GENERAL INFORMATION

General Information

Admission
For admissions information, please refer to the Admissions (http://catalog.tamu.edu/graduate/admission/) section and the college specific information for Texas Admissions (http://catalog.tamu.edu/graduate/admission/college-school--information/qatar/) in this catalog.

Tuition and Fees
For tuition and fee information, please refer to the Tuition and Fees (http://catalog.tamu.edu/undergraduate/qatar/general-information/#tuitionandfeestext) section of this catalog.

Transcripts
Students applying for admission to Texas A&M are required to submit transcripts of previous academic work and in some cases, results of standardized tests. The submission of altered documents or the failure to furnish complete and accurate information on admission forms will be grounds for disciplinary action.

Individuals who previously attended Texas A&M University at Qatar may obtain an official transcript of their completed coursework, provided they have no financial obligations to Texas A&M University, Texas A&M University at Qatar, or the Qatar Foundation. A fee, which according to state law must be paid in advance, will be charged for each copy. During grading and degree posting, official transcripts may be produced for enrolled students only if all courses for that semester or term are shown as in progress (IP) or have all final grades posted.

Current Students
May purchase an official transcript through Howdy (http://howdy.tamu.edu/). Current students need to navigate to the Grades and Transcripts channel on their My Record tab to order a transcript.

Former Students
Former students who attended Texas A&M University at Qatar, may be able to purchase an official transcript online through Howdy (http://howdy.tamu.edu/). Former students will need to visit the Grades and Transcripts channel on their Former Student tab to order a transcript.

Academic Expectations and General Degree Requirements
- Academic Expectations (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/academic-expectations/)
- Degree Requirements (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/degree-requirements/)
- Registration and Academic Status (http://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/registration-academic-status/)

Graduation Application, Diploma and Commencement
Formal application for degrees at Texas A&M University at Qatar is a two-step process. An application must be submitted online by the deadline stated in the academic calendar and degree application. In addition, the supplemental application must be submitted by the deadline. Under unusual circumstances, an application for a degree may be accepted after the stated deadline. The student must apply via the Howdy portal.

Students must have settled all financial obligations to the university and Qatar Foundation prior to receiving a diploma.

Graduate and undergraduate students completing their degree in July or December will have the opportunity to participate in the commencement ceremony in May, following the completion of their degree. Students must participate in the commencement ceremony of their home campus.

Language of Instruction
The language of instruction at Texas A&M University at Qatar is English. All teaching, exercise and practical material are provided in English.

Academic Calendar
Texas A&M University at Qatar Calendar
All dates and times are subject to change.

Fall Semester 2021*
August 17-19 Tuesday-Thursday. AGGIE LIFE 101 (required for all new students).
August 22 Sunday. First day of fall classes.
First day to apply for December graduation.
August 26 Thursday. Last day for adding/dropping courses with no record for the fall semester, 4:30 p.m.
September 6 Monday. Official census date (12th class day).
September 16 Thursday. Undergraduate change of curriculum period ends, 4:30 p.m.
September 23 Thursday. Last day to apply for December graduation, 4:30 p.m.
September 30 Thursday. Undergraduate degree plan approval deadline.
October 10-14 Sunday-Thursday. Fall Break (No classes. Offices remain open).
October 21 Thursday. Mid-semester grades due by noon, Office of Records.
November 25 Thursday. Reading Day (no classes. Offices remain open).
December 5 Sunday. Last day of fall semester classes.
Redefined day - Students attend their Thursday classes.
Pursuant to Student Rule 8.3 (http://student-rules.tamu.edu/rule08/https://student-rules.tamu.edu/rule08/), no regular course examinations (except for laboratory and one-hour courses) shall be given during the 15th week of classes.
December 6  Monday. Reading day (no classes or finals).
December 7  Tuesday. Reading day (no classes or finals).
December 8-9  Wednesday-Thursday. Fall semester final examinations for all students.
December 12-13  Sunday-Monday. Fall semester final examinations for all students.
December 15  Wednesday. Final grades due for all students by 6:00pm, Office of Records.
December 18  Saturday. Qatar National Day.
December 19-23  Sunday-Thursday. Semester break (offices closed).

