Undergraduate Admissions

Effective September 1, 1996
Revised February 20, 2012
Revised October 28, 2013
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Next Scheduled Review: February 7, 2024

Procedure Statement

Admission as an undergraduate allows a student to be admitted to Texas A&M University-Commerce and to register for classes.

Reason for Procedure

The following sections detail steps to and eligibility for admission to undergraduate programs of study at the University. Departments and programs may have admission criteria higher than those of the Office of Undergraduate Admissions. Effective for Fall 2019 admissions.

Procedures and Responsibilities

1 FRESHMAN ADMISSIONS: HIGH SCHOOL GRADUATES AND GED CERTIFICATION

Automatic admission to A&M-Commerce: Applicants must be first-time freshmen. Applicants must submit ACT or SAT scores and official high school transcripts. In addition, to qualify for automatic admission, a student must have graduated in the last five years from high school.

1.1 Automatic admission is based on one of the following three (3) criteria:

1.1.1 Graduate in the top 30% of their graduating class.

1.1.2 Have an SAT combined verbal and math score of 980 or greater if taken prior to March 2016. First-time freshman who have a SAT combined math and evidence-based reading/writing score of 1060 or higher if taken after March 2016.

1.1.3 Have an ACT composite score of 21 or greater.
1.2 Applicants near the requirements for automatic admission may be considered through the multi-tiered admissions review process.

2 REQUIRED HIGH SCHOOL CURRICULUM (RECOMMENDED PLAN)

2.1. Entering freshmen must have successfully completed the following courses in high school:

2.1.1. English Language Arts (4 credits)
2.1.2. Mathematics (3 credits)
2.1.3. Science (3 credits)
2.1.4. Social Studies (3 credits)
2.1.5. Foreign Language (2 credits)
2.1.6. Fine Arts (1 credit)
2.1.7. Higher level math courses such as trigonometry, pre-calculus, analytical geometry, and calculus can replace math courses identified above.
2.1.8. The University recommends taking elective courses in areas such as foreign languages, speech, math, and computer science.
2.1.9. For the current high school graduation requirements you can refer to: Texas Administrative Code Rule §74.11.

2.2. Applicants whose date of graduation from high school is five years or more prior to the date of application are exempt from providing SAT/ACT entrance scores as well as the high school curriculum requirements, but must submit evidence of competency in reading comprehension based on scores from a university approved reading test. Additional diagnostic tests will be administered for advisement and placement.

2.3. Students who transfer fewer than 12 semester hours from an accredited college and/or university must qualify for admission either by submitting acceptable SAT or ACT scores or as a GED student. For GED admissions procedures, see below.

2.4. Foundation High School Program with at least one endorsement will be required for admission consideration. Students are strongly recommended to complete one or more available endorsement(s) that include Algebra II or its equivalent as well as one science course from Biology, Chemistry or Physics. Students applying for top 10% automatic admission must complete the foundation curriculum with the distinguished level of achievement.
3  GED APPLICANTS

To be admitted, applicants must submit a copy of their GED certificate. Students who attained their GED less than five years ago must still meet the freshmen admission criteria.

3.1 Students with a GED certificate, whose high school class graduated five years or more prior to the date of application, must submit evidence of competency in reading comprehension based on scores from a university approved reading test. Additional diagnostic tests will be administered for advising and placement.

4  HOME SCHOoled HIGH SCHOOL GRADUATES

Any student who graduates from a home school program in or out of the State of Texas must provide an official home school transcript.

4.1 First time freshmen who have an SAT combined critical reading and math score of 980 or higher if taken prior to March 2016;

4.2 First time freshmen who have a SAT combined math and evidence-based reading/writing score of 1060 or higher if taken after March 2016;

4.3 Or have an ACT composite score of 21 or greater.

5  TRANSFER ADMISSIONS REQUIREMENTS

A transfer student is defined as a high school graduate seeking first-time admission to our institution but has previously attended another post-secondary institution of higher learning. Submit an official transcript from each institution previously attended.

