If you print out a hard copy of this handbook, please be aware that it is subject to change. The most current handbook will always be available online. Therefore, as you progress through your master’s program, please check the Graduate Studies web page for the most current version of the handbook.

http://www.tamuc.edu/academics/graduateSchool/default.aspx

Compiled by

Texas A&M University-Commerce
Office of Graduate Studies

Revised August 2013
CONGRATULATIONS!

Welcome to Texas A&M University-Commerce! The Office of Graduate Studies is pleased you have chosen to pursue your master’s studies at Texas A&M University-Commerce. As you progress through your master’s program, you will become aware that numerous rules and procedures must be followed for you to be successful in your master’s program. The Office of Graduate Studies is here to help guide and assist you during each step of your master’s program.

This handbook is designed to assist you in meeting all of the requirements and deadlines, from the time of admission until your graduation. The handbook has a master’s program checklist to help you with timelines and progression. In addition, the Thesis Manual and sample pages are included in the appendix. If you print out a hard copy of this handbook, please be aware that it is subject to change. The most current handbook will always be available online. Therefore, as you progress through your Master’s program, please check the Graduate Studies web page http://www.tamuc.edu/academics/graduateSchool/default.aspx for the most current version of this handbook.

Departments have the right and may exercise the right to have program requirements higher than those set by the Office of Graduate Studies. However in no case can a department set criteria lower than the Office of Graduate Studies minimums. Please consult your advisor, departmental student handbook, or written guidelines for your specific department requirements.

Everyone in the Office of Graduate Studies will work with you to ensure your success. Ask questions or let us know of any concerns you might have; we are here to help you. If you have questions or concerns that are not answered in this handbook, please feel free to contact the Office of Graduate Studies (903/886-5163).

University Website:  http://www.tamuc.edu/
Graduate School Website: http://www.tamuc.edu/academics/graduateSchool/default.aspx

Phone (903) 886-5167
Fax (903) 886-5165

Please include your student id number in all correspondence.
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USEFUL INFORMATION AND WEBPAGES

ALL MASTERS FORMS AND THE MASTER’S HANDBOOK CAN BE FOUND AT THIS WEBSITE. THIS WEBSITE WILL ALWAYS CONTAIN THE MOST UP-TO-DATE VERSION OF ANY DOCUMENT OR FORM. PLEASE REFERENCE LINK BELOW.

Graduate Forms and Guidelines: http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx

Texas A&M University-Commerce homepage: http://www.tamuc.edu/

Office of Graduate Studies homepage: http://www.tamuc.edu/academics/graduateSchool/default.aspx

Graduate Catalog: The Graduate Catalog changes year to year, so for the most up-to-date catalog, please access the attached link. The catalogs from previous years that are electronic will be here, too. http://www.tamuc.edu/academics/graduateSchool/catalogs.aspx

MyLeo access: http://www.tamuc.edu/myleo.aspx

Registrar’s Office: http://www.tamuc.edu/admissions/registrar/default.aspx

Class Schedule: http://www.tamu-commerce.edu/schedule/

Financial Aid: Graduate students who have full admission to a graduate degree program may be eligible for several forms of financial aid. These include the Texas Public Education Grant, College Work-Study, on-campus employment, and several loan programs. For information and application forms, contact the Office of Financial Aid, (903) 886 5096. http://www.tamuc.edu/admissions/tuitionCosts/financialAidandScholarships/default.aspx

Housing: A&M-Commerce Department of Housing can accommodate single students and families in campus housing. Accommodation costs are reasonable, and the facilities are varied to meet a number of different life style alternatives. The Department of Housing is located on the first floor of Halladay Student Services, room 100, (903) 886-5797. http://www.tamuc.edu/studentLife/housing/default.aspx

Funding your education: For current graduate scholarship information from the Office of Graduate Studies, please review this link: http://www.tamuc.edu/academics/graduateSchool/funding/default.aspx There are more scholarships and funding opportunities thru your department and the scholarship office so please contact them for details.

Campus Locations: We have different locations across the Metroplex. Not all courses will be offered at all locations. Please check with your department. http://www.tamuc.edu/academics/locations/default.aspx

Library: http://www.tamuc.edu/library/

Campus Map: http://www.tamuc.edu/research/default.aspx

IRB information: http://www.tamuc.edu/research/default.aspx

Texas Bookstore: http://www.amcbookstore.com/home.aspx
Graduate Assistantships: http://www.tamuc.edu/academics/graduateSchool/funding/assistantships/default.aspx

Graduate teaching, non-teaching, and research assistantships at Texas A&M University-Commerce offer financial support for graduate education. Assistantships are awarded to qualified masters and doctoral students and are distributed through academic and non-academic departments. In addition to funding graduate education, assistantships also provide students opportunities for professional growth.

The University awards three types of assistantships:

1. **Graduate Assistant Non-teaching (GANT)** works in a variety of settings across campus performing such tasks as assisting with labs, offering teaching support, assisting faculty with research, preparing reports, entering data, or other responsibilities as assigned.

2. **Graduate Assistant Teaching (GAT)** requires recipients to teach courses in the department in which they are assigned. Under the supervision of a faculty member must be either an instructor of record for undergraduate courses or be assigned to activities such as: assisting with courses or teaching labs; grading assignments and exams or assisting professors with large lectures and/or online courses. These duties must be attached to a specific course(s) in order for a student to be hired as a GAT. In order to qualify to be Teacher of Record students must have earned a minimum of 18 graduate semester hours in the field in which they will be teaching. Although they are teachers of record, they must work under the direct supervision of a faculty member experienced in the teaching field, receive regular in-service training, and be regularly evaluated.

   Graduate students whose native language is other than English must demonstrate a sufficient level of oral and written proficiency (successfully pass the TOEFL or IETLS before they may be awarded a teaching assistantship. Texas A&M University-Commerce does have an English Language Institute that a student may complete instead of the TOEFL or IETLS.

3. **Graduate Assistant Research (GAR)** requires recipients to be actively engaged in research with or under the supervision of the faculty mentor to which they are assigned. Work may also include tasks such as assisting with labs, offering teaching support, assisting faculty with research, preparing reports, entering data or other responsibilities as assigned.
The University and the Graduate School: A Brief History

Our Motto: Growing tomorrow's leaders today

Texas A&M University-Commerce is a Doctoral/Research-Intensive institution according to the Carnegie Classification of Institutions of Higher Education and the second largest university in the Texas A&M University System. Texas A&M University-Commerce is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and many of its professional programs are accredited by the appropriate professional bodies.

The founding of the East Texas Normal College in 1889 marked the beginning of Texas A&M University-Commerce. It was re-established in 1917 as the East Texas State Teachers College by an act of the 35th Legislature for the purpose of training teachers. The college focused on an initial curriculum that emphasized a liberal arts education. A master’s section of the University was established in 1936 and the first master’s degree was conferred during the spring semester 1937. The name was again changed to East Texas State University in 1965. Finally, in 1996, the University became Texas A&M University-Commerce when joining the A&M University System. Today the University educates students to meet the demands of their profession, to attain professional growth and intellectual development, and to assume responsible citizenship, as well as to adapt to a changing global environment.

In keeping with a policy of excellence and access in response to a growing demand for education within the region, Texas A&M University-Commerce primarily serves northeast Texas, including the Dallas/Ft. Worth area.

The University offers several complete degree programs and courses toward master’s and degrees in several locations. The main campus of Texas A&M University-Commerce is located in Commerce, Texas, about one hour drive from downtown Dallas. Classes are also offered at the Mesquite Metroplex Center, the Universities Center at Dallas located in downtown Dallas, Collin Higher Education Center in McKinney, A&M-Commerce at Rockwall and Navarro College in Corsicana and Midlothian.

