

Chapter 5. Rules Applying to Public Universities and/or Health-Related Institutions of Higher Education in Texas

Subchapter A. General Provisions

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§5.1 Purpose

This subchapter establishes rules on a variety of topics that apply exclusively to public universities and/or health-related institutions.

Source Note: *The provisions of this §5.1 adopted to be effective May 28, 2003, 28 TexReg 4124*

§5.2 Authority

Unless otherwise noted in a section, the authority for these provisions is provided by Texas Education Code, §61.051 which describes the Board's role in coordinating higher education in Texas.

Source Note: *The provisions of this §5.2 adopted to be effective May 28, 2003, 28 TexReg 4124*

§5.3 Definitions

The following words and terms, when used in this subchapter, shall have the following meanings unless the context clearly indicates otherwise:

- (1) Board--The Texas Higher Education Coordinating Board.
- (2) Commissioner--The Commissioner of Higher Education.
- (3) Health-related institution--a medical or dental unit as defined by the Texas Education Code, §61.003 (5).
- (4) Public university--a general academic teaching institution as defined by the Texas Education Code, §61.003 (3).
- (5) Degree program--any grouping of subject matter courses which, when satisfactorily completed by a student, shall entitle the student to a degree from an institution of higher education.
- (6) Support area--a grouping of courses for which an institution does not have degree authority. The number of courses in a support area is limited to fewer than would provide a degree program in that specialty at that level. Support areas may include a single discipline, a subcategory of an approved degree program, or a component of a multi-disciplinary specialty.
 - (A) A variety of terms for subject matter course groupings, such as concentration, track, option, emphasis, specialization, and major are commonly used by institutions. The Coordinating Board does not have formal definitions for these terms, which vary in usage among institutions.
 - (B) Despite various terminologies, the Board considers subject matter course groupings to be degree programs if such groupings are substantially the same as those for a degree in a similar discipline at the institution or in the same discipline specialty (as identified by Texas CIP classification) at similar institutions.
- (7) Degree title--name of the degree and discipline under which one or more degree programs may be offered. A degree title usually consists of the degree designation (e.g., Bachelor of Science, Master of Arts) and the discipline specialty (e.g., History, Psychology).

§5.5 Uniform Admission Policy

(a) Each public university shall admit first-time freshmen students for each semester in accordance with Texas Education Code, §§51.801 - 51.809.

(b) All applicants from Texas schools accredited by a generally recognized accrediting agency and who graduate in the top 10 percent of their high school class shall be admitted to a general academic institution if the student meets the following conditions:

(1) The student graduated from high school within the two years prior to the academic year for which the student is applying, and;

(2) The student submitted a complete application as defined by the institution before the expiration of the institution's established deadline.

(c) All applicants from high schools operated by the United States Department of Defense and who graduate in the top 10 percent of their high school class shall be admitted to a general academic institution if the student meets the following conditions:

(1) The student graduated from high school within the two years prior to the academic year for which the student is applying;

(2) The student is a Texas resident as defined in Texas Education Code, §54.052 or is entitled to pay tuition and fees at the rate provided for Texas residents for the term or semester to which the student is admitted; and

(3) The student submitted a complete application as defined by the institution before the expiration of the institution's established deadline.

(d) High school rank for students seeking automatic admission to a general academic teaching institution on the basis of their class rank is determined and reported as follows:

(1) Class rank shall be based on the end of the 11th grade, middle of the 12th grade, or at high school graduation, whichever is most recent at the application deadline.

(2) The top 10 percent of a high school class shall not contain more than 10 percent of the total class size.

(3) The student's rank shall be reported by the applicant's high school or school district as a specific number out of a specific number total class size.

(4) Class rank shall be determined by the school or school district from which the student graduated or is expected to graduate.

(e) A general academic teaching institution may limit the number of students admitted under this section if the number of applicants eligible and applying for admission to the institution under this section exceeds by more than 10 percent the average number of first-time freshmen admitted the previous two academic years. If an institution chooses to limit the number of students admitted under this section, it must ensure that:

(1) At least 97 percent of first-time freshmen admitted are in the top 10 percent of their high school class and;

(2) Clear guidelines are established for the selection of students based on one or a specified combination of the following methods:

(A) A lottery in which all students qualified for automatic admission have an equal chance for selection;

(B) Students are selected on a first-come, first-admitted basis following receipt of a complete application; or

(C) At least four or more criteria identified in Texas Education Code, §51.805 are used to select students admitted.

(f) Each general academic teaching institution shall annually report to the Board the composition of the entering class of first-time freshmen students admitted under this section. The report shall include a demographic breakdown of the class including race, ethnicity, and economic status. Each general academic teaching institution shall provide this report to the Board annually on or before a date set by the Board.

