PREFACE

This manual attempts to satisfy past requests from Graduate advisors for a compendium of the information needed to fulfill their responsibilities in advising students. Not intended to supplant the Undergraduate and Graduate Catalog, which is the official graduate bulletin of the University, this manual includes information of a general nature that may, in places, duplicate that found in the Catalog and the Operating Policy and Procedure manual. However, the aim is to present this information with a view to the needs of the frequent user rather than as statements of official institutional policy. Part I of the manual is organized similarly to the general information section of the Graduate Catalog for ease of reference. Copies of common forms are included at the end of this section. Part II is the users' manual for the Graduate Records System, the graduate degree audit system on the university mainframe. Commonly used terms and codes are included at the end of the second section. Throughout, the term "department" may be considered as applying to the relevant administrative unit, whether a department or division or college.

The "tools" of the Graduate Advisor’s office include the following:

1. Graduate Catalog
2. Graduate Advisor’s manual
3. Instructions for Preparing and Submitting Theses and Dissertations
4. Class Schedules (Student schedule request forms)
5. Departmental Regulations

No doubt this advisor’s manual will require future revision. Suggestions for changes and inclusions will be welcome in the Graduate School.
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FACULTY POLICIES AND REGULATIONS

GRADUATE COUNCIL

The Graduate Council, assisted by the Graduate Faculty, is responsible for recommending policy regarding standards, criteria, regulations, and procedures for graduate education. These policies are administered by the Graduate Dean. The Council is charged to review and make recommendations on the following: proposals for graduate degree programs, membership on the graduate faculty, admission of doctoral students to candidacy, petitions and appeals, and any other matters relevant to graduate education.

The Graduate Council is composed of eleven members elected by the Graduate Faculty and two members appointed by the Graduate Dean, with representation from each college. The Dean is ex officio chairperson of the council; associate and graduate deans are ex officio and nonvoting members, as is the Executive Vice Provost or a designated representative. Elective members serve for a period of three years and are not eligible for immediate reelection unless they have been chosen to fill an unexpired term. Appointive members serve for two years. By a system of rotation, some new members join the Council each year, replacing those whose terms of office have expired. One nonvoting graduate student member is chosen annually from the Student Senate. One voting member is appointed by the Faculty Senate from its graduate faculty members.

The Graduate Council meets on the first Thursday of each month during spring and fall terms (except for the month of January, when no meeting is held). The Council meets once during the summer. For purposes of conducting official business, a quorum of the Council is defined as a simple majority (at least eight persons) of the 11 elected and 3 appointed members. Members who cannot attend may not send substitutes to represent them in a voting capacity; however, interested parties may attend Council meetings as visitors. Three standing committees, chaired by the Dean and Associate Deans, make recommendations to the Council.

The following are the areas from which representatives to the Graduate Council are elected:

Agricultural Sciences and Natural Resources
Architecture
Arts and Sciences—
    Humanities
    Sciences and Mathematics
    Social Sciences
Business Administration
Education
Engineering
Human Sciences
Mass Communication
Visual and Performing Arts
GRADUATE FACULTY

Guidelines for Graduate Faculty membership are set by the Graduate Council, with approval by the Graduate Dean and the Provost, although departments and colleges may develop their own specific criteria for membership within the more general Graduate School guidelines. Both Graduate School and departmental guidelines may be changed at any time, subject to the approval of the Graduate Council.

Responsibility of Graduate Faculty Members

Membership on the Graduate Faculty is conferred in recognition of scholarly activities, creativity, instruction and direction of graduate research and study, and other contributions to the graduate programs of the University.

The role of the Graduate Faculty involves primarily the instruction and advisement of graduate students and the direction of students in research and creative activities. Members chair and serve on master's and doctoral committees and they act as Graduate Dean's representatives at doctoral dissertation defenses. Graduate Faculty members, by way of departmental committees or graduate advisors, are also responsible for review and recommendation on applications for admission to degree programs. Those regular faculty members who are not appointed to the Graduate Faculty may not serve as instructors of record for graduate-level courses or on comprehensive/qualifying exams for either master's or doctoral students. Exceptions may be made in unusual circumstances and then only upon recommendation of the dean of the instructional college and subsequent approval by the Graduate Dean. Non-graduate faculty members may serve, but not chair, on master's committees when their expertise clearly is required for enhancement of the student's scholarship. No member of the graduate faculty shall chair the advisory committee directing the student to a degree higher than the level of the highest degree earned by the graduate faculty member without prior approval of the Graduate Council.

Criteria for Membership

The criteria for membership on the Graduate Faculty include both University-wide and departmental standards. The University-wide criteria for membership are:

1. Possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved.

2. Tangible evidence of ongoing productivity in scholarly research and/or creative activity.

3. Successful experience in the teaching, counseling, and/or direction of students at the graduate level.
For individuals who are in the process of obtaining the terminal degree, certification from their graduate schools of completion of requirements for the degree will serve until the degree is awarded.

Departments ordinarily have more specific guidelines approved by the Graduate Council for Graduate Faculty membership within the general University-wide criteria listed above.

**Types of Graduate Faculty Appointments**

**Tenured or Tenure-Earning Faculty Appointments**

All faculties appointed to a tenured or tenure-earning position are eligible for nomination immediately after their appointment. New faculty who have not had the opportunity to perform the functions of 2 or 3 above need not satisfy those criteria upon initial appointment. Other faculty must satisfy all 3 requirements in addition to any departmental criteria.

**Ex-Officio Appointments**

Persons holding the rank of Dean or higher may be appointed to the Graduate Faculty by virtue of their offices upon receipt of their vitae and a request to the Graduate Dean. Membership of these persons is subject to review five years after leaving administrative positions.

**Administrative Faculty Appointments**

Faculty whose duties include significant administrative involvement (chairpersons, Institute Directors, Associate Deans) may make important contributions to graduate education in areas other than research and teaching. These other contributions may be considered when assessing criteria for Graduate Faculty membership. Expectations for scholarly productivity may, therefore, be adjusted relative to the responsibilities of the administrative appointment.

**Retired Faculty**

Retired faculty may apply for continuation as Graduate Faculty members subject to the department's and academic dean's recommendation to the Graduate Council. Any restrictions upon duties performed by such faculty should be stated by the department chair on the application form.

**Adjunct or Visiting Graduate Faculty Appointments**

Persons who are employed outside the University or not in tenure-earning positions in the University may apply for Graduate Faculty status when their qualifications so merit and upon the recommendation by an academic department and dean. Limitations applicable to their Graduate Faculty appointment should be stated upon the application form, and expectations for research/creative activity, teaching, etc., will be proportional to such limitations.
Appointment to Graduate Faculty Membership

In order to be granted Graduate Faculty membership, an individual must be nominated by his or her department and approved by the Graduate Council. The nomination must be supported by a vote of eligible peers, as in an elected committee or graduate faculty of a department serving as a committee of the whole. The peer vote must be recorded on the application and signed by the designated persons before forwarding to the Graduate School. After receiving departmental and college approval, the application is forwarded to the Graduate School. A standing committee of the Graduate Council, chaired by an Associate Dean of the Graduate School, examines the application and recommends appropriate action to the entire Graduate Council at one of its regular meetings.

Any academic unit may make nominations for membership on the Graduate Faculty at any time, and the Council considers such nominations as promptly as possible. If the committee or Council has reason to believe that an individual's application is not fully indicative of his or her scholarly involvement, the application may be tabled pending the availability of further information. Furthermore, appeals of Council decisions on nominations are permitted. When a department or an individual feels that additional information or justification might lead to a different decision, individuals or academic units may appeal, within 30 days of being informed by the Graduate Council decision, to the Dean of the Graduate School who will appoint an ad hoc committee to review the supporting evidence, both old and new. One committee member will be named by the Dean of the Graduate School and one by the appellant. A third member will be selected by the other two. Members shall not be drawn from the Graduate Council although they must be current members of the graduate faculty. The committee must be constituted within two weeks of receipt of the appeal request by the Dean of the Graduate School, and will report its finding to the graduate dean who will render a decision within 30 calendar days. In turn, the Dean of the Graduate School will render a written decision on the appeal with 30 calendar days of receipt of the committee report. If the appeal is denied by the Dean of the Graduate School, the candidate may appeal to the Provost who will render a decision within 60 calendar days. The appellant has the right to appear in person before the ad hoc committee, the Dean of the Graduate School, and/or the Provost. The decision of the Provost will be the final administrative action on this matter.

Review of Graduate Faculty Membership

Graduate faculty membership is reviewed every six years. Each faculty member's scholarly research, creative activity, and involvement in graduate education during the six years are reviewed and recommendations regarding the continuation or termination of membership are made to the Council by the department. The Graduate Council has the option of approving continued membership for six years or for a provisional term of three years.

Provisional membership signifies that scholarly or creative activity has fallen below acceptable levels of expectation and constitutes notice that productivity must be increased during the three-year period. Departments may not request provisional terms. If satisfactory progress is not made during the provisional term, Graduate Faculty membership will be terminated.
Reapplication for regular membership will be considered if a terminated member submits improved credentials at a future date. Only one provisional term is allowed during a faculty member's career at Texas Tech.

New faculty who have not received tenure do not need to present credentials until tenure review. Only their names need forwarding to the Graduate School with a request for continuation.
GRADUATE ADVISORS

Each department or program has an individual designated as "Graduate Advisor." This person should be a member of the Graduate Faculty and should be familiar with university organization and Graduate School policies and procedures. The Graduate Advisor is regarded as the point of contact within the department for information on all aspects of graduate education relating to that department.

The Graduate Advisor is the person through whom the Graduate School ordinarily communicates in student and Graduate Faculty matters, although the chair of the department may handle some of these duties. The Graduate Advisor coordinates recruitment and admission activities, approves (with appropriate collaboration) student program forms for forwarding to the Graduate Dean, reports on results of comprehensive examinations, forwards nominations for Graduate Faculty, and generally supervises all of the graduate education activities of the unit.

In some departments and colleges, various aspects of the above activities are delegated to chairpersons of student research or examination committees, but even when this is the case; it is the role of the Graduate Advisor to monitor such activities to ensure timely and orderly process. Of course, it should be generally understood that the Graduate Advisor assists all graduate students in the unit, as needed, with advice and direction as they proceed into and through their programs.

