

# STANDARDS AND PROCEDURES

## Academic Common Market

The purpose of the Academic Common Market (ACM) (<http://www.sreb.org/academic-common-market/>) is to share specified academic degree programs between states located at southern public colleges and universities. This is accomplished through an exchange of students across borders at in-state rates.

The motivation for this cooperation continues to be:

1. eliminating unnecessary duplication among the states, in that it is impractical for any institution or single state to develop or maintain degree programs in every field of knowledge,
2. to support existing degree programs that have the capacity to serve additional students, and
3. to provide access and encourage movement across state lines for programs not available in a student's home state.

### ACM Overview

1. Be a resident of one of 15 participating SREB states.
2. Student learns of the ACM and contacts SREB or home state coordinator to determine eligible programs. *Please note that Texas participates in the ACM only at the graduate level (master's, doctoral, and related degrees) for both in-state and out-of-state students.*
3. Student applies for and is accepted to an ACM-approved program.
4. Student applies for certification of residency through their home state coordinator.
5. State coordinator certifies student and notifies institution.
6. Institution grants in-state status or waiver for out-of-state fees.

### Texas Residents

For Texas residents looking to study out of state, the first step is to confirm that a comparable program at the same degree level is not already offered at a Texas public university. Visit the Texas Higher Education Coordinating Board website (<https://www.highered.texas.gov/our-work/supporting-our-institutions/institutional-resources/other-institutional-resources/academic-common-market/>) to search for degree programs in Texas.

If there are no programs at Texas public institutions that have at least 50% comparable required coursework, then the graduate student can find general information and apply for the ACM by following instructions on the Southern Regional Education Board's ACM website (<https://www.sreb.org/academic-common-market/>). For specific questions about Texas participation, send an email to [ACMrequests@theccb.state.tx.us](mailto:ACMrequests@theccb.state.tx.us) or call (512) 427-6214.

### Residents of Other Participating States

Residents looking to study at Texas A&M should contact the ACM coordinator at the graduate student's home institution or home state. The contact information for each participating state can be found on the SREB website (<http://home.sreb.org/acm/participating-institutionstates.aspx>).

Once the student is approved, the Texas State Coordinator will communicate with the Texas A&M ACM Coordinator who arranges with the appropriate institution officials.

A detailed list of approved Texas A&M programs, concentrations, and eligible states is available on the SREB website. (<http://home.sreb.org/acm/choosestate.aspx>) A summary of the approved Texas A&M programs is given below.

### ACM List of Approved Texas A&M University Programs

- Doctor of Philosophy in Anthropology
- Doctor of Philosophy in Architecture
- Doctor of Philosophy in Educational Psychology (Learning Sciences)
- Doctor of Philosophy in Nuclear Engineering
- Doctor of Philosophy in Ocean Engineering
- Doctor of Philosophy in Oceanography
- Master of Arts in Anthropology
- Master of Architecture in Architecture
- Master of Health Administration in Health Policy and Management
- Master of Land and Property Development in Land and Property Development
- Master of Marine Resources Management in Marine Resources Management
- Master of Real Estate in Land Economics and Real Estate
- Master of Science in Animal Breeding
- Master of Science in Architecture
- Master of Science in Maritime Archaeology and Conservation
- Master of Urban Planning in Urban and Regional Planning
- Master of Science in Nuclear Engineering
- Master of Science in Ocean Engineering
- Master of Science in Oceanography

## Academic Common Market Electronic Campus Program

The ACM/EC Program enables graduate students to pursue eligible degree programs via distance or e-learning without leaving their home state, work, and other commitments.

### ACM/ED Overview

Residents of 15 SREB states may participate in the SREB Academic Common Market Electronic Campus Program. States and students alike enjoy significant savings. States do not have to provide costly, specialized programs that are available to their residents through initiative, and students who enroll in other states' programs do not have to pay the higher out-of-state tuition rates.

Academic Common Market Electronic Campus waivers of out-of-state tuition are available only if certain conditions are met:

- No public college or university in the student's home state (state of residence) offers a degree program in his or her chosen field of study.
- The program is available in another SREB state that participates in the ACM/EC.
- The program is available through distance learning.

- The student meets admissions requirements of the college or university that offers the program.
- The student is certified as a resident of his or her home state.

