the department head (or designee), the student reports the concerns to the academic dean (or designee) of the college in which the course is taught. The student should provide a copy of the completed form to the academic dean or designee.
- The academic dean or designee will work with the respective department head or designee, in conjunction with the instructor, to resolve each classroom communication concern. The entire process is to be completed within fifteen business days from the time the concern was registered with the department head.

FLAT RATE TUITION POLICY

Under the Flat Rate Tuition Policy, designated tuition and applicable required fees will be charged as follows: Part-time students (those taking 1-11 semester credit hours) will be charged tuition and fees based on the number of hours they take, plus course fees and other fees charged on a fixed rate per semester basis. Full-time undergraduate students (those taking 12 semester credit hours or more) will be charged a flat rate for designated tuition and most required fees, based on a 15 semester credit hour course load. Students are encouraged to take at least 15 semester credit hours to receive full value under the flat rate policy and will benefit from significant savings for hours in excess of 15.

Flat tuition rates do not apply to graduate or professional students and mandatory fees charged by semester credit hour will not exceed that charged for 15 semester credit hours. The Flat Rate Tuition Policy applies only to the fall and spring semester. For the summer terms, tuition and fees charged at the per SCH rate will be charged based on number of semester credit hours enrolled.

Undergraduate Students enrolled in the professional phase of teacher preparation programs incur a differential tuition charge of \$300 in each of the semesters with upper-level coursework. This differential tuition helps support field experiences, supervision, scholarships, and international/urban experiences in culturally diverse settings. For more information on tuition, fees and the cost of attendance visit the Student Business Services website at: <http://finance.tamu.edu/sbs/>.

LEARNING COMMUNITIES

The College of Education and Human development is proud to offer students the opportunity to engage in Learning Community experiences. Learning Communities are designed to help students make connections with both faculty and upperclassmen alike, as well as learn valuable skills associated with academic and personal success.

We are proud to supplement the legacy that the Lohman and Haynes learning communities have set by providing learning community experiences for all College of Education and Human Development first year students. The overall goal of these communities is to create a climate that encourages personal and professional development while educating students on common issues that challenge first time in college (FTIC) students.

Every student will be given the option of enrolling in a foundational course within their majors embedded with lessons related to study skills, time management and personal wellness. Furthermore, students will also have the opportunity to engage with upperclassmen mentors to provide students with both academic and personal support.

THE BYRNE STUDENT SUCCESS CENTER

The Marilyn Kent Byrne Student Success Center was established in 2007 in the College of Education and Human Development. Established by Dorothy and Artie McFerrin '65 in honor of Marilyn Kent Byrne, a distinguished educator with over 30 years of service to the field, the center is committed to furthering student success in education. The Byrne Center is here to help you be successful at Texas A&M and beyond. Contact the Byrne Center at any time to discuss how they can best serve your needs and assist in your development.

What the Byrne Center Provides:

- Free tutoring and computer lab
- Individualized academic counseling
- Strategic referrals to campus resources
- Evening programs focused on a variety of topics, from study skills to career development
- Resources to assist you in your academics and career planning

For more information contact **Dr. Shailen Singh**, the Director of the Byrne Student Success Center. Dr. Singh can be reached at: 979.862.8489 or by email shailensingh@tamu.edu The Byrne Center is located in Heaton Hall, Suite 103.

UNIVERSITY WRITING CENTER (UWC)

In keeping with the mission of Undergraduate Studies to “foster excellence in undergraduate academics at Texas AM University,” the University Writing Center provides the faculty and students of Texas AM University with the opportunity to enhance communications skills. UWC provides both face-to-face and online consulting sessions and other resources such as online handouts and workshops on writing and speaking; promote research on writing and on the teaching of writing; and assist faculty in developing writing and oral communication intensive courses. UWC supports writing and public speaking for graduate and undergraduate students across the university, with particular emphasis on supporting W and C courses in the undergraduate curriculum. For more information, or to make an appointment, with the University Writing Center please visit their website at: <http://writingcenter.tamu.edu/>

