Graduate School Mission Statement

The Graduate School facilitates graduate education by insuring standards of excellence, promoting diverse programs, and assisting and supporting the recruitment, retention, and graduation of quality students.
# Graduate School Staff

## Fred Hartmeister, J.D., Ed.D., M.B.A.
Dean of the Graduate School  
fred.hartmeister@ttu.edu  
742.2787 ext. 226

## Ralph Ferguson, Ph.D.
Associate Academic Dean  
ralph.ferguson@ttu.edu  
742.2787 ext. 224

Management Oversight of Enrollment Management Team, 30 Hour Flags, 99 Hour Rule, External Programs, EPAF’s, Student Affairs, Policy Questions, Gelin Loans

## Wendell Aycock, Ph.D
Associate Dean  
wendell.aycock@ttu.edu  
742.2787 ext. 228

Interdisciplinary Programs, Thesis/Dissertation Oversight, Grad Faculty Reviews

## Gloria McNeme
Unit Supervisor  
gloria.mcneme@ttu.edu  
742.2787 ext. 229

Enrollment Management Unit Supervisor, Qualifying Exams, Dissertation Defense Reports, Doctoral Degree Plan Forms, Doctoral Intents, Graduation Coordinator, 30 Hour Flag, 3rd Year Reports, 99 Hour Review, EPAF’s, Policy Questions, Audits

## Clifford Fedler, Ph.D.
Associate Dean  
clifford.fedler@ttu.edu  
742.2787 ext. 232

Interdisciplinary Programs

## Lora Lopez
Senior Advisor  
lora.lopez@ttu.edu  
742.2787 ext. 230

Master Degree Plan Forms, Intent Forms, Comp Exam Reports, Thesis Defense Reports, Gelin Applications, Maximum Hour Increase, Permits, Graduation Date Changes, Add/Drop Forms, Policy Questions, Audits, Interdisciplinary
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Davidson</td>
<td>Unit Supervisor</td>
<td><a href="mailto:becky.davidson@ttu.edu">becky.davidson@ttu.edu</a></td>
<td>742.2787 ext. 225</td>
<td>Dissertation Reviews, Dissertation Approvals, Dissertation Fees</td>
</tr>
<tr>
<td>Anastasia Coles</td>
<td>Unit Coordinator</td>
<td><a href="mailto:anastasia.coles@ttu.edu">anastasia.coles@ttu.edu</a></td>
<td>742.2787 ext. 245</td>
<td>Thesis Reviews, Thesis Approvals, ETD Uploads, Thesis Fees</td>
</tr>
<tr>
<td>Vanessa Bara</td>
<td>Specialist IV</td>
<td><a href="mailto:vanessa.e.bar@ttu.edu">vanessa.e.bar@ttu.edu</a></td>
<td>742.2787 ext. 252</td>
<td>EPAF’s, Course Changes, Expected Graduation Date Changes, GCRTS, GCRT Degree Plan Forms, GCRT Intent Forms, GCRT Certificates, Grade Changes, Schedule Appointments for Dr. Ferguson and Dr. Aycock</td>
</tr>
<tr>
<td>Sandra Garcia</td>
<td>Specialist IV</td>
<td><a href="mailto:sandra.d.garcia@ttu.edu">sandra.d.garcia@ttu.edu</a></td>
<td>742.2787 ext. 221</td>
<td>E-PAF’s, Grade Changes, Process Degree Plan Forms, Degree Program Changes, Process Intent Forms, Gelin Loans, Schedule Appointments for Dr. Ferguson and Dr. Aycock</td>
</tr>
<tr>
<td>Adelina Loya</td>
<td>Specialist III</td>
<td><a href="mailto:adelina.loya@ttu.edu">adelina.loya@ttu.edu</a></td>
<td>742.2787 ext. 265</td>
<td>Graduate School Receptionist, Switchboard Operator, Mail Handling</td>
</tr>
<tr>
<td>Paula Scrougham</td>
<td>Specialist IV</td>
<td><a href="mailto:paula.k.scrougham@ttu.edu">paula.k.scrougham@ttu.edu</a></td>
<td>742.2787 ext. 261</td>
<td>Degree Plan Forms, Intent Forms, Qualifying Exams, Process Defense Reports, Grade Change Forms, EPAF’s, Degree Plan Form Changes</td>
</tr>
</tbody>
</table>
Graduation Deadlines