Our Vision
Texas A&M University-Commerce, as part of the A&M family of universities, will become the university of choice for all those seeking a higher education in the Northeast Texas region and beyond. It will provide traditional and non-traditional learning opportunities through existing and new programs that set high expectations and goals for students, faculty and staff. The University will promote a sense of community through a nurturing environment for all individuals in order to maximize learning, career and personal development. Texas A&M University-Commerce will become a place where students, faculty, staff, and community are engaged in the pursuit of excellence.
**Our Mission**
Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.

**Organization of the Graduate School**
The Graduate School is one of five academic divisions of the University. The other divisions are the College of Humanities, Social Science & Arts, the College of Science, Engineering & Agriculture, the College of Business & Entrepreneurship, and the College of Education & Human Services. Graduate programs are available in all four colleges and include 25 academic departments offering more than 50 major areas of study. Five departments offer six doctoral degrees.

**Administration of the Graduate School**
The Graduate School is administered by the Dean of Graduate Studies who is advised by a Graduate Council consisting of representatives selected from the Graduate Faculty.

**Graduate Faculty**
The Graduate Faculty consists of full-time faculty members with terminal degrees in their discipline, demonstrated experience in teaching graduate courses, and who are actively involved in research. [http://www.tamuc.edu/academics/graduateSchool/faculty/default.aspx](http://www.tamuc.edu/academics/graduateSchool/faculty/default.aspx). Graduate Faculty status is awarded by the Graduate Council. Graduate faculty members are eligible to teach graduate courses, direct master’s theses, serve on doctoral committees and may also direct dissertations. If sufficient justification is presented, the Dean of Graduate Studies may grant temporary graduate faculty status to faculty who otherwise may not qualify to teach graduate courses. Non-Graduate Faculty may apply for Graduate Faculty status via submission of an Application for Graduate Faculty Membership at [http://www.tamuc.edu/academics/graduateSchool/faculty/default.aspx](http://www.tamuc.edu/academics/graduateSchool/faculty/default.aspx).

**The Purpose and Nature of Graduate Studies**
Graduate work offered by the University is distinguished from undergraduate work in that the graduate student is expected to show increased maturity in scholarship, seriousness of purpose, and ability to do independent thinking. In accordance with this distinction, graduate courses are designed to develop the student’s ability to gather relevant facts, subject them to analysis, and arrive at reasonable generalization and sound conclusions in independent research.

Master’s/specialist programs prepare students who wish to seek: professional certificates and degrees in specific areas; professional employment in a variety of fields; research opportunities; advanced professional or research degrees; personal enrichment by increasing the depth of knowledge beyond their Bachelor’s program.

**Purpose of a Master’s/Specialist Program**
As a major Doctoral/Research-Intensive University in the Northeast Texas region, we are committed to embody and model the best practices in graduate education and research to meet the needs of a constantly changing regional, national, and global environment. The Mission of Graduate Studies is to provide leadership and direction for all aspects of graduate education and to promote research at Texas A&M-Commerce.
GRADUATE DEGREES AWARDED AT A&M-COMMERCE
Not all programs offer all degrees.

1. Master of Arts (MA)
2. Master of Business Administration (MBA)
3. Master of Education (MED)
4. Master of Fine Arts (MFA)
5. Master of Music (MM)
6. Master of Science (MS)
7. Master Science in Finance (MSF)
8. Master of Social Work (MSW)
9. Specialist in School Psychology (SSP)
10. Doctorate in Education (EdD)
11. Doctorate in Philosophy (PhD)
Admission Requirements to Graduate School

Master’s/Specialist Degree Program Status:

Students desiring acceptance into a master’s or specialist program first must meet the general requirements for admission to Graduate Studies. For master’s degree students, there are three types of admission status: provisional, full, and conditional. Financial aid is available for full and conditional admission status only.

Provisional Admission Status

Most programs will allow a student to enroll for one semester (initial semester of enrollment in graduate studies) with any of the following deficiencies:

1. An official bachelor’s transcript from a regionally accredited institution is not on file.
2. An official GRE or GMAT score is not on file at Texas A&M University-Commerce.
3. One or more departmental requirements have not been met.

Students admitted provisionally must be sure all outstanding admission documents are received by the Office of Graduate Studies before the end of the first semester of enrollment. Submitting necessary GRE/GMAT scores or departmental requirements on time is the student’s responsibility. Students whose files are not complete during the semester of provisional enrollment will not be permitted to reenroll or early register until the necessary documentation is received and an admission decision is determined. A list of all admission documents required for a student’s program can be viewed online through MyLeo.

Full Admission Status

The applicant must satisfy the following requirements for full admission:

1. Hold a bachelor’s degree from a regionally accredited institution or equivalent degree from a foreign institution. The bachelor’s degree must be substantially equivalent in content to degrees granted by Texas A&M University-Commerce. Applicants to the BPA/MBA 5-year (accountancy) program are not required to have earned a bachelor’s degree prior to admission into the program.
2. Have an overall undergraduate grade point average of 2.75 on a 4.00 scale, or a 3.00 on the last 60 undergraduate hours. Some departments have higher grade point average requirements, such as business, so please check with your graduate coordinator.
3. Meet all departmental requirements such as GRE/GMAT, letters of recommendation, interviews, portfolios, etc. Applicants who hold a master’s degree from a regionally accredited institution in the United States and are seeking a second master’s degree may be exempt from the GRE/GMAT requirement.

Conditional Admission Status

Applicants not qualifying for full admission may be granted conditional admission status. Once admitted conditionally, after completing 12 hours at the graduate level, a conditional student must have a graduate GPA of 3.0 or higher. Failure to achieve a 3.0 GPA after completing 12 graduate hours will result in suspension of the student from further graduate study in any degree program for 3 years. Conditional admission does not waive the GRE or GMAT.

Removal of Conditional Status- Conditional status will be changed to full admission once the student has met one of the following sets of requirements:

- Complete 12 semester hours of A&M-Commerce graduate coursework with a graduate GPA of at least 3.0, or
- Complete 9 semester hours of A&M-Commerce graduate coursework with a graduate GPA of at least 3.4 and no grades below B; and approval of the major department.
REQUIRED DOCUMENTS FOR MASTER’S/SPECIALIST LEVEL ADMISSION
(U.S. Citizens and Permanent Resident Status)

Below is a list of documents that are required from each graduate student seeking admission into a master’s/specialist degree program who are U.S. citizens or permanent resident status. All documents are required before a conditional or full admission decision can be granted. This list contains the minimum documents required by Graduate Studies. Please keep in mind that some departments have additional requirements, so be familiar with your departmental requirements before advising graduate students. The final approval for admission rests with the Dean of Graduate Studies.

Documents required for admission:
- Graduate School online https://www.applytexas.org/adappc/gen/c_start.WBX
- Official bachelor’s transcript from a regionally accredited institution (copies are not accepted)
- Official transcripts from all other institutions that the student has attended (copies are not accepted)
- Official GRE test scores. Some departments also accept the GMAT and some departments accept other tests. Please check with your department or Graduate School as to what your department accepts. Test reports must be official, copies cannot be used.
- $50.00 non-refundable application fee payable to Texas A&M University-Commerce.
- Any additional documents required by the department (i.e., reference letters, resume, essay).

* Note: Students may review their checklist on MyLeo.

REQUIRED DOCUMENTS FOR MASTER’S/SPECIALIST LEVEL ADMISSION
(International Students)

Below is a list of documents that are required for admission from all international students. These documents must be submitted before the student’s file is reviewed by the department. (Please note that the Graduate School does not offer provisional admission to international students.) This list includes the minimum documents required by the Graduate School. Please keep in mind that each department has the right to request additional documents, so check with your department before advising international students.