One matter of particular significance for graduate advisors is the monitoring of individual program development and deadlines for submission of program forms to the Graduate School. Students sometimes delay submission of these forms so long that a delay in graduation results. Advisors should familiarize themselves with the appropriate deadlines and help to ensure that students meet them. The deadlines for filing of candidacy for the master's degree are September 15th for May graduation, January 15th for August graduation, and March 1st for December graduation. Degree plans should be completed and filed before the end of the first year of study.

The submission of degree plans and the monitoring of student progress toward completion of degrees are especially important in light of the restriction on funding of doctoral SCH ("99-hour law"). Further restrictions from the Legislature are anticipated for hours funded at the master’s level.
STUDENT POLICIES AND REGULATIONS

ADMISSION TO THE GRADUATE SCHOOL

Nondegree Admission

A domestic student who has earned a bachelor's degree at Texas Tech, or at another recognized U.S. institution with substantially equivalent requirements, and who was in good standing at all schools previously attended, may apply for admission as a nondegree student. Applicants seeking to enroll as nondegree students should submit a completed Graduate Application for Admission to Texas Tech University form and an official transcript showing the award of a bachelor's or higher degree from an accredited university and a one-time nonrefundable application fee for graduate study (currently $50). All transcripts from institutions previously attended will be required no later than the official census date for the semester initially attended. Courses in certain programs may not be available to non-degree students.

Non-degree Students Enrolling in Undergraduate Classes Only (PGRD)

Students who have received a bachelor's degree but wish to take undergraduate courses only (usually for leveling work, but often for personal fulfillment) should apply for PGRD (non-degree) status. A student may register indefinitely in undergraduate classes while in this status, but the student does not qualify for teaching or research assistantships. Students in this status may not take graduate courses; if they wish to enroll in graduate courses, they should apply for GTMP or degree-seeking status.

Non-degree Students Seeking Certification in Education (CERT)

A student who desires to take teacher certification courses through the College of Education, the College of Human Sciences, or other teacher preparatory program may apply for this status. Graduate classes may be taken, but if the student wishes to pursue a degree at a later date, only 12 graduate hours completed before admission to the degree program can be counted toward the degree program. The student must notify the College of Education or the College of Human Sciences of his or her intention to seek certification.

Non-degree Students Seeking Graduate Certificate Programs (GCRT)

Graduate certificates are intended to meet the supplemental post-baccalaureate education needs of professionals. A graduate certificate program is a set of courses that provides in-depth knowledge in a subject matter. The knowledge in the set of courses provides a coherent knowledge base.

A student applying for a graduate certificate program will be admitted with a “GCRT” designation and will not be required to take the GRE or GMAT but will need to meet all other
requirements for graduate admissions. To take any graduate course, all prerequisite courses (including undergraduate courses) must be taken and necessary background obtained before attempting the course. A student will be required to have a baccalaureate degree to start a graduate certificate program. There is only one exception of having a baccalaureate degree. If an undergraduate student from Texas Tech University has a 3.00 GPA and is within 12 hours of completion, then he or she may start taking graduate courses toward a graduate certificate. The student must have a baccalaureate degree to receive a graduate certificate.

Graduate credits earned while the student is enrolled in a graduate certificate program may not be applied toward a graduate degree unless the student completes the GRE or GMAT and enrolls as a fully accredited graduate student. After taking the GRE or GMAT and after fulfilling all admission requirements, a student may use the courses taken for a graduate certificate for a graduate degree if the courses fulfill the requirements of the program of study for the degree.

A graduate student may pursue a graduate certificate that is outside the program of his or her graduate program.

No more than one transfer course (if approved by the advisor of the graduate certificate program and the Graduate School) will be allowed for a graduate certificate program. If a graduate student is in good standing and is dropping out of the graduate program, the student may receive a graduate certificate if he or she has taken the necessary courses. To receive a graduate certificate, a student must have a 3.00 GPA or better. No grade lower than a “C” will be accepted.

Non-degree Students Seeking Degree Programs (GTMP)

A student in this category is considered a temporary non-degree student and may enroll for no more than 12 hours.

Master’s and Doctoral Program Admission Procedures

Admission to any graduate program is granted by the dean of the Graduate School upon the recommendation of the department of proposed study. Applications will not be evaluated until all admission requirements have been met. All materials submitted become the property of Texas Tech University and are not returnable or refundable. Submit the following information to the Office of Graduate Admissions.

Graduate School Requirements for Domestic and Permanent-Resident Student Admissions

1. **Application.** The online form may be obtained from the Office of Graduate Admissions website at www.gradschool.ttu.edu. Students also may apply through the online Texas Common Application at www.applytexas.com.

2. **$50 nonrefundable application fee.** Acceptable methods of payment are credit card, money order, cashier’s check and traveler’s check. Once this fee is paid, it is not required when reapplying. Full-time Texas Tech employees, their spouses, and dependents under
the age of 25 are exempt from this fee. The Faculty/Staff waiver form may be obtained in the Office of Graduate Admissions.

3. **Official transcripts.** The applicant must have earned a bachelor’s degree from an accredited college or university. The applicant must submit an official transcript from each college or university attended. All degrees earned must appear on an official transcript. An applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at Texas Tech University. The applicant must have been in good standing in all schools attended at final matriculation.

4. **Official GRE/GMAT score report.** Scores on the General Test of the Graduate Record Examination (GRE) or, for programs in the College of Business Administration, the Graduate Management Admission Test (GMAT) should be no more than five years old. In accordance with Texas House Bill 1641, the applicant’s performance on a standardized test may not be used in the admission or competitive scholarship process as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant. All test scores are received by Graduate Admissions, not the department.

Upon receipt of the application, application fee, official transcript(s), and official score reports by Graduate Admissions, a worksheet is sent to the department for its consideration.

**Graduate School Requirements for International Student Admissions**

1. **Application.** The online application may be obtained from [www.gradschool.ttu.edu](http://www.gradschool.ttu.edu). Falsification of application information will void admission to Texas Tech University. The applicant’s name must be the same as it appears on the passport.

2. **$60 Nonrefundable Application Fee.** Acceptable methods of payment are credit card, money order, cashier’s check and traveler’s check. Once this fee is paid, it is not required when reapplying. Full-time Texas Tech employees, their spouses, and dependents under the age of 25 are exempt from this fee. The faculty/staff fee waiver form may be obtained in the Office of Graduate Admissions.

3. **Official Transcripts.** The applicant must have earned a bachelor’s degree from an accredited college or university. The applicant must submit an official transcript from each college or university attended. All degrees earned must appear on an official transcript. The applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may be then given for tentative admission upon the condition that final transcripts are provided with the initial semester of enrollment at Texas Tech.
The applicant must have been in good standing in all schools attended at final matriculation.

In addition to these standard requirements, international applicants must also provide an official English translation of all transcripts or marksheets if the documents are not provided in English. Certification of the translation must be made by an official government translator or marksheets with original signature and seal. Graduate Admissions will not accept a public notary certification. If the applicant has not completed his/her degree at the time of the application, six semesters or three years of course work is required to complete an evaluation. Once the degree is completed, a final transcript showing the degree awarded must be submitted.

If an international student has attended another U.S. university and wishes to transfer to Texas Tech, an official transcript from that university is required.

4. For further information on regulations concerning International Students (including Official TOEFL, deadlines, and details on Sevis), see the appropriate pages in the Undergraduate and Graduate Catalog. For the 2005-2006 Catalog, see pp. 69-69.

Departmental Requirements

Departments often require additional information, such as special application and/or letters of recommendation. Other information used in the holistic admissions process may include applicants' research background, motivation, multilingual proficiency, undergraduate institution, presentations, portfolios, interviews, work experience, demonstrated commitment to a particular field of study, community involvement, and family and socioeconomic background.

Following their admissions decisions, departments return the worksheet to the Graduate Admissions indicating acceptance or rejection of the applicant along with any conditions on applicants' admission. Applicants are then notified by the Office of Graduate Admissions of the admissions decision. U.S. or permanent resident applicants who cannot provide all documents required for admission to a degree program by the time of planned initial enrollment may request permission to register for graduate courses through temporary nondegree admission (GTMP).

Admission to a Second Graduate Degree Program

Permission to work toward a second graduate degree of the same level is granted only upon approval by the relevant department and review by the graduate dean. In addition, the applicant is subject to all requirements as a new student. While there is no guarantee that any work from the first degree may apply to the second, at least one full year (24 semester hours) must be taken specifically for the new degree program.
Graduate School Readmission

Students who fail to register for, or leave school during, a spring or fall semester must fill out and submit the Returning Student Form. The form may be found at the Graduate School website (www.gradschool.ttu.edu). Students should check the box labeled “Request to Re-Admit.” No additional application fee is required. Automatic readmission is not guaranteed and, as in regular admission, departments consider students on a case by case basis. The Office of Graduate Admissions will notify the student of the department’s decision. Previously enrolled students who do not enroll for more than 12 months must fill out and submit a new application. No additional application fee is required.

Change in Program

Texas Tech University graduate students who wish to progress from the master’s degree to the doctorate, in either the same or another department, should submit a “Change of Degree Level” form to Graduate Admissions. A new worksheet with updated student information is then issued to the department for its consideration.

Prospective Student Inquiries

The Graduate School is contacted by prospective students throughout the year – via phone, email, letter, and website visits – searching for information regarding Texas Tech University, its graduate programs, and the application process. These students are directed to the Graduate School website (www.gradschool.ttu.edu) to access the catalog, find contact information for the graduate advisor in their area of interest, apply for admissions online, view and apply for a variety of scholarships and fellowships, and check the status of their application.

The Graduate School also receives cards at recruiting events from prospective students, the data from which are available by running TechReport FFG 023 (http://www.irs.ttu.edu/TechReports/newindex.htm). The Graduate School sends the prospect cards received during the semester to appropriate graduate advisors at the end of the semester.

Given that prospective students are making increasing use of the internet to research graduate programs, the Graduate School cannot overemphasize the importance of websites in the recruitment of graduate students. Since May 2002, the TTU website at Gradschools.com has received nearly 90,000 “hits” from prospective students, over 66,000 of who spent a significant amount of time actually searching one or more of our departmental websites for graduate program information. It is vital that your website is current, easily navigable, and provides sufficient information to allow prospective students to explore your programs.
GRADUATE ENROLLMENT POLICY

Full-time Study

Except in unusual circumstances, all students pursuing graduate degrees are expected to be enrolled full time. Normal full-time enrollment is 9 to 12 hours in a regular semester and six hours in a summer session.

Students must be enrolled full-time (at least nine hours in each long term, three to six hours in each summer term) to be eligible to hold fellowships, teaching assistantships, research assistantships, or other appointments designed for the support of graduate study.

