

The background of the cover features a large, faint watermark of the Southern Baptist University logo. The logo is circular and contains the text "SOUTHERN BAPTIST UNIVERSITY" around the perimeter. In the center, there is a cross with a flame above it, flanked by two olive branches. The watermark is light gray and semi-transparent.

College of Transdisciplinary Studies

STUDENT HANDBOOK

Revised
[04/15/2024]

Student Responsibility Notice

Texas Southern University College of Transdisciplinary Studies

As a student at The Texas Southern University, you are responsible for knowing the regulations, policies, and requirements of The Texas Southern University and the College of Transdisciplinary Studies. This student handbook provides references and information that aids you in fulfilling this responsibility.



TEXAS SOUTHERN UNIVERSITY

College of Transdisciplinary Studies

Dean's Message

“Welcome to the College of Transdisciplinary Studies! I am excited about the opportunity to establish a new college that will have a lasting impact on our students' lives and our local and state community.

Thank you for trusting Texas Southern University with your education. As you return to school, it is my goal to create an environment that facilitates student success and supports growth in your career. I am eager to meet you and gain an understanding of your academic needs as we work collaboratively to achieve your professional goals.”



*Aisha Morris Moultry, Pharm.D., Ph.D., M.S.
Professor of Pharmacy Practice and Administration
Interim Dean*

Welcome!

Welcome to Texas Southern University and the College of Transdisciplinary Studies! This handbook will be a resource for you to refer to throughout your time as a COTS student. You are required to bring this handbook with you for every academic advising appointment. It contains information on policies and procedures, the academic advising process, choosing a major, and much more. We are so excited to welcome you into our COTS community.



What does it mean to be a student in COTS?

The TSU College of Transdisciplinary Studies programs affords students the opportunity to pursue transdisciplinary studies by selecting from a variety of degree programs that target vital local, national, and global workforce opportunities. During your time as a COTS student, you will be provided with resources and advising services to help you learn about yourself and explore majors and careers. COTS advisors will work with you to tailor your classes and experiences to prepare you to be successful

COTS Mission and Vision



Mission

The mission of the College of Transdisciplinary Studies is to provide students with an individualized quality academic program through non-traditional degree plans and present an opportunity to create their own path.

Vision

The College of Transdisciplinary Studies is dedicated to becoming one of the universities' most recognized programs by providing strong, versatile, and diverse students. We are committed to contributing to the universities' overall graduation rate.



Meet the COTS Staff



Mrs. Tomica Fontelroy-Linzer, B.A.
Program Coordinator

In 2023, Mrs. Tomica Fontelroy-Linzer shifted her focus to the College of Transdisciplinary Studies, where she dedicates herself to students who want to complete their degree all while serving as the Program Coordinator for student success initiatives.

Skilled in organizational and managerial responsibilities, her greatest accomplishment is engaging directly with students all while assisting them with graduation completion. Mrs. Linzer is a proud alumna of Texas Southern University, having earned her Bachelor of Arts degree in Liberal Arts.

Excited about her new position, she eagerly looks forward to collaborating with TSU COTS students.

Quote: *"Finish what you started; I know it's tough, you're tired, it feels impossible, but finish what you started **YOU CAN DO IT!**"*

~Tabitha Bown

I have a Master of Science in Fitness and Sport Management from Troy University and a Bachelor of Science in Human Performance and Health Promotion from University of New Orleans.

I have strong attention to detail, communication, and online sales skills, which I developed through my previous roles. I contributed to the success and well-being of the student athletes by working with their academic advisors, coaches, faculty, and staff.

I am currently an Academic Advisor at Texas Southern University where I provide academic support and guidance to students from diverse backgrounds and majors. I am passionate about helping students achieve their academic, personal, and professional goals.

Quote: *"I am no longer accepting the things I cannot change. I am changing the things I cannot accept."*

~Angela Davis



Ms. Kayla Thomas, M.S., B.S.
Academic Advisor

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Academic Advising



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What is Academic Advising?

Academic advising is a collaborative educational process between you and your advisor. Together, you will work to explore your interests, strengths, and abilities as you develop meaningful educational plans compatible with your career and personal goals. Advising includes helping you ask important questions about the nature and direction of your education and assisting you in finding answers to those questions.

Advisors will confer with you about course schedules and educational experiences, but you yourself are responsible for selecting the content of your academic program and making progress toward an academic degree. Both the student and the advisor have responsibilities to ensure that the advising relationship is successful

Advisee Responsibilities: You are expected to...

- Regularly schedule and keep academic advising appointments each semester.
- Come prepared for each appointment with questions or issues for discussion. Bring this student handbook to each session.
- Understand TSU core requirements and keep up with your progress through the core.
- Meet critical academic deadlines such as registration, add/drop, and others.
- Ask questions if you do not understand an issue, or if you have a specific concern.
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for your decisions and actions (or inactions) that affect your educational progress.
- Communicate concerns/problems that arise early so you can work together to find a solution.

Advisor Responsibilities: You can expect your advisor to...

- Help clarify your goals and values, and learn more about yourself
- Assist you in developing a well-planned major exploration program to help you choose a major and investigate careers
- Provide accurate information about major options, requirements, policies, and procedures.
- Help you pick courses consistent with the requirements of degree programs you are interested in
- Listen to your concerns and respect your choices and values.
- Monitor and document your progress toward meeting your goals
- Introduce you to and connect you with the many resources of the University that align with your unique educational needs and goals
- Maintain confidentiality, abiding by UT and FERPA guidelines

Advising appointments

Scheduling an Appointment

To schedule an advising appointment, call the COTS office at 713-313-1262 or stop by the Airway Science building between 8 a.m. - 4 p.m. Monday through Friday. Be prepared to give the front desk your full name, student ID, phone number, and the name of your assigned advisor. Same-day appointments cannot be scheduled after 3:00 p.m. Appointments cannot be scheduled via e-mail.

To ensure that your advisor will be available at the times you need, it is recommended to make an appointment at least a week or in advance, especially during peak advising times.

How often do I meet with my academic advisor?

You must meet with your advisor at least two times a semester for a major exploration appointment and a registration appointment. You are encouraged, however, to meet with your advisor more frequently to ensure that you are on track with your classes and your major exploration process.

COTS Contact Information:

For appointments, call: 713-313-1262
COTS Email: completeu@tsu.edu
COTS Phone: 713-313-1262
Location: Airway Science Building (Next to the Post Office)
Dean: Dr. Aisha Morris-Moultry

Rescheduling an Appointment

If you know that you will be unable to make a scheduled appointment, please call the COTS office at 713-313-1262 as soon as possible to reschedule. You must call BEFORE the time your appointment is scheduled to begin, or you will be considered a NO SHOW. Appointments cannot be rescheduled via e-mail.

Who is my Academic Advisor?

If you attended orientation, the advisor you met with will be your advisor throughout your time as a COTS student. If you did not attend orientation, you will be notified of your assigned advisor via e-mail. It is important that you see your assigned advisor, as he or she is aware of your academic history and progress. Please DO NOT attempt to schedule an appointment with another advisor if your assigned advisor is unavailable at the times you need.

No Show/Late Policy

If you arrive more than 15 minutes after your scheduled appointment or if you do not show up at all, you will be considered a NO SHOW and you will need to reschedule your appointment

Graduation



TEXAS SOUTHERN UNIVERSITY
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Graduation Requirements

Graduation is an exciting period in a student's life. It represents the culmination of a journey and the achievement of a goal. This significant accomplishment deserves to be celebrated. The following table addresses the requirements for graduation for the undergrad and graduate programs within the College of Transdisciplinary Studies

Undergraduate Programs	Graduate Programs
<ul style="list-style-type: none">• Students must complete core requirements• Students must complete 25% of credits towards graduation at Texas Southern University• Students must complete 120 credit hours	<ul style="list-style-type: none">• Students must complete 50% of credits toward graduation at Texas Southern University; thus, a maximum of 15 credits can be transferred toward the completion of a degree• Student must complete 30 credit hours

Admissions



TEXAS SOUTHERN UNIVERSITY
College of Transdisciplinary Studies

Undergraduate Admissions

Application Deadlines

<u>Semester Enrolled</u>	<u>Deadline</u>
Fall	August 1
Spring	January 6
Summer I	May 15
Summer II	June 15

A. **Readmit student:** (attended TSU **AND** attended other institutions)

- Prospective students will apply via Apply Texas.