The approval process is the same as stated above for ACM.

Review the programs available in the ACM Electronic Campus (<http://home.sreb.org/acm/participating/institutionstates.aspx>).

#### ACM/EC List of Approved Texas A&M University Programs

- Graduate Certificate in Advanced International Affairs
- Graduate Certificate in Homeland Security
- Graduate Certificate in Statistics
- Master of Engineering in Petroleum Engineering

## English Language Proficiency Requirement

### Verification for International Graduate Students Admission

Admission to Texas A&M University requires that all international graduate applicants (<https://admissions.tamu.edu/apply/international/international-graduate/>) must meet minimum English Language Proficiency (ELP) standards. This is attainable by achieving a minimum score on an acceptable standardized examination, citizenship with an English-speaking country, or completion of a bachelor's degree or higher at an accredited academic institution within the United States.

ELP **Verification Requirement** can be satisfied using the following:

- a score of at least 80 on the TOEFL-iBT (550 paper-based) or
- at least an 8.5 on the TOEFL Essentials;
- at least a 6.0 on the IELTS;
- a GRE Verbal Reasoning score of at least 146 (400 on the old scale);
- a GMAT Verbal score of at least 22;
- citizenship with an English-speaking country; or
- completing a bachelor's degree or higher at an accredited institution located within the United States.

Individual colleges/schools, departments, or interdisciplinary degree programs may establish ELP standards that exceed the University minimums listed above.

Scores from TOEFL-iBT, TOEFL Essentials, and IELTS examinations administered more than two years before submission of the admissions application are *not* eligible for use in attaining ELP Verification.

The Office of Admissions will automatically provide ELP Verification to citizens of certain English-speaking countries. Refer to the list of exempted countries on the Office of Admissions website (<https://admissions.tamu.edu/apply/international/international-graduate/>).

Please see the Graduate and Professional School website (<https://grad.tamu.edu/academics/academic-success-resources/elp/>) for more information regarding Verification Requirements.

### Registration

Eligibility for registration at Texas A&M University requires that international students must attain ELP Verification. This may be completed during the admissions process through minimum required

scores on an acceptable standardized examination or through citizenship with an English-speaking country.

Colleges/schools, departments, and interdisciplinary degree programs may request Alternative Verification from the Graduate and Professional School on behalf of international graduate students following completion of the admissions process. Alternative Verification can be attained by an international graduate student who

- has received a bachelor's degree from an accredited academic institution located within the United States (an official transcript must be submitted to the Office of Admissions denoting the degree conferral date); or
- has completed a master's degree at an accredited academic institution located within the United States (an official transcript must be submitted to the Office of Admissions denoting the degree conferral date).

All other requests for Alternative Verification require strong college/school, department, or interdisciplinary degree program justification. The Graduate and Professional School will determine whether to grant Alternative Verification Requests on a case-by-case basis.

Please see the Graduate and Professional School website (<https://grad.tamu.edu/academics/academic-success-resources/elp/>) for more information regarding English Language Proficiency Requirements.

### Certification for International Graduate Students Serving in Teaching Positions

For eligibility to hold a graduate assistantship with instructional or curricular support responsibilities at Texas A&M University – such as Graduate Assistant-Teaching (GAT), Lecturing (GAL), etc. – the State of Texas Education Code (Section 51-917 ([https://texas.public.law/statutes/tex.\\_educ.\\_code\\_section\\_51.917#:~:text=A%20faculty%20member%20may%20use,taught%20in%20a%20foreign%20language](https://texas.public.law/statutes/tex._educ._code_section_51.917#:~:text=A%20faculty%20member%20may%20use,taught%20in%20a%20foreign%20language))) and university guidelines (<https://grad.tamu.edu/academics/academic-success-resources/elp/>) require international graduate students to meet minimum English Language Proficiency standards beyond those required for admission. International graduate students who wish to hold teaching positions must meet this **certification requirement** *before* hiring by achieving requisite scores on the oral component of a standardized language examination (see chart below).

International graduate students who wish to hold teaching positions, but have not achieved the requisite standardized test scores prior to enrollment at the university, can attain certification by passing the oral skills assessment of the English Language Proficiency Exam (ELPE) offered by Texas A&M's Testing Services.

