DOCTORAL STUDENT HANDBOOK

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This handbook is intended to be read in conjunction with the Graduate Catalog: http://catalog.tamucc.edu/index.php.
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SECTION I. COLLEGE OF GRADUATE STUDIES

Message from the Dean

Congratulations on being accepted into one of our outstanding terminal degree programs at Texas A&M University-Corpus Christi (A&M-Corpus Christi). This is a major accomplishment that comes with a significant financial, academic as well as personal commitment on your part. The College of Graduate Studies at Texas A&M University-Corpus Christi has adopted as a mantra – Discover Your Passion: Inquire, Innovate, Inspire. This student handbook has been developed for students working towards a terminal degree to ensure that you will be successful and kept informed every step of the way regarding University academic expectations and requirements, program specific expectations and requirements, and resources and services available to students.

The College of Graduate Studies is located on the first level of the Faculty Center, Suite 178. Hours of operation are 8:00 a.m.–5:00 p.m. Monday–Friday. Please feel free to stop by any time and/or share any suggestions on how to improve this resource for you.

Best of luck on your exciting, new undertaking and I look forward to seeing you at graduation, if not sooner.

Karen McCaleb, EdD
Interim Dean, College of Graduate Studies

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- Generates reports for the Dean
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- Oversees scholarship process

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- Facilitates Graduate Council
- Monitors adherence to SACSOC principles

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- Collaborates with other TAMUCC units to ensure a climate of engagement and success for graduate students

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- Facilitates outreach and retention efforts
- Collaborates with students, faculty and staff on graduate processes

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- Processes all degree plan exceptions
- Process all information related to doctoral students

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SECTION II. STUDENT RESOURCES

Student fees paid entitle you to a number of varied student resources. Below is contact information for resources available to you by category.

**Financial Assistance**

Graduate Scholarships and Assistantships
http://gradcollege.tamucc.edu/funding
361-825-2177

Office of Student Financial Assistance
http://osfa.tamucc.edu
361-825-3338

**Student Services**

Admissions & Records
http://admissions.tamucc.edu
361-825-2624

Business Office
http://businessoffice.tamucc.edu
361-825-2600

Career Services
http://career-services.tamucc.edu
361-825-2628

IT Help Desk
http://it.tamucc.edu
361-825-2692

Disability Services
http://disabilityservices.tamucc.edu
361-825-5816

Office of International Education
http://oie.tamucc.edu
361-825-3922

University Center & Student Activities
http://ucsa.tamucc.edu
361-825-5200 or 361-825-2707

University Police Department
http://police.tamucc.edu
361-825-4444

University Services
(Banking, Bookstore, Dining, Mail, Printing, SandDollar)
http://universityservices.tamucc.edu
361-825-5710

Veterans Affairs Office
http://vets.tamucc.edu
361-825-2331

**Academic Resources**

Graduate Resource and Opportunity Workspace (GROW)
http://grow.tamucc.edu
361-825-2507

Center for Academic Student Achievement (CASA) Writing Center
http://casa.tamucc.edu
361-825-5933

Mary and Jeff Bell Library
http://rattler.tamucc.edu
361-825-2643

Office of Academic Testing
http://testing.tamucc.edu
361-825-2334

SAIL
http://sail.tamucc.edu
361-825-2825

**Health and Wellness**

Recreational Sports
http://recsports.tamucc.edu
361-825-2454

Student Health Plan
https://tamucc.myahpcare.com
800-452-5772

University Counseling Center
http://counseling.tamucc.edu
361-825-2703

University Health Center
http://healthcenter.tamucc.edu
361-825-2601
Ask-a-Nurse Line: 361-825-5735
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Graduate Resource and Opportunity Workspace (GROW)

As part of the College of Graduate Studies, the Graduate Resource and Opportunity Workspace (GROW) offers graduate students exclusive space and resources tailored specifically to their academic needs and professional development. GROW is located in the Mary and Jeff Bell Library (Room 220) and is open during library hours. To reserve the small/group study room, students may complete an online form available on the GROW website: http://grow.tamucc.edu.

Dissertation/Thesis Formatting Workshop

We encourage all doctoral students to attend a Dissertation/Thesis Formatting Workshop. These workshops are held every semester and provide information that will simplify the process of formatting and uploading the final document into ProQuest. We strongly urge attendance early in the writing process for your study. Workshops will be announced via the GROW newsletter and will be posted on the CGS website.

Topics covered include:
- CGS Website
- Important Dates
- Forms
- The Submission Process
- Copyright Information
- Formatting & Templates

Doctoral Orientation

Graduate orientation is offered for new graduate students every Fall and Spring semester. Preregistration is requested so that we can best plan for you. For additional information on this event, please visit http://gradcollege.tamucc.edu/new_students/orientation.html.

A special orientation session is available for doctoral students upon request by the department/program. Topics can be tailored to fit particular needs of the department/program.

Title IX Information

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Texas A&M University-Corpus Christi (TAMUCC) is committed to providing an environment free from discrimination, including discrimination based upon sex. TAMUCC provides resources to students, faculty, and staff to address concerns related to sexual harassment, sexual assault (rape), sexual misconduct, sex discrimination and has appointed Mr. Samuel Ramirez as its Title IX Coordinator. For more information and a short Title IX Student Video from The Texas A&M University System, please see: http://edcs.tamucc.edu/TitleIX.html
Registration

The Office of the Registrar coordinates the course registration process for all current and incoming students. [http://registrar.tamucc.edu/Register%20for%20Classes/index.html](http://registrar.tamucc.edu/Register%20for%20Classes/index.html)

Current and incoming students are able to register online through their S.A.I.L. account or at the Office of the Registrar.

- S.A.I.L.: [http://sail.tamucc.edu/](http://sail.tamucc.edu/)
- Office of the Registrar: Located in the Student Service Center
  - Phone: 361-825-2624
  - Website: [http://registrar.tamucc.edu/](http://registrar.tamucc.edu/)

Enrollment Status

Enrollment status for graduate students is defined below. Consult the Graduate Catalog and your academic college for exceptions and further information.