SPECIAL INTEREST OPPORTUNITIES AND INFORMATION

College of Education Student Organizations. There are a wide variety of opportunities for furthering your education outside of the classroom through involvement in student organizations that mirror your career interests. Please visit the following website to learn more about the College of Education and Human Development student organizations: <https://studentactivities.tamu.edu/app/search/index/index/search/category?q=Academic-Education>

Career Center. Dedicated to serving students at every stage in their academic careers, the Career Center assists students in searches for full-time employment, internships, externships, cooperative education, and work abroad. Services provided include career advising, on-campus interviews, workshops, online resources, experiential education and walk-in advising. The Career Center is located in 209 Koldus, 979.845.5139. The liaison for the College of Education and Human Development is Ms. Pat Alexander. Career Center website: <http://careercenter.tamu.edu/>.

Internships. Some programs in the College of Education and Human Development require an internship as part of the degree program. Please check with your advisor regarding internship requirements for your major.

Office of Professional School Advising (OPSA). The OPSA is the central location for Texas A&M University students who are seeking information about professional school. Services include one-on-one advising, information on professional school selection, application, etc. Interested students should meet with an OPSA advisor early in their academic career. OPSA is located in Henderson Hall, 979.847.8938. Or visit their website at: <http://opsa.tamu.edu/>.

Academic Success Center (ASC). Students admitted to Texas A&M University are among the best in Texas, the United States and the world. Still, talented students sometimes find college-level academics challenging and stressful. The Academic Success Center strives to help each student achieve his or her highest possible academic potential. If you are not meeting your academic goals or want to ensure you do, contact the center at <http://SuccessCenter.tamu.edu> or 979.458.4900 or email at SuccessCenter@tamu.edu.

Student Counseling Service (SCS). Student Counseling Service is a division of Student Affairs and their goal is to help students achieve as much success as possible while at Texas A&M University. SCS provides short-term counseling and crisis intervention services to the largest number of students possible within the limits of its resources. SCS is located at White Creek on West Campus, the phone number is 979.845.4427 and website is <http://scs.tamu.edu>. SCS offers a wide variety of services:

Career Counseling and Testing Services
Crisis Intervention
Learning Disability and ADD/ADHD Screenings
Personal Counseling

Psychiatric Services
Self-Help, Outreach, and Consultation
Stress Management & Biofeedback Training
Testing Services

High-Impact Practices. In support of Aggies Commit to Learning for a Lifetime, the CEHD provides many high impact learning experiences that are proven to enhance lifelong learning and improve student retention and graduation rates. These activities include service learning, undergraduate research, international and domestic experiences, student mentoring, capstone courses and internships. For more information about Aggies Commit, visit: <http://aggiescommit.tamu.edu>.

TEACHER CERTIFICATION

Texas needs quality teachers and skilled professionals, and in the College of Education and Human Development, we are answering that call. While we are the largest producer in the state of teachers in the high-need fields of bilingual education, math and science, undergraduates will also find degree and certification programs in elementary education, secondary education, special education, health education, and kinesiology.

Undergraduates are authorized to register for their content area (Core Subjects EC-6, Bilingual supplemental, Physical Education EC-12, etc.) examinations during their Junior Methods semester. Prior to their student teaching semester, undergraduates are authorized for their Pedagogy & Professional Responsibilities examination, which is required of all teachers in the state of Texas, regardless of their content area. Undergraduates will also be required to apply online for their Standard Certificate and complete the fingerprinting process during student teaching. Upon successful completion of all degree coursework, student teaching and examination requirements, the Certification Office will recommend the undergraduate for their Standard Certificate.

All students in the degree plans leading to teacher certification must complete the on-line Ethics module prior to participating in field-based experiences. In addition to the Aggie Honor Code, it is the expectation that all students working on degree plans through the CEHD will abide by the Code of Ethics and Standard Practices for Texas Educators as put forth by the Texas Administrative Code. Any violation of these Codes may result in dismissal from the CEHD.

Student teaching will occur when all courses on the students' degree plan have been successfully completed. In addition, students must meet all College of Education requirements before entering student teaching. **Students are not allowed to take additional courses to complete program or university requirements during the student teaching semester.** There are no exceptions to this rule. Student teaching is a requirement and the capstone experience for degree plans leading to teacher certification.

