UNIVERSITY POLICIES

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Academic Common Market

The purpose of the Academic Common Market (ACM) (http://www.sreb.org/academic-common-market) is to share specified academic degree programs between states located at southern public colleges and universities. This is accomplished through an exchange of students across borders at in-state rates. The motivation for this cooperation continues to be:

1. eliminating unnecessary duplication among the states, in that it is impractical for any institution or single state to develop or maintain degree programs in every field of knowledge,
2. to support existing degree programs that have the capacity to serve additional students, and
3. to provide access and encourage movement across state lines for programs not available in a student's home state.

ACM Overview

1. Be a resident of one of 15 participating SREB states.
2. Student learns of the ACM and makes contact with SREB or state coordinator to determine eligible programs. Please note that Texas participates in the ACM only at the graduate level (masters, doctoral, and related degrees) for both in-state and out-of-state students.
3. Student applies for and is accepted to an ACM-approved program.
4. Student applies for certification of residency through their home state coordinator.
5. State coordinator certifies student and notifies institution.
6. Institution grants in-state status or waiver for out-of-state fees.

Texas Residents

Texas residents (http://www.collegeforalltexans.com/index.cfm?ObjectID=6D1466D9-AEA5-DE00-C12F3F75E7367718) looking to study out of state, the first step is to confirm that a comparable program at the same degree level is not already offered at a Texas public university. Visit this site to search for degree programs in Texas: http://www.thecb.state.tx.us/apps/ProgramInventory/ProgSearch.cfm

If there are no programs at Texas public institutions that have at least 50% comparable required coursework, then graduate student can apply for the ACM by following instruction at the Texas ACM Website (http://www.thecb.state.tx.us/index.cfm?objectid=E918B4C6-CCFF-5020-1129E36D8D4E60F1).

General information about the Academic Common Market can be found at the SREB Website (http://www.sreb.org/academic-common-market). For specific questions about Texas participation, send an email to ACMrequests@thecb.state.tx.us or call Allen Michie at (512) 427-6518.

Residents of Other Participating States

Residents looking to study at Texas A&M, should contact the ACM coordinator at student's home institution or home state. The contact information for each participating state can be found on the SREB website (http://home.sreb.org/acm/participating/institutionstates.aspx).

Once, the student is approved, the Texas State Coordinator will communicate with the Texas A&M ACM Coordinator who arranges with the appropriate institution officials.

A detailed list of approved TAMU programs, concentrations, and eligible states is available at SREB Website. (http://home.sreb.org/acm/choosesestate.aspx) A summary of the approved TAMU programs is given below.

ACM list of approved Texas A&M University programs

- Master of Science in Animal Breeding
- Master of Arts in Anthropology
- Doctor of Philosophy in Anthropology
- Master of Arts Conservation Archaeology in Anthropology
- Master of Arts Nautical Archaeology in Anthropology
- Doctor of Philosophy Nautical Archaeology in Anthropology
- Master of Architecture in Architecture
- Master of Science in Architecture
- Doctor of Philosophy in Architecture
- Doctor of Philosophy in Geography
- Master of Science in Geophysics
- Doctor of Philosophy in Geophysics
- Master of Science in Land Development
- Master of Engineering in Nuclear Engineering
- Master of Science in Nuclear Engineering
- Doctor of Philosophy in Nuclear Engineering
- Master of Engineering in Ocean Engineering
- Doctor of Philosophy in Ocean Engineering
- Master of Science in Oceanography
- Doctor of Philosophy in Oceanography
- Master of Marine Resources Management in Marine Resources Management
- Master of Science in Master of Real Estate Program
- Master of Science in Athletic Training
- Doctor of Philosophy Educational Technology in Education Psychology: Learning Sciences
- Master of Wildlife Science in Wildlife Science

Academic Common Market Electronic Campus Program

The ACM/EC enables students to pursue eligible degree programs via distance or e-learning without leaving their home state, work and other commitments.
Academic Common Market Electronic Campus waivers of out-of-state tuition are available only if certain conditions are met:

- No public college or university in the student’s home state (state of residence) offers a degree program in his or her chosen field of study.
- The program is available in another SREB state that participates in the ACM/EC.
- The program is available through distance learning.
- The student meets admissions requirements of the college or university that offers the program.
- The student is certified as a resident of his or her home state.

View online programs available to residents in your state. (http://electroniccampus.org/acmlist)

Review the programs available in the ACM Electronic Campus (http://www.electroniccampus.org/courses-programs)

The approval process is the same as stated above for ACM.

ACM/EC list of approved Texas A&M University Programs:

- Graduate Certificate in Advanced International Affairs
- Graduate Certificate in Homeland Security
- Graduate Certificate in Statistics
- Master of Engineering in Petroleum Engineering

Aggie Honor Code

Integrity is a fundamental core value of Texas A&M University. 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 degrees;
- Demand high academic standards from all members of the Aggie community.