Be prepared to upload official transcripts from all the institutions you have attended.

Forward all official transcripts from each institution attended as noted below:

1. Electronically through an EDI (Electronic Data Interchange) system, e.g., Speede/TRex, Parchment/Naviance, National Student Clearinghouse, and Greenlight
2. **Electronic Transcripts**
3. National Student Clearinghouse Transcript Services
4. **Please have Official Transcripts emailed to:** admissions@tsu.edu

* **Please note sending transcripts in the mail will cause a delay in an admissions decision.**

B. **Transfer Student:** (Never attended TSU)

- Prospective students will apply via **Apply Texas**.
- Be prepared to upload unofficial transcripts from all the institutions you have attended
- **Please have Official Transcripts emailed to:** admissions@tsu.edu
- Submit a \$42.00 non-refundable application fee, or approved fee waiver request - PAY APPLICATION FEE ONLINE
No application will be processed without the required application fee or an approved fee waiver.

Graduate Admissions

The College of Transdisciplinary Studies follows The Graduate School admissions process for entry into its graduate programs. Students pursuing a graduate degree must apply for admissions through The Graduate School.

1. Submit an application using the link below:
 - https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantLogin.asp?id=tsu
 - Please created an account to get started
2. Pay the \$50 application fee for domestic students. Make sure to pay the application fee online before submitting your application only
3. Resume
4. Statement of Purpose
5. Three letters of recommendation
6. Official transcripts with degree confirmation from all schools attended
 - You can email us your resume, essay, unofficial transcripts with degree confirmation, and letters of recommendation to graduateadmissions@tsu.edu in pdf attachment format

All schools attended can send/email official transcripts to TSU Graduate School to the following:

- **The Graduate School**
Texas Southern University
TSU Box #1254
3100 Cleburne
Houston, TX 77004-1254

Send official electronic transcripts to TSU Graduate School to graduateadmissions@tsu.edu

- Apply Now for admission through the Graduate Online Application
- Submit transcripts as requested by The Graduate School
- The College of Transdisciplinary Studies does not require the GRE

Minimum Admissions Criteria

Undergraduate Programs

- Students must have a **minimum of 60 transferable credits** of completed coursework
- Students must have a **minimum combined GPA of 2.0** for coursework

Graduate Programs

- Students must have successfully completed a bachelor's level degree
- Students should have earned a **minimum of 15 credits of overall graduate coursework**
- Students must have a **minimum combined GPA of 3.0** for graduate coursework
- Applications must be submitted through The Graduate School

Academic Standing



TEXAS SOUTHERN UNIVERSITY

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Satisfactory Academic Progress (SAP) Guidelines

1. Increments of Evaluation – The academic progress of financial aid recipients will be evaluated on a yearly basis at the end of the last term enrolled. Students will be awarded based on the academic year; however, eligibility will be evaluated based on the prior academic year's grades. Students on an approved appeal will be evaluated each term, failing or withdrawing from a course will result in the loss of financial aid eligibility.
2. Incomplete's ("I") – A grade of "I" indicates that a student has not finished all course work required for a grade and is included in the cumulative credits attempted. An incomplete grade will not count as hours successfully completed until a final grade is posted.
3. Withdrawals ("W") – A grade of "W" indicates the student withdrew from the course after the last day to drop. Courses with a grade of "W" will not be calculated in the GPA; however, the "W" will impact a student's completion rate calculation.
4. Repeated Courses – Student aid guidelines permit a student to repeat a course as many times as necessary to receive a passing grade. A passing grade is anything above an F. Once the student has received a passing grade, the student may repeat the course only one additional time to earn a higher grade and receive financial aid.
5. Transfer Courses – Courses accepted from another institution are counted in the total credits attempted and completed.
6. Change of Major – Students who change majors are still expected to maintain satisfactory academic progress and complete the coursework within the time frame.

To maintain SAP, a student must:

1. Maintain a minimum overall grade point average (GPA) of a 2.0 for Undergraduate and Law students and a 3.0 for Graduate or PhD students.
2. Students must complete and pass a minimum of 67% of the hours attempted. The completion rate is calculated by dividing total completed credit hours by total attempted credit hours.
3. Complete a degree program in a maximum time frame of no more than 150 percent of the average length of the program.

Unit of Credit and Grade Point Average

- The unit of credit is the semester hour. A semester hour represents the equivalent of one recitation of lecture hour per week for one semester.
- The following grades and quality points per semester hour were used in evaluating the work of students in courses at the university in the past

Grade	Meaning	Grade or Quality Points er Credit Hour
A+, A	Excellent	4.00
A-	Intermediate	3.67
B+	Intermediate	3.33
B	Good	3.00
B-	Intermediate	2.67
C+	Intermediate	2.33
C	Satisfactory	2.00
C-	Intermediate	1.67
F	Failure	0
I	Incomplete	0
IP	In Progress	0
W	Withdrawal	0

Good Academic Standing

Your scholastic standing at the College of Transdisciplinary Studies at TSU is determined by your TSU GPA. A student who maintains a cumulative grade point average of 2.00 or higher is in good academic standing

Grading Scale: The COTS grading scale will be used.

Percentage Score	Letter Grade
97 – 100	A+
94 – 96	A
90 – 93	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
79 – 77	C+
75 – 76	C (minimum passing)
70 – 74	C- (must retake course)
67 – 69	D+
63 – 66	D
60 - 62	D-
0 - 59	F

Academic Probation

If your cumulative TSU GPA does fall below a 2.00, you will be automatically placed on scholastic probation for the following semester. For example, if you make a 1.80 GPA during your fall semester, you will be placed on scholastic probation for the spring semester.

Students on probation may be removed from Academic Probation at the end of the semester if they earn a cumulative GPA of 2.00 or higher. Students who fail to bring their cumulative GPA to 2.00 or higher at the end of the semester will be placed on Suspension. However, a student on Academic Probation will be considered in good academic standing and will not be suspended at the end of any semester during which a GPA of 2.25 or higher has been earned.

Students on Academic Probation

- May not register for more than 15 semester credit hours
- MUST seek advisement in the office of their major department
- Must complete an Academic Monitoring form with their academic advisor and must receive approval from the chair of their major department

Student on Academic Probation must get advisement in their home (major) department before they will be allowed to enroll. After advisement in their home department, the student enrollment request, and maximum hours allowed is reported to the Office of Student Services and Instructional Support in room 150 of the Leonard H. O. Spearman Technology Building for academic monitoring.

Suspension

Students on Academic Probation at the beginning of the semester are suspended if they fail to bring their cumulative GPA to 2.00 or higher by the end of the semester unless they earn a semester GPA of 2.25 or higher. Additionally, any student enrolled in nine or more credit hours and who earns an "F" in all classes will be suspended from the university

A. The first academic suspension is for a period of at least one long semester (Fall or Spring).

- Students placed on academic suspension at the end of a fall semester are suspended for the following spring and are not eligible to re-enroll until the following summer.
- Students placed on academic suspension at the end of a spring semester are suspended for the following fall and are not eligible to re-enroll until the following spring
- Students placed on academic suspension at the end of a summer session are suspended for the following fall and are not eligible to re-enroll until the following spring

B. Any suspension after the first one will be for a period of one year. At the end of the suspension period, students will need to apply for readmission to the University provided they can show evidence of increased academic maturity as explained below

C. While being on suspension, the student must enroll in another institution of higher learning and show evidenced of academic maturity at the end of the suspension period. Such evidence may include grades from courses taken at that institution. Military service and associated courses/training may be also used as evidence of maturity.