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall or spring terms</th>
<th>Combined summer terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Three-quarter-time</td>
<td>7 hours</td>
<td>5 hours</td>
</tr>
<tr>
<td>Half-time</td>
<td>5 hours</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

Total Hours

Normally a doctoral degree will consist of a minimum of 90 hours beyond the bachelor’s degree for students admitted to a doctoral program directly after completion of the undergraduate degree. For students who have completed a master’s degree, a minimum of 60 hours is normally required for the doctoral degree. The majority of the doctoral degree plan course work must be doctoral-level courses.

Continuous Doctoral Enrollment and Residency

Unless on an approved leave of absence, students in terminal degree programs must be registered continuously for a minimum of 3 semester credit hours per long semester (fall and spring semesters) during the academic year and pay the designated tuition and fees. Students working on research/scholarly activity toward their dissertation should enroll in the number of credit hours that reflects the extent of a student's study or research activity. Exemptions may be made to the requirement for three hours during the dissertation or culminating project. Students should consult with their individual colleges for specific program directions. International students may have additional registration requirements depending on their visa status and should consult with the Office of International Education to obtain current information. Unapproved leaves of absence may result in the student being required to reapply to his/her program.

In addition, some terminal degree programs require students to continuously register in courses for a minimum of two consecutive terms, which may include summer. The purpose of the residency is to permit professional interaction with program faculty and students. The residency provides an opportunity for sustained intellectual effort/creative output by enhancing exposure to new concepts in the discipline, to research methodologies, and to development of research competency with the
outcome resulting in a dissertation containing original research or a solo MFA final thesis and exhibition. For specific residency requirements, consult the degree requirements sections of the individual terminal degree programs.

Students must be enrolled the semester in which the dissertation defense/final examination occurs and in the semester in which they graduate.

**Graduate Courses**

Graduate courses are numbered 5000 or higher. Courses at the 5000 level are open only to students with graduate standing and senior undergraduate students who meet specific criteria. Courses at the 6000 level and higher are limited to students admitted to a doctoral program or graduate students who meet specific criteria. Please consult the individual graduate program for additional details or requirements.

**Maximum Course Load**

Graduate students may not register for more than 12 hours in a regular semester without the approval of the Dean of the college in which they are enrolled. Approval is also required for more than 6 hours of coursework in a single session of summer school.

**Repetition of a Course**

**Repetition of a Course to Raise a Grade**

A course in which the final grade is C or lower may be repeated. A course in which the final grade is a B may be repeated only with the permission of the Graduate Dean. A maximum of two courses may be retaken during graduate study at the University. Each course may be repeated only one time. All grades received for the course will be computed in the grade point average.

**Repetition of a Course for Multiple Credit**

A course may be repeated for multiple credit towards graduation only when so designated in the course description and approved by the faculty or program advisor as designated by the College in which the student is enrolled.

**Recency of Credit**

**Students admitted prior to Fall 2015**

Credit that is more than seven years old will not be counted toward a degree. The seven-year period begins the first semester students are enrolled and is calculated from the date of degree conferral. Exceptions, provided the courses were completed at this university, will require strong justification in writing from the student requesting the exception. Also required will be a revalidation plan accompanied by a current degree plan.

**Students admitted Fall 2015 or later**

All requirements for a terminal degree at Texas A&M University-Corpus Christi must be completed within ten years subsequent to admission to the terminal degree program. The ten-year period begins with the first semester students are enrolled in the graduate program. Students have a maximum of five years to advance to candidacy and a maximum of 5 years from candidacy to successfully defend the
dissertation. Students who exceed the candidacy deadline may request an extension. Candidacy extensions require strong justification in writing from the student and must include a plan for timely completion of the comprehensive examination, the proposal, and the final dissertation. The extension must be approved by the student’s advisor, the department chair, the College Dean, and the Graduate Dean. Credit that is more than ten years old will not be counted toward a terminal degree. Exceptions will only be considered for courses completed at Texas A&M University-Corpus Christi and will require strong justification in writing from the student requesting the exception as well as a revalidation plan. Written approval from the department chair, the Dean of the college from which the degree is offered, the Graduate Dean, and the Provost are required. See the revalidation process below.

Revalidation of Courses

Students admitted prior to Fall 2015

Courses listed on the plan of study completed more than seven years prior to graduation are considered dated. The faculty advisor or college graduate committee recommends a revalidation plan. Revalidation will verify that the student’s knowledge in a specific subject area is current. Written examinations normally are required.

Successfully revalidated courses may be included in the student’s plan of study. Failure to follow all designated requirements of the revalidation agreement may result in dismissal from the program. Subsequent requests for revalidation may be considered but will be denied absent a showing of extraordinary hardship. Graduate students will not be permitted to submit more than 12 semester hours of the program’s required courses for revalidation. Courses must have been completed at this university to be eligible for revalidation. All revalidation plans must be approved by the student’s advisor, the department chair, the College Dean, the Graduate Dean, and the Provost.

Use the Graduate Degree Plan Revalidation Request form to initiate the process. A current degree plan must be submitted along with the revalidation plan.

Students admitted Fall 2015 or later

Courses listed on the plan of study completed more than ten years prior to graduation are considered dated. The department chair or program coordinator recommends revalidation of dated courses. Revalidation will verify that the student's knowledge in a specific subject area is current and documented.

Options for course revalidation include written examinations, a project, 3-5 page essay, 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 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. The student’s advisor, department chair, and College Dean are responsible for determining whether the student demonstrated sufficient course knowledge necessary for successful course revalidation. Successfully revalidated courses may be included in the student's plan of study. Failure to follow all designated
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requirements of the revalidation agreement may result in dismissal from the program. Subsequent requests for revalidation may be considered but will be denied absent a showing of extraordinary hardship. Graduate students will not be permitted to submit more than 12 semester hours of their program’s courses for revalidation. Courses beyond the 12-semester hour limit will need to be retaken. Courses must have been completed at this University to be eligible for revalidation.

