Procedure Statement

The Graduate Council establishes basic course standards for completion of the master’s and specialist degree programs at Texas A&M University-Commerce.

Reason for Procedure

This procedure documents the course requirements for the master’s and specialist degree programs.

PROCEDURES AND RESPONSIBILITIES

1 A minimum of thirty semester hours beyond the bachelor's degree is required for the master's and specialist degrees. A minimum of two-thirds of the hours required in a program must be earned from A&M-Commerce. University degree requirements are listed under the master's and specialist degree section of the Graduate Catalog.

2 Graduate students enrolled in cross-listed courses that are offered for both undergraduate and graduate credit are expected to complete requirements beyond those expected of undergraduate students. A maximum of three cross-listed courses may be taken for graduate credit under this procedure. (Note: This limitation is exclusive to University Procedure 11.04.99.R0.26 Graduate Level Substitution of Upper-Level Undergraduate Courses.)

3 Upon approval of the head of the major department, the head of the department in which the course is offered, the course instructor, and the Dean of Graduate Studies, up to two 300 or 400-level courses may be used to fulfill graduate course degree requirements.
4. No more than twelve hours accumulated while the student is classified as a non-degree student can be applied to a graduate degree. At the discretion of the department, students may apply up to, but no more than, eighteen hours accumulated while classified as having certification status (i.e., working toward a state or professionally mandated certification) to the master’s and specialist degrees.

5. Prerequisites. Admission to the Graduate School does not imply that the applicant has the necessary background to earn a degree in a specific program. In order to major or minor in a subject field, the candidate must meet departmental prerequisites. Background courses cannot be applied toward the graduate major or minor.

6. Major. All master's and specialist programs require a major of at least eighteen semester hours, including hours in a graduate level research component course (595) or thesis (518). Specific programs may require additional semester hours for a major. (Specific program requirements are listed under each departmental section of the Graduate Catalog.)

7. Minor. Twelve semester hours in a second subject area constitute a minor. Completion of a minor is not a mandatory requirement. Students receiving a minor must satisfy candidacy and comprehensive examination requirements of the minor department.

8. Electives. Up to eighteen hours in approved additional fields may be used as electives.

9. Thesis (518) or research component course (595) credit. All degree programs require the satisfactory completion of either the 518 or 595. A thesis student must be registered for the 518 course to receive advice and assistance from a member of the faculty or while utilizing university facilities and services. Credit for no more than six hours of 518 or three hours of 595 is allowed in a degree program and is awarded only upon satisfactory completion of each requirement. Unless approved by the department head or program coordinator, 518 or 595 must be taken in the department of the major field of study.

10. Transfer of Credit.

10.1 Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater may be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the following section apply. Course work in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit. Courses on the student’s transcript with grades of D, F, or U may not be absolved by transfer work. Credit for thesis research
or the equivalent is not transferable. Credit for coursework submitted for transfer from any university must be shown in semester credit hours.

10.2 Credit for work taken in other regionally accredited graduate schools is granted in accordance with an evaluation by The Graduate School and upon approval by the student's advisory committee and the Dean of Graduate Studies; however, under no circumstances will a course with a grade lower than "B" be transferred for credit.

10.3 Transfer course content must be in academic areas taught by A&M-Commerce.

10.4 Transfer credit is limited to one-third of the hours required for the master's and specialist programs.

10.5 The credits must not have been used for a previous degree.

10.6 The course cannot be more than six years old at the time of graduation for the master’s and specialist programs.

10.7 The credits earned must be clearly at the graduate level.

10.8 Each request for transfer must be evaluated and recommended for course content and what it is equivalent to in the degree program by the degree program head or director seeking transfer and submitted for approval to the Dean of Graduate Studies.

10.9 No more than 12 hours of credit can be transferred to the master’s or doctoral level.

10.10 A student who has already been admitted to a degree program at A&M-Commerce and who wants to take courses at a foreign university as part of a Study Abroad or exchange program to be transferred to A&M-Commerce must receive prior approval from the program head or director.

Related Statutes, Policies, or Requirements

University Procedure 11.04.99.R0.26 Graduate Level Substitutions of Upper-level Undergraduate Courses

Suspends University Procedure 11.04.99.R0.15 Course Requirements for the Master’s and Specialist Degrees
Contact Office

Office of Graduate Studies
903.886.5163