Frequently Asked Questions for the Master of Science Degree in Technology Management (MS TMGT)

Q: Where can I quickly get answers to most of my general questions?
A: Between the University Website and the Graduate Catalog, you will be able to find most of the information you will need to know about matriculating at Texas A&M University-Commerce. Additional, program-specific information is also available on the MS in Tech Management webpage.

Q: What are the Student Learning Outcomes (SLOs) expected of graduates of the TMGT Master’s Program?
A: Graduates of the Master of Science in Technology Management program at Texas A&M University-Commerce will...

1. evaluate and defend leadership and organizational strategies associated with technology-intensive enterprises;
2. summarize and explain organizational development and strategies common to technology-intensive enterprises;
3. formulate and assemble component ideas in order to successfully execute a project plan; and
4. analyze information in order to formulate effective solutions.

Focus will be placed on these SLOs in the Master’s Qualifying Comprehensive Examination at the end of the program so students should be mindful of them while matriculating.

Q: Where is the Technology Management Program located?
A: The Technology Management Program is one of the programs offered through the Department of Engineering & Technology in the College of Science & Engineering at A&M Commerce. The Tech. Management Program is officially an on-line program; however, most of the core course requirements are also concurrently offered in a blended format to accommodate students who are subject to the face-to-face enrollment requirements of an international F-1 Visa. The department and faculty offices are located in Suite 213 on the second floor of the Charles J. Austin Engineering Technology Building on the Commerce campus. See the Campus Map.

Q: How do I apply for admission to the Technology Management Master of Science Program?
A: Graduate Admissions information is provided by the Graduate School on their Graduate Admissions page. All applications to graduate programs at A&M Commerce must be made through ApplyTexas.

Q: What are the deadlines to apply for admission to the program?
A: Applications are accepted and considered continuously. Applications should be complete, with all required documents, no less than two weeks prior to the beginning of a term for consideration by the program admission committee to begin taking courses in that term. Deadlines for international student applicants to have all required documents submitted are as follows: Fall semester – June 1, Spring semester – October 15, Summer semester – March 15. The list of required application documents is provided here.

Q: How much does the program cost?

A: There are a number of variables that contribute to the total cost of study. To allow you to estimate your cost, the University Admissions Office provides a Net Price Calculator and a Tuition Estimator. Further tuition & fee cost information can be found on the Admissions Office’s Tuition, Costs, and Financial Aid page.

Q: Can you waive my GRE requirement?

A: The Graduate Record Examination (GRE) requirement can only be waived for applicants who have a completed Bachelor’s or Master’s degree from an appropriately regionally accredited US institution with a 3.0 or higher GPA. An official transcript documenting the successful completion of the degree must be submitted to the TAMU-C Graduate School. The GMAT, TOEFL, or other exam is NOT permitted as a substitute for the GRE in this program.

Q: Is it possible for me to take the GRE within the first semester enrolled?

A: No, the GRE cannot be accepted during the first semester of enrollment. Unless you qualify for and are officially granted a GRE waiver, your scores must be received to complete your application file before you will be considered for admission.

Q: I am currently accepted in another program at A&M Commerce and would like to change major to TMGT. When do I need to apply or submit a change of major form through the Graduate School to be considered for admission into the TMGT MS Program for given semester?

A: To be considered for admission into the TMGT Master’s program, completed applications should be received by the department for Program Committee consideration no less than two weeks prior to the beginning of classes of the semester in which enrollment in major classes is desired. The requirements for admission consideration in TMGT may be different from the program in which you are currently admitted. The GRE requirement is one example. Be sure that all required materials and scores are submitted to the Graduate School so as not to delay delivery of your application to the department. Although applications are considered continuously, it is not reasonable to expect an admission decision and registration authorization within two weeks of application. Admission applications can take up to two weeks to process and a recommendation determined once received by the department. Applications received within the two weeks prior to the beginning of a given semester will thus be
considered for admission into the program the following semester. For students already admitted to another program, you will need to submit the Change Major Form.

Q: What elective courses can be applied to the MS degree in Technology Management?

