

Degree Plan	"Degree plan" means a statement of the course of study requirements that an undergraduate student at an institution of higher education, including a college district, must complete in order to be awarded an associate or bachelor's degree from the institution. <i>Education Code 51.9685(a)(1); 19 TAC 4.342(1)</i>
Filing Requirements Students Enrolled in a Degree Program	A student enrolled in an associate or bachelor's degree program at an institution of higher education, including a college district, must file a degree plan with the institution after the 12th class day but before the end of the semester or term immediately following the semester or term in which the student earned a cumulative total of 30 or more semester credit hours for coursework successfully completed by the student, including transfer courses, international baccalaureate courses, dual credit courses, and any other course for which the institution the student attends has awarded the student college course credit, including course credit awarded by examination. <i>Education Code 51.9685(b); 19 TAC 4.343(a)</i>
<i>Exception</i>	A student who enrolls in an associate or bachelor's degree program at an institution of higher education for the first time with a cumulative total of 30 or more semester credit hours, shall file a degree plan with the institution after the 12th class day but before the end of the semester of first enrollment. <i>Education Code 51.9685(c); 19 TAC 4.343(b)</i>
<i>Multidisciplinary Studies Associate Degree Program</i>	A student enrolled in a multidisciplinary studies associate degree program shall file a degree plan as prescribed by Administrative Code Chapter 4, Subchapter T. The student must meet with an academic adviser to complete a degree plan that: <ol style="list-style-type: none">1. Accounts for all remaining credit hours required for the completion of the degree program; and2. Emphasizes the student's transition to a particular four-year college or university that the student chooses; and3. Preparations for the student's intended field of study or major at the four-year college or university. <i>Education Code 130.0104(c); 19 TAC 9.555</i>
Dual Credit Students	A student enrolled in dual credit courses at an institution of higher education shall file a degree plan with the institution not later than: <ol style="list-style-type: none">1. The end of the second regular semester or term immediately following the semester or term in which the student earned a cumulative total of 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student at that institution; or

2. If the student begins the student's first semester or term at the institution with 15 or more semester credit hours of course credit for dual credit courses successfully completed by the student, the end of the student's second regular semester or term at the institution.

Education Code 51.9685(c-2); 19 TAC 4.344

**Student
Responsibility**

In accordance with Education Code 51.9685(e)(1) and (2), students shall:

1. File a degree plan with the institution as specified in 19 Administrative Code Chapter 4, Subchapter T;
2. Notify appropriate offices at the institution of higher education of changes in their choice of degree programs; and
3. Enroll in courses consistent with the filed degree plan.

At each registration for a semester or term, a student who is required to have filed a degree plan before that semester or term shall verify to the institution that:

1. The student has filed a degree plan with the institution; and
2. The courses for which the student is registering are consistent with that degree plan.

Education Code 51.9685(e); 19 TAC 4.346

Notice

Generally

An institution of higher education, including a college district, shall provide to students to whom the filing requirement applies information regarding the degree plan filing requirement and options for consulting with an academic adviser for that purpose, which may include consultation through electronic communication. *Education Code 51.9685(d); 19 TAC 4.345*

Upon Failure to File

If a student does not timely file a degree plan, the institution of higher education in which the student is enrolled shall notify the student that the degree plan is required by law and require the student to consult with an academic adviser for that purpose in accordance with the consulting options under Education Code 51.9685(d), above, during the semester or term in which the student receives the notice. The student may not obtain an official transcript from the institution until the student has filed a degree plan with the institution. *Education Code 51.9685(f); 19 TAC 4.345*