

# 2009—2010 Graduate Policies & Procedures

**Soil & Crop Sciences Dept.  
The Agriculture Program  
Texas A&M University**

**[soilcrop.tamu.edu](http://soilcrop.tamu.edu)  
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## Introduction and Overview

The mission of the Department of Soil and Crop Sciences (hereafter referred to as the Department) is:

- To prepare students for careers in soil-, plant-, and environmentally related disciplines.
- To discover scientific knowledge and to develop technologies to sustain environmentally sound and profitable production systems.
- To ensure that technology development and transfer to user clientele and society in general is effective and timely.
- To promote the wise use, management and stewardship of soil, plant, and water resources.

Graduate education is essential to meeting this mission. Graduate students are an extension of professorial research efforts which in turn provides the necessary practical training for the next generation of research scientists. Courses are designed to provide a logical progression of learning the technical aspects within each of the Department's disciplines. In addition to the Agronomy, Plant Breeding, and Soil Science programs, the Department is home for the Molecular and Environmental Plant Sciences (MEPS) program. The Department also houses faculty who are members of the Food Science and Technology, Genetics, and Water Management and Hydrological Science programs intercollegiate faculty.

The commodities of research emphasis in the Department are cotton, small grains, corn, grain sorghum, peanuts, forages, turf grasses and bioenergy crops. Research disciplines include cereal chemistry food quality; herbicides and weed control; soil-plant-water relationships; soil clay mineralogy; soil chemistry and fertility; soil genesis; soil microbiology; soil physics; crop management; crop breeding; crop physiology; tissue culture; genetics; disposal of organic wastes; and land reclamation.

The student's graduate program is planned to ensure adequate training in botany, biochemistry, chemistry, genetics, geology, mathematics, physics, physiology, or other sciences that deal with the fundamental truths in an area of specialization. Interdisciplinary programs involving members of other departments on campus are possible.

The facilities of the Department are many and varied. They include laboratories for: studying the food qualities of cereal and other grains; soil testing to provide information on the fertility of individual soils and to aid in increasing crop yields; genetic and cytologic studies of forage plants, bioenergy plants, corn, cotton, peanuts, turfgrasses, and sorghum; environmental studies of soils and plants; studying the chemistry of soil; weed ecology and pesticide fate; the study of herbicides for the control of weeds in modern agriculture soil and water microbiology, and the impact of modern agriculture on the environment. The Department has several greenhouses and large growth chambers. Collections of food and





## Scholastic Requirements

**This document summarizes policies and procedures to be followed by graduate studies in Soil and Crop Sciences. Students should consult the Graduate Catalog or the Office of Graduate Studies as the final authority on all matters discussed in the handbook.**

### Grade Point Average

Graduate students must maintain a grade point average (GPA) of 3.0 (4.0 scale) for all courses which are listed on the degree plan; as well as for all graded graduate and advanced undergraduate course work (300 and 400 level) completed at Texas A&M and eligible for application toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis.

Graduate courses on the degree plan may not be taken S/U, except for 681, 684, 690, 691, 692, 693, 695, and 697. Graduate courses not on the degree plan may be taken S/U.

If either a student's cumulative GPA or the GPA for courses listed on the degree plan fall below 3.0, he or she will be considered scholastically deficient and may be dropped from the University unless the minimum GPA is attained by the end of the next long semester. The student will have one semester to bring their GPA back to 3.0 or risk loss of their assistantship. Various scholarships have varying requirements for minimum GPA in order to retain the scholarship.

**Additional information can be found in the Texas A&M University Graduate Catalog, which can be found on-line at [www.tamu.edu/admissions/catalogs/](http://www.tamu.edu/admissions/catalogs/).**

### Requirements Leading to the Master of Science Degree

1. 32 graduate credit hours beyond the B.S. degree; general requirements are:
  - a. 24 course hours approved by the student's advisory committee and the Office of Graduate Studies.
  - b. Statistics 651 or equivalent.
  - c. Graduate Agronomy seminar (1 hr).
  - d. No more than 8 hours of AGRO 691 (Research) or AGRO 685 (Directed Studies).
  - e. No more than 9 hours of upper level (300 or 400) undergraduate courses and no graduate credit for the following courses required for a B.S. degree:
    - AGRO 101
    - AGRO 105
    - AGRO 301
  - f. See Graduate Catalog for additional requirements, [www.tamu.edu/admissions/catalogs/](http://www.tamu.edu/admissions/catalogs/).
2. A thesis written on original research as directed by student's advisory committee.

**Requirements Leading to the Doctor of Philosophy Degree**

1. 64 graduate credit hours beyond the M.S. degree (or 96 hours beyond the B.S. degree in cases where no M.S. degree is obtained; general requirements are:
  - a. No set number of course hours is required; however, most committee chairs and advisory committees demand from 32 to 40 semester hours of classroom study, which usually includes courses in fields other than agronomy.
  - b. Graduate Agronomy seminar (1 hr).
  - c. Students who accumulate more than 99 semester credit hours may be required to pay out-of-state tuition on any additional hours.
  - d. See Graduate Catalog for additional comments: [www.tamu.edu/admissions/catalogs/](http://www.tamu.edu/admissions/catalogs/).
  
2. A dissertation written on original research as directed by the student's advisory committee.

**International Admission**

Foreign nationals make up a significant portion of the graduate population in the Department as well as Texas A&M University. This international mix of students adds to the graduate experience. International Student Services (ISS, 845-1824) works with the Department to make sure all immigration issues are resolved fairly and quickly. Once the student is officially admitted to Texas A&M and the Department has tendered an offer of an assistantship, the prospective student's committee chair should copy ISS with the assistantship offer and ISS will initiate the proper paper work allowing the student to obtain the proper visa. Barbara Bracken can be of assistance in this effort.

**Language Requirement**

Foreign nationals whose native language is not English are required to show English language proficiency. This is accomplished by [1] scoring at least 213 on the computer generated Test of English as a Foreign Language (TOEFL) or 550 on the paper generated TOEFL; or [2] scoring 6.0 on the IELTS; or [3] scoring 400 or better on the verbal portion of the Graduate Record Exam (GRE); or [4] completing all 4 years of a B.S. degree at a U. S. university or college.