A full course load for a six-week summer term is six hours. One course offered in the three-week format represents a full load and should not be taken concurrently with other courses. A trimester enrollment of 3 hours will be equivalent to 3 hours of enrollment in either summer session.

If a student is devoting full-time to research and utilizing university facilities and faculty time, the schedule should reflect at least 9 to 12 hours enrollment in each long term and at least six hours in each summer session (teaching or research assistants may be enrolled for 9 hours in a long semester and 3 hours in a summer term). Enrollment may include research, individual study, or thesis or dissertation courses, regardless of the number of hours of such coursework taken previously.

A doctoral student not on campus who is required to register solely for the purpose of satisfying a continuous enrollment requirement shall be required to register for no more than one credit hour during each term. However, a doctoral student not on campus who is involved in internship, research, or other types of academic study shall register for credit hours in proportion to the teaching effort required of the program faculty, or at least 3 hours.

Examples of exceptions to full-time enrollment are as follows:

a. Full-time employees of the University (see OP 70.03)

b. Students requested by their departments to teach more than half time in emergency circumstances

c. Students lacking only one or two courses to complete degree requirements (non-thesis option) who do not hold an assistantship

d. Students who do not reside in Lubbock and are finishing their degrees on a part-time basis, such as dissertation hours only.
e. Students who have accumulated at least 85 hours and have been
admitted to candidacy for the doctoral degree. Such students
may qualify for reduced hourly load and still be classified as
full-time students. Please contact the Graduate School for an
analysis of individual standings.

Continuous Enrollment

Each student who has begun thesis or dissertation research must register in each regular
semester and at least once each summer until the degree has been completed, unless granted an
official leave of absence from the program for medical or other exceptional reasons.

Enrollment in Semester of Graduation

Thesis and dissertation students will register for three hours in the semester of their
defenses. They should be enrolled in 6000 or 8000 courses in order to receive a final grade on
their documents. Non-thesis students may need to enroll in one hour of 7000 or another course in
order to have an open compute file so that we may post the degree.

Doctoral Residence

The purpose of residence in a doctoral program is to ensure the intellectual immersion of
students in a research and learning environment with faculty, peers, and staff. This intellectual
immersion can take place in forms other than those of full-time students on campus. Recognizing
that there are several ways to acquire the benefits of residence, programs are allowed to set the
residence requirements that best fits their particular program. Students are expected to consult
their departments about specific residency requirements for their degree.

Research and Special Study Courses

It may be necessary in some departments to re-examine the use of research and special
study courses for their appropriateness to individual student programs. Such courses should be
seen not merely as a way to increase the level of enrollment but more importantly as a
strengthening of the student's training in research and professional preparation. The following
suggestions may be useful:

1. Greater use of research and other individual studies courses
   that carries the student beyond the minimum course requirements
   for a degree and provide greater depth and specialization in
given areas.

2. Implementation of special departmental seminars (one or more
   hours) offered each semester for all graduate students in a
program, providing for visiting speakers, faculty research presentations, as well as opportunity for students to present papers to enhance their professional preparation.

3. Use of courses in the teaching of the relevant discipline at both secondary and collegiate levels. Such courses might be offered under introductory and continuing sections for at least some Teaching Assistants.

4. Establishment of apprentice teaching relationships in which graduate students enroll for appropriate individual studies courses and work with faculty mentors in upper division undergraduate instruction.

5. Early enrollment in dissertation hours while students are exploring dissertation topics is appropriate. While such courses as suggested above occasionally might constitute part of the minimum hour requirements for a given degree, they generally would be taken in addition to minimum course requirements. There is no good reason to assume that every student should complete only the minimum hours beyond the baccalaureate (30 or more for the master's, 72 for the doctorate) for a given degree.

Leveling Courses

Departments sometimes require either all or some of their students to do leveling work at the undergraduate level. The minimum grade allowed for meeting the requirement of leveling work is a "C" in the course, unless the department has specified a higher grade. Leveling courses must be completed with a "C" or better before the student will be admitted to candidacy. Ideally, leveling work will be finished early in a student's program. It is the responsibility of the graduate advisor to monitor such requirements and to ensure early compliance with this and any other provisions imposed by the department.

Language or Tool Requirements

Many departments require a reading knowledge of one or more languages (see appropriate departmental sections of the Graduate Catalog). Foreign students may use their native language to meet this requirement if it is acceptable to their department as a scholarly aid. Students may meet language requirements by receiving a C- or better in the second semester of a sophomore sequence in the required language, or receiving a B- or better in the second half of the special 6-hour reading courses available in a few languages, or passing one of the examinations given by the University Counseling Center or the Department of Classical and Modern Languages.
Tool subjects are those requirements taken in lieu of a language, such as computer proficiency or other courses designed to provide scholarly aid to the student. See the departmental sections of the catalog for these requirements. Tool courses must be passed with a B or better.

**Monitoring Enrollment: Student Schedule of Classes**

Graduate Advisors should confirm with the Graduate School or the Registrar the correct procedure for registration in each semester. Through the fall, 1998, term, departments will receive Student Schedule Request Forms (SSRF1's) for each currently enrolled major before the preregistration period begins. Failure of the advisor to receive a form indicates an improper major code, which should be brought to the attention of Graduate Admissions and corrected before the twelfth class day of the next long semester. Graduate Advisors should sign the SSRF1's during preregistration before each semester and retain the top (original) copies for use as student schedule cards. Also shown on the SSRF1 are the student's classification, college, major, name, and student identification number. Any advisor who does not have access to a terminal may contact the Graduate School for help with student records. In particular, any errors in college, classification, or major should be brought immediately to the attention of the Graduate School. The most common miscoding occurs when nondegree students are admitted to majors and when masters students obtaining their degrees at Texas Tech go on to the doctorate. Graduate advisors should note the number of hours of enrollment to help ensure compliance with the Graduate Enrollment Policy.

**Grading of Graduate Courses**

The grades used for graduate courses are the same as for undergraduates (A, B, C, D, and F), but graduate credit is given only for courses completed with grades of A, B, or C, although grades of D or F are used in computing grade point averages.

Departments designate which courses are to be graded Pass/Fail. No more than one-fourth of a student's degree coursework may be graded P/F.

A grade of CR is used to indicate satisfactory progress for that semester. An NC indicates a failure to perform satisfactorily for that semester and generates a failing grade point. These grades do not count toward the degree, but the hours appear under "hours attempted." In order for courses graded CR/NC to count toward the degree, a change of grade form must be filed for that semester indicating an A, B, or C grade. Final grades for theses and dissertation hours will be given in the semester of graduation and will be either an A or a B for the student to graduate.

The grade of I (incomplete) is given when a student's work has not been completed for a semester, the student was passing until work was stopped, and the circumstances were beyond the student's control (illness, family emergency, etc.). It is not a substitute for a grade of F or for re-taking the course. The instructor files a form with the Graduate School outlining the remaining work to be done; when it is completed, the instructor files a change of grade form with the final grade. Ideally, the student should not re-enroll in the course again, as he or she has already paid for it once and performed satisfactorily up to the time of the emergency. If the student will be
required to re-take the course, the first grade should be a letter grade indicating his or her performance in that semester. The grade of I will not be changed by the Graduate School; however, the instructor has the option of changing the grade of I to an F if a year has passed with no action on the part of the student. Grade replacement is not done at the graduate level.

The grade of W is given when a student officially withdraws from class. Students may officially drop a course through the 45th class day of a long semester or the 15th class day of a summer term and receive the grade of W regardless of their progress in the class. After this time period, student must complete all courses and receive a grade.

No final grade assigned for a graduate course may be changed unless an error has been made. The reason for the change of grade is stated on the change of grade form and reviewed in the Graduate School. "Extra work" is not an appropriate reason for changing a grade—if the student cannot complete the coursework and makes a passing grade, and then an F should be given. The substitution of another course for one completed with a low grade is not permitted. Courses required for graduation should be retaken in order to achieve a better grade.

Work completed at another graduate school which the student wishes to transfer to his or her Texas Tech degree plan should be listed on the degree plan and an official transcript provided. If the course is to be listed on the TTU transcript, an equivalent TTU course number must be given. There is no automatic transfer of credit toward either the master's degree or the doctorate degree. On the recommendation of the department or program, the graduate school may review transfer courses for acceptance. Transfer credit will not alter the grade point average at Texas Tech University. No more than 30 semester credit hours of an earned master’s degree from another institution may be transferred. As much as 6 semester hours toward a master's degree may be accepted. Grades from transfer courses will not appear on Texas Tech University's transcripts. Doctorate students may take approved courses at another approved institution and transfer up to 12 semester credit hours into their degree program. Work completed at another graduate school with a grade of less than a B will not be accepted.

Graduate students may audit classes, but these courses do not appear on the transcript and no grade is given. No correspondence courses may be counted toward the degree. Extension work done through Texas Tech's Division of Continuing Education may be considered if the student had been admitted to a TTU program before taking the course. However, the Division of Continuing Education does not have grade posting ability on TTU transcripts the graduate student must inform Continuing Education in writing that the grade is to be given to the Registrar to post on the transcript.
STUDENTS WITH DISABILITIES

Admission of Disabled Students

Both the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990 mandate equal opportunity and access to higher education for persons with various disabilities, including learning disabilities. We do not discriminate against persons with disabilities in our admissions. Therefore, we do not notify the department if we learn of disabilities (e.g., through the GRE special conditions testing, personal contact, etc.). Students should be evaluated on the basis of their academic credentials; after they have been accepted, then it is up to the students to notify the Dean of Students office to determine what a "reasonable accommodation" for the disability is. If you include an EEO statement in your recruiting material, you also should include an ADA statement, to the effect that Texas Tech University is open to all persons regardless of race, color, religion, sex, age, national origin, or disability who are otherwise eligible for admission as students.

Enrollment of Disabled Students

Once a disabled student is admitted and, within 30 days prior to enrolling for coursework, has notified the Dean of Students office and received an evaluation, the department and individual professors are responsible for "reasonable accommodations" made to allow the student to perform to the best of his or her ability. On occasion, departments may be required to supply equipment or helpers for such students. The federal courts have determined that "reasonable costs" are gauged to the entire university's resources, not to a departmental budget, so that every effort should be made to provide the equipment or services suggested by the Dean of Students Office. More complete information about services provided by the university (such as housing and orientation) may be obtained from the Dean of Students.