5.1 Meet freshman admission criteria and have earned 12 or more semester hours (excluding developmental courses) at prior institutions.

5.2 Have a cumulative GPA of 2.0 (on a 4.0 scale) on all college work attempted, exclusive of developmental coursework.

5.3 Courses taken at junior or community colleges cannot transfer as advanced hours (course numbers beginning with a 3 or 4 indicate advanced hours), except for specific degree programs designated for degree completion.

5.4 Students on academic suspension from another institution are ineligible for admission to A&M-Commerce until their designated suspension period has passed. When the period of suspension has passed, the student may be considered for admission.
INTERNATIONAL UNDERGRADUATE STUDENT ADMISSIONS

An international student is any degree-seeking student holding a non-immigrant visa. Residents of foreign countries who wish to enter the University should apply to the Office of Admissions well in advance of the semester they plan to attend. (Graduate students should apply to the Graduate School.) All admission requirements are to be completed a minimum of three months prior to the beginning of the semester. In the case of extenuating circumstances, exceptions to this timeline may be considered on an individual basis.

6.1 Evidence of scholastic ability.

6.2 An adequate command of the English language as demonstrated by a score of at least 550 on the Test of English as a Foreign Language (TOEFL paper version and 79 internet version) or 6.0 IELTS score.

6.3 All F-1 and J-1 international students are automatically enrolled in The Texas A&M University System insurance plan (Associated Insurance Providers) each fall and spring semester unless they meet one of the following exemptions: student with a government scholarship that includes medical and repatriation/evacuation or student with a spouse employed in the U.S. who is covered through their spouse’s insurance (student may be required to purchase separate repatriation and evacuation insurance). Medical and repatriation/evacuation insurance must meet the A&M System minimum coverage requirements. Insurance coverage is for the entire year.

6.4 International students who hold F-1/J-1 visas are not eligible for non-degree or provisional student status.

7 READMISSIONS

7.1 Students who have attended A&M-Commerce in prior semesters may not be required to apply for admission if they:

7.1.1 Are currently enrolled and wish to register for the next semester or

7.1.2 Were enrolled for the spring semester, do not attend a summer session but enroll for the fall term. If they attend another institution during the summer, students are required to report that attendance by providing official transcripts of their summer work.

7.2 All other transfer students, those who have not enrolled at A&M-Commerce for at least one long term, must submit a readmission application and provide an official transcript for any work taken at other colleges/universities.
8 CONCURRENT ADMISSIONS

High school seniors may enroll in college-level courses beginning with the summer session following their junior year. Juniors and sophomores may enroll in college-level courses with prior approval from the principal of the high school and the Dean of University College. These students must:

8.1 Qualify for standard admission with a minimum composite score of 21 or greater on the ACT or 980 or greater combined on the SAT if taken prior to March 2016 or a combined math and evidence-based reading/writing score of 1060 or higher if taken after March 2016 or have a grade average of “A” (90%) in high school work through the junior year, including selected core courses in English, math, history, and laboratory science;

8.2 Qualify for college-track courses; they may not enroll in remediation courses as concurrent students; and

8.3 Submit a letter of recommendation from the principal and/or counselor.

8.4 Concurrent students may enroll in as many as two freshman classes per semester. Exceptions for additional hours must be approved by the principal and Dean of University College.

9 DUAL CREDIT

9.1 Dual credit is a system under which an eligible high school student enrolls in college course(s) and receives credit for course(s) from both the college and the high school. Dual credit courses may be taught on the high school campus by an approved instructor on the college campus. Dual credit courses include both academic and technical courses. Refer to the following link for the most current Dual Credit Requirements: Texas Administrative Code Rule §4.85.

9.2 Student must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of Texas Administrative Code (relating to Minimum Passing Standards) on relevant section(s) of an assessment instrument approved by the THECB as set forth in §4.56 of Texas Administrative Code (relating to Assessment Instruments).

