

Texas A&M International University
Office of Graduate Studies & Research
Graduate Handbook
2011-2012

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INTRODUCTION

The Office of Graduate Studies & Research and faculty of Texas A&M International University are pleased to welcome you to our graduate program. We hope that your experience at the University will be both enjoyable and rewarding.

This Handbook has been prepared by the University Graduate Council at Texas A&M International University to assist graduate students and their advisory committee members. This Handbook is adapted from a version previously adopted by Texas A&M International's College of Arts and Sciences and will introduce you to the procedures, schedules, and requirements of the graduate program. **This material is provided as a convenient guide to basic information; however, students should be aware that the authoritative, official policies of the University are definitively set forth in the current Texas A&M International University catalog and in the policy manuals of the Texas A&M University System (TAMUS).** When in doubt about any information in this handbook, students should consult the catalog, the Texas A&M University System manuals or their College or Program Handbook.

Two other documents containing essential information are the Texas A&M International University *Student Handbook* and the Office of Graduate Studies & Research *Thesis Manual*. The *Student Handbook* is available in the Office of Student Development (Student Center 226), and the *Thesis Manual* is available in the Office of the Dean of Graduate Studies & Research – Student Center (SC) 124. As a graduate student, it is your responsibility to be informed about policies and practices pertaining to your graduate studies.

OBJECTIVE OF GRADUATE STUDY

"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." (2008-2009 Texas A&M International University Catalog).

Graduate Degrees at Texas A&M International University

College of Arts and Sciences

Combined BA/MA

(Major in: English, History, Political
Science, or Sociology)

MA - Counseling Psychology

MA - English

MA - History

MA - Interdisciplinary Studies

MA - Political Science

MA - Sociology

MA - Spanish

MS - Biology

MS - Criminal Justice

MS - Mathematics

MS - Psychology

Master of Public Administration

Ph.D. - English

(Cooperative degree with TAMU)

Ph.D. - Hispanic Studies

(Cooperative degree with TAMU)

College of Business Administration

MBA with following areas of concentration:

Accounting

Information Systems

International Business (*taught in
English and Spanish*)

International Finance

International Trade Economics

Logistics

Management

Marketing

MBA-IBK - International Banking

MBA-IT - International Trade

MPAcc - Master of Professional
Accountancy

MS-IS – Information Systems

Ph.D.-IBA – International Business
Administration

College of Education

MS-Ed - Curriculum and Instruction

MS-Ed - Bilingual Education

MS-Ed - Early Childhood Education

MS-Ed - Educational Administration

MS-Ed - Generic Special Education

MS-Ed - Reading

MS- School Counseling

MS- Communication Sciences and
Disorders

(Cooperative agreement with TAMUK)

Ed.D. - Curriculum and Instruction

(Collaborative degree with TAMU)

Ed.D. - Educational Administration

(Collaborative degree with TAMU)

Professional Certificates

(Master's degree required.)

Educational Diagnostics

Principalship

Reading Specialist

School Counselor

Superintendency

Endorsements

(Master's not required)

Bilingual Education

English as a Second Language

Master Reading Teacher

Master Technology Teacher

College of Nursing and Health Sciences

MSN - Family Nurse Practitioner

ADMISSIONS REQUIREMENTS AND PROCEDURES

All students (including transfer students) seeking admission to a graduate degree program at Texas A&M International University must first file an application with the Office of Graduate Studies & Research (SC 124) or the University's Office of Admissions (USC 129). All supporting material and any additional program specific material indicated in the Catalog and/or the Graduate Admissions Application must be submitted by the stated deadline.

Each student application will be carefully reviewed (in compliance with HB 1641), and decisions will be made on a case-by-case basis. The Dean of Graduate Studies & Research will notify students in writing about the status of their applications.

Below is a limited list of materials required for graduate admissions (see catalog/Admissions Application for full list of materials):

1. **Application for Graduate Admission.**
2. **Graduate Application Fee of \$35.00; late fee, \$25.00** (Refer to catalog for Admissions Deadlines).
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 applicant is pursuing a degree with the exception of COED (which 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 (5) 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 **College of Business Administration** 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.

*Exception to the GRE requirement: applicants who have already obtained a masters 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 550 (paper-based) or 213 (computer-based) or 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.

Students who do not meet the University's entrance requirements may petition the Graduate Council for special consideration.

Those students requesting extensions to their degree plan term must petition the Graduate Council.