All professors should include an ADA statement in each course syllabus or policy statement:

Any student who, because of a disabling condition, may require some special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make necessary accommodations.
TUITION AND FEES

Tuition and Fee Payment

Student registration is not complete and enrollment is not official until tuition and fees are paid. Billings are sent via email to all preregistered students one month prior to due date. Students registering after preregistration or those making changes to their billing after the initial billing will receive weekly e-bill updates to their established email address or addresses. Students registering after the first due date will have until the 12th class day (4th class day in the summer) to make payment arrangements. Students who are cancelled after the 12th class day (4th class day in the summer) will be assessed late charges before being allowed to re-register.

Students who wish to register by mail should make arrangements through the Registrar's Office well in advance (approximately a month) of preregistration. Students who register by mail ordinarily are enrolled for thesis, dissertation, research, or internship courses only. They will receive fee statements through the mail; consequently, accurate mailing addresses and prompt responses are essential in order to avoid cancellation of registration. After the fall, 1998, term, off-campus students may register through phone or web registration.

Fee Waivers

Because of frequent changes that fee waivers have undergone during the past few years, graduate advisors should go to www.depts.ttu.edu/studentbusinessservices/waiver_changes.php for information.

Scholarship Waiver

Texas Statute Section 54.01(p) states that a student who holds a competitive scholarship of at least $1000 for the academic year or summer for which he or she is enrolled and who is either a nonresident or foreign is entitled to pay the fees and charges required of Texas residents provided that he or she competed with other students, including Texas residents, for the award and that the scholarship was awarded by an officially recognized scholarship committee of the University. Forms for awarding scholarships are available from the Scholarship Office in Financial Aid.

Federal fellowships (NSF, NASA, etc.) do not qualify for the waiver because the students were not evaluated by university committees. Many departments award TTU scholarships to federal fellows so that the tuition allowance will cover the student's expenses.

Doctoral Hours over 99 and 130 SCH

In 1993, the Legislature passed a bill denying state funding for students who take too many hours in obtaining a degree. Although the regents passed a resolution that doctoral students will be charged out-of-state tuition for the semester credit hours taken over the 130-hour limit set by the Legislature, this was not implemented. This limit did not include up to 30 hours of masters
work taken at Texas Tech, including the first 30 hours of doctoral work by students bypassing the master's (as in Chemistry, Psychology and Physics, etc.).

In June, 1997, however, the legislature passed another bill limiting state funds to those doctoral students with fewer than 100 doctoral hours. The university passed several rules to counter this loss of funds. These rules include

1. A formal review of all doctoral students will be instituted after 3 years of doctoral study, and each semester thereafter, with written reports to the Graduate School on each student. Students will be terminated from doctoral programs if progress is unsatisfactory.

2. Students may not be employed as RAs, TAs, GPTIs, or GAs if they have accumulated 130 hours in the fall, 1998, or 99 hours in the fall, 1999. Departments may appeal their employment for circumstances beyond the student's control.

3. Students in good standing who have completed at least 85 doctoral hours and have been admitted to candidacy for the doctorate may qualify for reduced hours to be classified as full-time. Such reduction may be up to three semesters of 3 or fewer hours each.

4. Students with more than 130 doctoral hours in fall, 1998, or more than 99 doctoral hours in fall, 1999, must pay out-of-state tuition (full cost of education) by law.

5. Students may not be required to enroll in courses if their curriculum is complete upon review by the Graduate School.

Other restrictions or penalties are levied on the colleges. Please consult the Graduate School if questions arise about policy or individual student status.
STUDENT APPEALS

Policy

This policy applies to specific grievances arising from matters affecting students’ academic standing and performance, other than admissions or course grades and probation and suspension based on grades (on these matters, see the Student Handbook available from the Dean of Students and the Operations Policy and Procedures manual). Such matters include, but are not limited to, disputes concerning comprehensive examinations, theses and dissertations, and graduate assistantships. Appeals may be made only when alleged prejudice or arbitrary or capricious action is involved. The burden of proof of unfair influence or action rests with the student.

Procedure

A student wishing to appeal a decision or action first should discuss the matter with the faculty member or members involved. If the student is not satisfied with the outcome of this effort, he or she should contact the chairperson of the department or division concerned. This contact, like that with the faculty members, normally is informal, and the department or division chairperson may take whatever action he or she deems advisable in attempting to resolve the issue. All parties involved should make every effort to resolve the issue without going beyond this level.

If the student still is not satisfied following these meetings and discussions, he or she may make a formal appeal to the Office of the Dean of the Graduate School. The appeal must include supporting information. After it is filed, it will be reproduced in sufficient copies so that one can be supplied to the student, the faculty member(s), and the chairperson of the department or division involved.

The Dean of the Graduate School will convene an informal committee of at least two associate deans to evaluate the information and seek further information from the academic department involved. The Dean may render a decision on the basis of this investigation and evaluation, or may choose to defer a decision until the case has been considered by a hearing committee (normally the Student Affairs Committee made up of members from the Graduate Council). Ordinarily, this committee will meet only in the fall and spring semesters, due to the difficulty of securing relevant participants in the summer months. If an appeals committee is convened, it will examine the evidence and hold what hearings and meetings it deems necessary to make a recommendation in the case. It is not necessary for the parties to appear unless requested by the committee, but parties have the right to appear if they wish to do so. The Dean of the Graduate School may attend meetings of the appeals committee, but will not be present during the committee's deliberation of its final recommendation. After appropriate deliberation, the appeals committee will make recommendations to the Dean.
Members of the committee who have professional or personal relationships with either party in a dispute and believe it would create a hindrance to objective judgment or a conflict of interest must withdraw themselves from the committee and be replaced by the Dean.

Taking into account the recommendation of the appeals committee (if convened), the Dean of the Graduate School will make a decision on the appeal, which will be sent in writing to the student, the department involved, and the chairperson of the appeals committee.

Appeals of the Dean’s decision may be made to the Provost either by the student or by faculty member(s).
ACADEMIC SUSPENSION AND PROBATION

Every student enrolled in the Graduate School, whether or not he or she is working toward a degree, is required to maintain a high level of performance. The Graduate School reserves the right to place on probation or to suspend any post-baccalaureate or graduate student who does not maintain satisfactory academic standing or who fails to conform to the regulations of the University.

Students who are admitted to the Graduate School or to a degree program on condition of maintaining a required GPA are automatically on academic notice. Failure to fulfill the conditions stipulated at the time of admission will result in termination from the program.

If a student's GPA for a particular semester falls below 3.0 for graduate courses, or a 2.0 GPA for undergraduate courses, the student is subject to being placed on academic probation. For the purposes of probation and suspension, grade reports are interpreted as follows:

1. A student must maintain a 3.0 GPA in all graduate courses.

2. A graduate student who is enrolled in undergraduate courses (e.g., for leveling) ordinarily will not be placed on probation or suspended if he or she receives a C in an undergraduate course. However, students with grades of D, F, or WF in undergraduate courses will face such action.

3. Grades received in undergraduate courses are not considered in the semester graduate GPA and cannot be used to "counteract" low grades in graduate courses. For example, a student who receives a C in a graduate course and a potentially offsetting A in an undergraduate course still is subject to probation or suspension.

4. If grade changes are filed which alter that semester's GPA, the Graduate School action will be evaluated, and new action will be taken if warranted.

In order to remove probationary status, a student must make at least a 3.0 GPA in the next academic session in which he or she is enrolled. Failure to do so, or to maintain a 3.0 current GPA in each succeeding semester, will result in suspension. Any student who has been suspended must apply to the Graduate School should reinstatement be desired at some later date. Regulations governing scholastic probation and suspension are based on semester GPAs and are applied regardless of overall GPA.

Any student who has been suspended must appeal to the Graduate School if reinstatement is desired.
Academic departments or programs may apply standards for probation and suspension higher than those established by the Graduate School. Such standards must first be approved by the Graduate Dean, must be stated in a departmental graduate student handbook or similar publication, and distributed to every student in the program. Actions based on these standards are to be recommended by the department to the Graduate Dean (we will write the probation or suspension letter on receiving your notice). Students suspended from a program may apply to another graduate program after being recoded as a temporary student.
GRADUATE STUDENT ASSISTANTSHIPS

Graduate students may be employed as Graduate Part-Time Instructors, Teaching Assistants, Research Assistants, and Graduate Assistants. Students who hold such appointments are expected to be enrolled full-time in degree programs (see Graduate Enrollment Policy). The title of Graduate Assistant is intended for students employed in capacities other than teaching and research, and who are ordinarily paid on an hourly basis. Appointment of Graduate Assistants should be made following procedures appropriate to appointment of classified personnel. An individual should not be appointed concurrently to a position requiring nonstudent status and to a position requiring student status as a condition of employment. Appointments to positions not intended as support for graduate students, such as Research Associate, Instructor Part-Time, or Lecturer, are detailed in the Operating Policies and Procedures Manual.

No graduate student not in a degree program and taking undergraduate courses only (a PGRD) may be employed as a graduate student employee.

Graduate Part-Time Instructors and Teaching Assistant Appointments

The Personnel Action Form (Appendix to Part 1) is initiated by the department chairperson or immediate supervisor, approved by the dean of the instructional college involved, and reviewed and signed by the Graduate Dean. Forms are forwarded to the Provost's office and then to the Personnel office.

Advisors are referred to Operations and Policies and Procedures Manual 64.03 for more information about the duties and procedures for appointing Teaching Assistants. Departments should adhere to the guidelines set by the Southern Association of Colleges and Schools (SACS) for teaching faculty of any level. As a rule, all teaching assistants must hold a bachelor's degree and be admitted to the Graduate School. Furthermore, those teaching assistants given full responsibility for a class as instructors of record must have at least 18 hours of graduate work in the field of their teaching responsibilities and be classified as Graduate Part-Time Instructors. Although most graduate students will be employed by the department in which they are majors, this is not required by SACS. Any exceptions to these qualifications must be approved in advance by the Provost's Office.

No graduate student may be the instructor of record (assign grades) of other graduate students except in undergraduate leveling classes.

Research Assistant Appointments

The principal investigator of a research project recommends the appointment of a research assistant for that project. The department chairperson initiates the appointment, and both the chairperson and the principal investigator sign the appointment form. The form is approved by the
Vice Provost for Research and reviewed by the Graduate Dean. Forms are then forwarded to the Personnel Office.

**Reappointment of Graduate Students**

Graduate student assistantships are not continuing appointments; therefore, the above procedures must be followed for reappointing graduate students in each new budgetary period.

