



TEXAS TECH UNIVERSITY

College of Human Sciences

Hospitality & Retail Management™

# Graduate Student Handbook

## 2022-2023

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# **1. Introduction**

## **1.1. Graduate Student Manual**

The purpose of this manual is to give a description of the Hospitality & Retail Management (HRM) 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 HRM 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 HRM Department Graduate Directors, or the HRM Department staff. Also check [Graduate Studies Responsibilities](#).

## **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 Human Sciences**

The College of 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 of the 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 (HRM)**

### **Message from the Chair:**

As the Chair of the Department of Hospitality 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 & Retail Management is housed in the Texas Tech University College of Human Sciences (COHS) and has a long history of understanding and practicing hospitality, retail, and tourism disciplines 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 and the Global Understanding of Experiential and Sustainable Tourism (GUEST) Center (with which the Experiential Tourism Research Initiative is affiliated), two research entities housed within the department provide 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 afford ample opportunities to interact with professors and graduate peers. Additionally, online courses and study abroad opportunities, most recently in Costa Rica, can supplement the classroom experience. Likewise, outside speakers, including Fulbright scholars, are routinely invited to provide seminars and workshops and all graduate students are highly encouraged to interact with our visiting faculty experts.

Graduate students also have many opportunities year-round to participate in graduate student research competitions held on and off campus. Leadership and engagement of graduate students is also promoted by COHS through the “Student of The Month” Awards. 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

#### **HRM General Contact Information**

Phone: 806.742.3068

Email: [hs.webmaster@ttu.edu](mailto:hs.webmaster@ttu.edu)

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

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

Website: [www.hrm.ttu.edu](http://www.hrm.ttu.edu)

## 2. Definitions

- **Department Chair** – The HRM 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 Human Sciences and TTU).
- **Associate Chair** – The faculty member in the HRM 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 HRM 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 HRM Department office who assists students with employment paperwork, scholarship information, and department letters. He/she also serves as the Department's contact person for the Graduate School Enrollment Services SharePoint and keeps graduate students' official files within the Department.
- **HRM Coordinator** – The staff member in the HRM Department office who assists students with any additional paperwork.

### **3. Contact Information**

#### **3.1. Hospitality & Retail Management (HRM) Administration**

##### **Department Chair**

Robert Jones, Ph.D.

Email: [Robert.p.jones@ttu.edu](mailto:Robert.p.jones@ttu.edu)

Phone: 806.834.8922

##### **Associate Chair**

Deborah Fowler, Ph.D.

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##### **Master Program Director**

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##### **Ph.D. Program Director**

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##### **Business Manager**

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##### **HRM Coordinator**

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### **3.2. Hospitality & Retail Management (HRM) Graduate Faculty**

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Professor/PhD Program Director  
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Phone: 806.834.8446



### **3.3. [Graduate School](#)**

328 Administration Building

Phone: (806) 742-2787

Email: [info.gradschool@ttu.edu](mailto:info.gradschool@ttu.edu)

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

601 Indiana Avenue

Phone: (806) 742-3667

Email: [oia.reception@ttu.edu](mailto:oia.reception@ttu.edu)

- [International Students](#)

Phone: (806) 742-3667

Email: [oia.reception@ttu.edu](mailto:oia.reception@ttu.edu)

## **4. Application for Admission**

Prospective students apply online to the Texas Tech Graduate School using [the Application Portal](#). Applicants will be required to pay a fee to submit the application. Questions regarding the application should be directed to TTU Graduate School Admissions. Email: [graduate.admissions@ttu.edu](mailto: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 15<sup>th</sup> (International applications); April 15<sup>th</sup> (Domestic applicants)
- Spring: June 15<sup>th</sup> (International applications); October 15<sup>th</sup> (Domestic applicants)

### **4.3. *Required Application Materials***

#### **M.S. in Hospitality & Retail Management**

- Transcript(s) from all previously attended colleges/universities
- GRE or GMAT scores (waived due to Covid-19 pandemic)
- 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
- GRE or GMAT scores (waived due to Covid-19 pandemic)
- 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 Graduate School's [I've been admitted – now what?](#) 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 Admissions Help Center FAQ](#).