Request for Leave of Absence

Students experiencing life-changing or catastrophic events (e.g., serious illness of a student or immediate family member, death of an immediate family member, divorce, etc.) are encouraged to consult with their department chair and request a leave of absence in writing from the College of Graduate Studies using Form K: Request for a Leave of Absence, especially if the leave will impact recency of credit determinations. Evidence of successful continuous progress towards the degree, programmatic changes, and faculty availability will affect consideration of requests submitted after the degree time limit has expired. A student who is in good standing may petition for a leave of absence of no more than two full academic terms. The maximum number of leave of absence requests permitted in a program is two.

Requests for a leave of absence must be approved in advance by the faculty advisor, the Program Coordinator, the College Dean, and the Graduate Dean. If the Graduate Dean approves the petition, the registration requirement will be set aside during the period of leave. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree including use of University facilities and faculty mentoring/advice. Counting of the time to the completion of the degree pauses when a leave of absence is granted and resumes when the student re-enrolls to continue the program. Unapproved leaves of absence may result in the student being required to re-apply to his/her program.

A student who is in good standing may petition for a leave of absence of no more than two full academic terms (consecutive semesters) and the maximum number of leave of absence requests is two. In case of extenuating circumstances, a one-semester leave of absence can be extended to a maximum of two consecutive full semesters by the student’s faculty advisor and or program coordinator and the Graduate Dean. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission to the College of Graduate Studies. International students should consult with an advisor in the Office of International Education to find out how a leave of absence may impact their stay or re-entry into the U.S.

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 or Deputy Title IX Coordinator (825-2765), 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.

Transfer of Credit

Specific requirements must be met for courses that may transfer for terminal degree credit. The following rules apply to these courses, with the exception of degrees offered jointly.

This handbook is intended to be read in conjunction with the Graduate Catalog: http://catalog.tamucc.edu/index.php.
• Credit used for a degree at another institution cannot be applied to a graduate degree at A&M-Corpus Christi.
• Transferred graduate credit must have been earned at a regionally accredited institution.
• The student must have earned a grade of B or better in the transfer course work. Courses lacking letter grades (e.g., courses graded pass/no pass, credit/no credit, or satisfactory/unsatisfactory) will not be accepted as transfer credit.
• The coursework must be less than 10 years old at the time the A&M-Corpus Christi degree is awarded.
• 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 A&M-Corpus Christi degree is one-fourth of the credit hours required for the A&M-Corpus Christi degree.

Please see individual programs for specific requirements related to Transfer Credits.

Grade Point Average

In order to remain in good standing, as well as maintain eligibility for University funding such as scholarships and assistantships, the University requires students to maintain a minimum grade point average of 3.0 (“B”) for all graduate work undertaken. Texas A&M-Corpus Christi uses a 4.0 scale for calculations of grade point average (GPA). Please note that TAMUCC calculates GPA based on all graduate coursework taken at TAMUCC and not just coursework in the degree program. Students should ensure they are knowledgeable about both overall GPA required for good standing as well as GPA in the program in which they are enrolled.

Only grades earned at this University will be used to calculate the A&M-Corpus Christi grade point average as used in determination of eligibility for graduation.

Grades are made available to students at the end of each grading period at http://sail.tamucc.edu

Scholastic Probation

The University places a student on probation if their cumulative graduate grade-point average falls below 3.0 at the end of a semester. As noted in the previous section, the cumulative TAMUCC GPA includes all graduate coursework taken at this university.

Placement on Scholastic Probation

A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student’s cumulative graduate grade point average falls below 3.0 (or higher GPA set by the program). A graduate student receiving a grade of U or NC for the second time will be placed on scholastic probation.

A student can be on scholastic probation only once (see section on Enforced Withdrawal below).

Removal from Scholastic Probation

A student must achieve a cumulative 3.0 GPA (or higher GPA if required by the program) within completion of the next nine (9) semester credit hours to be removed from scholastic probation if
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scholastic probation was due to an unsatisfactory GPA. The courses included in the nine (9) semester hours must be approved by the program faculty for degree-seeking students. A student who has received two grades of U or NC may be removed from scholastic probation after one (1) year if the student achieves a cumulative 3.0 GPS (or higher if required by program) and receives grades of S or CR.

- A student will not be placed on scholastic probation in a graduating semester if the cumulative GPA is 3.00 or higher and there are no more than two C’s for courses on the degree plan.
- A student who is removed from scholastic probation is not eligible for placement on scholastic probation a second time.

Enforced Withdrawal

Enforced withdrawal is reflected on the student’s academic record. A student who is or has been on scholastic probation will be placed on enforced withdrawal if:

- the student’s grade point average for any subsequent term or semester falls below 3.0, or
- the student receives a third grade of U or NC, or
- other scholastic requirements are not met, or
- the student does not achieve the required cumulative GPA (3.0 or higher if required by the program) within completion of nine (9) semester hours.
- A student on enforced withdrawal may not enroll in any graduate program for a minimum of 12 consecutive months.

Reinstatement

In order to be reinstated following a period of enforced withdrawal, a student must reapply, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies. The application may be submitted prior to the requested enrollment date. Students should be aware that the period of enforced withdrawal does not alter the 10-year time period for completion of the doctoral degree program.

Colleges or programs may have additional procedures or requirements related to re-enrollment following enforced withdrawal or unapproved absences. Some colleges or programs may not permit reinstatement from enforced withdrawal. Please see the appropriate college or program section of the catalog for specific requirements.

Texas 99-Hour Rule

The Texas State Legislature has enacted a rule that provides that students at all state universities with over 99 doctoral hours may be subject to the payment of nonresident tuition. A student will generally be able to study at A&M-Corpus Christi full-time for five complete academic years, including summers, before being affected by the 99-hour rule. For students staying beyond five years, in a number of cases there is still the possibility of a programmatic or individual exemption from the rule. For more information, contact the coordinator of your graduate program.