Admissions Formula

To meet the minimum admissions requirement using the GRE, the following formula is used:

$$(\text{Upper-Level GPA} \times 200) + \text{GRE-V} + \text{GRE-Q}$$

- Applicants with formula scores **above 1500** will be **Fully Admitted** into their graduate program. *
- Applicants with formula scores **between 1499 and 1200** will be admitted to their graduate program under **Probationary Admissions** status. *
- Applicants with formula scores **below 1200** will be holistically **reviewed by the department or program admissions committee.** *

* Applicants to programs with additional admissions requirements will need to satisfy all additional requirements before being admitted into that graduate program.

Admissions Status

- **Provisional admission** may be granted to students who have not submitted all documents or test scores for admission. Such students will be 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. Students who have a low overall grade point average or low GRE/GMAT scores, or who have not met departmental requirements or lack 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 upon completion of any additional requirements.
- **Full Admissions** may be granted to students who have submitted all documents for admissions and met all requirements for full admissions depending on available space.

Deferred Admissions

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.

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.

Graduate Study for Undergraduate Students

A senior student in the last semester or summer session of undergraduate work may complete a normal load with graduate work as provided below:

- Must be within 15 semester credit hours of graduation
- Must have a 3.0 cumulative grade point average in upper-division work
- Must not enroll for more than 15 semester credit hours total and must not enroll for more than 6 semester credit hours of graduate work
- Cannot count work in graduate courses towards the bachelor's degree. Graduate courses will be reserved for credit toward the graduate degree when student is fully accepted into a graduate program. (not applicable to students pursuing the BA/MA degree.)
- Must have approval from the Department/Division Chair and the Dean of the College in which the work is offered.

UNIVERSITY GRADUATE COUNCIL

Membership

The graduate council shall be composed of the following members:

- The Dean of the Office of Graduate Studies (chair);
- One appointed member from each college;
- One member elected by each college;
- Four at large members, elected, with no more than two from any single college;
- Library representative (ex officio);
- University Registrar (ex officio);
- Graduate Student, appointed by Provost (ex officio); and,
- Faculty Senate President or his or her representative (ex officio).

With the exception of the graduate student representative, the University Registrar, and the Faculty Senate President, all members of the Graduate Council shall be full members of the Graduate Faculty. Elected or appointed members shall serve a term of two years from the beginning of the fall semester following their election or appointment, which shall occur in the spring.

Terms for elected or appointed members shall be two years and staggered.

Functions of the Graduate Council

It is the responsibility of the Graduate Council to review all proposals for graduate degree programs and courses and, at its option, existing programs and to review the criteria for membership on the Graduate Faculty. Furthermore, the council is to establish admission standards, standards for continuation of graduate students, and residency requirements. Finally, the council is to consider any other matters relevant to the Office of Graduate Studies & Research.

Petitions

Although the faculty expects all graduate students to meet the requirements outlined in the catalog, exceptions will occasionally be made in cases in which a student can demonstrate a genuine emergency has interfered with the timely completion of these requirements. When such a situation arises, the student should petition the Graduate Council for an exemption from the ordinary requirements.

Meetings

The Graduate Council will meet monthly or as needed.

STUDENT ADVISORY COMMITTEES

Soon after enrolling for graduate course work, and no later than the end of the second semester of study, each student pursuing a thesis must request a faculty member to chair an advisory committee. The committee should include at least four (4) tenured or tenure-track faculty members who are members of the Graduate Faculty at Texas A&M International. The committee chair, one of the four members, must be from the student's major field and one member must be from a different field.

Selection of committee members should occur after discussion between the student and the committee chair. If the student wishes to include more than four faculty members on the committee, approval by the committee chair is required.

Once the committee has been chosen and the designated faculty members have agreed to serve, the student must obtain their signatures on the form "Request for Service on a Graduate Advisory Committee." The student takes this form to the Office of Graduate Studies & Research, where it is kept as part of the student's academic records. A copy of this form should also be submitted to the department chair. Students must update their committee membership if any faculty members on the committee have left the university.

The student's advisory committee, in consultation with the student, will design a coherent and viable degree plan and a reasonable timetable for executing it. Upon advisement, each student will receive a copy of a checklist for graduate students and faculty advisors (see "Checklist for Graduate Students") which will clarify the various stages of the student's expected progress toward the degree.

Undergraduate stem-work or prerequisites will not be included in the degree plan. Students must complete all courses with a satisfactory grade (C or above) and must maintain at least a 3.00 (B) cumulative average to remain in good standing (except for the MACP Program, which allows no grades of C).

The advisory committee, under the direction of the department chair, will have the responsibility for the following:

- Counseling the student on academic matters.
- Evaluating the student's progress toward completion of the degree program.
- Preparing the comprehensive examination.
- Assisting with the thesis research proposal.
- Administering and attending the defense of the thesis.