Documents required for admission:
- Graduate School on-line application https://www.applytexas.org/adappc/gen/c_start.WBX
- Official bachelor’s transcript or individual mark sheets (official documents only) and a copy of diploma/provisional certificate;
- Official GRE test scores - must be sent directly from Educational Testing Service (GMAT is only accepted by the College of Business & Technology and Computer Science).
- Official TOEFL scores - must be sent directly from Educational Testing Service at a minimum of 79 ibt; International English Language Testing System (IELTS) scores are also accepted (6.5 band or higher). Test scores over 2 years old will not be accepted
- Statement of sponsor’s support
- Current bank statement of sponsor showing balance of $26,024.82 USD
- $75.00 non-refundable application fee
- Any additional documents required by the department (i.e., reference letters, resume, essay).
Graduate Admission Information for Non-degree, Graduate Certificate or Teacher Certification Status

Graduate Studies offers students the opportunity to seek certification, career enhancement and personal development without seeking a master’s/specialist degree. These areas of interest fall under non-degree status. They include graduate certificate students, teacher certification students, and those who simply wish to enroll in a course now and then.

- Based on their needs or interests, non-degree students may enroll in one or more courses as desired, when desired.
- Graduate certificate students may select from a variety of 12 -18 hour programs of advanced study in specific disciplines to enhance their value when seeking professional advancement opportunities.
- Students who select teacher certification must meet teacher certification requirements to enter into a specific certification program and should contact the Educator Certification and Academic Services.
- International students are not eligible for non-degree status.

Please keep in mind that no more than 12 graduate hours accumulated as a non-degree or graduate certificate student and no more than 18 graduate hours accumulated for a teacher certification student will count towards a master’s/specialist degree. The final approval for admission rests with the Dean of Graduate Studies.

Graduate Studies offers two types of admission status to non-degree/teacher certification students. The minimum admission requirements are listed below.

- **Provisional admission** allows students who have received a bachelor’s degree from a regionally accredited institution to enroll for one semester (initial semester of enrollment in the Graduate School) while their admission file is incomplete (missing transcripts). If the student’s file is incomplete at the end of the semester, he/she will not be eligible to re-enroll for another semester. In addition, if the official transcript has not been received, the student will not be eligible to receive a Texas A&M University-Commerce transcript. Financial aid is not available for provisional admission status. Provisional admission status is not available for international applicants.

- **Non-degree complete admission** is granted to non-degree/teacher certification students once their file is complete and an admission decision has been rendered. International students are not eligible for non-degree status.

**Documents required for non-degree complete admission:**
- Graduate School online application [https://www.applytexas.org/adappc/gen/c_start.WBX](https://www.applytexas.org/adappc/gen/c_start.WBX)
- Official bachelor’s transcript from a regionally accredited institution (copies are not accepted);
- Official transcripts from all other institutions that the student has attended (copies are not accepted);
- $50.00 non-refundable application fee.
Changing From Any Non-degree Status to a Master’s/Specialist Program

A non-degree, graduate certificate or educator certification student may wish to change from their non-degree status into a master’s/specialist degree program. Below is a list of the documents each student must submit to be considered for admission into a master’s/specialist program. Each student must meet all requirements for admission that includes an overall graduate GPA of at least a 3.00. Please keep in mind that no more than 12 graduate hours accumulated in a non-degree/graduate certification status and no more than 18 graduate hours accumulated in an educator certification status will count towards a master’s degree. Provisional status is not available for these students.

Documents required for admission:

- New graduate admission application https://www.applytexas.org/adappc/gen/c_start.WBX
- GRE test scores (if required)- must be sent directly from the Educational Testing Services
- Any additional documents required by the department
REQUIREMENTS FOR THE MASTER’S/SPECIALIST DEGREE:
http://www.tamuc.edu/academics/graduateSchool/catalogs.aspx

Course Requirements: All master’s degrees require completion of at least 30 hours.

- **Major.** A minimum of 18 hours is necessary to complete a major. The student should check the major department section of this catalog for specific course requirements. A student desiring to change majors, must be in good standing with the Office of Graduate Studies, and must complete a Change of Major/Degree Request Form. [http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx](http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx)

- **Minor.** A student must complete an approved sequence of 12 hours (four courses) before a minor designation can be posted to a transcript. Completion of a minor is not, however, a mandatory requirement. A student receiving a minor must satisfy candidacy and comprehensive examination requirements of the minor department. Only certain degree programs will allow for a minor, please check with your department.

- **Grade Point Average.** A GPA of 3.00 or better on all graduate work completed at Texas A&M University-Commerce, all graduate courses taken toward the degree, all major courses in the student’s major field, and an overall GPA of 3.00 or better on all graduate courses completed is required for graduation. If a course is retaken, the last grade will be counted in the computation of the overall GPA. No grade of “D” or below will count toward a graduate degree. A course in which an “F” is received is considered a course completed. Only grades earned at A&M-Commerce are calculated into the student’s GPA. Only 3 grades below a C will count toward a masters/specialist degree.

**Removal of Grades After 6 Years:** A graduate student who has not been enrolled for a period of at least 6 years may submit a graduate petition for removal of grades after 6 years to the Dean of Graduate Studies to have previous graduate grades eliminated from the calculation of the official grade point average. No courses eliminated from such calculation could be used toward a graduate degree.

**Master’s/Specialist Degree Residency:** A minimum of two-thirds of the course work applied to a master’s/specialist degree must be taken from Texas A&M University-Commerce. Students should check with the department for any departmental residency requirements.

**Time Limitation:** All work for the master’s/specialist degree must be completed during the 6 years immediately preceding the date on which the degree is to be awarded. Credit earned over 6 years prior to graduation requires specific written departmental justification and approval by the Dean of Graduate Studies to be counted toward a master’s/specialist degree. The discipline in which the course(s) was taken shall be involved in the validation of an old course. In no case may courses more than 10 years old be applied toward the master’s/specialist degree. These same limitations apply to all transfer courses.

**Catalog Privileges:** A student is entitled to use the degree provisions of any catalog in effect between the semester the student is admitted to the master’s/specialist degree program and the semester the student’s degree is conferred, provided the catalog used is not more than 6 years old at the time the degree is conferred.

**Course Load**

The full time course load for graduate students for the fall or spring semester is 9-12 semester hours. Maximum load for each summer term is seven hours. Course load for a graduate assistant is 6-12 hours for the fall or spring and 3-7 hours for each summer term.
Admission to Candidacy for Master’s Degree: In those programs requiring candidacy, the student must apply and be admitted to candidacy at least one semester prior to graduation. Not all programs require candidacy. Admission to candidacy requires the following:

- Full admission into the master’s program and satisfactory completion of all background courses and other departmental requirements.
- Completion of at least four and not more than six Texas A&M University-Commerce graduate courses. Three of the courses must be in the major field.
- A grade point average of 3.00 or higher on all graduate work at Texas A&M University-Commerce and on all graduate courses in the major.
- When the above requirements have been met, the student should petition the major (and minor, if applicable) department for admission to candidacy. The major and/or minor department may require a written and/or oral qualifying examination before granting approval. It is the student’s responsibility to see that the candidacy forms are submitted to the Office of Graduate Studies prior to the semester in which the student expects to graduate.

Candidacy
Candidacy is a milestone reached by a master’s, specialty or doctoral student after certain program requirements have been met. Such requirements may include one or more of the following: completion of specific coursework and/or semester hours, oral and/or written exams, candidacy paper, and defense of a thesis or dissertation proposal. The purpose of candidacy is to assess the fit of the student to the program and admission to candidacy is an indicator that the student is likely to complete the program successfully.