Doctor of Nursing Practice Committee

There is some limited information that pertains to DNP students in the remainder of this section and in sections VI and VII of this handbook. DNP students should refer to the DNP Student. This handbook is intended to be read in conjunction with the Graduate Catalog: http://catalog.tamuc.edu/index.php.
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Handbook, available on the CONHS website (https://conhs.tamucc.edu/current-students/assets/dnp-handbook.pdf), for information regarding the DNP committee, doctoral program forms, DNP project, and other program requirements.

The Ph.D./Ed.D. Committee
As a first step, students should choose a doctoral committee chair from among the regular graduate faculty members of the doctoral program. The remainder of the committee will be selected by the student in consultation with the committee chair. All doctoral committees will be composed of a minimum of four Texas A&M University-Corpus Christi graduate faculty members, including the doctoral committee chair, two other TAMUCC graduate faculty members (or members of the participating faculty for interdisciplinary degree programs), and a graduate faculty representative from a different discipline selected by the Graduate Dean. The Graduate Dean will officially appoint the doctoral committee after submission of Form C: Doctoral Dissertation Advisory Committee Appointment Form. Normally, the committee chair and committee members will be faculty members from the program offering the degree. Persons with unique and appropriate expertise may be appointed to the dissertation committee upon approval of the Graduate Dean for the dissertation portion of the doctoral program. Doctoral committee members are required to participate in proposal hearings and dissertation defense/final examinations and are required to sign relevant documents. Academic colleges may have additional requirements for committee members, with the exception of the Graduate Faculty Representative.

The Graduate Faculty Representative
The Graduate Faculty Representative (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 graduate faculty representative is not required to attend or evaluate materials related to the comprehensive examination. However, the GFR is required to participate in the proposal hearing and dissertation defense/final examination.

Degree Plans
All students will develop a degree plan that is consistent with the requirements of the program. Ph.D. and Ed.D. degree plans must be submitted by the time students have completed 50% of the required course work in the program. Copies should be forwarded to the College of Graduate Studies to be approved by the Graduate Dean.

Normally a doctoral degree will consist of a minimum of 90 credit hours beyond the bachelor’s degree for students admitted to a doctoral program directly after completion of the undergraduate degree. For students who have completed a master’s degree, most doctoral degrees will require 60 credit hours. The majority of the doctoral degree plan course work must be doctoral-level courses.

Changes in the degree plan must be approved by the doctoral committee chair, the College Dean, and the Graduate Dean, using Form I: Graduate Degree Plan Exceptions Form.

A student may petition to apply credits earned while in non-degree, certificate, or a previous master’s-seeking status toward a doctoral degree. However, no more than one-fourth of the credit hours required for that doctoral degree may be applied.
Ph.D./Ed.D. Program Forms

Please use the checklist on the next page for a timely submission of required forms. These can be found at [http://gradcollege.tamucc.edu/contact_us/forms.html](http://gradcollege.tamucc.edu/contact_us/forms.html). Students will work with their doctoral advisors to initiate and submit forms at appropriate times during their degree process. The College of Graduate Studies will route forms for electronic signatures.

This handbook is intended to be read in conjunction with the Graduate Catalog: [http://catalog.tamucc.edu/index.php](http://catalog.tamucc.edu/index.php).
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PhD/EdD/DNP Checklist

Please use the checklist below for a timely submission of requirements. Forms can be found at [http://gradcollege.tamucc.edu/forms.html](http://gradcollege.tamucc.edu/forms.html) Important dates: [http://gradcollege.tamucc.edu/doctoral_dates.html](http://gradcollege.tamucc.edu/doctoral_dates.html)

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>EHD</th>
<th>S&amp;E</th>
<th>NHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Form A</td>
<td>Degree Plan (signed)</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>☐ Form B</td>
<td>Comprehensive Examination and Advancement to Candidacy Report</td>
<td>*</td>
<td>*</td>
<td>N/A</td>
</tr>
<tr>
<td>☐ Form C</td>
<td>Doctoral Dissertation/Project Advisory Committee Appointment</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>☐ Form D</td>
<td>Doctoral Dissertation/Project Proposal Hearing Request Form</td>
<td>2 weeks prior to anticipated proposal date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Form E</td>
<td>Agreement to schedule the Dissertation/Project Defense &amp; Final Examination</td>
<td>8 weeks prior to graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>The dissertation/project must be submitted to committee at least two weeks prior to defense.</em></td>
<td></td>
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</tr>
<tr>
<td>☐ Form F</td>
<td>Dissertation/Project Defense and Written Dissertation Report</td>
<td>4 weeks prior to graduation</td>
<td>3 weeks prior to graduation</td>
<td></td>
</tr>
<tr>
<td>☐ Form G</td>
<td>Graduate Faculty Representative Report (circulated and monitored by CGS)</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>☐ Form H</td>
<td>Doctoral/Dissertation Committee Member Change Request</td>
<td>As needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Form I</td>
<td>Graduate Degree Plan Exceptions Form</td>
<td>As needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Form J</td>
<td>Graduate Degree Plan Revalidation Request</td>
<td>As needed</td>
<td></td>
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<tr>
<td>☐ Form K</td>
<td>Request for a Leave of Absence</td>
<td>As needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Final Version of Dissertation/Project Submitted to ProQuest</td>
<td>4 weeks prior to graduation</td>
<td>3 weeks prior to graduation</td>
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<td></td>
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<td></td>
<td><a href="http://www.etdadmin.com/tamucc">www.etdadmin.com/tamucc</a></td>
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<tr>
<td></td>
<td>Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at <a href="http://gradcollege.tamucc.edu/forms.html">http://gradcollege.tamucc.edu/forms.html</a></td>
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<tr>
<td>☐ Survey of Earned Doctorates:</td>
<td><a href="https://sed.norc.org/doctorate/showRegister.do">https://sed.norc.org/doctorate/showRegister.do</a></td>
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<td></td>
<td>Email a copy of the completion certificate to <a href="mailto:gradweb@tamucc.edu">gradweb@tamucc.edu</a></td>
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<tr>
<td>☐ Dissertation Service Charge:</td>
<td>4 weeks prior to graduation</td>
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<td></td>
<td><a href="http://gradcollege.tamucc.edu/doctoral_students.html">http://gradcollege.tamucc.edu/doctoral_students.html</a></td>
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</tbody>
</table>