A: Effective Fall 2017, the Elective Course block on the MS Technology Management Degree has been expanded to allow for the inclusion of an official Approved Certificate or Minor Option offered by selected programs at the institution. Randomly selected courses must be comprised of courses on the following list of program-approved electives:

Twelve semester hours (four courses) chosen from the following:

- **TMGT 511** Emerging Technology
- **TMGT 5__** Any Master’s-level non-core TMGT courses
- **SMGT 5__** Any Master's-level SMGT courses
- **TMGT 597** Special Topics (May take multiple times for credit when topics vary.)
- **CSCI 5__** Any Master’s-level CSCI courses, up to four, excluding 505, 507, 518, 589, & 595
- **ACCT 501** Accounting for Managers
- **BA 530** Ethical Issues in Organizations
- **BUSA 501** Intro to Business Analytics
- **BUSA 542** Applied Decision Making
- **ECO 501** Economics for Decision Makers
- **ECO 502** Quantitative Analysis for Managers
- **FIN 501** Finance for Decision Makers
- **FIN 504** Financial Management
- **MGT 501** Operations and Organizations
- **MGT 581** Entrepreneurship
- **MKT 501** Marketing Environment

Approved Certificate Option:

- **Environmental Science Certificate**
  (12 SCH required for MS degree, one additional SCH required for Certificate)

Approved Minor Options:

- Educational Technology – [Educational Technology Minor](#)
- Mathematics – [Applied Mathematics Minor](#)
- Physics – [Physics Minor](#)
- Management – [Corporate Management Minor](#)
Management – [Entrepreneurship Minor](#), or other relevant curriculum block as approved by MS-TMGT Program Advisory Committee.

Course eligibility is subject to pre-requisite requirements or restrictions imposed by the offering department. All electives are subject to approval by the TMGT Master’s Program Advisor. Petitions can be made by the program advisor for these newly approved elective courses to be included as allowed electives on existing degree plans. Please note that all courses offered by the programs from which the listed electives are offered were evaluated by the TMGT program committee and ONLY these courses have been recommended and approved.

**Q:** Can I transfer courses in from another university to substitute in, or apply to, the TMGT MS degree?

**A:** Transfer courses are not permitted to be substituted for courses in the TMGT Major Core. However, up to a maximum of 12 hours of approved credits from a qualified regionally accredited US institution may be considered by the Program Advisory Committee for transfer as electives on the TMGT Master’s Degree Plan. Any courses considered for transfer must have been passed with a grade of “B” or better and be comparable to courses offered in TAMU-C departments from which degree electives are allowed. Additionally, courses must meet the requirements identified in the “Transfer of Credit” section of the Graduate Catalog. An official transcript from the institution in which the proposed transfer courses were taken must be received by TAMU-C and course syllabi must be provided to the MS Program Advisor for transfer consideration. Transferability of courses can only be considered by the department after admission into the TMGT Graduate Program. Courses requested for transfer must be evaluated and confirmed as equivalent by faculty in the department in which the proposed equivalent course is offered. The final determination of eligibility and approval of proposed transfer credits is made by the Graduate School.

**Q:** Does the program have provisions to allow credit for experience or credit-by-examination?

**A:** No, neither is permitted in the TMGT program. Related experience in the field is highly valued as a qualification to gain admission into the program and should help you in your studies; however, a specific number of years of experience is not a requirement for admission.

**Q:** Is the MIS (Management Information Systems) elective option still available on the TMGT MS Degree Plan?

**A:** No, not after the Summer 2015 semester. The MIS elective option on the Technology Management Master’s degree made use of the courses offered through the former Department of Business Administration and Management Information Systems. As the MIS program was discontinued at the conclusion of the Summer 2015 semester, the MIS elective on the Tech Management was discontinued as well. Credits earned in MIS prior to the closure of the program may be considered for elective credits. Students on an earlier degree plan containing this option may take currently approved electives in place of the MIS courses.
Q: Are SMGT (Safety Management) courses still available as an option on the TMGT MS Degree Plan?

A: No. The SMGT (Safety Management) courses had not experienced sufficient demand and had therefore not been offered for several semesters. As of the Fall 2017 term, all SMGT courses have officially been removed from the program course inventory and will not be offered in future terms.

Q: Can Business Administration (BA) courses be used to satisfy elective requirements on the MS TMGT degree?

A: Only BA 530. Otherwise, no. Once admitted into the MS program as a Technology Management major, students are required to select electives, in consultation with the Masters’ program Advisor, from courses authorized on the Degree Plan. (See the Q&A: “What elective courses can be applied...”’) BA, or closely related, courses completed PRIOR to admission into the MS TMGT program may be considered by the Program Advisory Committee, however, acceptance of previously earned credits outside the authorized elective fields is not likely.