*All dates are subject to change.
^Dates for the Eid holidays are subject to change; however, the University will be closed for a three-day period during each Eid.

Spring Semester 2022*
December 26  Sunday. Offices reopen after semester break.
January 9  Sunday. First day of spring classes.
January 13  Thursday. Last day for adding/dropping courses with no record for the spring semester, 4:30 p.m.
January 24  Monday. Official census date (12th class day).
February 3  Thursday. Undergraduate change of curriculum period ends, 4:30 p.m.
February 8  Tuesday. Qatar National Sports Day (offices closed/no classes).
February 10  Thursday. Last day to apply for May graduation, 4:30 p.m.
February 27 - March 3  Sunday-Thursday. Spring break (no classes).
March 6  Sunday. Spring semester classes resume.
March 10  Thursday. Mid-semester grades due by noon, Office of Records.
April 2  Saturday. Projected first day of Ramadan.*
April 10  Sunday. Last day for all students to drop courses with no academic penalty (Q-drop), 4:30 p.m.
April 21  Thursday. Aggie Muster.
April 24  Sunday. Last day of spring semester classes.
April 25-28  Monday-Thursday. Spring semester final examinations.
April 30  Saturday. Spring semester final examinations.
May 1-3  Sunday-Tuesday. Eid Al-Fitr (offices expected to be closed).**
May 5  Thursday. Final grades due for all students by 6:00pm, Office of Records.
May 7  Saturday. Commencement Ceremony.
May 10  Tuesday. Qatar Foundation Convocation.*

*All dates are subject to change.
^Dates for the Eid holidays are subject to change; however, the University will be closed for a three-day period during each Eid.

Summer Semester 2022*
May 15  Sunday. First day of summer classes.
May 18  Wednesday. Official census date (4th class day).
June 2  Thursday. Last day to apply for summer graduation, 4:30 p.m.
June 16  Thursday. Last day for all students to drop courses with no academic penalty (Q-drop), 4:30 p.m.
June 30  Thursday. Last day of summer classes.
July 3-4  Sunday-Monday. Final examinations for summer term.
July 6  Wednesday. Final grades due for summer term by noon, Office of Records.
July 10-12  Sunday-Tuesday. Eid Al-Adha (offices expected to be closed).**

*All dates are subject to change.
^Dates for the Eid holidays are subject to change; however, the University will be closed for a three-day period during each Eid.

Services

Services for Texas A&M University at Qatar Students

Academic Advising
The primary purpose of academic advising at Texas A&M at Qatar is to assist students in the development of meaningful educational plans that are compatible with their personal abilities and goals. The ultimate responsibility for making decisions about personal goals and educational plans rests with the individual student.

Your first semester, you will need to meet with your faculty advisor to determine what courses you would like to take as there will be prescribed set of courses you’ll need to start with.

More information can be found at https://www.qatar.tamu.edu/graduate-studies. (https://www.qatar.tamu.edu/graduate-studies/)

The Association of Former Students
• Aggie Ring.
• Alumni Services, Giving and Events.
• Traveling Aggies.
Campus Safety and Security
- In an emergency situation dial +974.4454.0999 from within Education City or 999 from outside Education City.
- Report incidents immediately to Texas A&M University at Qatar security (333 from a Texas A&M Engineering Building phone or +974.4423.0333 from a mobile or outside phone).

Information on campus safety and security; as well as the Annual Security Report is located here (https://www.qatar.tamu.edu/other/safety-and-security/).

Career Services
The Career Services Office offers advising and assistance to students seeking internships and full-time employment, while supporting the recruiting initiatives of local and international companies. Career Services assists students as they prepare for their job searches by coordinating informational sessions and workshops on topics such as resume writing, interviewing skills and career readiness. The office also hosts two annual recruiting events, the Career Networking Event at Texas A&M at Qatar and the spring career fair in collaboration with all Education City universities. A variety of guest speakers from industry are hosted each year. Students learn about opportunities in specific companies and on general issues related to the workplace. The Career Services Office provides students with other opportunities for industry engagement ranging from corporate competitions to participation in local and regional conferences.

