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GRADUATE PROGRAM COORDINATOR HANDBOOK



**TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI**

**COLLEGE OF
GRADUATE
STUDIES**

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Updated: 14 February 2017



This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

WELCOME



Dear Program Coordinators,

The Graduate Program Coordinators' Handbook, first emailed to all graduate program coordinators, department chairs, associate deans and deans on February 14, 2017, is intended to complement other documents used at Texas A&M University-Corpus Christi, e.g., catalog copy, rules and procedures. Pertinent information that may be useful for graduate program coordinators has been compiled into one resource and currently includes 8 sections: key personnel, rules and procedures, new degree/certification program requests, student registration information, financial aid, academic standing, forms, and reports. User feedback will be greatly appreciated.

Please send input to gradcollege@tamucc.edu.

A handwritten signature in blue ink that reads "JoAnn Canales". The signature is fluid and cursive.

JoAnn Canales, PhD

Dean, College of Graduate Studies

TABLE OF CONTENTS

SECTION I. KEY PERSONNEL	5
COLLEGE OF GRADUATE STUDIES STAFF	5
UNIVERSITY CONTACTS	6
SECTION II. RULES AND PROCEDURES	7
GRADUATE FACULTY MEMBERSHIP	7
CATALOG COPY	7
NEW/ CHANGE COURSE REQUESTS	7
NEW ACADEMIC/CERTIFICATE PROGRAM REQUESTS	7
NEW DISTANCE EDUCATION PROGRAMS AND COURSES REQUESTS	7
STACKED COURSES	8
SECTION III. REGISTRATION	8
REGISTRATION PROCESS	8
STOP OUTS/ LEAVE OF ABSENCE	8
SECTION IV. FINANCIAL AID	9
SCHOLARSHIPS	9
ASSISTANTSHIPS	9
<i>Minimum Requirements:</i>	10
<i>Graduate Assistant Hiring Process Chart</i>	10
<i>TA/RA Out of State Tuition Waivers</i>	10
SECTION V: ACADEMIC STANDING	11
GOOD STANDING	11
SCHOLASTIC PROBATION	11
ENFORCED WITHDRAWAL	11
<i>Reinstatement</i>	12
ACADEMIC STANDING EXCEPTIONS	12
SECTION VI. FORMS	13
INFORMATION/DATA REQUEST FORM	13

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

DEGREE PLANNER/ DEGREE PLANS	13
EXCEPTIONS.....	13
<i>Transfer Course</i>	13
REVALIDATION REQUEST.....	14
LEAVE OF ABSENCE REQUEST	15
THESIS FORMS	16
DOCTORAL FORMS.....	16

SECTION VII. REPORTS18

PROGRAM COORDINATOR REPORT.....	18
<i>How to read the Program Coordinator Report</i>	18
SEMESTER GRADUATION REPORT	19
ACADEMIC STANDING REPORT	19
REQUESTING A REPORT.....	20

SECTION VIII. THESIS/ DISSERTATION PROCESS.....20

DEADLINES	20
FORMATTING	21
PROQUEST	22
<i>Optional Copyright Registration</i>	22
<i>Open Access Publishing PLUS</i>	23
<i>Embargo</i>	23

SECTION IX. ADDITIONAL RESOURCES:23

**SECTION X. PLANNING AND INSTITUTIONAL RESEARCH
(PIR).....24**

SECTION I. KEY PERSONNEL

College of Graduate Studies Staff



JoAnn Canales, PhD

Founding Dean

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- Administers and supports graduate programs
- Collaborates with faculty and academic deans on all issues related to graduate education



Thomas Naehr, PhD

Associate Dean

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- Collaborates with various units across campus on graduate related issues
- Coordinates and manages graduate program review
- Oversees scholarship process



Steven Seidel, PhD

Graduate Studies Faculty Fellow

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- Develops and implements graduate student professional development program
- Coordinates efforts to improve graduate student retention
- Oversees activities associated with the new I³ graduate student suite



Jesse Sifontes

Executive Assistant

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- Assists Dean and Associate Dean with administrative duties
- Collaborates with other TAMUCC units to ensure a climate of engagement and success for graduate students



Tim Boulan

System Support Specialist

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- Maintains databases and equipment
- Provides systems/application analyses, design, development and implementation of programming
- Generates reports to faculty regarding admissions and student progress



Morgan Beard

Audit and Compliance Coordinator

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- Audits all degree plans
- Processes all degree plan exceptions
- Processes all information related to doctoral students



Lorena Quevedo-Delgado

Business Coordinator

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- Assists with budget development and management
- Generates reports for the Dean
- Reviews departmental expense reports