Colleges/schools, departments, and interdisciplinary degree programs may also request alternative certification under certain conditions (see details below).

Please see the Graduate and Professional School website (<https://grad.tamu.edu/academics/academic-success-resources/elp/>) for more information regarding certification requirements.

### Eligibility Levels for International Graduate Students Serving in Teaching Positions

Satisfaction of the ELP Requirement in relation to a teaching position is rated on the following 3 levels.

Level 1: Students **Eligible** for teaching assignments.

**Level 2:** Students **Conditionally Eligible** for teaching assignments for one semester *only*. The student must simultaneously enroll in Texas A&M University's Center for Teaching Excellence English Language Proficiency (CTE-ELP) Program. The student must achieve a Level 1 certifying score on the ELPE oral skills assessment or the speaking section of a global standardized test (TOEFL-iBT, TOEFL Essentials, IELTS, or IELTS One Skill Retake - Speaking) by the end of the semester of Conditional Eligibility.

**Level 3:** Students **Ineligible** for teaching assignments. Ineligible students who wish to be considered for future employment should participate in spoken language training (such as that offered through the university's CTE-ELP Program or other independent English language instruction providers) to assist them in meeting English Language Proficiency Requirements. They will remain Ineligible until they achieve a Level 1 certifying score on the ELPE oral skills assessment or the speaking section of one of the global standardized tests.

All other requests for Alternative Certification require strong college/school, department, or interdisciplinary degree program justification. The Graduate and Professional School will determine whether to grant Alternative Certification Requests on a case-by-case basis.

Please see the Graduate and Professional School website (<https://grad.tamu.edu/academics/academic-success-resources/elp/>) for more information regarding Alternative Certification Requirements.

## English Language Proficiency Examination

The English Language Proficiency Examination (ELPE) evaluates English skill in the area of oral communication. The examination is designed to evaluate the test-taker's ability to both listen to and speak the English language. A panel of two or three trained individuals conduct the assessment, and the interviewers undergo pre-session training to ensure common standards.

Successful completion of the ELPE provides Level 1 Certification as required by the State of Texas and Texas A&M University *before* a graduate student is Eligible to serve as a Graduate Assistant-Teacher (GAT), Graduate Assistant-Lecturer (GAL), or in any teaching position with instructional or curricular support responsibilities. More information regarding the English Language Proficiency Requirements may be found on the Graduate and Professional School website (<https://grad.tamu.edu/academics/academic-success-resources/elp/>).

Visit the Testing Services website (<https://testing.tamu.edu/>) for more information on available exam dates and directions regarding registration for the English Language Proficiency Exam.

## Intellectual Property

Intellectual Property includes patentable or unpatentable inventions, discoveries, works of authorship, software, plant varieties, trademarks, mask works, and trade secrets. The ownership, management, and commercialization of such Intellectual Property is set forth in System Policy 17.01 (<https://policies.tamus.edu/17-01.pdf>)— *Intellectual Property Management and Commercialization*. This policy is based on three fundamental principles: enhancing academic freedom, protecting all interested parties, and providing a clear pathway for pursuing technology commercialization.

The Texas A&M University System (TAMUS) recognizes and affirms the traditional academic freedom of its faculty, staff, and students to publish pedagogical, scholarly, or artistic works. In keeping with this philosophy, the System does not claim copyright to pedagogical, scholarly, or artistic works, regardless of their form of expression, except in certain circumstances. See System Regulation 17.01.01 – (<https://policies.tamus.edu/17-01-01.pdf>) *Ownership of Intellectual Property and Tangible Research Property* for more details. Such works include, but are not limited to, copyrightable works of students created in the course of their education, such as dissertations, theses, papers, and journal articles. Furthermore, the System does not claim ownership in popular nonfiction, novels, poems, musical compositions, or other works of artistic imagination that do not constitute significant use of resources and/or are not considered works for hire. Authors of copyrightable works not owned by the System, its members, or another party such as a research sponsor, own the copyright in their works and are free to publish them, register the copyright, and receive any revenues that may result.

