ACADEMIC EXPECTATIONS AND PROGRAM REQUIREMENTS

Academic Expectations

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Expectations for Graduate and Professional Study

The major goals of graduate education at Texas A&M are to instill in each student an understanding of and a capacity for scholarship, independent judgment, academic rigor and intellectual honesty. Faculty and graduate students have a shared obligation to work together to foster these goals through relationships that advance freedom of inquiry, demonstrate individual and professional integrity, and encourage common respect.

Graduate student progress is guided and evaluated by an advisor and a graduate committee. These individuals give direction and support for the appropriate developmental and learning goals of a graduate student. The advisor and the graduate committee also have the obligation of evaluating a graduate student’s academic performance. The graduate student, the advisor and the graduate committee constitute the basic core of graduate education. The quality, scope and extent of interaction in this group determines the significance of the graduate experience.

High quality graduate education requires professional and ethical conduct of the participants. Faculty and graduate students have mutual responsibilities in ensuring academic standards and quality graduate programs. Excellence in graduate education is achieved when faculty and students are inspired, have the academic and professional backgrounds essential to function at the highest level, and are genuine in their mutual desire to see one another succeed. Any action that negatively affects this interaction—from either faculty member or student—destroys the whole relationship. Mutual respect is critical to the successful process.

The requirements set forth in this catalog are defined as minimum University requirements. Departments, Colleges, and Interdisciplinary Degree Programs may opt to establish higher standards and/or additional requirements.

Student Responsibility

Each student has a responsibility to:

1. Know specific degree requirements as established by the University or the student’s department, college, or interdisciplinary degree program.
2. Enroll in the appropriate coursework to complete the degree plan.
3. Maintain the appropriate standards to continue in graduate studies.
4. Know steps and deadlines related to graduation.

5. Be acquainted with the Texas A&M University Student Rules (refer to the website http://student-rules.tamu.edu).

Information about general degree requirements is available in this catalog. Specific degree requirements and procedural guidelines are available from the departmental graduate advisor(s).

General Graduate Degree Information

Doctor of Philosophy

Work leading to the degree of Doctor of Philosophy (PhD) is designed to give the candidate a thorough and comprehensive knowledge of her or his professional field and training in methods of research. Students who graduate with a doctoral degree will: master of degree-program requirements; develop a coherent understanding of the subject matter; apply subject matter knowledge to solve problems and make decisions; analyze and integrate information to make critical, reasoned arguments; communicate effectively; develop clear research plans; use appropriate technologies to communicate; teach and explain the subject matter in their discipline; and choose ethical courses of action in research and practice. The degree is not granted solely for the completion of coursework, residence and technical requirements, although these must be met.

For a student who has completed a master's degree, a DDS/DMD, DVM, JD, or MD at a U.S. institution, a minimum of 60 hours may be required on the degree plan for the degree of Doctor of Philosophy. For a student who has completed a baccalaureate degree but not a master's degree or a U.S. DDS/DMD, DVM, JD, or MD, a minimum of 90 hours may be required on the degree plan for the degree of Doctor of Philosophy. In all cases, program faculty determine the number of hours required upon admission.

Professional Doctorate

Professional doctorates (EdD, DEng, DrPH) are designed to prepare a candidate for a position of leadership in the full range of settings, including public and private schools and colleges, business, government, industry and the military establishment. The programs are designed for the practitioner, with emphasis on solving problems to benefit society at large. Students who graduate with a doctoral degree will: master of degree-program requirements; develop a coherent understanding of the subject matter; apply subject matter knowledge to solve problems and make decisions; analyze and integrate information to make critical, reasoned arguments; communicate effectively; develop clear research plans; use appropriate technologies to communicate; teach and explain the subject matter in their discipline; and choose ethical courses of action in research and practice. Because graduates of the program are expected to demonstrate a high level of professional skill and educational statesmanship, only those candidates who show a consistently high level of professional performance in their academic studies, in their role-related studies, in their internship experience, and in the completion of their records of study will be recommended for the degree.

For a student who has completed a master’s degree, a DDS/DMD, DVM, JD, or MD at a U.S. institution, a minimum of 60 hours may be required on the degree plan for a professional doctorate. For a student who has completed a baccalaureate degree but not a master’s degree or a U.S. DDS/DMD, DVM, JD, or MD, a minimum of 90 hours may be required on the degree plan. In all cases, program faculty determine the number of hours required upon admission.
First Professional Doctorate

First Professional Degrees include a Doctor of Medicine (MD), Doctor of Dental Surgery (DDS), Doctor of Veterinary Medicine (DVM), and Juris Doctor (JD). The programs are designed to develop broadly competent practitioners. They typically combine intensive coursework with clinical/practical rotations in the field. Students who graduate with a first professional doctoral degree will: master of degree-program requirements; develop a coherent understanding of the subject matter; apply subject matter knowledge to solve problems and make decisions; analyze and integrate information to make critical, reasoned arguments; communicate effectively; develop clear research plans; use appropriate technologies to communicate; teach and explain the subject matter in their discipline; and choose ethical courses of action in research and practice.

A minimum of 90 hours may be required on the degree plan. In all cases, program faculty determine the number of hours required upon admission.

Master's

Work leading to the master's degree is designed to give the candidate a thorough and comprehensive knowledge of the field beyond that of the undergraduate degree. Students who graduate with a master's degree will: demonstrate proficiency of degree-program requirements; apply subject matter knowledge in a range of contexts to solve problems and make decisions; use a variety of sources and evaluate multiple points of view to analyze and integrate information; communicate effectively; use appropriate technologies; develop clear research plans and conduct appropriate research; and choose ethical courses of action in research and practice. A minimum of 30 hours may be required for completion of the master's degree.

Scholastic Requirements

Unless otherwise stated, students in graduate degree programs and post-baccalaureate non-degree students (G6 classification) must maintain a 3.000 cumulative GPA (computed as specified in Student Rules Section 10.4.3). Degree-seeking students also must maintain a GPA of at least 3.000 on all courses listed on the degree plan. Departments and colleges may establish higher GPA requirements for their students in graduate degree programs and for post-baccalaureate non-degree students (G6 classification).

