



TEXAS TECH UNIVERSITY™

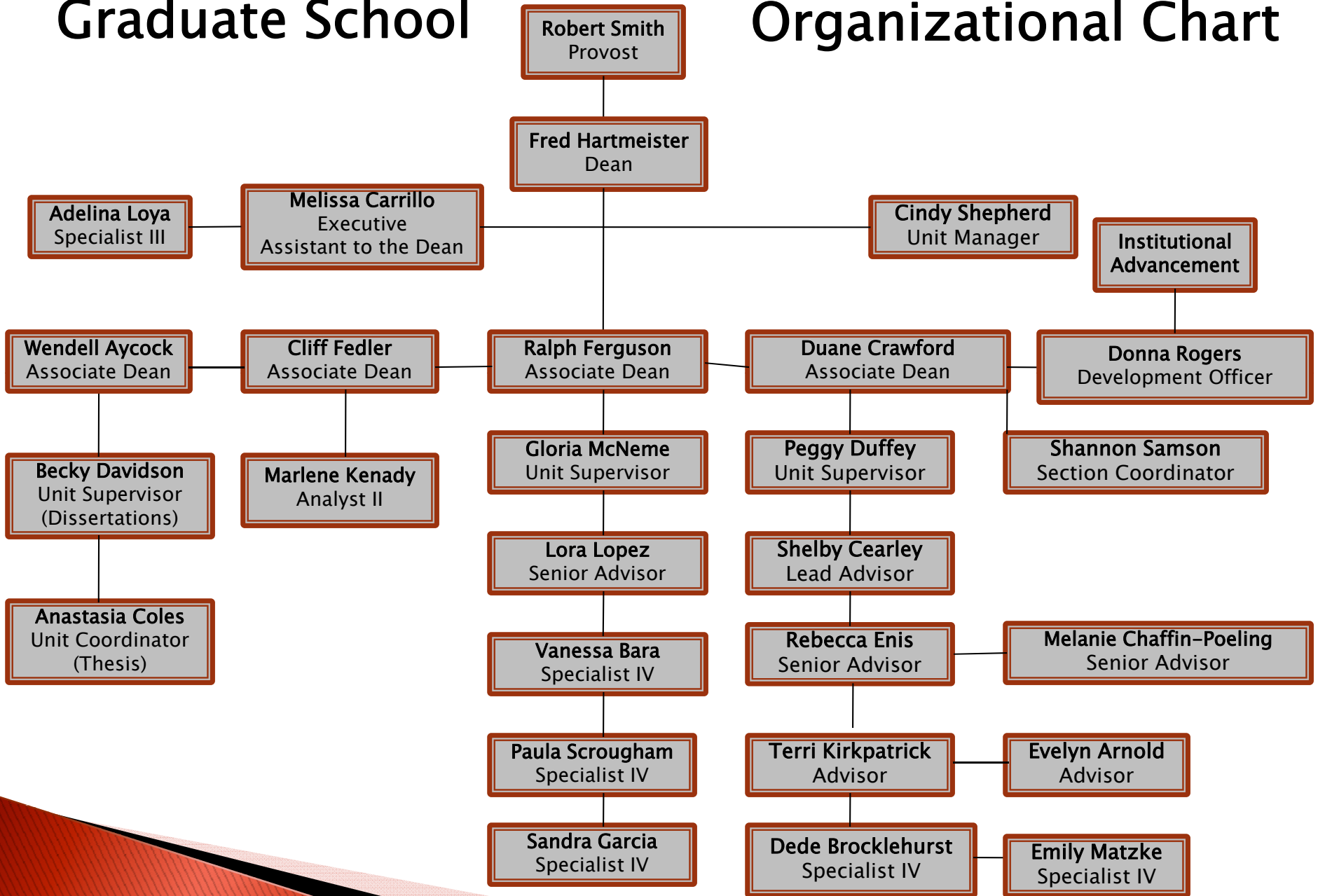
www.gradschool.ttu.edu

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

Organizational Chart



Graduate School Staff

Fred Hartmeister, J.D., Ed.D., M.B.A.

Dean of the Graduate School

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742.2787 ext. 226

Ralph Ferguson, Ph.D.

Associate Academic Dean

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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

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Interdisciplinary Programs, Thesis/Dissertation Oversight, Grad Faculty Reviews

Gloria McNeme

Unit Supervisor

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

Clifford Fedler, Ph.D.