Readmission from Academic Suspension

- A. Only the Dean of the college may readmit students on academic suspension from Texas Southern University.
- B. Readmission from academic suspension is neither automatic nor guaranteed Students seeking readmission must submit the following to the dean of the college or school in which they wish to earn their degrees:
- A written petition justifying their readiness to resume their studies at the university
 - Official transcripts showing at least a 2.50 grade point average on all college work complete elsewhere while on academic suspension from Texas Southern University.
 - Transcript of all other completed college work

Withdrawals and Dropped Courses

Texas Southern University adheres to the Refund or Adjustment of Withdrawals/Dropped Courses policy set forth in Texas Higher Education code 54.006. Refunds/adjustments are granted for those fees designated as "refundable". The refundable fees assessed at registration are tuition and the designated tuition fee.

DROPPED COURSES (Continued Enrollment)

Any student who drops courses within the first twelve (12) days of a Fall or Spring semester or within the first four (4) days of a Summer term and remains enrolled in the University will be responsible for a percentage of the tuition and fees based on the dropped date of the course(s).

WITHDRAWALS (Discontinued Enrollment)

Any student who officially withdraws from the University will be responsible for a percentage of the tuition and fees based on the withdrawal date. Students who register for courses that are paid for through the use of financial aid are considered enrolled at the University until they officially withdraw through the Office of the Registrar.

Ceasing to attend classes or stopping payment of checks for fees owed without officially withdrawing from the University will result in semester grades of "F". Thus, any remaining balances owed to the University by a student who ceases to attend classes, but who does not officially withdraw through the Office of the Registrar, are still due and may NOT be subject to reduction.

Withdrawal and Dropped Courses forms can be found within the Appendix section of the COTS student handbook

You may reach out to the department anytime, by:

(713) 313-7071
registrar@tsu.edu

The Office of the Registrar
Bell Building, Room 240
Texas Southern University
3100 Cleburne Street, Houston, TX
77004

Degrees



TEXAS SOUTHERN UNIVERSITY
College of Transdisciplinary Studies

Background:

Texas Southern University caters to non-traditional undergraduate and graduate students who have excellent potential to complete a degree but need flexibility, opportunity, and accessibility to various completion options.

Undergraduate Bachelor's Degree Programs

The undergraduate degree programs offered through the College of Transdisciplinary Studies are for students who are interested in creating an individualized academic program with a strong education foundation, and with applied, experiential training that integrates valued workplace standards, experience, and past academic work. They are designed for students whose academic interests are broad and transdisciplinary and whose career interests require diverse and transdisciplinary exposure.

The degree programs in the College of Transdisciplinary Studies are non-traditional, giving students and their academic advisors the opportunity to create their own paths. Based on students earned undergraduate credit hours, work experiences, and current interests, students work with an academic advisor to develop a degree plan that fits their career goals.

B.S

in Transdisciplinary Business and Corporate Services

- The BS in Transdisciplinary Business and Corporate Services appeals to potential students in business in business, finance, human resources, management, entrepreneurship, and marketing. This program will teach students the theories of finance, marketing, and management and administration – and how to apply these theories to real-world problems—also preparing the students for the fast-paced, fast-changing business world. The potential graduate of this program will have growth opportunities in their careers in business and technology.
- Coursework is completed through the following college: JHJ

B.A

in Transdisciplinary Creative Arts and Communication

- The BA in Transdisciplinary Creative Arts and Communication appeals to potential students the opportunity to explore coursework in diverse fields such as the arts, communications, film, art history, psychology, and sociology. In a focused creative environment with instruction of the highest quality, Visual and Performing Arts students will be trained to become practicing arts professionals and educators. As Visual and Performing Arts students matriculate, creativity and intellectual curiosity will mature. Students develop the skill sets needed to be active local and global citizens in a rapidly changing world. The potential graduates of this program will have growth opportunities in their careers in writing and publishing, designing, producing, or even performing.
- Coursework completed through the following college: COLABS, SOC

B.S

in Transdisciplinary Educational Studies

- The BS in Transdisciplinary Studies in Educational Studies appeals to potential students working in childcare, education administration, libraries, or as teaching assistants. This program prepares you to lead learning experiences in various environments outside the classroom. You will critically examine and analyze pedagogical theories, teaching practices, education laws, and learning environments. While this program does not lead to teaching licensure, it provides an invaluable foundation of knowledge surrounding the education profession. The potential graduates of this program will have growth opportunities in their careers in education, counseling, education administration, ESL, early childcare, or special education.
- Coursework completed through the following college: COE

B.S

in Transdisciplinary Engineering and Technology Services

- The B.S. in Transdisciplinary Engineering and Technology Services appeals to potential students who are working in Information Technology (IT), construction, or field technician jobs. The potential graduates of this program will have growth opportunities in their careers in the fields of data science, software development, web development, network architecture, and a variety of engineering specialties such as civil, mechanical, and electrical. This program develops graduates who can identify, formulate, and solve technical problems in the engineering technology field. It prepares students to understand new developments, adapt to change, embrace professional development opportunities, and assume professional roles in their respective fields.
- Coursework is completed through the following college: COSET

B.S in Transdisciplinary Human and Health Sciences

- The B.S. in Transdisciplinary Health and Human Sciences appeals to potential students in the healthcare industry, athletics, community services, education, and business. This program will appeal to students who have taken math, social sciences, nutrition and health sciences, and social work courses. The potential graduates of this program will have growth opportunities in their careers in education, community and social services, non-profits, healthcare, therapy, mental health, or child development.
- Coursework completed through the following college: COPHS, COLABS, COSET

B.S in Transdisciplinary Information Technology Systems & Services

- The BS in Transdisciplinary Information Technology Systems and Services appeals to potential students working as technicians in web development, IT and computer support, or sales. The program provides a foundation in business and information technology. It provides students with an understanding of the applications of theories and concepts by involving the students in research and ideas by involving the students in research and applications development projects. It will prepare potential graduates of this program to have growth opportunities in their careers such as systems administration, network administration, computer specialists, database management, database administration, computer technicians, computer security management, or web design and development.
- Coursework will be completed through the following colleges: COSET, JHJ

B.S in Transdisciplinary Studies of Energy and Environmental Systems and Services

- The BS in Transdisciplinary Studies of Energy and Environmental Systems and Services appeals to potential students working in the energy resource field. The program will go over the study methods that improve the effects of adverse effects such as pollution. This program will appeal to students who have taken courses in energy, science, engineering, mathematics, and geology. The potential graduates of this program will have growth opportunities in their careers, such as energy resource management and development.
- Coursework completed through the following colleges: JHJ, COSET, SOPA, COPHS

B.A in Transdisciplinary Studies of Societal Inclusion and Urbanism

- The BS in Transdisciplinary Studies of Societal Inclusion and Urbanism appeals to the potential student working in local government, criminal justice, construction, architecture, or urban design. This program will also appeal to students who have taken architecture, mathematics, computer sciences, urban studies, or social work courses. The potential graduates of this program will have growth opportunities in their careers, such as architecture, urban planning, public administration, law, or business.
- Coursework completed through the following colleges: SOPA, JHJ, COSET

Master Degree Programs

The graduate degree programs offered through the College of Transdisciplinary Studies are for students who are interested in creating an individualized academic program with a strong education foundation, and with applied, experiential training that integrates valued workplace standards, experience, and past academic work. They are designed for students whose academic interests are broad and transdisciplinary and whose career interests require diverse and transdisciplinary exposure.

The degree programs in the College of Transdisciplinary Studies are non-traditional, giving students and their academic advisor the opportunity to create their path. Based on students' earned graduate credit hours, work experiences, and current interests, students work with an academic advisor to develop a degree plan that fits their career goals.

M.S in
Transdisciplinary
Sciences and
Urbanism

M.S in
Transdisciplinary
Human and Health
Sciences

M.Ed. in
Transdisciplinary
Educational
Leadership Studies

Core Curriculum

TSU GENERAL EDUCATION CORE CURRICULUM

The general education core curriculum is central to the intellectual mission of Texas Southern University. It is designed to equip students in each major field or concentration with a broad knowledge base and a set of college-level competencies to support lifelong learning and the attainment of their academic and career goals.