A graduate student will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. A graduate student may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 690, 691, 692, 693, 695, 697 and 791 (except for ALEC 695, BUAD 693, AGEC 695, GEGO 695 and IBUS 692). These officially designated S/U courses may be listed on the degree plan, along with other courses approved and noted as S/U in the graduate catalog.

Graduate courses not on the degree plan may be taken on an S/U basis. Only grades of A, B, C and S are acceptable for graduate credit.

For graduate students, grades of D, F or Un satisfactory (U) for courses on the degree plan must be absolved by repeating the courses at Texas A&M and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will be excluded from the GPA calculation for the degree plan and cumulative GPA, but remain on the student's permanent record. The most recent grade will be used in computing the cumulative and degree plan GPAs.

A student repeating a course in which a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

The cumulative GPA (please refer to Student Rule 10.4.3) for a graduate student is computed by using all graded graduate (600- and 700-level) and advanced undergraduate (300- and 400-level) coursework completed at Texas A&M and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded.

Any eligible coursework not applied toward a prior graduate degree, and not exceeding time limits, will be included in the student's GPA for the subsequent degree program.

If either of a student's cumulative GPA or the GPA 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 GPA is not attained in a reasonable length of time, the student may be dismissed from graduate studies. A degree-seeking graduate student may also be considered scholastically deficient if they fail to show acceptable proficiency in such other requisites for their degree as may be assigned by the graduate committee, department or the Office of Graduate and Professional Studies (http://ogaps.tamu.edu/) (e.g., qualifying and preliminary examinations, research, writing or a thesis or dissertation, etc.).

A post-baccalaureate non-degree student (G6 classification) who has completed 12 hours of course work is considered to be scholastically deficient when the student's grade point ratio falls below 3.00 or below a higher standard set by the department or college of affiliation; or the student fails to show proficiency in such other areas as may be specified by his or her department or the Office of Graduate Studies.

For a scholastically deficient post-baccalaureate non-degree student (G6 classification), the student's home department shall determine eligibility, and the department is responsible for notifying the Office of Graduate and Professional Studies if a registration block is to be placed on the student.

The details of scholastic deficiency and procedures for dismissal are explained in Texas A&M University Student Rule 12 (refer to the website https://student-rules.tamu.edu/rule12/).

Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

New Graduate Student Orientation

http://ogaps.tamu.edu/

Coordinated by the Office of Graduate and Professional Studies, the New Graduate Student Orientation provides an overview of graduate education and services at Texas A&M University – including information on financial aid, procedures and processes, campus safety, writing services and additional campus services. New graduate and professional students will get the opportunity to meet campus leaders, administrators, and fellow graduate students. Experienced graduate students will be present to answer questions and provide insight about thriving in graduate school, balancing school, work and personal life, and making the most of living in the local communities. Designed to get new graduate and professional students off to a good start in their experiences, students
will also have the opportunity to mingle and explore resource booths and meet representatives of campus services and organizations who serve the graduate and professional community.

For additional information about New Graduate Student Orientation, please contact the Office of Graduate and Professional Studies at ogaps@tamu.edu.

**Certificate Requirements**
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**Requirements for a Certificate**
A student must receive permission from the department offering the certificate and their primary academic advisor in order to pursue a certificate. All requirements outlined in the catalog and degree evaluation for the specific certificate program must be met in order for a certificate to be awarded.

**Certificate types:**
- **Major-dependent** - A student is admitted to the program through the offering department. Admission to the program requires the student to pursue a specific degree/major at Texas A&M University. This type of certificate program typically serves as a track within a degree program. The certificate and degree are awarded simultaneously.
- **Degree-dependent** - A student is admitted to the program through the offering department. Admission to the program simply requires that the student pursue a degree at Texas A&M University. The certificate may or may not be related to their specific degree/major. The certificate is awarded upon completion of the requirements independent of a degree.
- **Stand-alone** - A student is admitted to the program through the Office of Admissions. The student may pursue the certificate without being enrolled in a degree program. The certificate may be awarded upon completion of requirements.

**Graduation Application, Certificate and Commencement**
Beginning fall 2017, formal application for certificates to be awarded must be submitted online in Howdy (http://howdy.tamu.edu/) by the deadline stated in the academic calendar.

Certificates are granted to students who make formal application for the certificate to be awarded, have all grades on record in the Office of the Registrar, and have satisfied all certificate requirements. Certificates are awarded no more frequently than the last calendar day of each month; with the exception of major-dependent certificates which are awarded at the end of each term, along with the student’s associated degree. In months where a commencement ceremony is held, degree-dependent and stand-alone certificates will be awarded with the conferral date for that term’s commencement.

Students must have settled all financial obligations to the university prior to receiving a certificate.

University certificates will either be mailed directly to the student or issued to the college for formal presentation.

**Certificate/Graduation Fee**
At this time, there is not a fee associated with the awarding of a certificate from Texas A&M University.

For additional information regarding certificate tracking and awarding, please visit the Office of the Registrar website (http://registrar.tamu.edu/Graduation-Degree-Programs/Certificate-Tracking-Awarding/).

**Degree Requirements**
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**Residence Requirement**
A major purpose of the residence requirements for graduate degrees is to ensure that the student has an opportunity to benefit from the advantages of a university environment. These advantages include accessibility of library, laboratory, and other physical facilities as well as the opportunity to participate in seminars and a variety of cultural activities. Equally important to the graduate student are the advantages of becoming acquainted with the faculty and other students on a personal and a professional basis.

Students “in residence” are expected to devote most of their time and energy to graduate studies under the direction of the advisory committee chair and the advisory committee. Another major purpose of the residence requirements for graduate degrees is to ensure that the faculty have the opportunity to properly evaluate students’ development, to guide and direct their studies, and to determine competency.

For specific minimum residence requirements, students should check the additional requirements in the graduate catalog for the degree they are pursuing.
Degree Plan
A graduate student must file a degree plan which includes those courses to be applied toward a particular degree and formally establishes the advisory committee. Courses previously used for another degree are not acceptable for degree plan credit.

