Texas A&M University at Galveston

http://www.tamug.edu

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General Statement

Texas A&M University at Galveston, a branch campus of Texas A&M University, offers ocean-oriented graduate studies with a Master of Marine Resources Management (MMR) degree, Master of Science (MS) in Marine Biology, Doctor of Philosophy (PhD) in Marine Biology and Master of Maritime Administration and Logistics (MML). The Master of Marine Resources Management and Master of Maritime Administration and Logistics degrees are professional degrees offered on the Texas A&M University at Galveston campuses. The Master of Science and Doctor of Philosophy degrees in Marine Biology are offered as part of the Marine Biology Interdisciplinary program through the collaboration of the Texas A&M University, Texas A&M University at Galveston, and Texas A&M University–Corpus Christi campuses. Texas A&M University at Galveston is located on the shore of Galveston Bay with close access to the Gulf of Mexico.

General Program Information

Graduate Admissions

A formal application is required from a person seeking admission or reenrollment to graduate studies. A statewide Apply Texas application can be used to apply to any public university in the state of Texas and can be accessed at www.applytexas.org.

An application fee of $50 for U.S. citizens and permanent residents or $90 for international applicants is required to process an application for admission. Application fees are nonrefundable. Checks or money orders (U.S. currency) should be made payable to Texas A&M. All financial dealings with Texas A&M may be done by check or money order provided it displays an agency bank in the U.S. and has magnetic ink character recognition (MICR) routing numbers at the bottom of the check. The $50 fee required of U.S. citizens or permanent residents may be waived, but only in exceptional cases, for low-income applicants. In such cases, an applicant should include with the application for admission a letter from his/her financial aid officer or other knowledgeable officer verifying the need for a waiver. Waiver of the $90 international application fee is not available.

With the approval from the degree granting unit providing admission, admission to graduate studies normally remains valid for one year from the term of acceptance with one $50 or $90 (as appropriate) application fee. An extension to the one-year time limit may be granted, if requested by the applicant in writing and approved by the degree granting unit.

The normal requirement for admission to graduate studies is a scholastic record which, over at least the last two years of full-time academic study in a degree program, gives evidence of the applicant’s ability to do successful graduate level work.

An applicant whose academic record is not satisfactory, or who is changing fields of study, may be required to take additional work in preparation for graduate study. Such work will normally be arranged in conference with the graduate advisor or the head of the student’s major department. Before accepting a student for graduate study, a department may require that the student pass a comprehensive examination covering the basic undergraduate work in that field.

To allow time for processing, application forms should be filed at least six weeks prior to the opening of the semester (international applicants should refer to the deadlines under that heading). Admission to graduate studies cannot be completed until all the credentials requested in the application form have been received and evaluated.

In addition to the records sent to the Office of Admissions and Records, a student should have in his/her possession a copy of his/her record for use in conferences with the graduate advisor or graduate faculty in his/her department. An applicant, otherwise qualified for admission to graduate studies, may not be approved in instances where the facilities and staff available in the particular field are not adequate to take care of the needs of the student.

Students interested in applying for admission to this program should visit the website www.applytexas.org to obtain an online graduate admission application for Texas A&M University at Galveston. Students interested in receiving additional information on these programs should mail requests to:

Director of Graduate Programs
Research and Graduate Studies Office
Texas A&M University at Galveston
P.O. Box 1675
Galveston, TX 77553-1675
Or email gradstudies@tamug.edu.

Residence

In partial fulfillment of the residence requirement for all Texas A&M University at Galveston degrees, the student must complete 9 resident credit hours during one regular semester, one 10-week summer semester or in combination during the two five-week summer sessions (e.g., 3 hours first session, 6 hours second session). Upon recommendation of the student’s advisory committee and with approval of the Office of
Graduate and Professional Studies, a student may be granted exemption from this requirement. However, such a petition must be approved prior to the student’s registration for the final 9 credit hours of required coursework. Full-time staff members of the University or of closely affiliated organizations stationed at the campus at Galveston or College Station may fulfill total residence requirements by completion of less-than-full course loads. Specific authorization for such programs must be granted in advance by the employing agency. Employees should submit verification of their employment at the time they submit their degree plan.