**Limitations on Graduate Student Appointments**

Normally, GPTIs, TAs, RAs, and GAs are appointed for half-time (50%); this also means 20 hours a week. Consult your collegiate office for information on what constitutes half-time (one course, four labs, etc.). The Provost's Office has requested that departments employ TAs over half-time only in the event of departmental emergency (illness or other absence of instructors, need for extra sections, etc.) and only those doctoral students who have been admitted to candidacy. Exceptions are granted by the Provost's Office. A letter describing the circumstances and outlining the student's qualifications should be attached to the PAF form. Students employed more than half-time should take reduced coursework.

International student assistants cannot be employed more than half-time if on an F-1 visa. The INS is very strict about this, and overemployment can result in deportation of the student and fines for the University. There is no INS ruling on summer employment for foreign students, but advisors should check that all student assistants are enrolled full-time for the full employment period (9 hours in a long term, 3 to 6 in a summer term).

Students coded PGRD (non-degree taking undergraduate courses only) are not eligible for teaching or research assistantships.

**Changes in Appointment Status**

Any changes in graduate student assistant appointments, such as changes in salary, percent time of appointment, or payroll account, are to be made on a revised PAF form. Contact the Personnel Office for instructions on filling out the form. Routing procedures previously outlined are to be followed for teaching assistants and research assistants, respectively.

**Signature Implications**

The signature of the principal investigator certifies that the proposed research appointee is qualified to perform the duties required of a research assistant on the project involved, and that the position has been approved in the research project at the salary level indicated.

The signature of the department chairperson, or the immediate supervisor requesting the appointment, certifies that the nominee is fully qualified to perform the duties indicated, and funds for the position have been approved. The chairperson further certifies that, to the best of his or her
knowledge, the appointment, if offered, will be accepted by the nominee at the salary and time indicated on the appointment form.

The signature of the dean of the instructional school or college certifies that the appointment does not exceed the funds budgeted to the department concerned. The dean further certifies his or her approval of the rank and salary to be offered.

The signature of the Vice Provost for Research certifies that funds are available for RA stipends and benefits.

The signature of the Graduate Dean certifies that the nominee is a graduate student in good standing with the University, that the student is enrolled during the period of employment, and that the salary level indicated complies with the salary ranges set for all graduate student assistants in the University by the Provost's Council.

**Council of Graduate Schools Resolution**

Texas Tech is a signatory to a resolution adopted by the Council of Graduate Schools in the U.S. (See Appendix to Part I). The resolution requires that students who wish to withdraw from financial aid agreements after April 15 may do so only by obtaining written release from the institution to which the first commitment was made.

A copy of the resolution and a list of CGS members who have agreed to the resolution should be mailed to students when offers of financial aid are made. Copies are available from the Graduate School.
WORK- STUDY PROGRAM FOR GRADUATE STUDENTS

Graduate advisors may contact the Office of Financial Aid for information on the Federal Work-Study Program. The Director has reserved several thousand dollars for graduate teaching assistants over the past years. The proportion of matching funds required to be contributed by the employing department varies from year to year. The amount of financial aid is determined by prior year need base excluding any financial aid for prior year. In order for the appropriate applications to be processed through Financial Aid in time for teaching responsibilities, advisors should allow at least six months for new student applications. Hiring TAs for the fall semester will necessitate that their paperwork be completed before March 15th of a given year. Each department must request fund and each department must place their student on a priority list.

Students must be accepted into a degree program before funds will be awarded for the following years. Foreign students are not eligible for work-study funds (Puerto Ricans are domestic students).
DEGREE PROGRAMS

Master's Program

No later than the beginning of the second semester of work toward the master's degree, a student should submit to the Graduate School a "Program for the Master's Degree and Admission to Candidacy," (commonly called a degree plan). The student should consult with the advisor of both major and minor departments (if a minor is declared) in order to determine his or her coursework for the following semesters. After the program is approved by the Dean, the student should follow these courses in subsequent enrollments. Any changes to the program must be approved at the departmental level and submitted to the Graduate Dean on the appropriate form.

The submission of the “Program for the Master’s Degree and Admission to Candidacy” should ensure that the student has removed all conditions of admission, including leveling work, has a 3.0 GPA on degree coursework, and is ready to initiate graduate procedures. Students should be admitted to candidacy before attempting comprehensive exams.

Delay in submission of the program, or degree plan, may result in delay of admission to candidacy or graduation. Approval of the document, however, does not constitute admission to candidacy. It merely signifies that the proposed plan will meet the specific requirements of the student's degree program and the Graduate School.

A major consists of at least 18 hours of course work in a given field. A minor will be one-fifth to one-sixth of the total coursework (six hours minimum). Programs that vary somewhat from the standard requirements may be approved with proper justification. Coursework for masters programs must be completed within six years. Special exceptions are granted to a few degree programs; extensions of the six years may be requested by graduate advisors on behalf of individual students.

Transfer work for the master's degree is limited to six graduate hours completed in residence at an accredited university with a grade of B or better. Transfer of more than 6 hours must be justified to and approved by the Graduate Dean. Transfer hours will be credited as hours earned, but the TTU GPA will be not affected.

Courses taught through distance education programs are subject to review by the Graduate School prior to acceptance for a TTU graduate degree, unless such course is already a part of an approved TTU distance learning program or degree.

Master's Comprehensive Examinations/Evaluations

The Graduate School requires a final comprehensive evaluation for all students in each program. The comprehensive evaluation is most often administered in the semester of intended graduation. This should be in a format most appropriate to the major field. At departmental discretion, the evaluation format may differ for thesis and nonthesis or professional and predoctoral students. The final evaluation should require a synthesis and application of knowledge
acquired during the course of study and research leading to the master's degree; no student should expect the evaluation to be based solely on performance in the classroom.

A student is eligible to undergo evaluation only after having been admitted to candidacy by the Graduate Dean. As soon as possible after the evaluation, a written report of the outcome should be sent to the Graduate Dean. A student who does not receive a satisfactory evaluation may be assessed once again after an interval of three months or more. At the discretion of the program concerned, a student who receives a satisfactory evaluation but who does not graduate within 12 months may be required to repeat the assessment.

If an oral defense of the thesis is required by the department, procedures should follow those of the dissertation defense as closely as possible, if applicable. Such procedures include timely notice to the research committee and other interested parties of the time and place of the oral defense, the courtesy of two or three weeks' examination of the document, etc.

**Doctoral Program**

**Diagnostic Examination and Annual Review**

As early as possible after entry into the program (no later than the end of the second semester of enrollment), a doctoral student should be given a formal evaluation or diagnostic exam (oral or written or both) which will serve as a basis for further counseling and preparation of the degree plan. The results will be reported to the Graduate Office on forms entitled "Program for the Doctoral Degree," which should be filed before the second year of doctoral work is permitted to begin.

Departments are encouraged to conduct annual reviews of all of their doctoral students to ensure timely progress toward the degree. Any student not making satisfactory progress should be counseled out of the program or placed on probation contingent upon achieving certain progress before a specific date. Continued unsatisfactory progress in any area of the student's work will be cause for dismissal.

**Doctoral Degree Plan**

The student's program of study should be outlined and submitted to the Graduate School shortly after completion of the doctoral evaluation. The form entitled "Doctoral Degree Plan and Report of Preliminary Examination" provides for submission of proposed courses in the major and minor areas, specification of tool requirements, plan for meeting the residence year requirement, and the names of committee members (no fewer than three Graduate Faculty members from TTU; each program sets its own limit). Graduate Advisors are responsible for checking such things as transfer courses and their numbers, accuracy of program course listings, and specification of methods for meeting tool or language requirements.

Graduate Advisors need to be especially alert in monitoring the submission of the proposal for doctoral study to ensure that it is done early in the student's program of work. Delaying
submission of this document until the student has completed a year or two almost always causes problems. No student will be allowed to stand for the qualifying examination until this program of study has been approved by the Graduate Office.

Residence Requirement

The purpose of residence in a doctoral program is to ensure the intellectual immersion of students in a research and learning environment with faculty, peers, and staff. This intellectual immersion can take place in forms other than those of a full-time student on campus. Recognizing that there are several ways to acquire the benefits of residence, programs are allowed to set the residence requirements that best fits their particular program. Students are expected to consult their departments about specific residency requirements for their degree.

Doctoral Qualifying Examination

The qualifying examination is administered only after the doctoral degree plan has been approved by the Graduate School and most of the proposed coursework has been completed. The examination may be comprised of both written and oral portions and must include both major and minor areas if a formal minor has been pursued. Results of qualifying examinations should be reported to the Graduate School by letter from the departmental Graduate Advisor or the chairperson of the advisory committee after all portions of the exam have been completed. The letter also should specify the date of completion and include a recommendation for admission of the student to candidacy for the doctorate. If the exam has been failed, the graduate advisor or the research chairperson will notify the Graduate Dean in writing. The exam may be repeated once after an interval of at least four months. Failure to pass the qualifying exam the second time will result in dismissal from the program regardless of performance in other areas of doctoral study.

At least four months must intervene between the qualifying exam and the final defense of the dissertation. Waivers may be granted for emergency situations.

Admission to Candidacy

Upon receipt of a recommendation from the department, the name of the doctoral student will be forwarded to the Graduate Council for admission to candidacy. If approved, the student must wait at least four months before graduating. A candidate has four years to complete the dissertation; if it is not completed in that period, the department may recommend dismissal from the program, require the student to repeat the qualifying exam, or request an extension.

Official leaves of absence approved by the Graduate Dean will not "stop the clock" on the four-year limit.
Final Oral Examination for Doctoral Students

A final oral examination, usually over the general field of the dissertation, is required of all candidates for doctoral degrees. It may be scheduled at any suitable time after the dissertation (not necessarily the final version) has been approved by the candidate's advisory committee. The examination is a formal public affair, and should be scheduled in a room conducive to general attendance by faculty and students. Announcement of the event should be given to the thesis/dissertation supervisor at least three weeks before the date of examination on forms sent to the student in the graduation packet or obtained from the supervisor. The supervisor distributes an announcement of all defenses on the thesis and dissertation webpage.

The defense should be scheduled at a time when all committee members can be present. If, however, as occasionally happens, one or more committee members are absent, other graduate faculty members may be asked to "stand in" for purposes of the examination. In such cases, the absent member must still approve and sign the title page of the dissertation. If the attendance problem is known far enough in advance, the absent member may forward questions for the candidate to the substitute member (with special approval from the Graduate School).

