

GRADUATE SCHOOL STUDENT HANDBOOK RECOMMENDATIONS

Outline for Program Handbook:

1. Preface
2. Welcome and General Program Information
 - Welcome (from the Director/Chair)
 - Departmental Leadership and Staff
 - Program Objectives
 - Graduate Student Program Responsibilities
 - Graduate Faculty Program Responsibilities
3. Academic Requirements, Policies, and Procedures
 - Program Degree Options
 - Program Advisors and Responsibilities
 - Transfer Credit
 - CITI Training
 - TTU Responsible Academic Conduct Training website page: [CITI Training Site](#)
 - Instruction Guide for Training: [CITI Training Instructions](#)
 - Login to Training: [CITI Training Login](#)
 - Authorship Policy
 - AI use Policy
 - Annual Student Evaluation
 - Academic Probation and Suspension Program Policy
 - Continuous Enrollment Policy
4. Procedures for Master's Degree
 - Checklist
 - Milestones for Successful Completion of Graduate Degree
5. Procedures for Doctoral Degree
 - Checklist
 - Milestones for Successful Completion of Graduate Degree
 - Annual Review – Digital Measures
 - Dissertation Requirements Following Successful Defense
6. Appendices
 - Milestones in the program

- List of required Major Steps for Master's Degree: [Major Steps-Master's Degree](#)
- List of Required Major Steps for Doctoral Degree: [Major Steps-Doctoral Degree](#)
- Thesis/Dissertation Guidelines
 - Thesis/Dissertation Formatting Guidelines: [Thesis/Dissertation Formatting Manual](#)
 - Electronic Thesis and Dissertation Formatting Checklist: [ETD Checklist](#)
- Major Examinations
- Graduate Assistantships
 - Appointment
 - Leave Guidelines
 - Residency Requirement
- Departmental Awards/Scholarships
- Forms
 - Graduate Student Annual Review Form
 - Individual Development Plan (IDP)
 - TA Evaluation Forms
 - Departmental Forms
 - Student Policy Acknowledgement and Consent (Optional)

Additional Links that Might Be Helpful

[Graduate School Staff Contact Information](#)

[Graduate School Academic Calendar](#)

[Graduate School Scholarship/Fellowship General Information](#)

[Information on External Funding Opportunities](#)

[AI and Academic Misconduct Information from Dean of Students](#)

Graduate School Resources

[The Graduate Center](#)

[The Graduate Writing Center](#)

[TEACH](#)

[Groundwork](#)

[Professional Development Workshops Calendar Link](#)

[The 3-Minute Thesis Competition](#)

[The Arts and Humanities Graduate Student Research Conference](#)

[The Graduate Student Research Competition.](#)

OPTIONAL: STUDENT POLICY ACKNOWLEDGEMENT AND CONSENT

_____ **University Policies** I understand that, as a Graduate Student at Texas Tech University, I will be held to University policies ("University Policies") including, but not limited to the following:

- [Student Handbook & Code of Conduct](#)
- [Texas Tech University Graduate Catalog](#)
- [University Operating Procedures](#)

I understand that violations of University Policies may result in removal from the program.

_____ **Financial Responsibility** I agree to pay all charges billed to my account each semester, including the program fee, tuition and fees, as well as any late fees, services charges, and installment options fees (see the [Financial Responsibility Agreement](#) issued by Student Business Services). I understand I may not be registered for future classes or prohibited from attending current classes if I have a balance due. I understand that if the Graduate Programs Office registers for me for my classes according to my lock-step degree plan, that the Graduate Programs Office is not responsible for any financial aid that a student may be eligible for based on timing of registration.

_____ **Financial Aid** I am responsible for arranging financial aid prior to registration. These arrangements are made through the [Financial Aid](#) office (rather than Graduate and Professional Programs).

_____ **Academic Standing** I understand that I must maintain a grade point average (GPA) of at least 3.0 to remain in good academic standing throughout my program and to graduate. If my cumulative GPA is below 3.0 I will be subject to probation and, eventually, suspension ([OP 64.04 Academic Probation and Suspension of Graduate Students](#)). A grade of B or higher must be earned in the Capstone course to graduate.

_____ **Attendance** I am expected to attend all scheduled classes and stay for the duration. I am required to notify my professor prior to absence.

_____ **Withdrawals** If I choose to withdraw from the program, I will adhere to the drop and refund dates set by the University (available on the [Student Business Services](#) website). I agree to notify, in writing, the Graduate and Professional Programs office of my decision to withdraw during the semester of my withdrawal, and to submit the necessary paperwork to the Office of the Registrar ([OP 34.05 Student Withdrawal from Classes](#)).

_____ **Communication** I understand Texas Tech University and the Graduate & Professional Programs office will use my TTU email as the primary method of contact for communications (see [Consent to do Business Electronically](#) issued by Student Business Services). I commit to monitoring my TTU email account regularly throughout the duration of my time as a student at Texas Tech.

_____ **Contacts** I agree to inform my graduate advisor of any change in my address and phone number and keep my contact information updated on Raiderlink.

_____ **Professional Standards** I understand that I am expected to conduct myself professionally and ethically at all times through my behavior and judgement. Specifically, those expectations include, but are not limited to the following:

- Fostering an atmosphere of learning and striving to achieve learning-related outcomes.
- Avoiding behavior that interferes with classroom activities or the learning process.
- Treating faculty, staff, and fellow students with courtesy and respect.
- Coming to class on time and prepared.
- Practicing proper etiquette (in both tone and format) in communication and treating e-mail communication as professional correspondence.
- Keeping scheduled appointments with group members, staff, and faculty.
- Abiding by University's policies regarding [academic dishonesty](#), which includes provisions regarding Academic Misconduct.
- Working effectively and honestly with group members, accepting a fair share of the workload.
- Actively utilizing conflict management skills.
- Acting as a responsible caretaker of University facilities.
- Refraining from threatening or abusive language, profanity or behavior constituting bullying, intimidation, or harassment.

Any violations of these Professional Standards that are determined, through the appropriate processes, to constitute University Policy violations may result in removal from the program.

I have read and agree to abide by the above.

Sign

Date

Printed name

Student ID (R number)