GENERAL INFORMATION

General Information

Admission
For admissions information, please refer to the Admissions (http://catalog.tamu.edu/graduate/admission) section in this catalog.

Tuition and Fees
For tuition and fee information, please refer to the Tuition and Fees (http://catalog.tamu.edu/graduate/tuition-fees-financial-information) section of this catalog.

Transcripts
Students and former students may request an official transcript by completing the transcript request form online at www.qatar.tamu.edu/students/office-of-records or in person at the Office of Records located on the first floor of the Engineering Building in Education City, Doha, Qatar.

Academic Expectations and General Degree Requirements
- Academic Expectations (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/academic-expectations)
- Degree Requirements (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements)
- Registration and Academic Status (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/registration-academic-status)

Graduation Application, Diploma and Commencement
Formal application for degrees at Texas A&M University at Qatar is a two-step process. An application must be submitted online by the deadline stated in the academic calendar and degree application. In addition, the supplemental application must be submitted by the deadline. Under unusual circumstances, an application for a degree may be accepted after the stated deadline. The student must apply via the Howdy portal.

All students must have settled all financial obligations to the university and Qatar Foundation prior to receiving a diploma.

Graduate and undergraduate students completing their degree in July or December will have the opportunity to participate in the commencement ceremony in May, following the completion of their degree. Students must participate in the commencement ceremony of their home campus.

Academic Calendar
Texas A&M University at Qatar Calendar

All dates are subject to change.

Fall Semester 2018*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21-23</td>
<td>Eid Al-Adha (offices expected to be closed).**</td>
</tr>
<tr>
<td>August 27-30</td>
<td>AGGIE LIFE 101 (required for all new students).</td>
</tr>
<tr>
<td>September 2</td>
<td>First day of Fall classes.</td>
</tr>
<tr>
<td>September 6</td>
<td>First day to apply for December 2018 graduation.</td>
</tr>
<tr>
<td>September 17</td>
<td>Official census date (12th class day).</td>
</tr>
<tr>
<td>September 17</td>
<td>Last day to change or add major/minor for Fall, 4:30 p.m.</td>
</tr>
<tr>
<td>October 4</td>
<td>Undergraduate degree plan approval deadline.</td>
</tr>
<tr>
<td>October 14-15</td>
<td>Reading Days (no classes).</td>
</tr>
<tr>
<td>October 25</td>
<td>Mid-semester grades due to the Office of Records, noon.</td>
</tr>
<tr>
<td>November 18</td>
<td>Bonfire 1999 Remembrance Day.</td>
</tr>
<tr>
<td>November 26</td>
<td>Last day for all students to drop courses with no penalty (Q-drop), 4:30 p.m.</td>
</tr>
<tr>
<td>December 10</td>
<td>Last day of Fall semester classes.</td>
</tr>
<tr>
<td>December 11</td>
<td>Reading Day (no classes or finals).</td>
</tr>
<tr>
<td>December 12-13</td>
<td>Fall semester final examinations for all students.</td>
</tr>
<tr>
<td>December 16-17</td>
<td>Fall semester final examinations for all students.</td>
</tr>
<tr>
<td>December 18</td>
<td>Qatar National Day (offices closed).</td>
</tr>
<tr>
<td>December 20</td>
<td>Final grades due for all students to the Office of Records, noon.</td>
</tr>
<tr>
<td>December 24-27</td>
<td>Semester Break (offices closed)*</td>
</tr>
</tbody>
</table>

*All dates are subject to change.
**Dates for the Eid holidays are subject to change; however, the University will be closed for a three-day period during each Eid.