**Continuous Registration**

Graduate students receiving financial assistance from the Department or through University scholarships must register for 9 credit hours during each of the Fall and Spring semesters, and 6 hours during the Summer (either 6 hours during the 10-week session or 3 hours in each of the 5-week sessions). This constitutes full-time status. Students who are self supported are not required to meet these guidelines. All students in graduate degree

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programs requiring a thesis, dissertation, internship, or record of study (i.e., all Soil and Crop Sciences graduate students) must be in continuous registration. This continuous registration includes graduate students who have completed all course work on their degree plans [other than AGRO 691 (Research) or AGRO 684 (Internship)]. Once all formal course work is completed **and the student is not on assistantship/fellowship** continuous registration is satisfied by registration for at least 1 and not more than 4 hours during the Fall and Spring semesters. Summer semester registration is ONLY required if the student plans to take examinations or otherwise use University resources or facilities, or defend their thesis or dissertation. The continuous registration can be satisfied either:

In Absentia: the student must not have access to or use of facilities or properties belonging to the Texas A&M System during the semester;

In Residence: students who will be on campus or located at one of the Research and Extension Centers or Experiment Stations, and therefore using University facilities must register “in residence” for at least 1 credit hour during the Fall and Spring semesters, and the Summer semester if taking exams or defending.

**NOTE:** INTERNATIONAL STUDENTS may have additional requirements and should consult with International Student Services (845-1824) to ensure that they are in compliance with immigration requirements and enrollment status.

**NOTE:** SELF SUPPORTED STUDENTS are not required to register during the summer sessions regardless of whether or not they have completed their formal course work.

## Steps Leading to a Master of Science Degree

There are several steps that must be successfully completed to fulfill the requirements for the M.S. degree in Soil and Crop Sciences. These include:

### **Communicate with Department Graduate Coordinator, Dr. Wayne Smith**

Once a student has applied for admission to Texas A&M University, the Office of Graduate Admissions converts all information to electronic format and notifies the Department of the application. *Letters of recommendation should be mailed directly to Dr. Wayne Smith, Associate Department Head, Department of Soil and Crop Sciences, 2474 TAMU, College Station, TX 77843-2474.* Once the student's application and letters of recommendation are received, the student's information is circulated to the appropriate faculty. A student is accepted for graduate study only if a faculty member can be identified who will serve as the student's graduate advisory committee chair. This usually means that the faculty member and student have similar research interests and may depend upon the ability of the faculty member to provide funding for an assistantship.

### **Establish Advisory Committee**

Students should, in consultation with their committee chair (and co-chair if applicable), identify appropriate faculty in both Soil and Crop Sciences and other departments to serve as members of their graduate advisory committee. This should be accomplished as soon as possible, preferably in the student's first long semester, as the committee will aid in planning the student's research and course work leading to their degree. One member of the advisory committee must be from a department other than Soil and Crop Sciences. All members must be members of the Graduate Faculty.

### **Submit a Degree Plan**

In consultation with their advisory committee, students **MUST** submit a degree plan that identifies the courses leading to the M.S. degree. The degree plan (<http://ogs.tamu.edu>) must be approved by the student's advisory committee, Dr. Wayne Smith, and the Office of Graduate Studies. The degree plan must be submitted to OGS before the end of the student's second long semester and no later than 90 days prior to final oral or thesis defense. Failure to do so will result in a registration block being placed on the student by OGS. This is an on-line process initiated by the student after consultation with their advisory committee.

### **Submit a Thesis Proposal**

In consultation with their advisory committee, students **MUST** submit a thesis proposal that identifies the research problem which the student has been assigned, a partial literature review of the problem, objectives of the research, and the student's approach to the research. The thesis proposal (<http://ogs.tamu.edu>) must be approved by the student's graduate advisory committee, Dr. Wayne Smith, and the Office of Graduate Studies. The document **MUST** be submitted no less than 15 days prior to the submission of the Request for the Final Examination.

### **Apply for Degree and Pay Graduation Fees**

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines on the OGS (<http://ogs.tamu.edu>) calendar.

### **Submit Thesis to Advisory Committee**

Well before submitting a request to schedule the thesis defense, students should meet with their committee chair and confirm that all course work is completed or will be complete in an appropriate manner. INTERNATIONAL STUDENTS should confirm with their committee chair that all English language requirements have been completed. When all course work and English language requirements are satisfied, the student may submit his/her thesis to their committee.

### **Complete Residence Requirements**

Graduate students who have lived away from College Station and attended classes at the College Station campus in a sporadic fashion must verify with the OGS that they have met the residence requirements. These requirements state that the student must reside and attend classes at the College Station campus for 2 consecutive long semesters. The OGS must confirm that the residence requirement has been fulfilled before the student may defend their thesis.

### **Submit Request to Schedule Final Exam**

The request to schedule the student's thesis defense must be submitted to the OGS (<http://ogs.tamu.edu>) at least **10 working days** prior to the exam. There may be additional time requirements posted on the OGS calendar. The request must be approved by the student's advisory committee chair, co-chair if applicable, and Dr. Wayne Smith - Graduate Coordinator.

The exam results must be returned to OGS within 10 working days of the scheduled date of the exam.

### **Submit Thesis**

Upload one approved final copy of the thesis as a single .PDF file ([thesis.tamu.edu](http://thesis.tamu.edu)) and submit a signed approval page to the Thesis Office (Evans Library, 845-2225). Students should check the OGS calendar for semester deadlines relative to submission and graduation. The thesis must be approved by the advisory committee and Dr. Wayne Smith.

The steps leading to an M.S. degree are illustrated on the following page:

## Summary of Steps to Fulfill Master of Science Degree in Soil and Crop Sciences

Item	Description
Meet with Departmental Graduate Coordinator	<i>When:</i> Before first semester registration
Establish Advisory Committee	<i>When:</i> During student's first semester
Submit Degree Plan	<i>When:</i> <b>Before the end of student's second long semester</b> and no later than 90 days prior to final oral or thesis defense. (OGS will block registration for the following semester). <i>Approval:</i> On-line process after consultation with advisory committee.
Submit Thesis Proposal	<i>When:</i> <b>No less than 15 days prior to the submission of the Request for Final Examination</b> <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, Office of Graduate Studies
Apply for Degree; Pay Graduation Fees	<i>When:</i> During the first week of students final semester (see OGS calendar)
Submit Thesis to Advisory Committee <ul style="list-style-type: none"> <li>• Confirm all degree plan courses are complete.</li> <li>• Confirm ELPE, if applicable</li> </ul>	<i>When:</i> Well before submitting request to schedule final exam.
Complete residence requirement, if applicable	<i>When:</i> Before or during final semester <i>Approval:</i> Office of Graduate Studies
Submit request for permission to schedule final exam	<i>When:</i> <b>Must be received by OGS at least 10 WORKING DAYS prior to the exam. Additional time requirements are on the OGS calendar for deadlines.</b> <b>NOTE: Results are to be submitted to OGS within 10 working days of the exam.</b> <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, Office of Graduate Studies
Submit Thesis <ul style="list-style-type: none"> <li>• Single .PDF file</li> <li>• Signed approval page</li> </ul>	<i>NOTE:</i> See Thesis Manual for format <i>When:</i> See OGS calendar for each semester deadline. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator
If required, submit Research Focus and Benefits Form	<i>NOTE:</i> See Thesis Manual for format. <i>When:</i> See OGS calendar for each semester deadline. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator

