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 2016 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.

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)

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

1. English Language Arts (4 credits)
2. Mathematics (4 credits)
3. Science (4 credits)
4. Social Studies (4 credits)
5. Language other than English (2 credits)
6. Higher level math courses such as trigonometry, pre-calculus, analytical geometry, and calculus can replace math courses identified above.
7. The University recommends taking elective courses in areas such as foreign languages, speech, math, and computer science.

2.1. 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.

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

2.3. As of January 2014, the State Board of Education adopted changes to the high school graduation requirements. The new requirements are effective beginning with students who enter 9th grade in the 2014-15 academic school year. For students entering 9th grade beginning 2014-15 the new foundation curriculum plan with at least one endorsement will be required for admission consideration.

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.
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. The student must meet the freshman admission criteria and have an SAT combined verbal and math score of 980 or greater OR have an ACT composite score of 21 or greater.

TRANSFER ADMISSIONS REQUIREMENTS

A transfer student is defined as a student seeking first-time admission who had previously attended an accredited institution of higher learning and is eligible to return to that institution.

5.1 Submit an official transcript from each institution previously attended.

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

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

5.4 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.

5.5 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 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.

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 probation 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 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 process through which a student may earn high school credit for successfully completing a college course.

9.2 A student must be in 11th or 12th grade, though this requirement can be waived for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT/NMSQT scores, PLAN or other assessment indicators) if approved by the principal of the high school and the Dean of University College.

9.3 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).

9.3.1 Student achieves a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a writing subsection score of at least 3 on the 10th grade TAKS relevant to the courses to be attempted. An eligible high school student who has enrolled in dual credit courses in the 11th grade under this provision shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the 12th grade.

9.3.2 Student achieves a minimum score of Level 2 on the English III STAAR end-of-course (EOC) shall be exempt from the TSI Assessment reading and writing, and/or a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required for the mathematics section.

9.3.3 Student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the critical reading and/or mathematics test relevant to the courses to be attempted. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in 12th grade.

9.3.4 Student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics and English. An eligible high school student who has enrolled in dual credit under this provision must demonstrate eligibility to enroll in dual credit courses in 12th grade.
9.4 High school students shall not be enrolled in more than two dual credit courses per semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, ACT or SAT scores, or other assessment indicators) may be approved by the principal of the high school and the Dean of University College.

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 being given one more opportunity at A&M-Commerce to go through the admission process based on their freshman admission criteria.

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.

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.

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

Contact Office

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