| Eligibility Levels for International Students to Serve in Teaching Positions | Global Standardized Tests         |                            |  | Locally Administered Exam (on Texas A&M Campus) |
|--|-----------------------------------|----------------------------|--|---|
|  | TOEFL Essentials Speaking Section | TOEFL-iBT Speaking Section | IELTS/ IELTS One-Skill Retake Speaking Section | ELPE Oral Exam                                  |
| 1. Eligible  | ≥ 11                              | 26-30                      | ≥ 8.0  | ≥ 80  |
| 2. Conditionally Eligible  | 9-10                              | 23-25                      | 7.0-7.5  | ≥ 75  |
| 3. Ineligible  | ≤ 8                               | < 23                       | < 7.0  | < 75  |

Please see the Graduate and Professional School website (<https://grad.tamu.edu/academics/academic-success-resources/elp/>) for more information regarding eligibility levels.

### Alternative Certification for International Graduate Students Serving in Teaching Positions

Colleges/schools, departments, and interdisciplinary degree programs may request Alternative Certification from the Graduate and Professional School on behalf of international graduate students who wish to serve in a teaching position. Alternative Certification can be attained by an international graduate student who

- has completed all years of a bachelor's degree at an accredited academic institution located within the United States (an official transcript be submitted to the Office of Admissions denoting the degree conferral date; *please note: an international graduate student holding a master's degree from an accredited academic institution within the United States qualifies for Level 3 Verification, but **not** Level 1 Certification*); or
- hold citizenship with certain English-speaking countries (refer to the list of accepted countries on the Office of Admissions website (<https://admissions.tamu.edu/apply/international/international-graduate/>)).

As to other types of Intellectual Property, the determination of ownership of such Intellectual Property would generally include the following factors:

1. was the Intellectual Property conceived or developed as a result of activities related to an individual's employment (graduate students who receive a stipend from a member or accept a graduate assistant position at a member are generally considered employees) responsibilities and/or with support from university-administered funds, facilities, or personnel;
2. was the intellectual property conceived or developed in the course of, or resulting from, research supported by a grant or contract with the Federal Government, state government, a nonprofit, or for-profit nongovernmental entity; or
3. was there significant use of System's and/or a member's resources to create or develop the Intellectual Property.

For more information, see System Regulation 17.01.01, Section 2.2 (<https://policies.tamus.edu/17-01-01.pdf>).

Any Intellectual Property that is owned by the System will be disclosed to Texas A&M Innovation. Texas A&M Innovation will review the disclosure and make a determination if it will file for protection and commercialize such Intellectual Property. See System Regulation 17.01.02 – (<https://policies.tamus.edu/17-01-02.pdf>) *Evaluation and Protection of Intellectual Property*. The System will share in any income received that is associated with the licensing of that Intellectual Property with the individual(s) that created or authored such Intellectual Property. For more information on the distribution of such income, please see System Regulation 17.01.04 – (<https://policies.tamus.edu/17-01-04.pdf>) *Distribution of Royalties, License Fees and Sale Proceeds from Licensing*.

## Oak Ridge Associated Universities

Since 1950, students and faculty of Texas A&M University and its branch campuses have benefited from membership in Oak Ridge Associated Universities (ORAU), which provides innovative scientific and technical solutions to advance national priorities in science, education, security, and health. Through specialized teams of experts, unique laboratory capabilities and access to a consortium of more than 150 major PhD granting institutions, ORAU works with federal, state, local, and commercial customers to advance national priorities and serve the public interest.

ORAU manages the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy (DOE). As a DOE asset, part of the ORISE mission is dedicated to the education, collaboration, and cultivation of STEM workforce development by connecting students, graduates, faculty, and educators to programs closely aligned with the interests of a variety of research facilities. This work is done through the administration of a broad range of internships, fellowships, and research opportunities.

ORAU operates the Oak Ridge Institute for Science and Education (ORISE), a Department of Energy (DOE) asset that is dedicated to enabling critical scientific research and health initiatives of the department and its laboratory system by providing world-class expertise in science, technology, engineering, and math (STEM) workforce development; scientific and technical reviews; and the evaluation of radiation exposure and environmental contamination. ORISE collects, manages, and analyzes health data on current and former workers; conducts epidemiological studies and health surveillance; and provides technical assistance in the protection of human subjects. ORISE

works closely with DOE to administer its Human Subjects Protection Program, which ensures the rights and protection of human research participants in all research funded by DOE, conducted at DOE institutions, or performed by DOE employees or their contractors. ORISE supports DOE Institutional Review Boards for oversight of research activities and in keeping the public informed on the types of research DOE commissions.