*Requirements may vary depending on the program. Check program and academic college requirements.*

Amended 3/13/2019

This handbook is intended to be read in conjunction with the Graduate Catalog: [http://catalog.tamucc.edu/index.php](http://catalog.tamucc.edu/index.php)
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Dissertation Defense/Final Examination

The comprehensive exam must be passed and courses in the plan of study completed with a GPA of 3.0 or greater before the dissertation defense/final examination will be scheduled. The dissertation defense/final examination must cover the dissertation but need not be limited thereto. More than one dissenting vote in the comprehensive exam or final exam (which includes the dissertation defense) will constitute failure. The defense must be scheduled for a minimum of six (6) weeks prior to graduation.

All committee members, including the GFR, will be provided a copy of the dissertation at least two (2) weeks before the defense of dissertation and final exam.

There are some common elements as well as variations across the Ph.D./Ed.D. programs related to both the presentation of the dissertation and the final examination. Please see individual doctoral program handbooks for more specificity regarding each program’s requirements.

Subsequent to the dissertation defense/final examination, and only after all changes to the dissertation manuscript requested by the committee have been made, the student will submit an electronic copy of the dissertation, no later than four (4) weeks prior to graduation, to ProQuest/UMI as a single PDF file.

Students not completing all requirements of the final dissertation defense by the end of the semester, including submission of an approved final draft by published deadlines, will receive a grade of In Progress (IP). The student must register for the same course in the subsequent semester, paying all the appropriate tuition and fees, to receive a final grade for the course.

SECTION IV. FINANCIAL ASSISTANCE

Programs to assist you in financing an education at Texas A&M University-Corpus Christi are administered by the Office of Student Financial Assistance, including scholarships, grants, work study, and loan programs.

Financial Aid

Application forms and detailed instructions on applying for financial aid are available through the Office of Student Financial Assistance at the following web address: http://osfa.tamucc.edu.

Scholarships

Eligibility

Graduate students who wish to apply for a graduate scholarship can apply via the NextGen Scholarship Application (student ID required).

Eligibility requirements for receiving a graduate scholarship include:

- Admission to Texas A&M University-Corpus Christi.
- Being a graduate degree or certificate-seeking student.
- Enrollment in at least six (6) graduate student credit hours in a regular semester or three (3) graduate student credit hours during the combined summer terms for summer
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Scholarships. Please note: individual scholarships or Colleges (i.e., College of Science and Engineering) may require full-time enrollment (9 graduate SCH).

- A 3.0 GPA minimum (graduate GPA for returning students or last 60 SCH for new students)

Scholarships funds will normally be disbursed throughout the academic year. For example, a $1,000 scholarship awarded for the academic year will be paid out as $500 in the fall semester and $500 in the spring semester.

**Graduate Assistantships**

A limited number of graduate assistantships are available through the individual colleges and other academic units on campus. Students are encouraged to inquire with the coordinator of their graduate programs regarding assistantship availability. Graduate students interested in becoming Teaching Assistants in the First-Year Seminar Program should contact the Director of the University Core Curriculum Program for information.

In addition to individual Colleges, the following units may also hire graduate assistants. This is not an inclusive list.

<table>
<thead>
<tr>
<th>College of Graduate Studies</th>
<th>Computer Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Coastal Studies</td>
<td>Garcia Education Center</td>
</tr>
<tr>
<td>Center for Water Supply Studies</td>
<td>Library Operations</td>
</tr>
<tr>
<td>Conrad Blucher Institute for Surveying and Science</td>
<td>Office of Student Engagement and Success</td>
</tr>
<tr>
<td>Office of Marketing and Communications</td>
<td>Office of the Provost</td>
</tr>
<tr>
<td>Office of Assessment &amp; Continuous Improvement</td>
<td>Office of Student Engagement and Success</td>
</tr>
<tr>
<td>Office of Student Financial Assistance</td>
<td>Research, Commercialization, and Outreach</td>
</tr>
<tr>
<td>Career Services</td>
<td>Harte Research Institute for Gulf of Mexico Studies</td>
</tr>
<tr>
<td>Coastal Bend Business Innovation Center</td>
<td></td>
</tr>
</tbody>
</table>

**Fellowships**

Recipients of national fellowships such as the NSF Graduate Research Fellowship, National Academies, NDSEG, or National Physical Science Fellowship may apply for a TAMU-CC National Recognition Scholarship at [http://gradcollege.tamucc.edu/funding/index.html](http://gradcollege.tamucc.edu/funding/index.html).

In addition, fellowship recipients are eligible to participate in the TAMU Postdoctoral & Graduate Student Fellow health insurance plan. Plan details and enrollment instructions can be found at: [http://employees.tamu.edu/benefits/grad-students/](http://employees.tamu.edu/benefits/grad-students/)

**Out-Of-State Tuition Waivers**

Non-resident students receiving a 50% FTE graduate assistantship, as well as their spouse and children, will receive **in-state tuition and fees** at the rate charged to Texas residents for the semester in which they hold the assistantship appointment. To receive in-state tuition rates, students must maintain a graduate course load of at least six (6) hours during long semesters or three (3) hours during the summer session. Individual programs/departments/colleges may have additional qualification requirements (e.g., assistantships funded by the College of Graduate...
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Studies and College of Science and Engineering require nine (9) SCH graduate enrollment during long semesters).