University Contacts

Department	Name	Expertise	Extension
Academic Affairs - Dr. Ted Guffy			
	Dr. Amy Aldridge Sanford	Programs, Curriculum; International Office	x2882
	Dr. Derek Yu	International Education; Study Group	x3922
	Dr. David Billeaux	Academic; Student Issues	x2393
	Dr. Gerald Moreno	CA SA; tutoring	x2570
	Mr. J.P. Regalado	Academic Advising	x2139
	Dr. Bryant Griffith	Center for Faculty Excellence	x2446
	Dr. Lauren Cifuentes	Distance Education	x5709
	Ms. Jennifer Baker	Athletic Academic Services	x5573
	Dr. Christine Shupala	Assessment	x3383
	Dr. Catherine Rudowsky	Library	x2644
	Mr. Brian Maxey	Athletic Compliance	x2888
	Mr. Brian Baker	Institutional Effectiveness; WEAVE	x2723
	Ms. Margaret Dechant	Enrollment Management	x5951
	Mr. Oscar Reyna	Recruitment & Admissions	x5934
	Ms. Jeanie Gage	Financial Assistance	x2332
	Mr. Michael Rendon	Registrar; VA office	x2412
	Ms. Missy Chapa	Courses; graduation	x3974
	Ms. Christie Roberts	Classroom scheduling; NCAA Cert.	x2276
	Ms. Judith Perales	Academic Testing	x3733
	Dr. Melissa Jarr ell	Undergraduate Studies; CORE	x2188
	Mr. Kevin Houlikan	Rules & Procedures	x3461
	Mrs. Claire Snyder	Senior Executive Assistant	x2722
Finance & Administration - Mr. Terry Tatum			
	Ms. Liz Gonzales	Senior Executive Assistant	x2321
	Ms. Sandra Martinez	Space	x3168
	Ms. Jaclyn Mahlmam	Budget	x2615
Human Resources - Ms. Debra Cortinas			
	Ms. Tomi Nerren	Assistant Director	x2631
	Ms. Cassandra Casanova	Staff Hires	x3864
	Ms. Mary Canales	Employee Benefits	x6081
	Ms. Norma Lozano-Fletcher	Immigration; I9	x2198
Contracts - Mr. John Casey			
	Ms. Deborah Zentnaire	Contracts	x3918
Purchasing - Mr. Will Hobart			
	Mr. Leon Roberts	HUB Coordinator	x2196
	Ms. Mary Jane Duarte	Administrative Associate	x2617
Payroll - Ms. Lupita Regalado			
	Ms. Lupita Regalado	Director	x2408
	Ms. Raquel Flores	Manager	x2411
Bursar - Ms. Christina Holzheuser			
	Mr. Jesse Barrios	Assistant Bursar	x5774
Accounts Payable - Ms. Cynthia Turner			
	Ms. Elizabeth Longoria	Travel	x2749
	Ms. Susana Reyes	P- Card	x2777
	Ms. Suzann Vickers	Travel	x5767

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

SECTION II. RULES AND PROCEDURES

Graduate Faculty Membership

To teach graduate level courses and/or serve on graduate student committees, faculty must obtain graduate faculty status at TAMU-CC. TAMU-CC policy for designation of graduate faculty (12.99.99.C3.01) can be viewed online through the [Academic Affairs](#) webpage.

Graduate faculty status can be requested by completing the [Graduate Faculty Status Application form](#). This form should be accompanied by a memo explaining the reason for appointment and a curriculum CV. All items should be turned in to the College of Graduate Studies for processing. All documentation should be submitted the semester prior to teaching graduate level courses/courses/ serving on a graduate committee. **As a reminder, faculty MUST first be [credentialed](#) to teach the subject matter.**

Catalog Copy

The procedure for Catalog Copy approval can be found in University Procedure 11.10.99.CO.03 (approval pending).

All catalog sections are reviewed by CGS Staff prior to Graduate Council. CGS recommendations to individual college sections will be provided to Graduate Council along with catalog copy.

If a program is going through a substantive change (offering online courses, degree level change, program length, etc) please review the SACSCOC [Substantive Change procedure](#) 11.10.99.CO.05 (approval pending). Additional information can also be found on the SACS COC website [online](#) or the [Frequently Asked Questions](#).

New/ Change Course Requests

The procedure for New/Change course approval requests can be found in University Procedure 11.10.99.CO.03 (approval pending).

New Academic/Certificate Program Requests

The procedure for new program/certificate approval requests can be found in University Procedures 11.10.99.CO.01 and 11.10.99.CO.02 (approvals pending).

THECB New Degree Program & Certificate Request forms and requirements can be found [online](#).

New Distance Education Programs and Courses Requests

The procedure for new distance education programs and courses approval requests can be found in University Procedure 11.10.99.CO.04 (approvals pending).

Stacked Courses

Approval is required if courses are going to be “stacked”, i.e., those that meet on the same day at the same time in the same room but have a different course and section number (undergraduate and master’s). The current process is to submit both course syllabi to the Graduate Dean for approval. There must be sufficient differentiation between the two levels with the graduate level evidencing rigor as denoted by higher level student learning outcomes with corresponding assignments and grading criteria. Stacking should be limited to senior level courses (4XXX) and master level graduate courses (5XXX). A clearly articulated rationale for stacking across multiple levels may be required, e.g., sophomore (2XXX) or junior (3XXX) level with graduate (5XXX) courses or senior (4XXX) level with doctoral (6XXX) level courses. [Note: This procedure is currently under review by Graduate Council. Further notification is forthcoming.]

SECTION III. REGISTRATION

Registration Process

Accepted graduate students can register for courses online through [S.A.I.L.](#)

Please note, students will not have access to SAIL until Graduate Admissions has processed the admission decision, usually 1-3 business days following submission of the application.

Students will need the course reference number (CRN) of the course.

Registration will open on a specific date for each term. Spring registration normally opens at the end of October- early November. Fall and Summer registration opens at the same time, normally in April. Upcoming dates for registration can be found [online](#).