**NOTE: student must be continuously registered until all degree requirements are met.**

## Steps Leading to a Doctor of Philosophy

There are several steps that must be successfully completed to fulfill the requirements for the Ph.D. degree in Soil and Crop Sciences. These include:

### **Communicate with Department Graduate Coordinator, Dr. Wayne Smith**

Once a student has applied for admission to Texas A&M University, the Office of Graduate Admissions converts all information to electronic format and notifies the Department of the application. *Letters of recommendation should be mailed directly to Dr. Wayne Smith, Associate Department Head, Department of Soil and Crop Sciences, 2474 TAMU, College Station, TX 77843-2474.* Once the student's application and letters of recommendation are received, the student's information is circulated to the appropriate faculty. A student is accepted for graduate study only if a faculty member can be identified who will serve as the student's graduate advisory committee chair. This usually means that the faculty member and student have similar research interests and may depend upon the ability of the faculty member to provide funding for an assistantship.

### **Establish Advisory Committee**

Students should, in consultation with their committee chair (and co-chair if applicable), identify appropriate faculty in both Soil and Crop Sciences and other departments to serve as members of their graduate advisory committee. This should be accomplished as soon as possible as the committee will aid in planning the student's research and course work leading to their degree. One member of the advisory committee must be from a department other than Soil and Crop Sciences. All members must be members of the Graduate Faculty.

### **Submit a Degree Plan**

In consultation with their advisory committee, students **MUST** submit a degree plan that identifies the courses leading to the Ph.D. degree. The degree plan (<http://ogs.tamu.edu>) must be approved by the student's advisory committee, Dr. Wayne Smith, and the Office of Graduate Studies. The degree plan must be submitted to OGS before the end of the student's fourth long semester and no later than 90 days prior to preliminary examination. Failure to do so will result in a registration block being placed on the student by OGS. This is an on-line process initiated by the student after consultation with their advisory committee.

### **Complete English Language Requirements**

INTERNATIONAL STUDENTS who fail to score 213 (computer) on the TOEFL, 6.0 on the IELTS, or 400 on the verbal portion of the GRE are required to take the English Language Proficiency Exam (ELPE). These students must successfully complete all portions of the ELPE, or retake the TOEFL or GRE and score a passing grade before they can schedule their preliminary exams.

### **Review Prelim Eligibility Requirements**

About the end of their fourth or fifth long semester and several weeks before they anticipate taking their prelims, students should review the eligibility requirements for the preliminary exam. Students should obtain the preliminary exam checklist form from the OGS homepage (<http://ogs.tamu.edu>). This checklist must be approved by the student's advisory committee chair, and Dr. Wayne Smith - Graduate Coordinator. **The checklist must be attached to the "report of exam results" and forwarded to the OGS after completion of the preliminary exams.**

### **Announce Prelim Schedule**

Once the student's advisory chair is satisfied that all prelim eligibility requirements have been met, the preliminary exam should be announced. The time frame from the first written exam until the oral exam should be approximately 3 weeks. Additional time requirements and deadlines are posted on the OGS calendar or in the graduate catalog. The announcement must be approved by the student's committee chair, and co-chair if applicable. A copy of the announcement should be provided to Dr. Wayne Smith - Graduate Coordinator.

### **Complete Prelims \***

The results of the preliminary exams, written and oral, (see OGS homepage for the proper form - <http://ogs.tamu.edu>) must be returned to OGS within **10 working days** of the oral examination. The Preliminary Exam Checklist must be attached. The results must be approved by the student's advisory committee. All prelim exams, including the oral prelim, **MUST** be completed at least 14 weeks prior to the student's dissertation defense.

### **Submit a Dissertation Proposal**

In consultation with their advisory committee, the student **MUST** submit a dissertation proposal that identifies the research problem which the student has been assigned, a partial literature review of the problem, objectives of the research, and the student's approach to the research. The dissertation proposal (<http://ogs.tamu.edu>) must be approved by the student's graduate advisory committee, Dr. Wayne Smith - Graduate Coordinator, and the Office of Graduate Studies. The document **MUST** be submitted no less than 15 days prior to the submission of the Request for the Final Examination.

### **Complete Residence Requirements**

Graduate students who have lived away from College Station and attended classes at the College Station campus in a sporadic fashion must verify with the OGS that they have met the residence requirements. These requirements state that the student must reside and attend classes at the College Station campus for 2 consecutive long semesters. The OGS must confirm that the residence requirement has been fulfilled before students can schedule their final exam.

### **Apply for Degree and Pay Graduation Fees**

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines on the OGS calendar.

### **Submit Dissertation to Advisory Committee**

Well before submitting a request to schedule the final exam the student should meet with their committee and confirm that all course work is completed, or will be completed in an appropriate time frame. INTERNATIONAL STUDENTS should confirm with their committee chair that all English language requirements have been completed. When all course work and English language requirements are satisfied, the student may submit his/her dissertation to their advisory committee.

### **Submit Request to Schedule Final Exam \***

The request to announce and schedule the student's final exam must be submitted to the OGS (see OGS homepage for proper form—<http://ogs.tamu.edu>) at least **10 working days** prior to the exam. There may be additional time requirements posted on the OGS calendar. The request must be approved by the student's advisory committee chair, co-chair if applicable, and Dr. Wayne Smith-Graduate Coordinator. *The results of the exam must be returned to OGS within 10 working days of the scheduled date of the exam.*

### **Submit dissertation**

Upload one approved final copy of the dissertation as a single .PDF file ([thesis.tamu.edu](http://thesis.tamu.edu)) and submit a signed approval page to the Thesis Office. Students should check the OGS calendar for semester deadlines relative to submission and graduation. The dissertation must be approved by the advisory committee and Dr. Wayne Smith - Graduate Coordinator.

### **\* Examinations Logistics**

The student, chair, and committee members may participate in the examination by appropriate distance technology with OGS approval. The "Results of the Final Examination" and the "Results of the Preliminary Examination" forms should be faxed to the off-campus participant(s) for their signature(s) prior to obtaining on campus signatures. All signatures should be on one form.