All Texas A&M University 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, 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 http://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 processes of the Honor System.

The Honor System Office is charged with promotion of the honor code and administration of academic misconduct cases. The Honor Council, comprised of students and faculty from colleges and offices across the University, will investigate all such infractions of the honor code and recommend appropriate sanctions. The office website, http://aggiehonor.tamu.edu, defines the types of infractions and the possible consequences. Students are urged to review this information.

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).

Aggie Honor System Office

http://aggiehonor.tamu.edu

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Cooperative Graduate Programs

Texas A&M University has executed Memoranda of Agreement establishing cooperative graduate programs with the following universities: Texas A&M International University, Texas A&M University-Corpus Christi, and Texas A&M University-Kingsville. Details concerning the cooperative graduate programs are available from the graduate offices of the institutions involved.

Texas A&M University and The University of Texas System also have entered into an agreement relating to cooperative use of courses and facilities in graduate education. Visit the OGAPS web page for further information on the Cooperative/Consortium Program for Graduate Students (http://ogaps.tamu.edu/New-Current-Students/Cooperative-Consortium-Program) process.

English Language Proficiency Requirement

All international graduate students whose native language is not English must meet minimum English proficiency standards.

To achieve admission, international graduate students must attain English proficiency verification.
To become eligible to teach in positions such as Graduate Assistant-Teaching, Instructor, Lecturer, etc., the State of Texas requires that international graduate students attain English proficiency.

Citizens of certain countries are exempt from the verification requirement. Refer to the list on the Office of Admissions (http://admissions.tamu.edu/international/graduate) website.

Refer to the Office of Graduate and Professional Studies website for more information regarding English Language Proficiency (http://ogaps.tamu.edu/New-Current-Students/English-Language-Proficiency) requirements.

English Proficiency **Verification** can be attained using the following:

- a TOEFL score of at least 80 on TOEFL iBT (550 paper-based), or
- an IELTS score of at least 6.0, or
- a GRE Verbal Reasoning score of at least 146 (400 on the old scale), or
- a GMAT Verbal score of at least 22, or
- a PTE Academic score of at least 53, or
- acquiring alternative verification (http://ogaps.tamu.edu/New-Current-Students/English-Language-Proficiency/Alternative-Verification-Guidelines) during the admission process from the Office of Graduate and Professional Studies via a departmental request. An international graduate student holding a master’s degree from an accredited institution located in the U.S. qualifies for alternative verification.

Individual colleges or departments may choose to establish test standards that exceed the University minimums listed above. Scores from TOEFL, IELTS and PTE examinations administered more than two years before submission of the admissions application are not eligible for use in attaining English proficiency verification.

**International Graduate Students Serving in Teaching Positions**

To become eligible to teach in positions such as Graduate Assistant-Teaching, Instructor, Lecturer, etc., the State of Texas requires that international graduate students attain English proficiency.

International graduate students who wish to serve in teaching positions can certify for English proficiency before enrollment by achieving requisite scores on the speaking section of the following standardized tests: TOEFL, IELTS or PTE exams. [See chart below.]

If international graduate students who wish to serve in teaching positions do not achieve requisite standardized test scores prior to enrollment, they can certify by taking the on-campus English Language Proficiency (ELPE) exam or passing required English Language Learner (ELL) course/module. [See chart below.]

**Eligibility levels for international graduate students serving in teaching positions:**

**Level 1:** Students eligible for teaching assignments

**Level 2:** Students conditionally eligible for teaching assignments, but must simultaneously enroll in and pass required ELL module/course or achieve acceptable score on ELPE oral section.

**Level 3:** Students not eligible for teaching assignment until they either pass a more intensive ELL module/course or achieve an acceptable score on the ELPE oral section.

**Global Standardized Tests**

<table>
<thead>
<tr>
<th>Level #</th>
<th>TOEFL Speaking Section</th>
<th>IELTS Speaking Section</th>
<th>PTE Speaking Section</th>
<th>ELPE Oral Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26-30</td>
<td>&gt;=8.0</td>
<td>&gt;=85</td>
<td>80</td>
</tr>
<tr>
<td>2</td>
<td>23-25</td>
<td>7.0-7.5</td>
<td>75-84</td>
<td>75</td>
</tr>
<tr>
<td>3</td>
<td>&lt;23</td>
<td>&lt;7.0</td>
<td>&lt;75</td>
<td>65</td>
</tr>
</tbody>
</table>

**Locally Administered Exam (on Texas A&M campus)**

**Alternative Certification for international graduate students serving in teaching positions**

Departments have the option to request alternative certification from the Office of Graduate and Professional Studies on behalf of an international graduate student who wishes to serve in a teaching position.

