



DEPARTMENT OF
**HOSPITALITY & RETAIL
MANAGEMENT**

—
TEXAS TECH
College of Health & Human Sciences

Graduate Student Handbook

Updated Fall 2026

Table of Contents

1. Introduction

- 1.1 Graduate Student Manual
- 1.2 Missions
- 1.3 Hospitality, Fashion Design & Retail Management (HFDRM) Message from the Chair

2. Definitions

3. Contact Information

- 3.1 HFDRM Administration
- 3.2 HFDRM Graduate Faculty
- 3.3 Graduate School
- 3.4 Office of International Affairs (OIA)

4. Application for Admission

- 4.1 Minimum Requirements for Admission
- 4.2 Application Deadlines
- 4.3 Required Application Materials

5. After Admission – New Students

- 5.1 International Teaching Assistant (ITA) Workshop
- 5.2 Orientations after Admission
- 5.3 Registration for Courses
- 5.4 Responsible Academic Conduct Training (CITI Program)

6. University Calendar

7. Student Services & Resources

- 7.1 Student Handbook and Code of Conduct: Office of the Dean of Students
- 7.2 COHS Technology Services
- 7.3 Student Disability Services
- 7.4 Student Health Services
- 7.5 Student Counseling Services
- 7.6 Library System
- 7.7 Student Recreation Center
- 7.8 Texas Tech Food Pantry
- 7.9 Resources for Meetings
- 7.10 Graduate School Professional Development Resources

8. Policies

- 8.1 Teaching and Research Assistantships
- 8.2 Attendance at Defenses, and other Department Events
- 8.3 Key/Proximity Lock Requests

9. Scholarships, Fellowships & Financial Aid

- 9.1 Graduate School
- 9.2 Other

10. Travel Funding

- 10.1 Graduate School
- 10.2 HFDRM Department
- 10.3 Student Government Association (SGA)

11. Master's Programs in Hospitality & Retail Management

- 11.1 General Aspects of Master's Study
- 11.2 Traditional Master's Program (M.S.) – Thesis Option
- 11.3 Traditional Master's Program (M.S.) – Non-Thesis Option

12. Ph.D. Program in Hospitality, Tourism, & Retail Management

- 12.1 General Aspects of Doctoral Study
- 12.2 Doctoral Degree Plan
- 12.3 Transfer of Coursework
- 12.4 Doctoral Advisory Committee
- 12.5 Annual Review of Student Progress
- 12.6 Doctoral Degree Student's Responsibilities
- 12.7 Qualifying Examination
- 12.8 Doctoral Dissertation Completion Fellowships (DDCF)
- 12.9 Dissertation Proposal
- 12.10 Final Oral Examination/Dissertation Defense
- 12.11 Dissertation Submission to the Graduate School
- 12.12 Time Limit

1. Introduction

1.1. Graduate Student Manual

The purpose of this manual is to give a description of the Hospitality, Fashion Design & Retail Management (HFDRM) Department requirements for earning an advanced degree. General requirements for graduate degrees are given in the [Graduate School Catalog](#) for the current year. The requirements presented in this Manual are intended to supplement those stated by the Graduate School, particularly as they relate to the HFDRM Department. If you have questions about your graduate program that the Graduate Catalog and this Manual do not answer, then you should consult with your Research Advisor, Advisory Committee Chair, the

HFDRM Department Graduate Directors, or the HFDRM Department staff.

1.2. Missions

Texas Tech University

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.

College of Health & Human Sciences

The College of Health & Human Sciences (COHS) provides multidisciplinary education, research, and service focused on individuals, families, and their environments for the purpose of improving and enhancing the human condition.

Hospitality & Retail Management

The Department of Hospitality and Retail Management strives to provide the highest quality educational, research, and service experiences for all HFDRM students, faculty, staff, industry partners, and communities it engages. Through that engagement, we seek to advance understanding and skill development that will enhance our disciplines, career trajectories of our students, and advancement of knowledge.

1.3. The Department of Hospitality & Retail Management (HFDRM)

Message from the Chair:

As the Chair of the Department of Hospitality, Fashion Design and Retail Management, I would like to take this opportunity to highlight some of the exciting features that our department offers to our graduate students.

The Department of Hospitality, Fashion Design & Retail Management is housed in the Texas Tech University College of Health & Human Sciences (COHHS) and has a long history of understanding and practicing hospitality, retail, tourism disciplines, and apparel, design, and manufacturing in the context of human interactions and relationships. We have strong and unique undergraduate, M.S. and Ph.D. programs that offer our students opportunities at local, state, national and international levels. Many of our faculty members are internationally known for their cutting-edge research and award-winning teaching. Many are leaders in their professional organizations at state, national or international levels. Faculty in the department collaborate with each other, with graduate students, and with other internationally renowned researchers from many countries such as France, China, New Zealand, Georgia, UK, Canada as well as with distinguished scholars throughout the US.

The department and the college place significant emphasis on teaching, mentoring, and research and provide resources to facilitate student learning through outreach and community engagement projects. Skyviews Restaurant is a teaching laboratory that offers daily lunch and

special dinner offerings to the public. The experiences are all planned and executed by students and our faculty and staff. Specialized facilities also include two additional food labs where students learn and hone their food related skills.

Additionally, the Texas Wine Marketing Research Institute is a research entity housed within the department and provides graduate students unique opportunities to work on exemplary research projects that benefit both the academy, industry practitioners, community members and policy making partners.

Graduate students in the department receive constant encouragement, and appropriate guidance and the flexibility to meet their unique educational goals. On site graduate classes offer ample opportunities to interact with professors and graduate peers. Additionally, online courses and study abroad opportunities can supplement the classroom experience.

Graduate students also have many opportunities year-round to participate in graduate student research competitions held on and off campus. The department has multiple graduate research assistants and teaching assistants. The department and the university make every effort to support graduate student travel when they are presenting research at scientific conferences. Graduate students are also supported by offering the thesis/dissertation scholarships.

Our department has much to offer for those students interested in research and teaching that reflects the spirit of excellence that is fueled through academic and industry partnerships.

Robert P. Jones, Ph.D.
Associate Professor and Chair

HFDRM General Contact Information

Phone: 806.742.3068

Email: [HHS Hospitality and Retail Management <hhs.hospitalityandretailmgmt@ttu.edu>](mailto:hhs.hospitalityandretailmgmt@ttu.edu)

Mailing Address: Texas Tech University, PO Box 41240, Lubbock, TX 79409

Physical Address: 1301 Akron Ave, College of Health & Human Sciences, Room 601

Website: <https://www.depts.ttu.edu/hs/hrm/>

2. Definitions

- **Department Chair** – The HFDRM Department Chair is administratively in charge of the department functioning and advancement. Chairperson is ultimately responsible for administrative decisions taken in the department and for implementing the academic agenda of the college and university. Chairperson acts as a conduit for communication between the department faculty, student and staff and upper administration (College of Health & Human Sciences and TTU).
- **Associate Chair** – The faculty member in the HFDRM Department who determines course rotation along with curriculum committee and student demand and assists with students' enrollments with courses.