10 SECOND CHANCE

Any students who graduated from high school and chose to attend a four-year institution, but did not perform as well as they desired, are eligible for one more opportunity at A&M-Commerce to go through the admission process based on their freshman admission criteria if they do not meet the criteria for admission as a transfer student (completion of 12 hours and a cumulative GPA of 2.0).
10.1 Applicant must complete a transfer application

10.2 Applicant must submit an official high school transcript or GED equivalent along with all official transcripts from each previous college/university attended and ACT or SAT test scores within the past 5 years of taking them.

10.3 If admitted, applicant is admitted on Probation and may be limited on how many hours they can enroll in for their first semester.

10.4 Student will work with the University College Success Coach to re-take any CORE related classes to replace failed grades and to improve their GPA.

10.5 Students admitted under the Second Chance initiative are not eligible for freshmen scholarships.

10.6 Once admitted, students must meet institutional GPA requirements to remain in good standing.

11 BACTERIAL MENINGITIS VACCINATION REQUIREMENT

Effective October 1, 2013, Texas Education Code §51.9192 is amended to require all students (under age 22) entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria to decline the vaccination 10 days before the first day of the semester. Bacterial Meningitis Information

12 USE OF UNOFFICIAL TRANSCRIPTS

In the event a student is unable to obtain an official transcript, unofficial transcripts will be accepted for admissions purposes. Students must submit their official transcripts prior to the end of the first semester of enrollment. Without official transcripts on file, students will be unable to register for subsequent semester or request a transcript until all official transcripts have been received in the Office of Undergraduate Admissions.

13 CONDUCT REQUIREMENTS FOR ADMISSIONS

13.1 Each applicant will disclose:

13.1.1 Criminal conviction histories (excluding juvenile adjudications) involving acts of violence or sexual misconduct;

13.1.2 Past substantiated or pending conduct charges involving acts of violence or sexual misconduct at a postsecondary institutions;

13.1.3 Expulsions or suspensions from postsecondary institutions for acts of violence or sexual misconduct.
13.2 If the applicant reports one or more convictions or past substantiated or pending conduct charges the Office of Admissions will forward the application to the Criminal Background Review Team, appointed by the Vice President for Enrollment Management, for further evaluation and assessment. The team must carefully evaluate and assess the relevance of an individual’s previous criminal convictions/past substantiated or pending conduct charges regarding the applicant’s admissions and enrollment at the University and their engagement/participation in university activities/services. Admissions will request the following:

13.2.1 The specifics of all prior criminal convictions and dates of occurrence;

13.2.2 For applicant in parole or probation status, references must be provided from the Texas Department of Criminal Justice Parole Division, including the name and addresses of parole or probation officers. Parole and probation officials should be questioned as to whether the individual’s admission as a student or participation in the activities/services requested are consistent with the student’s parole or probation conditions or would pose a threat to the safety of the campus community;

13.2.3 Documentation of past substantiated or pending conduct charges from postsecondary institutions;

13.2.4 A personal interview to either clarify or verify information if desired by the team or Vice President for Enrollment Management.

13.3 After reviewing all available information, the team must recommend whether to grant or deny the individual’s admission or participation in the activities/services requested or to grant such admission/participation subject to articulated conditions to the Vice President for Enrollment Management. Admission and/or participation in requested activities/services may only be denied if such admission/participation would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public. The Vice President for Enrollment Management will make the final decision to grant or deny the individual’s admission or participation in the activities/services requested.

Related Statutes, Policies, or Requirements

Texas Education Code §28.009 College Credit Program

Texas Administrative Code §§4.81-4.58 Dual Credit Partnerships between Secondary Schools and Texas Public Colleges

Texas Education Code §51.9192 Bacterial Meningitis Vaccination Requirements for Certain Students; Exceptions
Texas Administrative Code §21.613 Immunization Requirement

Texas Administrative Code Subchapter C Texas Success Initiative

Texas Administrative Code §5.5 Uniform Admission Policy

System Policy 11.04 Admission Standards

System Policy 11.99.02 Conduct Requirements for Admissions Applications and Transcripts

Contact Office

Office of Undergraduate Admissions
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