NOTE: When a student logs into SAIL to register, the first question will inquire about what term. Unless the student is a part of the online MBA program (BNAP), they must select the full term options. Short term options are only available for online BNAP students.

Stop Outs/ Leave of Absence

If a student has stopped out of a program (not registered for courses) for 1 year or more, they will be locked out of the registration system (BANNER) . Upon receiving permission from the program coordinator, CGS can reactivate the student. Unless an approved leave of absence has been filed, students who have stopped out of a program for 2 years or more must reapply.

Students experiencing a life changing or catastrophic event can request for a Leave of Absence from a graduate program by filing a [Leave of Absence Request](#) form. By filing this form, the counting for time to degree will stop (7 years for masters students & 10 years for doctoral students)

and the student will not be required to reapply to return to the program. Leaves of absence are only approved for extenuating circumstances. If a graduate student does not have an extenuating circumstance (wants to take time off to focus on work, etc), they may still take a leave from the program. However, the counting for the time to degree will not stop and they may be required to reapply return. For more information, visit the Leave of Absence Request Form Section.

NOTE: Doctoral students admitted beginning Fall 2015 must maintain continuous enrollment unless on an approved Leave of Absence.

SECTION IV. FINANCIAL AID

Scholarships

There are various departments on campus that offer scholarship funds to graduate students. Information and scholarship application deadline for the College of Graduate Studies Scholarship can be found online at <http://gradcollege.tamucc.edu/funding/index.html>. After the scholarship deadline has passed, eligible scholarship applicant information is sent to the college scholarship committee for review.

Scholarships can be awarded for one semester, one academic year (annual scholarships) or multiple years. Multi-year scholarships are non-renewable and time limits are based on the type of graduate program:

- 2 year scholarships: students in 30-41 SCH master programs.
- 3 year scholarships: students in 42+ SCH master programs.
- 4 year scholarships: students in terminal degree programs.

Incoming students not awarded multi-year scholarships and current students may be considered for annual scholarships. These annual scholarships are renewable, but limited to two (2) academic years for Master's students in 30-41 SCH programs, three (3) academic years for Master's students in 42+ SCH programs, and four (4) academic years for Terminal Degree students.

Students are notified via email regarding the scholarship decision approximately 2-5 weeks after the scholarship deadline. If awarded a scholarship, the student can view and accept their scholarship offers online through their SAIL account. Scholarship funds are posted to student's accounts the *day before* tuition is due.

Students receiving a graduate scholarship of \$1000 dollars or more may be eligible for an Out of State Tuition waiver through the scholarship office. Scholarship tuition waivers are limited and quantities vary every semester.

Assistantships

If students would like more specific information on assistantships, please refer them to the [Graduate Assistantship Handbook](#).

TAMU-CC offers two types of graduate assistantships

- Graduate Teaching Assistantship
- Graduate Research Assistantship

Minimum Requirements:

- Bachelors degree or the equivalent
- Be admitted to a degree seeking program
- GPA Requirements:
 - o New Students: GPA of 3.0 or higher in last 60 credit hours
 - o Current Students: Cumulative graduate GPA of 3.0
- Meet enrollment requirements for each semester (enrollment requirements depend on the department providing the funds)

Department Providing Funds	Required Number of Graduate Hours	
	Spring/ Fall	Summer (combined)
College of Graduate Studies	9	3
College of Science & Engineering	9	3
Other	6	3

Length of Graduate Assistantship Appointments:

- Master’s students in 30-36 SCH graduate programs are eligible for funding for no more than 4 long academic semesters.
- Master’s students in 42-60 SCH graduate programs, e.g., MFA or Counseling, are eligible for funding for no more than 6-8 long academic semesters.
- Doctoral students are eligible for funding for no more than 10 long academic semesters if entering the program with a B.S. degree. If a student enters a doctoral program with a M.S. degree or equivalent, funding will be limited to 8 long semesters.

[Graduate Assistant Hiring Process Chart](#)

TA/RA Out of State Tuition Waivers

According to the Texas Education Code, Section 54.212, non-resident students receiving a 50% FTE graduate assistantship (*20 hours per week*) will receive in-state tuition and fees at the rate charged to Texas residents for the semester in which they hold the assistantship appointment.

[Out of State Tuition Wavier Process Chart](#)

For a student to receive the tuition waiver, the [Teaching/ Research Assisant Out of State Tuition Waiver Form](#) must be submitted during the student’s first semester as a TA/RA and at the

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beginning of every fiscal year (Fall semesters). Out of State Tuition waiver forms must be received by the 1st class day of the academic term to ensure the tuition waiver is processed for that term. Students also appointed during the Spring & Summer semesters will need to submit the online reaffirmation form found at https://gradschool.tamucc.edu/forms/TA_RA_waiver_request.php.

SECTION V: ACADEMIC STANDING

Academic Standing is processed at the end of every semester. Academic Advisors for each college are notified of the academic standing updates via email.

For full term programs: Fall, Spring, Summer I, Summer II.

For short term programs (BNAP only): Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, Summer 2

Good Standing

Graduate students are considered in good academic standing if they have a cumulative graduate TAMU-CC GPA of 3.0 or higher (transfer coursework is not included in GPA calculation) and earn a satisfactory grade on all course work that does not affect grade point average.