To request an out-of-state tuition waiver,

1. download and complete the “Graduate Assistant In-State Tuition Form” available at http://gradcollege.tamucc.edu/forms/GradAssistant/GradAssistExemption.pdf.
2. submit the completed form to the College of Graduate Studies for processing.

This form must be completed once every academic year.

Graduate assistants appointed for more than one semester will receive notification from CGS in November to complete and submit a reaffirmation form online, confirming their eligibility to receive in-state tuition. The reaffirmation form must be completed every semester and is required to retain eligibility for in-state tuition. The form can be accessed at: http://gradcollege.tamucc.edu/TA_RA_waiver_request.html.

Students receiving a University scholarship of $1,000 or more per year may be eligible for in-state tuition contingent upon availability of Competitive Scholarship Waivers. The University Scholarship Office or the Office of the Provost determines how many waivers are available each year. There is no separate form required.
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SECTION V. STEPS TO GRADUATION

*Note: Order varies by college and program; check with program director!

College of Education and Human Development

Admission

Program Requirements (Form A)

Dissertation Committee (Form C)*

Comprehensive/Qualifying Examination (Form B)

Advancement to Candidacy

Proposal Hearing (Form D)

Schedule Dissertation Defense (Form E)

Dissertation Defense/Final Examination (Form F)

Graduation

College of Science and Engineering

Admission

Program Requirements (Form A)

Dissertation Committee (Form C)*

Proposal Hearing (Form D)

Comprehensive/Qualifying Examination

Advancement to Candidacy

Proposal Hearing (Form D)

Schedule Dissertation Defense (Form E)

Dissertation Defense/Final Examination (Form F)

Graduation

College of Nursing and Health Sciences

Admission

Program Requirements

DNP Project Team/Committee (Form C-DNP)*

Proposal Hearing (Form D)

Eligibility to Conduct Project

Schedule Project Defense (Form E)

Project Defense/Final Report (Form F)

Graduation

This handbook is intended to be read in conjunction with the Graduate Catalog: [http://catalog.tamuc.edu/index.php](http://catalog.tamuc.edu/index.php).
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Graduation Deadlines

Students must submit a completed application for graduation online through their S.A.I.L account by the posted deadline. Graduation deadlines and costs are posted by the Office of the Registrar. Graduation application fees are non-refundable.

Commencement

For dates, times, and location of the commencement ceremonies please visit http://commencement.tamucc.edu/.

Regalia

Graduates must wear official regalia to the commencement ceremony. These items can be rented or purchased at the Barnes & Noble University Bookstore. For more information, please visit https://tamucc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=15072&catalogId=10001&langId=-1.

<table>
<thead>
<tr>
<th>Option</th>
<th>Processing/Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td>Must be ordered at the bookstore. Takes approximately 2 weeks for delivery.</td>
</tr>
<tr>
<td>Purchase</td>
<td>Must be ordered at the bookstore. Take approximately 4-6 weeks for delivery.</td>
</tr>
</tbody>
</table>

Diploma

Diplomas will be made available to the students once an audit has confirmed completion of all requirements. This process may take a few weeks after graduation. Once complete, diplomas may be picked-up or are mailed by the Office of the Registrar. For more information, contact 361-825-2624; press option 2 to be connected. Doctoral graduates will receive a diploma tube at commencement. In the tube will be a congratulatory letter from the University President. Additionally, there will also be a congratulatory letter from the College of Graduate Studies Dean, with instructions on the availability timeframe and process for obtaining transcripts and the diploma.
## Graduation Cost Estimate Worksheet

<table>
<thead>
<tr>
<th>Fee</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>Dissertation Processing Fee</td>
</tr>
<tr>
<td>$43</td>
<td>One Institutional Dissertation Copy</td>
</tr>
<tr>
<td>$56</td>
<td>Personal/Program Required Dissertation Copies (Optional)</td>
</tr>
<tr>
<td>$95</td>
<td>Open Access Fee (optional)</td>
</tr>
<tr>
<td>$55</td>
<td>Copyright Fee (optional)</td>
</tr>
<tr>
<td>$120 and up</td>
<td>Regalia – Rental or Purchase</td>
</tr>
<tr>
<td></td>
<td>Graduation Invitations (optional)</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td><strong>Starts at $469</strong></td>
<td><strong>ESTIMATED TOTAL</strong></td>
</tr>
</tbody>
</table>
DISCOVER YOUR PASSION – INQUIRE, INNOVATE, IMPACT

SECTION VI. DISSERTATION GUIDELINES

The following guidelines were developed to help doctoral candidates and their committee members to prepare the dissertation manuscript. The dissertation should be presented in a scholarly, well-integrated, and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.

Research

The responsibility for the ethical conduct of student research is jointly held by the instructor and the student, each being fully responsible for the research. Approval to conduct research involving human subjects, animals, or biohazards, which may require IRB, IACUC, OR IBC review, must be obtained prior to conducting any data collection. Contact the Compliance Officer for additional information.

Compliance Officer http://research.tamucc.edu/compliance
Faculty Center 168 361-825-2497

Plagiarism Check for Dissertations

Plagiarism is not tolerated at Texas A&M University-Corpus Christi. It is the doctoral committee chair’s responsibility to electronically check for plagiarism. All dissertations must be checked through Turnitin or an instrument of equivalent rigor as approved by the relevant College prior to the defense. The College of Graduate Studies requires that the student’s committee chair certify that the dissertation has been checked for plagiarism. Form E - Preliminary Agreement to Schedule the Dissertation Defense/Final Examination must be used to transmit the certification to the College of Graduate Studies.

Departments will determine their own guidelines for these checks, for how they deal with the results revealed, and for remedies to address indications of plagiarism, consistent with existing rules and regulations, including University Rule 13.02.99.C0.04: Student Academic Misconduct Cases.

