MASTER OF SCIENCE IN ENGINEERING TECHNOLOGY

Program Requirements

Program Requirements

- Student’s Advisory Committee (p. 1)
- Degree Plan (p. 1)
- Credit Requirements (p. 1)
- Transfer of Credit (p. 1)
- Limitations on the Use of Transfer, Extension and Certain Other Courses (p. 2)
- Thesis Option (p. 2)
  - Thesis Proposal (p. 3)
  - Final Examination/Thesis Defense (p. 3)
  - Final Examination Grading (p. 3)
- Non-Thesis Option (p. 3)

Student’s Advisory Committee

For the non-thesis option, the student’s advisory committee will consist of a chair only. After receiving admission to the MS in Engineering Technology and selecting the non-thesis track, the student will consult with the graduate advisor or associate department head concerning the appointment of a committee chair. The faculty member must be a member of the Graduate Faculty, and will supervise the student’s project (if applicable).

For the thesis option, after receiving admission to the MS in Engineering Technology and selecting the thesis track, the student will select a faculty member to serve as the chair of their advisory committee after obtaining approval from this faculty member. The student’s advisory committee for the MS in Engineering Technology thesis option will consist of no fewer than three members of the Graduate Faculty, representative of the student’s field(s) 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). One of the members must have a primary appointment to a department other than the student’s major department. The student, in consultation with the chair, will select the remainder of the advisory committee. Only Graduate Faculty members located on Texas A&M University campuses may serve as chair of a student’s advisory committee. Other Texas A&M Graduate Faculty members located off campus may serve as a member or co-chair (but not as chair). The chair of the committee, who usually has immediate supervision of the student’s research and thesis, has the responsibility for calling the required meetings of the committee as needed.

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 and dean of the Graduate and Professional School 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 up to one year. The student should be near completion of the degree. Extensions beyond the one-year period could 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/or the final examination (if applicable). 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 Graduate and Professional School.

The committee members’ approval on the degree plan indicates 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 Graduate and Professional School prior to the deadline imposed by the student’s college or interdisciplinary degree program, if applicable, no later than 90 days prior to the date of the final examination or thesis defense.

A student should submit the degree plan using the online Document Processing Submission System located on the website https://ogsdpss.tamu.edu (https://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 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 Graduate and Professional School.

Credit Requirements

A minimum of 30 semester credit hours of approved courses and research is required for the thesis option Master of Science degree.

A minimum of 30 semester credit hours of approved courses and professional study is required for the non-thesis option.

Transfer of Credit

A student who has earned 12 hours of graduate credit in residence at Texas A&M University may be authorized to transfer courses in excess of the limits prescribed below upon the advice of the advisory committee and with the approval of the Graduate and Professional School. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater may 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. Otherwise, the
limitations stated in the following section apply. 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. Courses appearing on the degree plan with grades of D,
F or U may not be absolved by transfer work. Credit for thesis research
or the equivalent is not transferable. Credit for coursework submitted for
transfer from any college or university must be shown in semester credit
hours or equated to semester credit hours. An official transcript from
the university at which the transfer coursework was taken must be sent
directly to the Office of Admissions.

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
conferment 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 Graduate and Professional
School.

Grades for courses completed at other institutions are not included in
computing the GPA.

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

Some departments may have more restrictive requirements for transfer
work. If otherwise acceptable, certain courses may be used toward
meeting credit-hour requirements for the master’s degree under the
following limitations.

1. The 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 taken
     in residence at an accredited U.S. institution, or approved
     international institution with a final grade of B or greater will be
     considered for transfer credit if, at the time the courses were
     completed, the student was in degree-seeking status at Texas
     A&M University, or the student was in degree-seeking status at
     the institution at which the courses were taken; and if the courses
     would be accepted for credit toward a similar degree for 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 University 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:
   - No more than 8 hours in the combination of 691 (Research)
     or 684 (Professional Internship) may be used. Under normal
     circumstances, non-thesis master’s students may not use 691
     hours on their degree plan. However, for non-thesis master’s
     students who are using 691 hours on the degree plan, see the
     Non-Thesis Option section on the Program Requirements page in
     the graduate catalog for the degree they are pursuing.
   - No 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 681 (Seminar).
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
    non-research coursework 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 and when petitioned
by the student’s advisory committee and approved by the Graduate and
Professional School.

**Thesis Option**

An acceptable thesis is required for the Master of Science degree for
a student who selects the thesis option program. The finished work
must reflect a comprehensive understanding of the pertinent literature
and express in clear English, the problem(s) for student, the method,
significance, and results of the student’s original research. Thesis
formatting must be acceptable to the Graduate and Professional School
as outlined in the Guidelines for Theses, Dissertations, and Records of
Study.