Q: The course section in which I wish to enroll is full. Can you allow me into the course?

A: It is not the intent of program faculty or department to exceed established course limits. The final decision is up to the course instructor. If there is another section available, you may enroll in that section. If all sections of a course you need are full, please email the program advisor and indicate your need for the class, including mode of delivery. If sufficient need can be documented, a request for an additional section of the course may be considered. It is common for a few students to alter schedules and drop sections as the beginning of the semester approaches. Be monitoring for openings that may appear and act quickly to register to possibly obtain a seat in your desired section. The Schedule of Classes is an easy place to monitor for openings, and identify other available courses and sections.

Q: Are there scholarships available for Technology Management Master's Students?

A: There are no permanent Departmental Scholarships established for which Graduate Students in the Technology Management Major are eligible. However, the Graduate School may periodically make special-purpose scholarships available to qualifying, new, domestic applicants through their Funding Your Future program. There are a few university-level scholarships for which all students can apply. Further scholarship information is available from the Office of Financial Aid & Scholarships.

Q: Are jobs available for students in the Technology Management Program within the Department of Engineering & Technology?

A: As the Technology Management Program is primarily structured as an online program with no physical laboratories or lab research components, there are generally no Graduate Assistantship positions available within the department. There may be other positions available elsewhere on campus. The TMGT Program faculty does not oversee or select candidates for these positions.
Campus job opportunities are posted at Hire-A-Lion.

Q: If I am an international student on an F-1 Visa, what do I need to consider in terms of online versus face-to-face or blended classes.

A: In general, international students studying under an F-1 Visa are required to take at least 9 Semester Credit Hours (SCH) each long-term semester or 6 SCH in the summer, if summer is the first term in the academic program. Nine SCH equates to three, 3-hour courses. At least two courses taken during a long-term must be face-to-face or blended. This has serious implications for scheduling classes and it becomes critical to pay close attention to the particular semester and mode in which core classes are offered. Build your schedule around the core classes shown on the program’s two-year course rotation schedule, available from your advisor, and fill-in with approved elective courses to ensure the minimum face-to-face class requirement of two courses is met each semester. In some instances, particularly if transfer or pre-admission courses are accepted as electives, it may be necessary for you to take additional courses, beyond the degree requirements, to satisfy the requirement of having two face-to-face course each long term. In these cases, it may not be to the student’s advantage to petition for acceptance of transfer courses. Requirements vary in the summer and in the final year of study. If your first term of enrollment is in a summer term, at least one course must be face-to-face. If you have already taken courses in the program, you are not required to take a face-to-face course in the summer. A full course load may not be required during your final semester, but you must request an approval for a reduced load through the International Student & Scholar Services office. This is helpful in allowing you to complete all of your required core courses prior to taking TMGT 599 and the required Master’s Comprehensive Qualifying Examination. Inquiries regarding requirements for international students should be directed to International Student & Scholar Services, Intl.Stu@tamuc.edu

Q: I am concerned that my GPA may be jeopardy. What grades do I need to earn to maintain the required minimum 3.00 GPA?

A: This website will allow you easily plug-in your grades, and projected/needed grades, to determine your GPA: http://gpacalculator.net/college-gpa-calculator/ Enter your previous semesters’ grades in Semester 1, then add another semester and plug-in grade combinations for the courses in the upcoming term to determine what you must earn to maintain a GPA of 3.00 or higher. The Credits for each course will be 3, unless you are entering a 4 credit hour class.

Q: When and how do I register for TMGT 599 – Technology Management Practicum?

A: TMGT 599 must be taken in your final semester of coursework, after you have completed the core course requirements. The Master's Qualifying Comprehensive Examination, which addresses the competencies covered in the core courses, is administered as a component of this course. The exam is administered early in the semester, so it is critical for you to have completed the core course requirement prior to TMGT 599 in order to be adequately prepared for the exam. Departmental approval is required to register for this course. To request authorization to register for TMGT599, email your request to your academic advisor and include which section you prefer. Once verification is made
that you will be core-complete and in your final semester, authorization will be entered so that you may enroll in the course. An exception to the core-complete requirement may be requested if you lack only one core course and will be taking it concurrently with TMGT 599. TMGT 599 can be taken as a one-course load in your final semester. Requests to take TMGT 599 with two or more core courses remaining will be denied.