These steps leading to a Ph.D. degree are illustrated on the following page:

## Summary of Steps to Fulfill Doctoral Degree in Soil & Crop Sciences

Item	Description
Meet with Departmental Graduate Coordinator	<i>When:</i> Before first semester registration
Establish Advisory Committee	<i>When:</i> During student's first semester
Submit Degree Plan	<i>When:</i> <b>Before the end of student's fourth long semester</b> and no later than 90 days prior to preliminary examination (OGS will block registration following semester) <i>Approval:</i> On-line process after consultation with advisory committee.
Complete English language proficiency requirements, if applicable	<i>When:</i> Before preliminary exams (see Graduate Handbook page 12 for requirements)
Review Preliminary Eligibility Requirements (see OGS homepage forms link for checklist)	<i>When:</i> End of fourth or fifth long semester and several weeks before the proposed date of the preliminary exams. <b>Checklist must be signed by advisory committee chair, Department Graduate Coordinator.</b> The checklist is held and submitted to OGS with the results of the preliminary exam(s)
Prepare and submit any petitions found necessary by the review of the eligibility requirements (checklist)	<i>When:</i> At least 3 weeks before the expected date of the preliminary examination <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, OGS
Determine date(s) of the preliminary exam(s) Announce schedule to committee and Departmental Graduate Coordinator	<i>When:</i> Student must be within 6 credit hours of completion of all formal course work (excluding 681, 684, 690, and 691) or no later than the end of the semester following completion of all formal course work on the degree plan, AND at least 14 weeks prior to the student's final defense. <i>Approval:</i> Advisory Committee, Department Graduate Coordinator ( <b>Note that OGS does not approve the exam date nor is OGS notified of the prelim</b> )
Complete preliminary exams and submit the Report of the Preliminary Examination and the Preliminary Examination Checklist to OGS	<i>When:</i> No later than the semester following completion of formal course work. <b>Complete exams within 3 week time frame and report results to OGS within 10 working days.</b> <i>Approval:</i> Advisory committee <i>Provide copy of results to:</i> Department Graduate Coordinator
OGS notifies the student and chair of deficiencies/problems	<i>When:</i> Following the review of the Report of the Preliminary Examination and the Preliminary Examination Checklist
Submit dissertation proposal	<i>When:</i> <b>No less than 15 days prior to the submission of the Request for the Final Examination</b> <i>Approval:</i> Advisory Committee, Department Graduate Coordinator
Complete residence requirement	<i>When:</i> Before submitting request to schedule <b>Final Exam</b> <i>Approval:</i> OGS
Apply for degree, pay graduation fees	<i>When:</i> During the first week of the final semester (see OGS calendar for deadlines) <i>Approval:</i> OGS
Confirm with advisory committee that all degree plan courses are complete; submit dissertation to advisory committee; complete ELPE, if applicable	<i>When:</i> Well before submitting request to schedule final exam
Submit request for permission to hold and announce final oral exam	<i>When:</i> <b>Must be received by OGS at least 10 working days prior to the exam (see OGS calendar for deadlines)</b> <i>Approval:</i> Advisory Committee, Department Graduate Coordinator, OGS <i>NOTE:</i> Results are to be submitted OGS within 10 workings days of the exam
Submit Dissertation <ul style="list-style-type: none"> <li>• Single .PDF file</li> <li>• Signed approval form</li> </ul>	<i>NOTE:</i> See Thesis Manual for format <i>When:</i> See OGS calendar for each semesters deadline <i>Approval:</i> Advisory Committee, Department Graduate Coordinator
If required, submit Research Focus and Benefits form	<i>Same as above</i>

**NOTE: Student must be continuously registered until all degree requirements are met**

### Committee Structure

Most graduate students will know their advisory committee chair at the time they are admitted to the Department. In their first semester at Texas A&M, students should consult with their committee chair (and co-chair, if applicable) and establish their committee members. All committee members must be members of the Graduate Faculty at Texas A&M University. Faculty and other additional members can be appointed who are not members of the Graduate Faculty as Special Appointments. These Special Appointments can come from other universities, government agencies, or private industry. Special Appointments should bring specific expertise to the committee structure that will be advantageous to the student's training and research. Special Appointees are "extra" appointments and do not count against the required number of committee members. Students should meet with Dr. Wayne Smith for further information regarding special or "extra" committee appointments, if questions arise.

Master of Science committees are composed of the chair and at least 2 additional members. One of the additional members may be a co-chair. The chair or at least one of the co-chairs must be a Soil and Crop Sciences faculty member. At least one of the remaining members must be from another TAMU department or Faculty. Adjunct faculty from USDA or other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Doctor of Philosophy committees are composed of the chair and at least 3 additional members. One of the additional members may be a co-chair. The chair or at least one of the co-chairs must be a Soil and Crop Sciences faculty member, and at least one member must be from another TAMU department. Adjunct faculty from USDA or other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

### Requirements for Assisting in Department Laboratories

It is departmental policy that all graduate students gain some teaching experience during their graduate training. Thus, students seeking an M.S. degree are expected to assist in 1 lab (2 sections) during their tenure, and Ph.D. students are expected to assist in 2 labs (2 sections each) during their tenure. Lab assignments are made by Dr. Wayne Smith, Graduate Coordinator, after consultation with the student and with the student's advisory committee chair. Every effort will be made to place the student in a lab which is most closely related to his/her field of study. However, more grad students are needed to assist in

AGRO 105, World Food and Fiber Crops, and AGRO 301, Soil Science, than in any other courses. Thus, some students may assist in these laboratories regardless of their field of specialty.

The student should meet with Dr. Wayne Smith during their first semester of graduate studies to discuss lab assignments. This will allow students to better plan their semester course loads.

## **Financial Assistance**

The Department has a limited number of Graduate Research Assistantships available for qualified students. Faculty members also may provide assistantships from grant funds. In both cases, the assistantship is considered a half-time employment; which means that the student is expected to work 20 hours per week in the research program of their committee chair. Students also must maintain a 3.0 cumulative GPA and make satisfactory progress on their research in order to remain on assistantship. Assisting in labs as described above is also considered a requirement for assistantships. Such financial assistance is competitive and thus only well qualified students receive assistantships. There are a limited number of Fellowships at the University, College, and Departmental levels. These are highly competitive.

Students receiving any financial compensation, whether assistantship, fellowship, scholarship, or hourly wages, should contact Ms. Barbara Bracken (845-3042, [bbracken@ag.tamu.edu](mailto:bbracken@ag.tamu.edu)) as soon as possible after arriving on campus.