- December 2009 deadlines:
  http://www.depts.ttu.edu/gradschool/current/Deadlines.php

- May 2010 deadlines:
  http://www.depts.ttu.edu/gradschool/current/Deadlines102.php
72hr or less turn around

.50 (20 hrs. per wk) assistantship require 9 sch enrollment

Reduction: completed coursework, passed qualifying exam, admitted to candidacy, & accumulated at least 85 sch. (p. 71, 09-10 TTU catalog)

(New) HR salary planner should annualize assistantship appointments and reduce e-paf.
Add/Drop Forms

- Approve (important keep record current for check out)
- CRN required on form
- Office of the registrar completes entry
- This form is not to be used for students withdrawing or dropping to 0 hours
- Withdrawal form:
  [http://regwss.reg.ttu.edu/Student%20Forms/Withdrawal%20Information/TTU%20Withdrawal%20Form.pdf](http://regwss.reg.ttu.edu/Student%20Forms/Withdrawal%20Information/TTU%20Withdrawal%20Form.pdf)
Grade Change

- Grade change form:
  http://regwss.reg.ttu.edu/Student%20Forms/Grade%20Change%20Form/Change%20of%20Grade%20Form.pdf

- Approve and scan to file (important keep record current for checkout)

- Subject to email with e-signature or campus mail

- Security preference that students not bring to graduate school

- Office of the registrar completes entry
Course Change:

- Course change form: http://www.depts.ttu.edu/gradschool/facstaff/facforms.php
- Subject to email with e-signature and campus mail
- Screen to view change
- Document scan to file (important to records management)
Override

- Increase sch per semester above 9-13 Ph.D & 9-16 Masters sch limit
- Department request to EM team
- EM team will increase the sch limit
- Student should be able to register for course on Raiderlink
- Problems with registration after permit entered will be responsibility of department
Final semester

Internship

Graduate School

Office of Financial Aid completes update for creditors

Student must not be on assistantship
Excludes students in 150 sch programs

Within 12 sch of graduation

Undergraduate dean signature

Graduate school entry
Graduate Certificates

- Curriculum sent to CB
- Complete admissions protocol
- File GCRT intent when complete: [http://www.depts.ttu.edu/gradschool/docs/graduation/GCERT_Intent.pdf](http://www.depts.ttu.edu/gradschool/docs/graduation/GCERT_Intent.pdf)
- GCRT different from College of Education Teacher certificate
Approved Graduate Certificate Programs

Addictions and the Family
Art History, Criticism, and Theory
Autism
Community Design and Development
Crop Protection
Developmental Literacy
Dual Sensory Impairment
Ethics
Fibers and Textiles
Gerontology
Health Care Change
Historic Preservation
Horticultural Landscape Management
Leadership
Linguistics
Master Mentor Teacher
Mental Health Counseling
Personal Financial Planning
Petroleum Engineering
Piano Pedagogy
Publishing and Editing
Soil Management
Software Engineering
Strategic Studies
Teaching English in International Contexts
Visualization
Women’s Studies
Wind Energy – Technical
Wind Energy – Managerial