Spring Semester 2019*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13</td>
<td>First day of Spring classes.</td>
</tr>
<tr>
<td>January 17</td>
<td>First day to apply for May graduation.</td>
</tr>
<tr>
<td>January 20</td>
<td>Martin Luther King, Jr. Day Observance (offices closed/no classes).</td>
</tr>
<tr>
<td>January 29</td>
<td>Official census date (12th class day).</td>
</tr>
<tr>
<td>February 12</td>
<td>Last day to change or add major/minor for Spring, 4:30 p.m.</td>
</tr>
<tr>
<td>February 14</td>
<td>Qatar National Sports Day (offices closed/no classes).</td>
</tr>
<tr>
<td>March 3-7</td>
<td>Spring Break (no classes).</td>
</tr>
<tr>
<td>March 14</td>
<td>Mid-semester grades due to the Office of Records, noon.</td>
</tr>
<tr>
<td>April 15</td>
<td>Last day for all students to drop courses with no penalty (Q-drop), 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Last day to officially withdraw from the University, 4:30 p.m.</td>
</tr>
</tbody>
</table>
April 21 | Aggie Muster.  
April 29 | Last day of Spring classes.  
        | Redefined day.  
April 30 | Reading day (no classes or finals).  
May 1-2  | Spring semester final examinations.  
May 5    | Projected First Day of Ramadan.*  
May 5-6  | Spring semester final examinations.  
May 7    | Qatar Foundation Convocation.*  
May 8    | Final grades due for degree candidates to Office of Records, 9 a.m.  
May 9    | Commencement Ceremony*  
May 10   | Final grades due for all non-degree candidates to Office of Records, noon.

* All dates are subject to change.

**Summer Semester 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19</td>
<td>First day of Summer classes.</td>
</tr>
<tr>
<td></td>
<td>First day to apply for Summer 2019 graduation.</td>
</tr>
<tr>
<td>May 22</td>
<td>Official census day (4th class day).</td>
</tr>
<tr>
<td></td>
<td>Last day for adding/dropping courses with no record for the Summer semester, 4:30 p.m.</td>
</tr>
<tr>
<td>June 2-6</td>
<td>Eid Al-Fitr student break (no classes).**</td>
</tr>
<tr>
<td>June 4-6</td>
<td>Eid Al-Fitr (offices expected to be closed).**</td>
</tr>
<tr>
<td>June 5</td>
<td>Projected first day of Eid Al-Fitr**</td>
</tr>
<tr>
<td>June 13</td>
<td>Last day to apply for Summer 2019 graduation, 4:30 p.m.</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day for all students to drop courses with no penalty (Q-drop), 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Last day to officially withdraw from the University, 4:30 p.m.</td>
</tr>
<tr>
<td>July 4</td>
<td>United States Independence Day.</td>
</tr>
<tr>
<td>July 11</td>
<td>Last day of Summer classes.</td>
</tr>
<tr>
<td>July 14-15</td>
<td>Final examinations for Summer term.</td>
</tr>
<tr>
<td>July 17</td>
<td>Final grades due for Summer term to Office of Records, noon.</td>
</tr>
</tbody>
</table>

*All dates are subject to change.  
*Dates for the Eid holidays are subject to change; however, the University will be closed for a three-day period during each Eid.

### Services

**Services for Texas A&M University at Qatar Students**

- **Academic Advising** (p. 2)
- The Association of Former Students (p. 2)
- Campus Safety and Security (p. 2)
- Career Services (p. 2)
- Critical Incident Response Team (p. 3)
- Disability Services (p. 3)

- **Global Educational Opportunities** (p. 3)
- **Information Technology** (p. 3)
- **The Texas A&M Qatar Campus Library** (p. 3)
- **Student Wellness and Counseling** (p. 4)
- **Ombudsperson** (p. 4)
- **On-Campus Housing** (p. 4)

### Academic Advising

The primary purpose of academic advising at Texas A&M at Qatar is to assist students in the development of meaningful educational plans that are compatible with their personal abilities and goals. The ultimate responsibility for making decisions about personal goals and educational plans rests with the individual student.

Your first semester, you will need to meet with your faculty advisor to determine what courses you would like to take as there will be prescribed set of courses you’ll need to start with.