Assistantship stipends follow University and Federal/State guidelines and these may change annually. Assistantships are subject to payroll deductions for income tax, however, full-time graduate students are exempt from social security and Medicare withholding taxes. ALL students who receive a stipend from the University MUST be registered as a full time student at ALL times. They must register for **9 hours** each long semester and **6 hours** during the summer. Fellowships MAY carry different requirements and students are responsible for following those guidelines in order to remain on fellowship. Students on half-time assistantships are exempt from the out-of-state portion of their tuition; however, students on fellowships and scholarships MAY NOT be exempt from the out-of-state portion of their tuition requirement.

## **Health Insurance**

All students who are on assistantship are provided the same health insurance as provided for

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faculty and staff. Additional group-health insurance to cover spouse and/or children may be purchased. Students receiving fellowships are not automatically covered; however, in most instances the department will assist by reimbursing their insurance costs. All insurance options will be discussed with incoming graduate students by Ms. Barbara Bracken (845-3042, bbracken@ag.tamu.edu).

The salient points of Soil and Crop Sciences Graduate Assistantships are illustrated below:

### Annual Benefits and Estimated Tuition and Fees Effective 1 September, 2009

Assistantship Funding Payable				Estimated Tuition and Fees					
Degree Sought	Base Salary	Health Insurance	Tuition & Fee Assistance	In-State			Out-of-State **		
				Fall	Spring	Summer	Fall	Spring	Summer
M.S.	14,000	Yes*	5,322 annual	3,370	3,370	2,390	5,900	5,900	4,075
Ph.D.	16,000	Yes*	5,322 annual	3,370	3,370	2,390	5,900	5,900	4,075

\* Health Insurance is provided for all graduate students holding graduate research assistantships.

\*\* The out-of-state portion of tuition will be waived for graduate assistants. Students receiving fellowships or scholarships may not be exempt from this portion of their tuition.

### Extension of Waiver of Out-of-State Tuition

Graduate Assistants-Research and Graduate Assistants-Non-teaching who are employed at least 1/2 time (i.e., hold a Soil and Crop Sciences assistantship funded through state funds or grant funds through an individual professor) are entitled to register themselves, their spouse, and their children at Texas A&M University by paying the tuition and fees required of Texas residents. This waiver does not apply to student worker positions.

### Graduate Assistantship Portion of Health Insurance Coverage for Student and Family, 2009/2010 Academic Year

Insurance Carrier	Employee	Employee + Spouse	Employee + Children	Employee + Family
A&M Care 350	258.41	531.39	429.02	667.89
A&M Care 1250	181.06	403.57	324.40	509.12
Scott & White HMO	252.46	544.93	407.55	647.08
First Care (Central & West TX)	209.78	728.33	356.09	479.64
Graduate Student Health Plan	0	336.43	82.55	452.93

NOTE: The insurance amounts reflect actual deductions; Graduate Students monthly stipend is increased by \$200 to help offset this cost. Insurance rates are determined on a yearly basis and the amount students must pay for this extended coverage can increase or decrease from year to year.

## First Week Activities at Texas A&M University

### Miscellaneous

√	Activity
<b>Financial and Departmental Travel/Driving Issues</b>	
	<b>Every graduate student</b> , receiving financial assistance, should make an appointment with Ms. Barbara Bracken (434 Heep, 845-3042, bbracken@ag.tamu.edu) <b>as soon as possible</b> upon arrival on campus. If applicable, Ms. Bracken will advise the student on insurance options, initiate the employment process, and initiate the process to determine eligibility to drive departmental vehicles.
<b>Computer Account, E-mail, etc.</b>	
	<b>Every graduate student</b> should contact Ms. Kathy Ferguson (217 Heep, 845-4620, kferguson@ag.tamu.edu) to complete necessary forms to establish an E-mail account, provide biographical data for their personal web page, and have their picture taken for the Departmental picture board. Your University e-mail account and Groupwise e-mail will be used to notify you of official University/Departmental news.
<b>Departmental Vehicles</b>	
	Several professors have research projects that require students to drive vehicles owned by the University or the Department. Students must have a valid Texas license or provide a copy of their driving record from their home state. The Brazos County Department of Transportation is located at 1003 N. Earl Rudder Freeway (Hwy. 6 Bypass), phone 776-3110. Students with state-determined numbers of moving traffic violations and/or accidents during the last 3 years will not be allowed to drive University /Departmental vehicles. <b>Students can not drive state vehicles until cleared by the main office. Such approval must come from the Department of Public Safety and will take about two weeks.</b>
<b>Parking Permit</b>	
	Go online to <a href="http://transport.tamu.edu">http://transport.tamu.edu</a> and follow the prompts >Parking >Permits >Purchase Permit. This site will also provide permit pricing information. Students should read ALL information in their parking packet. Traffic on campus is closely monitored for safety reasons.
<b>Student I.D. Card</b>	
	As soon as a student has registered for class (i.e., pre-registered) then they should visit the General Services Building (on Agronomy Road) Suite 2801, to obtain a University ID card. This card will be used for access to University events and library use.
<b>Office Assignment</b>	
	Students may be assigned office space in labs or buildings under the immediate control of their committee chair or co-chair. If they are to be assigned office space in one of the corporate graduate student offices within Heep, they should see Ms. Kathy Ferguson (845-4620, kferguson@ag.tamu.edu) in room 217 of the Heep Center.
<b>Keys</b>	
	Students will need key(s) to their office and other areas depending upon responsibilities assigned by their committee chair. Keys and electronic access to Heep Center can be obtained from Ms. Judy Young (434 Heep, 845-3041, j-young@tamu.edu). Committee chair approval is required for all keys other than those for the corporate student office assignment.
<b>Heep Computer Lab</b>	
	Graduate students have open access to computers housed in Room 221, Heep. Please visit with Ms. Kathy Ferguson in 217 Heep (845-4620, kferguson@ag.tamu.edu) for access codes.

## Graduate Policies and Procedures

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On line **catalogs**: [www.tamu.edu/admissions/catalogs/](http://www.tamu.edu/admissions/catalogs/)

Students can access information about **Registering on-line, class schedules, etc.** by visiting [www.tamu.edu/admissions](http://www.tamu.edu/admissions) and following the appropriate prompts/links.

**Purchase Orders (POs)** or account information, graduate students should contact their advisor or Nancy Harris (434 Heep, 845-3043, [rn-harris@tamu.edu](mailto:rn-harris@tamu.edu)).

**Travel authorization:** All Departmental employees, including graduate students, who must travel on official business must complete the proper travel authorization forms PRIOR to such travel. Students should visit with their committee chair for proper forms. Travel in-state is reimbursed for actual expenses up to \$80.00 for lodging and \$36.00 for meals. Committee chairs are not required to provide full reimbursement. Official reimbursement for travel out of the state of Texas varies by location.