Applied and Professional Studies
Art
Educational Psychology and Leadership
Architecture
Plant and Soil Science
Curriculum and Instruction
Educational Psychology and Leadership
Philosophy
Plan and Soil Science
Human Development and Family Studies
Business
Architecture
Plant and Soil Science
Management
English
Curriculum & Instruction
Educational Psychology and Leadership
Applied and Professional Studies
Petroleum Engineering
Music
English
Plant and Soil Science
Computer Science
Institute for Modern Conflict, Diplomacy, & Reconciliation
Classical and Modern Languages
Architecture
Women’s Studies
Outreach & Distance Education
Probation and Suspension

http://www.depts.ttu.edu/opmanual/OP64.04.pdf

“If a student’s cumulative GPA falls below 3.0, he/she is placed on academic probation. At this time, the student has two consecutive semesters to raise his/her cumulative GPA to at least 3.0. If his/her semester GPA drops below 3.0 during this two semester period, the student is subject to suspension. A student placed on suspension will be required to remain out of Graduate School for one semester. If a student is suspended two times he/she will not be allowed to return to Graduate School. Any student who has been suspended must appeal to the Graduate School, according to OP 64.07, if reinstatement is desired.

Summer sessions and/or trimester count as one semester. “
Three different types of intent forms

1. Thesis
2. Non-Thesis
3. Dissertation

http://www.depts.ttu.edu/gradschool/current/Deadlines.php

Subject email or campus mail completed form

Scan to record

View in Xtender

Audit Departmental list sent by EM team
Items to Remember

- Send the following to Gloria & Lora:
  - Third year progress reports for Doctoral students
  - Qualifying and exam reports
  - Title and committee form
  - Thesis and Dissertation Defense reports

- Students R number on every document

- Deadlines

- Degree Plan Forms

- Graduate list sent by graduate school request each department audit
Departmental web sites should link to the Thesis-Dissertation web page for the most current information, dates and forms.

Faculty serving on thesis/dissertation committees should be aware of all Thesis-Dissertation deadlines and forms.

Defenses should NOT be held until the document is complete and requires only minor corrections.

Defense notifications need to be filed at least 3 weeks before the defense (doctoral defense deans representative suggestions are welcomed).
Electronic Theses/Dissertations (ETDs) are now made available on the web through the Texas Digital Library (TDL). Students submit documents for review and "publishing" through the library's TDL Vireo web site.

A signed "Thesis-Dissertation Approval Form" must be submitted after the student's document has been approved by the committee. This form should NOT be signed until the document has passed committee approval. (This form is separate from the "Official Report on Final Oral Defense" that must be sent to Enrollment Management). The ETD Signature Form has been eliminated.

The Thesis-Dissertation Fee has been reduced to $50 for Masters students and Doctoral students. Fees are posted, by the Graduate School, to the student's SBS account.
Xtender

- **Xtender Student** is the **imaging system** the university uses to scan all official student documents. [https://imaging.texastech.edu](https://imaging.texastech.edu)

- Xtender will be used mostly by personnel who do academic advising and require access to student’s electronic high school transcripts and prior college transcripts.

- FERPA Training is required **prior** to gaining access to Xtender.

- Not all university personnel will require access to Xtender Student.

- For questions, contact the Registrar’s Office.
How to Request Access to Xtender

Access to Xtender is processed by the Enterprise Application Security (EAS) team by using the Bugzilla web site.

1. Go to [http://bugs.itis.ttu.edu](http://bugs.itis.ttu.edu) and login with your eRaider username and password
2. Click on the “New” link located at the top of the screen
3. Click on “Banner Enterprise Products”
4. Click on “EAS”
5. Select the following options:
   a) “Xtender” under “Component”
   b) “TTUSPRD” under “Version”
6. Enter the **Summary** and **Description** for your request
7. Press the “Commit” button at the bottom of the screen
Having Problems with Xtender?

- Contact your institution’s IT Help Desk if you experience any issues in regard to Xtender.

TTU:  742-4357  |  ithelpdesk@ttu.edu
TTUHSC:  743-2875  |  ithelpdesk@ttuhsc.edu
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that governs the rights of students and institutional responsibilities with respect to student records.