All graduate students should schedule regular appointments with their committee chairs each semester. At the end of each semester, the committee chair must record that the student is making satisfactory progress toward the completion of the degree. Any student who temporarily or permanently drops out of a graduate program must provide a written explanation to the chair of the advisory committee, who will file a report with the department chair and the Office of Graduate Studies & Research (See Leave of Absence section of this Handbook).

Students wishing to change either the chair or any member of the advisory committee must petition the Department Chair for permission to make such a change, citing specific and substantial reasons. Such changes should only be made after serious reflection.

CAPSTONE EXPERIENCE

To be eligible to receive a graduate degree from Texas A&M International University, candidates must demonstrate the ability to comprehensively synthesize information, concepts, or skills vital to their discipline. This requirement may be met through passing a written comprehensive examination, through writing and successfully defending a thesis or dissertation, through completing a major project appropriate to the field of study, through completing satisfactorily an internship or other capstone experience, or through a combination of the preceding. The faculty of each program will decide which of these experiences is most appropriate as a requirement for the degree. Candidates must initiate completion of this requirement no later than the long semester after they have completed required coursework.

COMPREHENSIVE EXAMINATIONS

Requirement for Graduation

At the end of some graduate degree programs, master's or doctoral students must pass a comprehensive examination in order to graduate. The comprehensive exam may be taken during the student's last semester of course work.

Eligibility to Take the Exam

In order to be eligible to take the comprehensive examination, a student must have at least a 3.00 GPA and be in good standing.

Notification of Intent

Master's degree candidates must register intent to take the comprehensive examinations with the department chair and the Office of Graduate Studies & Research no later than the third Friday of the semester in which the exam will be taken.

Preparation for the Comprehensive Exam

At or near the beginning of the semester during which the exam will be taken, master's or doctoral students are encouraged to make appointments with professors who will submit questions for the examination. These appointments will give students guidance about the materials most important to review. In order to study for the comprehensive exam, graduate students should keep notes, exams, and books from their courses.

Scheduling the Exam

Comprehensive exams are administered and scheduled by the Office of Programs for Academic Support and Enrichment (PASE) during the student's last semester of course work. Before the exam takes place, the Department Chair and/or Advisory Committee Chair will ask faculty in the student's major and minor fields to submit questions.

Last Day to Take Examination

The last Friday of October (Fall Semester) or March (Spring Semester) is the last day to take the exam for graduation in that semester. Exams may be scheduled in the summer at the discretion of the Department Chair.

Format and Grading of the Exam

This exam will vary in format according to departmental requirements, but it should include written responses that cover the class work taken in the student's major and minor fields as well as questions covering basic general knowledge in these disciplines. An oral defense of the student's written answers may be required at the discretion of the advisory committee.

At the examination, each master's student will be given a number of questions selected by the student's committee chair that cover the courses taken by the student in the major and minor fields. *Topics for questions will not be announced prior to the examination.* Each student will ordinarily have one hour per question for a maximum of 4 hours. The department will supply writing materials or computer, which will be used for each question. Students should be prepared to show a picture identification when going for the exam.

Each faculty member who has submitted a question will judge whether the student has responded sufficiently well to that question to deserve a passing grade, and this judgment will be reported first to the chair of the Advisory Committee and finally to the Department Chair. It is also the prerogative of each faculty member involved to request that the student undergo further written or oral examination on a particular question. The student's Advisory Committee makes a final recommendation to the Department Chair concerning the student's performance on the exam (i.e., pass or fail). All grades for comprehensives will be sent to the office of the Department Chair no later than the second Friday of November (Fall Semester) or April (Spring Semester).

A student who does not complete all degree requirements within one year of passing the comprehensive exam will have to take and pass it again. A student who fails to pass one or more questions of the exam will be allowed one opportunity to repeat and pass the exam.

All degree requirements must be completed within five years of beginning the master's degree. The comprehensive exam must be taken before a student can sign up for Thesis classes 1 or 2.

THESIS AND NON-THESIS OPTIONS

Both thesis and non-thesis degree plans are available in most of the graduate programs at Texas A&M International University.

Thesis Option

The thesis option requires an original paper which demonstrates the ability of the candidate to organize and conduct a research study and to write a professionally competent report which makes a substantial contribution to ongoing work in the student's chosen discipline. Each student is guided in the thesis project by the advisory committee, under the direction of the committee chair. The format of the master's thesis should follow the guidelines set forth in the Texas A&M International University *Thesis Manual*, which provides clear information about relevant specifications. This manual is available in the Office of the Dean of Graduate Studies & Research.

