### Program Requirements

**Student's Advisory Committee**

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### Degree Plan

The student's advisory committee, in consultation with the student, will develop the proposed degree plan. The degree plan should be completed and filed with the Office of Graduate and Professional Studies upon conclusion of the first semester of coursework, but no later than 90 days prior to graduation.

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website https://ogsdpss.tamu.edu.

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 is approved by the Office of Graduate and Professional Studies.

### Credit Requirement

A minimum of 39 hours of coursework is required for the Master of Biotechnology degree. To emphasize the integration and application of subject matter learned and the development of written and oral communication skills, a student will be required to take BIOT 684 during his/her last semester. A student may select 6 credit hours of electives within the 39 credit hour requirement in consultation with his/her advisory committee. These elective hours may be from any course on the list of approved electives or other courses if approved by the advisory committee.

### 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 above upon the advice of the advisory committee and with the approval of the Office of Graduate and Professional Studies. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater might 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 preceding 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 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 GPR.

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

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 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 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. A maximum of 8 hours of 684 (Professional Internship), and 8 hours of 685 (Directed Studies).
5. A maximum of 2 hours of Seminar (681).
6. A maximum of 6 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. No credit hours of 690 (Theory of Research), 691 (Research) or 695 (Frontiers in Research) may be used.
9. Undergraduate courses may not be used to satisfy the required business courses.
10. Continuing education courses may not be used for graduate credit.
11. Extension courses are not acceptable for credit.
12. 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.
13. 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 degree programs.

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.

Final Examination

A student must return to campus after the professional internship and pass a final examination by dates announced each semester or summer term in the Office of Graduate and Professional Studies Calendar. To be eligible to take the final examination, a student's GPR must be at least 3.00 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.

A request to hold 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 for the examination. Please see the Office of Graduate and Professional Studies website (http://ogaps.tamu.edu (http://ogaps.tamu.edu/)) for the forms. It also should include the signatures of approval of the committee chair and the chair of the intercollegiate faculty certifying the student’s eligibility for the exam. The Office of Graduate and Professional Studies must be notified in writing 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). The final exam cannot be held prior to the midpoint of the semester if questions on the exam are based on courses in which the student is currently enrolled.

The BIOT 684 (http://catalog.tamu.edu/search/?P=BIO%20684), Professional Portfolio and oral defense of the contents of that portfolio will constitute the final examination. Each student will prepare a professional portfolio on topics relating to the student's course of study and the internship. The professional portfolio must be submitted to the student's advisory committee for approval prior to the examination. The student's advisory committee will conduct the examination, which will include an oral presentation prepared by the student. 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 disssension is required to pass a student on his or her exam. All committee members should attend the final examination. If one of the members cannot attend the examination, he or she must find an appropriate substitute. The committee chair may not be substituted.

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 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. If necessary, multiple copies of the form may be submitted with different committee member original signatures. If an approved committee member substitution (1 only) has been made, his/her signature must be included on the form submitted to the Office of Graduate and Professional Studies.

A Master of Biotechnology student does not qualify to petition for an exemption from the final exam.