In the case of committee members who leave Texas Tech before the student has completed a thesis or dissertation, members may remain on the committee if the member is willing to continue to provide all of the services required. If a student is in early stages of research, however, it will ordinarily be advisable to change committee members. If the chairperson leaves, a co-chair from the major department will be appointed if the research is underway and the absent chair is willing to continue direction. Otherwise, a new chairperson should be appointed by the graduate advisor or the chair of the department.

Although the Graduate Dean may occasionally attend final exams, a member of the Graduate Faculty usually is asked to attend as the Dean's representative. The role of the representative is to observe the conduct of the examination and to serve as an impartial counselor in the event conflicts arise. Representatives may participate as fully as they choose in the questioning of the candidate and in the committee's deliberation at the conclusion of the examination. Representatives should be offered a copy of the dissertation one week before the Thesis/Dissertation defense. In connection with his or her role as observer, the representative is asked to file a written report with the supervisor in the Graduate School after the defense.

The chairperson of the dissertation committee should convene the examination by introducing the candidate, giving his or her background and indicating the general procedures to be followed. Although there will likely be some variation from department to department and from committee to committee, the following general procedures are appropriate. Initially, the candidate should be given a short period of time (from 20 to 30 minutes) to present an overview of the research project for the benefit of those in attendance who have not read the dissertation. After this presentation, the candidate should be questioned by members of the committee in a way that will require a genuine defense of both the dissertation and its research procedures. All members of the committee should have read and thoroughly familiarized themselves with the dissertation
before the examination, and copies of the document (not necessarily in final form) should be available for reference during the examination.

After committee members have examined the candidate, others in attendance should be permitted to raise questions or make comments. As indicated earlier, the examination is a public affair and the candidate should be able to defend his or her work before anyone who cares to question it. When ample opportunity has been given for questions from the audience, those not on the doctoral committee should be excused while the committee asks any final questions it chooses. When the committee is satisfied, the candidate should be dismissed from the room while the committee deliberates and comes to a decision concerning the adequacy of the candidate's performance. When a decision is reached, the candidate should be informed and the committee chairperson should forward a report of the outcome to the Graduate Office for the record.

When the dissertation committee believes that the dissertation is acceptable for a “pass” with minor revisions, all committee members except for the chairperson may sign the title page. The chairperson is responsible for making certain that the minor revisions are made before s/he signs the title page. After all committee members have signed the title page, it is forwarded to the Thesis/Dissertation Supervisor at the Graduate School. Although the Thesis/Dissertation Supervisor may require changes in formatting, the supervisor is not responsible for editing the entire dissertation. Such editing must be done well in advance of the dissertation defense and certainly before it is sent to the Thesis/Dissertation Supervisor.

In other words, once the dissertation committee members sign the title page, the author submits the dissertation to the Graduate School, and the Thesis/Dissertation Supervisor reviews the work and forwards it to the Library, the work is locked and no further changes can be made in the dissertation.

**Surveys of Doctoral Graduates**

Students receiving doctoral degrees are asked to participate in the Survey of Earned Doctorates conducted by the National Research Council and the National Science Foundation. Survey forms are distributed to doctoral students during the semester of graduation. Although participation is voluntary, the information obtained is extremely valuable to continued understanding of and policy formulation for graduate education in the United States.

In addition, the Graduate School conducts a separate annual survey to determine the employment status of its doctoral recipients. Each fall, following August graduation, Graduate Advisors receive a list from the Graduate School of all doctoral graduates from the department or college in the last academic year (December, May, and August graduation periods) and their employment as reported to the Graduate School. Information requested includes current position and place of employment, if employed, and whether the position is a new one. Departments are urged to maintain contact with their graduates so that such information may be obtained easily.
THESES AND DISSERTATIONS

Special Committee Assignments

Ordinarily, members of thesis and dissertation advisory committees are members of the Graduate Faculty at Texas Tech. However, in some circumstances, it may be appropriate for individuals who are not Graduate Faculty members to serve on (but not chair) committees of master's theses. All committee members must hold the degree level to which the candidate aspires. Special committee appointees may be Texas Tech faculty or staff members or individuals holding positions at other institutions, but adjunct members of our Graduate Faculty (usually from Law or HSC or in administrative positions) are not considered special appointments. In most cases, the appointment of non-Graduate Faculty persons to advisory committees is in addition to the two members required for theses and the three members required for dissertations. Requests for special committee assignments should be made to the Graduate School and should include a copy of the nominee’s vita.

Preparation and Submission

Before beginning work on a thesis or dissertation, students should consult the manual entitled Instructions for Preparing and Submitting Theses and Dissertations available in the Texas Tech Bookstore and on the Thesis and Dissertation web page. The Thesis/Dissertation Supervisor is available to advise students about matters of style, format, documentation, and so forth, and should be consulted about the document well before the submission of the official version. The Graduate School, however, does not act as proofreader for theses and dissertations, either before or after final submission. Signatures on the title page signify that committee members have read, approved, and determined that the document meets the Graduate School's standards as set forth in the Instructions.

Students should consult the Thesis/Dissertation Supervisor before preparing the official copy of the document in order to determine whether the proposed format meets the Graduate School requirements. (See the current deadlines as to the date for preliminary drafts to be submitted.)

An official electronic copy of the thesis or dissertation should be submitted to the Library’s Electronic Thesis and Dissertation website on or before the deadline set for the intended graduation period. Documents then will be reviewed in order of receipt to ensure conformity with Graduate School standards. Should corrections be necessary, students (or their representatives) will be asked to make them and submit the final copy. Final copies will be signed by the Dean of the Graduate School or stamped with his signature at a later date. Students are required to pay a document fee for microfilm copies and server support. They are also strongly encouraged by the Graduate Council to provide bound copies for their research advisors and academic departments. (See current deadlines for the date the receipt must be on file in the Graduate School.) This fee will roll over to the next or succeeding semesters if the student does not graduate.
University Microfilms International

Doctoral students are required to have their dissertations microfilmed by University Microfilms International. Masters students may elect to have theses microfilmed by UMI. Students will submit abstracts of the dissertation typed according to the form in the Instructions. All students writing theses or dissertations are urged to include a copyright page in their document, again following the format given in the Instructions.

Human Subjects

It is the student's responsibility to be aware of all federal, state, local, and/or institutional regulations governing his or her research project. In particular, students doing research in the social or natural sciences involving human subjects (including the administration of surveys or observational studies) and those involving animals or controlled substances must contact the Office of Research Services to obtain permission for this research before it is initiated.

Copyrighted Material

Recent court decisions have limited the use of copyrighted materials, even in academic environments. Students must obtain written permission to use copyrighted materials in their documents. Copyright law covers not only narrative or expository works but also music, computer software, letters, broadcasts, and other media. If UMI sees a copyright infringement in a document, it blanks out the page(s) in the microfilmed version.

Plagiarism

It is also the student's responsibility to document all work not his or her own by proper citation of sources. Offering the work of another as one's own, even unintentionally, is a serious offense covered by the Student Code of the University, and is especially problematic in a research document which purports to be original work.

Committee Approval

All members of a thesis or dissertation committee must approve and sign the document before its submission to the Graduate School for the official review. When a committee member, for whatever reason, differs with the rest of the committee on approval of the document, any of the following may take place: 1) the dissenting member may clearly state his perception of the deficiencies in the document and, with the committee's general concurrence, require that these deficiencies be addressed before final approval; 2) the member may record his or her vote against passing the thesis or dissertation, but agree to accept the majority decision and sign the title page; 3) the member may elect to resign from the committee (a replacement may be necessary, depending on the number of members); or 4) the member may refuse to sign the document, in which case the Graduate Dean or his representative will be asked to serve as mediator in seeking a resolution of the difference.
In December, 1993, the Graduate Council approved the following motion:

Either the chair or the co-chair of a student's dissertation committee must be a regular member of the program or departmental faculty from which the student will receive the doctorate.

This motion was suggested because some students whose chairpersons had left the University (but whose co-chairs from outside the major department continued as chairs) were left without direction about departmental or program policies about oral defenses, graduation requirements, etc., and major problems had arisen which kept the students from graduating on time. This requirement will ensure that students have a knowledgeable member of their department to guide them in finishing their degrees.

In 2005, the Graduate Council approved the following policy regarding the sealing of dissertations and theses after the title page has been signed and the works are approved by their committees:

When the dissertation committee believes that the dissertation is acceptable for a “pass” with minor revisions, all committee members except for the chairperson may sign the title page. The chairperson is responsible for making certain that the minor revisions are made before s/he signs the title page. After all committee members have signed the title page, it is forwarded to the Thesis/Dissertation Supervisor at the Graduate School. Although the Thesis/Dissertation Supervisor may require changes in formatting, the supervisor is not responsible for editing the entire dissertation. Such editing must be done well in advance of the dissertation defense and certainly before it is sent to the Thesis/Dissertation Supervisor.

In other words, once the dissertation committee members sign the title page, the author submits the dissertation to the Graduate School, and the Thesis/Dissertation Supervisor reviews the work and forwards it to the Library, the work is locked and no further changes can be made in the dissertation.

Theses and dissertations represent only partial fulfillment of degree requirements. Thus, approval and acceptance of a document do not guarantee graduation if other requirements (examinations, coursework, etc.) are not completed satisfactorily.

**Publication of Student Work**

In 1990, the Graduate Council approved the following policy on publication of research by graduate students:

Research is an integral facet of graduate study and students are encouraged to seek publication of work done in pursuit of advanced degrees. Many theses and dissertations completed at Texas Tech are eventually published. In research where close collaboration with faculty advisors occurs, it is entirely
appropriate in some disciplines for publications to be co-authored. In those disciplines where authorship order is not always alphabetical, the student will generally be first author on publications resulting from a thesis or dissertation. In cases of considerable revision or addition of other data, order of authorship should be subject to mutual agreement, based on the nature and extent of contribution by the parties concerned, and in accordance with accepted practice in the discipline. In cases where the student was supported in full or in part by the University or through a faculty grant to do the research involved, or when a faculty member contributes to the work in a way that is substantially above and beyond that normally expected of a major advisor, and the student elect not to pursue publication within a reasonable time, the faculty member may choose to use the data in pursuing publication, listing the student as co-author according to the convention of discipline involved and the relative extent of contribution or additional work required.
GRADUATION PROCEDURES

Notification of Intended Graduation

In order that a list of potential graduates may be compiled in each semester, it is essential that students notify the Graduate School of their plans. Both master's and doctoral degree plan forms have spaces for indicating proposed dates of graduation so that deadlines may be mailed for the next graduation period. If a proposed completion date changes, the student should notify the Graduate School directly. Diplomas are ordered from the list drawn up each semester after the Statement of Intention to Graduate is filed.