### **Tuition and Applicable Fees (2008-2009)**

#### **Tuition - Resident**

In Fall 2008, resident students pay \$171.74 per semester credit hour. Graduate students pay an additional \$50.00 per semester hour. For a total tuition of \$221.74 / SCH.

#### **Tuition - Nonresident/International**

In Fall 2008, nonresident and International students pay \$452.74 per semester credit hour. Nonresident and International graduate students pay an additional \$50.00 per semester credit hour. For a total tuition of \$502.74 / SCH.

#### **Advising Services Fee**

This \$9.10 per semester credit hour fee provides advising services not provided to students by members of the faculty. This fee includes, but is not limited to, support for General Academics, Honors Program, Professional School Advising, Cooperative Education, Center for Academic Enhancement, Placement Center, Office of Graduate Studies, various college advising offices and the infrastructure to support these offices and programs. This fee is assessed to students enrolling at Texas A&M for the first time after spring 2002 or, who have previously received a degree and have enrolled in a program at a new degree or program level for the first time after spring 2002.

**Bursar Service Fee**

This \$.055 per semester credit hour fee provides effective and efficient support services for the assessment and collection of student tuition and fees, cashiering services, student long-term and short-term loan management, and student financial debt management. This fee is assessed to students enrolling at Texas A&M for the first time after spring 2002 or, who have previously received a degree and have enrolled in a program at a new degree or program level for the first time after spring 2002.

**Career Center Fee**

\$6.75 is required of all students to cover use of the Career Center offerings of Texas A&M University campus. This includes workshops, testing, advising and resume writing along with numerous books and resources covering many specialized career topics.

**Computer Access/Instructional Technology Fee**

The computer access/instructional technology fee is charged at the rate of \$24.16 per semester credit hour for the fall, spring and 10-week summer terms (\$14.00 per semester credit hour for students who were enrolled at Texas A&M prior to summer 2002 and who have had no program or degree changes) to support equipment and services for student access to computing, networking, student administrative computing and instruction technology at the University. The fee will be used to keep the classroom instructional multimedia equipment near state-of-the-art and to support faculty in utilizing instructional technology. A fee of \$12.08 per semester credit hour (\$7.00 per semester credit hour for students who were enrolled at Texas A&M prior to summer 2002 and who have had no program or degree changes) is charged during each of the 5-week summer terms.

**Distance Education Fee**

\$40.00 per semester credit hour is assessed to students taking courses using distance education resources.

**Energy Fee**

This \$60.00 per semester fee (\$30 per summer 5-week term) is required of all students to cover rising utility costs for Educational and General facilities on the Texas A&M University Campus.

**Field Trip Fees**

Field trip fees are assessed to cover the cost of provided trips and vary depending on the course taken and expected expenses.

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## Graduate Policies and Procedures

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### **Health Center Fee**

This \$71.25 per semester fee (\$25.00 per summer 5-week term) is required of all students for the purpose of operating, maintaining and equipping the University Health Center and entitles the student to its services. These services do not include surgical operations or charges for consultations with outside physicians requested by parents.

### **Identification Card Fee**

This \$3.00 fee is required for student identification and for accessing University services, activities, and events. Replacement ID Cards are \$12.00 each.

### **Instructional Enhancement/Equipment Fee (All Colleges except Engineering)**

### **Instructional Enhancement/Distance Education Fee (Engineering only)**

### **Engineering Equipment Access Fee (Engineering only)**

This fee(s) is/are used for equipment and software purchase, maintenance, and repair, modification of specialized instructional facilities and expenditures such as material/supplies, services/training, furnishings, and non teaching salaries and fringe benefits associated with the support of instructional enhancement activities that include, but are not limited to, laboratories, lectures, projects, homework, course delivery, and classroom demonstrations which enhance the learning experience of students. Please see [http://finance.tamu.edu/sbs/tuition/course\\_specific\\_fees.asp](http://finance.tamu.edu/sbs/tuition/course_specific_fees.asp) for a list of the fees assess by course.

### **International Education Fee**

This \$4.00 per semester fee (\$2.00 per summer 5-week term) is assessed to all students to support international education related activities.

### **International Student Services Fee**

This \$46.00 per semester fee (\$23.00 per summer 5-week term) is required of all international students to offset the cost of services and materials for the special administration of international students such as visa verification, changes and extensions; work permits; socio/cultural/academic adjustments and issuing I-20's for travel.

### **Library Access Fee**

This \$25.45 per semester credit hour fee (\$6.00 / sch for students who were enrolled at Texas A&M prior to summer 2002 and who have had no program or degree changes) is assessed to all students to provide new acquisitions, materials, etc. for campus libraries.

**Laboratory**

The University is required to assess and collect a laboratory fee not less than \$2.00, nor more than \$30.00 for each laboratory course to cover, in general, the cost of laboratory materials and supplies used by a student.

**Late Penalties**

Students who fail to pay fees and installments when due are assessed a \$25.00 late payment fee for each payment or installment paid late.

**Late Registration/Add Penalties**

Students who register on or after the first day of classes, but before the thirteenth day of classes are assessed a \$100.00 late registration fee. Students who register after the twelfth class day are assessed a \$200.00 late registration penalty (4th class day for summer sessions) that result in a net increase in hours enrolled are assessed a \$50.00 late add fee. This includes students who do not pay by these dates.

**Software Licensing Fee**

This \$1.25 per semester credit hour fee (\$0.63 / sch for summer 5-week term) is assessed to provide campus-wide software site licenses for students and the associated administrative costs of managing these licenses.

**Recreation Sports Center Fee**

This \$101.92 per semester fee (\$50.96 per summer 5-week term) is assessed to all students enrolled at Texas A&M University to provide funding for operation and maintenance of the Student Recreation Center.

**Student Center Complex Fee**

This \$100.00 per semester fee (\$50.00 per summer 5-week term) is required of all students for operating, maintaining, improving, and equipping the Student Center Complex.

**Student Service Fee**

All students pay this fee at the rate of \$14.97 per semester credit hour not exceeding \$179.64 per semester or \$89.82 per 5-week summer term. The student service fee covers various student services. It entitles the student to receive The Battalion newspaper, reduced admission to many MSC Programs and services of the Student Legal Advisor, Student Counseling Service and Student Activities Office.

### **Reinstatement Fee**

Students who fail to pay all fees by the last day of the semester will be administratively withdrawn from the University and charged a \$50.00 reinstatement fee.