Lower division undergraduate coursework (100- and 200-level) may not be used for credit toward a graduate degree. Coursework applied to a previous degree may not be used toward a graduate degree. Coursework may not be used to satisfy requirements for more than one degree except for approved combined degree programs. Additional coursework may be added to the approved degree plan by the student's advisory committee. Specific details and requirements for each degree program may be obtained from the student's academic department or the specific degree program requirements provided in the catalog. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Final Examination Exemption is approved by the Office of Graduate and Professional Studies.

Changes in the approved degree plan may be made by petition to the Office of Graduate and Professional Studies. A student should submit the degree plan and petitions using the online Document Processing Submission System located on the website at https://ogsdpss.tamu.edu (https://ogsdpss.tamu.edu/).

Courses listed on the degree plan are subject to degree program time limits. Please refer to the Time Limits section in each degree program section in which the student is presently enrolled.

For doctoral non-distance degree programs, no more than four courses may be taken by distance education without approval of OGAPS and no more than 50 percent of the non-research credit hours required for the program may be completed through distance education courses.

To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours. For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.

Limitations on the Use of Transfer, Extension and Certain Other Courses, Master's Degree
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. The transfer of credits must be approved by the student's advisory committee and the Associate Provost for Graduate and Professional Studies.

1. The maximum number of credit hours which may be considered for transfer credit is the greater of 12 hours or one-third (1/3) of the total hours of a degree plan. The following restrictions apply:
   - Graduate and/or upper-level undergraduate courses with a final grade of B or greater taken in residence at an accredited U.S. institution or approved international institution 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, 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 a student in degree-seeking status at the host institution.
   - Courses previously used for another degree are not acceptable for degree plan credit.

2. The maximum number of credit hours taken in post-baccalaureate non-degree (G6) classification at Texas A&M which may be considered for application to the degree plan is 12.

3. A zero credit 684 or 685 course is only allowed for non-thesis option master's students. A zero credit 681 course can be used for either thesis or non-thesis option master's students. Other courses, including 691 research hours, are not eligible for zero credit.

4. Not more than 12 hours may be used in any combination of the following categories:
   - Not more than 8 hours in the combination of 691 (research), 684 (Professional Internship) or SOPH 680 may be used.
   - Not more than 8 hours of 685 (Directed Studies) may be used.
   - Not more than 3 hours of 690 (Theory of Research) may be used.
   - Not more than 3 hours of 695 (Frontiers in Research) may be used.

5. A maximum of 2 hours of Seminar (681).

6. A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).

7. For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.

8. Continuing education courses may not be used for graduate credit.

9. Extension courses are not acceptable for credit.

10. For non-distance degree programs, no more than 50 percent of the credit hours required for the program may be completed through distance education courses.
11. To receive a graduate degree from Texas A&M University, students must earn one-third or more of the credits through the institution's own direct instruction. This limitation also applies to joint, dual, combined, and combination degree programs.

Exceptions will be permitted only in unusual cases when petitioned by the student's advisory committee and approved by the Office of Graduate and Professional Studies.

Transfer of Credit for Doctoral Degrees
Courses for which transfer credits are sought must have been completed with a grade of B or greater and must be approved by the student's advisory committee and the Associate Provost for Graduate and Professional Studies.

1. These courses must not have been used previously for another degree.

2. Except for officially approved cooperative doctoral programs, credit for thesis or dissertation research or the equivalent is not transferable.

3. Credit for “internship” coursework in any form is not transferable.

4. 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 courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution.

5. Credit for coursework taken by extension is not transferable.

6. Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.

7. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours, or equated to semester credit hours.

Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Office of Graduate and Professional Studies.

Grades for courses completed at other institutions are not included in computing the GPA. An official transcript from the university at which transfer courses are taken must be sent directly to the Office of Admissions.

Preliminary Examination For Doctoral Students

The student's major department (or chair of the interdisciplinary degree program, if applicable) and his or her advisory committee may require qualifying, cumulative or other types of examinations at any time deemed desirable. These examinations are entirely at the discretion of the department and the student's advisory committee.

The preliminary examination is required. The preliminary examination for a doctoral student shall be given no earlier than a date at which the student is within 6 credit hours of completion of the formal coursework on the degree plan (i.e., all coursework on the degree plan except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The student should complete the preliminary examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

Preliminary Examination Format

The objective of preliminary examination is to evaluate whether the student has demonstrated the following qualifications:

1. A mastery of the subject matter of all fields in the program;
2. An adequate knowledge of the literature in these fields and an ability to carry out bibliographical research;
3. An understanding of the research problem and the appropriate methodological approaches.

The format of the preliminary examination shall be determined by the student's department (or interdisciplinary degree program, if applicable) and advisory committee, and communicated to the student in advance of the examination. The exam may consist of a written component, oral component, or combination of written and oral components.

The preliminary exam may be administered by the advisory committee or a departmental committee, herein referred to as the examination committee.

Regardless of exam format, a student will receive an overall preliminary exam result of pass or fail. The department (or interdisciplinary degree program, if applicable) will determine how the overall pass or fail result is determined based on the exam structure and internal department procedures. If the exam is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision.

Only one advisory committee substitution is allowed to provide an evaluation decision for a student's preliminary exam, and it cannot be the committee chair.

If a student is required to take, as a part of the preliminary examination, a written component administered by a department or interdisciplinary degree program, the department or interdisciplinary degree program faculty must:

1. Offer the examination at least once every six months. The departmental or interdisciplinary degree program examination should be announced at least 30 days prior to the scheduled examination date.
2. Assume the responsibility for marking the examination satisfactory or unsatisfactory, or otherwise graded, and in the case of unsatisfactory, stating specifically the reasons for such a mark.
3. Forward the marked examination to the chair of the student's advisory committee within one week after the examination.

Preliminary Examination Scheduling

Prior to commencing any component of the preliminary examination, a departmental representative or the advisory committee chair will review the eligibility criteria with the student, using the Preliminary Examination Checklist to ensure the student is eligible for the preliminary examination. The following list of eligibility requirements applies.