- **Graduate Program Director** – The faculty member in the HFDRM Department who assists the M.S. and Ph.D. student's application process, compiles and coordinates information concerning deadlines, procedures, etc. and communicates these regularly to graduate students and faculty members; conducts orientation sessions for new students; and serves as an academic and professional (career) resource for students.
- **Advisory Committee Chair** – The faculty members who students work with on their degree plan and research on thesis/dissertation.
- **Advisory Committee** – The faculty members who students work with on their thesis/dissertation. The Advisory Committee is composed of the committee chair and committee members.
- **Business Manager** – The staff member in the HFDRM Department office who assists students with employment paperwork, scholarship/fellowship/assistantship information, and department letters. He/she also manages the department's funds.
- **HFDRM Coordinators** – The staff members in the HFDRM Department office who assist students & faculty with all aspects of procurement including purchase orders, procurement card usage, travel submission and reimbursement, etc. They also manage the department chair's calendar, reserve rooms, serves as the HFDRM's contact person for Enrollment Services and keep graduate students' official files within the Department.

3. Contact Information

3.1. Hospitality, Fashion Design & Retail Management (HFDRM) Administration

Department Chair
Robert Jones, Ph.D.
Email: robert.p.jones@ttu.edu
Phone: 806.834.8922

Ph.D. Program Director
Julie Chang, Ph.D.
Email: julie.chang@ttu.edu
Phone: 806.834.5521

Associate Chair
Shane Blum, Ph.D.
Email: shane.blum@ttu.edu
Phone: 806.834.1779

Master's Program Director
Catherine Jai, Ph.D.
Email: Catherine.Jai@ttu.edu
Phone: 806.834.864

Business Manager

Jessi Holeman

Email: Jessi.Holeman@ttu.edu

Phone: 806.834.7469

HFDRM Coordinator

Roxanne Buchanan-Mayer

Email: roxanne.buchanan@ttu.edu

Phone: 806.834.3184

HFDRM Coordinator

Erin Sopronyi

Email: Erin.r.sopronyi@ttu.edu

Phone: 806.834.1563

3.2. Hospitality, Fashion Design & Retail Management (HFDRM) Graduate Faculty

Alcorn, Michelle, Ph.D.
Associate Professor/RHIM
Email: michelle.alcorn@ttu.edu
Phone: 806.834.6731

Blum, Shane, Ph.D.
Associate Chair/Associate Professor
RHIM Undergrad Advisor
Email: shane.blum@ttu.edu
Phone: 806.834.8811

Chang, Hyo Jung (Julie), Ph.D.
Professor/PhD Program Director
Email: julie.chang@ttu.edu
Phone: 806.834.5521

Choi, Hailey, Ph.D.
Assistant Professor/RHIM
Email: hailey.choi@ttu.edu
Phone: 806.834.5648

Cuevas, Leslie, Ph.D.
Professor of Practice/Retail
Email: lcuevas@ttu.edu
Phone: 806.834.2720

Fowler, Deborah, Ph.D.
Professor Emeritus
Email: deborah.fowler@ttu.edu
Phone: 806.834.1779

Huh, Jennifer, Ph.D.
Assistant Professor/Retail
Email: jennifer.huh@ttu.edu
Phone: 806.834.6120

Jai, Tung-Min (Catherine) Ph.D.
Professor/Masters' Program Director
Email: catherine.jai@ttu.edu
Phone: 806.834.8645

Jones, Robert Paul, Ph.D.
Chairperson/Associate Professor
Email: robert.p.jones@ttu.edu
Phone: 806.834.8922

Lee, Stacy H., Ph.D.
Associate Professor/Retail
Email: stacy.h.lee@ttu.edu
Phone: 806.834.0091

Li, Jing, Ph.D.
Assistant Professor/RHIM
Email: jingHRM.Li@ttu.edu
Phone: 806.834.2970

Nguyen, Ngoc Tran, Ph.D.
Associate Professor/RHIM
Email: Ngoc-Tran.Nguyen@ttu.edu
Phone: 806.834-3023

Velikova, Natalia, Ph.D.
Professor/RHIM
Email: natalia.velikova@ttu.edu
Phone: 806.834.3589

Yuan, Jessica, Ph.D.
Professor
Email: jessica.yuan@ttu.edu
Phone: 806.834.8446

3.3. [Graduate School](#)

328 Administration Building

Phone: (806) 742-2787

Email: info.gradschool@ttu.edu

3.4. [Office of International Affairs \(OIA\)](#)

601 Indiana Avenue

Phone: (806) 742-3667

Email: oia.reception@ttu.edu

- [International Students](#)

Phone: (806) 742-3667

Email: oia.reception@ttu.edu

4. Application for Admission

Prospective students apply online to the Texas Tech Graduate School using via the [Application Portal](#). There is a fee to submit the application. Questions regarding the application should be directed to TTU Graduate School Admissions.

Email: graduate.admissions@ttu.edu

4.1. Minimum Requirements for Admission

A minimum of 3.0 GPA for undergraduate study is required for M.S. applicants. For Ph.D. applicants, a minimum of 3.0 for undergraduate study and a 3.0 on M.S. level study, exclusive of thesis research, with a minimum grade of “B” in all required courses is required. *Note: Successful applicants generally have higher than the minimum GPA.*

For [international prospective students](#), English Language Proficiency Scores are required by the Texas Tech Graduate School, unless an international student is from a country that is exempt from the English Language Proficiency Requirement. See [the list of exempt countries](#).

4.2. Application Deadlines

Application deadlines and eligibility for scholarships and assistantships are as follows. *Note: It is best to submit everything several weeks before the deadline in case of difficulties, system malfunctions, etc.*

- Fall: January 15th (International applications); April 15th (Domestic applicants)
- Spring: June 15th (International applications); October 15th (Domestic applicants)

4.3. Required Application Materials

M.S. in Hospitality & Retail Management

- Transcript(s) from all previously attended colleges/universities
- English Language Proficiency Test scores (International students only)

- Three (3) Letters of Recommendation
- Resume/Curriculum Vitae (CV)
- Personal Statement of Professional Goals

Ph.D. in Hospitality, Tourism & Retail Management

- Transcript(s) from all previously attended colleges/universities
- English Language Proficiency Test scores (International students only)
- Three (3) Letters of Recommendation
- Resume/Curriculum Vitae (CV)
- Personal Statement of Professional Goals
- Interview

5. After Admission—New Students

The best resource for new students is the [TTU Admitted Student TASKLIST](#) . This site covers submitting official documents, immunization, registration for courses, tuition and fee payment, student ID, housing, financial aid/scholarships, parking and transportation, Graduate Center and Writing Center, International student life, student forms, and other helpful contacts and links. For answers to many frequently asked questions for new students, please visit the [Graduate School's help page](#) .