Candidacy Exams
Certain programs require a written and/or oral qualifying examination before granting approval for admission to candidacy; check with your department. A student who fails the qualifying exam may take it a second time only with special approval of the departments involved. Admission to candidacy requires full admission to the Graduate School and completion of at least four Texas A&M University-Commerce graduate courses with a grade-point-average of at least 3.0. A student who fails a departmental candidacy examination may, upon the recommendation of the major department and with the approval of the Graduate Dean, be prohibited from pursuing further study in that particular program. This provision is also applicable to students pursuing a minor in a particular area.

Comprehensive Exams
Each master’s student must pass a comprehensive exam covering all the work within his or her master’s/specialist degree program. A student must be in good academic standing with the Graduate School to be eligible to take the comprehensive examination. A student who fails a departmental comprehensive examination may retake the exam with the approval of the department. Under extenuating circumstances, a third attempt may be granted upon the approval of the Dean of Graduate Studies. To be considered, the student should submit a written request to his/her major advisor. The advisor will consult with the student and develop a plan of action for the student to follow in preparation to retake the exam and obtain approval of the department head. The department head will then forward the request and the agreed upon action plan to the Dean of Graduate Studies for review and approval. This provision is also applicable to students pursuing a minor in a particular area.

Final Examination Report Deadline
The comprehensive exam result must be submitted to Graduate Studies by the date published in the Graduate Catalog or the Academic Calendar each semester.
Deficiency/Certification Plan
A deficiency/certification plan is a list of courses that permits certification either as a standalone or associated with a pre-existing or concurrently sought degree. Such plans are provided to students who seek educator certification. These students should be advised regarding the maximum number of hours that will apply to a degree.

Residency
University Residency. Two-thirds of the courses required for a master’s/specialist degree must be taken from Texas A&M University-Commerce.

State residency is required for in-state tuition. You must have lived in Texas for a period of at least 12 months prior to the start of a given semester to be eligible for in-state tuition and you must present proof of Texas being your permanent state of residence. Please contact your Graduate Coordinator if you have any Texas residency questions.

Earning Graduate Credit

Graduate Courses: Graduate courses that are applied toward a master’s/specialist degree are numbered 500 and above. Course requirements for specific degree programs can be found in the academic department section of the catalog.

Undergraduate Courses Taken for Graduate Credit: Under some circumstances a student may take a 300- or 400-level course for graduate credit. In such cases a student will be expected to complete additional work beyond the normal course requirements at a level commensurate with graduate instruction. In order to obtain graduate credit for a 300- or 400-level course, the student must, prior to enrollment, submit a signed approval form with a copy of the course syllabus detailing the additional requirements for graduate credit to the Office of Graduate Studies for final approval by the Dean of Graduate Studies. Up to two such courses may be applied toward a master’s degree.

Transfer of Credit: Up to one-third of the credit required for a master’s/specialist degree program (excluding leveling courses/prerequisites) may be accepted as transfer credit from another regionally accredited institution in the United States. For example, a maximum of 12 semester hours can be transferred for a 36-hour program; for a 30-hour program, a maximum of 9 hours can be transferred. Transfer courses applied toward a master’s/specialist degree must be in a graduate academic area taught at Texas A&M University-Commerce. Transfer credit will be granted for only those courses in which the student received a grade of “B” or better. However, only grades earned at Texas A&M University-Commerce will be calculated into the student’s grade point average. Time limitations on transfer courses are the same as for Texas A&M University-Commerce courses. All work for the master’s/specialist degree must be completed during the 6 years immediately preceding the date on which the degree is to be awarded.

Students desiring to use transfer courses toward their degree requirements must have full or conditional admission to a degree program. They must also submit a Graduate Transfer/Substitution Course Request form and an official transcript sent directly from the institution to Texas A&M University-Commerce. These courses will be evaluated and, if approved, posted to the Texas A&M University-Commerce transcript. Approval from both the major department head and the Dean of Graduate Studies is required before these courses can be applied toward master’s/specialist degree.

Transfer courses cannot be used to satisfy requirements for a second master’s degree.
Students concurrently enrolled or enrolled at another institution during the final semester in a program should anticipate a one-semester delay in graduation.

The combination of transfer credit, graduate experiential, extension credit, and courses from a previous graduate degree cannot exceed one third of the credit received for the master’s degree.

Substitution of Courses: Students may substitute courses from one department to another with the approval of the Graduate Dean. Student must contact their major adviser for initial approval to transfer/substitute courses in their degree plan. The request is sent to the Graduate School via DegreeWorks for approval and to be updated on their degree plan and put on their official A&M-Commerce transcript. Research courses (595, 518) may only be substituted within each college.

Extension Credit: The University does not generally award graduate academic credit for experiential learning. Extension credit toward a master’s degree may not exceed one-third of the credit required for a master’s degree. The combination of transfer credit, graduate experiential, extension credit, and courses from a previous graduate degree cannot exceed one third of the credit received for the master’s degree.

Correspondence Courses: Credit earned by correspondence will not apply toward a master’s/specialist degree.

Graduate Experiential Credit: The University does not generally award graduate academic credit for experiential learning. The University may consider the awarding of graduate credit for experiential learning in order to meet emerging state educational priorities and mandates. Awarding of this credit will be based solely on experiential learning that is part of a formal agreement between the University and another regionally accredited educational institution or certifying agency licensed by the State of Texas to provide professional certifications, which have historically been limited to universities. The formal agreement shall require the approval of the departmental faculty, the academic dean, the graduate dean, and the provost, and will comply with the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501).

The combination of transfer credit, graduate experiential, extension credit, and courses from a previous graduate degree cannot exceed one third of the credit received for the master’s degree.

Seniors in Graduate Courses: A last semester Texas A&M University-Commerce senior who lacks 12 hours, or fewer, to graduate and has a grade point average of 2.75 or higher may enroll for 3 to 6 hours of graduate credit, subject to prior written recommendation from the major undergraduate department head and approval by the Dean of Graduate Studies. Graduate hours taken cannot apply toward an undergraduate degree. The maximum load for seniors who register for graduate and undergraduate credit is 12 credit hours per semester or 6 hours per summer term. Students in the 5-year MBA (accountancy) program may be exempt from the requirements for seniors taking graduate courses with the approval of the department head and the Dean of Graduate Studies.

Independent Study

Individual study courses (589) are offered at the graduate level when the student cannot obtain the course work, research, or direction in an organized class. Approval to enroll in individually arranged 589 courses must be granted by the department head and instructor prior to registration for the class. The maximum number of 589 graduate hours permissible towards a master/specialist degree program is 25% of the required coursework. Exceptions must be presented in writing by the department head and approved by the Graduate Dean.
**Enrollment Limitation or Administrative Withdrawal:** Enrollment in any graduate course is subject to approval by the academic dean, the department offering the course, the instructor teaching the course, and the Dean of Graduate Studies, whether or not such is specifically stated in the course description. A student may be prevented from enrolling in the course or dropped from the course if the student is not academically qualified, becomes a threat to the health and/or safety of anyone in the class (including the student), interferes with the educational process, and/or is disruptive in any way. In such cases, the Graduate Dean will confer with the faculty member, department head, and academic dean involved and then take appropriate action. Any tuition refund to which the student is entitled will be determined according to the University schedule for refunds and will be based on the date on which the student was dropped from the course.

