Policies and Regulations

Graduate study is ideally characterized by intellectual curiosity and the desire to contribute to human knowledge. It is much more than a mere continuation of undergraduate work and should be contemplated only by those students who have demonstrated in their earlier studies exceptional intellectual ability and the capacity for independent thought and investigation.

For this reason, practically all graduate schools exercise some type of selectivity in their admission of students. Selective entrance requirements are partly for the maintenance of the high standards that must always characterize graduate study and partly for the benefit of students in helping them decide early whether they should pursue such work.

The Graduate School of Texas Tech University recognizes its obligation both to the standards mentioned above and to the citizens of Texas by requiring appropriate evidence of an applicant's intellectual ability and reserves the right to decline to accept any applicant whose admission would not be to his or her best interest or that of the University. Nevertheless, the Graduate School recognizes that standardized test scores and grade-point averages alone do not portray the complete individual or accurately reflect all relevant abilities. Numerous additional factors are considered in our quest to admit the best students possible.

Admission to the Graduate School

A $25 nonrefundable application fee is required of all U.S. citizens and permanent residents seeking admission to the Graduate School for the first time. Once this fee is paid, it is not required when reapplying. Full-time Texas Tech employees, their spouses, and dependents under age 25 are exempt from this fee, and an exemption form may be obtained in the Office of Graduate Admissions. All materials submitted become the property of TTU and are not returnable or refundable.

Four types of admission are granted:

•Admission to a master's or doctor's degree program

•Admission as a nondegree student enrolled in undergraduate courses only (PGRD)

•Admission as a temporary nondegree student (GTMP)

•Admission as a nondegree student seeking teacher certification (CERT, GHEC)

•Admission as a nondegree student seeking continuing professional development (CPED)

The requirements for each type are explained below.

Applicants desiring information concerning services for students with disabilities should contact the Dean of Students, 250 West Hall or Box 45014, Texas Tech University, Lubbock, TX 79409-5014, phone 806-742-2192.

Procedure for Admission to a Master's or Doctor's Degree Program. Admission to any graduate degree program is granted by the Dean of the Graduate School upon the recommendation of the department of proposed study. The applicant must have been in good standing in the school last attended.

To apply one must submit to the Office of Graduate Admissions:

1. A formal application (preferably at least three months prior to date of intended enrollment). The forms may be obtained from the Office of Graduate Admissions, Texas Tech University, P.O. Box 41030, Lubbock, TX 79409-1030, phone 806-742-2787. Students may also apply at <www.ttu.edu/gradschool>. Please include your social security number when requesting an application.

2. Official transcript showing the awarding of a bachelor's degree. The bachelor's degree must be substantially equivalent to one from Texas Tech. A student who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study, as well as incomplete transcripts from the current institution. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at Texas Tech.

3. Official GRE (or GMAT in the case of the College of Business Administration and a few select programs) score report no more than five years old. This is a requirement for all applicants for degree programs regardless of educational background. Information about the GRE or GMAT may be obtained from the Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000, phone 609-771-7670 (GRE), 609-771-7330 (GMAT).

4. Official, in good standing transcripts from all higher education institutions attended.

Prospective students must also contact the department in which they are planning to study to obtain information regarding any special admission requirements, such as additional tests, applications, or letters of recommendation. You may do so by calling the main University switchboard number 806-742-2011, then asking for the department in which you are interested.

Application files will not be evaluated until all of the above requirements have been met. Applicants will be notified by the Director of Graduate Admissions when their applications have been forwarded to the department for consideration and also when an admissions decision has been made. Some departments, operating with a limited number of spaces for students each year, make final decisions for the fall semester in early spring.

Admission to a degree program is based primarily on a review of the transcript of work leading to an accredited bachelor's degree substantially equivalent to one at Texas Tech, as well as scores (no more than five years old) on the General Test of the Graduate Record Examination (GRE) or, for programs in the College of Business Administration, the Graduate Management Admission Test (GMAT). Of particular interest are the undergraduate grade-point average and record in the major. A sliding scale is used whereby an applicant with a high test score may be accepted with a somewhat lower grade average, and vice versa. In addition, the Graduate Dean

considers other information and urges individual departments to employ additional criteria, including letters of reference. The applicant should contact the relevant department for information about such additional criteria.