While degree plans differ in the number of total scholastic credit hours (SCH) required, hours in a minor area of study are an obligatory part of most thesis plans, as are the six hours of thesis research. Students must maintain continuous registration during the Fall and Spring semesters until all degree requirements are fulfilled (see Leave of Absence, page 13).

The Thesis

Students preparing to write a master's thesis should consult carefully with their advisors and should familiarize themselves with the Texas A&M International *Thesis Manual* and any other available college and/or program specific Thesis Manual. Since the thesis should demonstrate a student's capacity for independent research and formal writing, all work submitted to the advisor or to the committee should be presented in an acceptable format and should be free from fundamental technical or logical errors. Each student embarking upon a thesis project should read at least one M.A. or M.S. (whichever is appropriate) thesis recommended by the advisor. Each thesis topic should be thoroughly researched so that no duplication of work will occur.

When the advisor is satisfied that the thesis is formally acceptable, an oral defense of the thesis will be scheduled.

Non-Thesis Option

In some instances, the requirements for the non-thesis option for a master's degree are satisfied by completing additional semester hours of course work in lieu of the thesis. Thirty-six credit hours are required for most non-thesis master's degrees with required courses in a field of study.

The level of courses and the examination requirements are typically the same as for the thesis option. The comprehensive final examination or other capstone experience must be completed satisfactorily.

MISCELLANEOUS

Class Attendance

Although individual faculty members will set their own attendance policies, graduate students should be aware that, because their classes ordinarily meet once a week, missing one class is equivalent to missing one week of instruction. Consequently, absences must be kept to a minimum, and students should make certain that their professors understand the reasons for any absences from class. Although graduate work teaches students to develop skills in independent thinking, the classroom (or on-line) experience remains at the heart of this learning process; therefore, responsible and regular contribution and preparation are vital.

Course Load

The normal, full-time course load for graduate students is nine hours per regular semester and six hours per summer session. Students wishing to take more than nine hours in a regular semester or six hours in a summer session must request special permission from the Dean of their College. It is recommended that students with a full time employment take no more than six hours per regular semester and no more than three hours per summer session.

Leave of Absence

Students should also be aware that they are required to maintain continuous registration during the Fall and Spring semesters including registration for thesis until all requirements for graduation have been met. **Interruptions or delays in the course of study which have not been approved in advance by the student's advisory committee chair will interfere with the degree time limits and may result in students having to re-take courses and/or apply for re-admission to the program.**

Leave of Absence Policy

- You must be in good standing (i.e., financial obligations met, no disciplinary action, good academic standing)
- Requests for Leave of Absence must be submitted to the Dean of Graduate Studies & Research before the second week of the first semester of absence.
- The maximum Leave of Absence is two semesters. Any Leave of Absence beyond two semesters must be adequately justified and approved by the Dean of Graduate Studies & Research.
- The maximum number of Leave of Absence requests is two.
- You must inform the Dean of Graduate Studies & Research when you return from your Leave of Absence.
- Unapproved Leaves of Absence may result in the student being required to re-apply to his or her program.

Financial Aid

Graduate students interested in financial assistance should obtain a copy of the *Financial Aid Student Handbook* from the Texas A&M International University Office of Financial Aid. Additionally, the Office of Graduate Studies & Research offers a limited number of Lamar Bruni Vergara Scholarships. Please contact the Office of Graduate Studies & Research for additional details.

Graduate Assistantships

The Office of Graduate Studies & Research and individual departments may provide a limited number of teaching and research assistantships for graduate students who demonstrate outstanding ability. Such assistantships will be awarded on a competitive basis, and students receiving such appointments will be subject to regular evaluation by their respective departments. These assistantships will constitute no more than 1/2 time employment, and graduate assistants will be expected to register for no less than nine credit hours per semester and to maintain a grade point average of at least 3.0 or 3.5, depending on the program. Students interested in applying for such assistantships should contact the Dean of Graduate Studies & research and/or the appropriate Department Chair.

Language Requirement

All graduate students should demonstrate fundamental skills in the reading, speaking, and writing of English. Any student who proves unable to function competently in English will be required to take remedial work in order to develop the proficiency necessary for successful graduate study. Decisions about individual students will be made by the Dean of each College.

Most graduate schools encourage or even require students to demonstrate reasonable proficiency in the reading of at least one language other than English. All Texas A&M International University graduate students are encouraged to improve their skills in Spanish and to study other languages as our course offerings expand. To ascertain whether a particular degree program requires demonstrable proficiency in a language other than English, students should consult the Department Chair in their major area.

Students who hold a bachelor's degree or its equivalent from a university outside the United States may be required to pass a departmentally administered reading proficiency test of English.

Residence

All coursework must be taken at this University. See Transfer of Graduate-level Study below.