Enrollment in Semester of Graduation

Students must be registered in the semester in which they intend to graduate. Moreover, students who write theses or dissertations must be enrolled in either thesis or dissertation hours in the semester of graduation for at least three to six hours, in order to reflect the use of faculty time and university resources.

Deadlines for Graduation

All students who have indicated intent to graduate in a given semester will be sent a list of deadlines for graduation. Deadlines to be met include filing the "Statement of Intention to Graduate" and the official thesis or dissertation title form, paying the diploma fee, removing grades of "I" and "PR," and so forth. Failure to meet scheduled deadlines will delay graduation.

Letter of Completion

Students who have completed all requirements for degrees, but for whom final transcripts or diplomas are not yet available, may request from the Graduate School a letter certifying that they have met all requirements and that further enrollment is not necessary. Completion letters will be sent to employers upon the student's request.
GRADUATE RECORDS SYSTEM MANUAL

PART II
GRADUATE RECORDS SYSTEM

SCREEN

117 - Graduation Checkout
The degree checkout screen includes information on matriculation history, checkout term, checkout status, and graduation code.
If Exit term, Exp Grad Term and Deg Ckout Term are all the same date and Deg Ckout Status indicates a “2”, a degree plan has been submitted to the Graduate School for that term. If Deg Ckout Term Status is a “3”, Intent to Graduate form has been submitted for that term. If nothing is filled in, we do not have a degree plan.

660 - Conditions we have after checking the degree plan.

651 - Click on Grad Doctoral under “Other Plans” and hit F7. This will take you to 652.

652 - Shows degree plan entered as submitted to Graduate School. Hit F5 to go the Audit screens (Analysis of Degree Progress). Hit “Enter” and you will be shown what is complete and what is lacking.

654 - Course exceptions
If a course is a catalog requirement, the substitution can be made.

656 - Advisor Notations
Where we put notes pertaining to program, i.e. committee member that is not Graduate Faculty.

657 - Graduate Tracking
Results of Doctoral Qualifying exam/Master Comprehensive Exam and date of Admission to Candidacy (Doctoral or Master), defense date and title of dissertation/thesis. Also date dissertation/thesis submitted to dissertation/thesis supervisor and date finalized.

658 - Graduate Committee members
Hit F9 to get out of 650’s screens.
MASTER’S SCREENS
NON-THESIS STUDENT
117 Graduation Checkout

Screen: ___ SID: ___ Course: _______ Term: ___

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Exit: 051 EG Expected Graduation

Degree Catalog: 031 Deg Ckout Status: 3
Exp Grad Term: 051 Graduation Code: _
Deg Ckout Term: 051
Degree Awarded: ___
Degree Honors: _
Special Honors: _
660 GRADUATE CONDITIONS OF ADMISSION

SID: ___  Course: ________  Term: ___

Conditions of Admissions
01: EX FINAL EXAM NOT REPORTED
02: ___
03: ___
04: ___
05: ___
06: ___
07: ___
08: ___
09: ___
10: ___

Grad 30 Hour Rule: ___  Attend Graduation: Y

Diploma City: Levelland  State: TX  Country: ___
Diploma Name: 
Previous Names: O'Connor, Julie Ann

DATE LAST MAINT: 08-24-05

4-©  1  Sess-1  129.118.152.1  E176  4/10

Name: lorlopez  Date: 09/26/2005  Time: 08:36:40 AM
651 Student Degree Plan Definition

Screen: ___ SID  Degree Plan: GR MED EDLL  Term: ___

Plan Title: Master of Education-Language Literacy
Catalog: 971  Use Custom Degree Requirements: GRAD MASTER
Advisor: SHAYIB, REEM MOHAMMED

Plan Type: _  Date Filed: 09-30-1998  12 Courses
Plan Status:  Last Changed: 08-24-2005 by 0631  1 Exception
Last Audit: 09-26-2005  Results:  1 Note

Academic Program as of 051  Primary  Secondary  Other Plans
College: GR
Class: GM
Degree: MED
Majors: EDLL
Concentration: GENR
Minors:
Undergraduate  921 932 933 931 942 943 941 952 951 962
Graduate  971 982 983 981 043 041 052 053 054 051

Copy to New SID: _______ and/or Degree Plan: ____________________  Delete: _

4-©  1  Sess-1  129.118.152.1  E176  4/10

Name: lorlopez  Date: 09/26/2005  Time: 08:36:10 AM
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Analysis of Degree Progress

Analysis of Academic Progress
Graduate School
Graduate Master (Generic)
Catalog Year 1997-98

Degree Checkout Status: Final Checkout

Degree Checkout Term : 2005 Fall

Degree Expected Term : 2005 Fall

This evaluation is provided for advisement only, it is not an official record. Please report any additions or corrections to your advisor.

--- Summary of Credit towards Graduation ---

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Page Index: 2-REMAINING 2-COMPLETED -N/A Page 1 of 3 Next: ___

Name: lorlopez - Date: 09/26/2005  Time: 08:36:16 AM
Analysis of Degree Progress

Section 1 - Academic Requirements Remaining

This analysis assumes successful completion of all course work currently in progress.

--- Master's Requirements ---
You must be admitted to candidacy, file an intention and pass your final evaluation.
1. You are required to pass a final comprehensive evaluation.

Section 2 - Academic Requirements Completed or in Progress

--- Master's Requirements ---

Admission to Candidacy
Completed 09-30-98

Intent to Graduate:
Completed 09-09-05

PAGE INDEX: 2-R REMAINING 2-COMPLETED -N/A Page 2 of 3 Next: __
4-© 1 Sess-1 129.118.152.1 E176 24/76

Name: lorlopez - Date: 09/26/2005  Time: 08:36:19 AM
Analysis of Degree Progress

- - - - - - - Required Courses Directed by Graduate Ad - - - - - - -

EDBL 5334 1ST/2ND LANG ACQUISIT 053 3.00 A+
EDCI 5380 ACTION RESEARCH I 052 3.00 A
EDLL 5342 ASSESSMENT IN READING 982 3.00 A
EDLL 5345 EARLY LITERACY 981 3.00 A
EDLL 5348 APPL LING TEACH LITER 051 3.00 Registered
EDLL 5393 INTERN LANGUAGE/LITER 983 3.00 A
EDLL 6341 PROBS/TRENDS/ISS-LITE 982 3.00 A+
EDLL 6341 PROBS/TRENDS/ISS-LITE 983 3.00 A
EDLL 6347 RESEARCH SEMINAR I LI 981 3.00 A+
EDLL 6350 STUDIES IN LANGUAGE A 054 3.00 A
EDLL 6351 STUDIES IN CHILD LITE 041 3.00 A+
EPSY 5323 CULTURAL FOUNDATIONS- 054 3.00 A

Total 36.00 GPA 4.000
## 654 Course Exceptions

**Master of Education-Language Literacy**

**Screen: SIT**  
**Degree Plan: GR MED EDLL**

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656  Advisor Notations
Master of Education-Language Literacy
Screen: ___  SID.  Degree Plan: GR  MED  EDLL

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Page 1 of 1  Next Page: _
657 Graduate Tracking
Master of Education-Language Literacy
Screen: ___ SID: ___ Degree Plan: GR MED EDLL

Date Admitted for Candidacy: 09-30-1998
Registration Required: ___ First Term Registered Override: ___
Last Term Registered Override: ___

Comp/Qual DT: _______ _______ _______ Defen DT: _______ _______
Results: _______ _______ _______ _______ _______
Accept DT: 07-15-1997
Res Req: ___
THEESIS OR DISSERTATION
(Use PF7 to maintain the Title)

Title:

Research Proposal In: _______ Date Submitted: _______
Date Cleared: 4/10

4-C 1 Sess-1 129.118.152.1 E176

Name: lorlopez · Date: 09/26/2005 · Time: 08:36:33 AM
658 Graduate Committee Members
Master of Education-Language Literacy
Screen: ___ SID: ___ Degree Plan: GR MED EDLL

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Name: lorlopez - Date: 09/26/2005  Time: 08:36:35 AM
MASTER'S SCREENS
THESIS STUDENT
117 Graduation Checkout

Screen: ___  SID: _________  Course: _________  Term: ___

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Term/Date  Action/Reason
Exit: 054  GD Graduation 08-06-2005

Degree Catalog: 061  Deg Ckout Status: 5
Exp Grad Term: 054  Graduation Code: G
Deg Ckout Term: 054
Degree Awarded: MA  Master of Arts
Degree Honors: _
Special Honors: _
660 GRADUATE CONDITIONS OF ADMISSION

Screen: ___ SID: ___ Course: ___________ Term: 051

Conditions of Admissions
01: ___
02: ___
03: ___
04: ___
05: ___
06: ___
07: ___
08: ___
09: ___
10: ___

Grad 30 Hour Rule: ___ Attend Graduation: ___

Diploma City: Indianapolis State: IN Country: __
Diploma Name: ________________________________
Previous Names: ______________________________
______________________________

DATE LAST MAINT: 08-08-05

4-C 1 Sess-1 129.118.152.1 E307 6/22

Name: rshayib - Date: 09/26/2005 Time: 02:41:31 PM
651 Student Degree Plan Definition

Screen: ___ SID
Degree Plan: GR MA MUSM
Term: ___

Plan Title: Master of Arts-Museum Science
Catalog: 981
Use Custom Degree Requirements: GRAD MASTER
Advisor:

Plan Type: _
Date Filed: 03-16-1999
14 Courses

Plan Status:
Last Changed: 08-16-2005 by 3594
2 Exceptions
Last Audit: 08-05-2005
Results:
3 Notes

Academic Program as of 053
Secondary
Other Plans

College: GR
Graduate
Class: GM
961 971 982 983 984 981 ...
Degree: MA
032 031 042 043 041 052 053
Majors: MUSM
Concentration:
Minors:

Copy to New SID: _______ and/or Degree Plan: ___________
Delete: ___

4-C 1 Sess-1 129.118.152.1 E176 4/10

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Analysis of Degree Progress

Analysis of Academic Progress
Graduate School
Graduate Master (Generic)
Catalog Year 1998-99

Degree Checkout Status: Cleared for Graduation

Degree Checkout Term : 2005 Summer

Degree Expected Term : 2005 Summer

This evaluation is provided for advisement only, it is not an official record. Please report any additions or corrections to your advisor.

