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 Graduate and Professional School.

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**

**On-Campus and Distance Education Degree Programs**

Each graduate student must submit an official degree plan to the Graduate and Professional School for approval. The degree plan formally declares degree objectives, the membership of the advisory committee, and the specific courses required to complete as part of the degree program. Students will develop their proposed degree plan in consultation with their designated advisory committee. The Head of the Department of Maritime Business Administration must approve all degree plans. Completed degree plans must be submitted to Graduate and Professional School according to the following regulation with the student meeting which ever of these deadlines falls earliest:

- Following the deadline imposed by the student's college or interdisciplinary degree program.
- No later than 90 days prior to the date of the final oral examination or thesis defense – thesis students only.
- According to deadlines published in the Graduate and Professional Council calendar each semester for graduation that semester. The calendar may be found at https://grad.tamu.edu/.

Specific rules and limitations on coursework and committee membership can be found in the Texas A&M University Graduate and Professional Catalog. Once a degree plan is approved by the Graduate and Professional School, changes in coursework or committee membership may be requested by petition to the Graduate and Professional School. Changes of major, degree or department must be requested by submitting a petition and/or a new degree plan/coursework petition. Additional flexibility to replace required courses with courses targeted to their area.

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 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 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 a 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.

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of research is available to thesis option students upon recommendation and approval by their committee and the department head.

Credit Requirement

On-Campus and Distance Education Degree Programs

A minimum of 36 semester credit hours of approved courses and research hours are required for Thesis Option (Research Track) MBAA students. A minimum of 36 semester credit hours of approved coursework is required for the Non-Thesis Option (Professional Track) MBAA students.

The 36-hour Thesis Option (Research Track) curriculum is structured with 21 hours of required courses and 15 hours of electives. Students may use up to 6 hours of their elective coursework as MARA 691 research hours. Students should consult with the Graduate Advisor or their advisory committee regarding required and elective coursework.

The 36-hour Non-Thesis Option (Professional Track) curriculum is structured with 21 hours of required courses and 15 hours of elective coursework. Students should consult with the Graduate Advisor or their advisory committee regarding required and elective coursework.

Transfer of Credit

On-Campus and Distance Education Degree Programs

Students may transfer a maximum of 12 hours of courses or one-third of the total hours of the degree plan, whichever number is greater, from an approved institution upon the advice of their advisory committee. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or better might 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 at Galveston or at the institution at which the courses were taken, and if the courses would be accepted for credit toward a similar degree for students in degree-seeking status at the host institution.

Coursework in which no formal grades are given or in which grades other than letter grades (A, B, C, etc.) are given (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 absorbed 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. Students must have an official transcript sent directly from the university in which the transfer coursework was taken to the Texas A&M University in which the transfer coursework was taken. A zero credit 684 course is only allowed for non-thesis option master's students. Other courses, including 691 (Research) hours, are not eligible for zero credit.

A maximum of 2 hours of 481/681 (Seminar).
5. A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).
6. No credit may be obtained by correspondence study. (Courses in the student's degree plan which may be delivered in whole or in part by electronic means are not considered "correspondence study").
7. For graduate courses of three weeks' duration or less, 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. Extension courses are not acceptable for credit.
9. 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.
10. 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 only be permitted in unusual cases and when petitioned by the student's advisory committee and approved by the Graduate and Professional School.

Thesis Option

On-Campus and Distance Education Degree Programs

The thesis option is designed to allow the student to demonstrate research capabilities through developing an independent and thorough investigation of a particular problem of interest. This would also prepare the student for further graduate studies. 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 study, 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
the Graduate and Professional School website.

Each student who submits a manuscript for review is assessed
a one-time thesis/dissertation processing fee through Student
Business Services 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.

No credit hours of 684 (Professional Internship) may be used for the
thesis option for the Master of Maritime Business Administration and
Logistics degree. A maximum of 8 credit hours of 691 (Research) or 485
and/or 685 (Directed Studies), and up to 3 credit hours of 690 (Theory of
Research) or 695 (Frontiers in Research) may be used toward the thesis
option of the Master of Maritime Business Administration and Logistics
degree. In addition, any combination of 685, 690, 691, and 695 may not
exceed 12 credit hours.

The 36-hour thesis-option curriculum is structured with 21 hours of
required courses and 15 hours of optional elective courses of which at
least 6 hours are in 691 courses. Additional flexibility to replace required
courses targeted to their area of research is available to thesis-option
students upon recommendation and approval by their committees and
the Head of the Department of Maritime Business Administration.

**Thesis Proposal**

**On-Campus and Distance Education Degree Programs**

For the thesis option, the student must prepare a thesis proposal for
approval by the advisory committee and the head of the Department of
Maritime Business Administration. This proposal must be submitted
to the Graduate and Professional School at least 15 working days prior
to the submission of the request for the final examination. There are
compliance issues that must be addressed if graduate students are
performing research involving human subjects, animals, infectious
biohazards and recombinant DNA. Students 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 website rcb.tamu.edu.

**Final Examination/Thesis Defense**

**On-Campus and Distance Education Degree Programs**

A student must pass a final examination by dates announced each
semester or summer term in the Graduate and Professional School
Calendar (https://grad.tamu.edu/knowledge-center/dates-and-deadlines/
dates-and-deadlines/). 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 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 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 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
Graduate and Professional School. Only one committee member
substitution is allowed with the approval of the Graduate and
Professional School. 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.

**Non-Thesis Option**

**On-Campus and Distance Education Degree Programs**

A final examination is not required for the non-thesis option.