Transfer of Graduate-level Study

Six hours of graduate level study with a minimum grade of 3.0 (“B”) on a 4.0 scale may be transferred, with the consent of the Department Chair, from other accredited institutions of higher education.

Grades Required

A minimum grade point average of 3.0 (“B”) on a 4.0 point scale computed on all graduate work attempted must be maintained as well as in the major and in the minor. No more than six (6) semester credit hours with a letter grade of “C” earned at this university will be accepted as credit for a master’s degree. Exception: No grade below 3.0 (“B”) will be accepted for the MA in Counseling Psychology and in the major curriculum courses in Sociology.

Correspondence Work

In no case will courses taken by correspondence be accepted for graduate credit.

Maximum Number of Hours

The maximum load for a full-time graduate student is twelve (12) semester credit hours per semester and six (6) semester credit hours each summer term. **Any semester credit hour load in excess of the maximum load must be approved by the Dean of the appropriate College.**

A graduate student may enroll for up to nine (9) semester hours in one summer session only if he/she meets both of the following criteria:

- needs the nine semester hours to complete graduation and/or certification requirements in August; and
- has at least a 3.5/4.0 grade point average based on all valid graduate work taken up to the present time. Total semester hours earned in the summer may not exceed fifteen (15) SCH.

Repetition of a Course [Effective Fall 2010]

Courses applicable to a graduate degree may not be repeated for course credit, unless prescribed during the admissions process.

Minimum Grade Point Average for Good Standing

To continue in graduate studies, a student is expected to maintain a nominal “B” average (3.0/4.0). This means that the student’s record must show a grade of “A” to offset each grade below a “B” on work taken for graduate credit and applicable toward the master’s degree. No grade lower than “C” can apply to a master’s degree. No grades below “B” will be accepted for the Master of Arts in Counseling Psychology degree and in the major curriculum courses in Sociology.

Scholastic Deficiency [Effective Fall 2010]

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.000, or if a student receives a course grade of C, he or she will be considered to be scholastically deficient. If the minimum GPA is not attained by the end of next semester of enrollment, the student will be dropped from graduate studies. Students who receive a D, F or more than two Cs for coursework listed on their degree plan will also be dropped from graduate studies. The procedures for dismissal and expulsion are explained in the TAMIU Student Handbook .

Procedures for Dismissal:

In the event a graduate student becomes scholastically deficient, he or she may be subject to one of the following actions, initiated by a recommendation from the student's department or graduate advisory committee (listed in order of increasing severity):

1. Warned of scholastic deficiency; or
2. Permitted to continue in the program on scholastic probation; or
3. Suspended from the university—because of scholastic deficiency; or separated from the university because of scholastic deficiency by one of the following actions:
 - Suspension: Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of this period of time. The student is guaranteed a review of the case and a decision regarding eligibility for readmission.
 - Dismissal: Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible in the future, but no specific time for a decision is established.
 - Expulsion: Permanent separation of the student from the university for scholastic deficiency. The student is not eligible for readmission to the university. Expulsion can occur following a ruling by the Graduate Appeals Panel that does not support the student's appeal.

A recommendation to suspend, dismiss or expel the student from the university because of scholastic deficiency must be made in writing to the Dean of the Office of Graduate Studies by the department or the student's graduate advisory committee. If the recommendation is made by the advisory committee, it must be signed by all members of the committee.

A graduate student blocked or suspended for deficient scholarship may appeal such a decision through the Graduate Appeals Panel, a committee of three (3) members of the TAMIU Graduate Council.

Academic Probation

If at the end of any semester the student's grades have fallen below the "B" level, the student will be considered on academic probation until the required average is restored by higher grades on subsequent courses applicable to the degree.

Academic Suspension

If, while on academic probation, a student allows his/her average for any semester to fall again below the nominal "B" average, the student will be placed on academic suspension during the next semester. The student may petition through the Office of the University Registrar to register again on scholastic probation after an absence from the University of one long semester, or longer.

Graduation Under a Particular Catalog

A degree seeking student may receive his/her master's degree upon satisfying the requirements of the catalog under which he/she first earned resident credit for graduate work, or upon satisfying the requirements of the catalog of any subsequent year in which he/she earned credit as a resident student in the University. All requirements for a master's degree must be completed within a period of five years or within the time specified for the particular program. No credit more than five/six years old, counting from the catalog year in effect at registration, will be recognized as graduate credit applicable toward a graduate degree. Students whose coursework has expired may repeat the expired course(s) or request an appropriate substitute.

Ethics

Texas A&M International University graduate students should recognize that they represent their intellectual community in a special way. Our institution's reputation depends upon what our graduates achieve and upon how they conduct themselves. The University expects graduate students to conduct themselves in accord with principles appropriate to mature and rational individuals. A detailed description of the Student Conduct Code is available in the Texas A&M International University *Student Handbook*.

