

## Guide to Degree Program Tracking and Credentials

	<b>Diploma</b>	<b>Transcript</b>	<b>Catalog</b>	<b>Degree Audit</b>
<b>Major</b>	All THECB-approved majors print on the bachelor, master, and professional diploma except the BED in ENDS. Doctoral diplomas DO NOT include major.	ALL THECB-approved majors print on the transcript.	ALL THECB-approved majors are printed in the catalog degree table.	ALL THECB-approved majors display in the degree audit.
<b>Minor<sup>1</sup></b>	DOES NOT print on the diploma.	Approved undergraduate minors are printed on the transcript.	Approved undergraduate minors are listed in the catalog "Degree Information" section.	Approved undergraduate minors are displayed and requirements tracked in the degree audit.
<b>Concentration<sup>2</sup></b>	DOES NOT print on the diploma.	Approved concentrations appear on the transcript.	Concentrations are NOT listed in the degree table but may be explained in college catalog text.	Approved concentrations display in the degree audit with the label "concentration."
<b>Emphasis</b>	DOES NOT print on the diploma.	DOES NOT appear on the transcript.	Emphasis areas are NOT listed in the degree table but may be explained in college catalog text.	DOES NOT appear in the degree audit.
<b>Track</b>	DOES NOT print on the diploma.	DOES NOT appear on the transcript.	Tracks are NOT listed in the degree table but may be explained in college catalog text.	Approved tracks display in the degree audit with the label "concentration."
<b>Option</b>	DOES NOT print on the diploma.	THECB-approved options appear on the transcript.	THECB-approved options are printed in the catalog degree table.	THECB-approved options display in the degree audit with the label "concentration."
<b>Certificate<sup>3</sup></b>	DOES NOT print on the diploma.	Approved certificates appear on the transcript.	Approved graduate certificates are listed in the catalog "Degree Information" section. Approved undergraduate certificates may be listed in college catalog text.	Certificates that are financial aid eligible are tracked with a degree audit.
<b>Honors<sup>4</sup></b>	Only Latin Honors appear on the diploma.	Latin Honors and approved honors designations appear on the transcript.	Honors information is included in the "Honors and Undergraduate Research" section.	Honors designations are not tracked in degree audit.
<b>Distance Education<sup>5</sup></b>	DOES NOT print on the diploma.	DOES NOT appear on the transcript.	DE programs are listed in the catalog.	DE programs are tracked in degree audit.

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<sup>1</sup>Undergraduate minors consist of 15-18 hours and require TAMU internal approvals only.

<sup>2</sup>Concentrations are used for undergraduate University Studies programs and require TAMU approvals only.

<sup>3</sup>Certificates require a minimum of 12 credit hours. Graduate certificates with more than 15 hours or Undergraduate certificates with more than 20 hours must be approved by and reported to the Texas Higher Education Coordinating Board. (Texas Administrative Code Title 19, Part 1, Chapter 5, Subchapter C, §5.48)

<sup>4</sup>Honors designations are approved through the office of Honors and Undergraduate Research.

<sup>5</sup>If more than 50% of requirements can be met through distance education courses, requires approval beyond the University.

### Definitions:

**Major:** A prescribed number of courses in an academic discipline, usually representing between one-fourth and one-third of the total required for the degree.

Completion of the major is designed to assure disciplined and cumulative study, carried on over an extended period of time, in a specific field of intellectual inquiry.

**Minor:** A prescribed number of courses, usually about half of the number required for the major, in an academic discipline. Completion of the minor is designed to assure more than an introduction to a specific intellectual field of inquiry.

**Concentration:** A course of study within a broadly-defined major that focuses on a particular discipline or area, designed to focus a student's course of study according to interest or educational goals.

**Emphasis:** An unspecified set of courses or area of study that supports or examines a particular aspect or research subject related to the major.

**Track:** A prescribed set of courses within a particular major that narrows study within the major based on educational, research, or career goals.

**Option:** A declared specialization within a major which focuses intellectual inquiry in a robust field of study.

**Certificate:** A course of study that affords a distinctive, usually interdisciplinary, approach to a subject matter that results in a student receiving a certificate issued by the university when the identified courses and experiences are completed satisfactorily and when all other conditions have been met. See note 3 above.

**Honors:** Latin Honors, achieved with sufficient resident credit hours and grade point average or honors distinctions achieved through a particular path of study, as approved by the office of Honors and Undergraduate Research.

**Distance Education:** A program in which a student may complete a majority of required credit hours through distance education courses.

### Additional Notes:

Student curriculum records in Compass include a "concentration" field, which is used to track undergraduate concentrations, tracks and options.

The "concentration" field is also used to identify distance education (DE) programs and to designate either a thesis or non-thesis degree program at the Master's level.

Transcript and diploma print options are based on recommendations by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), published in the AACRAO Transcript Guide.

Most certificates are tracked by departments/colleges. Registrar receives notice a student has completed certificate, and a transcript comment is added.

Latin honors are determined using an automated process, which posts the honors designation to the student's graduation record to display with degree information on the transcript. Other approved honors designations are posted as a transcript comment when notification is received from the office of Honors and Undergraduate Research.