Applicants who, for whatever reason, cannot provide all documents required for admission to a degree program by the time of planned initial enrollment, may request to register for graduate courses through temporary nondegree admission (GTMP). *This nondegree category is available for only one long semester (spring or fall) or two summer terms in the same summer before enrolling in a degree program.*

Falsification of application information will void admission to Texas Tech University.

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

Procedure for Admission as a Nondegree Student. There are four categories of nondegree admission:

1. PGRD This category is for students who have earned an undergraduate degree and desire to take only undergraduate courses. In this status, a student may register indefinitely as a nondegree graduate student but may not be appointed to teaching assistantships or research assistantships. *Students in this category may not register for graduate courses.*

2. GTMP A student in this category is considered a temporary nondegree student and may enroll for only 12 hours before completing credentials in order to be admitted to a degree program. After this time, the student must be either admitted and enrolled in a degree program, accepted into the certification category (CERT, GHEC), or switch to all undergraduate course work (PGRD).

3. CERT, GHEC A student who desires to earn certification through the College of Education or the College of Human Sciences may apply for this type of nondegree status. Graduate courses may be taken, but if the student wishes to pursue a degree at a later time, only 12 graduate hours completed before admission to a degree program can be counted toward a degree. The student must also apply through the College of Education or the College of Human Sciences, in addition to Graduate Admissions. For information on teacher certification, contact the Teacher Certification Office, College of Education, P.O. Box 41071, Lubbock, TX 79409-1071, phone 806-742-2377

4. CPED This category is designed to meet the needs of professionals such as engineers, certified public accountants, architects, social workers, teachers, administrators, counselors, and other professions that require continuing professional educational development. In addition to applying to Graduate Admissions, students must request permission for this nondegree status from the graduate advisor of faculty administering the program in their department. The GRE will be waived as long as a GPA of 3.0 or greater is maintained as a nondegree student.

Any exceptions to the above must be approved in advance by the Graduate Dean.

Applicants seeking nondegree admission in any category must:

1. Submit a formal application as far in advance of intended enrollment as possible. The application is available through the Office of Graduate Admissions, Texas Tech University, P.O. Box 41030, Lubbock, TX 79409-1030, phone 806-742-2787.

2. Submit an official transcript showing the awarding of a bachelor's or higher degree. The degree must be substantially equivalent to one from Texas Tech. Transcripts for all other college level study must also be submitted. The applicant must have been in good standing in the school last attended.

3. Submit official, in good standing, transcripts that are sent directly from all higher education institutions attended.

The GRE is not required for this type of admission; however, nondegree students who wish to enroll in a graduate course in the College of Business Administration must submit scores on the GMAT and be potentially admissible to a degree program in business. Those students should also contact the Graduate Services Center, College of Business Administration, P.O. Box 42101, Lubbock, TX 79409-2101, phone 806-742-3184, as far in advance of intended registration as possible.

Students who are in nondegree status have no assurance that credits earned while in this status will apply toward degree requirements should admission to a degree program be granted later. Prospective students should be aware that some departments give preference for course enrollments to students in degree programs.

Falsification of application information will void admission to Texas Tech University.

Readmission to Graduate School. Students who have been accepted into a degree program and fail to register during a one-year period must contact the department and present evidence to the Office of Graduate Admissions of the department's desire for the student to continue in the degree program. Students must then contact the Office of Graduate Admissions and update their file by completing and submitting a new application. Payment of the application fee is not required for readmission. The department may require that the application be resubmitted for reconsideration by their faculty.

If a student does not enroll in a spring or fall semester, a returning student form must be completed and submitted to the Office of Graduate Admissions in order to reactivate the file. This rule applies to both students in degree programs and students with nondegree status.