More information can be found at https://www.qatar.tamu.edu/students/career-services/

Critical Incident Response Team
The purpose of the Critical Incident Response Team (CIRT) is to respond to incidents involving Texas A&M at Qatar students and to serve as the university contact when students are involved in incidents away from the campus.

Texas A&M at Qatar is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Even with a small university community, Texas A&M at Qatar and the Department of Student Affairs realize that crises, or critical incidents, will occur and that these crises can have a significant effect on the entire university, Education City and local communities. Such critical incidents require an effective and timely response. The Department of Student Affairs has developed CIRT consisting of Texas A&M at Qatar staff to best respond to these critical student incidents. CIRT can be reached at (+974) 4423-0333.

The goals of CIRT are as follows:
- To coordinate the university’s response to critical incidents involving students while paying special attention to the safety and security needs of members of the university community.
- To offer counseling, guidance and appropriate support to members of the university community, their families and university caregivers.
- To use critical incidents, when appropriate, as teachable moments that may enhance the quality of life for all those touched by critical incidents.

Disability Services
The mission of Disability Services is to ensure accessibility for all students to University programs. The Department of Student Affairs Counseling and Wellness Program administers Disability Services at Texas A&M University at Qatar. Disability Services, with the assistance of Disability Services at Texas A&M University, offers accommodations counseling, evaluation referral, disability-related information, and adaptive technology counseling and equipment for academically related purposes. Although Disability Services does not offer disability evaluation and/or testing, tutoring, personal expenses, attendants or scholarships, we will provide referral information.

More information can be found at https://www.qatar.tamu.edu/students/student-affairs/disability-services/.

Global Educational Opportunities
Higher education is not immune to the trend of globalization. To adapt to this phenomenon and prepare graduates for an increasingly interdependent global community, Texas A&M University at Qatar is committed to providing global learning opportunities for all students. Whether it be study abroad programs, service-learning trips, research abroad, language training, international conferences or workshops, or global leadership programs, students at Texas A&M University at Qatar can choose from a variety of experiences that can increase their cultural competence, expand their global worldview, and augment their marketability in a rapidly globalizing world.

Please visit http://catalog.tamu.edu/graduate/international-opportunities-students/ for more information.

Information Technology
The mission of the Information Technology (IT) department is to provide a robust, secure and innovative environment that supports Texas A&M University at Qatar’s goals in teaching and lifelong learning, research, and engagement. IT strives to embody and uphold Texas A&M’s tradition of organizational excellence. The department is comprised of five groups that provide over 75 services to faculty, staff and students.

Educational Technology
The Educational Technology group serves faculty and students by promoting and assisting in the use of technology for instruction. Providing systems such as eCampus and Echo360 Lecture Capture, the group also manages classroom technologies and academic software including audiovisual systems.

Enterprise Applications
The Enterprise Applications (EA) group performs business process analysis and develops, administers, and maintains automation to achieve greater efficiencies. EA oversees all electronic communication with the Texas-based administrative systems for student information, financial accounting and payroll, including troubleshooting the processes, applications, and data feeds employed and ensuring secure operation. EA also provides support for many of the university’s web resources, including Marhaba, the intranet portal.

Network and Security
The Network and Security group provides and manages the network, telecommunications and security infrastructure of the branch campus. The group ensures compliance with all laws, policies, procedures, guidelines and industry best practices for operating and securing the Texas A&M at Qatar network. The group strives to increase community awareness regarding cyber-security, prevent cyber-attacks, and remediate the effects of viruses, worms, spyware and other malware.

Service Desk
The Service Desk provides a single point of contact for all IT-related queries, service requests and communications. The team provides user
and concerns related to their experience. The university is a large and resource for graduate and professional students to discuss questions.

The Ombuds Officer serves as an informal, neutral and confidential consultation, and disability services.