Graduate Student Working Greater than 50% Effort

The following is a reminder of the Office of Graduate Studies-Graduate Council Guidelines for employing Graduate Students at greater than 50% effort.

I. Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT) and Graduate Assistant Research (GAR) are normally required to work 20 hours per week (50%)

2. These positions are not allowed to work beyond 50% efforts without the approval of the Office of Graduate Studies.
3. International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.
4. Domestic students are allowed to work no more than 10 hours per week beyond the assistantship anytime during the semesters provided they are correctly registered and the department giving the assistantship approves the extra hours.
5. As referenced in #2, a written request must be submitted to the Office of Graduate Studies from the hiring entity through the department giving the assistantship (if the hiring entity is not the department giving the assistantship).

TAMUS Pathways to the Doctorate Program

Pathways to the Doctorate is a program dedicated to increasing the number, quality, and diversity of master's and doctoral graduates across all disciplines within the nine universities and the Health Science Center of Texas A&M University System. This allows the program to recruit top students from diverse geographic, socio-economic, racial, ethnic and cultural environments to pursue careers in higher education and thus produce the next generation of faculty. Pathways to the Doctorate is one approach to Closing the Gaps in Texas.

Through a variety of activities such as seminars and workshops, inter-institutional exchange programs, a mentoring program and an annual research symposium with Systemwide participation, the Pathways Program:

- creates a pathway for talented students to pursue graduate education;
- fosters opportunities for faculty, graduate and undergraduate students to collaborate and to pursue innovative research and enhance interpersonal communication skills;
- enlightens and encourages students and teachers (P-16) to see that science and technology are essential to lead a life of discovery and enjoyment;
- helps meet faculty needs as post-secondary enrollment grows and current faculty retire.

Information can be found at <http://ogs.tamu.edu/OGS/pathways>. Contact the Dean of Graduate Studies and Research if you are interested in the Pathways to the Doctorate Program.

APPENDIX – FORMS

Checklist for Graduate Students and Faculty Advisors

Request for Service on a Graduate Advisory Committee

Graduate Conditional Permit for Registration

Undergraduate Enrollment in Graduate Course

Leave of Absence Form

Graduate Change of Minor/Concentration Form

Comprehensive Examination Form

Request for Change of Entrance Term Form

Copyright and Availability Form

Student Right to Privacy

FERPA Parent Release Form



TEXAS A&M INTERNATIONAL UNIVERSITY
 A Member of The Texas A&M University System

Checklist for Graduate Students and Faculty Advisors

This checklist is provided to help you and your Advisory Committee track your progress through the various stages of graduate study.

Student's Name _____ Major _____

Chair of Advisory Committee _____
 Advisory Committee Member _____
 Advisory Committee Member _____
 Advisory Committee Member _____

Activity	Expected Completion Date	Actual Completion Date
Univ., College & Dept. Applications		
GRE & Transcripts in Admissions		
___ Dean's Acceptance Letter	_____	_____
___ Advisory Committee formed	_____	_____
___ Approved Degree Plan	_____	_____
___ Completion of course work	_____	_____
___ Comprehensive Exam for Major	_____	_____
Comprehensive Exam for Minor		
Thesis Proposal Submitted		
Thesis Proposal Approved		
Oral Defense		
Final Thesis Cleared		
Application for Graduation		

Notes:



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of Graduate Studies & Research

REQUEST FOR SERVICE ON A GRADUATE ADVISORY COMMITTEE

Name _____ Student ID Number _____

Degree _____ Catalog Year _____

The above student has requested that I serve on his/her Graduate Advisory Committee. I understand that serving on this committee requires that I be reasonably available to this student for consultation and guidance. Additionally, I understand that I, along with the other members of the committee, have a particular and direct responsibility for the following:

- Designing a degree plan in consultation with the student
- Preparing and evaluating the comprehensive examination
- Assisting with the thesis/dissertation
- Reading and evaluating the thesis/dissertation
- Preparing, administering and evaluating the defense of the thesis/dissertation

Cognizant of the above responsibilities, I agree to serve on the Graduate Advisory Committee of the above named student.

Advisory Committee Chair Date

Advisory Committee Member Date

Advisory Committee Member Date

Advisory Committee Member Date



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of Graduate Studies and Research Graduate Conditional Permit for Registration

Name _____ Student ID Number _____

Semester/Year _____ (new form must be completed for each semester)

Please check the appropriate condition(s), sign, and turn into the Office of Graduate Studies & Research.

