PROGRAM REQUIREMENTS

Program Requirements

Student’s Advisory Committee (p. 1)

After receiving admission to the graduate studies and enrolling for coursework, the student will consult with the graduate coordinator concerning appointment of the chair of the advisory committee. The student’s advisory committee for the master’s degree will consist of no fewer than three members of the graduate faculty. The chair or one of the co-chairs of the advisory committee must be from the Water Management and Hydrological Science faculty. At least one or more of the members must be from an academic program other than Water Management and Hydrological Science.

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 from the faculty of Water Management and Hydrological Science may serve as chair of a student’s advisory committee. Other graduate faculty members may serve as co-chair with an individual from the Water Management and Hydrological Science faculty. The chair of the committee, who usually has immediate supervision of the student’s degree program, has the responsibility 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 up 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 or professional paper and is registered for courses such as 684, 692 or 693, the student may request, in writing, that the Program Chair appoint an alternate advisory committee chair during the interim period.

The duties of the committee include responsibility for the proposed degree plan, any professional study or project, and the final examination. In addition, the committee, as a group and as individual members, are responsible for counseling 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 (p. 1)

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 second semester of registration, and no later than 90 days prior to the date of the final oral examination.

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website https://ogspdss.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 or Request for Final Examination Exemption is approved by the Office of Graduate and Professional Studies.

Credit Requirement (p. 1)

The minimum requirements for the non-thesis option are 30 hours of coursework and a satisfactory final comprehensive oral examination. A student is required to complete 8 hours of required core water courses, 12 hours of common body of knowledge courses, 12–15 hours of designated electives, and 4–8 hours of free electives.

Transfer of Credit (p. 1)

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. 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 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 in which the student is near completion of the degree.
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
(p. 2)

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. Any combination of 684 and 685 may not exceed a total of 6 credit
hours.
   • A maximum of 4 hours of 684 (Professional Internship); and
   • Up to 6 hours of 685 (Directed Studies).

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

6. A maximum of 9 hours of advanced undergraduate courses (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 more than 3 credit hours of 690 (Theory of Research) or 695
(Frontiers in Research) may be used.

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

10. Extension courses are not acceptable for credit.

11. 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.

12. 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 by the Office of Graduate and
Professional Studies.

Thesis Option

Please note that the thesis option does not apply to the MWM Water
Management and Hydrological Science program.

Final Examination/Thesis Option

A student must 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 3.000 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 Office of Graduate and Professional Studies according to
published deadlines prior to the final examination or submission of the
request for exemption from the final examination.

A 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 for the examination. 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).

For thesis option students, the final examination covers the thesis and
all work taken on the degree plan and at the option of the committee 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 as finally constituted. A thesis
option student must be registered in 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 dissenion
is required to pass a student on his or her 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.

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 thesis option candidate may petition to be exempt from his/her final examination provided his/her degree plan GPR is 3.500 or greater and he/she has the approval of the advisory committee, the head of the student's major department, or intercollegiate chair, if appropriate, and the Office of Graduate and Professional Studies. It is required 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 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.