ORAU actively works with its member universities to connect their expertise with government and private sector organizations and to create meaningful partnerships for innovation in scientific research and education.

Through the university consortium and strategic partnerships, ORAU brings together university faculty and students to collaborate with ORAU experts on major scientific initiatives that strengthen America's as a leader in science and technology.

For more information about ORAU and its programs, visit [www.oraui.org](http://www.oraui.org) (<http://www.oraui.org/>) or contact:

Dr. Jack G. Baldauf

Vice President for Research

ORAU Councilor for Texas A&M University (979) 845-8585

## Requirements for Graduate Teaching Assistants

The Teaching Assistant Training and Evaluation Program (TATEP) is intended to improve undergraduate teaching, enhance the classroom experiences of Graduate Teaching Assistants (TA), and respond to the need for more systematic preparation and evaluation of TAs. For international TAs, it will supplement programs already in place to evaluate and promote English language competency.

### Current Components of TATEP

- **University-Level TA Training** – New TAs' attendance at the Center for Teaching Excellence (CTE) Teaching Assistant Institute (TAI) is mandatory. TAs whose first teaching assignment is for the new academic year and TAs who have not previously completed TA training are required to attend the TA Institute on the date assigned to their College by the Graduate and Professional School. The TA Institute is offered twice a year, once each Fall and Spring semester. By the twelfth class day in the Fall and Spring semesters, departments will enter information about all TAs employed by their department in the TATEP Compliance System. Departmental and college-level users of the TATEP system will be able to view certificates of students who completed all elements of the TAI one week after the final institute date. Departments wishing to offer training through their department-level TA training program equivalent to the TAI may apply for a "Request for Teaching Assistant Institute Waiver." Approval for waivers is granted by the CTE for a three-year period. Departments must reapply for a waiver every three years. Departments are required to submit a syllabus outlining the departmental training program for new TAs, as well as copies of training materials for new TAs. Departments with a waiver should still enter information about their TAs into the TATEP system by the twelfth class day each Fall and Spring semester.
- **Discipline Specific TA Training** – Discipline-specific training for new TAs will be provided at the college/school or department level. The nature of this training, while varying widely across different disciplines, will complement university-level training and will address

the unique and specific needs of graduate students serving as TAs within their disciplines. Discipline-specific training will expose new TAs to the specific patterns of behavior, systematic methods, classroom management, and/or instructional practices associated with successful teaching within their disciplines.

- **TA Evaluation** – Each academic department employing TAs shall develop an appropriate set of procedures and evaluation instruments to employ in monitoring the performance of TAs each semester. Departments will share their evaluation and feedback process in their departmental reports each year.
- **TATEP Reporting** – Each department will submit a compliance report using the Departmental Compliance Report Template by the due date each Summer through the TATEP System. This report summarizes the overall data for TAs completing the TAI and describes the supports and evaluation procedures used. College/school reports summarize the departmental compliance data and outline steps to support departments in reaching full compliance.

Visit the Teaching Assistant Training and Evaluation Program website (<https://grad.tamu.edu/academics/academic-success-resources/training/tatep/>) for more information on the training of TAs, including training dates and requirements.

## Responsible Conduct of Research

Texas A&M University is committed to supporting responsible and ethical conduct of research and scholarship among its faculty, staff, and students. As such, the university follows federal, state, and university guidelines regarding Responsible Conduct of Research (RCR). A campus-wide environment pertaining to responsible conduct of research requires researchers to have the knowledge, skills, and tools that enable them to be responsible for their research conduct.

The requirements outlined in University SAP 15.99.99.M0.04 (<https://rules-saps.tamu.edu/PDFs/15.99.99.M0.04.pdf>) apply to any graduate student, postdoctoral researcher, or undergraduate student participating in research. The specific requirements will depend on the *type of student* and the *type of funding* supporting the research.