I am **not** completing a degree at this University; however, I do understand the regulations listed in the university catalog pertaining to admission into graduate studies.

I further understand that I may register for up to six hours as non-degree seeking and that these courses may not be applicable to a degree program.

I am requesting to enroll in ___ hours this registration period, and I understand that I must satisfy the following requirements before being admitted to the graduate school at Texas A&M International University.

I must submit GRE or GMAT scores that are of sufficient value to meet requirements for admissions in the graduate school (as specified in the University catalog) before registering for any further course work..

I further understand that **only** a maximum of twelve hours of graduate work earned prior to being fully admitted to graduate school will be applicable to a master's or doctoral degree.

Student Signature _____ Date _____

Department Chair _____ Date _____

Dean of Graduate Studies & Research _____ Date _____

For Office Use Only

Graduate Hours Earned _____ Graduate GPA _____

GRE Score: VERB _____ QUAN _____ GRE test scheduled on: _____

Verified by: _____ Date: _____



TEXAS A&M INTERNATIONAL
A Member of The Texas A&M University System

UNIVERSITY

Office of Graduate Studies & Research Undergraduate Enrollment in Graduate Course

Student Name _____ Student ID Number _____

Student Signature _____ Date _____

Semester credit is requested _____

I wish to take the following course(s) during my final undergraduate semester. I understand that I,

- Must be within 15 hours of graduation;
- Must have a 3.0 cumulative grade point average in upper-division course work;
- Must not enroll for more than 15 hours total and must not enroll for more than 6 hours of graduate coursework;
- Cannot count my work in graduate courses towards my bachelor's degree. Graduate courses will be reserved for credit toward my graduate degree when I am fully admitted into my graduate program. [Not applicable to BA/MA students]
- Must have approval from the Department/Division Chair and the Dean of the College in which the work is offered

Note: Your program may have additional admission requirements that must be satisfied for these hours to count towards your degree.

Graduate Courses to be taken:

Subject	Course #	Section #	Hrs

Subject	Course #	Section #	Hrs

Undergraduate Courses to be taken:

Subject	Course #	Section #	Hrs

Subject	Course #	Section #	Hrs

Subject	Course #	Section #	Hrs

Subject	Course #	Section #	Hrs

Department/Division Chair _____ Date _____

College Dean _____ Date _____

Dean of Graduate Studies & Research _____ Date _____

TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of Graduate Studies & Research
Leave of Absence Form

Name _____ Student ID Number _____

Leave Beginning: Fall Spring 20__

Semester Returning: Fall Spring Summer 20__

Reason for Leave: (Please check all that apply.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Military | <input type="checkbox"/> Academic Difficulties |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Family Responsibilities | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Out of the U.S. for the duration of absence | | |
| <input type="checkbox"/> Other (Please explain.) | | |

Leave of Absence Policy

- You must be in good standing (i.e., financial obligations met, no disciplinary action, good academic standing).
- Requests for a Leave of Absence must be submitted to the Dean of Graduate Studies before the second week of the first semester of absence.
- The maximum Leave of Absence is two semesters. Any Leave of Absence beyond two semesters must be adequately justified and approved by the Dean of Graduate Studies.
- The maximum number of Leaves of Absence requests is two.
- You must inform the Dean of Graduate Studies when you return from your Leave of Absence.
- Unapproved Leaves of Absence may result in the student being required to re-apply to their respective programs.
- If you are an international student you must obtain the signature of the Foreign Student Advisor located in the Department of International Student Services.
- I have read and understand the Leave of Absence Policy.

Student Signature _____ Date _____

Advisory Committee Chair _____ Date _____

Foreign Student Advisor _____ Date _____
(If applicable)

Dean of Graduate Studies _____ Date _____



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

**Office of Graduate Studies and Research
Graduate Change of Minor/Concentration Form**

Name _____ Student ID Number _____

Daytime Phone _____ E-mail _____

Graduate Degree Program _____

	FROM (Present)	TO (Proposed)
Minor(s) / Concentration(s)		
Catalog Year		

It is important that all applicable blocks be completed. Please inquire if you need assistance.

Please remember that the **catalog year** selected is **valid for five years** and that you must have been enrolled during that period. *(For example, catalog year 1999 expires in Summer II, 2004.) Special non-degree students will be placed in catalog in effect at the time of request.*

Please check with the Department Chair (for the new minor/concentration area) to determine if you need to complete any stem-work/prerequisite courses for your new minor/concentration.