Faculty members may wish to assign CITI training for students as a part of preparing for research. The Office of Research Compliance CITI training account includes a Responsible Conduct of Research course. This course covers research misconduct, including plagiarism, and is available for both faculty members and students. This course is available free of charge for faculty members to use and assign to students as appropriate. Instructions for accessing the course are located on the compliance webpage: http://research.tamucc.edu/compliance/forms.html#irb (see FAQ, 700.04, CITI Training Requirements). Students are able to download the certificate of completion after the course quiz.

Dissertation Formatting Guidelines

Your dissertation must conform to academic and institutional standards. The following guidelines will help ensure your dissertation is completed and submitted appropriately. Acceptable formats for the body of the dissertation will vary by program area. For more specific guidelines, please see individual doctoral program handbooks.

This handbook is intended to be read in conjunction with the Graduate Catalog: http://catalog.tamucc.edu/index.php.
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Margins
Text may not extend beyond 1 inch for left/right margins and for the top/bottom for each page. All figures and tables must also conform to these margins. Do not hyphenate words at the end of a line.

Pagination
Number all pages in the dissertation proposal or dissertation manuscript except the Title Page, the Copyright Pages, and the Committee Member Page. Page numbers on all numbered pages should appear .5 inches from the bottom center of the page in Times New Roman font.

Number the preliminary pages of the dissertation with lower case Roman numerals (bottom center). The Abstract page is the first numbered page; it follows the Title, UMI Publisher’s (which is automatically inserted- DO NOT LEAVE A BLANK PAGE FOR THIS PAGE), Copyright, and Committee Member Pages and is numbered v. Number the text and supplementary pages of the dissertation proposal or dissertation manuscript with Arabic numerals. The first page of the narrative text begins with 1 and the numbering runs consecutively to the end of the manuscript.

Order of Preliminary Pages
Please see the examples for the title, copyright, abstract, and table of contents pages found at the end of this document. The templates can also be found online at http://gradcollege.tamucc.edu/forms.html under the Doctoral Program tab.

- Title page (no pagination)
  o Use the online template to format this page.
  o Title should be in all capital letters, centered. (Exception: genus, species, chemical element symbols should be upper and lower case and in italics as needed to comply with the custom of the discipline.)

- Copyright page (no pagination)
  o Use the online template to format this page.
  Note: When you submit your dissertation for publication you will be asked if you want to pay an additional fee for Copyright. This is for a Registered Copyright. In the United States, the United States Copyright Office accepts registrations. For works created in the US by US citizens, a registration is required before an infringement suit may be filed in a US court. Furthermore, copyright holders cannot claim statutory damages or attorney's fees unless the work was registered prior to infringement, or within three months of publication.

- Committee member page (no pagination)
  o Use the online template to format this page.

- ABSTRACT (pagination begins here at v) – allows for automatic insertion of UMI ProQuest publisher page
  o Text of the Abstract is recommended not exceed 350 words (this does not include preliminary lines). Any term (or numeral) with a space on either side is counted as one word.
  o The text of the Abstract starts two spaces below the title.
  o The text is double-spaced or space-and-a-half according to the spacing style of the

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text of the dissertation. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified).

- View the abstract examples for information on abstract content for Traditional Dissertation or Manuscript Dissertation formats.

- **DEDICATION**
  - Center DEDICATION at the top of the page.
  - The text of the acknowledgements starts two spaces below the title.

- **ACKNOWLEDGEMENTS**
  - Center ACKNOWLEDGEMENTS at the top of the page.
  - The text of the acknowledgements starts two spaces below the title.

- **TABLE OF CONTENTS**
  - Insert an automatic Table of Contents from the References tab in Microsoft Word.
  - Center TABLE OF CONTENTS at the top of the page.
  - Use the headings CONTENTS and PAGE for the listing of topics and pages, respectively.
  - List the preliminary pages (beginning with the abstract and including the Table of Contents) and include all headings and subheadings used in the dissertation, exactly as they appear in the body.
  - Chapter numbers should be in Roman numeral format.
  - The Table of Contents should be double-spaced, in 12-point, Times New Roman font and should not include bold, italicized, or underlined font.

- **LIST OF FIGURES AND LIST OF TABLES** Use the heading LIST OF FIGURES (or TABLES) as appropriate for the listing of pages.
  - Center LIST OF FIGURES (or TABLES) at the top of the page.
  - Use the headings FIGURES (or TABLES) and PAGE for the listing of figures/tables and pages, respectively.
  - Insert an automatic Table of Figures from the References tab in Microsoft Word
  - The List of Figures/ List of Tables should be double-spaced, in 12-point, Times New Roman font and should not include bold, italicized, or underlined font.

**Deadlines**

To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed Preliminary Agreement to Schedule the Dissertation Defense/ Final Examination, (2) the Dissertation Defense & Written Dissertation Report, and (3) the dissertation in final form as a PDF file. This date, along with other dates of interest, is posted on the College of Graduate Studies important dates webpage [http://gradcollege.tamucc.edu/doctoral_dates.html](http://gradcollege.tamucc.edu/doctoral_dates.html). There are no exceptions for late submittal. Students submitting after Deadline Day cannot graduate until the following semester and will be required to enroll in dissertation hours in the semester of graduation.

**Final Steps to Submitting Your Dissertation**

After your [Dissertation Defense & Written Dissertation Report](#) (Form F) is submitted and all requested changes have been made, you can submit your dissertation electronically. Before you begin the submission steps, please be sure you have the following:

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DISCOVER YOUR PASSION – INQUIRE, INNOVATE, IMPACT

a) Full text of your dissertation in PDF format. This must be one file with embedded fonts. The maximum file size that can be uploaded is 250 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions about PDF conversion and embedding fonts are available at the ProQuest/UMI ETD Administrator site under the “Submission Steps/PDF” tab.

b) Optional supplementary files. This includes images, data, etc. that are an integral part of the dissertation, but not part of the full text.

c) Advisor and other committee members’ names.

d) Subject Category. Please choose up to three subject categories from the Subject Category List (http://www.etdadmin.com/UMI_SubjectCategoriesGuide.pdf) that best describe your dissertation.