Anyone requesting access to any Academic Records must complete a FERPA workshop prior to gaining access. If you plan to or have attended the Banner Basics and FERPA workshop, you do not need to attend the FERPA Workshop session as well.

Permission form must be completed by student prior to disclosure of educational records to family members and others

Waiver Form:  
http://regwss.reg.ttu.edu/Student%20Forms/Student%20Records%20Privacy%20-%20FERPA%20Waiver/FERPA%20Waiver%20Form.pdf
If you have not been to training for Banner Student, please visit the AFISM website to register for available training:

18 Characteristics of Texas Public Doctoral Programs

- Implemented During Fall Semester 2009 by the Texas Higher Education Coordinating Board
- Required for all doctoral programs that have been in existence for three or more years
- Coordinate data submission with support from the Graduate School, Institutional Research and Information Management (IRIM), the Office of Research Services (ORS) and the Office of Planning and Assessment
- Planning meeting to follow
## 18 Characteristics of Texas Public Doctoral Programs[1]

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>OPERATIONAL DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Degrees Per Year</td>
<td>For each of the three most recent years, average of the number of degrees awarded per academic year</td>
</tr>
<tr>
<td>Graduation Rates</td>
<td>For each of the three most recent years, average of the percent of first-year doctoral students who graduated within ten years²</td>
</tr>
<tr>
<td>Average Time to Degree</td>
<td>For each of the three most recent years, average of the graduates’ time to degree³</td>
</tr>
<tr>
<td>Employment Profile (in field within one year of graduation)</td>
<td>For each of the three most recent years, the number and percent of graduates by year employed, those still seeking employment, and unknown</td>
</tr>
<tr>
<td>Admissions Criteria</td>
<td>Description of admission factors</td>
</tr>
<tr>
<td>Percentage of Full-time Students</td>
<td>FTS/number students enrolled (headcount) for last three fall semesters⁴</td>
</tr>
<tr>
<td>Average Institutional Financial Support Provided</td>
<td>For those receiving financial support, the average monetary institutional support provided per full-time graduate student for the prior year from assistantships, scholarships, stipends, grants, and fellowships (does not include tuition or benefits)</td>
</tr>
</tbody>
</table>

[1] Programs included only if in existence three or more years. Program is defined at the 8-digit CIP code level.

[2] First-year doctoral students: Those students who have matriculated as doctoral students with a doctoral degree objective.

[3] For each academic year, the time to degree is defined as beginning the year students matriculated with a doctoral degree objective until the year they graduated.

[4] Definition of Full Time Student (FTS) is institutional by program.
### 18 Characteristics of Texas Public Doctoral Programs

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>OPERATIONAL DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percentage Full-time Students with Institutional Financial Support</strong></td>
<td>In the prior year, the number of FTS with at least $1000 of annual support/the number of FTS</td>
</tr>
<tr>
<td><strong>Number of Core Faculty</strong></td>
<td>Number of core faculty in the prior year^{5}</td>
</tr>
<tr>
<td><strong>Student-Core Faculty Ratio</strong></td>
<td>For each of the three most recent years, average of full-time student equivalent (FTSE)/average of full-time faculty equivalent (FTFE) of core faculty</td>
</tr>
<tr>
<td><strong>Core Faculty Publications</strong></td>
<td>For each of the three most recent years, average of the number of discipline-related refereed papers/publications, books/book chapters, juried creative/performance accomplishments, and notices of discoveries filed/patents issued per core faculty member</td>
</tr>
<tr>
<td><strong>Core Faculty External Grants</strong></td>
<td>For each of the three most recent years, average of the number of core faculty receiving external funds, average external funds per faculty, and total external funds per program per academic year^{6}</td>
</tr>
<tr>
<td><strong>Faculty Teaching Load</strong></td>
<td>Total number of semester credit hours in organized teaching courses taught per academic year by core faculty divided by the number of core faculty</td>
</tr>
<tr>
<td><strong>Faculty Diversity</strong></td>
<td>Core faculty by ethnicity (White, Black, Hispanic, Other) and gender, updated when changed</td>
</tr>
<tr>
<td><strong>Student Diversity</strong></td>
<td>Enrollment headcount by ethnicity (White, Black, Hispanic, Other) and gender in program during the prior year</td>
</tr>
</tbody>
</table>

^{5} Core Faculty: Full-time tenured and tenure-track faculty who teach 50 percent or more in the doctoral program or other individuals integral to the doctoral program who can direct dissertation research.