The Texas Common Core Curriculum ensures that undergraduate students enrolled in public institutions of higher education will develop the essential knowledge and skills for success in college, in a career, in their communities, and in life-long learning.

All undergraduates at Texas Southern University complete a 42-semester credit hour (SCH) program of core curriculum courses. The required components of the Texas Core Curriculum are courses in the Foundational Component Areas (FCA): Communication; Mathematics; Life and Physical Science; Language, Philosophy and Culture; Creative Arts; American History; Government/Political Science; and Social and Behavioral Sciences.

The goals of the core curriculum at Texas Southern University are to prepare students to examine their values; to become aware of the values, perspectives, and contributions of other individuals, groups, and cultures; to integrate knowledge, and to understand the interrelations of the scholarly disciplines. Students will accomplish these goals through intensive reading and frequent writing, critical analysis, computational, hands-on experiences, active discussion, and collaborative projects.

The core curriculum facilitates the transfer of lower-division course credit among public colleges, universities, and health-related institutions throughout the State of Texas. Students who successfully complete a 42-semester credit hour core curriculum at one institution can transfer "core complete" to another public Texas public institution without having to repeat any core curriculum courses. Students who transfer without completing the entire core curriculum receive credit for each of the core courses they successfully complete; however, courses may not satisfy the receiving institution's core curriculum requirements.

Core Curriculum Objectives

The objectives of the core curriculum are to guide students to develop the following essential competencies:

- **Critical Thinking Skills**, which include creative thinking; innovation; inquiry; and analysis, evaluation, and synthesis of information.
- **Communication Skills**, which include effective development, interpretation, and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills**, which include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork**, which includes the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility**, which includes the ability to connect choices, actions, and consequences to ethical decision-making.

- **Social Responsibility**, which includes intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Core Curriculum course list

Code	Title	Hours
Communication 010 (6 hours)		
ENGL 1301	Freshman English I ^{ENG 131}	3
ENGL 1302	Freshman English II ^{ENG 132}	3
Mathematics 020 (3 hours)		
Select one of the following: 3		
MATH 1314	College Algebra ^{MATH 133}	
"Math 1316	Plane Trigonometry (MATH 134)"	
MATH 1324	Math and Business and Econ I ^{MATH 135}	
MATH 1332	Contemporary Mathematics I ^{MATH 132}	
MATH 1342	Elementary Statistics ^{MATH 231}	
MATH 1325	Elements of Calculus ^{MATH 138}	
MATH 1350	Str & App of Numb Sys ^{MATH 235}	
MATH 1351	Fnds of Geom, Stat & Pro ^{MATH 236}	
MATH 2312	Precalculus Math ^{MATH 136}	
MATH 2413	Calculus & Analytic Geomtry I ^{MATH 241}	
Life and Physical Sciences 030 (6 hours)		
Select six credits of the following (depending on MAJOR): 6		
BIOL 1306	Biological Science I	
BIOL 132	Biological Science II	
BIOL 1308	Survey of Life Science ^{BIOL 143}	
BIOL 2301	Human Anat & Phys I ^{BIOL 135}	
BIOL 2302	Human Anat & Phys II ^{BIOL 136}	
CHEM 1311	Chemistry I ^{CHEM 131}	
CHEM 1312	Chemistry II ^{CHEM 132}	
GEOL 1303	Introduction To The Earth ^{GEOL 131}	
PHYS 1301	College Physics I ^{PHYS 237}	
PHYS 1302	College Physics II ^{PHYS 238}	
PHYS 1315	Prin of Phys Sci ^{PHYS 101}	
PHYS 2325	University Physics I ^{PHYS 251}	
Language, Philosophy & Culture 040 (3 credits)		
Select one of the following: 3		
ENGL 2326	American Literature ^{ENG 235}	
ENGL 2328	African-American Literature ^{ENG 244}	
ENGL 2332	World Literature I ^{ENG 230}	
ENGL 2333	World Literature II ^{ENG 231}	
PHIL 231	Introduction To Philosophy	
Creative Arts 050 (3 credits)		
Select one of the following: 3		
ARTS 1301	Topics in Contemp Art & Cultur (Topics In Contemporary Art & Culture) ^{ART 135}	
ARTS 1315	Intro African Art ^{ART 137/HUMA 1315}	
MUSI 1306	Music Appreciation ^{MUSIC 136}	
MUSI 1315	Fine Arts In Daily Living ^{MUSIC 239}	
THEA 1310	Introduction to Theatre ^{THEA 130/DRAM 1310}	
American History 060 (6 credits)		
Select two of the following: 6		
HIST 1301	Soc & Pol Hist US to 1877 ^{HIST 231}	

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Core Curriculum Continued

HIST 1302	Soc & Pol Hist US Since 1877	HIST 232	
HIST 2327	Mexican American History I		
HIST 2328	Mexican American History II		
HIST 2381	African American History I		
HIST 2382	African American History II		
Government/Political Science 070 (6 credits)			
POLS 2305	American Government	POLSC 235/GOVT 2305	3
POLS 2306	Texas Government	POLSC 236/GOVT 2306	3
Social and Behavioral Sciences 080 (3 credits)			
Select one of the following:			3
ECON 2301	Principles Of Economics I	ECON 231	
ECON 2302	Principles Of Economics II	ECON 232	
GEOG 1303	World Regional Geography	GEOG 132	
PSYC 2301	General Psychology	PSY 131	
SOCI 1301	Introduction To Sociology	SOC 157	
SOCI 1306	Contemporary Social Issues	SOC 158	
SOCI 2306	Soc Of Human Sexuality	SOC 221	
SOCI 2346	Introduction To Anthropology	SOC 238/ANTH 2346	
Institutional Options 090 (6 credits)			6
To satisfy the 090 Component Area Option, select one or two of the courses listed below, or one or two additional courses from any of the Foundational Component Areas (FCA) listed above.			
COMM 1315	Public Address	COMM 136	
COMM 1321	Business & Professional Comm	COMM 135	
COSC 1301	Intro To Compr Science I	CS 116	
EDCI 210	Ins Tec	COSC 1301	
MIS 204	Fundamentals of Info Systems	BCIS 1305	
MATH 2414	Calculus&Analytic Geometry II	MATH 242	
Total Hours			42

Policies



TEXAS SOUTHERN UNIVERSITY

College of Transdisciplinary Studies



Student code of conduct

Students should demonstrate appropriate professional conduct as described in the **TSU Student Code of Conduct; the TSU Undergraduate Catalog 2019-2020; and the COTS Student Academic Handbook**, approved. The COTS deems unprofessional conduct of any type unacceptable and will subject the violator to disciplinary action. Examples of “Unprofessional Conduct” or “Academic Misconduct” shall include but not be limited to the following.

1. Any violation of university rules or regulations as stated in the Student Code of Conduct, or violation of rules and regulations of affiliated institutions, any conduct of a felony grade or any misdemeanor involving moral turpitude that violates municipal, county, state, or federal laws.
2. Plagiarism: the appropriation of passages, either word-for-word or in substance from the writings of another and the incorporation of these as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory quotes.
3. Collusion: working with another person in the preparation of notes, homework, laboratory exercises, reports, papers, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.
4. Cheating on an Examination or Quiz: giving or receiving, offering or soliciting information, or using prepared material in an examination or a quiz. On examination and quizzes, students shall refrain from talking, from bringing notes and books into the examination room, or looking around the room during examination. Any use of aids that have been permitted such as: calculators, cell phones, electronic devices, and the internet.
5. Impersonation: allowing another person to attend classes, take examinations or authoring graded assignments for an enrolled student under the enrolled student's name is strictly forbidden.
6. Intimidation: Conduct that inhibits student or employee behavior or makes students or employees fearful because of threats, either written, spoken, or implied.
7. Violation of the student of College of Transdisciplinary Studies Pledges of Professionalism
8. Violation of Conduct in the Classroom Policies both onsite and online
9. Self-enrollment in classes without written approval of the academic advisor.
10. Any other act which impedes the academic goals and objectives of the College of Transdisciplinary Studies; including but not limited to forgery, theft, buying or selling work, falsification of documentations, carrying of weapons at practice sites or while engaged in practice experiences, etc.