Scholastic Probation

Graduate students who fall below a 3.0 cumulative graduate TAMU-CC GPA (transfer coursework is not included in GPA calculation) or who earn 2 grades of NC, U, in research coursework are placed on scholastic probation at the end of the semester.

To be removed from scholastic probation, graduate students must bring their cumulative graduate TAMU-CC GPA up to a 3.0 in the completion of 9 *graduate* hours OR retake and earn a grade of CR, Pass, S in research course.

Graduate students are eligible for scholastic probation **one time only**. If a student falls below a 3.0 GPA again, they will be placed on automatic enforced withdrawal.

Enforced Withdrawal

A graduate student may be placed on enforced withdrawal at the end of a semester if:

- A subsequent term GPA below 3.0 has been earned while on scholastic probation
- A cumulative graduate GPA of 3.0 or higher has not been earned within the completion of 9 graduate hours
- Student receives a 3rd grade of NC, U, in research
- Student who was previously removed from Scholastic Probation but has fallen below a cumulative 3.0 graduate GPA again

- Other scholastic requirements as defined by the program are not met (Example: programs that enforce withdrawal students upon earning a 3rd C or lower grade, regardless of GPA).

Reinstatement

Graduate students who have been placed on enforced withdrawal may not enroll in any graduate program at TAMU-CC for a minimum of **12 consecutive months**. The student must reapply, meet current University and program admission requirements, and be reaccepted into a program. Colleges or programs may develop additional procedures or requirements related to re-enrollment. In addition, programs may chose to not allow enforced withdrawal students to be readmitted into the program.

Students that are readmitted following a period of enforced withdrawal must follow the new degree and catalog requirements for the term of readmission.

If a student was enforced withdrawn due to below 3.0 cumulative graduate GPA, they will be permitted another 9 graduate hours to bring up the GPA to the required 3.0. Students being considered for readmission should be reviewed to determine whether it is mathematically possible to bring the GPA up in the completion of 9 graduate hours and the program may want to consider this information during the admission review process. If it is mathematically impossible to bring the GPA up and the program still wants to offer readmission to the applicant, the program should request an academic standing exception (see process below).

Academic Standing Exceptions

If a student has extenuating circumstances concerning their GPA, a program may request an academic standing exception for a student being placed on enforced withdrawal. The request should be submitted by the program to CGS for review. If approved, a memo clearly outlining student expectations (courses to take, grade expectations, etc) and signed by the student, program representative, college dean, and graduate dean will need to be submitted. Once received, the student's academic standing will be changed back to scholastic probation.

If the student does not meet the expectations outlined the exception form, the student will be placed on enforced withdrawal.

Memo example below:

“The request to waive enforced withdrawal and allow you to continue enrollment in the [insert program] for [insert term] has been approved.

The waiver is approved contingent upon completing the following courses and earning a grade of “[Insert grade expectation- typically what is required to meet 3.0 GPA]” in each course. *Failure to meet these requirements will result in enforced withdrawal.*

- Insert Course 1- Semester to be completed
- Insert Course 2- Semester to be completed

This approval extends your scholastic probation through [insert term] in order to allow you to complete additional coursework and increase your GPA to a 3.0. It *does not* expunge or remove the poor grades or their effects on your GPA. Please note that in order to remain in the program and graduate you must achieve and maintain an acceptable overall graduate GPA of 3.0 and complete all remaining courses with an acceptable grade.”

SECTION VI. FORMS

Information/Data Request Form

In order to effectively manage workload and ensure accuracy and integrity in fulfilling requests for information and/or data, the College of Graduate Studies has implemented the use of an [Information/Data request form](#). The form can also be retrieved from the CGS [website](#).

Degree Planner/ Degree Plans

Degree plans should be submitted to CGS by the time a student has completed 50% of the program. Certain programs may require plans to be submitted earlier. For programs utilizing the online degree planner, a preliminary review option is available to check at the 50% mark to ensure the students are on the right track.

Note: For programs that have concentration options, CGS will need to be notified of the concentration option in order for the online degree planner to function properly. Concentrations can be emailed to gradcollege@tamucc.edu to be added to a student file.

Exceptions

Exceptions can be made to student degree requirements including course substitutions, residency hours, transfer course from another institution, etc. Exceptions should be submitted on the [Graduate Degree Plan Exceptions Form](#) as soon as possible to ensure timely processing. Exceptions are not fully approved until all required faculty and staff has signed and the form has been received and approved by CGS.

Transfer Course

Coursework completed at another institution is considered transfer credit. In addition to filing the Graduate Degree Plan Exception Form, transfer courses must meet additional requirements as listed in the catalog. Students are encouraged to submit for transfer credit approval PRIOR to completing any courses at another institution. Students who completed transfer credit prior to admission to TAMU-CC are encouraged to submit for approval within their first semester at TAMU-CC.

Transfer work will become a part of the student's TAMU-CC record and official transcript only after matriculation and the signed Graduate Degree Plan Exception form has been received and approved by CGS.