**GRADES and ACADEMIC ACTION**

**Grade Point Average**
A grade point average of 3.00 or better on all graduate work completed at A&M-Commerce and in the student’s major, as well as an overall grade point average of 3.00 or better on all graduate courses completed, is required for graduation. If a course is retaken, the last grade will be counted toward graduation and computation of the overall grade point average. **No grade of “D” or below will count toward a master’s/specialist degree.** Only grades earned at A&M-Commerce will be calculated with student’s grade point average. **Only three grades of “C” may count towards a master’s/specialist degree.**

**Incomplete Coursework**
When an “X” is given for a grade in a course, the credit hours are not included for one semester (exclusive of summer) in calculating the grade point average. Grades of “X” earned during one semester must be completed by the end of the next long semester, i.e. the spring or summer grades of “X” are to be completed by the end of the fall semester. If the “X” is not removed by that time, the grade becomes an “F”, and the hours are included in the number of hours attempted. Recording a grade of “X” requires the filing of a plan for completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the Dean of the College. The plan will include why the grade was given and steps necessary for the student to receive the final grade.

**Removal of an X or incomplete grade**
When a student has completed the requirements for a course, the instructor must submit a removal of X form to the Registrar’s Office.

**Extension of X or incomplete grade**
Under certain circumstances, an X grade may be extended provided a request is made to the Dean of Graduate Studies before the grade has changed to an “F”. Reasons for the extension and a time of completion should be included in the request.

**Grade Changes**
A faculty member may submit a petition to the department head requesting that a grade be changed for a student in a course that the faculty member has taught. The request must be based on an acceptable rationale such as error in calculating the grade or error in grading an assignment. The petition must be submitted during the twelve-month period immediately following the term when the course was taken and the grade given. The completed petition with all required signatures should be forwarded to Graduate School and if approved, will then be forwarded to the Registrar’s Office for processing.
**Student’s Appeal of Instructors Evaluation**

Students challenging a final grade must show that the instructor’s judgment was unfair based on some basis other than performance or standards different from those applied to other students in the same course section, or a substantial, unreasonable, and unannounced departure from previously articulated standards or the syllabus.

Students who believe their grade to be unfair must first discuss the matter with the instructor. If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, the student shall appeal to the department head. A grade appeal must be initiated in writing with the department head (or dean of the college if the department head is the instructor) within 6 months of the last day of the semester in which the grade was awarded. The dean of the college is the final authority on issues of fairness in course evaluation.

**Native GPA**

Native GPA consists of only courses taken at Texas A&M University-Commerce. Native GPA is used to calculate all University grade point averages. Transfer work from other universities will not be used in calculation of a GPA and no grade below B from other universities may be used for a master’s/specialist degree.

**Good Standing Rule**

Newly admitted students who have been fully admitted will be considered as being in good standing and will remain in good standing as long as an overall 3.0 GPA is maintained.

**Academic Probation, Retention, and Suspension from Graduate Programs**

Students are expected to maintain an overall graduate GPA of 3.0 at all times. Only grades earned at A&M-Commerce are calculated into the student’s GPA. Depending on the admission status, a student who has a GPA below a 3.0 is subject to suspension or probation. Grades of D or F will not be counted toward a master’s/specialist degree. As well, no more than three grades of C will be counted towards a master’s/specialist degree.

**Reinstatement to a Degree Program**

Students who have served their period of suspension are eligible to petition for reinstatement. The petition should be sent to the Dean of Graduate Studies. A student must explain how the situation is different and present a plan for success if readmitted.

A student on academic suspension may be allowed to re-enroll after the suspension period upon the recommendation of the major department and with the approval of the Graduate Dean. Failure to achieve an overall 3.0 GPA during any subsequent semester of enrollment will result in suspension, and the student will not be allowed to pursue further graduate study in a degree program for three years.

**Academic Probation and Suspension from Master’s/Specialist Degree Programs:** Students with full admission status who fail to achieve and maintain an overall graduate GPA of 3.00 after the completion of 12 semester hours of graduate enrollment will be placed on academic probation for 1 semester. A student who fails to achieve a 3.00 overall graduate GPA by the end of the next semester of enrollment will be placed on academic suspension for a period of 2 semesters. (Two summer terms count as one semester.) After the academic suspension is served, the student may be allowed to reenroll only upon the recommendation of the major department head and with the approval of the graduate dean. Failure to achieve an overall 3.00 graduate GPA during any subsequent semester of enrollment will result in suspension, and the student will not be allowed to pursue further graduate study in a degree program for 3 years.
Students with **conditional admission status** who fail to achieve a 3.00 graduate GPA after the completion of 12 semester hours will be suspended and will not be allowed to pursue further graduate study in a degree program for 3 years.

No more than three courses with a grade of “C” will be counted toward a master’s degree. This provision applies to all courses taken, with the exception of duplicated courses (courses with the same prefix, number, and title), in which case only the most recent grade will be used. This provision also applies to all drop/fail courses and all incomplete courses in which an “X” has changed to an “F.”

A student who fails to meet the professional expectation of the field for which he/she is preparing may be suspended from further study in that program by the department administering that program.

Courses taken from other institutions will not be transferable if taken during a period of suspension from Texas A&M University-Commerce.

**Thesis (518) and Research Literature and Techniques (595) Credit:** All degree programs require the satisfactory completion of either the thesis (518) or the 595 course at A&M-Commerce. **This course cannot be transferred from another institution.** A student who is writing a thesis is required to register for 518 to receive guidance from a member of the faculty or while utilizing university facilities. Credit for 6 hours of 518 or three hours of 595 per degree will be given upon satisfactory completion of the requirement. Unless approved by the department head or program coordinator, 518 or 595 must be taken in the student’s major department. A reduced fee for 518 may be approved by the Registrar’s Office after all other course work for the degree is completed. Students writing a thesis must be enrolled in 518 during the semester the thesis is approved by the Office of Graduate Studies. A student’s completion of the 595 course must result in a product available for reference in the department for a minimum of 3 years.

**Final Comprehensive Examinations:** The candidate must pass a comprehensive examination administered by the advisory committee or major department and covering all the work within the master’s/specialist degree program, including an acceptable defense of the thesis, if applicable. The student must be fully admitted to a master’s degree program and be in good academic standing with the Office of Graduate Studies to be eligible to take the final examination. The Final Comprehensive Examination Report must be submitted to the Office of Graduate Studies prior to graduation according to the deadline found in the current Graduate Catalog or Class Schedule. A candidate who fails this examination must complete whatever further courses or additional study are stipulated by the advisory committee or by the major department to correct the weaknesses or deficiencies revealed by the examination. The candidate who fails the examination may retake it no sooner than mid-term of the following semester. Should the candidate fail the examination upon the second attempt, a third and final attempt may be taken only with the recommendation of the advisory committee or major department and approval of the Dean of Graduate Studies.

**Thesis Proposal:** All students writing a thesis must submit a thesis proposal to the Office of Graduate Studies at least one semester prior to graduation. Completed in consultation with the student’s major advisor, this proposal must be approved by all members of the thesis committee and the Dean of Graduate Studies. Proposal forms and instructions for preparation of the thesis are available from the Office of Graduate Studies or online at [http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx](http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx). At anytime the thesis proposal is submitted to the Graduate School, the student must also submit the Advisors approval to submit Thesis/Dissertation Form.

**IRB Compliance:**

**Human Subjects Protection.** Any research that involves human subjects must be in compliance with University Procedure 15.99.01.R0.01 Human Subjects Protection. The student must obtain written approval from his/her
department and the University Institutional Review Board prior to contacting any research subjects. Failure to gain appropriate approval before interacting with research subjects could result in denial of the student’s proposal and also could result in legal ramifications for the student. Therefore, students should obtain University IRB approval prior to their proposal presentation.