CONSEQUENCES OF ACADEMIC DISHONESTY

The Office of the Dean of Students or a faculty member may initiate disciplinary proceedings against a student accused of academic dishonesty. If you violate University rules on academic dishonesty, you will be subject to disciplinary penalties, including the possibility of earning an F in the course and/or being dismissed from the University.

COTS ACADEMIC STANDARDS POLICY

The College of Transdisciplinary Studies has set a minimum standard that a student must achieve to remain in good academic standing. In general, these standards are reflective of those established by the University and are as follows:

- The minimum GPA required by the University for awarding the baccalaureate degree is 2.00 for all credit work taken by the student as part of an approved program of study. The GPA is computed by dividing the total number of quality points earned by the total number of GPA hours, except for credit hours in courses for which the student received a “W” or “I”. For any repeated course, the grade earned only in the last attempt is used in the GPA calculation
- The academic standing is determined at the end of each semester based on the cumulative GPA at the end of that semester as well as the GPA earned during the semester

UNIVERSITY CLOSURE POLICY

If TSU is closed for natural or other disasters, the students should remain at home until TSU is opened. Students should consult the TSU website, student email, and/or local media outlets for re-opening of the University. Missed material will be covered at the discretion of the Instructor of Record in accordance with the COTS Student Attendance Policy.

DISABILITY POLICY

Students with a disability which may require accommodations should contact the Office of Student Services upon admission to the professional program or upon realization of the disability. Students with disabilities are accommodated according to the Americans with Disability Act (ADA) and section 504 of the Rehabilitation Act. Reasonable accommodations will be made for students with ADA/504 disabilities if they would allow the student to effectively participate in COTS programs. Students should contact the Assistant Dean for Services in COTS who will work with the Office of Student Disabilities in providing accommodation.

NON-DISCRIMINATORY POLICIES

Texas Southern University is in compliance with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color, or national origin. It is also in compliance with the provisions of Title IX of the Educational Amendments of 1972 which prohibit discrimination on the basis of sex.

SERVICE WORK POLICY

- During internships, students may not work for pay at any institution to which they are assigned for internships and receive academic credit until that internship is complete.
- During clinical internships students are not allowed to perform service work or to be substituted for regular staff. Service work does not substitute for clinical experience. However, financial need may necessitate student employment which, when necessary, should only be part-time. If working compromises student grades and performance, the student must come before the academic standing committee.

ATTENDANCE

Compulsory class attendance is the policy of the College of Transdisciplinary Studies (COTS) and applies to all students regularly enrolled in courses. Class meetings are normally held Monday through Friday of each week or as scheduled. Unavoidable absences because of illness or true emergencies do not relieve the student of any academic responsibilities. The student must make arrangements with his/her instructor to obtain any class materials or information that was missed. The instructor is not required to set up an individual lecture session for an individual student. If the student is to leave the program for an extended period (**more than three consecutive classes**) due to illness, the student should notify the Program Director, and the Office of Student Services in writing. In exceptional cases, withdrawal from the course/program may be necessary. Notification of the Program Director and the Associate Deans must occur before the commencement of the leave.

TRANSPORTATION/PARKING

The student is responsible for his/her transportation and parking to any assigned site or class activity. Students are not guaranteed a site near their home address. To guarantee prompt arrival, students should allow enough time for their site destination and parking to guarantee

FERPA

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights concerning their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) The full notification of rights can be found on the TSU website under the registrar forms section. The FERPA-Parent affidavit can be found in the Appendix section of the COTS student handbook

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state regulations governing student financial assistance programs require an institution to develop a standard measure of a student's reasonable progress toward a degree objective. To remain eligible for federal, state, and institutional financial aid students must comply with Texas Southern University standards for Satisfactory Academic Progress.

University Offices, Department, and Services



TEXAS SOUTHERN UNIVERSITY
College of Transdisciplinary Studies

Departments/Offices/Services



Contact Us

Email: completeu@tsu.edu

Call us: 713-313-1262

We are in the Airway Science building between the Post Office and the Earl Carl Institute. and Technology.



Career Services

Hours of Operation:

Monday - Friday, 8 a.m. to 5 p.m.

Location:

The Career Pathways Center is located on the 2nd floor of the Sterling Student Life Center, in room 237.

Parking

Please use the East Side Parking Garage, located across the street from the JHJ School of Business, for convenient parking.

Contact Our Team:

Phone Number: (713) 313-7541

Email us: placementservices@tsu.edu



Office of Student Retention and Matriculation Success

Dr. Shyrell Hobson
Director of Experiential Learning &
Enrollment Completion

Location

Fairchild Hall, 117

Phone:

713 313-7506

Email:

shyrell.hobson@tsu.edu



The Office of Student Conduct

Location

Recreation Center, 2nd Floor

Call us

713-313-1038

Department/Offices/Services



Student Accessibility Services

Contact Us

Office Hours:
Monday - Friday
8:00AM - 5:00PM

Location:

Student Health Center
Room 140

Phone:

713-313-4210

Fax:

713-313-7817

Email:

disabilityservices@tsu.edu



Health Services

Location

Student Health Center, on Tierwester, next to the Alley Mitchell Child Care Center

Clinic Hours

Monday – Friday 8AM – 5PM
Phone 713-313-7173
Fax 713-313-7817
After-hours Nurse Advise Line (833) 631-1072



Office of Student Life

SSLC Suite 218
3100 Cleburne Street
Houston, Texas 77004



Center on Family

Hours of Operation

7:30AM – 5:30PM (Fall & Spring)
7:30AM – 5:00PM (Summer Camp)

For More Information, Contact:

Wendy Cornelius, Director
713-313-7897 corneliusw@tsu.edu

LaVala Norman, Administrative Assistant
713-313-7870 lavala.norman@tsu.edu

Department/Offices/Services



Campus Bookstore

3100 Cleburne Avenue
Houston, TX 77004

STORE HOURS

Mon: 9am - 5pm
Tue: 9am - 5pm
Wed: 9am - 5pm
Thu: 9am - 5pm
Fri: 9am - 5pm
Sat: CLOSED
Sun: CLOSED



Counseling Center

Contact Us

Center Location
University Health Center
Center Hours
Monday – Friday
8:00AM – 5:00PM

713-313-7804 (Main Line)
713-313-7817 (Fax Line)
713-313-7000 (TSU Police)
713-313-7863 (TSU After-Hours Crisis)



Sterling Student Life Center

Barber/Beauty Shop
Location: First Floor of the Student
Center

Copy Center
Location: Second floor of the Sterling
Student Life Center



Recreation Center

Phone: +1 (713)-313-6885
Fax: +1 (713)-313-7842
Email: campusrec@tsu.edu

Appendix

Forms

- Form 1 – Declaration of Major, Minor, Concentration & Catalog Form – Page-37
- Form 2 – Satisfactory Academic Progress Appeal – Page-38-41
- Form 3 – Financial Acknowledgement Agreement – Page-42-45
- Form 4 – Readmission Academic Policy – Page-46-47
- Form 5 – FERPA-Parent Affidavit Form – Page-48
- Form 6 – Petition to Drop Courses Form – Page-49
- Form 7 – Student Withdrawal Form – Page-50



TEXAS SOUTHERN UNIVERSITY

College of Transdisciplinary Studies



TEXAS SOUTHERN UNIVERSITY

Office of the Registrar

3100 Cleburne St. Houston, TX 77004 | 713-313-7011

Declaration of Major, Minor, Concentration & Catalog Year

STUDENT NAME: _____
(First Name, Last Name)

T# _____

- Change of curriculum requests will be subject to all requirements and enrollment restrictions of the college/school and department which the proposed new major is located. Review the TSU catalog to see if your major requires a minor and/or concentration.
- Change requests made after the Census Date will be processed for the following semester/term.
- Students cannot: (1) move to an older catalog term in which they were previously enrolled, (2) move to an expired catalog year.
- Any students declared in expired catalog years will be moved to the next available active catalog year.
- This form must be signed and submitted to the Office of the Registrar in person with valid ID or via student/staff TSU email address.
- Special populations, such as **student athletes** and **international students** must have an additional signature before curriculum changes will be processed.