Student Signature _____ Date _____

Department Chair, Advisory Committee Chair or Program Director:

_____ Date _____

Department Chair or Program Director (new minor /concentration area):

_____ Date _____

Office Use Only

Verified & Entered by: _____ Date _____



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of Graduate Studies & Research
Comprehensive Examination Form

Date: _____

Student Name: _____ **Student ID Number:** _____

The graduate student named above completed the prescribed graduate comprehensive examination in the Master's/Doctoral (circle one) program, and results of the examination were evaluated by the student's Advisory Committee on the dates indicated below.

Check (✓) the appropriate box(es):

Written Examination

Date of Written Examination: _____

Pass **Fail**

Oral Examination

Date of Oral Examination: _____

Pass **Fail**

Sign and print name:

Committee Chair/Academic Advisor

Department Chair

Committee Member

College Dean

Committee Member

Graduate Dean

Committee Member



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Request for Change of Entrance Term

Name: _____ Student ID Number: _____

From: _____ **To:** _____
(Initial Semester) (Proposed Semester)

Admission Term: _____
Classification: _____
Degree: _____
Major: _____

Personal Data: (Check One)

- All Previous Information is correct
- The following information needs to be updated
Local/Mailing Permanent

Street 1: _____
Street 2: _____
City: _____ State: _____ Zip: _____
Phone: Work Phone: _____
E-Mail Address: _____

Educational Information:

College/UniversityName: _____
City: _____ State: _____
Dates attended: From: _____ To: _____
Signature: _____ Date: _____

** This form may be used to defer admission term only if the application for graduate admission is less than one year old and the program sought remains the same. This form **may not** be used to change from a non-degree seeking status/program to a graduate degree-seeking or if the program is different from that indicated on the original application

Office Use Only

Verified and entered by: _____ Date: _____



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Ph.D. Copyright and Availability Form

Student 's Name: _____

Date of Graduation (Month Year): _____

TAMIU COPYRIGHT AGREEMENT

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my dissertation allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my committee chair.

I hereby grant to Texas A&M International University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my dissertation in whole or in part in all forms of media, now or hereafter known.

To the extent this dissertation is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA – 20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the dissertation. I also retain the right to use in future works (such as articles or books) all or part of this dissertation.

AVAILABILITY OPTIONS (check one)

- 1. Release the work immediately for worldwide access on the Internet.
- 2. (*Patent Hold*) Secure the work temporarily for patent and/or proprietary purposes and then release the work for worldwide access on the Internet.
- 3. (*Journal Hold*) Hold the work for one year and then release the work for worldwide access on the Internet (*one-year extension on request, if needed*).

CHAIR'S SIGNATURE

I have discussed the availability choices with my student, and I am aware of the choice my student has made. Signature: _____

STUDENT AGREEMENT

I have read and fully agree to the TAMIU copyright agreement regarding my dissertation. I agree to the dissertation availability option I selected above. I understand that the option is my choice and that there may be publishing consequences to my selection. Signature: _____



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of the Registrar

Request to Withhold Public Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

I, _____, Student ID Number _____ request the following information **not be released** outside the University:

- | | |
|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Dates of Attendance |
| <input type="checkbox"/> Local Address | <input type="checkbox"/> Major |
| <input type="checkbox"/> Permanent Address | <input type="checkbox"/> Classification |
| <input type="checkbox"/> Addresses for Mail Lists | <input type="checkbox"/> Degrees Awarded |
| <input type="checkbox"/> Telephone Number | <input type="checkbox"/> Honors |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Awards |
| <input type="checkbox"/> Race | <input type="checkbox"/> Class Standing |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Previous Institution Attended |
| <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Place of Birth | <input type="checkbox"/> Weight/Height of Athlete |
| <input type="checkbox"/> Parents' Name | <input type="checkbox"/> Sports Participation |
| <input type="checkbox"/> Parents' Address | <input type="checkbox"/> Parking Permit Information |
| <input type="checkbox"/> Class Schedule | <input type="checkbox"/> Judicial Information |
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> Enrollment Status |

Student's Signature Date

-----For Office Use Only-----

Processed by Date



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System

Office of the Registrar

AUTHORIZATION TO DISCLOSE ACADEMIC INFORMATION

Annual Notice to Students

Annually, Texas A&M International University informs students of *the Family Educational Rights & Privacy Act of 1974 (FERPA)*, as amended. This *Act*, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office concerning alleged failures by the institution to comply with the *Act*.

Local policies are printed in the student handbook and the university bulletins. Questions regarding the *Family Educational Rights & Privacy Act* may be directed to the Office of the University Registrar.

Please sign below if you consent for the University/faculty member to release to your family member (print name) _____ information about your educational records.

Student Name: _____ Student ID Number: _____

Student Signature: _____ Date: _____

Family member's Full Name(s):

**** Picture ID will be required of family member upon the request to view records. ****