If a student in a graduate degree program has been awarded that degree and wishes to continue taking course work, the student must then request further admission as a nondegree student in one of the nondegree categories by contacting the Office of Graduate Admissions.

Admission of International Students. The University has established certain basic requirements for the admission of international students. These requirements include above-average academic record, proficiency in the English language, and ability to finance the educational program.

A $50 nonrefundable application–evaluation fee is required for all non-U.S. citizens who are not currently permanent residents of the United States. All other applicants are charged a $25 fee. This fee cannot be waived or deferred. Applications will not be considered unless accompanied by an (1) INTERNATIONAL MONEY ORDER, (2) CASHIER'S CHECK, (3) TRAVELER'S CHECK, OR (4) UNITED STATES POSTAL MONEY ORDER. This fee may also be paid by credit card.

An application and other admission information may be obtained from the Graduate Admissions Office by calling 806 742-2787 or writing to the Graduate Admissions Office, Box 41030, Texas Tech University, Lubbock, TX 79409; e-mail <GradSchool@ttu.edu>. The Web address is <www.ttu.edu/gradschool>. Applications should be returned to the above mailing address. The application will be evaluated as soon as all of the documents necessary to complete the file are received. These documents are mentioned below.

•An applicant must have earned a degree equivalent to the bachelor's degree in the United States. Official transcripts (marksheets) of all college course work (with official English translations) and official degrees must be provided to the Graduate Admissions Office.

•An official Test of English as a Foreign Language (TOEFL) score report showing a total of 550 (pencil-and-paper) or 213 CBT (computer-based-test) as evidence of proficiency in English must also be submitted prior to admission. (Further evaluation of English proficiency will be given once the student arrives on the campus. A student found lacking adequate command of English will be required to enroll in basic English courses before carrying a full load of graduate course work.)

•GRE scores (or GMAT scores for business programs) must be submitted prior to admission. These scores should be sent directly to Graduate Admissions from Educational Testing Service.

•Official, in good standing, transcripts from all higher education institutions attended must be submitted.

International students who are not in the United States at the time of application should apply a year in advance. An international student will not be admitted to the University without evidence of adequate financial support. More detailed expense information for international students may be accessed on the TTU Web site on the World Wide Web.

In compliance with United States Immigration and Naturalization Service regulations, international students must be admitted to a specific program of study before an I-20 form can be issued. Consequently, such students will not ordinarily be considered for temporary nondegree status.

The General Test of the Graduate Record Examination (GRE) and the Graduate Management Admission Test (GMAT). The general test of the Graduate Record Examination (GRE) is an examination yielding three scores—verbal, quantitative, and analytical. The Graduate Management Admission Test (GMAT) is designed to help assess the qualifications of applicants for study in business and management and it consists of three sections—verbal, quantitative, and analytical writing.

The Graduate School requires that applicants submit a score only for the general test of the GRE; however, a few departments may also require a subject test score. That information may be obtained by contacting the department in which the student is interested.

Both tests are prepared and scored by the Educational Testing Service:

GRE—P.O. Box 6000, Princeton, NJ 08541-6000, phone 609-771-7670, fax 609-771-7906

GMAT—P.O. Box 6103, Princeton, NJ 08541-6103, phone 609-771-7330, fax 609-883-4349

The GRE and GMAT are administered on computer at various testing centers through the world several times each week. Information on the computer-based tests is available through the Office of Graduate Admissions at Texas Tech or the Educational Testing Service, <www.gre.org>. For computerized exams in Lubbock, call Sylvan Learning Center 806-785-4400.

International students should note that the tests are entirely in English. There are no foreign language editions of the tests.

The information and registration bulletins and examination dates may be obtained from the Testing and Evaluation Center and the Office of Graduate Admissions at Texas Tech University or from similar agencies in most other colleges and universities. (Texas Tech University does not mail the registration material for the GRE or GMAT.)

Each applicant is individually responsible for making arrangements to take the GRE or GMAT and for having the official score report sent to the Office of Graduate Admissions, Texas Tech University, P.O. Box 41030, Lubbock, TX 79409-1030. The institution code is 6827.