- An international graduate student who has received a baccalaureate degree following four years of study at an accredited institution located in the U.S. qualifies for alternative certification.
- Departments can request alternative certification for an international graduate student who is a citizen of certain countries listed on the Office of Admissions (http://admissions.tamu.edu/international/graduate) web site.
- All other requests for alternative certification require strong department justification. The Office of Graduate and Professional Studies will evaluate requests on a case-by-case basis.

**English Language Proficiency Examination**

The ELPE evaluates English skills in the areas of reading, listening, written composition and oral communication.

Visit the Testing Services website (http://dars.tamu.edu/Testing/ELPE) for more information on upcoming exam dates and how to register for the English Language Proficiency Exam.

English Proficiency Certification is required by the State of Texas before a graduate student is eligible to serve as a Graduate Assistant-Teaching or any other position considered to be a teaching position (e.g., instructor, lecturer, etc.) More information regarding the English Language Requirements may be found at http://ogaps.tamu.edu.

**Graduate Academic Appeals Process**

Graduate or professional students who believe that decisions about unauthorized absences or final grades, the outcome of evaluation of performance on examinations, or decisions about separation (e.g., probation, suspension, dismissal, or termination) from a Department, Interdisciplinary Degree Program, and/or College for scholastic deficiency were made on an arbitrary, capricious, or prejudicial basis may appeal such decisions through the appeals process specified in the Texas A&M
University Rules (59. Graduate Academic Appeals Panel). In such appeals the burden of proof is upon the student to demonstrate that the decisions in question were arbitrary, capricious, or prejudiced.

For additional information see the Office of Graduate and Professional Studies webpage on Student Grievances and Appeals Procedures (http://ogaps.tamu.edu/New-Current-Students/Student-Grievances-and- Appeals-Procedures).

**Intellectual Property**

The ownership, management and commercialization of system-owned Intellectual Property and Tangible Research Property are set forth in System Policy 17.01 Intellectual Property Management and Commercialization. Intellectual Property will mean, collectively, all forms of intellectual property including, but not limited to, issued patents, patentable inventions, copyrightable works, trademarks, mask works, and trade secrets. The system recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly or artistic works without restriction. In keeping with this philosophy, the system does not claim copyright to pedagogical, scholarly or artistic works, regardless of their form of expression, unless required by a funding or research contract. Such works include, but are not limited to, copyrightable works of students created in the course of their education, such as dissertations, papers and journal articles. Authors of copyrightable works that are not owned by the system, its members, or another party such as a research sponsor, own the copyright in their works and are free to publish them, register the copyright, and receive any revenues which may result.

Accordingly, copyrightable works may be owned by the student/author/creator, by multiple individuals (such as a research team or co-authors of a publication), by the System, by a System member, or by another party such as a research sponsor. Factors that require consideration in determining ownership include:

1. whether or not the intellectual property was conceived or developed as a result of activities related to an individual’s employment responsibilities and/or with support from University-administered funds, facilities or personnel;
2. whether or not the intellectual property was conceived or developed in the course of, or resulting from, research supported by a grant or contract with the federal government or state government or a nonprofit or for-profit nongovernmental entity; and,
3. the individual collaborators, relative contributions of each individual, and agreements among creators of the work.

It is recommended that the student identify in the thesis, dissertation or record of study any collaborators, contributors, and sources of financial support (unless prohibited through contractual agreements) in carrying out the research or in publications presented in the thesis/dissertation/record of study. It is also recommended that the student clearly indicate what the student’s independent contributions were to the work. The advisory committee is responsible for ensuring that the student’s independent contribution is sufficient to represent a thesis, dissertation, or record of study.

**Oak Ridge Associated Universities (ORAU)**

http://www.orau.org

Since 1950, students and faculty of Texas A&M University have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a 115-member university consortium of major Ph.D.-granting academic institutions and is a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU cultivates collaborative partnerships that enhance the scientific research and education enterprise of our nation. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, Earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at http://see.orau.org or by calling the contact below.

ORAU’s Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU’s members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research and support programs as well as services to chief research officers.