- Student is registered at Texas A&M for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, then the student must have been registered for the term immediately preceding the examination.
• An approved degree plan is on file with the Office of Graduate and Professional Studies prior to commencing the first component of the examination.
• Student’s cumulative GPA is at least 3.000.
• Student’s degree plan GPA is at least 3.000.
• At the end of the semester in which at least the first component of the exam is given, there are no more than 6 hours of coursework remaining on the degree plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The head of the student’s department (or Chair of the Interdisciplinary Degree Program, if applicable) has the authority to approve a waiver of this criterion.

Report of Preliminary Examination

Credit for the preliminary examination is not transferable in cases where a student changes degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student’s examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student’s examination committee with at most one dissension is required to pass a student on his or her preliminary exam.

The student’s department will promptly report the results of the Preliminary Examination to the Office of Graduate and Professional Studies via the Report of Doctoral Preliminary Examination form. The Preliminary Examination checklist form must also be submitted. These forms should be submitted to the Office of Graduate and Professional Studies within 10 working days of completion of the preliminary examination.

The Report of the Preliminary Examination form must be submitted with original signatures of the approved examination committee members. If an approved examination committee member substitution (one only) has been made, that signature must also be included, in place of the committee member, on the form submitted to the Office of Graduate and Professional Studies. The original signature of the department head or authorized designee is also required on the form.

After passing the required preliminary examination for the doctoral degree, the student must complete the final examination for the degree within four calendar years. Otherwise, the student will be required to repeat the preliminary examination.

Retake of Failed Preliminary Examination

Upon approval of the student’s examination committee, with no more than one member dissenting, and approval of the Office of Graduate and Professional Studies, a student who has failed the preliminary examination may be given one re-examination. Adequate time must be given to permit the student to address the inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate in writing to the student an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and the committee should jointly negotiate a mutually acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

Research Proposal

Thesis-option master’s degrees and all doctoral degrees require a research proposal. The proposal must be approved by the advisory committee and the head of the major department or chair of the intercollegiate faculty, if applicable.

Compliance issues must be addressed if a graduate student is performing research involving human subjects, animals, infectious biohazards and recombinant DNA. A student 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 before the proposal is submitted to the Office of Graduate and Professional Studies. Additional information can also be obtained on the website https://rcb.tamu.edu/

Master’s Students

For Master’s thesis option students, the proposal and proposal approval form must be submitted to the Office of Graduate and Professional Studies at least 20 working days prior to the submission of the request for the final examination.

Doctoral Students

For doctoral students, the proposal and proposal approval form should be submitted to the Office of Graduate and Professional Studies according to the guidelines and deadlines set by the individual department or program as soon as possible following the completion of the formal coursework on the degree plan.

Admission to Candidacy

To be admitted to candidacy for a doctoral degree, a student must have:

1. Completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690, 691, 692, 791, or other graduate courses specifically designated as S/U in the course catalog.
2. A 3.0 cumulative GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
3. Passed the preliminary examination,
4. Submitted an approved dissertation research proposal,
5. Met the residence requirements.

The final examination will not be authorized for any doctoral student who has not been admitted to candidacy.

Final Examination for Doctoral Students

The candidate for the doctoral degree must pass a final examination by deadline dates announced in the Office of Graduate and Professional Studies Calendar (https://ogaps.tamu.edu/) each semester. The doctoral student is allowed only one opportunity to take the final examination.

No unsatisfactory grades of D, F, or U for any course can be listed on the degree plan. The student must be registered for any remaining hours of 681, 684, 690, 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam. No student may be given a final examination until they have
been **admitted to candidacy** and their current cumulative and degree plan GPAs are 3.00 or better.

Refer to the Admission to Candidacy section of the Graduate Catalog for candidacy requirements. ([https://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements/#admissiontocandidacy](https://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements/#admissiontocandidacy))

The 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. Any changes to the degree plan must be approved by the Office of Graduate and Professional Studies prior to the submission of the Request for Final Examination.

The student’s advisory committee will conduct this examination. **The final examination is not to be administered until the dissertation or record of study is available in substantially final form to the student’s advisory committee, and all concerned have had adequate time to review the document.** Whereas the final examination may cover the broad field of the candidate’s training, it is presumed that the major portion of the time will be devoted to the dissertation and closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a final examination for an advanced degree. 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. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

**Report of Final Examination**

The student’s department will promptly report the results of the Final Examination to the Office of Graduate and Professional Studies via the Report of Doctoral Final Examination form. These forms should be submitted to the Office of Graduate and Professional Studies within **10 working days** of completion of the final examination. **The Office of Graduate and Professional Studies must be notified in writing of any cancellations.**

The Report of the Final Examination Form must be submitted with original signatures of only the committee members approved by the Office of Graduate and Professional Studies. If necessary, multiple copies of the form may be submitted with different committee member original signatures. If an approved committee member substitution (one only) has been made, their signature must also be submitted to the Office of Graduate and Professional Studies. If necessary, multiple copies of the form may be submitted with different committee member original signatures.

**Thesis Option**

For thesis option students, the final examination may cover the thesis and all work taken on the degree plan. At the option of the committee, it may be written or oral or both. The final examination may not be administered before the thesis 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. A thesis option student must be registered at the university in the semester or summer term in which the final examination is taken.

Thesis option candidates may petition to be exempt from their final examination provided their degree plan GPA is 3.500 or greater and they have approval of the advisory committee, the head of the student's department, 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**

For non-thesis option students, a final comprehensive examination may be required. The final exam cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. If a student has completed all required degree plan coursework, the student is not required to be registered for classes in the semester the final examination is administered (unless they hold an assistantship). For specific final examination requirements, students should check the program requirements for the degree they are pursuing.

**Thesis, Dissertation and Record of Study**

The Office of Graduate and Professional Studies is responsible for reviewing each thesis, dissertation, and record of study to ensure that the format requirements of the University are met. Guidelines and electronic templates for the preparation of the manuscript are available in the *Thesis and Dissertation Manual* and online at [http://ogaps.tamu.edu](http://ogaps.tamu.edu/).

All manuscripts must be submitted electronically.

**Pre-Defense Publication of Thesis, Dissertation, or Record of Study Material**

A graduate student may publish material that subsequently will be used as part of the thesis, dissertation, or record of study.