For the written test, the completed application form and the examination fee must reach the proper office of the Educational Testing Service approximately one month in advance of the test date. Upon receipt of the application and the fee, the Educational Testing Service will mail the applicant a ticket of admission to the examination, specifying the room and the hour at which it will be held. In certain cases of financial hardship, the examination fee may be waived.

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

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

Academic Probation and Suspension. If a student's graduate GPA for a particular semester falls below 3.0, the student will be placed on academic probation. (A 3.0 average is the minimum requirement of the Graduate School; individual academic areas may, and often do, impose a higher grade-point average for continuation in their academic programs.) A student must make a 3.0 GPA or better in the next semester in which he or she is enrolled. Failure to do so, or to maintain a 3.0 current GPA in each succeeding semester, will result in academic suspension from further enrollment as a graduate student or in graduate courses at Texas Tech University. Regulations governing scholastic probation are based on semester grade-point averages and will be applied regardless of overall grade-point average. Any student who has been suspended must appeal to the Graduate School if reinstatement is desired. Appeal of suspension may be made in writing to the Dean of the Graduate School. If the student's appeal is rejected by the Graduate Dean, the student may request a hearing before the Student Affairs Committee of the Graduate Council. This committee will render a decision as to whether or when the student may be readmitted to graduate study.

A student may be suspended for unprofessional conduct such as cheating or plagiarism. Any appeal of such action is subject to the provisions of the Code of Student Conduct. See the *Student Affairs Handbook* for further information.

Enrollment

Students who have been granted admission to the Graduate School are expected to register for course work whether or not they contemplate degree work. Failure to register in the term for which admission is granted requires the student to reapply for admission. The details of registration are under the jurisdiction of the Registrar's office which furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found below. Graduate students are permitted to register at any time beginning with the first day of advance registration. Advance registration usually begins in April for the summer and fall sessions and in November for the spring semester. The exact dates may be found in the printed *Schedule of Classes* which becomes available shortly before advance registration begins. On-line, Web-based registration is also available to all admitted students. Instructions for Web Registration and Add-Drop on the Web site can be found at <http://techsis.admin.ttu.edu/student>.

Departmental Approval of Courses. The student should have a schedule of courses approved by an official representative of the major department at the time of registration. It is the student's responsibility to see that the Registrar's printout corresponds exactly to the courses that he or she has registered for.

Enrollment of a graduate student in any course that carries graduate credit is automatically considered to be for graduate credit and affects relevant grade-point averages accordingly.

Full-Time Study. Normal full-time enrollment varies between 9 and 13 hours for doctoral students and between 9 and 16 hours for other graduate students in the regular semester. The minimum enrollment for full-time graduate status is 9 hours in the regular semester. Full-time enrollment in a summer term is from 3 to 6 hours. Students on fellowships, assistantships, or other appointments designed for the support of graduate study should enroll for 9 hours in each regular semester and at least 3 hours in a summer term.

If a student is devoting full time to research, using University facilities and faculty time, the schedule should reflect at least 9 hours enrollment (6 hours in each summer term).

Normally, the maximum allowable hours per semester is 13 for doctoral students and 16 for other graduate students, and 6 hours in a six-week summer term. The general rule is that a student may not earn more than one hour of credit for each week of the enrollment period. Any exceptions to this rule *must* have the prior approval of the Graduate Dean.

Registration in an individual study, research, or similar course implies an expected level of effort on the part of the student comparable to that associated with an organized class with the same credit value.

A doctoral student shall not be required to register for more than 9 credit hours during any long semester or 6 credit hours during a summer term and may not register for more than 13 and 6 hours, respectively, without the prior permission of the Dean of the Graduate School.

A doctoral student not on campus who is required to register solely for the purpose of satisfying a continuous enrollment requirement need not register for more than 1 credit hour during each term. However, a doctoral student not on campus who is involved in internship, research, or other type of academic study should register for credit hours in proportion to the teaching effort required of the program faculty.