### **Transportation Fee**

This \$70.00 per semester fee (\$35.00 per summer 5-week term) is assessed to provide unlimited fare-free access to all students for on-campus and off-campus services, and expanded service and revenue for a long-term bus replacement plan. In addition, revenue will pay for operating expenses and the enhancement of bus facilities on campus. For more information please see Transportation Services <http://transport.tamu.edu>.

### **Writing Center Fee**

This \$8.00 per semester fee is assessed to undergraduates only to provide support for the administrative and tutorial costs of the University Writing Center. The Center was established to enhance students' writing skills and to incorporate "writing-across-the-curriculum" approaches to instruction.

Appendix A

- Degree Plans Fact Sheet
- Written Thesis (M.S.) Approval Form
- Written Dissertation (Ph.D.) Approval Form
- Preliminary Examination Checklist
- Report of the Preliminary Examination
- Request and Announcement of the Final Examination



# Office of Graduate Studies

## Degree Plans Fact Sheet

Each graduate student must submit an official degree plan to the Office of Graduate Studies (OGS) for approval. The degree plan formally declares your degree objective, the membership of your advisory committee, and the specific courses that you will be required to complete as part of your degree program. You will develop your proposed degree plan in consultation with your advisory committee. The degree plan must be approved by your advisory committee members, your department head and, if applicable, your intercollegiate faculty chairperson.

Completed degree plans must be submitted to OGS according to the following regulation with the student meeting whichever 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 for master's students or 90 days prior to the date of the preliminary examination for doctoral students*
- *according to deadlines published in the OGS calendar each semester for graduation that semester.*

The calendar may be found at: <http://ogs.tamu.edu/OGS/currentCalendars.htm>.

Specific rules and limitations on course work and committee membership can be found in the Texas A&M University *Graduate Catalog*. Once a degree plan is approved by OGS, changes in course work or committee membership may be requested by petition to OGS. "Petition Forms" may be downloaded from the OGS homepage. Changes of major, degree or department must be requested by submitting a petition and/or a new degree plan/course work petition.

### Degree Plan Checklist

Did you remember to:

- Provide your correct Student Identification Number?*
- Have all required transcripts sent to the Office of Graduate Admissions?*
- Use official course numbers and department abbreviations?*
- Confirm eligibility of transfer work?*
- Confirm that all committee members are members of the Graduate Faculty?*
- Provide correct names and departmental affiliations of committee members?*
- Make sure any special appointments have been approved or that the proper paperwork is sent to OGS along with the degree plan?*
- Observe all requirements and limitations on use of course work, outlined in the Graduate Catalog?*

# Office of Graduate Studies

## Degree Plans Fact Sheet

### Q&A

When should I submit my degree plan?

Prior to the deadline imposed by the student's college, or interdisciplinary degree program, if applicable, and no later than 90 days prior to the date of the final exam (Masters), or the preliminary exam (Doctoral), or by the deadline on the OGS calendar.

*May I submit my degree plan after the published deadline?*

Students are advised to meet the deadlines that apply to them. Failure to do so may jeopardize approval for the student to graduate at the end of the desired semester.

*How long does it normally take for OGS to process degree plans?*

The processing time depends on when the degree plan is submitted. If the degree plan is submitted near the published deadline for the semester, processing can take 6 to 8 weeks. Degree plans submitted at other times during the semester can be processed in 2 to 4 weeks.

*How many hours are needed on my degree plan?*

Specific requirements vary by degree. Generally, master's non-thesis-option students must carry 36 hours and master's thesis-option students must carry 32 hours for the MS, and 30 hours for the MA, MCS and MEN. Students should check the Graduate Catalog for their specific hour requirements. Doctoral students must carry 96 hours if they do not have a master's degree, and they must carry 64 hours if they have a master's degree. See the *Graduate Catalog* for additional information.

*How should I list courses on my degree plan: alphabetically or by course number?*

As long as your ordering system is uniform,

you may use either system.

*How many committee members do I need?*

Advisory committees for master's degrees must have at least three members, and advisory committees for doctoral degrees must have at least four members. Special appointments to your committee are not included in this count. Your chairperson must be from your department or from your intercollegiate faculty (if applicable), and you must have at least one member from outside of your department.

In some departments the student's committee will be comprised of the Graduate Program Director. Your department can tell you which type of committee applies to you.

*What do I need to do if changes are needed AFTER my degree plan has been approved?*

Once your degree plan has been approved, any changes must be requested by submitting the appropriate OGS Petition Form. Your signature together with those of your committee, department head and intercollegiate faculty chair (if applicable) are required on the petition.

*If one of my committee members is out of town, can someone else sign the degree plan for him or her?*

Yes, any authorized signer for that member's department or intercollegiate program may sign.

*Where can I go for help in completing my degree plan?*

Start with your graduate advisor in your department. The *Graduate Catalog* and a copy of your transcript are also useful. You may access the *Graduate Student Handbook* on the Internet: <http://ogs.tamu.edu/OGS/currentGraduateHandbook.htm>. If you still have questions, call the OGS staff at (979) 845-3631 or e-mail them at [ogs@tamu.edu](mailto:ogs@tamu.edu).

*Why is it important to have deadlines for the submission of degree plans?*

The degree plan is to be a "plan" of courses the student and advisory committee have selected to fulfill the degree requirements. The plan should be formulated early in the student's graduate career and not serve as a report of courses taken.

If you have additional questions, you may contact the Office of Graduate Studies (OGS) at 979-845-3631, or you may e-mail the staff at [ogs@tamu.edu](mailto:ogs@tamu.edu). This supplement should be used only in conjunction with the *Graduate Catalog* and the *Texas A&M University Student Rules*.



TEXAS A&M UNIVERSITY

Thesis Office

WRITTEN THESIS (M.S. / M.A.) APPROVAL FORM

Student's Name: \_\_\_\_\_

(Name must match TAMU student records)

Degree (check one):  M.S.  M.A.

Date of Defense (mm/dd/yy or Exempt): \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_

Anticipated Date of Graduation (Month Year): \_\_\_\_\_

Major Subject: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a thesis for this master's degree. We approve the content of the thesis to be submitted to the Thesis Office for processing and acceptance.

Approved by:

\_\_\_\_\_

Chair:

Member:

\_\_\_\_\_

Member:

Member:

\_\_\_\_\_

Member:

Member:

\_\_\_\_\_

Member:

Member:

\_\_\_\_\_

Head of Department:

Student Contact Information:

\_\_\_\_\_ UIN (Not Social Security Number)

\_\_\_\_\_ Student's Email Address

The student must submit this signed approval form and a PDF file of the thesis to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE THESIS OFFICE.