Student’s Advisory Committee
After being granted admission to graduate study and prior to enrollment in coursework, the student will meet with the departmental graduate advisor regarding the selection of a committee chair and the development of the student’s advisory committee. The student’s advisory committee for the master’s degree will consist of no fewer than three members and no more than five members of the graduate faculty representative of the student’s fields of study and research. Two members must be members of the graduate faculty of Texas A&M Galveston, one of whom should be the chair of the student’s advisory committee. At least one of the members must be from another department in Galveston or College Station. The chair, in consultation with the student, will select the remainder of the student’s advisory committee. Only graduate faculty members may serve as chair of a student’s advisory committee. The chair of the committee, who usually has immediate supervision of the student’s degree program, has the responsibility for calling required meetings of the committee, and for calling meetings at any other time considered desirable.

If the chair of the student’s advisory committee is unavailable for an extended time during any academic period during which the student is involved in activities relating to an internship or professional study and is registered for 684 or 693 courses, the student may request in writing that the program chair appoint an alternate advisory committee chair during the interim period. The duties of the student’s advisory committee include responsibility for the proposed degree plan.

In addition, the committee as a group, and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to the Office of Graduate and Professional Studies. The committee members’ signatures on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a student’s advisory committee cannot resign en masse.

Other specific requirements of the student’s advisory committee (SAC) for students in the Marine Biology Interdisciplinary program are detailed in the Marine Biology (MARB-IDP) section to follow.

Degree Plan
Each graduate student must submit an official degree plan to the Office of Graduate and Professional Studies (OGAPS) for approval. The degree plan formally declares your degree objective, the membership of your advisory committee, and the specific courses that you will be required to complete as part of your degree program. You will develop your proposed degree plan in consultation with your advisory committee. The degree plan must be approved by your advisory committee members, your department head and, if applicable, your intercollegiate faculty chairperson.

Completed degree plans must be submitted to OGAPS according to the following regulation with the student meeting whichever of these deadlines falls earliest:

- Following the deadline imposed by the student’s college or interdisciplinary degree program.
- No later than 90 days prior to the date of the final oral examination or thesis defense for master’s students or 90 days prior to the date of the preliminary examination for doctoral students.
- According to deadlines published in the OGAPS calendar each semester for graduation that semester.

The calendar may be found at http://ogaps.tamu.edu/Buttons/Calendars.

Specific rules and limitations on coursework and committee membership can be found in the Texas A&M University Graduate and Professional Catalog. Once a degree plan is approved by OGAPS, changes in coursework or committee membership may be requested by petition to OGAPS. Changes of major, degree or department must be requested by submitting a petition and/or a new degree plan/coursework petition.

Credit Requirement for Masters Level Programs
There is a credit requirement of a minimum of 36 credit hours of courses, as approved on the degree plan. Students may elect to pursue either a thesis or a non-thesis degree in Marine Resources Management, Marine Biology or Master of Maritime Administration and Logistics. Student pursuing a course of study in Marine Biology will create their degree plan with the supervision of their faculty advisor. Students pursuing the thesis option master’s degree in Marine Biology will have a requirement of a minimum of 32 credit hours of courses, as approved on their degree plan.

Limitations on the Use of Transfer, Extension and Certain Other Courses
Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master’s degree under the following limitations.

1. The total of any combination of A and B below may not exceed the greater of either 12 hours or one-third (1/3) of the total hours on the degree plan. The following restrictions apply.
   - Courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for students in degree-seeking status at the host institution. Courses previously used for another degree are not acceptable for degree plan credit.
     - A maximum of 12 credit hours of 489 and/or 689 (Special Topics).
   - A maximum of 8 hours of 691 (Research), 4 hours of 684 (Professional Internship), or 9 hours of 485 and/or 685 (Directed Studies), and up to 3 hours of 690 (Theory of Research) or 695 (Frontiers in Research)-any combination of 684, 685, 690, 691 and 695 may not exceed one-fourth (1/4) of the total credit hour requirement shown on the individual degree plan.

2. A maximum of 2 hours of Seminar (481/681).
Graduate students must maintain a grade point ratio (GPR) of 3.000 (B average based on a 4.000 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate coursework (300- and 400-level) completed at Texas A&M University at College Station and/or Texas A&M University at Galveston and eligible to be applied toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. Graduate students may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 690, 691, 692, 693 and 695. Any other graduate course taken on an S/U basis may not be used on a graduate degree plan. Graduate courses not on the degree plan may be taken on a satisfactory/unsatisfactory (S/U) basis. Graduate students may not receive grades (A or B) are given (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours, or equated to semester credit hours. Grades for courses completed at other institutions, except for the Texas A&M Health Science Center, are not included in computing the GPR. An official transcript from the university at which transfer courses are taken must be sent directly to the Office of Admissions. Masters students may transfer a maximum of 9 hours of advanced undergraduate courses (300- or 400-level) coursework completed at Texas A&M University at College Station and/or Texas A&M University at Galveston and eligible to be applied toward a graduate degree. Semester credit hours to which grades of Withdraw Failing (WF) are assigned shall be included in computing the GPR. Grades of Withdraw Passing (WP), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded. If either of a student's cumulative GPR or the GPR for courses listed on the degree plan falls below the minimum of 3.000, he or she will be considered to be scholastically deficient. If the minimum cumulative GPR is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