5.1. International Teaching Assistant (ITA) Workshop (International Students Only)

The CMLL [International Teaching Assistant \(ITA\) Program](#) evaluates all Texas Tech University nonnative speakers of English for approval to teach. TTU departments must arrange for all nonnative speakers of English who will teach in their classrooms to be evaluated for proficiency in English for teaching by the TTU ITA Program. Candidates may be evaluated via the ITA Summer Workshop, Special Interview, ESL 5310, or ESL 5312.

The Hospitality & Retail Management Department requires that all new international students who are offered a Teaching Assistant (TA) position attend ITA workshop or Special Interview so that they can be eligible to be a TA. The HFDRM Graduate Directors will submit student names for the ITA Workshop or Special Interview.

5.2. Orientations after Admission

The [Texas Tech Graduate School Orientation](#) is a one-day orientation designed to orient students to TTU graduate student life and services, begin academic and professional development to support their studies and provide networking opportunities among graduate students and the Texas Tech Community.

5.3. Registration for Courses

It is important for students to meet with the HFDRM Graduate Program Directors or their Advisory Committee chair once the Chairperson has been identified to determine what courses to take each semester. Students can look up available courses and register at [TTU Raiderlink](#). It is recommended to register as soon as possible each semester for the best selection and to prevent a course from being dropped due to lack of enrollment. Some courses are not offered every semester or every year; thus, it is important to discuss your plan with your faculty advisor and know when these courses are offered before registration.

Registration for Variable Hour courses: HRM 6000, 7000, and 8000

HRM 6000: Master's Thesis

- Required for M.S. students who choose the thesis track.
- M.S. students must have their thesis proposal approved by their Advisory Committee before beginning to take HRM6000. Once students start taking 6000, they are required to continue enrollment each semester, including summer, until graduation.
- Grades for HRM6000 will be CR (meaning credit will be given) if satisfactory progress is being made. If progress is not satisfactory, then a grade of NC (meaning no credit given) will be assigned. In the final semester of graduation, a letter grade will be given.
- To register for HRM6000, students should email their Advisory Committee chair requesting a permit to enroll in HRM6000 and copy the HRM Coordinator.
- M.S. students are required to take a minimum of 6 hours of HRM6000 which will apply to their degree plan. More can be taken to accomplish the thesis project, but the hours will not count toward the degree plan.

HRM 7000: Research

- This research course may or may not be related to thesis or dissertation research.
- Grades for HRM7000 are just like other courses, and a letter grade (A, B, C, etc.) will be given. If progress is made but is not finished, then a grade of CR (meaning credit will be given) can be assigned. However, this CR will need to be changed to a letter grade after the work is completed. **PR is not an appropriate grade for any graduate course.**
- To register for HRM7000, students need permission from the faculty member who will administer the course. After securing faculty approval, students should email the HRM Coordinator and copy their faculty member, requesting to enroll in 7000.
- Students will need to work with the faculty member administering the course to develop the goals and syllabus, including expected outcomes and timelines, for the successful completion of the course.
- Students are allowed to take as many HRM7000 courses as necessary to accomplish their and their research mentor's goals, however, the TTU Graduate School has maximums that will be allowed to count toward a student's Degree Works. See individual degree plans for specifics.

HRM 8000: Doctoral Dissertation

- Required for Ph.D. students.
- Ph.D. students must have passed their qualifying exam before beginning to take HRM8000. Once students start taking 8000, they are required to continue enrollment each semester, including summer, until graduation.
- Grades for HRM8000 will be CR (meaning credit will be given) if satisfactory progress is being made. If progress is not satisfactory, then a grade of NC (meaning no credit given) will be assigned. In the final semester of graduation, a letter grade will be given.
- Ph.D. students are required to take a minimum of 12 hours of HRM8000 which will apply to their degree plan. More can be taken to accomplish the dissertation project, but the hours will not count toward the degree plan.

Continuous Enrollment

- The continuous enrollment requirement is a Texas Tech University policy regarding how many hours a student should enroll in each term. Full-time for a Doctoral student is typically between 9 and 13 hours and for other graduate students, between 9 and 16 hours.
- The continuous enrollment requirement varies from each student based on several factors. The details of this requirement can be viewed [here](#). For most students, if you are receiving University funding, you must be enrolled full-time.
- If you have begun Thesis or Dissertation hours, you **MUST** enroll in 6000 or 8000 level courses each term, **including summer**, until you graduate. In your final term, you should enroll in 3 hours.

Registration Changes

- Adding or dropping a course: Open registration for a given term begins in the prior semester and stays open until approximately the first week of classes. Beyond this date, your advisor can assist you with adding or dropping courses.
- If a student has skipped a semester, either on an approved leave of absence or due to withdrawing from the university, students must be re-admitted to the Graduate School.
- Time Ticket errors may occur when a student's graduation date is not updated in the system. If you are having this error, please change your graduation date in Raiderlink.

Course Substitution

When a change is requested by the student, to the courses in their degree plan, students must obtain consent from their faculty advisor before the change is requested via the Dynamic Forms portal. The coursework is updated in DegreeWorks. Students and the program advisor review and determine if an exception request needs to be submitted for DegreeWorks.

5.4. Responsible Academic Conduct Training (CITI Program)

Responsible Academic Conduct Training is an essential part of the graduate experience to raise the awareness of professional standards of research ethics, integrity and safety, and of challenges that students may face throughout their careers. The Graduate School in

collaboration with the Office of Research and Innovation has developed a training that addresses academic practices such as data management, intellectual property, management of conflict of interest, ethical use of humans and animals in research, social responsibility of research, effective collaboration, and research misconduct. This training (online) is required of all graduate degree seeking students within their first semester of enrollment. The training is accessible [here](#).

6. University Calendar

It is important to check dates for course registration, semester start and end dates, tuition/fee payment due dates, grad school form due dates, etc. The [TTU Academic Calendars](#) are updated yearly. Information on the Graduate School's commencement ceremonies can be found [here](#).

7. Student Services & Resources

Links below will take you to sites for important documents, facilities, programs, and services.

7.1. Student Handbook and Code of Conduct: Office of the Dean of Students

The [Student Handbook & Student Code of Conduct](#) discusses important topics including **Academic Integrity**. It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own, any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, including suspension. This policy applies to exams, quizzes, and all written assignments.