A student should be aware of the copyright agreement that is signed when a journal (hard copy or electronic) accepts an article for publication. At that time, the student generally assigns rights to the journal as publisher. If the student has not retained the right to use the material in the thesis, dissertation, or record of study, the student must obtain written permission from the copyright holder to include the material in the manuscript. If such permission is not obtained, or rights have not been retained, the copyrighted material cannot be included in the thesis, dissertation, or record of study.
Use of Classified and Proprietary Information in Thesis, Dissertation, or Record of Study

Committee chairs are cautioned against allowing a student to use classified or proprietary information in electronic theses, dissertations, and records of study (ETDs), because these documents will become available to the public the research conducted at Texas A&M, as a Texas public institution, is ultimately for the benefit of the public. All ETDs are available on the Internet via the Texas A&M digital repository. In addition, dissertations are published electronically by ProQuest (UMI) and are available from that source. A temporary embargo, or delay in public release, is possible.

Graduation

A graduate degree is conferred at the close of each regular semester and 10-week summer semester. A candidate for an advanced degree who expects to complete their work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester or the Friday of the first week of the second summer term. The electronic application can be accessed via the Howdy (https://howdy.tamu.edu) portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from the Office of Graduate and Professional Studies. A student should check the website of the Office of the Registrar at http://graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

Qatar Students

Formal application for degrees at Texas A&M University at Qatar is a two-step process. An online application must be submitted via the Howdy portal, as well as a supplemental application to the Office of Records, by the deadline stated in the Texas A&M University at Qatar academic calendar. Under unusual circumstances, an application for a degree may be accepted after the stated deadline.

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.

Letter of Completion

The Office of Graduate and Professional Studies may issue a letter of completion to a student who has completed all degree plan coursework and the final examination results, if applicable, have been approved by the Office of Graduate and Professional Studies.

Letter of Intent

Graduate students completing a graduate degree who wish to continue to enroll in pursuit of another graduate degree at Texas A&M should investigate the process of filing a Letter of Intent with the admitting department for the subsequent graduate degree. Letters of Intent are common when students are applying to pursue a subsequent degree within the same department and college, but may not be acceptable for students applying for a subsequent degree in a varying discipline from their current degree. A Letter of Intent which has been approved by the head of the department (or chair of the intercollegiate faculty) in which the student intends to study will be viewed by the Office of Graduate and Professional Studies as an admission to the program specified in the letter. A student must use the Letter of Intent form which is available on the website at http://ogaps.tamu.edu (http://ogaps.tamu.edu/).

If a student wishes to enroll in a department where a Letter of Intent is not the accepted practice, the admitting department should consult with the Office of Admissions and The Office of Graduate and Professional Studies to pursue an alternate process for admission.

If a break in enrollment occurs for one academic year or longer following graduation, the student must apply for admission to the other graduate degree program through the Office of Admissions before enrolling in the other graduate degree program.

Professional Internship

In programs in which a professional internship is used (see individual program requirements), a student will spend an appropriate period of time under the supervision of a practicing professional in industry, business, an educational institution, or a government agency. The objectives of the internship are two-fold:

1. to enable the student to demonstrate the ability to apply training and knowledge by making an identifiable contribution in an area of practical concern to the industry or organization in which the internship is served, and
2. to enable the student to function in a non-academic environment in a position in which they will become aware of the organizational approach to problems in addition to those traditional approaches with which the student is familiar.

These may include, but are in no way limited to, problems of management, labor relations, public relations, environmental protection, economics, etc.

Internship agreements should be negotiated between the appropriate organization or industry and the appropriate academic department. The organization of the internship, the internship supervisor, and the nature of the internship will be determined by mutual consent of the student, the head of the student’s major department, the student’s advisory committee and the supervising organization prior to the commencement of the internship period. The internship experience should be at a level commensurate with the particular degree objective.

An internship report should be prepared by the student in accordance with guidelines established by the student’s major department, the student’s advisory committee, or other appropriate body. The report
Academic Expectations and Program Requirements

Registration and Academic Status

General Information (p. 9)
Full-Time Status (p. 9)
Maximum Schedule (p. 9)
Continuous Registration Requirements (p. 10)
In Absentia (p. 10)
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General Information

Registration requirements for a graduate student holding an assistantship and/or fellowship are discussed in the section on Financial Assistance (http://catalog.tamu.edu/graduate/tuition-fees-financial-information/financial-assistance/).

Full-Time Status

A graduate student (domestic or international) is considered full-time if he or she is registered for a minimum of:

- 9 semester credit hours during a fall or spring semester
- 6 semester credit hours during a summer semester

A Q grade or W grade does not count toward the certification of enrollment status.

Colleges and departments may impose additional semester credit hour requirements for a student holding an assistantship or fellowship which exceeds the minimum stated above.

Special considerations relate to “full time status” for an international student. Please refer to the information on this subject in the “Course Load Requirements for International (Non-Immigrant) Students with F-1 or J1 Status” section.

A student who has financial assistance should consult Scholarships & Financial Aid (http://catalog.tamu.edu/graduate/tuition-fees-financial-information/), call (979) 845-3236 or visit http://financialaid.tamu.edu, for enrollment requirements.

Maximum Schedule

Fall/Spring: A graduate student may register for a maximum of 15 hours. The college dean’s office can approve/register a student for up to 18 hours. A request to register for more than 18 hours should be submitted to the Office of Graduate and Professional Studies on the Petition for Waivers or Exceptions to University Requirements and must include the course/section number and the semester of registration. If approved,
maximum allowable hours will be updated accordingly by the Office of Graduate and Professional Studies, and the academic department will register the student for the additional hours.

5-week summer session: A graduate student may register for a maximum of 6 hours. The college dean’s office can approve/register a student for up to 9 hours. A request to register for more than 9 hours should be submitted to the Office of Graduate and Professional Studies on the Petition for Waivers or Exceptions to University Requirements and must include the course/section number and the semester of registration. If approved, maximum allowable hours will be updated accordingly by the Office of Graduate and Professional Studies, and the academic department will register the student for the additional hours.