For more information about ORAU and its programs, visit http://www.orau.org or contact:

Glen A. Laine
Vice President for Research
ORAU Councillor for Texas A&M University
(979) 845-8585

**Pathways to the Doctorate**

The Pathways to the Doctorate is a program dedicated to increasing the number, quality, and diversity of Master’s and doctoral graduates across all disciplines within The Texas A&M University System. Consisting of 11 universities, the System spans the State of Texas. This enables the System to recruit top students from a variety of geographical, socioeconomic, racial, ethnic, and cultural environments. The Pathways to the Doctorate is one approach to address the state’s Closing the Gaps and its successor plan. The goal of the Pathways to the Doctorate Program is to attract high achieving students within The Texas A&M University System to pursue careers in higher education. This program will help produce some of the next generation of faculty. Through activities such as seminars and workshops, a mentoring program and an annual Texas A&M University System Student Research Symposium with System-wide participation, the Pathways program aims to:

- Create a pathway for talented students to pursue graduate education;
- Foster opportunities for faculty, graduate students, and undergraduate students to collaborate and to foster innovative research and interpersonal communication skills;
Texas A&M University offers Pathways to the Doctorate fellowships for doctoral students who completed a bachelor's degree at one of the other Texas A&M University System institutions. Pathways to the Doctorate Fellowships are awarded by the Office of Graduate and Professional Studies to qualified doctoral students mentored by faculty partners in the Program. Further details are available at http://ogaps.tamu.edu.

**Requirements for Graduate Teaching Assistants**

Requirements for Graduate Teaching Assistant (TA) training are in place to improve undergraduate teaching, enhance the classroom experiences of TAs, and respond to the need for systematic preparation and evaluation of Teaching Assistants. For international Teaching Assistants, training requirements will supplement programs already in place to evaluate and promote English language proficiency. New TAs’ attendance at the Center for Teaching Excellence (CTE) Teaching Assistant Institute (TAI) is mandatory. Discipline-specific training for new TAs will be provided at the college/department level. The nature of this training, while varying widely across different disciplines, will complement university-level training and will address the unique and specific needs of graduate students serving as TAs within their disciplines.

**Responsible Conduct of Research**

Students who will be involved in research involving human subjects (e.g., survey data; human tissue/cell lines, protected health information), animals (e.g., vertebrate animals, animal tissues/cell lines), and/or biosafety/biohazards (e.g., recombinant DNA/transgenic animals, plants; agents infectious to humans, animals or plants) should obtain approval through the appropriate university committee (or be included in existing research approvals) prior to engaging in the research. Engaging in unauthorized research can result in severe penalties for non-compliance. All students are urged to complete responsible conduct of research training early in their graduate programs to support their efforts in conducting research responsibly and ethically.

Additional information, as well as online training, may be obtained from the office of Research Compliance and office of Biosafety at http://rcb.tamu.edu.

**University Statement for Individuals with Disabilities**

Texas A&M University (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 nondiscrimination regarding access to and participation in TAMU's programs and activities. TAMU provides academic adjustments and auxiliary aides 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 based on your campus:

- TAMU College Station, Texas A&M University Health Science Center's (TAMUHSC) College of Nursing, Irma Lerma Rangel College of Pharmacy in College Station, College of Medicine, and School of Public Health should contact Disability Services (979) 845-1637 or disability@tamu.edu.
- TAMUHSC College of Dentistry should contact the Office of Academic Affairs (214) 828-8207 to request accommodations.
- TAMUHSC Irma Lerma Rangel College of Pharmacy in Kingsville should contact the Disability Resource Center at TAMU at Kingsville at (361) 593-3024 to request accommodations.
- TAMU School of Law should contact the Office of Student Affairs at (817) 212-4111 to request accommodations.
- TAMU at Galveston (TAMUG) should contact the Counseling & Career Services Office at 409-740-4736 or studentservices@tamug.edu.

Students with disabilities who believe they have experienced discrimination may contact the following based on your campus:

- TAMU College Station and TAMU School of Law should contact the ADA Coordinator at (979) 845-8116 or ADA.Coordinator@tamu.edu.
- TAMUHSC should contact the ADA Coordinator at (979) 436-9207 or ADA.Coordinator@tamhsc.edu.
- TAMUG should contact the ADA Coordinator at (409) 740-4503 or boyerj@tamug.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.tamug.edu/studentrules/Student_Grievance_Procedures/46_Disability_Accommodations.html).

**University Statement on Harassment and Discrimination**

Texas A&M University 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. Texas A&M University will promptly investigate all 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:

- Texas A&M University College Station contacts - Notice of Nondiscrimination and Abuse (http://urc.tamu.edu/media/642261/NoticeOfNonDiscrimination.pdf)
- Texas A&M University Health Science Center contacts - Notice of Nondiscrimination and Abuse (https://www.tamhsc.edu/payroll-hr/docs/notice-nondiscrimination-and-abuse.pdf)
- Texas A&M University School of Law contacts - Notice of Nondiscrimination and Abuse (https://law.tamu.edu/docs/default-source/current-students/notice-of-nondiscrimination-fall-2015.pdf)
- Texas A&M University at Galveston contacts - Notice of Nondiscrimination and Abuse (http://www.tamug.edu/hrd/LinksAndForms/TAMUG_Notice_of_Nondiscrimination_and_Abuse.pdf)

**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. Graduate students are encouraged to reference the website at http://student-rules.tamu.edu for current published rules and regulations.