Texas Tech University Statement of Academic Integrity

Academic integrity is taking responsibility for one's own class and / or course work, being individually accountable and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Academic Dishonesty Definitions

Students must understand the principles of academic integrity and abide by them in all class and / or course work at the University. Academic Misconduct violations are outlined Part II,

section B.2 of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question. Please make sure that you reviewed the university's policy on [Grading Procedures, Including Academic Integrity](#).

- **Questions with grading:** It is the responsibility of the student to retain all graded assignments and return the original assignment with the instructor's grade and comments before any adjustment will be made regarding the assignment score, grade, or credit etc. A photocopy is not acceptable.

Copyright Infringement - Unauthorized distribution of copyrighted material may subject students to civil and criminal penalties under the [Federal Copyright Law](#). Material subject to federal law includes, but is not limited to: printed materials, choreographic works, pantomimes, pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work. It also includes computer software, computer programs, musical works, sound recordings, and videos and other audiovisual work. It is also a violation of federal copyright law for any of the above to be electronically distributed through peer-to-peer sharing. Students found in violation of the Federal Copyright law may also be subject to student disciplinary proceedings as described above.

Graduate Student Appeals

This [policy](#) applies to specific grievances arising from matters affecting students' academic standing and performance. Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, theses and dissertations, academic probation and suspension, publications, and graduate assistantships.

7.2. COHS Technology Services

Located on the 3rd floor of College of Health & Human Sciences, HHS [Technology Services](#) provides high-quality technical support for students. It maintains two computer labs where students can complete and print assignments. On occasion, students may need to print out posters for conferences, or documents for research studies, using the Technology Services office. Prior to doing so, speak with the HFDRM Business Manager about payment options.

7.3. Student Disability Services

TTU has one of the most comprehensive departments for students with disabilities in the state. TTU's [Student Disability Services](#) provides a variety of accommodation and services for individuals. Located at 130 Weeks Hall, 806-742-2405. Accommodation will be made in response to a specific disability.

7.4. Student Health Services

The [Student Wellness Center](#), located at 1003 North Flint Avenue, 806-743-2848, is a primary care clinic staffed with licensed physicians, nurses, nurse practitioners, and support staff who provide care for illnesses and injuries. Check the [Frequently Asked Questions \(FAQs\)](#)

7.5. Student Counseling Services

The [Student Counseling Center](#) is located on the second floor of the Student Wellness Center, Room 201. No appointment is needed, but you may make an appointment at 806-742-3674.

7.6. Library System

TTU [University Libraries](#) provide a full complement of library resources and services to library users, including traditional in-person instructional sessions and one-on-one sessions. They offer general information in an online format available from the library website allowing the information to be available 24/7 and easily accessible by distance students. Some topics include how to do a literature review, EndNote Web (citation style management tool), and basic research.

All faculty and students have access to materials owned by other institutions through their individualized interlibrary loan account. See [Document Delivery/Interlibrary Loan](#). Books borrowed via Interlibrary Loan are delivered by the TTU Libraries to academic offices. Individual articles are scanned and sent directly to the patron through their account. The TTU Libraries delivers full service for distance students, including delivery of library and interlibrary loan materials. The TTU Library maintains access to several major providers of abstracts and full-text journal articles (e.g., EBSCO, Web of Knowledge, and ScienceDirect).

7.7. Student Recreation Center

The [University Recreation](#)'s mission is to enrich the lives of Red Raiders by building community through dynamic leadership, leisure, recreation, and wellness opportunities. It offers students, faculty, and staff of TTU an outstanding opportunity to participate in almost any indoor recreational activity imaginable. University Recreation is a leader in collegiate recreation.

7.8. Texas Tech Food Pantry

[Raider Red's Food Pantry](#), located on the First Floor of Doak Hall, Room 117, will provide students with short-term access to supplemental food. It will also connect students with resources on and off campus to support student wellbeing. Students who need food are encouraged to visit the pantry to receive nonperishable food items. Students may come by anytime the pantry is open to pick out needed items.

7.9. Resources for Meetings

During students' academic journey here at TTU, they must organize several meetings. Here are a few tools:

- [Doodle Poll](#) – To easily find a day and time that several people are available, use the free Doodle Poll tool.
- Food served at meetings is optional, but it should be healthy and safe. Use these guidelines.
 - National Alliance for Nutrition and Activity (NANA) [Healthy Meeting Guidance](#)
 - [Food Safety Guidelines](#) by FoodSafety.gov
- Request a room reservation for committee meetings, proposal defense, and thesis/dissertation defense well in advance as most rooms are booked heavily for classes – contact the HFDRM Coordinator in the HFDRM Department Office.

7.10. Graduate School Services and Resources

Graduate Center

The [Graduate Center](#), located in West Hall, Room 319, is a facility dedicated to Texas Tech Graduate students and Postdoctoral Fellows. The Graduate Center is host to numerous support services and facilities that include a computer lab, meeting space and quiet study areas. Statistical consulting and library research assistance are available.

Graduate Student Writing Center (GSWC)

The [Graduate Writing Center](#) (GWC), located at Weeks Hall, 3rd floor, is dedicated to developing graduate students' and postdoctoral fellows' writing and research skills. The GWC brings together scholars with disparate backgrounds, interests, and talents to foster the effective communication skills and spirit of intellectual inquiry that are central to graduate study.

Professional/Career Development

Click [here](#) to find out more if you need to build core competencies in critical thinking, leadership and management, domain-specific knowledge, communication, professionalism, teamwork, and ethics. You can also find professional development opportunities such as the Groundwork Program, TEACH Program, Workshops & Training, Career Services, Distance Education Resources, and The Versatile Ph.D.

Student Life/Network Activities

Click [here](#) to find postings for student life/network events.

University Career Center

The mission of the [UCC](#) is to promote the success of Texas Tech students and alumni through face-to-face and virtual methods.

8. Policies

8.1. Teaching and Research Assistantships

In general, TAs are funded by the HFDRM Department to teach undergraduate classes/labs and to assist faculty in teaching undergraduate and graduate classes. TAs are selected based on their prior academic background, teaching experience, and department needs. RAs are usually funded by individual faculty through grants and/or other sources of funding. Graduate Part-Time Instructors (GPTI) are typically assigned as instructors of record in a course. Assignments of GPTIs are based on student qualifications and department needs.

Enrollment Requirements. All TAs, RAs, and GPTIs must be full-time students and are required to be registered for 9 graduate hours per long semester, and 6 hours in summer depending on appointment. Registration for additional credits will require departmental approval.

Graduate students needing to temporarily withdraw from the university should inform their faculty mentor and their HFDRM Graduate Program Director. Consult the resources available on the Office of the Registrar's [website](#).

Duration of Assistantship.