Submission Guidelines

Go to http://www.etdadmin.com/tamucc to create an account or login using an existing account.

When signed into the account, a list of submission steps will be visible on the left-hand side of the computer screen. These steps will serve as a guide through the submission process. A checkmark will appear once each step is completed. For a detailed presentation on the electronic submission process, see the ProQuest Dissertation Submission Guide.

A thesis or dissertation may be declared unacceptable by the College of Graduate Studies and returned to the student and department head with a list of needed changes if the requirements outlined in this manual are not followed. In this situation, the manuscript must be corrected and resubmitted as a new document. All original submittal deadlines must be met during the re-submittal process in order to graduate that semester. Unacceptable manuscripts returned to the student after Deadline Day may not be accepted for graduation in that semester.

Dissertation Review

The following are approximate turn-around times to be expected for feedback and requests for revisions after the dissertation has been submitted to ProQuest/UMI. Documents are reviewed in the order received. The student will receive requests for revisions from the College of Graduate Studies via email through ProQuest/UMI.

Early in the semester - 5 working days
Week before Deadline Day - 5–10 working days

The student will make requested corrections in the original Word (or other) file, convert the revised document to a new PDF file and upload the new PDF to the ETD.

All corrections must be made promptly and meet the College of Graduate Studies’ deadlines. Graduation WILL BE POSTPONED if corrections are not made on time.

This handbook is intended to be read in conjunction with the Graduate Catalog: http://catalog.tamucc.edu/index.php.
Publication of your Research; Copyright Issues

[Note: based on information in the Texas A&M University Thesis Manual]

It is the student’s responsibility to be aware of and adhere to U.S. copyright laws regarding the dissertation and its contents. If copyrighted content is used by the student in the dissertation, the student may need to seek permission or license for including the content.

If you are using your own previously published material in the dissertation:

Graduate students may publish material that will later be used as part of the dissertation. However, students should be aware of the publishing agreement they sign when a journal accepts an article for publication. At that time, the student/lead author typically transfers copyright to the journal as publisher, and you he/she no longer possess the right to use this material without permission. **However, the publishing agreement form may be modified before it is signed so that the student retains the right to include the material in the dissertation.** The publisher would still have the rights it needs to print, distribute, and sell the work. When negotiating with the publisher, remember to inform them that the dissertation will be available worldwide through the Internet (dissertations will be sent to ProQuest/UMI and can be purchased through them).

If you have **not** retained the right to use your previously published material in the dissertation, you must get permission from the copyright holder to include it. If the journal retains the right to an article and does not allow its exact reproduction in your dissertation, we recommend that you contact them to ascertain whether a revised or reworded chapter is acceptable.

If you are planning to use your dissertation material in a future publication:

Students who plan to publish dissertation material in future articles need to investigate whether the journal of choice will publish material already made available to the public and consider this when choosing an option for making the dissertation available after graduation. You have the option to restrict full-text access to your dissertation for a period of time before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. This process is called an **embargo** or delayed release. More information is available during the submission process through ProQuest. ProQuest embargo options include 6 months, 1 year, and 2 years. **If a student needs to delay the release for longer than two years, contact the College of Graduate Studies for instructions.**

If you are planning to include others’ copyrighted material in the dissertation:

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if permission from the copyright holder is needed. The student should consider a number of factors when utilizing material from other sources, including whether or not the material is in the public domain or can be used under the provisions of Fair Use. Regardless of whether or not permission is required, proper credit must be given in the text. For material that requires permission, acknowledgment should be included in the text, per the instruction of the copyright holder. For additional information regarding copyright and fair use, refer to the **Copyright and Your Dissertation or Thesis** document available on our website (http://gradcollege.tamucc.edu/current_students/assets/copyright_dissthesis_ownership.pdf).

This handbook is intended to be read in conjunction with the Graduate Catalog: [http://catalog.tamucc.edu/index.php](http://catalog.tamucc.edu/index.php).
To summarize, when using published material:

- Determine whether the material is copyrighted. Non-copyrighted material may be reused freely, as long as credit is given to the original source.
- If the material is copyrighted, determine if it may be included in your dissertation under the provisions of Fair Use. If Fair Use applies, do not seek permission. Check with your advisor or Ed Warga (Library) to confirm your determination.
- If Fair Use does not apply, obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of all work created by others and included in the dissertation.
- Doctoral students must inform the copyright holder that the dissertation will be sent to and sold on demand by ProQuest/UMI.

Binding

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The following examples are meant to guide you and act as samples of what the preliminary pages should look like.

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in

MARINE BIOLOGY

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Corpus Christi, Texas

August 2016
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August 2016
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by

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This dissertation meets the standards for scope and quality of Texas A&M University-Corpus Christi and is hereby approved.

Albert Einstein, PhD
Chair

Stephen W. Hawking, PhD
Co-Chair

William S. Nye, PedD
Committee Member

Arnold A. Schwarzenegger, DHL
Graduate Faculty Representative

August 2016
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The dissertation abstract is the “gateway” to your dissertation and it should provide a “complete snapshot” of your manuscript. The text of the Abstract starts two double spaces below the preliminary lines and is double-spaced or space-and-a-half according to the spacing style of the text of the dissertation. The text of the Abstract is recommended not to exceed 350 words. Paragraph one introduces your specific problem and the theoretical underpinnings driving the study.
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I would like to thank my committee chair, Dr. Einstein, and my committee members, Dr. Hawkin, Dr. Nye, and Dr. Schwarzenegger, for their guidance and support throughout the course of this research.

Thanks also go to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University-Corpus Christi an enjoyable experience. I also want to extend my gratitude to my parents, who kept my dog for me while I was finishing my dissertation.

Finally, I want to thank Morgan Fish, who provided the awesome examples of how to format the preliminary pages.
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