All transfer coursework must:

- Represent graduate course work relevant to that degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Texas A&M University-Corpus Christi's own graduate degree programs
- Been earned at a regionally accredited institution. The list of Texas Higher Education Coordinating Board Recognized Accreditors can be found [online](#).
- Have a grade of B or better earned in the course. Courses lacking letter grades (pass/no pass, credit/ no credit, satisfactory, unsatisfactory) are not accepted
- Less than 7 years old for Master's degrees and 10 years old for doctoral degrees at the time the TAMU-CC degree is awarded.
- Not have been applied towards an earned degree at another institution.

Additional requirements for Master's degree students include:

- No more than *twelve* semester hours of graduate level study may be transferred.
- All transfer work must be appropriate to the degree being sought.
- Specific programs may limit the number of transfer courses allowed to less than twelve.

Additional requirements for terminal degree credit

- The student must have been enrolled as a terminal degree student when the coursework was completed.
- The maximum amount of transfer credit from another doctoral degree program accepted toward the Texas A&M University-Corpus Christi degree is one-fourth of the credit hours required for the A&M-Corpus Christi degree.

EX: For a 60 hour degree program, 15 hours of transfer credit are permitted.

Revalidation Request

Graduate courses expire after a set amount of time depending on the level of degree being sought (masters or terminal). The counting of time begins the first semester students are enrolled and is calculated from the date of degree conferral. Credit that is considered expired will not be counted towards a degree unless approved for revalidation.

Course Expiration

Masters degree courses = older than 7 years

Terminal degree courses = older than 10 years; in addition doctoral students have a maximum of five years to advance to candidacy and a maximum of 5 years from candidacy to successfully defend the dissertation.

To calculate course expiration, take the semester the course was completed (Spring 2009) and add 7 or 10 to the year (Spring 2016). Therefore, a masters degree course completed in Spring 2009

will expire at the end of Spring 2016. A doctoral degree course completed in Spring 2009 will expire at the end of Spring 2019.

Options for course revalidation include written examinations, 3-5 page essay, a project, course retake, or other equally rigorous academic means appropriate to the discipline to determine the student learning outcomes have been met. Revalidation requests should be submitted on the [Graduate Degree Plan Revalidation Request Form](#) and accompanied by a written justification, updated degree plan, revalidation plan, and documentation used for revalidation. All revalidation requests and plans must be approved by the student's advisor, the department chair, the College Dean, the Graduate Dean, and the Provost. No more than 12 semester hours can be submitted for revalidation. Courses beyond the 12-semester hour limit will need to be retaken. Transfer courses are not eligible for revalidation.

Leave of Absence Request

Students experiencing catastrophic or life changing events can request for a leave of absence from the program using [Form K: Request for a Leave of Absence](#). A leave of absence will stop the counting of the time to degree completion and course expiration (7 years for masters students & 10 years for doctoral) during the time period of the leave. It is important to note that masters level students may take time off from a program without filing an official leave of absence request, but counting of the time to degree completion will not be stopped. Doctoral students must maintain continuous enrollment unless on an approved leave of absence. International applicants should visit with the Office of International Education to find out how a leave will impact their visa status.

Students must be in good standing and the leave can be for no more than two full academic terms (fall & spring). The maximum number of Leave of Absences a student can request during their program is 2. Students who return to the University after an approved leave of absence will not be required to submit an application for readmission.

Examples of leave of absence:

- Personal injury or medical illness
- Death or personal injury of immediate family member

Work obligations, external examination or preparation for licensure examinations typically do not warrant an approved leave of absence.

Title IX regulations also require the university to treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician. At the conclusion of the leave of absence the student will be reinstated to the status that she held when the leave began. Students requesting leave of absence under this provision must submit their request to the Title IX Coordinator (825-5826), who will initiate the process. The Associate Provost and Vice President for Academic Affairs will notify the instructors and coordinate the student's reinstatement as appropriate.

Thesis Forms

[Form A: Thesis Advisory Committee Appointment Form](#) - Required

Thesis Advisory Committee Appointment Form should be submitted to officially appoint a student's thesis committee. All committee members must hold graduate faculty status at TAMU-CC. See Graduate Faculty Status for more information.

[Form B: Preliminary Agreement to Schedule the Thesis Defense](#) - Required

Preliminary Agreement to Schedule the Thesis Defense should be submitted to officially announce a student's thesis defense. The form should be submitted *at least* 5 business days prior to the defense date.

[Form C: Thesis Defense & Written Thesis Report](#) - Required

Thesis Defense & Written Thesis Report should be submitted after the defense has been passed and the thesis has been approved by the committee. The ProQuest uploaded thesis will not be approved by CGS until all formatting requirements have been met and this form has been filed.

[Form D: Thesis Committee Member Change Request form](#) - As needed

Thesis Committee Member Change Request form should be submitted if a student is changing their committee after Form A: Thesis Advisor Committee Appointment has already been filed with CGS. Changes can include committee member removals, additions, or position changes (Co-chair to committee member).

Doctoral Forms

[Form A: Preliminary/Final Degree Plan Forms](#) – Required

Form B: Comprehensive Examination and Advancement to Candidacy Report - Required

[College of Education \(COE\)](#)

[College of Science & Engineering \(SE\)](#)

Comprehensive Examination & Advancement to Candidacy Report should be submitted to confirm if a student passed or failed their comprehensive examination. Examination results should be reported to CGS within 2 weeks of the completion of the exam. In the event of a failure, one repetition will be permitted and a reexamination date will be negotiated with the doctoral committee. Upon receipt of this form indicating a passing outcome, students will receive an advancement to candidacy letter.