- Teaching Assistants (TAs) and Graduate Part-Time Instructors (GPTIs)
TAs and GPTIs are nine (9) month employees: September 1 – May 31. In some cases, TA appointments may be for a single semester (Fall: 09/01 – 01/15, Spring: 01/16 – 05/31). Summer appointments (06/01 – 08/31) are rarely available through the department. Students should NOT anticipate that they will be employed by the department during Summer Semesters.
- Research Assistants (RAs)
RAs are twelve (12) month employees: September 1 – August 31. RA appointments do include the Summer Semesters and students are expected to continue their regular work program with their faculty during this time.
- Length of Assistantship
 - Master's level TA appointments are awarded for three (3) long semesters.
 - Doctoral level TA appointments are awarded for three (3) nine (9)-month academic periods.
 - Doctoral level RA appointments are awarded for three (3) twelve (12)-month academic periods.
- All assistants will be evaluated each semester by their faculty supervisor. Renewal of their employment is contingent on their maintaining good academic standing and the quality of their performance in assigned duties.

Work Commitment. Students with assistantships are expected to work 20 hours per week for the department. An assistantship that is a minimum of 20 hours per week provides a student with both the out-of-state tuition waiver and some fee waivers. The work obligation begins with the “faculty on duty” day the week preceding the first week of classes each semester and continues through the day final grades are submitted.

Obligation to Faculty Supervisor. During the week prior to the beginning of classes, TAs and RAs must meet with the faculty members who will be supervising their assistantship. **All TAs, RAs and GPTIs are required to be on campus beginning on the Faculty on Duty Day at the start of the fall & spring semesters.** For GPTIs who will serve as instructor of record, their faculty supervisor is the department chair.

Insurance Benefits. TTU requires international students who are serving as TAs or RAs to show proof of insurance. Refer to TTU OPs 64.11 and 70.05 for more information regarding graduate student eligibility for group insurance benefits. Student health insurance plans are also available through the university; visit [My AHP Care](#) for more information. International students must maintain insurance through the university. More information is available [here](#).

8.2 Attendance at Thesis/Dissertation Defenses and other Department Events

If available, graduate students should attend other students’ thesis/dissertation defenses and should also attend any special guest speaker presentations and events hosted by the HFDRM Department. These are all considered opportunities for learning and networking.

8.3 Key/Proximity Lock Requests

Students may need access to labs or the HHS building. Requests for access should come from a faculty member and be sent via email to the HFDRM Coordinator. Rooms with proximity locks installed will be given ID card access. Physical keys are rarely assigned to students.

Scholarships, Fellowships & Financial Aid

TTU is a comprehensive university that offers many scholarships to help you finance your education. Students that apply for Graduate School scholarships by January 15th will automatically be considered for scholarships from the COHS and the HFDRM Department. Students receiving a scholarship from an outside agency must notify the Scholarship Office to have the [External Scholarships](#) posted to the student's account.

Scholarship awards of at least \$1,000 annually will waive out-of-state tuition rates (but will not waive fees). Students with this waiver are permitted to pay in-state rates. Students must enroll for 9 hours per semester to qualify for most scholarships.

The current graduate student in-state and out-of-state tuition rates, as well as a tuition calculator, are available on the [Student Business Services](#) website.

8.1. Graduate School

The Graduate School offers several scholarships and fellowships to new and continuing students. For new students, awards are often made in conjunction with admission. Visit [TTU Scholarships](#), the [Office of Graduate & Postdoctoral Fellowships](#), and [Financial Aid for Graduate Students](#) for more details.

General Fellowships

Graduate students can apply to their academic department and the Graduate School for [General Fellowships](#) opportunities at Texas Tech University. The Graduate School provides several fellowship opportunities to new and continuing students. Students may self-apply with typical awards ranging from \$3,000–\$5,000/yr.

Graduate Student Research Support

The [Graduate Student Research Support Program](#) is for graduate students who need funds to successfully complete their research (thesis/dissertation or non-thesis based). Funds may only be used for expenses directly related to research (e.g., supplies, software, research-related training, etc.). Funds may not be used for tuition and fee purposes or to purchase computers/laptops. It is anticipated that there will be two grant cycles during the academic year, one in the fall and one in the spring. This award is disbursed as a scholarship.

8.2. Other

Financial Aid

TTU relies on a variety of financial aid sources to cover the entire Cost of Attendance and increase the school's affordability. Generally, eligibility for these programs is based on financial and household information that is reported on the Free Application for Federal Student Aid (FAFSA). Visit the [link](#) for FAFSA details. Visit this [link](#) to know more about financial aid.

TTU Federal Work Study Program

The [Red Raider Student Employment Center](#) assists students in finding employment in the TTU community both on and off campus. For information on Federal Work-Study click [here](#).

Texas Tech Alumni Association Scholarships

Every year, the Texas Tech Alumni Association awards hundreds of scholarships funded by alumni contributions. These scholarships are awarded to deserving undergraduate and graduate students as well as incoming freshmen, incoming graduate and transfer students. Visit the [site](#).

Scholarships and Financial Assistance for International Students

Scholarships and financial assistance are available to international students attending Texas Tech as well as domestic students with interest in international relations. Since applications and deadlines sometimes change, please contact the applicable department to obtain the most up-to-date information. Link [here](#).

Study Abroad Scholarships

A wide array of funding sources exists for students planning to study abroad. This includes international students who are currently studying here at TTU (international students can apply for funds to support their “study abroad” here at TTU). Information on Study Abroad Scholarships can be found [here](#). In addition, applications can be made for the [Study Abroad Competitive Scholarship](#) (SCAS).

9. Travel Funding

There are several options for students to acquire funding to partially defray travel expenses associated with presenting research at conferences or for data collection. It is best to plan well in advance to take advantage of this funding.

9.1. HFDRM Department

The HFDRM Department provides funding for graduate students to travel once each fiscal year (Sept 1-Aug 31) to attend conferences, conduct data collection, etc. Students can apply for these funds, up to \$500, by completing the HFDRM Official Travel Application and submitting it to the HFDRM Coordinator ***no later than 30 days prior to departure***.

9.2. Graduate School

TTU Graduate Students can also apply for travel funds from the [Graduate Student Travel Program](#). If students are presenting at a conference, HFDRM requires that students apply for these funds in addition to applying for funding from HFDRM.

As a requirement for receiving travel funding from the Graduate School, you must attend three professional development workshops sponsored or co-sponsored by the Graduate School and within the same semester in which you travel. These events are listed on the Graduate School's [Calendar of Events](#) webpage that is updated during the semester as events are introduced. Once you attend an event, you must record your attendance with the Graduate School through the following [link](#).

Each applicant must be the presenting author of an oral or poster paper. Confirmation that the talk or poster has been accepted must be provided. All applicants must be enrolled during the dates of travel. Funding is limited to one trip per student per fiscal year (Sept 1 - Aug 31).

The Graduate School will provide partial funding for travel up to a maximum of \$500 for Doctoral students admitted to candidacy, \$450 for other Doctoral students, and \$400 for Master's students. A departmental financial commitment is required of at least 50% of the graduate school allocation.