More information can be found at [https://www.qatar.tamu.edu/graduate-studies](https://www.qatar.tamu.edu/graduate-studies).

### The Association of Former Students

- Aggie Ring.  
- Alumni Services, Giving and Events.  
- Traveling Aggies.

### Campus Safety and Security

- In an emergency situation dial 4454.0999 from within Education City or 999 from outside Education City.  
- Report incidents immediately to Texas A&M University at Qatar security (333 from a Texas A&M Engineering Building phone or +974.4423.0333 from a mobile or outside phone).  

Information on campus safety and security; as well as the Annual Security Report is located here [https://www.qatar.tamu.edu/other/safety-and-security](https://www.qatar.tamu.edu/other/safety-and-security).

### Career Services

The Career Services Office offers advising and assistance to students seeking internships and full-time employment, while supporting the recruiting initiatives of local and international companies. Career Services assists students as they prepare for their job searches by coordinating informational sessions and workshops on topics such as resume writing, interviewing skills and career readiness. The office also hosts two annual recruiting events, the Career Networking Event at Texas A&M at Qatar and the spring career fair in collaboration with all Education City universities. A variety of guest speakers from industry are hosted each year. Students learn about opportunities in specific companies and on general issues related to the workplace. The Career Services Office provides students with other opportunities for industry engagement ranging from corporate competitions to participation in local and regional conferences.

More information can be found at [https://www.qatar.tamu.edu/students/career-services](https://www.qatar.tamu.edu/students/career-services).
Critical Incident Response Team

The purpose of the Critical Incident Response Team (CIRT) is to respond to incidents involving Texas A&M at Qatar students and to serve as the university contact when students are involved in incidents away from the campus.

Texas A&M at Qatar is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Even with a small university community, Texas A&M at Qatar and the Department of Student Affairs realize that crises, or critical incidents, will occur and that these crises can have a significant effect on the entire university, Education City and local communities. Such critical incidents require an effective and timely response. The Department of Student Affairs has developed CIRT consisting of Texas A&M at Qatar staff to best respond to these critical student incidents. CIRT can be reached at (+974) 4423-0333.

The goals of CIRT are as follows:

- To coordinate the university’s response to critical incidents involving students while paying special attention to the safety and security needs of members of the university community.
- To offer counseling, guidance and appropriate support to members of the university community, their families and university caregivers.
- To use critical incidents, when appropriate, as teachable moments that may enhance the quality of life for all those touched by critical incidents.

Disability Services

The mission of Disability Services is to ensure accessibility for all students to University programs. The Department of Student Affairs Counseling and Wellness Program administers Disability Services at Texas A&M University at Qatar. Disability Services, with the assistance of Disability Services at Texas A&M University, offers accommodations counseling, evaluation referral, disability-related information, and adaptive technology counseling and equipment for academically related purposes. Although Disability Services does not offer disability evaluation and/or testing, tutoring, personal expenses, attendants or scholarships, we will provide referral information.

More information can be found at https://www.qatar.tamu.edu/students/student-affairs/disability-services

Global Educational Opportunities

Higher education is not immune to the trend of globalization. To adapt to this phenomenon and prepare graduates for an increasingly interdependent global community, Texas A&M University at Qatar is committed to providing global learning opportunities for all students. Whether it be study abroad programs, service-learning trips, research abroad, language training, international conferences or workshops, or global leadership programs, students at Texas A&M University at Qatar can choose from a variety of experiences that can increase their cultural competence, expand their global worldview, and augment their marketability in a rapidly globalizing world.

Please visit http://catalog.tamu.edu/graduate/international-opportunities-students/ for more information.

Information Technology

The mission of the Information Technology (IT) department is to provide a robust, secure and innovative environment that supports Texas A&M University at Qatar’s goals in teaching and lifelong learning, research, and engagement. IT strives to embody and uphold Texas A&M’s tradition of organizational excellence. The department is comprised of five groups that provide over 75 services to faculty, staff and students.