[Form C: Doctoral Dissertation Advisory Committee Appointment Form](#) - Required

Doctoral Dissertation Advisory Committee Appointment Form should be submitted to officially appoint a student's doctoral committee. All committee members must hold graduate faculty status at TAMU-CC. See Graduate Faculty Status for more information. Upon receipt of this form, the Graduate Dean will appoint a Graduate Faculty Representative (GFR) from an outside discipline.

The GFR helps ensure that the quality of the graduate degree is appropriate for Texas A&M University-Corpus Christi and that students receive fair and reasonable treatment in their graduate experience. The GFR should be included in updates regarding student and timeline for completion (proposal hearing, dissertation defense, etc.) and consulted prior to scheduling the proposal hearing and dissertation defense.

[Form D: Doctoral Dissertation Proposal Hearing Request Form](#) - Required

Doctoral Dissertation Proposal Hearing Request form should be submitted *at least 2 weeks* prior to the proposal hearing. In addition, the proposal hearing should be held no fewer than two semesters prior to the student's anticipated graduation. If a student checks YES to any of the questions concerning IRB, IACUC, or IBC approval, the research compliance officer signature will be required on the form. For information about IRB, IACUC or IBC approval, visit <http://research.tamucc.edu/compliance/index.html>.

[Form E: Preliminary Agreement to Schedule Dissertation Defense/Final Examination](#) - Required

Preliminary Agreement to Schedule Dissertation Defense/Final Examination should be submitted *at least 2 weeks* prior to the scheduled defense date to officially announce the defense and by the date specified on the CGS [website](#) (at least 8 weeks prior to graduation), whichever date comes first. The dissertation must be submitted to each committee member *at least 2 weeks* prior to the defense.

[Form F: Dissertation Defense and Written Dissertation Report](#) - Required

Dissertation Defense & Written Dissertation Report should be submitted after the defense has been passed and the thesis has been approved by the committee, by the date specified on the CGS [website](#) (at least 4 weeks prior to graduation).

[Form G: Graduate Faculty Representative Report](#) - Required

Graduate Faculty Representative Report should be submitted by the GFR to comment on the process.

[Form H: Doctoral/Dissertation Committee Member Change Request Form](#) –As needed

Doctoral/Dissertation Committee Member Change Request form should be submitted if a student is changing their committee after Form A: Doctoral Dissertation Advisor Committee Appointment has already been filed with CGS. Changes can include committee member removals, additions, or position changes (Co-chair to committee member).

[Form L: Catalog Change Request Form](#) –As needed

Catalog Change Request Form should be submitted for doctoral students changing catalog years, especially if changing from a catalog year with a 7 year degree timeline to a catalog with a 10 year degree timeline and doctoral continuous enrollment. This Form ensures students are aware of the continuous enrollment requirements. In addition, CGS will confirm that the doctoral student is eligible for the 10 year timeline by checking that the student has advanced to candidacy within 5 years of beginning the program.

SECTION VII. REPORTS

Program Coordinator Report

Recruitment and Admissions is the purview of Enrollment Management. Any questions related to those two functions should be directed to the Executive Director of Admissions.

Program Coordinator Reports are provided to program faculty and staff on a weekly basis. Send an email to gradweb@tamucc.edu to request to be added to the program coordinator report for a specific program or college or to request any information related to recruitment and admissions.

Program Coordinator reports will include all applicants for all upcoming application terms. The report is provided with a simplified applicant summary PDF, a detailed PDF, and an excel sheet with applicant contact information.

The detailed PDF is separated by term and will indicate the applicants status (incomplete, complete, fully accepted, conditionally accepted, rejected), missing documents, date of received documents, last 60 hour GPA, and test scores.

How to read the Program Coordinator Report

A key provided in the top corner of the detailed PDF and within the body of the email indicates the color tied to application status.

Legend	
Gray	= Incomplete
Yellow	= Complete
Blue	= Conditional
Green	= Accepted
Red	= Denied

1 Student Name: [REDACTED] Student ID: [REDACTED]	2 Application Decision: _____ Application Status: Incomplete Student Type: New First Time	Decision Date: Application Date: 10/21/2016 Entry Term: 201709
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<u>Received Date</u>	<u>Supporting Documents</u>	<u>Missing Requirements</u>	<u>Letters Sent:</u>	<u>First</u>	<u>Last</u>
10/31/2016	60 Hour GPA 4.0 m.f. 5				
10/27/2016	GRE Scores - G03Q: 145, G03V: 151, G03W: 5.0				
10/21/2016	Graduate Essay - ***Essay			4	
3 _____	Reference Form - [REDACTED]@marymount.edu}			10/31/2016	11/14/2016
10/26/2016	Reference Form - Ryan Foster				
11/01/2016	Reference Form - Stephanie LaCroix			10/31/2016	
10/21/2016	Resume				
10/26/2016	Transcript 1 - UNIV NC AT CHARLOTTE				
10/21/2016	Transcript 2 - MARYMOUNT UNIVERSITY				

- The coloration of the entry (1) and the Application Decision/ Application Status lines (2) indicate that student’s application status.
- (3) Dates in the Received Date column indicate the day the specific document was received. Blank lines indicate documents that have not been received/ process yet. **NOTE:** It takes 2-3 business days to receive and process documents into the system. If an applicant indicates a document was recently submitted, it may still be in coming in the mail or in processing.
- (4) First and Last entry column indicate the date that the first and last missing requirement notifications were sent to the applicant.
- (5) Applicants GPA’s and test scores are indicated under the Supporting Documents column. **NOTE:** If a GPA is not received/ indicated on the report yet it could be due to 1) not all official transcripts have been received or 2) official transcripts were received within the last 5-7 business days and the GPA is currently being processed.

