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

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. **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 degree; 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.

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

Program Requirements

Program Requirements
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- Degree Plan (p. 2)
- Credit Requirements (p. 2)
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- Limitations on the Use of Transfer, Extension and Certain Other Courses (p. 2)
- Thesis Option (p. 3)
- Non-Thesis Option (p. 3)

Student’s Advisory Committee

After receiving admission to graduate studies and enrolling for coursework, the student will consult with the head of his or her major or administrative department (or intercollegiate faculty, if applicable) concerning appointment of the chair of his or her advisory committee. The student’s advisory committee for the MS degree will consist of no fewer than three members of the graduate faculty, representative of the student’s fields of study and research. The chair or the co-chair of the advisory committee must be from the student’s major department (or intercollegiate faculty, if applicable), and at least one or more of the members must have an appointment to a department other than the student’s major department. The outside member for students in an interdisciplinary program must have an appointment to a department different from the chair of the student’s committee.

The chair, in consultation with the student, will select the remainder of the advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student’s advisory committee. Other graduate faculty members located off campus may serve as a member or co-chair (but not chair) with a member as the chair. The chair of the committee, who usually has immediate supervision of the student’s research and thesis, has the responsibility for calling required meetings of the committee and for calling meetings at any other time considered desirable.

If the chair of a student’s advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Faculty, from the student’s academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee. The Department Head or Chair of Intercollegiate faculty may request in writing to the Associate Provost for Graduate and Professional Studies that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student’s advisory committee without a co-chair for us to one year. The students should be near completion of the degree. Extensions beyond the one year period can be granted with additional approval of the Dean.

If the chair of the student’s advisory committee is unavailable for an extended time in any academic period during which the student is involved in activities relating to an internship, thesis or professional paper, and is registered for courses such as 684, 691, 692 or 693, the student may request, in writing, that the department head appoint an alternate advisory committee chair during the interim period.

The duties of the committee include responsibility for the proposed degree plan, the research proposal, the thesis and the final examination. In addition, the committee as a group and as individual members are responsible for advising the student on academic matters, and, in the case of academic deficiency, initiating recommendations to the Office of Graduate and Professional Studies.

The committee members’ approval on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign en masse.

Degree Plan

The student’s advisory committee, in consultation with the student, will develop the proposed degree plan. The degree plan must be completed and filed with the Office of Graduate and Professional Studies prior to the deadline imposed by the student’s college or interdisciplinary degree program, if applicable, and no later than 90 days prior to the date of the final oral examination or thesis defense.

A student should submit the degree plan using the online Document Processing Submission System (http://ogsdpss.tamu.edu).

A student submitting a proposed degree plan for a Master of Science degree should designate on the official degree plan the appropriate program option.

Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisory committee to correct deficiencies in the student’s academic preparation. 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.

Credit Requirement

A minimum of 36 semester credit hours of approved coursework is required for the non-thesis option.

Ordinarily the student will devote the major portion of his or her time to work in one or two closely related fields. Other work will be in supporting fields of interest.

Transfer of Credit

Due to our cohort model, the MS in Analytics program does not accept transfer of credit or substitutions.

Limitations on the Use of Transfer, Extension and Certain Other Courses

Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master’s degree under the following limitations.
Courses previously used for another degree are not acceptable for degree plan credit.

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

**Thesis Option**
Please note that the thesis option does not apply to the MS in Analytics program.

**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 he/she holds an assistantship). For specific final examination requirements, a student should check the program requirements for the degree which he/she is pursuing.

Exam results must be submitted with original signatures of only the committee members approved by the Office of Graduate and Professional Studies. If an approved committee member substitution (1 only) has been made, his/her signature must also be submitted to the Office of Graduate and Professional Studies.

A student pursuing the non-thesis option is not allowed to enroll in 691 (research) for any reason and 691 may not be used for credit toward a non-thesis option Master of Science degree. A maximum of 4 credit hours of 684 (Professional Internship), 8 credit hours of 685 (Directed Studies), and up to 3 credit hours of 690 (Theory of Research) or 695 (Frontiers in Research) may be used toward the non-thesis option Master of Science degree. In addition, any combination of 684, 685, 690 and 695 may not exceed 25 percent of the total credit hour requirement shown on the individual degree plan. All requirements for the non-thesis option Master of Science degree other than those specified above are the same as for the thesis option degree.

**Additional Requirements**

- Residence (p. 3)
- Continuous Registration (p. 3)
- Time Limit (p. 3)
- Foreign Languages (p. 3)
- Application for Degree (p. 3)

**Residence**
In partial fulfillment of the residence requirement for the degree of Master of Science, the student must complete 9 resident credit hours during one regular semester or one 10-week summer semester in resident study at Texas A&M University. Upon recommendation of the student’s advisory committee, department head or Chair of the Interdisciplinary Program, if appropriate, and with approval of the Office of Graduate and Professional Studies, a student may be granted exemption from this requirement. Such a petition, however, must be approved prior to the student’s registration for the final 9 credit hours of required coursework.

Students who are employed full-time while completing their degree may fulfill total residence requirements by completion of less-than-full time course loads each semester. In order to be considered for this, the student is required to submit a petition for Waivers and Exceptions along with verification of his/her employment to the Office of Graduate and Professional Studies.

See Residence Requirements (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements).

**Continuous Registration**
A student in the thesis option of the Master of Science program who has completed all coursework on his/her degree plan other than 5V98, 5V99, and 691 (research) is required to be in continuous registration until all requirements for the degree have been completed. See Continuous Registration Requirements (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/registration-academic-status).

**Time Limit**
All degree requirements must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old at the time of the final examination (oral or written) may not be used to satisfy degree requirements.

A student who has chosen the thesis option must have the final corrected version of the thesis cleared by the Office of Graduate and Professional Studies no later than one year after the final examination, or approval of a petition for exemption from the final exam, or within the seven-year time limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

**Foreign Languages**
No specific language requirement exists for the Master of Science degree.

**Application for Degree**
For information on applying for your degree, please visit the Graduation (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements/#graduation) section.