Educational Technology

The Educational Technology group serves faculty and students by promoting and assisting in the use of technology for instruction. Providing systems such as eCampus and Echo360 Lecture Capture, the group also manages classroom technologies and academic software including audiovisual systems.

Enterprise Applications

The Enterprise Applications (EA) group performs business process analysis and develops, administers, and maintains automation to achieve greater efficiencies. EA oversees all electronic communication with the Texas-based administrative systems for student information, financial accounting and payroll, including troubleshooting the processes, applications, and data feeds employed and ensuring secure operation. EA also provides support for many of the university’s web resources, including Marhaba, the intranet portal.

Network and Security

The Network and Security group provides and manages the network, telecommunications and security infrastructure of the branch campus. The group ensures compliance with all laws, policies, procedures, guidelines and industry best practices for operating and securing the Texas A&M at Qatar network. The group strives to increase community awareness regarding cyber-security, prevent cyber-attacks, and remediate the effects of viruses, worms, spyware and other malware.

Service Desk

The Service Desk provides a single point of contact for all IT-related queries, service requests and communications. The team provides user orientation and training. The Service Desk proactively communicates information regarding IT services, updates and policies.

Systems Engineering

The Systems Engineering group is responsible for providing computing infrastructure and services. This team maintains and supports mission-critical systems including physical and virtual infrastructure, directory and authentication services, file and database services, e-mail services, data backups and disaster recovery, data center monitoring, desktop and server security, and print services.

The Texas A&M Qatar Campus Library

The Texas A&M Qatar Campus Library supports the teaching, research and outreach missions of the university in an environment that fosters learning and inquiry. A core professional collection of over 7,000 titles is complemented by a basic collection in the arts and humanities of around 3,000 volumes. Students may also request books and journal articles from the five libraries on the main campus, where there is a print collection of around 5 million volumes.

Extensive online resources are available to students both within the library and on desktop or mobile devices via remote access. This includes...
Students can locate books and thousands of journals by author, title, subject and keyword using the basic online catalog, LibCat, at libcat.tamu.edu. Alternately, they can use the time-saving multi-search tool Quick Search, which allows searching of multiple databases at one time.

An experienced librarian is also available Texas hours via online chat, which is a great way to get help when starting a research project. GetItForMe is a document delivery service that supplies print books or electronic copies of journal articles and book chapters free of charge to all students. Print books borrowed from the main campus generally arrive in five to 10 working days. Electronic copy is usually emailed within two working days. Material not available from the main campus libraries can often be obtained either from other libraries in Qatar or around the world. Professional librarians are also available on campus to teach individuals and groups how to use library tools and resources.

More information can be found at library.qatar.tamu.edu.

### Student Wellness and Counseling

The Student Wellness and Counseling Programs promote the process of developing a healthy lifestyle. By participating in awareness activities, educational programs and counseling, Aggies can enhance their personal wellness with improved physical health, emotional stability, supportive relationships, spiritual growth and academic/career satisfaction. Services for students in the Wellness Program include academic skills counseling and testing, career counseling and testing, personal counseling, stress management and biofeedback, outreach programming, crisis and consultation, and disability services.

More information can be found at https://www.qatar.tamu.edu/students/student-affairs/health-and-wellness/

### Ombudsperson

The Ombuds Officer for graduate education serves as an informal, neutral and confidential resource for graduate and professional students to discuss questions and concerns related to their graduate experience. The university is a large and complex institution and graduate and professional students often play multiple roles (e.g., student, research collaborator, teacher, technician, peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if you do not know where to turn. The Ombuds Officer is here to help graduate and professional students identify options for addressing concerns and will promote a fair and impartial process for all parties involved.

The Graduate and Professional Student Ombuds Officer is guided and informed by the Code of Ethics and Standards of Practice of the International Ombudsman Association.