Personnel in the appropriate programs in the CEHD make student teaching arrangements. For student teaching experiences, generally, you will not be placed in a high school you attended, nor will you be placed with teachers you know or teachers whom your relatives or friends know or in a school where your relatives work. For the good of teacher candidates, departments in the CEHD make every effort to avoid even the appearance of favoritism so that the validity of your degrees and/or credentials will not be questioned.

Texas A&M University provides copies of teaching observations by University supervisors to mentor/cooperating teachers. Texas Administrative Code Title 19 Rule §228.35(f) requires that copies of student teaching observations by university supervisors be provided to the campus administrator. Texas A&M University accesses and uses certification examination scores and relevant data accessible through the Texas Education Agency.

Should you have any questions or concerns regarding the certification process, feel free to contact the Certification Officer, **Misti Corn**, at 979-845-5360, mistihcorn@tamu.edu, or visit the Certification Office website at <http://mycehd.tamu.edu/academic-services/certification>.

GLOBAL EDUCATION

The College of Education and Human Development (CEHD) supports opportunities for students to expand academic horizons through global education experiences. Programs offered may last from one week to as long as a year. Participation in a global experience, either domestically or in another country, can have a profound impact on a student's future. By studying away from campus students will have the opportunity to explore cultures and experience different worldviews. In today's global marketplace, more and more employers are looking for students who possess the skills necessary to communicate and thrive in a diverse environment.

Some global education opportunities are offered through Departments in the College of Education and Human Development. Many more opportunities are available through the Study Abroad Programs Office. Coursework taken as part of the experience may be eligible to apply towards degree requirements. Please check with your academic advisor regarding opportunities offered through the college as well as the possibility of using coursework taken overseas for your degree requirements.

CEHD supports students through program funding. These are monies provided directly to the programs, thereby lessening the fees and other costs students might pay. Support ranges:

- up to \$500 per student for domestic field trips
- up to \$1000 per student for international field trips
- up to \$2000 per student for faculty led trips (full semester study abroad programs)

For study abroad scholarships and other scholarship opportunities, please visit:

<http://studyabroad.tamu.edu/Funding/Scholarships>

For more information on global education opportunities offered through the College of Education and Human Development please call the Program Coordinator at 979.845.5541 or visit the website at:

<http://education.tamu.edu/student-services/global-education>

For other study abroad opportunities offered by Texas A&M please visit the Study Abroad Programs Office which is located on the first floor of the Pavilion Building. Their phone number is 979.845.0544 and the website is <http://studyabroad.tamu.edu>.

DEPARTMENTAL SPECIFIC INFORMATION

THE DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT

The Department of Educational Administration and Human Resource Development (EAHR) offers two degrees; Human Resource Development and Technology Management. Both degrees require a 6-hour internship experience in the last semester prior to graduation. Students in EAHR are required to attend mandatory advising sessions – see your advisor for details.

BACHELOR OF SCIENCE IN HUMAN RESOURCE DEVELOPMENT (HRDV)

The Bachelor of Science in Human Resource Development is designed for students who have an interest in Human Resource Development (HRD) in both the private sector and public sector. The degree is designed to provide the knowledge and skills to succeed in a variety of roles in human resource development for business, industry and education. Honors credit opportunities are available to qualified students. As defined by the HRD faculty at TAMU, HRD is a field of inquiry and practice focusing on the process of improving learning and performance in individual, group and organization contexts through domains of expertise such as life-long learning, career development, training and development and organization development.

Potential placements for graduates in Human Resource Development include:

- Any business with training needs
- State and local agencies including police, fire, health
- Private training agencies such as Humro, Booz-Allen Hamilton, etc.
- Health care training
- Any agency or business that has adult employees that need training and development
- Military, civilian employees and military employees. Student internships will follow the interests of the student and reflect the list above.

BACHELOR OF SCIENCE IN TECHNOLOGY MANAGEMENT (TCMG)

The Bachelor of Science in Technology Management is designed for students who have an interest in technology management in both the private sector and the public sector. The degree is designed to provide the knowledge and skills to succeed in a variety of roles in which technology applications are the process by which information and training are delivered and productivity enhanced. The degree allows for a wide range of potential employment and accommodation to a diverse educational and professional experience. Since technology is a part of the productivity environment in all segments of our economy, the degree is designed and demands both managerial and technical skills.