Continuous Registration

A student in a graduate degree program requiring a thesis, dissertation, internship or record of study, who has completed all coursework on his/her degree plans other than 681 (Research), 684 (Internship) or 692 (Professional Study) is required to be in continuous registration until all requirements for the degree has been completed. The continuous registration requirement may be satisfied by registering either In Absentia or In Residence.

Foreign Language

There are no specific language requirements for the Master of Marine Resources Management, Master of Science, Doctor of Philosophy in Marine Biology, or the Master of Maritime Administration and Logistics degrees.

Thesis/Dissertation Proposal

For the thesis-option masters degree or doctoral degree, the student must prepare a thesis/dissertation proposal for approval by the advisory committee and the head of the major department. This proposal must be submitted to the Office of Graduate and Professional Studies at least 15 working days prior to the submission of the request for the final examination.

There are compliance issues that must be addressed if graduate students are performing research involving human subjects, animals, infectious biohazards and recombinant DNA. Students involved in these types of research should check with the Office of Research Compliance and Biosafety at (979) 458-1467 to address questions about all research compliance responsibilities. Additional information can also be obtained on the website http://rcb.tamu.edu.

Time Limit

All degree requirements for a master’s degree must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old may not be used to satisfy degree requirements.

All requirements for doctoral degrees must be completed within a period of 10 consecutive calendar years for the degree to be granted. A course will be considered valid until 10 years after the end of the semester in which it is taken. Graduate credit for coursework more than 10 calendar years old at the time of the final oral examination may not be used to satisfy degree requirements.
Application for Degree

Graduate degrees are conferred at the close of each regular semester and 10-week summer semester. Candidates for advanced degrees who expect to complete their work at the end of a given semester must apply for graduation by submitting the electronic application for a degree to the Admissions and Records Office and by paying the required graduation fee at Financial Management Services no later than the Friday of the second week of the fall or spring semester or the Friday of the first week of the first summer term. The electronic application for degree can be accessed via the website http://graduation.tamu.edu/applica.html.

Thesis/Dissertation Defense/Final Examination

The candidate must pass a final examination by dates announced each semester or summer term in the Office of Graduate and Professional Studies Calendar. To be eligible to take the final examination, a student’s GPR must be at least 3.000 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and there must be no unabsolved grades of D, F or U for any course listed on the degree plan.

To absolve a deficient grade, the student must repeat the course at Texas A&M University and achieve a grade of C or better. All coursework on the degree plan must have been completed with the exception of those hours for which the student is registered. Additionally, all English Language Proficiency requirements must be satisfied prior to scheduling the examination. An approved thesis proposal must be on file in the Office of Graduate and Professional Studies according to published deadlines.

The final examination covers the thesis/dissertation and all work taken on the degree plan and, at the option of the committee, may be written, oral or both. The final examination may not be administered before the thesis/dissertation is available to all members of the student’s advisory committee in substantially final form and all members have had adequate time to review the document. The examination is conducted by the student’s advisory committee as finally constituted. Thesis option masters and doctoral students must be registered in the University in the semester or summer term in which the final examination is taken. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department, or interdisciplinary degree program, may have a stricter requirement provided there is consistency within all degree programs within a department or interdisciplinary program.

A request to hold and announce the final examination must be submitted to the Office of Graduate and Professional Studies a minimum of 10 working days in advance of the scheduled date for the examination. Examinations which are not completed and reported as satisfactory to the Office of Graduate and Professional Studies within 10 working days of the scheduled examination date will be recorded as failures. A student may be given only one opportunity to repeat the final examination for the master’s degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded).

Thesis option masters and doctoral candidates may petition to be exempt from their final examination provided their degree plan GPR is 3.500 or greater and they have the approval of the advisory committee, the head of the student’s major department, or intercollegiate faculty, if appropriate, and the Office of Graduate and Professional Studies. It is recommended that the petition for exemption be submitted the same semester the student intends to submit the thesis. Non-thesis option students cannot be exempted from their final examination.