10-week summer session: A graduate student may register for a maximum of 10 hours. The college dean’s office can approve/register a student for up to 15 hours. A request to register for more than 15 hours should be submitted to the Office of Graduate and Professional Studies on the Petition for Waivers or Exceptions to University Requirements and must include the course/section number and the semester of registration. If approved, maximum allowable hours will be updated accordingly by the Office of Graduate and Professional Studies, and the academic department will register the student for the additional hours.

Continuous Registration Requirements

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 691 (Research), 684 (Internship) or 692 (Professional Study) is required to be in continuous registration until all requirements for the degree have been completed. If a student is registered only for zero credit 681, 684 or 685 course, this registration does not satisfy the continuous registration requirement for students in graduate degree program requiring thesis, dissertation, internship or record of study. Other courses, including 691 research hours, are not eligible for zero credit. The continuous registration requirement may be satisfied by registering either In Absentia or In Residence.

To qualify for In Absentia registration, a student must not have access to or use facilities or properties belonging to or under the jurisdiction of The Texas A&M University System at any time. This means that the student cannot work for or use facilities of The Texas A&M University System at any time during the semester or summer term for which he or she is enrolled. A student who qualifies for In Absentia registration is required to register each subsequent fall and spring semester for a minimum of one and maximum of four credit hours of 691, 684, 685 or 692. Departments and colleges may have additional or higher requirements.

A student who is subject to In Residence registration (i.e., on campus) is required to register each subsequent fall and spring semester and each 10-week summer semester for at least one credit hour. University departments and colleges may have additional or higher requirements. Unless a student plans to take examinations, or use University resources including any interaction with their graduate committee, registration during the summer will not be required to fulfill the continuous registration requirement. However, colleges, departments or intercollegiate faculty may have additional or higher requirements.

An international student may have additional registration requirements depending on his/her visa status. He/she should consult with the International Student Services website or an International Student Services advisor to obtain current information on these requirements.

A student who does not comply with the continuous registration requirement will be blocked from registration. He/she will be allowed to register again after receiving a favorable recommendation from a departmental review committee, the endorsement of the department head, or Chair of the Intercollegiate Faculty and the approval of the Office of Graduate and Professional Studies. If a break in enrollment occurs for one academic year or longer, the student must apply for readmission to the graduate degree program through Graduate Admissions.

In Absentia

A student may register In Absentia if enrolled in a course which is offered on an individual basis and conducted away from the College Station campus and System campuses or facilities such as Agricultural Research and Extension Centers, Research Stations or other properties under the jurisdiction of The Texas A&M University System. Such courses may include, but are not limited to internships, directed studies, practicums, etc. To qualify for In Absentia registration, the student must not have access to or use of facilities of The Texas A&M University System at any time during the semester or summer term for which he or she is enrolled. The definition of “facilities” includes human resources and services such as those provided by graduate advisory committee members responding to drafts of theses, dissertations or records of study material, etc. A student holding a fellowship or assistantship may not register In Absentia. An international student may require work authorization or other authorizations when registered In Absentia and should complete an “In Absentia Letter” to start this process. Sample letters are available online or at the International Student Services Office. A student going outside the U.S. and registering In Absentia should complete online emergency notification information so university assistance is available during crisis situations. More details about this are available on the Education Abroad Programs website https://abroad.tamu.edu (http://abroad.tamu.edu).

Leave of Absence

Under unusual circumstances, a student may petition for a leave of absence. A petition for leave of absence is initiated by the student through the Document Processing Submission System (https://ogdppss.tamu.edu/) (DPSS). The entire advisory committee, if formed, and head of the department or Chair of the Intercollegiate Faculty, if appropriate, must approve the petition and route it to the Office of Graduate and Professional Studies. If the Associate Provost for Graduate and Professional Studies approves the petition, the registration requirement will be set aside during the period of leave. Leave will be granted only under conditions that require the suspension of all activities associated with pursuing the degree. For certain types of approved leave, such as medical, the time period for the completion of the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should refer to the sections on Time Limits for master’s and doctoral programs. A leave of absence is granted for one year. In a case of extenuating circumstances, the leave of absence can be extended by the student’s committee and the Associate Provost for Graduate and Professional Studies. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission to the Office of Admissions. An international student should visit with an International Student Services advisor to find out how a leave of absence may impact the student’s stay in or re-entry into the U.S.
Limitations for Texas A&M Faculty and Staff on Graduate Committee Faculty

The following limitations were set by the Graduate Council of Texas A&M University concerning advanced degrees for members of the faculty and staff of the university.

1. A member of the faculty above the rank of assistant professor normally will not be granted the doctoral degree at this institution. He/she may, however, enroll for graduate work.

2. A member of the graduate committee faculty may not serve on the graduate committee faculty of an academic program in which the member is pursuing a graduate degree or certificate.

3. Any exceptions, individual or program, to the above regulations must have the written approval of the appropriate department head, college dean, the Associate Provost for Graduate and Professional Studies, and the Provost and Executive Vice President before the person applies for admission to graduate studies.

Undergraduates Registering for Graduate Courses

A senior undergraduate student with a grade point average of at least 3.000 is eligible to enroll in a graduate course and reserve it for graduate credit by filing a ‘Petition for Undergraduate Student to Enroll in Graduate Courses or Reserve Undergraduate Courses for Graduate Credit’ obtained from the Registrar’s website at http://registrar.tamu.edu/Registrar/media/REGI_Forms/UGpetition.pdf. The petition must be approved by the course instructor, the student’s major department head, the dean of the college offering the course and the dean of the student’s undergraduate college.

An academically superior undergraduate student with a grade point average of at least 3.250 is eligible to apply graduate credit hours toward his/her undergraduate degree program by filing a ‘Petition for Undergraduate Student to Enroll in Graduate Courses or Reserve Undergraduate Courses for Graduate Credit’ obtained from the Registrar’s website at http://registrar.tamu.edu/Registrar/media/REGI_Forms/UGpetition.pdf. The petition must be approved by the course instructor, the student’s major department head, the dean of the college offering the course and the dean of the student’s undergraduate college.