Potential placements for graduates in Technology Management may include:

- Large Corporations such as the Bell companies, Verizon, Dell Computer, Polycom, Tandberg USA, RADVision and Vtel Products
- Any private business that has need for network development, management, security such as retail, wholesale, manufacturing and service industries, public and private broadcasting
- State agencies with networks to manage
- Public schools and community colleges
- County/city government, hospitals and clinics

THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES

The Department of Educational Psychology at Texas A&M University offers a Bachelor of Science degree in Interdisciplinary Studies (INST) with an emphasis in Special Education and Bilingual Education.

The Special Education degree program prepares teachers to instruct students who are served by special education services. Graduates will be prepared to work with students in a wide range of grade levels and settings, serving students with mild to severe disabilities.

- This degree program provides:
 - Certifications in ESL, EC-6 General Education and EC-12 Special Education,
 - Emphasis on addressing individual differences in inclusive classroom settings, and
 - Field experiences with students including those with special needs in classroom and community settings.

The Bilingual Education degree program is designed to prepare teachers (Spanish/English) to work with linguistically diverse children and their families. Undergraduate bilingual majors will develop strong knowledge and skills related to curriculum, content, and teaching/assessment methodologies that will provide challenging educational experiences for all second language learners.

- This degree program provides:
 - Certification in Bilingual and General Education EC-6 with an emphasis on addressing English Language Learner needs in Bilingual, Dual Language, and ESL classroom settings; and
 - Field experiences in Bilingual, Dual Language, and ESL classroom settings.

University Studies – Child Professional Services

- The University Studies Child Professional Services concentration is housed under the Department of Educational Psychology. This concentration will not certify students to teach, but rather prepare individuals to work with children in various organizations which support youth development. Examples of these organizations include non-profits, community centers, state agencies, and private schools.

Admission to Professional Phase

Students interested in **Special Education** will be required to complete an application for formal admission into the professional phase. The application process is competitive and meeting the minimum program prerequisites listed below does not guarantee admission into the program. Cohorts of no more than 30 upper-level students will be admitted twice yearly, once in the fall, (for spring admission) and again in the spring (for fall admission).

Students must meet these minimum requirements when applying:

- 45-60 completed credit hours
- An overall GPR of 2.75 or higher
- Completion of INST 210/310 and SPED 302 with a B or better
- Completion of MATH 141 and MATH 142, along with two 4-hour sciences, with a grade of C or higher

Students interested in **Bilingual Education** will be required to complete an application for formal admission into the professional phase. Meeting the minimum program prerequisites listed below does not guarantee admission to the program. Cohorts of applicants will be considered twice yearly, once in the spring and once in the summer for transfer students (for fall admission).

Students must meet these minimum requirements when applying:

- 45-60 completed credit hours
- An overall GPR of 2.75 or higher
- Completion of INST 210/310 with a B or better
- Language proficiency in Spanish

Change of Major

Students who wish to change their major into the Department of Educational Psychology must follow the change of major procedure identified by the Office of the Registrar at Texas A&M University. All students considering a change of major must meet with the Academic Advisor for program approval and to process the required paperwork.

Consideration for a change of major includes:

- minimum overall GPR of 2.75, special education
- minimum overall GPR of 2.75, bilingual education
- minimum overall GPR of 2.0, university studies
- maximum of 70 completed hours at the time of application will be reviewed by advisor
- student classification (e.g., U1, U2)
- assessment of transcript
- possibility of excessive hours

Mandatory Advising

Students are blocked from registration until they have attended an advising session at least once per semester. This mandatory session will provide students the opportunity to discuss current and future semesters to plan and schedule the proper courses appropriate to his/her degree program.

THE DEPARTMENT OF TEACHING, LEARNING AND CULTURE
BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES

EC-6 Generalist Program

The Department of Teaching, Learning and Culture offers students the ability to pursue a EC-6 Generalist certification program leading to the Bachelor of Science degree (B.S.) with a major in Interdisciplinary Studies (INST) through the EC-6 Generalist Certification Program. It is a heavily field based program, with students spending extensive time in early childhood and elementary classes. Credit hours required for graduation in the EC-6 Generalist total 123 credit hours. To enter the certification program, you must first be admitted to Teacher Education.