Students must apply to the TTU Graduate School for funding as soon as they know they are traveling. The Graduate School's funding is limited, and applications are evaluated on a first-

come/first-serve basis and at the discretion of the Graduate School Dean. To request this funding, students must apply online through the [Graduate Student Travel Program](#). This portal utilizes Dynamic Forms which will be routed for approvals. These funds are for students presenting an oral or poster presentation at a conference only.

9.3. Student Government Association (SGA)

The SGA is another option for funding student travel. Individual students can submit a Student Travel Request Form found at this [site](#). The site provides pertinent information, forms, and deadlines to all student organizations. You can check the balance of your organization's current allocation by viewing the respective spreadsheet. Scroll down to "Additional Travel Related Information," for more information on student org travel policy, student code of conduct, and other forms and applications.

10. Master's Programs in Hospitality & Retail Management

10.1. General Aspects of Master's Study

The Department of Hospitality Fashion Design & Retail Management has a traditional Master's program in either Hospitality or Retail track with both thesis and non-thesis options. The thesis and non-thesis programs are described separately below.

10.2. Traditional Master's Program (M.S.) - Thesis Option

The thesis option is research-focused and requires the completion of a research project. Students pursuing the thesis option will choose a graduate faculty member as their Advisory Committee Chairperson. If students anticipate that they would like to eventually get a Ph.D. degree, then the thesis option should be selected. Sometime a thesis student may change to the non-thesis option and vice-versa, but this change may result in a need for additional courses or time needed for research and may delay graduation. Visit the [Graduate School Overview of Masters Requirements](#) for a step-by-step action plan.

11.2.1 Degree Plan

A minimum of 33 hours of graduate coursework including 15 hours of core courses, Research, Data Analysis, EPSY5380 (or equivalent), 6 hours of thesis, and 6 hours of electives. Refer to the **HFDRM MS Degree Plan** for the required core courses and suggestions for electives. Courses are designated by a subject prefix and number along with a descriptive title. [Learn more](#) about interpreting the course descriptions. For more information on master's thesis students, visit [Graduate School Master's Thesis Students](#).

Upon entering the campus master's program, students select either the hospitality or retail management track, choose thesis or non-thesis options. The coursework is updated in DegreeWorks based on the track and thesis status. Prior to graduation, students and the advisor review the coursework and determine if an exception needs to be submitted in Degree Works. All master's students complete a capstone course based upon their track. Retail Management students complete RETL 6346, Category Management, Hospitality students must

complete RHIM 6341, Strategic Management.

11.2.2 Graduate Student Annual Reviews

Master's thesis students are required, per TTU Graduate School policy, to submit an annual review via Faculty Success portal. This report summarizes their academic and professional activities over the past year and their plans for the coming year.

It is in the students' interest to keep track of their accomplishments and goals in an organized way. This review is very helpful to students and their chair(s) in documenting progress in academic, research, and service areas. It has also been a helpful tool to record student awards and presentations so that these can be added to resumes for scholarships/fellowships and jobs.

Any student not making satisfactory progress may be placed on probation and given conditions to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Graduate School Dean.

11.2.3 Thesis Advisory Committee

The Thesis Advisory Committee Chair must be a member of the HFDRM graduate faculty.

The Committee Member Form, located on the Graduate School's [dynamic forms page](#), should be utilized in forming the committee. In consultation with the student's Thesis Advisory Committee chair, the student should contact potential committee members requesting membership on the student's Advisory Committee.

It is helpful to give potential committee members a 1–2-page description of the research topic you are planning to pursue, for the potential members to decide if the topic is consistent with their expertise/interest. The committee must consist of at least two graduate faculty members (including the Chairperson).

11.2.4 Thesis Proposal

The thesis proposal is an action plan for the thesis. The proposal may be prepared in the "Chapter Proposal" format or the "Journal Article Proposal" format. Regardless of the format selected, proposed articles that would be developed from the thesis and the names of journals to which the articles would be submitted for publication should ideally be incorporated into the proposal.

The style guide to be used for the preparation of the thesis proposal may be either the Publication Manual of the American Psychological Association (APA) or another format, such as a specific journal format. The style guide selected should be reflective of the style guide required by the journals to which the articles derived from the thesis would be submitted. Consult with the Thesis Advisory Chairperson and Committee on a regular basis regarding the content and format of the thesis research proposal.

It is common for the proposal to include; introduction, review of the literature/theoretical framework, hypotheses/research questions, methodology (including data collection forms, Institutional Review Board [IRB] considerations, thoughts on statistical analysis), and limitations.

Thesis Proposal Defense

After a student has provided their committee with the proposal and received written feedback, the student and the Chairperson will decide if the student is ready to defend their proposal. If so, the student will schedule a research proposal presentation (usually a PowerPoint type presentation) that may be attended by other graduate students, in addition to the Committee. The meeting should be scheduled at a time convenient for the student and all the members of the Committee.

Students must distribute a copy of their proposal to all the members of the Committee at least 2 weeks prior to the scheduled meeting. The outcome of the proposal defense meeting may be either committee approval of the thesis proposal or a request for the student to make modifications to the proposal or to further develop the proposal. If modifications to, or further development of the proposal is required by the Committee, then an additional meeting will be required so that the student presents their modified proposal for approval.

Also, students should consult with their Advisory Chairperson and Committee on the completion of any [TTU IRB](#) approvals that are needed.

HFDRM Thesis Research Scholarship Award

This scholarship is available to students who have successfully completed their thesis proposal defense. Students must submit the **Master's Thesis Proposal Approval Form** to the HFDRM Business Manager to receive the scholarship.

11.2.5 Thesis Defense

The final public oral defense is required of every candidate for the Master's degree (thesis option) and must be held when school is in session and faculty are on duty. The oral defense must be scheduled by the student and the Advisory Committee *prior to the defense deadline* during the semester of graduation. Students should present their thesis to all Committee members at least 2-3 weeks before their scheduled defense date. Students should complete the [Master's and Doctoral Defense Notification Form](#) least three weeks prior to defending. Students should reach out to the HFDRM Coordinator to send their HFDRM Thesis Defense Announcement to HFDRM graduate faculty and graduate students.

The Advisory Committee chairperson will conduct the oral defense. All members of the committee participate fully in the examination and cast a vote. At the conclusion of the examination, the Chairperson of the Advisory Committee should then submit the approval form indicating successful defense and acceptance of thesis by committee via the [Thesis/Dissertation Oral Defense Results form](#).

11.2.6 Thesis Submission

Thesis are formatted according to [Graduate School guidelines](#). Thesis are submitted for formatting review via the [Electronic Thesis and Dissertation \(ETD\) webpage](#). The student must complete all Thesis corrections and resubmit by the allotted deadline.