Q: Does the Department of Engineering & Technology, or its faculty, sponsor students for Curricular Practical Training (CPT) or Optional Practical Training (OPT).

A: Curricular Practical Training (CPT) is NOT available to TMGT Majors. Therefore, neither the Department of Engineering & Technology, nor its faculty, nor other departments, can sponsor or authorize CPT activities.
Optional Practical Training (OPT) activities can be pursued and are initiated by the student during their final semester of coursework. The International Student & Scholar Services (ISSS) office can provide the necessary forms and your academic advisor will provide the ISSS office with the program documentation necessary at that time, upon their request.

Q: Are graduates of the Technology Management Master’s Degree Program eligible for extended Optional Practical Training (OPT) after graduation?

A: Yes. Contact the International Student & Scholar Services (ISSS) office for more information.

Q: I-20?

A: The academic departments and faculty have no involvement with I-20 forms. The International Student & Scholar Services office handles these. I-20 information is available here.
Any further inquiries regarding an “I-20” should be directed to International Student & Scholar Services (ISSS), Intl.Stu@tamuc.edu.

Q: I am an international student and something has come up and I need to return to my home country for a period of time during the semester. Can I request permission to be absent from a class or classes.

A: No. International students studying on an F-1 Visa are required to be present in class, whether online or in the classroom, as a condition of Visa compliance. Faculty cannot and will not express or imply the granting of permission to be absent from any class(es). If you leave the country, for any reason, during the term and miss a class, you are still responsible for the timely submission of any and all class assignments and you bear the sole risk of any obstacles that might jeopardize your re-entry into the country. If a situation necessitates your extended absence, you will need to explore the option of withdrawing for the term in which you will not be able to complete courses as required and continue the program in a future term.
Q: Unfortunately, circumstances have arisen necessitating that I drop a class or withdraw from all classes this term. How do I do so?

A: Once the semester is underway, you can drop a class prior to the drop deadline through your myLeo account. If you are dropping all of your courses, or only course in which you are enrolled, it is considered a withdrawal and you must complete the withdrawal process. Withdrawing only removes you from your courses in the present term, not the program. Complete withdrawal information is located here: [http://www.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx](http://www.tamuc.edu/admissions/registrar/generalInformation/withdrawal.aspx)
The direct link to the withdrawal Form you will need to submit is here: [http://www.tamuc.edu/admissions/registrar/documents/withdrawalform2014.pdf](http://www.tamuc.edu/admissions/registrar/documents/withdrawalform2014.pdf)
The form must be completed, signed, and sent to the registrar to initiate your withdrawal.
Notify your instructor(s) and the program advisor if you drop a class or withdraw during the term.

Q: What are “Comps,” and when do I take them?

A: “Comps” is the Master’s Comprehensive Qualifying Examination administered at the end of the program, after all core-courses, or all but one, have been completed. Students lacking more than one core course requirement are not eligible to take the examination. The Comps Exam is administered within the TMGT 599 Technology Management Practicum course; however, it is not counted as part of the course itself for grading. Comprehensive Examinations are a mandatory requirement of all Masters Programs and the format and content are determined by the Program Committee on a semester-by-semester basis in accordance with [University Procedure 11.99.99.R0.13](http://www.tamuc.edu/admissions/registrar/documents/withdrawalform2014.pdf), Examinations for Graduate Degrees Section 2.1 and 2.2. The intent of the comprehensive examination is for you to demonstrate and confirm your mastery of the subject material from the program and make real-world application of those knowledge and skills while articulating your responses in a manner appropriate for a Master’s Degree candidate. The content of the examination is based upon the Program’s established Student Learning outcomes (SLOs). The Comprehensive Exam must be passed to qualify for graduation. If the Comps Exam is failed on the first attempt, a second attempt may be made in a following semester. TMGT 599 must be repeated to facilitate the retaking of the examination and it will be necessary to reapply for graduation in the appropriate, future term.

Q: How and when do I apply for graduation?

A: You will apply for graduation very early in your final semester. Be watching for announcements from the Graduate School or Registrar’s Office to announce the graduation registration deadlines at the beginning of your final term. Graduating students must register for graduation whether or not they intend to participate in the commencement ceremony. More graduation information and the application for graduation can be found here: [www.tamuc.edu/graduation](http://www.tamuc.edu/admissions/registrar/documents/withdrawalform2014.pdf).