The Ombuds Officer can:

- Listen and help you achieve a greater understanding of the problem.
- Help you find information applicable to your situation and identify possible solutions to your problem.
- Explain University policies and procedures and how they apply to your specific case.
- Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
- Help you achieve fair and equitable solutions to problems.
- Facilitate communication among people in conflict.
- Provide other types of assistance to help you resolve a problem informally.
- Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.

Contact information for Ombuds Services:

Office of Graduate and Professional Studies
ombuds@tamu.edu
http://ogaps.tamu.edu/

### On-Campus Housing

Student housing in Education City is available to students enrolled full time at Texas A&M at Qatar on a first-come, first-served basis. Preference is given to those students who do not live in Qatar. In order to apply for student housing, students must complete a housing request through the Department of Student Affairs. In order to consider the application complete, students must also submit a refundable damage deposit of QAR 2,000.

Applications received without the deposit will be returned. Prior to receiving access to their assigned room each semester, students are required to pay the balance of their housing fees for the upcoming semester.

There are separate residence halls for male and female students. In addition, students have access to a communal lounge with computers, printers, cable television, DVDs, and video in each residential area. Laundry facilities with washers and dryers are available. Wireless Internet is available throughout the residence halls.

A Qatar Foundation Housing and Residence Life professional (residence hall directors [RHDs]) and student staff (community development advisors [CDAs]) work closely with student residents to maintain a safe, comfortable and healthy living-learning environment.

The RHD is a full-time professional staff member available to help students with life transitions associated with living in a community residential environment and the transition to college. The RHDs are responsible for the supervision of student staff members known as CDAs. CDAs are student leaders who have been selected because of their maturity and knowledge of the Education City community. They are a resource available to the students in the residence halls, and their primary focus is to facilitate the development of a strong living-learning community in the halls.

For more information about student housing, please send an email to housing@qf.org.qa, and a Qatar Foundation Student Affairs professional will be in touch to answer any questions.

### Facilities

**Texas A&M University at Qatar Facilities**

The Texas A&M University at Qatar engineering building is one of the most advanced facilities for engineering education in the world. Designed by the famous father-son Mexican architect team Legoretta + Legoretta, the 55,000 square meter (592,000 square feet) facility combines modernist elements with traditional Islamic architectural motifs. The building is fully wireless and features high-tech classrooms, teaching laboratories and computer laboratories. The research rotunda...
Texas A&M Qatar campus’s home in Education City also includes a library with a core professional collection of 10,000 titles and a number of journals and DVDs relating to the liberal arts, humanities, and basic sciences. Students also have access to books and journals from the libraries on the main campus, from collections that exceed 5 million volumes. Extensive online resources are available to students in the library and remotely, including more than 2 million electronic books and thousands of subscription electronic journals and databases.

**Policies**

*University Statement for Individuals with Disabilities* (p. 5)

*University Statement on Harassment and Discrimination* (p. 5)

*Aggie Honor Code* (p. 5)

*University Student Rules* (p. 6)

**University Statement for Individuals with Disabilities**

Texas A&M University (TAMU) is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors. TAMU does not discriminate on the basis of an individual’s disability and complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) as amended.

Students are protected from discrimination regarding access to and participation in TAMU’s programs and activities. TAMU provides academic adjustments and auxiliary aids to accommodate needs of students with disabilities, as defined under the law, who are otherwise qualified to meet the institution’s academic requirements.

Students with disabilities who would like to request accommodations may contact the following:

- TAMU and Texas A&M Health Science Center’s (TAMHSC) College of Nursing and School of Public Health should contact Disability Services (http://disability.tamu.edu/services) (979) 845-1637 or disability@tamu.edu.
- TAMHSC College of Dentistry should contact the Office of Academic Affairs (214) 828-8207.
- TAMU at Galveston (TAMUG) should contact Counseling and Career Services (409) 740-4736 or studentservices@tamug.edu.
- TAMU at Qatar (TAMUQ) should contact the campus psychologist, Dr. Steve Wilson +974-4423-0047 or stephen.wilson@qatar.tamu.edu.