Sterling Evans Library - Room 612



TEXAS A&M UNIVERSITY

Thesis Office

WRITTEN DISSERTATION (Ph.D.) OR RECORD OF STUDY (Ed.D.) APPROVAL FORM

Student's Name: \_\_\_\_\_

(Name must match TAMU student records)

Degree (check one):  Ph.D. (Dissertation)  Ed.D. (Record of Study)

Date of Defense (mm/dd/yy or Exempt): \_\_\_\_\_ Today's Date (mm/dd/yy): \_\_\_\_\_

Anticipated Date of Graduation (Month Year): \_\_\_\_\_

Major Subject: \_\_\_\_\_

Dissertation or Record of Study Title: \_\_\_\_\_

\_\_\_\_\_

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a dissertation or record of study for this doctoral degree. We approve the content of the document to be submitted to the Thesis Office for processing and acceptance.

Approved by:

\_\_\_\_\_

Chair:

Member:

\_\_\_\_\_

Member:

Member:

\_\_\_\_\_

Member:

Member:

\_\_\_\_\_

Member:

Member:

\_\_\_\_\_

Head of Department:

Student Contact Information:

\_\_\_\_\_

UIN (Not Social Security Number)

\_\_\_\_\_

Student's Email Address

The student must submit this signed approval form and a PDF file of the dissertation or record of study to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the dissertation or record of study in final form. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE THESIS OFFICE.

Sterling Evans Library - Room 612



## PRELIMINARY EXAMINATION CHECKLIST

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the exam results (using the Office of Graduate Studies (OGS) form, "Report of Preliminary Exam"). The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, been waived. Failure to satisfy the listed criteria will result in the given exam being disallowed in which case it will need to be retaken.

Student's Signature: \_\_\_\_\_ UIN# \_\_\_\_\_

*Name*

1.  Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)
2.  Student has an approved degree plan, which was filed at least 90 days prior to the first written examination.
3.  GPR over all eligible courses since beginning graduate work at Texas A&M is greater than or equal to 3.000 as given on SIMS screen 651. (Includes 300 and 400 level courses taken while in a graduate program but does not include transfer courses.)
4.  GPR over all courses on the degree plan (excluding transfer courses) is greater than or equal to 3.000 as given on SIMS screen 651.
- 5a.  US Citizen
- 5b.  Non-US Citizen who has satisfied at least one of the following: (a) a TOEFL score of at least 550 paper based/213 computer based, (b) a GRE-verbal score of at least 400, (c) a GMAT-verbal score of at least 22, (d) satisfactorily passed or waived all portions of the ELPE, or (e) obtained an OGS Waiver.
6.  All committee members, have scheduled or waived the written portion and agreed to attend the oral portion of the exam or found a substitute. Only one substitute is allowed; there may not be a substitute for the chair.
7.  At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)

If no, waiver approved by Department Head: \_\_\_\_\_

8.  The time span from the first written to the oral is approximately three weeks. In cases of department-wide written examinations, this criterion is ignored.

If no, waiver approved by Department Head: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Name:  
Advisory Committee Chair

\_\_\_\_\_  
Name:  
Department Head OR  
Intercollegiate Faculty Chair

\_\_\_\_\_  
Date



**Office of Graduate Studies**  
**Texas A&M University**  
**Report of the Preliminary Examination**

The undersigned duly appointed examining committee has conducted the preliminary examination of \_\_\_\_\_ Enter UIN \_\_\_\_\_. We have examined the candidate for a mastery of all fields in the program and for an adequate knowledge of the literature in these fields.

**Record of Vote for Pass or Failure:** (*Votes are to be tallied, e.g., 3 pass; 1 no pass. A positive vote by all members of the graduate committee with at most one dissention is required to pass.*)

\_\_\_\_\_ **Number of Pass Votes**      \_\_\_\_\_ **Number of No Pass Votes**

**If the exam was not passed:** The committee, with no more than one member dissenting, **(does) (does not)\*** recommend that this student be given one re-examination, when adequate time has been given to permit the student to address the inadequacies emerging from this examination.

*\*Please strike through the inappropriate words in bold face.*

**Date** \_\_\_\_\_

Name:	<b>Chair or Co-Chair</b> <i>Please strike through the inappropriate words.</i>
Name:	<b>Co-Chair or Member.</b> <i>Please strike through the inappropriate words</i>
Name:	<b>Member</b>
Name:	<b>Member</b>
Name:	<b>Member</b>
Name:	<b>Member</b>
Name:	<b>Member</b>
Name:	<b>Substitute for</b> _____

*Please sign AND print your name:*

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN ORIGINAL TO THE  
OFFICE OF GRADUATE STUDIES

**FOR OFFICE OF GRADUATE STUDIES USE ONLY**

1. Residence requirement complete:      Yes \_\_\_\_\_ No \_\_\_\_\_
2. Research proposal approved:          Yes \_\_\_\_\_ No \_\_\_\_\_
3. Formal course work completed:        Yes \_\_\_\_\_ No \_\_\_\_\_
4. Other course work remaining:  
May be admitted to candidacy upon completion of item(s):



# Request and Announcement of the Final Examination

(submit to the Office of Graduate Studies at least 10 working days prior to exam)

Permission is requested to hold the final examination for \_\_\_\_\_

(i.d.# \_\_\_\_\_) for the degree of \_\_\_\_\_.

All committee members have been consulted and have agreed to the following schedule:

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

The student's academic records have been reviewed,  
and he/she is qualified to take the final exam.

\_\_\_\_\_  
Approved Chair or Co-Chair

\_\_\_\_\_  
Approved Co-Chair

\_\_\_\_\_  
Approved Department Head of

pc:

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

(if applicable) \_\_\_\_\_ will substitute for \_\_\_\_\_

### Office of Graduate Studies Use Only

\_\_\_\_\_ applied/should apply for \_\_\_\_\_ graduation \_\_\_\_\_ Course work completed \_\_\_\_\_

\_\_\_\_\_ ELPE \_\_\_\_\_ Lacks: \_\_\_\_\_

\_\_\_\_\_ Residency requirement \_\_\_\_\_

\_\_\_\_\_ Overall GPR \_\_\_\_\_ Incompletes: \_\_\_\_\_

\_\_\_\_\_ Degree plan GPR \_\_\_\_\_ Registered \_\_\_\_\_

\_\_\_\_\_ Admitted to candidacy \_\_\_\_\_ Exam Approved \_\_\_\_\_

\_\_\_\_\_ Proposal \_\_\_\_\_ Oral forms mailed \_\_\_\_\_

\_\_\_\_\_ d/p: 90 day rule \_\_\_\_\_ Prelims \_\_\_\_\_

xc: Thesis Office