Are you a student-athlete? Yes No
 Are you an international student? Yes No

CHANGE REQUEST:

Change of Major: Current Major: _____ Double Major: _____
 New Major: _____

Change of Minor: Current Minor: _____
 New Minor: _____

Change of Concentration: Current Concentration: _____
 New Concentration: _____

Change Catalog Year: Current Catalog Year: _____
 New Catalog Year: _____

Are you seeking Teacher Certification along with your major? Yes No

SIGNATURES:

(Only college/school academic advisors and department chairs may sign)

Student: _____ Date: _____

Current Major Advisor: _____ Date: _____

New Major Advisor: _____ Date: _____

Current Department Chair: _____ Date: _____

New Department Chair: _____ Date: _____

New Minor Department Chair: _____ Date: _____

Second Academic Advisor: _____ Date: _____
(Required for double major students)

International Counselor: _____ Date: _____
(Required for international students)

Athletics Advisor/Director of Compliance: _____ Date: _____
(Required for all student athletes)

Last Updated:10/27/2021



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

Satisfactory Academic Progress Appeal Appeal for Reinstatement of Financial Aid

Must be submitted by the 12th Class day for Fall/Spring & 4th Class day for Summer

The various federal and state regulations governing student financial assistance programs require an institution to develop a standard measure of a student's reasonable progress towards a degree objective. This policy, known as satisfactory academic progress, sets the standard for the minimum allowable academic progress required to retain eligibility for financial aid. The determinants in calculating satisfactory academic progress include (1) the cumulative grade point average (2) the number of credit hours attempted comparative to the number of hours earned in all coursework inclusive of transfer coursework, and (3) the length of time taken to complete your degree program.

Review of Satisfactory Academic Progress Policy

Total Undergraduate Hours	Qualitative	Quantitative	Length
Undergraduate	2.0	67%	180
Post-Baccalaureate	2.0	67%	180
Graduate – beyond Bachelor's	3.0	67%	63
Law – beyond Bachelor's	2.0	67%	135
Doctoral	3.0	67%	108

Students not meeting SAP will be placed on financial aid suspension and are not eligible to receive further funding. However, students are still able to attend class while being on suspension.

Students have the right to appeal their suspension by submitting a SAP Appeal form with supporting documentation to the Office of Student Financial Assistance. Failure to submit adequate documentation upon initial submission will result in application being returned. It is the student's responsibility to make payment arrangements to pay any tuition & fees while appeal is being reviewed.

Checklist

The Satisfactory Academic Progress Appeal requires submission of the following items:

- Complete Sections A, B, and C on the second page of the appeal packet
- Attach any documentation that clearly supports your explanation (ex. Doctor's note, a death certificate)
- Academic plan signed by Academic Advisor and student on the third page of the appeal packet
- Attach a current copy of an Unofficial Texas Southern University academic transcript (MyTSU Web)
- Complete Financial Literacy Part I with a minimum of 75% or higher online at www.everfi.com/register (**Registration Code: 6f8e3035**) and attach a copy of the Course Progress located in the dashboard.

The Appeal Decision

Students will be notified in writing of the decision of the Satisfactory Academic Progress Committee within 10 working days of the decision and may review the status of the appeal through the MyTSU web portal.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

Satisfactory Academic Progress Appeal

2021-2022 Academic Year

In order for your appeal to be processed, please PRINT neatly in blue or black ink.

A. Student Information

Student Name (Last, first, middle initial):	Student ID Number	Preferred Telephone Number:
---	-------------------	-----------------------------

Address:	Email Address:
----------	----------------

B. Reason for appeal:

GPA Completion Ratio Exceeding Maximum Hours (check all that apply)

C. Action Plan to Improve Academic Performance

Provide a summary of your action plan to improve your academic performance.

If more space is required attached a typed statement to this appeal form.

D. Certification of Completion of Financial Literacy Session

Complete Financial Sessions at URL: www.everfi.com/register Registration Code: 6f8e3035

- You will need a computer with Internet access and audio capabilities.
- You must complete financial literacy with a passing score of 75% or higher on the exam.
- Attach a copy of the **Course Progress**; located in your dashboard.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

Satisfactory Academic Progress – General Academic Plan

As a part of the federal requirements for satisfactory academic progress (SAP) students must receive academic advising to assist the student in developing an academic plan. The academic plan should provide a guide for the student to use during the course selection process and ultimately lead to the fulfillment of the academic requirements for graduation. As the student's performance increases the student's cumulative grade point average and ratio should also show a comparable improvement leading the student to meet the minimum academic requirements to remain eligible for financial assistance and graduate. Your college may choose to use this general form or develop a plan specific to their requirements.

A. Student Information

Last Name	First Name	T#
Best Contact Number	Email Address	Alternate Email Address
() -		

B. Academic Profile

The information requested below should reflect the student's current major and classification at the time the satisfactory academic progress appeal is being submitted for consideration. The anticipated graduation date should reflect the projected date the student may reasonably be expected to fulfill the graduation requirements under the current academic program.

Major	Classification	Anticipated Graduation Date

C. Recommended Academic Course Selection

Provide a list of recommended courses during the next academic term.

Recommended Courses for Completion and Minimum GPA Requirement		
Course Title	Course	Minimum GPA Requirement
1.		
2.		
3.		
4.		
5.		
6.		

D. Academic Progress

Each student must receive an initial review to determine the student's academic progress for financial aid purposes. Based on this review, the student listed above is currently not meeting the minimum satisfactory academic requirements to continue to remain an eligible financial aid recipient. Students must be reviewed at least annually; however, once on an appeal the student must be reviewed the following term after the appeal is granted to ensure the student has met the requirements of the academic plan.

1. Is the student's major the same as the previous term?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is this <u>undergraduate</u> student able to reasonably obtain a 2.0 cumulative grade point average by the end of the academic term? If no, go to question 4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is this <u>graduate</u> student able to reasonably obtain a 3.0 cumulative grade point average by the end of the academic term? If no, go to question 4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is the student reasonably able to obtain the minimum cumulative grade point average based on the student's classification? If no, go to question 5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. What is the projected minimum grade point average for this student if the student completes the course requirements with the minimum grade point average listed in section C.		

E. Academic Advisor Signature

Academic Advisor's Name (Print)	Academic Department
Academic Advisor's Signature	Date
Student's Signature	Date

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

F. Student Certification and Signature

Please read and initial all the following statements. I understand that:

_____ I may attend class at my own expense until I attain the cumulative GPA and completion ratio requirement.

_____ Appeal decisions are made on a case-by-case basis. Submission of an appeal does not guarantee it will be approved and it does not release me from my financial obligation to the university to meet all payment deadlines. I am responsible for all institutional charges assessed to my account and must make payment arrangements timely and as needed.

_____ If my appeal is approved, I will be granted financial aid for one semester or for multiple-semesters based on my SAP Academic Plan.

_____ By the end of my granted term, I must achieve the minimum cumulative GPA for my degree program and maintain the minimum Completion Rate (successfully complete a minimum of 67% of all credit hours attempted) so that I meet all minimum SAP standards.

_____ If I do not meet the minimum cumulative GPA and Completion Rate standards by the end of my Probation period, I am subject to denial of all further financial aid.

_____ If I withdraw from or fail any courses before or during the appeal process, it will affect my financial aid for future semesters.