Middle Grades Program

The Department of Teaching, Learning and Culture offers students the ability to pursue a middle grades certification program leading to the Bachelor of Science degree (B.S.) with a major in Interdisciplinary Studies (INST) through the Middle Grades Certification Program. The Middle Grades Program offers certification in two strands: Language Arts/Social Studies Specialist and Mathematics/Science Specialist. It is a field-based program, with students spending extensive time in middle schools. Credit hours required for graduation in the Language Arts/Social Studies strand total 123 credit hours. Credit hours required for graduation in the Mathematics/Science strand total 126 credit hours. To enter either strand, you must first be admitted to Teacher Education.

Student Responsibilities

In order to successfully complete degree and certification requirements, students in the TLAC Department have several responsibilities. These include:

- **Achieve and maintain a minimum 2.75 Grade Point Ratio (GPR.)** Freshmen must achieve this GPR by the end of their second semester at TAMU; transfer students must achieve this by the end of their first semester. Students' GPRs are checked at the end of each semester. If this requirement is not met, students will be dismissed from the TLAC department and all education courses will be dropped from their schedules.
- **Attend a MANDATORY advising session once per semester with a member of the TLAC Undergraduate Advising team.** Students are blocked from registration until this requirement has been met.
- **Freshmen will also be required to attend a mandatory meeting in the fall semester of their freshman year.** Advisors will check roll to make sure a student attends this meeting. Information about this meeting will be emailed to the students with plenty of advance notice.
- **Fill out a Criminal History Background Check Consent Form EACH SEMESTER students will be participating in a field experience.** Students will receive instructions on where to find the forms via email prior to their field semesters.
- **Schedule and register for the proper courses in the correct sequence each semester.** This will be discussed at the mandatory advising session with the student's advisor.
- **Meet the requirements for admission to Teacher Education (or "upper level") in a timely fashion.** The requirements can be found on the next page of the handbook.

Admission to Professional Phase-Teacher Education

Admission to the Teacher Education Professional Phase (or “upper level”) of a student’s degree program is contingent upon completion of:

- 60 hours of completed coursework
- Completion of MATH 141/166 AND 142/131 (or equivalent)
- Completion of 8 hours of Lab Science coursework (2, 4-hour science courses.)
- Completion of ENGL 103 or 104
- Completion of TEFB 273 OR INST 210 (or equivalent)
- Minimum 2.75 cumulative GPR.

Completion of these criteria does not guarantee acceptance to the Teacher Education phase of the degree program. Each semester, the most competitive students will be admitted. Delay in completing the prerequisite coursework will delay admission to the upper level and potentially graduation.

DEPARTMENT OF HEALTH AND KINESIOLOGY

The Department of Health and Kinesiology offers five degrees with twelve different options. All of these degrees require application to upper level or professional phase with the exception of the University Studies degree. Acceptance into the degree option does not guarantee admission to the professional phase. Several of these options require a full semester of student teaching or internship in the last semester prior to graduation.

BACHELOR OF SCIENCE IN COMMUNITY HEALTH

The Bachelor of Science in Community Health prepares and educates students to serve as community health educators and promoters in a variety of government and private health agencies, clinical settings, nonprofit organizations, volunteer agencies and other community organizations. This program is unique in that it offers a wide range of approved electives permitting the student to develop a program according to his or her needs and interests. Each graduate will have knowledge enabling them to communicate health and health education needs, concerns and resources.

In addition to classroom experience, the student is exposed to pre-professional training through a non-paid, full semester internship in the final semester. This internship program provides them with on-the-job experience and employment opportunities. Students are placed in a setting which best fits their professional goals.

BACHELOR OF SCIENCE IN HEALTH

The goals of the curriculum leading to a Bachelor of Science in Health are to more effectively develop literate, informed professionals capable of making the world healthier and more humane. Students receive a general education through a broad exposure to information. They also receive a specialized education through coursework designed to help them develop as a professional, expand their knowledge and skills related to health education and prepare them for professional practice. The curriculum in health offers two options: the Allied Health track and the School Health track.