**Animal Subjects.** Any research that involves any live vertebrate animal. The student must obtain written approval from his/her department and the University Institutional Animal Care and Use Board prior to working any research subjects. Failure to gain appropriate approval before interacting with research subjects could result in denial of the student’s proposal and also could result in legal ramifications for the student. Therefore, students should obtain University IACUC approval prior to their proposal presentation.

**To submit your completed thesis proposal:**

1. You must complete the online training for *Responsible Conduct in Research & Scholarship* (attach a copy of the certificate of training to the proposal approval form) before you conduct/submit your proposal. **This training is required of all students and is good for two (2) years.**
2. You must complete the following training and gain approval if your proposed research/study involves:
   a. **Human Subjects:** You must complete the online training AND gain approval for the inclusion of human subjects in your research/study from the Institutional Review Board (IRB) for the Protection of Human Subjects.
      The online training can be assessed at the following website: [http://www.tamuc.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.aspx](http://www.tamuc.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.aspx). The process to gain approval from the IRB includes completion, submission, and revisions (if required by your Departmental IRB Representative and/or IRB) of the IRB protocol form. IRB protocol forms must be submitted to the Office of Sponsored Programs through your departmental IRB representative. Final approval for the inclusion of human subjects in your research/study rests with the IRB.
   b. **Animal Subjects:** You must complete the online training AND gain approval for the inclusion of animal subjects in your research/study from the Institutional Animal Care and Use Committee (IACUC) for care of use of animals.
      The online training can be accessed at the following site: [http://www.tamuc.edu/academics/graduateSchool/default.aspx](http://www.tamuc.edu/academics/graduateSchool/default.aspx). The process to gain approval from the IACUC includes completion, submission, and revisions (if required by the IACUC) of the IACUC protocol form. IACUC protocol forms must be submitted to the Office of Sponsored Programs. Final approval for the inclusion of animal subjects in your research/study rests with the IACUC.
3. The completed Thesis Proposal Form must be submit to and approved by the Graduate Dean **no later than one semester prior to graduation. If your research/study involves human subjects and/or vertebrate animals, you must not have any contact with your subjects until this form is approved by the Graduate Dean.** It is the responsibility of the student to obtain all required signatures.
   a. The thesis proposal form must include a copy of the thesis proposal, which contains a clear and concise statement of the purpose of the thesis, the significance of the information to the field of study, appropriate background, and detailed methodology that will be used in the study (see page 2 of the Master’s Thesis Guide). There is no page limit for the proposal.
   b. **Completion of #1 and #2 (#2 if applicable) must be achieved before you submit your thesis proposal form. Only students who have met the above applicable requirements will be eligible to submit their thesis proposal form for approval.**
Submission of FINAL Thesis (semester of graduation and at least one semester after thesis proposal):

- **Initial submission**: One copy of the thesis in its final form must be submitted to the Office of Graduate Studies by the deadline indicated in the Academic Calendar for that particular semester (this deadline is approximately 6 weeks prior to commencement). Accompanying this copy will be the following:
  - The Final Comprehensive Examination Report.
  - Receipt showing payment of the master’s fees (binding and mailing the thesis), plus fees for copyright, if applicable. (Payment is to be made to the Business Office, cashier’s window, Administration Building once you have spoken with the thesis/dissertation coordinator.)
  - Thesis Information Sheet.
  - Advisor’s approval to submit Thesis/Dissertation Form. At anytime there is a submission of the thesis after corrections the advisor approval form must be submitted.

- **Final submission**: The candidate will be emailed as to any changes that need to be made in the manuscript. Once the thesis is in final form and the Graduate School has given you approval to go to print, the candidate will be given the link to upload their information/thesis to Proquest. The student will pay for publishing, copyrighting (if applicable), and binding of 3 theses. The Office of Graduate Studies distributes the copies to the student’s major department, major advisor, the library, and the student.
  - Final approval of the thesis rests with the Dean of Graduate Studies and Research.

Filing for Graduation and Commencement: Commencement exercises are held three times each academic year in May, August, and December. Students must file for graduation with the Registrar’s Office during the semester they plan to graduate. Students will be approved for graduation and the degree after they have completed all degree requirements satisfactorily and been approved by the Graduate Committee of the department and the Graduate School. Please check the University Academic Calendar for deadline dates for filing. Graduation information is available online at [http://www.tamuc.edu/admissions/registrar/graduation/default.aspx](http://www.tamuc.edu/admissions/registrar/graduation/default.aspx). Students may apply for graduation online through MyLeo. A student must be in good academic standing in order to complete graduation requirements. Participation in the commencement ceremony does not guarantee conferring of any degree. Texas A&M University-Commerce has the right to rescind any conferred degree if the University becomes aware that the student did not meet degree requirements.

Second Master’s Degree: Subject to the approval of the Graduate Dean, the department head, and the dean of the college, students holding master’s degrees from a regionally accredited graduate institution in the United States may apply certain courses that were a part of a previously earned graduate degree toward a second master’s degree, provided such courses are not more than 6 years old at the time the second master’s degree is conferred. The number of courses so permitted will be as follows:

- For 30-semester-hour programs, no more than 9 approved hours.
- For 36-semester-hour programs, no more than 12 approved hours.
- For the 62-semester-hour MFA, no more than 20 approved hours.
- For the 66-semester-hour SSP, no more than 22 approved hours.
- A thesis completed for a previous degree cannot be used for a second masters degree.
- A 595 Research Literature and Techniques course can only be used for a second master’s with departmental and Graduate School approval. A 595 Research Literature and Techniques cannot be transferred in from another institution.
- All remaining courses applied to satisfy the requirements for the second master’s degree must be Texas A&M University-Commerce courses.
- The second master’s degree will be subject to the general regulations governing master’s degrees except as stated above.
Checklist for **Prospective Graduate Students**  
(Domestic/Permanent Resident)

All documents must be official and sent directly to:

Office of Graduate Studies  
Texas A&M University-Commerce  
P O Box 3011  
Commerce, TX  75429-3011

OR FOR EXPRESS MAIL:

2600 S. Neal St.  
Commerce, TX  75428.

☐ **Submit application for admission** - You may complete the on-line application  
https://www.applytexas.org/adappc/gen/c_start.WBX  Completion of the on-line application is convenient and offers you a timely response to your submission.

☐ **Submit $50 non-refundable application fee.**

☐ **Request official test scores** – Test scores are required only for students applying to the master’s/specialist and/or doctoral programs. Texas A&M University-Commerce’s university code is 6188 (no department code is required).

☐ **Request official transcripts from every university and college you have attended.**

☐ **Submit ALL additional required documents** – You will see the list of required documents posted on your myLeo checklist under “Check application status.” We will update your checklist upon receipt of documents and you may monitor it thru MyLeo—  
http://www.tamuc.edu/myleo.aspx

☐ **Receive an admission decision** - All admission decisions are approved by the Dean of Graduate Studies and are emailed directly to the student.
Checklist for **New Graduate Students**  
(Domestic/Permanent Resident)

- **Complete Graduate Student Orientation** – You may complete the on-line orientation at [http://www.tamuc.edu/academics/graduateSchool/graduateAdmissions/default.aspx](http://www.tamuc.edu/academics/graduateSchool/graduateAdmissions/default.aspx) before an admission decision has been received.

- **Enroll in courses and purchase materials** – Register online using MyLeo: [http://www.tamuc.edu/myleo.aspx](http://www.tamuc.edu/myleo.aspx). The schedule of classes is online and current with updates several times each day: [http://www.tamu-commerce.edu/schedule/](http://www.tamu-commerce.edu/schedule/). If you need additional information about courses for the semester, please contact your major department.