A senior undergraduate student with a grade point average of at least 3.000 is eligible to reserve an undergraduate course for graduate credit by filing a ‘Petition for Undergraduate Student to Enroll in Graduate Courses or Reserve Undergraduate Courses for Graduate Credit’ obtained from the Registrar’s website at http://registrar.tamu.edu/Registrar/media/REGI_Forms/UGpetition.pdf. The petition must be approved by the student’s major department head and the dean of the student’s undergraduate college. Undergraduate credit hours used to meet the requirements for a baccalaureate degree may not be used to meet the requirements for a graduate degree.

VA Benefits

In order to receive full Veterans Administration (VA) benefits, students must be enrolled in the minimum amount of courses counting toward their program of study to be considered full-time by the Department of Veterans Affairs. This number may differ between degrees and during the summer term. For hour requirements for your degree, please contact veterans@tamu.edu.

Course Load Requirements for International Students with F-1 or J-1 Status

A student with F-1 or J-1 visa status is required to be enrolled full-time in fall and spring semesters. Summer semester is traditionally a vacation period unless it is the student’s first or graduating semester and the student is then required to enroll full-time. In order for the student to be enrolled less than full-time, the student must receive written authorization from International Student Services. If the student does not receive the written authorization prior to being enrolled less than full-time, the student may be out of legal status with the Department of Homeland Security or the Department of State. Loss of legal immigration status is very serious and will result in a student being ineligible to be employed and may result in a student having to leave the United States. The student is responsible to uphold U.S. federal government and University regulations.

The U.S. government allows a student to register less than full time in certain circumstances. These reasons may be found in the “Reduced Course Load” section available on the International Student Services website. Also, in certain situations, the Registrar may be able to authorize that a student has full-time enrollment status, even though the student is enrolled for fewer than the normally required number of hours.

For immigration purposes a student with F-1 status may request authorization from ISS to co-enroll at another institution for full-time enrollment. Please visit the ISS web page for more information.

Federal regulations only allow F-1 students to count three hours of distance learning credits toward their full-time enrollment status. J-1 students may not count co-enrollment or distance learning credits to be considered full-time enrolled for immigration purposes.

Classification

Each student has a classification which indicates the type of degree program in which the student is enrolled, and reflects the student’s progress within that program at the professional level. The classifications follow:
<table>
<thead>
<tr>
<th>Code</th>
<th>Classification Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>G6</td>
<td>Postbaccalaureate Non-degree</td>
</tr>
</tbody>
</table>

Postbaccalaureate non-degree classification is intended for a student with a baccalaureate degree from an institution of higher education. If at a later date, a postbaccalaureate non-degree student decides to pursue a graduate degree, the student must understand that limitations may be placed on coursework taken while in G6 status. Specifically, the student must understand that a college or a department may decide whether or not to accept any G6 work toward the student’s graduate degree; however, with the approval of the student’s graduate advisory committee, the department head, or Chair of the Interdisciplinary Program and the Office of Graduate and Professional Studies, a maximum of 12 credit hours taken in postbaccalaureate non-degree status may be used on a student’s degree plan. Admission to postbaccalaureate non-degree status does not establish eligibility for admission to degree-seeking status. A postbaccalaureate non-degree student is not eligible to register for 691 Research hours.

An application for a postbaccalaureate non-degree classification is handled on a first come, first served basis. An application submitted within one month of registration may not be processed in time to begin that semester or term.

Enrollment of a G6 student in courses may be limited by college and departmental policies. Each postbaccalaureate non-degree student must be reviewed by his or her department of affiliation for continuation at the end of each semester.

A postbaccalaureate non-degree student must maintain at least a 3.000 GPA on all coursework attempted to remain eligible to register. University departments and colleges may have additional and higher requirements.

For the scholastically deficient postbaccalaureate non-degree student (G6 classification), the student's home department shall determine eligibility, and it is the department’s responsibility to place a registration block on these students. Postbaccalaureate non-degree status normally is not available to an international student.

| G7   | Graduate, Master's |

G7 classification denotes admission to a masters level program of study or admission to a doctoral program of a student who has not yet completed a master's degree or 30 hours of eligible coursework taken at Texas A&M.

| G8   | Graduate, Doctoral |

G8 classification denotes admission to a doctoral level program of study.

| G9   | Graduate, Master’s/Doctoral Admitted |

G9 classification denotes admission to graduate study but signifies documents must be completed before a student is allowed to file a degree plan. When the required documents have been received, the student’s classification will be changed. Approval of the Associate Provost for Graduate and Professional Studies is required to change a student from G9 classification to the appropriate classification (i.e., G7 or G8).

| D1   | Dentistry, First Year |
| D2   | Dentistry, Second Year |
| D3   | Dentistry, Third Year |
| D4   | Dentistry, Fourth Year |
| D6   | Dentistry, Postprofessional Certificate |
| L0   | Law, Non-degree |
| L1   | Law, First Year |
| L2   | Law, Second Year |
| L3   | Law, Third Year |
| M1   | Medical, First Year |
| M2   | Medical, Second Year |
| M3   | Medical, Third Year |
| M4   | Medical, Fourth Year |
| P1   | Pharmacy, First Year |
| P2   | Pharmacy, Second Year |
| P3   | Pharmacy, Third Year |
| P4   | Pharmacy, Fourth Year |
| V1   | Veterinary, First Year |
| V2   | Veterinary, Second Year |
| V3   | Veterinary, Third Year |
| V4   | Veterinary, Fourth Year |
Semester Credit Hour

A lecture course which meets one hour per week for 15 weeks is worth 1 semester credit hour. Thus, a course worth 3 semester credit hours, meets three hours per week. Credit hours for laboratory courses are determined to be some fraction of the number of hours spent in class.

For further information, visit Texas A&M University Rule — Definition of a Credit Hour — 11.03.99.M1 (http://rules.tamu.edu/PDFs/11.03.99.M1.pdf), which complies with The Texas Higher Education Coordinating Board definition of minimum course lengths as part of the Texas Administrative Code, “Minimum Length of Courses and Limitation on the Amount of Credit that a Student May Earn in a Given Time Period”.

For more information, please see the Texas Administrative Code online (http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&/ #38;app=9&).