^{6} All external funds received by core faculty from any source including research grants, training grants, gifts from foundations, etc., reported as expenditures.
<table>
<thead>
<tr>
<th>MEASURE</th>
<th>OPERATIONAL DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Last External Review</td>
<td>Date of last formal external review, updated when changed</td>
</tr>
<tr>
<td>External Program Accreditation</td>
<td>Name of body and date of last program accreditation review, if applicable, updated when changed</td>
</tr>
<tr>
<td>Student Publications/Presentations</td>
<td>For the three most recent years, the number of discipline-related refereed papers/publications, juried creative/performance accomplishments, book chapters, books, and external presentations per year by student FTE</td>
</tr>
</tbody>
</table>

NOTE: Institutions may wish to add a “comments” field to explain any anomalies.
Research Poster Design Workshop (Session One)
- Wednesday, October 7, 2009
- 2-3 p.m.
- TLTC Room 151 - TTU Library

Research Poster Design Workshop (Session Two)
- Thursday, October 8, 2009
- 10-11 a.m.
- TLTC Room 151 - TTU Library

Graduate Student Research Poster Competition
- Friday, March 26, 2010
- Texas Tech University Library
Schedule of Events

- **Plains Capital Bank Reception**
  - Tuesday, April 6, 2010
  - Plains Capital Bank Lobby, 4415 4th Street

- **Graduate Student Awards**
  - Thursday, April 8, 2010
  - Frazier Alumni Pavilion

- **Family Night Out**
  - Saturday, April 10, 2010
  - Science Spectrum

For additional dates, please visit the Event Calendar on the Graduate School Website: [http://www.depts.ttu.edu/gradschool/grdschInfo/gradschoolEvents.php](http://www.depts.ttu.edu/gradschool/grdschInfo/gradschoolEvents.php)
Financial Opportunities

2009-2010

gradfellowships@ttu.edu
http://www.depts.ttu.edu/gradschool/scholarships/
**Graduate Scholarships and Fellowships**

All Majors May Apply

<table>
<thead>
<tr>
<th>Fellowship/Scholarship</th>
<th>Deadline 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Family Endowed Fellowship</td>
<td>February 09</td>
</tr>
<tr>
<td>Hazlewood Memorial Fellowship</td>
<td>February 09</td>
</tr>
<tr>
<td>Helen DeVitt Jones Fellowship</td>
<td>February 09</td>
</tr>
<tr>
<td>Helen DeVitt Jones Part-time Scholarship*</td>
<td>February 23 (Sum. &amp; Fall 2010)</td>
</tr>
<tr>
<td>1</td>
<td>July 13 (Spring 2011)</td>
</tr>
<tr>
<td>McNair AT&amp;T Graduate Fellowship (McNair Scholars)</td>
<td>February 2</td>
</tr>
<tr>
<td>Smith Graduate Scholarship*</td>
<td>February 16</td>
</tr>
<tr>
<td>Student Gov’t Assn. (STAGE) Scholarship</td>
<td>February 16</td>
</tr>
<tr>
<td>Summer Dissertation/Thesis Research Award</td>
<td>February 16</td>
</tr>
</tbody>
</table>

*Part-time students qualify for these scholarships*

*All scholarships on this page are open to new and continuing students (domestic and international)
### Requires Departmental Nomination – All majors
(please consult graduate advisor)