_____ I have reviewed and completed all "Checklist Requirements" listed on page 1.

_____ Failure to submit adequate documentation upon initial submission will result in application being returned.

Student's Signature	Date

For Office Use Only

Current GPA: _____ Required GPA _____

Total Hours Attempted: _____ Total Hours Earned: _____ Completion Ratio: _____

Approved Denied

Comments:

Reviewed By: _____ Date: _____

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004



TEXAS SOUTHERN UNIVERSITY

My Academics Student User Guide

Financial Acknowledgement Agreement

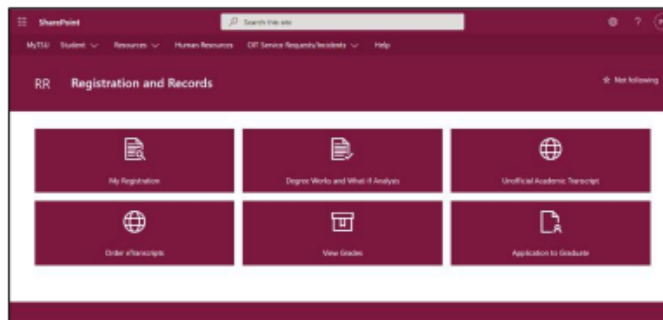
1. Navigate to MyTSU portal landing page click, '**Student**'



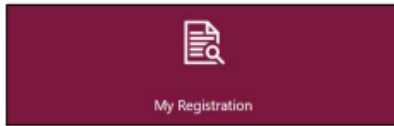
2. Choose "**Registration and Records**"



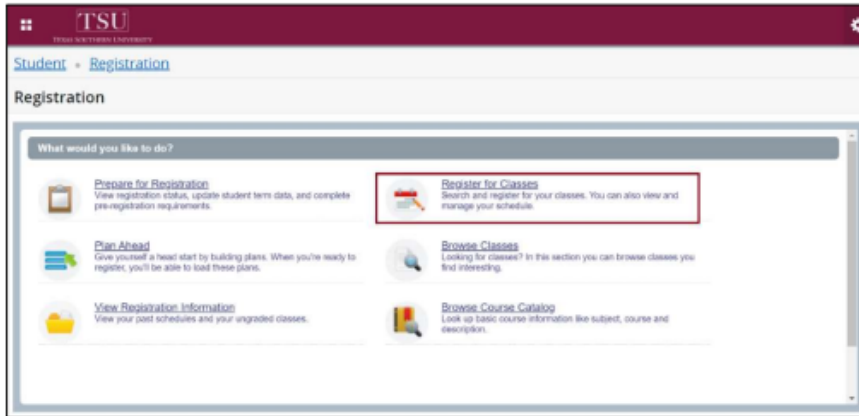
Six (6) intuitive and adaptive tiles (shortcuts) will display.



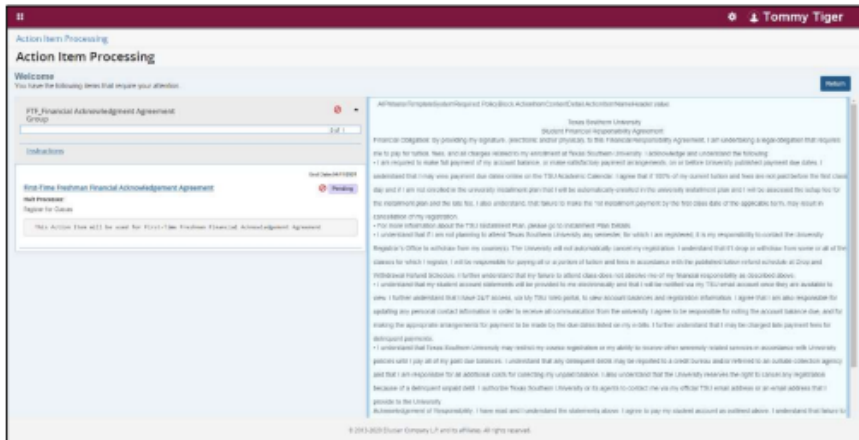
3. Choose "My Registration" tile



4. Click "Register for Classes"



Financial Acknowledgement Agreement will appear.



NOTE: All students must complete the "Financial Acknowledgement Agreement" to register for classes. This action item process requires students to agree with TSU standards and policies regarding course registration, withdrawal, financial responsibility, etc. Students registering for courses will be prompted to complete the agreement as part of the registration process or registration will not be permitted.

5. 'Action Item Processing' will pop-up, click '**CONTINUE**'.

Action Item Processing

You have Action Item pending that halt access to this process.

Continue to resolve your Action Items.
Cancel to return to the [previous page](#).

"Financial Acknowledgement Agreement" hyperlink will appear

6. Click, hyperlink.

[Financial Acknowledgement Agreement](#)

Halt Processes:

Register for Classes

7. Read and agree to the **"Financial Acknowledgement Agreement"** and scroll to the end.

Texas Southern University
Student Financial Responsibility Agreement

Financial Obligation: By providing my signature, (electronic and/or physical), to this Financial Responsibility Agreement, I am undertaking a legal obligation that requires me to pay for tuition, fees, and all charges related to my enrollment at Texas Southern University. I acknowledge and understand the following:

- I am required to make full payment of my account balance, or make satisfactory payment arrangements, on or before University published payment due dates. I understand that I may view payment due dates online on the TSU Academic Calendar. I agree that if 100% of my current tuition and fees are not paid before the first class day and if I am not enrolled in the university installment plan that I will be automatically enrolled in the university installment plan and I will be assessed the setup fee for the installment plan and the late fee. I also understand, that failure to make the 1st installment payment by the first class date of the applicable term, may result in cancellation of my registration.
- For more information about the TSU Installment Plan, please go to Installment Plan Details.
- I understand that if I am not planning to attend Texas Southern University any semester, for which I am registered, it is my responsibility to contact the University

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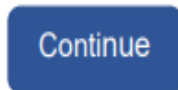
8. Click the 'acknowledgement' check box.

I Acknowledge that I owe Texas Southern University

9. Click **"Save"**



10. Click **"Continue"**



Contact an academic advisor from your college/school for assistance.

[www.tsu.edu/academics](http://www.tsu.edu/academics)

Technical support is available 24/7 by emailing IT Service Center:

***itservicecenter@tsu.edu*** or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."

A banner for the IT Service Center. On the left, the TSU logo is displayed in a maroon box, followed by the text "TEXAS SOUTHERN UNIVERSITY" and "Office of Information Technology". On the right, a maroon background contains the text "GET IT HELP" in white, followed by contact information: "The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: [itservicecenter.tsu.edu](http://itservicecenter.tsu.edu)" and "To request assistance, Email: [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu) Self-Service: <http://ITServiceCenter.tsu.edu> Call: 713-313-4357 or 713-313-HELP".

**TSU** TEXAS SOUTHERN UNIVERSITY  
Office of Information Technology

**GET IT HELP**  
The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: [itservicecenter.tsu.edu](http://itservicecenter.tsu.edu)  
To request assistance, Email: [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu)  
Self-Service: <http://ITServiceCenter.tsu.edu>  
Call: 713-313-4357 or 713-313-HELP



### Readmissions Academic Policy

|                                 |                  |
|---------------------------------|------------------|
| <b>FIRST NAME</b>               | <b>LAST NAME</b> |
| <b>T-NUMBER</b>                 | <b>EMAIL</b>     |
| <b>PREFERRED CONTACT NUMBER</b> | <b>MAJOR</b>     |

Students seeking readmission through the College of Transdisciplinary Studies following suspension or academic probation during the last time of attendance at the University must submit the following:

- A written petition justifying their readiness to resume their studies at the University
- A copy of their current resume/CV

In the space below, please outline your readiness to return to the University, what you will do to ensure academic success, and how attaining this degree will be beneficial to your career:



Students who are granted readmissions under this policy will return on Academic Probation and be required to complete the following:

- Achieve a minimum semester grade point average of 2.25 in the returning semester and a minimum of 2.0 each subsequent semester
- Achieve a cumulative grade point average of 2.0 by the time of graduation
- Attend mandatory Academic Probation meeting
- Limit enrollment to 15 credits per semester while on probation
- Use my TSU email account as my primary email account and check regularly for university correspondence
- Schedule appointments and meet with my advisor three (3) times during the semester.
- Abide by any additional advisor recommendations (which may include participation in academic support services, enrollment in specific courses as recommended/selected on academic monitoring form, utilizing recommended campus services, and attendance of College Success Series Workshops

**Special Note:** Any adjustments to these terms of probation must first be approved by the Interim Dean of COTS, Dr. Aisha Morris Moultry.