[The Thesis/Dissertation Final Copy Approval form](#) should be submitted within two weeks of your defense or no later than the semester deadline.

It is important that research conducted is submitted for publication, so that the global academic community can use the results to further scientific knowledge and understanding. Students should prepare a manuscript for publication (as the first author) of thesis research and findings.

11.3 Traditional Master's Program (M.S.) – Non-Thesis Option

The non-thesis option is focused on coursework with no research required. Sometimes a thesis student may change to the non-thesis option and vice-versa, but this change may result in a need for additional courses or time needed for research and may delay graduation.

11.3.1 Degree Plan

A minimum of 33 hours of graduate coursework to include 15 hours of core courses and 18 hours of electives. Refer to the **HFDRM MS Degree Plan** for the required core courses and suggestions for electives. Courses are designated by subject prefix and number along with a descriptive title. [Learn more](#) about interpreting the course descriptions. For more information on master's non-thesis students, visit [Graduate School Master's Non Thesis Students](#).

Upon entering the on-campus master's program, students select either the hospitality or retail management track. The coursework is updated in DegreeWorks based on the track. Prior to graduation, students and the advisor review the coursework and determine if an exception needs to be submitted in Degree Works. All non-thesis master's students complete an internship or capstone course. Retail Students complete RETL 6346, Category Management, Hospitality students complete RHIM 6341, Strategic Management.

11.3.2 Additional Non-Thesis Student Responsibilities

Master non-thesis students must take the **comprehensive examination** prior to the Graduate School's [deadline](#). Non-thesis students take the comprehensive examination by enrolling in RHIM6341 Strategic Management (for Hospitality students) or RETL6346 Category Management (for Retail students) and successfully complete the course project. Faculty members who teach the courses are responsible for completing the [Reporting Master Comprehensive Exam](#) via the Graduate School Enrollment Services Dynamic Forms portal.

Summary of M.S. Program Forms

For more information, visit [HRM Master's Program](#) or the Graduate School [site](#).

12 Ph.D. Program in Hospitality, Tourism & Retail Management

12.2 General Aspects of Doctoral Study

The Doctor of Philosophy in Hospitality, Tourism & Retail Management (HTRM) degree offers three concentrations: (1) Hospitality Administration, (2) Tourism Management, and (3) Retail Management. The degree requires a minimum of 72 hours to include 12 hours of core courses, 3 hours of seminars, 9 hours of required courses, 12 hours of statistics courses, 24 hours of cognate/elective courses, and 12 hours of dissertation. Doctoral students should follow the **HTRM Doctorate Suggested Coursework Schedule** to complete their course work, individual development teaching assignments, and research/publication plan.

12.3 Doctoral Degree Plan

Follow the list of courses designated in **HTRM Doctoral Degree Requirements**. Courses are designated by subject prefix and number along with a descriptive title. [Learn more](#) about interpreting course descriptions. Descriptions of HFDRM graduate courses can be found by using a search tool [here](#).

All coursework is updated in DegreeWorks. Students and the Ph.D. Program Director review the coursework and determine if an exception needs to be submitted in DegreeWorks.

12.4 Transfer of Coursework

There is no automatic transfer of credit toward the doctoral degree. Transfer courses must be submitted electronically to the Graduate School via the [Graduate School Enrollment Services Dynamic Forms portal](#). The Graduate School will review transfer courses for acceptance. Transfer credit will not alter the grade point average at Texas Tech University, although grades from transfer courses will appear on TTU's transcripts.

A maximum of 12 hours of transfer credit from the student's master's program may be applied on a course-by-course substitution basis upon approval of the Ph.D. Program Director and the Graduate School. Students who wish to submit international coursework for consideration of transfer credit must arrange for a certified, line-by-line credential evaluation to be sent directly to the Graduate School.

12.5 Doctoral Advisory Committee

Students will choose the Chairperson of their Doctoral Advisory Committee during the **2nd semester** by completing the [Committee Member Form](#). The Chairperson and the Doctoral Advisory Committee will meet as often as necessary with the student and are responsible for approving additional course work, directing and advising the student regarding changes in their program, approving research proposals, supervising research conduct, and participating at the student's dissertation defense.

12.6 Graduate Student Annual Reviews

Doctoral students are required, per TTU Graduate School policy, to submit an annual review via the Faculty Success portal. This report summarizes their academic and professional activities over the past year and their plans for the coming year.

It is in the students' interest to keep track of their accomplishments and goals in an organized way. This review is very helpful to students and their chair(s) in documenting progress in academic, research, and service areas. It has also been a helpful tool to record student awards and presentations so that these can be added to resumes for scholarships/fellowships and jobs.

Any student not making satisfactory progress may be placed on probation and given conditions to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Graduate School Dean.

12.7 Doctoral Degree Student's Responsibilities

For Required Steps and Forms in the Doctoral Program and deadlines specified by the Graduate School, go to this [page](#), or the [Overview of Doctoral Requirements](#). Graduate School designated Academic Progress for Doctoral requirements can be found at this [site](#). Graduate School [Forms & Resources](#) for graduate students and deadlines can be found [here](#).

Specific Responsibilities

Read the Graduate Catalog: <https://catalog.ttu.edu/>. Establish effective and frequent communication with your Doctoral Advisory Committee chair. They may have several graduate students they are mentoring. So that important deadlines are not missed it is the **students'** responsibility to initiate conversations with their Doctoral Advisory Committee Chair regarding the following:

- Course registration for each semester
- Graduate student annual review
- Potential members of Doctoral Advisory Committee
- Content and scheduling of qualifying examination
- Submission of change of degree plan if necessary
- Guidance during research
- Research proposal development, presentation, and approval
- Planning for final oral examination (dissertation defense)

Confer with the Doctoral Advisory Committee members about:

- Their membership on your Doctoral Advisory Committee
- Guidance during research
- Research proposal development, presentation, and approval
- Committee meetings
- Planning for final oral examination (dissertation defense)

12.8 Qualifying Examination

Overall Considerations

The qualifying examination is an assessment that is administered when the four core courses specified in the Doctoral Degree Requirements have been taken, and the student's degree plan has been approved. The examination requires application and synthesis of the knowledge acquired during the student's previous course of study for the doctoral degree. The exam is normally scheduled on the faculty-on-duty day of each semester. See **HTRM Guidelines for the Qualifying Exam**. The student must successfully pass the qualifying exam to be admitted to candidacy for the doctoral degree.

Exam Results

The student's Doctoral Advisory Committee chair will be responsible for distributing a copy of the student's responses to the specific faculty member who submitted the question together with the **HTRM Qualifying Exam Letter Grade**. Exam results will be reported as satisfactory, partially satisfactory, or unsatisfactory.