Allied Health (AHO)

The Allied Health concentration gives students a strong background in health that serves them well if they choose to pursue additional schooling in an allied health area. This concentration provides an opportunity for students to take prerequisite courses for professional allied health schools as electives while receiving a background in the health education field. Students select electives from a list of prerequisites for specific professional schools.

This program consists of two phases: pre-professional phase and professional phase. Students must meet program prerequisite requirements in order to advance to professional phase.

School Health (SCH)

The School Health option provides a background in the basic health sciences and pedagogy and prepares educators to plan, implement and evaluate health education in a variety of settings with an emphasis on teaching health in school settings. Graduates have the ability to acquire K-12 teacher certification credentials enabling them to teach health only in public or private schools although students are encouraged to become certified in a support teaching field through the use of core curriculum and support field electives. Students frequently take support field electives that also serve as course pre-requisites for professional schools such as nursing, PA, PT or other medical fields of study. Each student completes appropriate course work in academic foundations and professional education as well as participates in several field experiences representing a variety of levels and types of instruction. The program

consists of three phases in the development of their professional dispositions. All students will complete a full semester of student teaching in a school setting as a culminating experience.

BACHELOR OF SCIENCE IN KINESIOLOGY

The Bachelor of Science degree in Kinesiology offers several options designed to prepare students for a variety of careers in public school education, exercise science and dance science. Some options also provide academic preparation for students interested in professional schools, e.g., physical therapy, occupational therapy, physician's assistant or medicine. There are some common course requirements for all kinesiology options. Additional hours for each option are specifically designed to prepare students for that field of study. The sequencing of courses should be determined in consultation with an appropriate academic advisor.

Exercise Science

The four concentrations in exercise science expose students to a strong science background making them excellent candidates for employment opportunities in exercise related areas (cardiac rehabilitation, corporate or private fitness), advanced graduate studies (motor behavior, exercise physiology) or professional school (medical, dental or physical therapy). Course prerequisites for medical, dental or physical therapy professional schools are included in the various programs under this track.

Applied Exercise Physiology (AEP) - This concentration prepares students to become clinical exercise physiologists working in cardiopulmonary rehabilitation programs. It also prepares students to enter professional school or begin careers in numerous allied health and medical fields.

Basic Exercise Physiology (BEP) – This concentration provides a background in the physical and biological sciences required for additional graduate study in Exercise Physiology or entry into medical or dental professional school.

Motor Behavior (MTB) – This concentration prepares students to enter physical or occupational therapy, or other related, professional school. The course of study is designed to provide students a broad background with special emphasis on both the physiology and psychology of human movement.

3+2 Athletic Training - The dual degree program (3+2) allows undergraduate Kinesiology students to enter the Master of Science in Athletic Training program the beginning of their fourth year at Texas A&M University and earn a Bachelor of Science in Kinesiology and a Master of Science in Athletic Training (MSAT) degree in five years.

Students will follow departmental requirements for admission into the professional phase of the BS in Kinesiology. Kinesiology majors who have at least a 3.25 GPA and who will have completed all of their prescribed courses by the spring of their junior year will be eligible to apply for the five-year program.

Applicants to the five-year program will submit the same materials (including GRE scores) as other MSAT applicants by the spring deadline of their junior year, and those who meet all minimum requirements, including having earned a B or better in ATTR 201, ATTR 202, ATTR 301, ATTR 302, will receive placement in the MSAT program. The admissions criteria for the five-year program will be the same as for other MSAT students.

Students continuing into the 4th year of the 3+2 program must finish the entire 156 hours to obtain both the Bachelor's and Master's degrees. Students will be conferred with two degrees once they complete the 5th year of the concurrent program.

Students in the 3+2 program will be required to complete the same two-year, 60 hour curriculum as other students admitted to the MSAT program. Students will take 96 hours of undergraduate courses, and 60 hours of graduate course work, of which 24 hours will be applied to the undergraduate degree. Students are required to maintain a 3.25 GPA through the first 24 hours of graduate course work at which time the student must maintain a 3.0 GPA. Students continuing in the 3+2 program will change from U4 to G7 status when they complete 96 hours.