More information can be found at https://www.qatar.tamu.edu/students/student-affairs/health-and-wellness/.

The Texas A&M Qatar Campus Library

The Texas A&M Qatar Campus Library supports the teaching, research and outreach missions of the university in an environment that fosters learning and inquiry. A core professional collection of over 7,000 titles is complemented by a basic collection in the arts and humanities of around 3,000 volumes. Students may also request books and journal articles from the five libraries on the main campus, where there is a print collection of around 5 million volumes.

Extensive online resources are available to students both within the library and on desktop or mobile devices via remote access. This includes more than 100,000 electronic journals and newspaper titles, over 1,000 databases, and more than 1.3 million electronic books.

Students can locate books and thousands of journals by author, title, subject and keyword using the basic online catalog, LibCat, at libcat.tamu.edu. Alternately, they can use the time-saving multi-search tool Quick Search, which allows searching of multiple databases at one time.

An experienced librarian is also available Texas hours via online chat, which is a great way to get help when starting a research project. GetItForMe is a document delivery service that supplies print books or electronic copies of journal articles and book chapters free of charge to all students. Print books borrowed from the main campus generally arrive in five to 10 working days. Electronic copy is usually emailed within two working days. Material not available from the main campus libraries can often be obtained either from other libraries in Qatar or around the world. Professional librarians are also available on campus to teach individuals and groups how to use library tools and resources.

More information can be found at library.qatar.tamu.edu (https://library.qatar.tamu.edu/).

Student Wellness and Counseling

The Student Wellness and Counseling Programs promote the process of developing a healthy lifestyle. By participating in awareness activities, educational programs and counseling, Aggies can enhance their personal wellness with improved physical health, emotional stability, supportive relationships, spiritual growth and academic/career satisfaction. Services for students in the Wellness Program include academic skills counseling and testing, career counseling and testing, personal counseling, stress management and biofeedback, outreach programming, crisis and consultation, and disability services.

More information can be found at https://www.qatar.tamu.edu/students/student-affairs/health-and-wellness/.

Ombudsperson

The Ombuds Officer serves as an informal, neutral and confidential resource for graduate and professional students to discuss questions and concerns related to their experience. The university is a large and complex institution and students often play multiple roles (e.g., student, research collaborator, peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if you do not know where to turn. The Ombuds Officer is here to help students identify options for addressing concerns and will promote a fair and impartial process for all parties involved.

The Ombuds Officer is guided and informed by the Code of Ethics and Standards of Practice of the International Ombudsman Association.

The Ombuds Officer can:

- Listen and help you achieve a greater understanding of the problem.
- Help you find information applicable to your situation and identify possible solutions to your problem.
- Explain University policies and procedures and how they apply to your specific case.
- Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
- Help you achieve fair and equitable solutions to problems.
- Facilitate communication among people in conflict.
- Provide other types of assistance to help you resolve a problem informally.
- Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.

Contact information for Ombuds Services:

Undergraduate Studies
http://us.tamu.edu/Students/Undergraduate-Ombuds (http://us.tamu.edu/Students/Undergraduate-Ombuds/)

Graduate and Professional School
ombuds@tamu.edu
http://grad.tamu.edu/

On-Campus Housing

Student housing in Education City is available to students enrolled full time at Texas A&M at Qatar on a first-come, first-served basis. Preference is given to those students who do not live in Qatar. In order to apply for student housing, students must complete a housing request through the Department of Student Affairs. In order to consider the application complete, students must also submit a refundable damage deposit of QAR 2,000.

Applications received without the deposit will be returned. Prior to receiving access to their assigned room each semester, students are required to pay the balance of their housing fees for the upcoming semester.

There are separate residence halls for male and female students. In addition, students have access to a communal lounge with computers, printers, cable television, DVDs, and video in each residential area. Laundry facilities with washers and dryers are available. Wireless Internet is available throughout the residence halls.