- **Pay tuition and fees** – Pay your tuition and fees online at MyLeo: [http://www.tamuc.edu/myleo.aspx](http://www.tamuc.edu/myleo.aspx), or by mail or phone. If you need financial aid assistance, please contact their office at 903/886-5096.

- **Obtain a Texas A&M University-Commerce ID card** – You will need an ID card for use at libraries, computer labs, and university activities. Please see [http://www.tamuc.edu/studentLife/campusServices/maneCard/default.aspx](http://www.tamuc.edu/studentLife/campusServices/maneCard/default.aspx) for more information.

- **Obtain a parking permit** – If you wish to park your automobile on the Texas A&M University-Commerce campus, you will need a parking permit. Please visit the Cashier’s office located in the McDowell Administration Building to receive your permit. You may also purchase permits online at: [http://www.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/parking/default.aspx](http://www.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/parking/default.aspx)
Checklist for Prospective International Graduate Students
All documents must be official and sent directly to:

Office of Graduate Studies
Texas A&M University-Commerce
P O Box 3011
Commerce, TX  75429-3011

OR FOR EXPRESS MAIL:

2600 S. Neal St.
Commerce, TX  75428.

☐ Submit application for admission— You may complete the on-line application
https://www.applytexas.org/adappc/gen/c_start.WBX
Completion of the on-line application is convenient and offers you a timely response to your
submission.

☐ Submit non-refundable application fee of $50.00 US dollars.  This fee may be paid during
the online application process.

☐ Request official test scores—Please be aware that:
  ▪ The Texas A&M University-Commerce university code is 6188 for both TOEFL and
    GRE; No department code is required.
  ▪ The university code for GMAT is 7B7X952.
  ▪ Official TOEFL (79 IBT) or IELTS (at least 6.5 band) must be less than 2 years old
  ▪ IELTS does not require a code.

☐ Request official bachelor’s transcript, diploma, and transcripts from every university and
college you have attended.

☐ Submit sponsor statement.
http://www.tamuc.edu/academics/graduateSchool/documents/sponsorstatement1.pdf

☐ Submit a current bank statement of sponsor (a minimum of $26,024.82 is required).

☐ Submit ALL additional required documents – You will see the list of required documents
posted on your myLeo checklist under “Check application status.” We will update your
checklist upon receipt of documents and you may monitor it thru myLeo—

☐ Receive an admission decision - All admission decisions are approved by the Dean of
Graduate Studies and are emailed directly to the student.

☐ Receive I20 – Once you have been admitted, you will receive an I20 from the International
Student Office 903-886-5097.
Checklist for New International Graduate Students

☐ Attend International Student Orientation – You will receive information about the orientation from the International Student Office.

☐ Complete Graduate School Orientation - You may complete the on-line orientation at before http://www.tamuc.edu/academics/graduateSchool/graduateAdmissions/default.aspx an admission decision has been received.

☐ Enroll in courses – You will enroll in courses when you attend the International Student Orientation.

☐ Pay tuition and fees – Pay your tuition and fees online at myLeo— http://www.tamuc.edu/myleo.aspx , by mail or by phone or in person at the cashier’s window.

☐ Obtain a Texas A&M University-Commerce ID card – You will need an ID card for use at libraries, computer labs, and university activities. Please see http://www.tamuc.edu/studentLife/campusServices/maneCard/default.aspx for more information.

☐ Obtain a parking permit – If you wish to park your automobile on the A&M University-Commerce campus, you will need a parking permit. Please visit the Cashier’s office in the McDowell Administration Building to receive your permit. You may also purchase permits online at http://www.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/parking/default.aspx.
GRADUATE DEGREE PROGRAM CHECKLIST
(Check with your department for additional requirements)

MASTER'S FORMS ARE AVAILABLE AT THE OFFICE OF GRADUATE STUDIES WEBSITE UNLESS NOTED OTHERWISE:
http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx

✓ COMPLETE GRADUATE STUDENT ORIENTATION – You may complete the on-line orientation at http://www.tamuc.edu/academics/graduateSchool/graduateAdmissions/default.aspx before an admission decision has been received.

✓ CONTACT MAJOR DEPARTMENT – Request any information needed regarding coursework requirements, prerequisites, etc. Confirm the name and location of the advisor assigned to you as well as his/her office hours. If possible, introduce yourself to your advisor and ask if there are regularly scheduled times to meet, if meetings are by appointment only, whether the advisor plans to assist you with developing a degree plan and any other pertinent questions.

✓ ENROLL IN COURSES AND PURCHASE MATERIALS – Register online using myLeo http://www.tamuc.edu/myleo.aspx. The schedule of classes is online and current with updates several times each day. If you need additional information about courses for the semester, please contact your major department.

✓ PAY TUITION AND FEES – Pay your tuition and fees online at myLeo: http://www.tamuc.edu/myleo.aspx, or by mail or phone. If you need financial aid assistance, please contact their office at 903/886-5096.

✓ OBTAIN A TEXAS A&M UNIVERSITY-COMMERCE ID CARD – You will need an ID card for use at libraries, computer labs, and university activities. Please see http://www.tamuc.edu/studentLife/campusServices/maneCard/default.aspx for more information.

✓ OBTAIN A PARKING PERMIT – If you wish to park your automobile on the Texas A&M University-Commerce campus, you will need a parking permit. Please visit the Cashier’s office located in the McDowell Administration Building to receive your permit.

✓ FAMILIARIZE YOURSELF WITH THE GRADUATE STUDIES WEBSITE AND THE GRADUATE CATALOG – Since students are held individually responsible for the information contained in the University Catalog, failure to read and understand many of the policies and procedures included in the catalog may result in unintended consequences. If you require assistance interpreting any policy/procedure, you should contact your advisor or the Office of Graduate Studies. Many of the forms associated with procedures are also available at the Graduate School website under the Forms and Guidelines section http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx

✓ ATTEND CLASSES AND HAVE CONTACT WITH YOUR ADVISOR AT LEAST ONCE PER SEMESTER – It is recommended you have contact with your advisor at least one time per semester or as needed. However, it is highly recommended that you have contact with your advisor at least one semester before your intended graduation to review your academic progress and ensure you are “on track” to meet your academic goals.

✓ THESIS STUDENTS - SEE THESIS REQUIREMENTS CHECKLIST AT END OF THIS DOCUMENT

✓ COMPLETE ALL PROGRAM AND COURSEWORK REQUIREMENTS – The semester before you plan to graduate, meet with your advisor to review all program requirements (e.g., coursework, required semester hours, GPA, comprehensive exams, research requirement [595] or thesis [518]) and confirm that you will indeed be eligible to meet those requirements by the completion of the following semester.

✓ APPLY FOR GRADUATION - File for graduation in the Registrar’s Office or via MyLeo by the deadline noted in the Academic Calendar. You may file for graduation beginning with the first class day of the semester you will graduate. Order graduation regalia.
**COMMENCEMENT:** The degree is conferred at the commencement following the fulfillment of all requirements. Graduation clearance and issuance of the diploma will occur 3-4 weeks after the graduation ceremony.

**THIS IS A CHECKLIST OF THESIS REQUIREMENTS FOR STUDENTS THAT WILL BE COMPLETING A THESIS DURING THEIR MASTER'S/SPECIALIST DEGREE**

- **MEET WITH YOUR ADVISOR** at least two semesters prior to the semester during which you plan to graduate to confirm remaining requirements for graduation based on your degree plan; admission to candidacy requirements (if your department requires candidacy), your ideas regarding thesis topics and committee member selection.

  - **SELECT MASTER’S ADVISORY/THESIS COMMITTEE:** This committee will consist of a minimum of three faculty members which must include your minor advisor if you have a minor.