Steps to Fulfill a Masters Program

The Master of Science (MS) curriculum is designed to develop new understanding through research and creativity. Students have the option to pursue a thesis or non-thesis Master of Science degree.

Steps to Fulfill Master’s Degree Requirements

1. Meet with departmental graduate advisor to plan course of study for first semester.
   - When: Before first semester registration.
   - Approved by: Graduate advisor or chair of the intercollegiate faculty.

2. Establish advisory committee. Submit a degree plan.1
   - When: Prior to the deadline imposed by the student’s college and no later than 90 days prior to final oral or thesis defense.
   - Approved by: Advisory committee, department head or chair of the intercollegiate faculty, and Office of Graduate and Professional Studies (OGAPS).

3. If thesis is required, submit thesis research proposal and research proposal approval form to the Office of Graduate and Professional Studies.
   - When: At least 20 working days prior to the submission of the Request for the Final Examination.
   - Approved by: Advisory committee, department head or chair of the intercollegiate faculty, Research Compliance and Biosafety, and OGAPS.

4. Apply for degree2; pay graduation fee.
   - When: During the first week of the final semester, see OGAPS calendar.

5. Check to be sure degree program and advisory committee are up-to-date, and coursework is complete.
   - When: Well before submitting request to schedule final examination.

6. Complete residence requirement.
   - When: If applicable, before or during final semester. Approved by: OGAPS.

7. Submit request to schedule final examination.
   - When: Must be received by OGAPS at least 10 working days before exam date. See OGAPS calendar for deadlines. Approved by: Advisory committee, department head or chair of the intercollegiate faculty, and OGAPS.

8. Successfully complete final examination.
   - When: The Report of the Final Examination Form should be submitted to OGAPS within 10 days following the exam. Approved by: Advisory committee and OGAPS.

9. If required, upload one approved final copy of thesis as a single PDF file to etd.tamu.edu and submit the fully signed thesis approval form to the Office of Graduate and Professional Studies.
   - When: See OGAPS calendar for deadlines. Approved by: Advisory committee, department head or chair of the intercollegiate faculty and OGAPS.

10. Graduation; arrange for cap and gown.
    - For more information, visit http://graduation.tamu.edu.

1 The online Document Processing Submission System is located on the website https://ogsdpss.tamu.edu.
2 Complete the application for degree form via the student’s Howdy portal.

Steps to Fulfill a Doctoral Program

Work leading to the degree of Doctor of Philosophy (PhD) is designed to give candidates a thorough and comprehensive knowledge of their professional fields and training in methods of research. The final basis for granting the degree shall be the candidate’s grasp of the subject matter of a broad field of study and a demonstrated ability to do independent research. In addition, the candidate must have acquired the ability to express thoughts clearly and forcefully in both oral and written languages. The degree is not granted solely for the completion of coursework, residence and technical requirements, although these must be met.

For a student who has completed a master’s degree, a DDS/DMD, DVM or MD at a U.S. institution, a minimum of 64 hours is required on the
degree plan for the degree of Doctor of Philosophy. For a student who has completed a baccalaureate degree but not a master’s degree or a U.S. DDS/DMD, DVM or MD, a minimum of 96 hours is required on the degree plan for the degree of Doctor of Philosophy.

**Steps to Fulfill Doctoral Degree Requirements**

<table>
<thead>
<tr>
<th>Step</th>
<th>Requirement</th>
<th>When</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet with departmental/intercollegiate graduate advisor to plan course of study for first semester.</td>
<td>Before first semester registration.</td>
<td>Graduate advisor.</td>
</tr>
<tr>
<td>2</td>
<td>Establish advisory committee. Submit a degree plan.</td>
<td>Prior to the deadline imposed by the student’s college or intercollegiate programs, and no later than 90 days prior to preliminary examination.</td>
<td>Advisory committee, department head or intercollegiate faculty chair, and Office of Graduate and Professional Studies (OGAPS).</td>
</tr>
<tr>
<td>3</td>
<td>Complete course work detailed on the approved degree plan.</td>
<td>Before preliminary exam.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Complete the preliminary examination.</td>
<td>See steps for completing the preliminary examination. The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.</td>
<td>Advisory committee, department head or chair of the intercollegiate faculty, and OGAPS.</td>
</tr>
<tr>
<td>5</td>
<td>Submit research proposal for dissertation or record of study and the research proposal approval form to the Office of Graduate and Professional Studies.</td>
<td>At least 20 working days prior to the submission of the Request for the Final Examination.</td>
<td>Advisory committee, department head or intercollegiate faculty chair, Research Compliance and Biosafety, and OGAPS.</td>
</tr>
<tr>
<td>6</td>
<td>Complete residence requirement.</td>
<td>Before submitting request to schedule final examination.</td>
<td>OGAPS</td>
</tr>
<tr>
<td>7</td>
<td>Apply for degree; pay graduation fee.</td>
<td>During the first week of the final semester; see OGAPS calendar for deadlines.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Submit request for permission to hold and announce final examination.</td>
<td>Must be received by OGAPS at least 10 working days before requested exam date. See OGAPS calendar for deadlines.</td>
<td>Advisory committee, department head or intercollegiate faculty chair, and OGAPS.</td>
</tr>
<tr>
<td>9</td>
<td>Successfully complete final examination.</td>
<td>The Report of the Final Examination Form should be submitted to OGAPS within 10 days following the exam.</td>
<td>Advisory committee and OGAPS</td>
</tr>
<tr>
<td>10</td>
<td>Upload one approved final copy of the dissertation or record of study as a single pdf file to etd.tamu.edu and submit the fully signed dissertation/record of study approval form to the Office of Graduate and Professional Studies.</td>
<td>See OGAPS calendar for deadlines.</td>
<td>Advisory committee, department head or intercollegiate faculty chair, and Office of Graduate and Professional Studies.</td>
</tr>
<tr>
<td>11</td>
<td>Graduate; arrange for cap and gown.</td>
<td>For more information, visit <a href="http://graduation.tamu.edu">http://graduation.tamu.edu</a>.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Once formal coursework is complete, you must be continuously registered until all degree requirements have been met. This includes submission and clearance of the dissertation or record of study. See Continuous Registration Requirements (p. 9).