A Qatar Foundation Housing and Residence Life professional (residence hall directors [RHDs]) and student staff (community development advisors [CDAs]) work closely with student residents to maintain a safe, comfortable and healthy living-learning environment.
The RHD is a full-time professional staff member available to help students with life transitions associated with living in a community residential environment and the transition to college. The RHDs are responsible for the supervision of student staff members known as CDAs. CDAs are student leaders who have been selected because of their maturity and knowledge of the Education City community. They are a resource available to the students in the residence halls, and their primary focus is to facilitate the development of a strong living-learning community in the halls.

For more information about student housing, please send an email to housing@qf.org.qa, and a Qatar Foundation Student Affairs professional will be in touch to answer any questions.

**Facilities**

**Texas A&M University at Qatar Facilities**

The Texas A&M University at Qatar engineering building is one of the most advanced facilities for engineering education in the world. Designed by the famous father-son Mexican architect team Legoretta + Legoretta, the 55,000 square meter (592,000 square feet) facility combines modernist elements with traditional Islamic architectural motifs. The building is fully wireless and features high-tech classrooms, teaching laboratories and computer laboratories. The research rotunda provides additional research laboratories that give future Aggie engineers firsthand experience.

Texas A&M Qatar campus’s home in Education City also includes a library with a core professional collection of 10,000 titles and a number of journals and DVDs relating to the liberal arts, humanities, and basic sciences. Students also have access to books and journals from the libraries on the main campus, from collections that exceed 5 million volumes. Extensive online resources are available to students in the library and remotely, including more than 2 million electronic books and thousands of subscription electronic journals and databases.

**Policies**

**University Statement for Individuals with Disabilities**

Texas A&M University (TAMU) is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors, including making its web sites accessible and usable. Texas A&M University does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) as amended.

Students are protected from discrimination regarding access to and participation in Texas A&M’s programs and activities. TAMU provides academic adjustments and auxiliary aides to accommodate needs of students with disabilities, as defined under the law, who are otherwise qualified to meet the institution’s academic requirements.

Students with disabilities who would like to request accommodations may contact the following:

- Texas A&M University, College of Nursing, Irma Lerma Rangel College of Pharmacy College Station, College of Medicine, and School of Public Health should contact Disability Resources (979) 845-1637 or disability@tamu.edu.

- College of Dentistry should contact the Office of Academic Affairs (214) 828-9797 or bramsey@tamu.edu to request accommodations.

- School of Law should contact the Office of Student Affairs at (817) 212-4020 or rjeffers@law.tamu.edu to request accommodations.

- Irma Lerma Rangel College of Pharmacy in Kingsville should contact the Disability Resource Center at Texas A&M University - Kingsville at (361) 593-3024 or drc.center@tamu.edu to request accommodations.

- Texas A&M University at Galveston (TAMUG) should contact Counseling, Career and Ability Services at (409) 740-4736 or studentservices@tamu.edu.

- Texas A&M University at Qatar (TAMUQ) should contact the campus psychologist, Dr. Steve Wilson +974-4423-0047 or stephen.wilson@qatar.tamu.edu.

Students with a disability who believe they have experienced discrimination may contact Jennifer Smith, Assistant Vice President and Title IX Coordinator in the Civil Rights and Equity Investigations office, 202 Olsen Blvd., Suite 007, College Station, TX 77843, civilrights@tamu.edu, or (979) 458-0308. Reported allegations of discrimination will be immediately forwarded to the Office of Civil Rights and Equity Investigations for review, investigation, or resolution.

Students can also contact the Texas A&M ADA Coordinator at ADA.Coordinator@tamu.edu or (979) 845-8115, or any of the following campus contacts:

- Texas A&M University, School of Law, College of Nursing, Irma Lerma Rangel College of Pharmacy College Station, College of Medicine, School of Public Health, College of Dentistry and Irma Lerma Rangel College of Pharmacy in Kingsville should contact the ADA Coordinator at (979) 845-8115 or ADA.Coordinator@tamu.edu.

- Texas A&M University at Galveston should contact the ADA Coordinator at (409) 740-4503 or boyerj@tamug.edu.

- Texas A&M University at Qatar should contact Miguel Trevino at +974-4423-0317 or miguel.trevino@qatar.tamu.edu.