<table>
<thead>
<tr>
<th>Fellowship/Scholarship</th>
<th>Deadline 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT&amp;T/Chancellor’s Fellowship</td>
<td>February 3 (Fall 2010)</td>
</tr>
<tr>
<td>new students</td>
<td>July 14 (Spring 2011)</td>
</tr>
<tr>
<td>CH Foundation Doctoral Fellowships*</td>
<td>February 3</td>
</tr>
<tr>
<td>*new students</td>
<td></td>
</tr>
<tr>
<td>Horn Professor’s Graduate Achievement Award</td>
<td>February 10</td>
</tr>
<tr>
<td>current students</td>
<td></td>
</tr>
</tbody>
</table>

*These fellowships are specifically for doctoral students studying areas of importance to the West Texas region*
### Only Specific Majors May Apply

<table>
<thead>
<tr>
<th>Fellowship/Scholarship</th>
<th>Area of Study</th>
<th>Deadline 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>American-Mexican Friendship—Waterman Scholarship</td>
<td>Previous Degree from a Mexican University</td>
<td>February 16</td>
</tr>
<tr>
<td>Covenant Fellowship</td>
<td>Health/Social Services-Related Fields</td>
<td>February 16</td>
</tr>
<tr>
<td>Junction Summer Scholarship</td>
<td>Junction campus summer study</td>
<td>February 16</td>
</tr>
<tr>
<td>Water Research Scholarship</td>
<td>Water Conservation Research</td>
<td>February 16</td>
</tr>
</tbody>
</table>

*All scholarships on this page are open to new and continuing students (domestic and international)*
**Award Amount:** $500 - $2,500

**Guidelines:**
All applicants must be full-time graduate students, be in good standing with the Graduate School, and have a financial need.

- **Loans of $500 or less** should be paid back within 120 days, at 0% interest, after the loan is received.

- **Loans up to $2,500** -- Repayment of these loans typically begins two to three months after the student receives the funds. The loan must be paid back within five (5) years at 0% interest. For additional information, [http://www.depts.ttu.edu/gradschool/funding/gelin.php](http://www.depts.ttu.edu/gradschool/funding/gelin.php).

**Contact Person:** Dr. Ralph Ferguson, Associate Dean, ralph.ferguson@ttu.edu
Please note that graduate financial opportunities are available through both the Graduate School and graduate academic departments. The scholarships outlined in this handout are coordinated through the Graduate School.

Apply on-line at www.gradschool.ttu.edu; click Funding Your Education – Fellowships/Scholarships.

Majority of awards range from $2,000 - $4,000 per year.

Students may apply for more than one scholarship at a time – please note that not all majors may apply for every scholarship.

Scholarship awarding is based on a holistic approach and takes into account all factors surrounding scholarship and need.

Competitive scholarships of at least $1,000 for the academic year qualify students for in-state tuition, if applicable.

Applying for the scholarships listed in this handout does not automatically submit your name for a departmental scholarship or vice versa. Additionally, applying to the Graduate School does not automatically qualify you for our scholarships – you will need to fill out the online application.

Applicants do not have to be officially admitted to a TTU graduate program when applying for our scholarships.

These deadlines are for awards that will be disbursed for the 2010-2011 academic year, unless otherwise noted

The Texas Tech Graduate School awards approximately 330 fellowships/scholarships totaling nearly $825,000 per year to graduate students all across campus. We are available to help you in searching for financial assistance both at Texas Tech and outside of the university.

Please contact the Office of Student Financial Aid for other scholarship, grant, and loan opportunities at www.fina.ttu.edu or (806) 742-3681 to speak with an advisor. Graduate students can currently borrow up to $20,500 annually in federal loan monies and may be eligible for private alternative loans (typically part-time students qualify for this). Limited grant funding is available at the graduate level and is awarded on a first come, first served basis. Academic departments should be contacted for information regarding assistantship positions.

Questions? Contact us: gradfellowships@ttu.edu; http://www.depts.ttu.edu/gradschool/scholarships/