Students not accepted or unable to continue with the 3+2 program may complete the remaining requirements for the BS degree in Kinesiology in a concentration that is most suitable to their needs (e.g., Motor Behavior, Applied Exercise Physiology). These students may apply to the traditional (4+2) graduate degree program.

This degree plan has been laid out showing students the number of hours they must take each semester in order to complete the dual degree program. The undergraduate portion of the plan is a suggested plan and should be followed closely. There may be some modifications in course order that can occur but students should consult with the departmental academic advisor for the dual degree program before changes are made in order to ensure they are meeting all dual degree requirements.

Physical Education Teacher Certification (PEK)

This option is offered to students wishing to teach physical education in public or private school. The all-level certification qualifies the recipient to teach in preschool–12th grades in physical education/wellness only. This degree plan includes a full semester of student teaching in a public school setting after the completion of coursework. This degree plan will provide a program that will lead to successful completion of the certification requirements outlined by the State of Texas. Additional program information is available on the Department of Health and Kinesiology website or by contacting the advising office in the department.

Dance Science (DSC)

This option is offered to prepare and educate students to enter the field of dance science. Dance Scientists are professionals who are employed by dance companies and dance training facilities throughout the world to devise effective training programs as well as advise the dancers regarding nutrition, injury prevention/care and dance psychology. Dance Scientists also become researchers, dance therapists, massage therapists and better informed dancers and teachers.

BACHELOR OF SCIENCE IN SPORT MANAGEMENT

The Bachelor of Science degree in Sport Management is designed to prepare students for careers as administrators and managers in athletic, health and country clubs, as well as entry-level management positions in college and professional athletic organizations. Through this program, students are prepared for a diversity of roles in the areas of sport marketing and promotions, facility management and planning, activity programming and events management. Students may elect the concentration that requires completion of an internship or may select the non-internship option.

Sports Management Internship (SPI) - The internship, following coursework, provides students with on-the-job experience and networking opportunities. Students in the internship option will have also completed a business minor.

Sports Management Non-Internship (SPN) - The non-internship option allows students to study sport management from a specific perspective with the goal of continued educational experiences in graduate or professional school, obtaining a post-baccalaureate internship or securing an entry-level position in a sport organization. Students in the non-internship option must complete 2 minors/cognates from a list of approved minors/cognates (i.e., business, journalism, speech communications, etc.).

BACHELOR OF SCIENCE IN UNIVERSITY STUDIES

The Dance and Sports Conditioning University Studies concentrations are housed in the Department of Health and Kinesiology. For information on these concentrations please refer to page 7.

MINORS OFFERED THROUGH THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT

Human Resource Development Minor

The Department of Educational Administration and Human Resource Development offers a minor in HRD and is designed for students interested in working with people in the private or public sector with an emphasis in training and development. This minor is a total of 18 course hours. Admission to the minor is by application only. More information can be found at: <http://eahr.tamu.edu/node/50> For more information on the Human Resource Development minor contact either:

Brynn Ruiz
979-862-4154
brynnruiz@tamu.edu

Phylicia French
979-458-1758
pafrench@tamu.edu

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY

Creative Studies Minor

Creative Studies minor is designed to provide knowledge and strategies to help you think more creatively within the area of your future profession. Everyone has the ability to think more creatively. Our job is to help you develop and grow your creative ability. Creativity changes the way you think about personal and professional situations. For questions on the minor and related classes please contact Dr. Joyce Juntune at 979-845-1873 or by email at: juntune@tamu.edu or visit the website at: <http://epsy.tamu.edu/node/84> To complete the paperwork for the Creative Studies minor contact:

Christy Porter
979-845-1874
cspporter@tamu.edu

DEPARTMENT OF TEACHING LEARNING AND CULTURE

STEM Minor (Science, Technology, Engineering and Mathematics)

Students pursuing secondary teacher certification thru the University Studies – Math or Science for Teaching degree programs will complete this coursework as one of the required minors for their degree program.