For more information about disability accommodations, see TAMU Student Rule 46, Disability Accommodations in Academic Programs (http://student-rules.tamu.edu/rule46/) or TAMUG Student Rule 46, Disability Accommodations in Academic Programs (http://www.tamug.edu/studentrules/Student_Grievance_Procedures/46_Disability_Accommodations.html).

**University Statement on Harassment and Discrimination**

Texas A&M University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. The University provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University will promptly and equitably investigate and resolve all complaints of discrimination, harassment (including sexual harassment and sex-based misconduct), and related retaliation in accordance with applicable federal and state laws and University rules and standard administrative procedures.

The University’s response to allegations of discrimination, harassment, and related retaliation will be 1) prompt and equitable, 2) intended to stop and prevent the recurrence of any harassment, and 3) intended to remedy
its discriminatory effects as appropriate. A substantiated allegation of such conduct will result in disciplinary action, up to and including separation from the University. The University’s student sanctioning guidance for substantiated allegations of discrimination on the basis of sex, including sexual harassment, sexual violence and related retaliation, can be found here: Title IX Cumulative Sanctioning Matrix. (https://titleix.tamu.edu/wp-content/uploads/2019/03/title-ix-sanctioning-matrices.pdf)

Students who have questions or believe they have experienced discrimination, harassment, sexual harassment/sex-based misconduct, and/or related retaliation are encouraged to contact Jennifer Smith, Assistant Vice President and Title IX Coordinator, at the Medical Sciences Library, Suite 007, 202 Olsen Blvd. College Station, TX 77843. Her telephone number is: (979) 458-8167 and email address is civilrights@tamu.edu. The Title IX website can be found at titleix.tamu.edu. To report incidents, request accommodations, or inquire about discrimination based on disability, you may contact Peggy Zapalac, ADA Coordinator, at (979) 845-8115 or ADA.Coordinator@tamu.edu. The office address is 750 Agronomy Road, Suite 2101, College Station, TX 77843 or see the ADA website at https://urc.tamu.edu/ada. Reported allegations of discrimination will be immediately forwarded to the Office of Civil Rights and Equity Investigations for review, investigation, or resolution.

Aggie Honor Code

Integrity is a fundamental core value of Texas A&M University at Qatar. Academic integrity requires a commitment by all faculty, students, and administrators to:

- Remain constantly focused on the quality of the academic programs;
- Achieve and maintain academic excellence in all courses and programs to assure the value of Texas A&M University at Qatar degrees;
- Demand high academic standards from all members of the Aggie community.

All Texas A&M University at Qatar students, graduate and undergraduate, part-time or full-time, in residence or in distance education, are expected to follow the guiding rule of the Aggie Honor Code:

"An Aggie does not lie, cheat, or steal or tolerate those who do."

Upon accepting admission to Texas A&M University at Qatar, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System, which may be found at https://aggiehonor.tamu.edu/. A student will be required to state his/her commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M community from the requirements or the process of the Honor System.

In addition to adherence to the Honor Code, a student (graduate students in particular) who is completing a thesis, record of study, dissertation, and publication may fall under the additional federal requirements promulgated by the Office of Research Integrity (Scientific Misconduct Regulations – 42 CFR part 50), as well as Texas A&M System Regulations and Texas A&M University Rules (Texas A&M System Regulations – Ethics in Research and Scholarship – 15.99.03, and Texas A&M University rules and standard administrative procedures – Responsible Conduct in Research and Scholarship – 15.99.03.M1, 15.99.03.M1.01-06).

University Student Rules

Each student enrolled at Texas A&M University is responsible for being fully acquainted with and complying with the Texas A&M University Student Rules. Specific rules, information and procedures may be found in publications pertaining to each particular service or department. Students are encouraged to reference the website at http://student-rules.tamu.edu (http://student-rules.tamu.edu/) for current published rules and regulations.

For information concerning federal and state policies, please reference the appendices (http://catalog.tamu.edu/graduate/appendices/) in this catalog.