

**Texas A&M International University**  
**Office of Graduate Studies & Research**  
**Graduate Handbook**  
**2014-2015**

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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 or BS/MS

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

MA - Counseling Psychology

MA - English

MA – History and Political Thought, History Concentration

MA – History and Political Thought, Political Science Concentration

MA- History and Political Thought, History and Political Science Concentration

MA - Sociology

MA – Language, Literature, and Translation

MS - Biology

MS - Criminal Justice

MS - Mathematics

MS - Mathematics Education

MS - Psychology

MPA- Public Administration

Ph.D. - Hispanic Studies

(Cooperative degree with TAMU)

### College of Business Administration

MBA with following areas of concentration:

International Business (*taught in English and Spanish*)

International Banking and Finance Management

Marketing

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 - Educational Administration

MS-Ed - Special Education

MS-Ed - Reading

MS- School Counseling

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

### College of Nursing and Health Sciences

MSN - Family Nurse Practitioner

MSN – Nursing Administration

## 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. **Official Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT)** scores are required only if pursuing certain degrees. Official test scores must be sent directly from Educational Testing Service (ETS) and dated within five years of enrollment. In programs requiring No admission decision will be made prior to the receipt of an official GRE or GMAT score.
  - Graduate programs in the **College of Arts and Sciences** do not require that applicants take the GRE, with the exception of the following: the MA in Counseling Psychology and the MS in Psychology. Language, Literature and Translation majors are required to take a 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** does not require the GRE.
  - The **College of Nursing and Health Sciences** does not require the GRE.

\*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 for using the GRE for the MS in Psychology, 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 AChecklist 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 (3) 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 or the Scholastic Deficiency 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 one C 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

## 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<br>Completion<br>Date | Actual<br>Completion<br>Date |
|--|--------------------------------|------------------------------|
| <input type="checkbox"/> Graduate Admissions Application | _____                          | _____                        |
| <input type="checkbox"/> GRE & Transcripts in Admissions | _____                          | _____                        |
| <input type="checkbox"/> Dean's Acceptance Letter        | _____                          | _____                        |
| <input type="checkbox"/> Advisory Committee formed       | _____                          | _____                        |
| <input type="checkbox"/> Approved Degree Plan            | _____                          | _____                        |
| <input type="checkbox"/> Completion of course work       | _____                          | _____                        |
| <input type="checkbox"/> Comprehensive Exam for Major    | _____                          | _____                        |
| <input type="checkbox"/> Comprehensive Exam for Minor    | _____                          | _____                        |
| <input type="checkbox"/> Thesis Proposal Submitted       | _____                          | _____                        |
| <input type="checkbox"/> Thesis Proposal Approved        | _____                          | _____                        |
| <input type="checkbox"/> Oral Defense                    | _____                          | _____                        |
| <input type="checkbox"/> Final Thesis Cleared            | _____                          | _____                        |
| <input type="checkbox"/> 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 \_\_\_\_\_ CWID \_\_\_\_\_

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



# Office of Graduate Studies & Research

## Undergraduate Enrollment in Graduate Course(s)



Student Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

I, \_\_\_\_\_, wish to take \_\_\_\_ semester credit hours of graduate-level course(s) during my **final undergraduate semester** for the following reason:

\_\_\_\_\_

*Please note that you cannot count work in graduate course(s) towards your Bachelor's Degree. Graduate courses will be reserved for credit toward your graduate degree when you are fully admitted into your graduate program. [Not applicable to BA/MA students]*

### **REQUIREMENTS: OBTAIN APPROVAL IN NUMBER SEQUENCE**

1. Must be within 15 hours of graduation and have a 3.0 cumulative grade point average: GPA: \_\_\_\_\_

Does Meet Requirements

Does NOT Meet Requirements

Registrar's Signature \_\_\_\_\_

*Signature and Date*

2. Must not enroll for more than 15 hours in a combination of courses and must not enroll for more than 6 hours of graduate coursework:

#### *Graduate Courses to be taken*

| SUBJECT | COURSE # | SECTION # | HRS |
|---------|----------|-----------|-----|
|         |          |           |     |
|         |          |           |     |

#### *Undergraduate Courses to be taken*

| SUBJECT | COURSE # | SECTION # | HRS |
|---------|----------|-----------|-----|
|         |          |           |     |
|         |          |           |     |
|         |          |           |     |
|         |          |           |     |

3. Must have approval from the Department/Division Chair and the Dean of the College in which the work is offered (*after signature is obtained by the Registrar's Office*).

Student \_\_\_\_\_ Date \_\_\_\_\_

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.)

- Medical
- Military
- Academic Difficulties
- Employment
- Family Responsibilities
- Financial
- Out of the U.S. for the duration of absence
- 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 \_\_\_\_\_ CWID # \_\_\_\_\_

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 \_\_\_\_\_