Students pursuing secondary teacher certification thru the AggieTEACH program may also add this minor to their curriculum. A semester of student teaching is also required to complete the requirements for Texas teacher certification; student teaching will be scheduled after all other coursework has been completed. For more information on the STEM minor contact: 979-845-5312 or visit the TLAC website at:

<http://tlac.tamu.edu/degrees-and-programs/stem-minor>

Coaching Minor

The coaching minor is designed to supplement those interested in coaching who are pursuing teacher certification in any discipline. This minor is also useful to those who work with youth in sports leagues. Admission to this minor is by application only. Students should allow a minimum of three semesters to complete this minor. For more information on the coaching minor visit the website at: <http://hlknweb.tamu.edu/degrees-and-programs/minors/coaching-minor> or contact, Mr. Daniel Springer (dspringer@tamu.edu).

Dance Minor

A minor in dance can lead to numerous opportunities within the field of dance performance and education. Students can obtain the necessary tools to teach, choreograph and direct in high schools, private studios, performance groups, dance/drill teams, dance within community and/or companies, or utilize their minor studies to pursue degrees in dance. Dance is considered to be an important part of the visual and performing arts educational experience. Studies of dance performance, education and history can enhance a student's academic experience. Admission to the dance minor is through audition only. For more information on the dance minor visit the website at: <http://hlknweb.tamu.edu/degrees-and-programs/minors/dance-minor> or contact, Ms. Samantha Nielsen (samantha.k.nielsen@tamu.edu).

Sport Management Minor

The minor provides a foundational understanding of the multifarious sport industry from the perspectives of management, marketing and other business principles. It also offers an introductory understanding of the broadly defined sport management discipline and potential careers that can be leveraged in the sport industry. All of the courses for the minor in Sport Management are available online. Two of the minor courses will also meet international and cultural diversity requirements for core curriculum. For more information on the sport management minor visit the website at: <http://hlknweb.tamu.edu/degrees-and-programs/minors/sport-management-minor> or contact, Mr. Daniel Springer (dspringer@tamu.edu).

HANDY PHONE NUMBERS AND WEB SITES

Phone (Area Code 979)	Department/Office	Web Site
845-1060	Admissions	admissions.tamu.edu
458-4900	Academic Success Center	successcenter.tamu.edu
458-3378	Aggie Honor System Office	aggiehonor.tamu.edu/
845-1050	Aggie Ring Office	aggienetwork.com/ring
845-8681	Bookstore - Texas A&M University (MSC)	tamu.bnccollege.com
845-5139	Career Center	careercenter.tamu.edu
458-1164	CEHD Scholarship Office	education.tamu.edu
845-0532	Data and Research Services	dars.tamu.edu
845-1089	Degree Audit	registrar.tamu.edu
845-1637	Disability Services	disability.tamu.edu
845-2763	Educational Admin. & Human Resource Dev.	eahr.tamu.edu
845-1831	Educational Psychology	epsy.tamu.edu
845-4530	Health & Kinesiology	hlknweb.tamu.edu
845-8300	Help Desk Central (Computer Help)	hdc.tamu.edu
847-8938	Professional School Advising (OPSA)	opsa.tamu.edu
845-1031	Registrar	registrar.tamu.edu
845-7117	Registration	registrar.tamu.edu
845-3236	Scholarships & Financial Aid	financialaid.tamu.edu
847-3337	Student Business Services (SBS)	finance.tamu.edu/sbs
845-4427	Student Counseling Services (SCS)	scs.tamu.edu
458-8316	Student Health Services	shs.tamu.edu
845-2724	Student Learning Center (SLC)	successcenter.tamu.edu
845-3211	Student Locator – Directory	www.tamu.edu
845-3111	Student Rules	student-rules.tamu.edu
845-0544	Study Abroad	studyabroad.tamu.edu
458-1164	TEACH Grant	financialaid.tamu.edu
845-5312	Teaching Learning and Culture	tlac.tamu.edu
	Texas Common Course Numbering System	www.tccns.org
845-2724	Texas Success Initiative (TSI)	newaggie.tamu.edu
862-7275	Transportation Services – Parking	transport.tamu.edu
845-5360	Undergraduate Teacher Certification	education.tamu.edu
845-1957	University Honors Program	honors.tamu.edu
845-2160	University Writing Center	writingcenter.tamu.edu

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