After successful defense (or exemption) and approval by the student’s
advisory committee and the head of the student’s major department
(or chair of intercollegiate faculty, if appropriate), the student must
submit the thesis in electronic format as a single PDF file to https://
etd.tamu.edu/. Additionally, a thesis approval form with original
signatures must be received by the Graduate and Professional School
through the Academic Requirements Completion System (ARCS). Both
the PDF file and the completed approval form must be received by the
deadline.

Deadline dates for submitting the thesis are announced each semester
or summer term in the “Graduate and Professional School Calendar” (see
Time Limit statement). These dates also can be accessed via
Graduate and Professional School website (http://grad.tamu.edu/).

Each student who submits a manuscript for review is assessed a one-
time thesis/dissertation processing fee through Student Business
Services. This processing fee is for the thesis/dissertation services
provided. After commencement, theses and dissertations are digitally
stored and made available through the Texas A&M Libraries.

A thesis that is deemed unacceptable by the Graduate and Professional
School because of excessive corrections will be returned to the student’s
department head (or chair of the intercollegiate faculty, if applicable). The
manuscript must be resubmitted as a new document, and the entire
review process must begin again. All original submittal deadlines must be
met during the resubmittal process to graduate.
Thesis Proposal
For the thesis option Master of Science in Engineering Technology degree, the student must prepare a thesis proposal for approval by the advisory committee and the head of the major department or chair of the interdisciplinary faculty, if applicable. This proposal must be submitted to the Graduate and Professional School at least 20 working days prior to the submission of the request for the final examination.

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. Additional information can also be obtained on the Office of Research Compliance and Biosafety website.

Final Examination/Thesis Defense
A student must pass a final examination by dates announced each semester or summer term in the Graduate and Professional School Calendar. To be eligible to take the final examination, a student's GPA must be at least 3.000 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and there must be no unabsolved grades of D, F or U for any course listed on the degree plan. To absolve a deficient grade, the student must repeat the course at Texas A&M University and achieve a grade of C or better. All coursework on the degree plan must have been completed with the exception of those hours for which the student is registered. For thesis-option students, an approved thesis proposal must be on file in the Graduate and Professional School according to published deadlines prior to the final examination or submission of the request for exemption from the final examination.

A request to schedule the final examination must be submitted to the Graduate and Professional School via ARCS a minimum of 10 working days in advance of the scheduled date for the examination. The Graduate and Professional School will be notified via ARCS of any cancellations. A student may be given only one opportunity to repeat the final examination for the master's degree and that must be within a time period that does not extend beyond the end of the next regular semester (Summer terms are excluded).

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

Final Examination Grading
The student's advisory committee will conduct this examination. The student's department will promptly report the results of the Final Examination to the Graduate and Professional School via the Academic Requirements Completion System (ARCS) within 10 working days of completion of the final examination. If an approved committee member substitution (one only) has been made, their approval must be submitted to the Graduate and Professional School via ARCS.

If the program requires the advisory committee to include at least one external member – with an appointment to a department other than the student's major department – and the substitution is for the sole external member of the advisory committee, then the substitute must also be external to the student's major department. In extenuating circumstances, with approval of the Graduate and Professional School, an exception to this requirement may be granted.

A thesis option candidate may petition to be exempt from the final examination provided the degree plan GPA is 3.500 or greater and they have the approval of the advisory committee, the head of the student's major department, or intercollegiate chair, if appropriate, and the Graduate and Professional School. It is required that the petition for exemption be submitted the same semester the student intends to submit the thesis.

Non-Thesis Option
The Master of Science in Engineering Technology has a non-thesis option available subject to approval by the department. A final examination is not required for the non-thesis option Master of Science in Engineering Technology.

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.

The department head or the chair of an intercollegiate faculty (if appropriate) for the program may approve an exception for a PhD student who changes to a non-thesis option MS degree program after at least one year of PhD studies to use 691 credits toward a non-thesis option Master of Science degree. The department head or chair of an intercollegiate faculty (if appropriate) for the program may approve an exception for a master's student who changes from a MS thesis option degree to a MS non-thesis option degree program to use 691 credits toward a non-thesis option Master of Science degree. In both cases, the student is allowed to use a maximum of 8 credit hours of 685 and 691 combined. Departments, colleges, and interdisciplinary degree programs may opt to establish higher standards. Further any combination of 684, 685, 690, 691, 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.