  - **COMPLETE REQUIRED TRAINING MODULES:** Complete required training module (*Responsible Conduct in Research & Scholarship*) which is required of all thesis students and any other module/s pertaining to your research (human subjects and/or animal subjects) at the following link: [http://www.tamuc.edu/research/workshopsTraining/default.aspx](http://www.tamuc.edu/research/workshopsTraining/default.aspx)

Submission of the thesis proposal is a major step in the academic history of a master’s student with a thesis at Texas A&M University-Commerce. Below are guidelines to help you navigate through this important time. Students are expected to uphold the highest standards of research conduct and strictly adhere to all federal, state, and local regulations involving research.

To ensure integrity and compliance in research, all students involved in research activities must successfully complete training in *Responsible Conduct in Research and Scholarship* ([http://www.tamuc.edu/research/compliance/responsibleConduct.aspx](http://www.tamuc.edu/research/compliance/responsibleConduct.aspx)). Additional training is required for individuals (see #2 below) whose research involves human or animal subjects. Completion of #1 and #2 (if applicable) and A&M-Commerce Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval must be achieved before you submit your thesis proposal. If your research/study involves human subjects and/or vertebrate animals, you must complete the required training below (#1 and #2) and gain IRB and/or IACUC approval before you have any contact with your subjects. Only students who have met the above applicable requirements will be eligible to obtain proposal approval.

**Prior to submitting your thesis proposal:**

1. You must complete the online training for *Responsible Conduct in Research and Scholarship* ([http://www.tamuc.edu/research/compliance/responsibleConduct.aspx](http://www.tamuc.edu/research/compliance/responsibleConduct.aspx)) before you submit your proposal form. Attach a copy of the certificate of training to the proposal form. This training is required of all thesis students and is good for two (2) years.

2. You must complete the following if your proposed research/study involves:

   **Human Subjects:** Human Subjects research is defined as a systematic investigation designed to develop or contribute to generalize knowledge, which involves the collection of data from or about living human beings. In addition, all student research involving human subjects outside the classroom is considered to be in this category (see [http://www.tamuc.edu/research/compliance/default.aspx](http://www.tamuc.edu/research/compliance/default.aspx)).

   a. You must complete the Human Subjects online training and gain approval for the inclusion of human subjects in your research/study from the IRB for the Protection of Human Subjects. The online training can be accessed at the following website: [http://www.tamuc.edu/research/compliance/default.aspx](http://www.tamuc.edu/research/compliance/default.aspx)
b. You must gain IRB approval for your study. The process to gain approval from the IRB includes completion, submission, and revisions (if required by your Departmental IRB Representative and/or IRB) of the IRB protocol form (see http://www.tamuc.edu/research/compliance/default.aspx). IRB protocol forms must be submitted to the Office of Research through your departmental IRB representative. Final approval for the inclusion of human subjects in your research/study rests with the IRB. Attach IRB approval email to thesis proposal form.

Animal Subjects: Animal subjects are defined as any live, vertebrate animal http://www.tamuc.edu/research/compliance/default.aspx

a. You must complete the Animal Subjects online training and gain approval for the inclusion of animal subjects in your research/study from the Institutional Animal Care and Use Committee. The online training can be accessed at the following website: http://www.tamuc.edu/research/compliance/default.aspx

b. You must gain IACUC approval for your study. The process to gain approval from the IACUC includes completion, submission, and revisions (if required by the IACUC) of the IACUC protocol form (see Research Protocols Form A at http://www.tamuc.edu/research/compliance/default.aspx). IACUC protocol forms must be submitted to the Office Research. Final approval for the inclusion of animal subjects in your research/study rests with the IACUC. Attach IACUC approval email to thesis proposal form.

3. Complete and submit the proposal form (including all signatures, except Graduate Dean), all training completion certificates, IRB or IACUC approval (if applicable) and a copy of the thesis proposal to the Office of Graduate Studies after your thesis proposal defense and no later than one semester prior to your intended graduation. It is the responsibility of the student to obtain all required signatures.

Your thesis proposal must be submitted and approved by the Graduate Dean no later than one semester before the semester you intend to graduate. When approved, a copy of your signed thesis proposal form will be emailed to you.

If you have any questions concerning the training and/or protocols, please contact Ms. Mona Gilley at Mona.Gilley@tamuc.edu or 903/886-5143.

- DEVELOP THESIS PROPOSAL: Develop your thesis proposal in collaboration with your Master’s Thesis Committee.

- ENROLL IN 518: You are required to enroll in at least a total of six hours of 518 during your program. Once you register for 518, you must register for 518 every spring and fall until you complete your thesis. You must be enrolled in 518 to receive guidance from a member of the faculty or while utilizing university facilities. You must be enrolled in 518 during the semester the thesis is approved by the Office of Graduate Studies.

- DEFEND PROPOSAL, SUBMIT PROPOSAL TO GRADUATE SCHOOL AND OBTAIN PROPOSAL APPROVAL: Keep in mind, you must propose and be given proposal approval from the Office of Graduate Studies at least one semester before graduation and before you begin your research.

- COMPLETE THESIS: You are expected to make progress toward the completion of your thesis each semester.

- DISTRIBUTE OF COPY OF THESIS FOR DEFENSE: Ensure that committee members have received all final chapters of your thesis a minimum of two weeks prior to your defense. Work with your advisor and committee to make corrections prior to defense. Check with your department for additional distribution requirements and deadlines.

- DEFEND THE THESIS: Schedule your thesis defense with your department, paying attention to the thesis submissions deadline for that semester. Defend the thesis at the scheduled time. Obtain signatures
of your advisor, committee members, and your department head on the *Master’s Degree Final Examination Report (Thesis)* and all signature pages printed on 100% cotton bond paper, at least 20 lb. weight or greater.

- **REVISION OF THESIS:** After the defense of the thesis and prior to submitting it to the Office of Graduate Studies, **carefully revise and edit your thesis.** This includes, but is not limited to, making corrections from the committee and thoroughly reviewing the thesis to ensure it aligns with Graduate School formatting and APA, MLA, or adopted manual/journal requirements. The Thesis copy submitted to the Graduate School should be **line edited and error free** and include all thesis components that will be in the bound copy. Your department may have recommendations regarding editors.

- **OBTAIN THE SIGNATURE OF YOUR DEPARTMENT HEAD AND THE DEAN OF YOUR ACADEMIC COLLEGE:** After the thesis defense and when all corrections have been made and approved by your advisor, obtain your academic college dean’s signature on the signature pages. For the process of obtaining the signature, check with the office of your academic college dean.

- **SUBMIT THESIS TO THE OFFICE OF GRADUATE STUDIES FOR REVIEW:** Submit one paper copy of your thesis and all forms (which includes *Advisor’s Approval to Submit Proposal, Dissertation or Thesis for Graduate School Review* form, thesis information form, receipt for fees paid, and *Master’s Degree Final Examination Report (Thesis)*) to the Office of Graduate Studies and Research by the deadline stated in the Academic Calendar (approximately six weeks before commencement.) Your completed thesis will be sent out for review by the Graduate School. You and your advisor will be contacted by the Graduate School regarding any additional revisions to the thesis and final submission process.

- **MAKE GRADUATE SCHOOL REVISIONS:** Upon your receipt of the revisions of your thesis from the Graduate School by email, make all required corrections. Review your corrections with your advisor and gain his or her signature on the Advisor’s approval to submit thesis to Graduate School form. Return both the signed form and the corrected thesis on paper to the Graduate School by the deadline in your corrections email.

- **FINAL PRINTING OF THESIS:** After the Graduate School has approved your final thesis revisions, you will receive a Final Approval email. This email will have a link to Proquest so you can upload your final thesis, publish, copyright (if applicable) and bind 3 theses.