Associate Dean

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Interdisciplinary Programs

Lora Lopez

Senior Advisor

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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

Graduate School Staff - Continued

Becky Davidson

Unit Supervisor

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Dissertation Reviews, Dissertation Approvals, Dissertation Fees

Anastasia Coles

Unit Coordinator

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Thesis Reviews, Thesis Approvals, ETD Uploads, Thesis Fees

Vanessa Bara

Specialist IV

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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

Sandra Garcia

Specialist IV

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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

Adelina Loya

Specialist III

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Graduate School Receptionist, Switchboard Operator, Mail Handling

Paula Scrougham

Specialist IV

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Degree Plan Forms, Intent Forms, Qualifying Exams, Process Defense Reports, Grade Change Forms, EPAF's, Degree Plan Form Changes

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>

E-PAF

- 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>

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

Financial Aid; Full-time with less than Academic Load

- ❑ Final semester
- ❑ Internship
- ❑ Graduate School
- ❑ Office of Financial Aid completes update for creditors
- ❑ Student must not be on assistantship

Undergraduates Taking Graduate Courses

- ❑ 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 degree plan form:
<http://www.depts.ttu.edu/gradschool/docs/programs/GradCertificateProgram.pdf>
- ❑ File GCRT intent when complete:
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. “

Intents

- ❑ 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

Thesis/Dissertation Guidelines and Deadlines

- ❑ 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).

Thesis/Dissertation Guidelines and Deadlines - Continued

- ❑ 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>
- ❑ 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> 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

FERPA

- ❑ 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>

Banner Student Training

- ❑ If you have not been to training for Banner Student, please visit the AFISM website to register for available training:
 - ❑ <http://www.depts.ttu.edu/afism/trainingv2/index.asp>

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]

MEASURE	OPERATIONAL DEFINITION
Number of Degrees Per Year	For each of the three most recent years, average of the number of degrees awarded per academic year
Graduation Rates	For each of the three most recent years, average of the percent of first-year doctoral students who graduated within ten years ²
Average Time to Degree	For each of the three most recent years, average of the graduates' time to degree ³
Employment Profile (in field within one year of graduation)	For each of the three most recent years, the number and percent of graduates by year employed, those still seeking employment, and unknown
Admissions Criteria	Description of admission factors
Percentage of Full-time Students	FTS/number students enrolled (headcount) for last three fall semesters ⁴
Average Institutional Financial Support Provided	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)

^[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

MEASURE	OPERATIONAL DEFINITION
Percentage Full-time Students with Institutional Financial Support	In the prior year, the number of FTS with at least \$1000 of annual support/the number of FTS
Number of Core Faculty	Number of core faculty in the prior year ⁵
Student-Core Faculty Ratio	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
Core Faculty Publications	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
Core Faculty External Grants	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
Faculty Teaching Load	Total number of semester credit hours in organized teaching courses taught per academic year by core faculty divided by the number of core faculty
Faculty Diversity	Core faculty by ethnicity (White, Black, Hispanic, Other) and gender, updated when changed
Student Diversity	Enrollment headcount by ethnicity (White, Black, Hispanic, Other) and gender in program during the prior year

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.

18 Characteristics of Texas Public Doctoral Programs

MEASURE	OPERATIONAL DEFINITION
Date of Last External Review	Date of last formal external review, updated when changed
External Program Accreditation	Name of body and date of last program accreditation review, if applicable, updated when changed
Student Publications/Presentations	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

NOTE: Institutions may wish to add a “comments” field to explain any anomalies.

Schedule of Events

- ❑ 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>

Financial Opportunities

2009-2010

gradfellowships@ttu.edu

<http://www.depts.ttu.edu/gradschool/scholarships/>

Graduate Scholarships and Fellowships

All Majors May Apply

Fellowship/Scholarship

Cash Family Endowed Fellowship

Hazlewood Memorial Fellowship

Helen DeVitt Jones Fellowship

Helen DeVitt Jones Part-time Scholarship*

McNair AT&T Graduate Fellowship (McNair Scholars)

Smith Graduate Scholarship*

Student Gov't Assn. (STAGE) Scholarship

Summer Dissertation/Thesis Research Award

***Part-time students qualify for these scholarships**

***All scholarships on this page are open to new and continuing students (domestic and international)**

Deadline 2010

February 09

February 09

February 09

February 23 (Sum.
& Fall 2010)

July 13 (Spring 2011)

February 2

February 16

February 16

February 16

Graduate Scholarships and Fellowships

Requires Departmental Nomination – All majors
(please consult graduate advisor)

Fellowship/Scholarship

Deadline 2010

AT&T/Chancellor's Fellowship
new students

February 3 (Fall 2010)
July 14 (Spring 2011)

CH Foundation Doctoral Fellowships*
*new students

February 3

Horn Professor's Graduate Achievement Award
current students

February 10

***These fellowships are specifically for doctoral students studying areas of importance to the West Texas region**

Graduate Scholarships and Fellowships

Only Specific Majors May Apply

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

***All scholarships on this page are open to new and continuing students (domestic and international)**

Gelin Emergency Fund

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>.

Contact Person: Dr. Ralph Ferguson, Associate Dean, ralph.ferguson@ttu.edu

Financial Opportunities – Important Notes

- ❑ 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/>