--- Summary of Credit towards Graduation ---

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PAGE INDEX: 2-REMAINING 2-COMPLETED 4-N/A  Page 1 of 6  Next: __

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Name: lorlopez  Date: 09/26/2005  Time: 09:17:32 AM
Analysis of Degree Progress

**Section 1 - Academic Requirements Remaining**

This analysis assumes successful completion of all course work currently in progress.

--- Master's Requirements ---
You must be admitted to candidacy, file an intention and pass your final evaluation.
1. You are required to pass a final comprehensive evaluation.

**Section 2 - Academic Requirements Completed or in Progress**

--- Master's Requirements ---

Admission to Candidacy: Completed 03-16-99
Intent to Graduate: Completed 06-02-05
Analysis of Degree Progress

- - - - - - - Required Courses Directed by Graduate Ad - - - - - - -

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Name: lorlopez - Date: 09/26/2005  Time: 09:14:54 AM
Analysis of Degree Progress

- - - - - - Required Courses Directed by Graduate Ad - - - - - -
(Continued from previous page)

MUSM 7000 RESEARCH 983 3.00 A
Total 43.00 GPA 3.428

Section 3 - Work Not Applicable to this Program
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$BINDF
Meets no requirements
Completed 07-08-05

$FINAL
Meets no requirements
Completed 06-21-05

$THESIS
Meets no requirements
Completed 08-16-05

PAGE INDEX:  2-REMAINING  2-COMPLETED  4-N/A  Page  4 of  6  Next: ___
4-©  1  Sess-1  129.118.152.1  E176  24/76

Name: lorlopez - Date: 09/26/2005  Time: 09:14:56 AM
Analysis of Degree Progress

"Accreditation and the Preservation of
Cultural Heritage in the United States"

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Name: lorlopez - Date: 09/26/2005  Time: 09:14:43 AM
657 Graduate Tracking

    Master of Arts-Museum Science

Screen: ___ SID: ___ Degree Plan: GR MA MUSM

Date Admitted for Candidacy: 03-16-1999

Registration Required: ___ First Term Registered Override: ___
Last Term Registered Override: ___

Comp/Qual DT: ___________ ___________ ___________ Defen DT: 06-21-2005 ___________
Results: ___ ___ ___ ___ P ___ ___ ___ ___ ___ ___
Accept DT: 08-14-1998
Res Req: ___

           T H E S I S O R D I S S E R T A T I O N
(Use PF7 to maintain the Title)
Title: "Accreditation and the Preservation of Cultural Heritage in the United States"

Research Proposal In: Y Date Submitted: 06-06-2005
Date Cleared: 08-16-2005

4-0 1 Sess-1 129.118.152.1 E176 4/10

Name: lorlopez - Date: 09/26/2005 Time: 09:14:45 AM
658  Graduate Committee Members  
Master of Arts-Museum Science  
Screen: ___  SID: ___  Degree Plan: GR MA MUSM

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DOCTORAL SCREENS
117 Graduation Checkout

Screen: ___ SID: ___ Course: __________ Term: ___

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Exit: 072 EG Expected Graduation

Degree Catalog: 031 Deg Ckout Status: 2
Exp Grad Term: 072 Graduation Code: _
Deg Ckout Term: 072
Degree Awarded: ___
Degree Honors: _
Special Honors: _

---

Name: gmcneme - Date: 09/22/2005 Time: 04:32:27 PM
660 GRADUATE CONDITIONS OF ADMISSION

Screen: ____ SID: ___________________ Course: _________ Term: __

Conditions of Admissions
01: QX QUALIFYING EXAM NOT PASSED
02: EX FINAL EXAM NOT REPORTED
03: TF THESIS/DISSERT. FEE NOT PAID
04: CM COMMITTEE OR CHAIR. NOT STATED
05: __
06: __
07: __
08: __
09: __
10: __

Grad 30 Hour Rule: N
Attend Graduation: Y

Diploma City: Lancaster
Diploma Name: _____________________________
Previous Names: ___________________________

DATE LAST MAINT: 09-15-05

4-©  1  Sess-1  129.118.152.1  EOGG  4/10

Name: gmcneme - Date: 09/22/2005  Time: 04:32:35 PM
W-D0008 DEGREE PLAN DOES NOT MATCH ACADEMIC PROGRAM
651 Student Degree Plan Definition

Screen: ___ SID: ___ Degree Plan: GRAD DOCTORAL Term: ___

Plan Title: Graduate Doctoral (Generic)
Catalog: 831 Use Custom Degree Requirements: GRAD DOCTORAL
Advisor:

Plan Type: _ Date Filed: 03-30-2004 29 Courses
Plan Status: ___ Last Changed: 06-24-2005 by 0629 0 Exceptions
Last Audit: 09-22-2005 Results: 0 Notes

Academic Program as of 051 Primary Secondary Other Plans
College: GR GR EDD HIED
Class: GD GR MPA PUAD
Degree: PHD GRAD MASTER
Majors: HIED LW JD LAW
Concentration: LW JMP JDPA
Minors:

Professional 991 002 003 004 001 012 013 014 011 022
Graduate 012 013 014 011 022 031 042 043 041 052 053 054 051

Copy to New SID: _______ and/or Degree Plan: _______________ Delete: _
4-© 1 Sess-1 129.118.152.1 E00G 4/10

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Analysis of Degree Progress

Analysis of Academic Progress
Graduate School
Graduate Doctoral (Generic)
Catalog Year 1983-84

Degree Checkout Status: Preliminary Checkout

Degree Checkout Term : 2007 Spring

Degree Expected Term : 2007 Spring

This evaluation is provided for advisement only, it is not an official record. Please report any additions or corrections to your advisor.

--- Summary of Credit towards Graduation ---

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PAGE INDEX: 2-REMAINING 4-COMPLETED 6-N/A Page 1 of 7 Next: __

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Analysis of Degree Progress

Section 1 - Academic Requirements Remaining

This analysis assumes successful completion of all courses in progress. It also assumes that you will successfully complete the following courses on your degree plan. Failure to register for any of these courses may result in your failing to meet graduation requirements. Consult your advisor or chair before deciding not to take one of these courses.

--- Degree Plan Filed on 03-30-04 ---

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Name: gmcneme - Date: 09/22/2005  Time: 04:44:53 PM
Analysis of Degree Progress

--- Degree Plan Filed on 03-30-04 --- (Continued from previous page)

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In addition to successfully completing the above plan, you must also meet the following requirements.

PAGE INDEX: 2-REMAINING 4-COMPLETED 6-N/A Page 3 of 7 Next: __________

| 4-© | Sess-1 | 129.118.152.1 | E00G | 24/76 |

Name: gmcneme - Date: 09/22/2005 Time: 04:44:56 PM
Analysis of Degree Progress

- - - - - - - - - Doctoral Requirements - - - - - - - - -
You must be admitted to candidacy, file an intention and pass your final evaluation.

You are required to be admitted to candidacy.

You must file a statement of intention to graduate.

You are required to pass a final comprehensive evaluation.

You must pay a thesis/dissertation binding fee.

You must defend your thesis/dissertation.

Your dissertation must be approved by the Graduate School.

Section 2 - Academic Requirements Completed or in Progress
******************************************************************************

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Name: gmcneme - Date: 09/22/2005 Time: 04:45:02 PM
Analysis of Degree Progress

- - - - - - - - Required Courses Directed by Graduate Ad - - - - - - - -

EDHE 5300 HIST OF HIGHER ED IN 031 3.00 A
EDHE 5313 THE COMMUNITY JUNIOR 043 3.00 A
EDHE 5321 ADM OF HIGHER EDUCATI 041 3.00 A
EDHE 5322 INSTITUTIONAL PLANNIN 041 3.00 A
EDHE 5323 DEVELOPMENT & FINANCE 052 3.00 A
EDHE 5332 STDNT SERVICES- HIGH 051 3.00 Registered
EDHE 5343 COLLEGE/UNIV CURRICUL 043 3.00 A+
EDHE 6325 POLICY ANAL & ISSUES 031 3.00 A-
EPSY 5323 CULTURAL FOUNDATIONS- 042 3.00 A
LAW 6005 ADMINISTRATIVE LAW 012 3.00 B Renumbered to LAW 6303
LAW 6021 FEDERAL CIVIL RIGHTS 012 2.00 A
LAW 6035 BUSINESS ENTITIES 001 4.00 B Renumbered to LAW 6435
LAW 6057 PROFESSIONAL RESPONSII 011 3.00 B Renumbered to LAW 6357
LAW 6073 RACE & RACISM 012 2.00 B
LAW 6074 GENDER DISCRIMINATION 022 2.00 B
POLS 5341 PUB POLCY IMPLEMENTAT 012 3.00 A-
PUDAD 5320 PRGRM EVAL/QUANT ANAL 011 3.00 B-
PUDAD 5321 ADV QUANT MTDS IN PUB 022 3.00 B+

PAGE INDEX: 2-REMAINING 4-COMPLETED 6-N/A Page 5 of 7 Next: ____
Analysis of Degree Progress

- - - - - - - Required Courses Directed by Graduate Ad - - - - - - -
  (Continued from previous page)

PUAD 5343 PUBLIC PERSONNEL ADMI 012 3.00 B+
PUAD 5344 PUBLIC BUDGETING  011 3.00 A-

   Total  58.00   GPA   3.581

Section 3 - Work Not Applicable to this Program

*******************************************************************************

Meets no requirements
Analysis of Degree Progress

"Community College Teaching"

*** NOT YET SUBMITTED ***

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654 Course Exceptions
Graduate Doctoral (Generic)

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### Advisor Notations

**Graduate Doctoral (Generic)**

**Screen: ___ **

**SID:**

**Degree Plan:** GRAD DOCTORAL

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**Page 1 of 1**

**Next Page:**  

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Name: gmcneme - Date: 09/22/2005 Time: 04:33:20 PM
657 Graduate Tracking
Graduate Doctoral (Generic)

Screen: ___ SID: ___ Degree Plan: GRAD DOCTORAL

Date Admitted for Candidacy: _________

Registration Required: ___ First Term Registered Override: ___
Last Term Registered Override: ___

Comp/Qual DT: _______ ________ ________ Defen DT: _______ ________
Results: ___ ___ ___ ___ ___ ___ ___
Accept DT: ________
Res Req: ___

THESIS OR DISSERTATION
GR PHD HIED (Use PF7 to maintain the Title)
Title: "Community College Teaching"

Research Proposal In: Y Date Submitted: _________
Date Cleared: _________

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