Students with disabilities who believe they have experienced discrimination may contact the TAMU ADA Coordinator at ADA.Coordinator@tamu.edu (979) 845-8116 or any of the following campus contacts:

- TAMU and TAMHSC locations should contact the ADA Coordinator (https://urc.tamu.edu/ada) at (979) 845-8116 or ADA.Coordinator@tamu.edu.
- TAMUG should contact the ADA Coordinator at (409) 740-4503 or boyerj@tamug.edu.
- TAMUQ should contact Miguel Trevino at +974-4423-0317 or miguel.trevino@qatar.tamu.edu.

For more information about disability accommodations, see TAMU Student Rule 46, Disability Accommodations in Academic Programs (http://student-rules.tamu.edu/rule46) or TAMUG Student Rule 46, Disability Accommodations in Academic Programs (http://www.tamu.edu/studentrules/Student_Grievance_Procedures/46_Disability_Accommodations.html).

**University Statement on Harassment and Discrimination**

Texas A&M University (TAMU) provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity. TAMU will promptly investigate complaints of discrimination, sexual harassment, and/or related retaliation in accordance with applicable federal and state laws.

Students who have questions or believe they have experienced illegal discrimination, sexual harassment, sexual violence, and/or related retaliation are encouraged to contact:

- TAMU and Texas A&M University Health Science Center contacts - Notice of Nondiscrimination and Abuse (http://urc.tamu.edu/media/642261/NoticeOfNon Discrimination.pdf)
- TAMU at Galveston contacts - Notice of Nondiscrimination and Abuse (http://www.tamug.edu/hrd/LinksAndForms/TAMUG_Notice_of_Nondiscrimination_and_Abuse.pdf)
- TAMU at Qatar contacts – Notice of Nondiscrimination and Abuse (https://www.qatar.tamu.edu/other/notice-of-nondiscrimination-and-abuse)


**Aggie Honor Code**

Integrity is a fundamental core value of Texas A&M University at Qatar. Academic integrity requires a commitment by all faculty, students, and administrators to:

- Remain constantly focused on the quality of the academic programs;
- Achieve and maintain academic excellence in all courses and programs to assure the value of Texas A&M University at Qatar degrees;
- Demand high academic standards from all members of the Aggie community.
All Texas A&M University at Qatar students, graduate and undergraduate, part-time or full-time, in residence or in distance education, are expected to follow the guiding rule of the Aggie Honor Code:

"An Aggie does not lie, cheat, or steal or tolerate those who do."

Upon accepting admission to Texas A&M University at Qatar, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System, which may be found at https://aggiehonor.tamu.edu/. A student will be required to state his/her commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M community from the requirements or the process of the Honor System.

In addition to adherence to the Honor Code, a student (graduate students in particular) who is completing a thesis, record of study, dissertation, and publication may fall under the additional federal requirements promulgated by the Office of Research Integrity (Scientific Misconduct Regulations – 42 CFR part 50), as well as Texas A&M System Regulations and Texas A&M University Rules (Texas A&M System Regulations – Ethics in Research and Scholarship – 15.99.03, and Texas A&M University rules and standard administrative procedures – Responsible Conduct in Research and Scholarship – 15.99.03.M1, 15.99.03.M1.01-06).

University Student Rules

Each student enrolled at Texas A&M University is responsible for being fully acquainted with and complying with the Texas A&M University Student Rules. Specific rules, information and procedures may be found in publications pertaining to each particular service or department. Students are encouraged to reference the website at http://student-rules.tamu.edu for current published rules and regulations.

For information concerning federal and state policies, please reference the appendices (http://catalog.tamu.edu/graduate/appendices) in this catalog.