Examination Outcomes

The Doctoral Dissertation Committee chair will make the final decision regarding the following potential outcomes for the Qualifying Exam:

- **Successful completion of the Qualifying Exam and be admitted to candidacy:**
Responses to *all* questions are deemed satisfactory
- **Unsuccessful completion of the Qualifying Exam and not admitted to candidacy:** Any other combination of satisfactory, partially satisfactory, or unsatisfactory. Outcome decision indicates that the exam results were unsatisfactory.

The chair will submit the [Reporting Doctoral Qualifying Exams form](#) to the Graduate School via the Graduate School Enrollment Services Dynamic Forms portal.

Admission to Candidacy

Students will be admitted to candidacy for the doctorate on the recommendation of their department. Students must be admitted to candidacy at least 4 months prior to their anticipated graduation date, as stated in the **Graduate School policies**. In accordance with the Graduate School requirements, the student has 4 years from the semester they are admitted to candidacy or 8 years from their first doctoral semester (whichever comes first) to complete the doctoral degree. If the student passes the exam and is admitted to candidacy, they should begin taking HRM 8000 dissertation hours.

12.9 Doctoral Dissertation Completion Fellowships (DDCF)

These awards are designed to increase the completion rate of Ph.D. students and to enhance recruitment of new students. Recipients must be advanced to candidacy for the Ph.D. by the beginning of the fellowship award period, be scheduled to be employed on an assistantship (RA, TA, or GPTI) for the award year and planning to complete their dissertation during the year of their fellowship. See [this page](#) for more details.

Second-year HTRM doctoral students must work with their Doctoral Advisory Committee chair to be nominated for the fellowship.

12.10 Dissertation Proposal

See **HTRM Proposal Information Sheet** for details. The student should consult with their Doctoral Advisory Committee chair and members on a regular basis regarding the content and format of the dissertation proposal. The student should schedule the proposal meeting by **the 5th semester**. Students must announce their public oral examination meeting using the **HTRM Dissertation Proposal Defense Announcement form**. Complete the information and forward it to the HFDRM Coordinator. The Coordinator will then send out the e mail announcement to the HFDRM graduate faculty and graduate students.

HFDRM Dissertation Research Scholarship Award

This scholarship is available to students who have successfully completed their dissertation proposal defense. Students must submit the **Doctoral Dissertation Proposal Approval Form** to the HFDRM Business Manager to receive the scholarship.

12.11 Final Oral Examination/Dissertation Defense

Scheduling the Defense

For a quick look at the defense process, go to [What You Need to Know](#) or [Defend, Format & Submit Your Document](#). A final public oral examination is required of every candidate for the doctorate and must be held when school is in session and faculty are on duty. The oral examination must be scheduled by the student and the Advisory Committee after the Committee has read the completed dissertation at least once, and be scheduled prior to the defense deadline during the semester of graduation. Students should provide a final copy of their dissertation to all Committee members at least 2-3 weeks before the defense date.

The Graduate School requires 3 weeks notification prior to the oral examination. Students should complete the [Defense Notification Form](#) at least 3 weeks prior to defending. This document must be submitted by department via the Dynamic Forms Portal.

Students must announce their public oral examination meeting using the **HTRM Dissertation Defense Announcement form** to HFDRM graduate faculty and graduate students.

Graduate Dean's Representative

Students and/or their chair must recommend a graduate faculty member to serve as the Graduate Dean's Representative during the oral defense. The Graduate Dean's Representative must be a member of the graduate faculty who does not have an appointment in the student's home department. This representative's appointment may be in the student's college (COHHS) or outside the college. A copy of the dissertation should be sent to the Graduate Dean's Representative 2-3 weeks prior to the defense for review. The student and/or Committee chair

is responsible for communicating directly with the Graduate Dean's Representative to coordinate all details pertaining to the defense. A [Graduate Dean's Representative Report](#) must be submitted by the individual following the defense meeting.

Defense Procedure

Check the Graduate School [Guidelines](#). The Doctoral Advisory Committee chairperson will conduct the examination. All members of the committee participate fully in the examination and cast a vote. At the conclusion of the examination, the Chairperson of the Advisory Committee should then submit the approval form indicating successful defense and acceptance of thesis/dissertation by committee, via the [Oral Defense and Thesis/Dissertation Approval Form](#), to the Graduate School. The form must be signed by all members of the Advisory Committee and the Graduate Dean's Representative.

12.12 Dissertation Submission to the Graduate School

A final copy of thesis or dissertation must be submitted in PDF format to the **ETD website within two weeks of your defense or no later than the posted date**. Documents must comply with the Graduate School [formatting guidelines](#). Thesis/dissertation is submitted for formatting review via the [Electronic Theses/Dissertation \(ETD\)](#) page. Complete corrections for Thesis and Dissertation and resubmit to the graduate school by the allotted deadline.

Signed Thesis-Dissertation Document Approval Form

The [Thesis/Dissertation Oral Defense Results](#) form should be submitted within two weeks of your defense or no later than the semester deadline. It will be submitted by the department via the Enrollment Services Dynamic Forms Portal.

Authorship Policy

It is important that research conducted is submitted for publication so that the global academic community can use the results to further scientific knowledge and understanding. Students should prepare a manuscript for publication (as first author) of dissertation research and findings.

12.13 Time Limits

All requirements for the doctoral degree must be completed within a period of 8 consecutive calendar years from acceptance or 4 years from admission to candidacy, whichever comes first. Graduate credit for coursework taken at Texas Tech, which is more than 8 calendar years old at the time of the final oral examination, may not be used to satisfy degree requirements. If granted an extension, the student may be permitted to retake the qualifying examination, and upon passing that examination, be readmitted to candidacy by the Graduate Council for a period not to exceed four years.

Final corrected electronic copies of the dissertation must be received by the Graduate School no later than one year after the final examination (oral defense) or within the 8-year or 4-year time limit, whichever occurs first. Failure to complete this step will result in the degree not being awarded.

Maximum Allowable Doctoral Hours

The Texas Legislature has capped state-funded financial assistance for graduate study at 99 doctoral hours (past the Master's degree) for most programs and may impose sanctions upon universities permitting registration for excess hours. Graduate students with more than 99 doctoral hours are required to pay out-of-state tuition, regardless of residence status.

The Graduate School will initiate a formal review of all doctoral students who are approaching the 99-hour limit, and these students must present a plan for prompt completion of the doctoral degree. Any student who has exceeded 99 doctoral hours is strongly encouraged to contact the Graduate School and make certain of all requirements pertaining to continued enrollment. Students who are not making timely progress toward completion of the doctoral degree are subject to termination by the Graduate School Dean. Accumulation of excess hours while failing to complete the degree will constitute unsatisfactory progress.

Summary of Ph.D. Program Forms

For forms mentioned in this manual, visit [HRM Doctoral Program](#) or the Graduate School [site](#)