### What is required for Graduate Students?

Education and training in the ethical and responsible conduct of research are integral elements of research for all graduate students, postdoctoral researchers, and undergraduate students who engage in research in any field or who pursue advanced degrees at university facilities. The requirements for graduate students depend on whether the graduate student is participating in research funded internally, by research gift(s), or externally sponsored research. Internally funded research is not funded via an agreement with a sponsor, but is instead funded through internal sources that may or may not be restricted to research. Graduate students enrolled in a course – such as 685 (Directed Studies), 691 (Research), etc. – that includes research as an integral element are also subject to these RCR requirements (e.g., any student conducting research as part of a course, honors thesis, master's thesis, or doctoral dissertation).

Graduate students participating in research through a course or funded internally or by research gift(s) *must complete the CITI RCR training within sixty (60) days from their commencement of the research activity.*

Graduate students participating in externally funded research *must complete the CITI RCR training and an additional four hours of face-to-face Core training.* The CITI training must be completed *within sixty (60) days following initiation of such support* and the *Core training must be completed*

*within the first six months of the student's involvement in externally funded research.*

### Additional Information

Additional information, including the specifics on how to complete the training, may be found on the VPR RCR website. Questions related specifically to graduate students, please contact [rcr.grad@tamu.edu](mailto:rcr.grad@tamu.edu).

## University Statement for Individuals with Disabilities

Texas A&M University is committed to providing reasonable accommodations to qualified students, faculty, staff and visitors and to maintaining an accessible campus community, including making its websites 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. Texas A&M provides academic adjustments and auxiliary aides to accommodate the 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 resources based on their campus location:

- Texas A&M University; College of Nursing; College of Dentistry; Irma Lerma Rangel College of Pharmacy College Station; College of Medicine; School of Public Health; Institute of Biosciences and Technology; EnMed Program; Bush School in Washington, D.C.; Mays Business School – CityCentre; and TAMU Engineering Academies should contact Disability Resources (<https://disability.tamu.edu/>) at (979) 845-1637 or [disability@tamu.edu](mailto:disability@tamu.edu).
- Texas A&M University School of Law should contact the Office of Student Affairs at (817) 212-4111 or [law-disability@law.tamu.edu](mailto:law-disability@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@tamuk.edu](mailto:drc.center@tamuk.edu) to request accommodations.
- Texas A&M University College of Veterinary Medicine and Biomedical Sciences in Canyon should contact the Office of Student Accessibility at West Texas A&M University – Canyon at (806) 651-2335 or [pfenstermaker@wtamu.edu](mailto:pfenstermaker@wtamu.edu).
- Texas A&M University at Galveston should contact Counseling, Career and Ability Services at (409) 740-4736 or [studentservices@tamug.edu](mailto:studentservices@tamug.edu).
- Texas A&M University at Qatar should contact the campus psychologist, Dr. Steve Wilson +974-4423-0047 or [stephen.wilson@qatar.tamu.edu](mailto:stephen.wilson@qatar.tamu.edu).

Students with a disability who believe they have experienced discrimination may contact Jennifer Smith, Associate Vice President and Title IX Coordinator in the Civil Rights and Equity Investigations office, YMCA Building Ste 108, 365 Houston St. #108, College Station, TX 77843, [civilrights@tamu.edu](mailto:civilrights@tamu.edu), or at (979) 458-0308. Students can also contact Julie Kuder, the Texas A&M ADA Coordinator, at (979) 845-8116 or [ADA.Coordinator@tamu.edu](mailto:ADA.Coordinator@tamu.edu). The office address is YMCA Building Ste 108, 365 Houston St. #108, College Station, TX 77843 or see the ADA website at <https://urc.tamu.edu/ada> (<https://urc.tamu.edu/>)



A record of study explains and supports the activities undertaken in major research project and supports its conclusions with adequate investigations, empirical data, and a comprehensive bibliography. Procedures used in the student's research will be described in sufficient detail for educators in other locations to apply or extend the procedures. All records of study should be characterized by accuracy of observation and measurements, thoroughness of analysis and synthesis, and accuracy and completeness of presentation.

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, if applicable) and approval of 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 manuscript in electronic format as a single PDF file to <https://etd.tamu.edu/>.

Deadline dates for submitting the manuscript 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 (<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 for the thesis/dissertation services provided. After commencement, theses and dissertations are digitally stored and made available through the Texas A&M Libraries.

A manuscript 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.