



CATALOG YEAR 2010-2011_____
(Please use separate form for each add/change)

COLLEGE/SCHOOL/SECTION: College of Arts and Sciences_____

Current Catalog Page(s) Affected: pp. ___193-194_[2008-2009 catalog]___

Other: Add information: _____ Change information: _____

ACADEMIC REGULATIONS - GRADUATE

The aim of graduate academic work at Texas A&M International University is to provide an opportunity for further study in chosen fields. Such study should lead to greater breadth, but especially to greater depth of knowledge in the field selected. Emphasis is placed on (1) how to find knowledge, (2) how to evaluate it, (3) how to organize it, and (4) how to apply it.

GRADUATE ADMISSION REQUIREMENTS:

A person who has earned a baccalaureate degree and is earning university credit hours is considered a graduate student.

IMPORTANT: Students must visit the Office of Graduate Studies and Research for program admission information/requirements on graduate programs.

The Office of Admissions receives, processes and forwards the application and any additional documentation to the Office of Graduate Studies and Research. The Office of Graduate Studies and Research coordinates the evaluation of the application by the college or department Graduate Admissions Committee and informs the applicant of the program admission decision.

To be admitted to the University as a Graduate or Post-Graduate Student, an applicant must submit the following information to the Office of Admissions: (For additional requirements see Graduate Admission Requirements under Student Services and in each College).

1. **Application for Graduate Admission.**
2. **Graduate Application Fee of \$25.00; late fee, \$10.00.** (Refer to Admissions Deadlines section)
3. **Official college/university transcript(s)**, from institutions other than Texas A&M International University, must be sent directly from each institution attended. Degree must be posted on transcript. The degree must be from a college or university of recognized standing with degrees from institutions outside the US evaluated for equivalence to US degrees.
4. The **Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT)** scores are required only if pursuing a degree with the exception of COED that requires GRE scores for all graduate work that will lead to a degree. Official test scores must be sent directly from Educational Testing Service (ETS) and be dated within five years of enrollment. No admission decision will be made prior to the receipt of an official GRE or GMAT score.

- The **College of Arts and Sciences** requires the GRE from all applicants, with the exception of the MPA program which will accept the GMAT in lieu of the GRE.* Spanish majors are required to take an additional departmentally administered examination.
- The **A. R. Sanchez, Jr. School of Business** requires the GRE or GMAT from all applicants. Students pursuing the MBA taught in Spanish may choose to take the *Examen de Admisión*. No admission decision will be made prior to the receipt of an official GMAT, GRE, or *Examen de Admisión* scores.
- The **College of Education** requires the GRE from all applicants pursuing a degree.*
- The **College of Nursing and Health Sciences** requires the GRE from all applicants.

* College of Arts and Sciences and College of Education applicants who have already obtained a Master's or law degree from a regionally accredited institution are exempt from the GRE.

5. The **Test of English as a Foreign Language (TOEFL)** is required of all students having academic studies from a country where English is not the native language.

A minimum TOEFL score of 79 (ibt TOEFL) or 213 (Computer-based) or 550 (Paper-based) is required.

For Ph.D. in International Business Administration applicants, a minimum TOEFL score of 100 (ibt TOEFL) or 600 (paper-based) or 250 (Computer-based) is required for consideration for admission to the doctoral program; however, an applicant who has received a graduate degree from an Association to Advance Collegiate Schools of Business (AACSB) accredited U.S. institution within two years of the date of application may be exempt from this requirement.

This score must be sent directly from the Educational Testing Service (ETS) and dated within two (2) years of enrollment.

Note: International students must also complete requirements listed under International Student Admission.

Provisional admission may be granted to students who have not submitted all documents or test scores for admission and allowed to attend for one semester (i.e., enroll in up to 6 graduate semester credit hours and earn a 3.0 or better grade point average.) Provisional admission is not available for all degree programs and is not available for international students. Students should check with the chair of the department/division delivering the program to determine provisional admission availability.

Probationary admission may be granted to students who have submitted all documents for admission but do not meet all requirements for full admission such as a low overall grade point average, low GRE/GMAT scores, departmental requirements or lack of appropriate background for the chosen master's program. Probationary status will be changed to full admission upon completion of 12 semester credit hours with a 3.0 or better overall graduate grade point average and any additional requirements.

Non-degree Applicants: Individuals wishing to take courses for personal growth, etc. may register for up to twelve hours as non-degree seeking. These courses may not be applicable to a degree program.

Deferment of Admission: Students wishing to defer their offer of admission can do so using the Leave of Absence Form available from the Office of Graduate Studies and Research. Deferrals will only be granted for a term of up to one year from the offer of admissions. Students who

defer their admission for more than one year will have to reapply.

Admission to graduate programs is through departmental admission committees. The student's entire record will be considered including the completed application for admission, undergraduate overall GPA, upper level GPA, GPA in the discipline, a student narrative, letters of recommendation, GRE or GMAT scores (evaluated in compliance with HB 1641), and professional and/or academic experience.

Individual departments may require other indicators of potential for success. Applicants should check the specific program admission requirements. Contact the Dean's/Director's Office in the College or School for additional information.

The **College of Arts and Sciences (COAS)** reviews applicants prior to the beginning of each long semester; May for Fall applicants and November for Spring applicants. **All COAS master program applicants must submit GRE scores to be admitted, with the exception of the MPA program which will accept the GMAT in lieu of the GRE***. Spanish majors must also pass a departmentally administered examination. ***Exception to the GRE requirement: applicants who have already obtained a Master's or law degree from a regionally accredited institution are exempt from the GRE.**

The **College of Business Administration (COBA)** Graduate Admissions Committee will make admission recommendations based upon review of the applicant's portfolio, which must include, at a minimum, the applicant's upper level grade point average, standardized test scores (e.g., GMAT/GRE/*Examen de Admisión*), statement of purpose, résumé, and two letters of recommendation. Students admitted with conditions must satisfactorily complete those conditions to remain in graduate school.

The **College of Education (COE)** reviews applicants for admission to its graduate programs prior to the beginning of each semester: November 30th, April 30th, and July 30th. Applicants are reviewed on the basis of their completed application for graduate school, academic record as reflected on transcripts, GRE* scores, letters of recommendation, interviews, and other relevant documentation. The College may grant provisional admission for a maximum of six graduate hours to students who have not submitted all relevant documentation and who hold a bachelor's degree from an accredited institution. Provisional status must be removed at the end of the six semester credit hours and before any other coursework can be taken. ***Exception to the GRE requirement: applicants who have already obtained a Master's or law degree from a regionally accredited institution are exempt from the GRE.**

The **College of Nursing and Health Sciences** reviews applicants in June prior to the beginning of graduate coursework in Fall. All MSN program applicants must apply directly to the College of Nursing and Health Sciences.

Justification: Suggested by Dr Jeff Brown and to make the catalog agree with our policy and with the graduate application.

Approvals:

Signature

Date

Chair
Department Curriculum Committee

Chair
Department

Chair
College Curriculum Committee

Dean