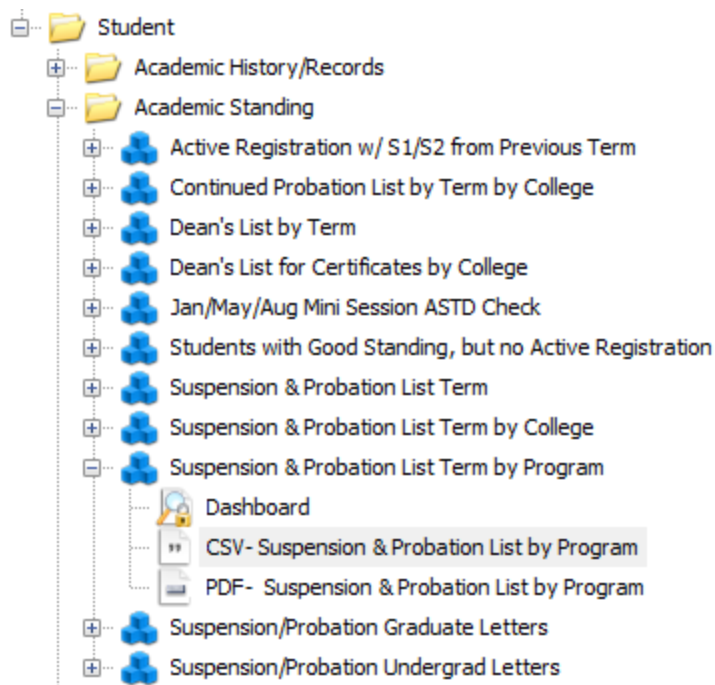
Semester Graduation Report

A list of the graduate students who have applied for graduation are sent to the Academic Advisor for that College/ Department at the beginning and middle of each semester. CGS works with the academic advisors to ensure that degree plans and any other required forms are received for graduation clearance. If you would like to be included in these notifications, please notify CGS at gradcollege@tamucc.edu.

Academic Standing Report

A list of the graduate students who are being placed on enforced withdrawal or scholastic probation are sent to the Academic Advisor for that College/ Department at the end of each semester. If you would like to be included in these notifications, please notify CGS at gradcollege@tamucc.edu.

Once academic standing has been processed by both CGS & the Registrar’s Office, the Suspension & Probation List Term by Program report in Argos can also be generated to pull students academic standings.



Requesting a Report

If you would like a report generated, please submit an email [request](mailto:request@gradcollege.tamucc.edu) to gradcollege@tamucc.edu. Reports can be requested for one time use or to be provided on a recurring basis. Examples of program specific requested reports include:

- Students with low grades (C, D, F, NC, etc)
- Students in the program for 12 months without filing a degree plan or committee appointment form
- Doctoral students approaching course expiration
- # of dissertation in progress hours completed by student

SECTION VIII. THESIS/ DISSERTATION PROCESS

Deadlines

The deadline for a final, committee approved thesis to be uploaded through ProQuest is two weeks prior to graduation. The deadlines for the upcoming semesters can be found online at http://gradcollege.tamucc.edu/current_students/masters_students.html.

The deadline for a final committee approved dissertation to be uploaded through ProQuest is four weeks prior to graduation. The deadlines for the upcoming semesters can be found online at http://gradcollege.tamucc.edu/current_students/doctoral_dates.html

Formatting

TAMU-CC Dissertations & Theses should follow the formatting guidelines posted online at http://gradcollege.tamucc.edu/current_students/doctoral_dissertation.html. Preliminary page formatting is very detailed. Please be sure students use the available templates or make sure the formatting matches the examples available in the Doctoral or Master's Student Handbooks

CGS **only** verifies formatting for the preliminary pages. The text of the document (starting on page 1) can be formatted with any style (APA, MLA, etc) as required by the individual program. In addition, content accuracy and integrity, review for plagiarism, or accuracy of citations, spelling, and grammar is the responsibility of the student and the student's thesis/dissertation committee members.

Individual templates are available for the title page, copyright page, and committee member page as well as, full dissertation and full thesis templates.

For issues with word formatting, students can visit our [Youtube Channel](#) or download the [Word 2010 Instruction Manual](#).

At least two dissertation & thesis formatting workshops are held each semester. The dates for the current semester can be found [online](#).

Order of the Preliminary Pages:

1. Title page (no pagination)
2. Copyright page (no pagination)
3. Committee member page (no pagination)
4. Abstract (pagination begins here at v)
Pagination begins with the abstract roman numeral "v" to allow for the insertion of a ProQuest publishing page.
5. Dedication (optional)
6. Acknowledgements (optional)
7. Table of Contents
8. List of Figures
9. List of Tables

ProQuest

Printing, binding, and submission of the final thesis/ dissertation to CGS and the TAMU-CC library is done online through [ProQuest](#).

