

## **Letter of Degree Completion Process Eligibility and Steps to Apply**

### **Letter of Degree Completion Process Outline**

Applicants may be eligible to be evaluated prior to earning a bachelor's degree through the letter of degree completion process. Applicants must be in their last term of a bachelor's program to be evaluated. The letter of degree completion process is only available during the long terms (Fall and Spring). Summer applicants cannot be processed with the letter of degree completion. International applicants are also not eligible. Letter of Degree Completion eligibility does not guarantee admission to the university. Applicants must meet the above mentioned criteria, as well as, both program and GPA eligibility as outlined below.

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### **Program Eligibility**

#### **Eligible Programs:**

Masters of Counseling and Guidance, Masters of Kinesiology, Masters of English, Masters of Business Administration, and Masters of Professional Accountancy are eligible.

#### **Non-Eligible Programs:**

All Non Degree Seeking programs and any College of Education Master's program that is associated with a certification program are not eligible.

### **GPA Eligibility**

Cumulative GPA in all undergraduate coursework taken of a 3.00 or better is required.\*

*\*Please note the GPA requirement to be processed with a Letter of Degree Completion is separate from the GPA requirement for admission. Being processed with a Letter of Degree Completion does not guarantee admission to the program you are applying to.*

### **Letter of Degree Completion – Steps to Apply**

1. Complete the application for admission at ApplyTexas.org.
2. Pay non-refundable \$35 application fee.
3. Submit all official transcripts from all colleges or universities attended (both undergraduate and graduate), including the transcript from the degree awarding institution which shows “coursework in progress” for the term in which the applicant is anticipated to graduate.
4. Applicant’s Academic Advisor must submit a Letter of Degree Completion on behalf of the applicant.\* The letter must list the “in progress courses” the applicant is currently registered for that will complete the degree requirements, the letter must state that pending the completion of the courses in progress the student will graduate, and must also indicate the anticipated date of graduation and anticipated degree.

*\*The Letter of Degree Completion must be emailed directly from the applicant’s Academic Advisor to the graduate admissions email address at [graduateadmissions@tamusa.edu](mailto:graduateadmissions@tamusa.edu). The letter cannot be forwarded through the applicant via email. The applicant may also hand deliver the letter in a sealed, university envelope to the Welcome Center on our Main Campus but **will not be accepted at the Welcome Center if the envelope has been opened.***

### **Next Steps/Reviewing for Eligibility**

Once the application is complete (all transcripts have been received and the application fee has been paid), the application will be screened by the Office of Admissions for eligibility. Once the application has been reviewed, an Admissions representative will email the applicant regarding eligibility status, whether approved or denied, and to outline next steps. If additional information is needed, the applicant will be contacted by an Admissions Counselor.

### **Additional Steps if Early Admission is Offered**

If early admission is offered, only Conditional Admission can be offered for applicants being admitted with a Letter of Degree Completion.\* An admissions hold will be placed on the applicant’s account for **August 1st** for **Fall** applicants or **January 3rd** for **Spring** applicants. If the applicant fails to submit the final college transcript, with a Bachelor’s degree posted by the outlined date, they will be ineligible to register for future semesters and may have their admission offer revoked.

*\*Please note, financial aid will **not** be disbursed until the final college transcript, with proof of degree, is received.*

*If you have questions regarding the letter of degree completion process, and would like to speak with someone directly, please call 210-784-1440, and ask to speak with an Admissions Counselor. You can also email [beajaquar@tamusa.edu](mailto:beajaquar@tamusa.edu) at any time regarding questions about this process, or any admissions process, and we would be happy to assist you.*