(g) In exercising its discretion in accordance with Texas Education Code, §51.804, whether to adopt an admissions policy for each academic year for first time freshman students, the governing board of each general academic teaching institution may elect to admit students who do not meet the requirements of Texas Education Code, §51.803, but who qualify for admission under one or more of the factors listed in Texas Education Code, §51.805(b). However, the total number of such students who are admitted in an academic year may not exceed 20% of the total number of first-time freshman students admitted by the institution for that academic year. This subsection expires August 31, 2009.

Source Note: The provisions of this §5.5 adopted to be effective May 28, 2003, 28 TexReg 4124; amended to be effective November 29, 2007, 32 TexReg 8490

§5.6 Common Admission Application

(a) A common application form for freshman and undergraduate transfer applications is hereby adopted by the Board pursuant to Texas Education Code, §51.762. The form is adopted in both a printed format and in an electronic format. The Board, with the assistance of an advisory committee composed of representatives of general academic teaching institutions, shall review the form and recommend any changes for subsequent academic years.

(b) A general academic teaching institution as defined in Texas Education Code, §61.003, must accept freshman applications using the common admission application form beginning with applications for admission for the 1999-2000 academic year. General academic teaching institutions must accept freshman and undergraduate transfer applications using the common electronic admission application form beginning with applicants for admission for the 1999-2000 academic year.

(c) Each general academic teaching institution shall collect information regarding gender, race/ethnicity, and date of birth as part of the application process and report this information to the Board.

(d) All general academic teaching institutions shall adhere to the following guidelines:

(1) No general academic teaching institution shall pre-print its own name on the common application, and no general academic teaching institution's name or logo shall appear on the form.

(2) When sending the common application to a student along with other supplemental information or when inserting it into a viewbook, it shall be included with no alterations and shall include the instructions for completing the application, the general application information and the list of deadlines for all general academic teaching institutions.

(e) The Coordinating Board shall ensure that copies of the freshman common admission application form and information for its use are available for distribution to appropriate personnel at each public high school. The Coordinating Board shall work with institutions and high schools to ensure that all high schools have access to either the printed or electronic common application form. Participating institutions may charge a reasonable fee for the filing of a common application form.

(f) The Coordinating Board shall enter into a contract with a public institution of higher education to maintain the electronic common application system for use by the public in applying for admission to participating institutions and for distribution of the electronic application to the participating institutions designated by the applicant. Operating costs of the system will be paid for by all institutions required to use the common application plus those institutions that have contracted for use of the electronic application. Each participating institution will pay a portion of the cost based on the percentage of its enrollment compared to the total enrollment of all participating institutions based on the previous year's certified enrollment data. However, the Coordinating Board may, by contract, implement a reduced rate for participating community colleges. The Coordinating Board will monitor the cost of the system and notify the institutions on an annual basis of their share of the cost. Billings for the services for the coming year will be calculated and sent to the institutions in March and payments must be received by September 15.

Source Note: *The provisions of this §5.6 adopted to be effective May 28, 2003, 28 TexReg 4124; amended to be effective November 28, 2004, 29 TexReg 10771; amended to be effective May 15, 2005, 30 TexReg 2661*

§5.7 Uniform Grade-Point Calculation for Admission to Graduate and Professional Schools

Procedures for calculating the grade-point average for students seeking admission to a graduate or post-baccalaureate professional school of an institution of higher education shall be as follows:

- (1) Only official transcripts from accredited institutions of higher education shall be accepted by the graduate and professional schools of an institution of higher education for evaluation and grade-point calculation.
- (2) All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No student's grade may be expunged from his or her record.
- (3) All grades assigned for academic course work shall be used in calculating the grade-point average, except that an institution may base the calculation on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school.
- (4) A four-point scale shall be used in computing the grade point average (e.g.: A, 4 points per semester hour; B, 3.0; C, 2.0; D, 1.0; F, 0.0).
- (5) A grade or symbol indicating failure (i.e.: F, WF, NC, or in a pass/fail system, FL equals F) shall count as hours undertaken, but no grade points shall be earned.
- (6) Excluded from the grade-point average shall be any credit by examination (CR); Quit (Q); Withdrew (W); Withdrew Passing (WP); Incomplete (I or X); and a pass grade within a pass/fail system.
- (7) The grade-point average shall be computed by multiplying each grade point (see paragraph (4) and (5) of this subsection) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken shall then be totaled. The total of the products shall be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative grade-point average.
- (8) Academic work at foreign colleges, universities, or preparatory schools shall be excluded from the calculation. In such cases, the grade-point average and credit shall be evaluated and computed as determined by the graduate or professional school to which the student is applying.

Source Note: *The provisions of this §5.7 adopted to be effective May 28, 2003, 28 TexReg 4124*