To be eligible for graduation within a specific semester students must upload their final and committee approved document into ProQuest by the deadline specified above.

Once uploaded through ProQuest, CGS will review the document for required formatting. If any formatting changes are necessary, the student will be emailed the requested changes and provided a link to reupload the document. Once approved by the Graduate Dean, the document will be accepted in the ProQuest system and sent for printing. **NOTE: CGS will not accept a thesis or dissertation in the ProQuest system until all required forms are on file.**

Students are automatically charged for 1 copy (43\$) for library archiving. Personal or committee requested copies can be ordered by the student. Prices and size options vary. Copies are shipped approximately 8-12 weeks after CGS acceptance. The library copy is delivered to the University and personal or committee requested copies will be delivered to the student's address on file. It is the student's responsibility to deliver the committee requested copies to the faculty members.

ProQuest offers additional services for Copyright Registration and Open Access Publishing. These services are optional and for an additional cost.

Optional Copyright Registration

“If you live in the United States, registering for U.S. copyright can be a [significant benefit for the protection of your work](#) because of the availability of content on the open web via repositories and other avenues. For only \$55, you can protect your dissertation or master's theses and become immediately eligible for statutory damages and attorney fees. Registering for copyright allows for the claimant to receive statutory damages set out in [Title 17, Section 504 of the U.S. Code](#), which range from \$750 – \$150,000 plus attorney fees per copyright infraction. This contrasts with those who do not register for copyright – authors without copyright registration can claim only actual damages and no attorney fees.

At ProQuest, we make copyright registration easy—by submitting your application to the United States Copyright on your behalf and providing you with the certificate from the Library of Congress. Once your dissertation is published, a permanent link to your citation is created for your curriculum vitae and to refer scholars to your work.

Registering with the U.S. Office of Copyright establishes your claim to the copyright for your dissertation (which you already own) and provides certain protections if your copyright is violated. If you wish, ProQuest Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process. We will prepare an application in your name, submit your application fee, deposit the required copy or copies of the manuscript, and mail you the completed certificate of registration from the Library of Congress.”

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

Open Access Publishing PLUS

“Open Access Publishing PLUS guarantees the widest possible exposure of your graduate research. It can also help ensure that the officially published version of your dissertation or thesis is the most widely available version in the primary literature.

In addition to the standard features of our traditional publishing service, such as rigorous quality assurance, assignment of an ISBN, and permanent storage in our microfilm vault, the Open Access publishing service also includes:

- Free, public access to your graduate work in PQDT Open , our online repository of Open Access graduate works.
- Free access to the citation, abstract, and full text (including supplementary files) for your graduate works for all institutional subscribers to ProQuest® Dissertations & Theses (PQDT), the database of record for graduate research.”

Embargo

“For authors concerned with the “prior publication” issue, ProQuest has developed a number of mechanisms to assist in alleviating this concern. For example, an author may choose to have a full sales restriction on the sale of copies of their manuscript but nonetheless allow ProQuest to preserve their manuscript in microfilm and electronic form and to further include the citation and abstract information in the ProQuest Dissertation and Theses Database (PQDT). The sales restriction may allow for sales of the manuscript only after a designated period of time (an embargo) or may be in place indefinitely until the author rescinds the restriction (full restriction). If the concern arises after submission of the dissertation or thesis to ProQuest, we are also able to apply these types of restrictions prospectively upon request of the author.”

Current set up allows for embargo options up to two years. However, a student may contact CGS & ProQuest to request an embargo for longer than 2 years if necessary.

SECTION IX. ADDITIONAL RESOURCES:

Faculty engaged in grant writing will find useful resources at this site. http://research.tamucc.edu/faculty_resources.html The faculty resources include: forms, pre and post award information, as well as information related to finding funding, annual research reports, limited submissions, research dashboard and productivity, dive operations, and the hurricane defense plan. An FAQ section is included as well.

SECTION X. PLANNING AND INSTITUTIONAL RESEARCH (PIR)

Faculty can obtain accurate and reliable data with associated analysis that supports University-wide decision-making, planning, grant writing, and other internal and external data and information needs from the PIR Office.

Major responsibilities of the PIR office include:

- Compiling and certifying official University statistics that are reported to various internal and external entities interested in University operations, research, and accountability
- Maintaining historical data tables for trend and comparative analysis
- Updating pivot tables that can be broken down to meaningful and discrete levels for program reviews and assessment
- Creating Tableau dashboards, presentation ready, for visual representation of data tables
- Administering, analyzing and reporting survey results
- Maintaining official University organization charts
- Maintaining this website with accurate and appropriate institutional research resources.

To request data, complete the Data Request Form (make 'Data Request Form' a hotlink using the site below)

https://pir.tamucc.edu/university_organization/Data_Request_Form.html

- **PIR Home**
- **Momentum 20/20**
- **University Organization Charts**
- **PIR Applications**
 - **Data Request Form**
 - **Faculty Workload**
- **Internal_Resources:**
 - **Factbook Pivot Tables**
 - **College/Dept Data Profiles**
 - **Common Data Set**
 - **Student Profiles**
 - **Historical Data**
 - **Preliminary 12th Class Day**
 - **THECB Reports**
 - **IPEDS Reports**
 - **Survey Results**