Enrollment for Summer/Fall semester constitutes agreement on your part to meet the conditions stated above.

**Acknowledgement:**

*By signing below, I am certifying that I have read and understand the terms and conditions of this agreement. I must achieve a 2.0 cumulative GPA or 2.25 semester GPA to return to Good Standing. I understand that while on academic probation if I receive a semester GPA below 2.0 and a cumulative GPA of less than 2.0, I may be placed on Academic Suspension.*

*Additionally, I hereby acknowledge that approval of readmission is not guaranteed. I also acknowledge that, if applicable, it is my sole responsibility to ensure that any financial aid appeal (SAP) forms are also submitted to my advisor for signature timely, and I must follow up with the Financial Aid Office regarding the status of my financial aid (SAP) appeal. Furthermore, approval for readmission within COTS does not guarantee that the Financial Aid appeal will be approved by the university.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by (advisor, please print) \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/denied (circle one) Dean (COTS): \_\_\_\_\_ Date: \_\_\_\_\_



# TEXAS SOUTHERN UNIVERSITY

OFFICE OF ENROLLMENT SERVICES/REGISTRAR

3100 Cleburne Street ~ Houston, Texas 77004

713-313-701~ Fax: 713-313-7471

## PARENTAL AFFIDAVIT FOR ACADEMIC INFORMATION

Parent Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Under Federal legislation, the "Family Educational Rights and Privacy Act of 1974," and based on the applicable box below, I understand I am entitled to request certain student data, such as grades, dates of attendance, and other records under the custody of the Registrar at Texas Southern University.

Check applicable box: **Please Print Full Names Below**

1. I (Parent Name), \_\_\_\_\_, certify that (Student Name and T Number) \_\_\_\_\_, is claimed on my Federal Income Tax form as my dependent.

2. I am the parent of (Student Name and T Number) \_\_\_\_\_  
Who is currently being claimed by \_\_\_\_\_  
(Name of person claiming for Federal Income Tax)

If Box #2 is checked.) Please indicate person's relationship to student: \_\_\_\_\_

**Note:** The above mentioned student must be carried as a legal dependent on the Internal Revenue Service form. If Box 1 or 2 does not apply, the only way you can receive this type of information is for the student to request in writing that academic information be sent to you. If the student is not being claimed, do not return this form. There will be no automatic mailing of grades or other information by the Registrar to anyone other than the student without a written request...

I hereby request the following document(s) be discussed with above authorized person.

**[PLEASE SPECIFY DOCUMENT AND SEMESTER]:**

Example: **Academic Records for Academic Year** \_\_\_\_\_

\_\_\_\_\_

I understand that I must submit this request for information each time it is needed.

\_\_\_\_\_

Student Signature

Student T Number

Date

FERPA-Parent Affidavit form  
revised 06/20/2019

TEXAS SOUTHERN UNIVERSITY  
 OFFICE OF THE REGISTRAR  
 3100 Cleburne Street \* Houston, Texas 77004  
 713 313 7071  
**PETITION TO DROP COURSES**

PLEASE PRINT USING BLACK INK

This form is to be completed by students who drop course(s) during specific term. Students who drop all classes are subject to regulations defining academic standing as printed in the University catalog or online at <http://www.em.tsu.edu>. THE EFFECTIVE DATE OF DROPPED COURSE(S) IS THE DATE THIS FORM IS PROCESSED AT THE ENROLLMENT SERVICES COUNTER. THIS FORM MUST BE ACCOMPANIED BY A PHOTO ID.

Student Name: \_\_\_\_\_  
Last first middle

Student T#: \_\_\_\_\_ Major: \_\_\_\_\_

Classification: \_\_\_\_\_ Semester:  Fall  Spring  Sum I  Sum II

**Indicate Your Status If Applicable**

International Student  A Student Athlete.  A Financial Aid Recipient  First-time Freshman as of Fall 2017

**Reason for Drop (Please check one)**

Academic Difficulty  Financial Difficulty  Health  Housing  
 Judicial Matters  Armed Forces  Personal  Work related  Others

**PLEASE NOTE:**

The Texas Education Code, Section 51.907\*, now states that all first-time freshmen as of the fall of semester of 2007 or later may be permitted to drop no more than six courses between initial enrollment in and graduation from Texas Southern University. This number indicates any courses a transfer student may have dropped during enrollment at another institution of higher education in Texas.  
 \*Legislation enacted by the Texas Senate (SB1231) in late spring 2007

**Check here if you are requesting "6-course Drop limit" exemption.**

Please attach all documentation supporting this request

**COURSE(S) TO BE DROPPED (Add separate page if necessary)**

| Computer Number | Subject | Course No. | Section | Credit Hrs. |
|-----------------|---------|------------|---------|-------------|
|                 |         |            |         |             |
|                 |         |            |         |             |
|                 |         |            |         |             |
|                 |         |            |         |             |

Total Hours Above \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month Day Year

Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Month Day Year

I hereby Affirm that all the above information is correct. I understand that my dropped course(s) from Texas Southern University for the current semester/term subject to all regulations pertinent to withdrawal and refunds.

**FOR REGISTRARS OFFICE USE ONLY**

Petition to drop courses

"6 Course(s) Drop Limit" exemption

Registrar's Office \_\_\_\_\_

Approved.  Denied

Approved.  Denied

Date processed \_\_\_\_\_

TEXAS SOUTHERN UNIVERSITY

OFFICE OF REGISTRAR
3100 Cleburne Street, Houston, Texas 77004
(713) 313-7071

Initial Last Name

STUDENT WITHDRAWAL FORM

PLEASE PRINT USING BLACK INK

This form is to be completed by students who withdraw from the University during a specific term. Withdrawal is equivalent to dropping ALL courses (or the LAST class) of a term in which the student is registered. Students who withdraw from all classes are subject to the regulations defining academic standing as printed in the University Catalog or online at http://www.em.tsu.edu.

THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE THIS FORM IS PROCESSED AT THE ENROLLMENT SERVICES COUNTER. THIS FORM MUST BE ACCOMPANIED BY A PHOTO ID.

Name Last First Middle

Student ID Major

Classification Semester Fall Spring Sum I Sum II

Address Street City State Zip

Indicate Your Status if Applicable

An International Student A Student Athlete A Financial Aid Recipient

Reason for Withdrawal (Please check one)

Academic Difficulty Financial Difficulty Health Housing
Judicial Matters Armed Forces Personal Work-Related

Transferring to University Name Other

I hereby affirm that all the above information is correct. I further hereby request that I be withdrawn from Texas Southern University for the current semester/term subject to all regulations pertinent to withdrawal and refunds. I understand that subsequent registration or re-admission must be in accordance with the University's regulations in effect at the time. I understand that all my financial obligations to the University must be paid before I may register again or receive copies of my academic records. If I am eligible for any refund, I am aware that it will be computed as of the effective date of this action and may be reduced by any debt I currently owe the University or my failure to complete the withdrawal process. I have read and fully understand the information on the Student Withdrawal Form.

Student Signature

THIS PART TO BE COMPLETED BY ACADEMIC DEAN OR DEAN'S REPRESENTATIVE

The student named above, enrolled in the College of has requested withdrawal from Texas Southern University. This request has been approved. International students must report to the International Student's Office after withdrawing.

Account Balance Due

Comptroller Academic Dean

Financial Aid Counselor

THIS PART TO BE COMPLETED BY THE REGISTRAR OFFICE

Registrar Official Withdrawal Date