#### **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 HRM Graduate Directors will submit students' 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 HRM Graduate Program Directors or their Advisory Committee chair once the Chairperson has been identified to determine what

courses to take each semester. Students are able to 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 is 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 Associate Chair and HRM Coordinator.
- M.S. students are required to take a minimum of 6 hours of HRM6000 to 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 was 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 Associate Chair and HRM Coordinator and copy the 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: Doctor's 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 is 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 to 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, 9 and 16 hours.
- The continuous enrollment requirement varies from each student based on a number of factors. The details of this requirement can be viewed [here](#). But 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 about the first week of classes. Beyond this date, your advisor can add or drop courses by requesting them in Sharepoint.
- If a student has sat out for a semester, either on an approved leave of absence or due to withdrawing from the university, students must be readmitted 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 or request your advisor to Submit a Change of Graduation Date request.

### Course Substitution

Whenever a change has been incurred to the courses on the degree plan, students must obtain consent from their faculty advisor before the change(s) are requested via the SharePoint portal. The coursework is updated in DegreeWorks. Students and the program advisor review the coursework and determine if an exception request on Degree Works needs to be submitted.

### **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 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

The links below will take you to sites such as important documents and quality activities, facilities, programs, and services.

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

The [Student Handbook](#) and the Code of Student 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, possibly 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 in regard to 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 3<sup>rd</sup> floor of College of Human Sciences, [Technology Services](#) provides high-quality technical support for students. It maintains two computer labs for students to complete and print assignments. From time to time, students may need to print out posters for conferences or documents for research studies using the Technology Services office on the 3<sup>rd</sup> floor of COHS. To do this, talk with the HRM 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, where the [Student Disability Services](#) staff provides a variety of accommodations and services for individuals with disabilities. Located at 130 Weeks Hall, 806-742-2405, accommodations will be made in response to the 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-to-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, and articles are scanned and sent directly to the patron through their account. The TTU Libraries delivers full service to 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**

The [Raider Red's Food Pantry](#), located at 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 in an effort 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 the course of students' academic journey here at TTU, they must organize a number of 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 HRM Coordinator in the HRM Department Office.

## **7.10. Graduate School Professional Development 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 Write Center](#) (GWC), located at Weeks Hall, 3<sup>rd</sup> 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 in order to foster the effective communication skills and spirit of intellectual inquiry that are central to graduate study.

### **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.

### **Professional Development**

Click on this [link](#) to find out more about the professional development opportunities such as Groundwork Program, TEACH Program, Workshops & Training, Distance Education Resources available at TTU.

## **8. Policies**

### **8.1. Teaching and Research Assistantships**

In general, TAs are funded by the HRM 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 need. 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 GPTI are based on student qualifications and department needs.

**Enrollment Requirements.** All TAs and RAs 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 the HRM Graduate Program Director. Consult the resources available on the Office of the Registrar's [website](#).

***Duration of Assistantship.*** TAs and RAs are typically hired in the fall for one academic year or in the summer or spring for one academic term. Renewal of their employment is contingent on their maintaining good academic standing and the quality of their performance in assigned duties.

***Summer Appointments.*** Summer appointments are not guaranteed and are contingent on the graduate student's past performance, funding availability, and the needs of the department.

***Work Commitment.*** Students with assistantships are expected to work 20 hours per week for the department. An assistantship that is at least 20 hours per week provides a student 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. 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 HRM Department. These are all considered opportunities for learning and networking.

## ***8.3 Key/Proximity Lock Requests***

Students may be required to obtain access to TA office, COHS building, etc. from their faculty supervisor. Requests for access should come from the faculty member and be sent via email to the HRM Business Manager. It is preferred by the university and COHS that rooms with a proximity lock installed be given ID card access. Rooms without this can be given key access. Once key/ID card access has been approved, the student will get an email that it is ready. Physical keys will need to be picked up from the Lock Shop in the Physical Plant and immediately brought to HRM to check. ID card access will be immediately available upon

approval email. Upon graduation semester, all keys should be returned to the Business Manager.

## **9. 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 15<sup>th</sup> will automatically be considered for scholarships from the COHS and the HRM 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 in 9 hours per semester to qualify for most scholarships. A \$1,000 scholarship can be split into awards of \$500 per semester over two semesters.

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.

### **9.1. Graduate School**

The Graduate School offers a number of 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 and Postdoctoral Fellowships \(OGPF\)](#), and [Financial Support](#) for more details.

#### **General Fellowships**

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

### **9.2. 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 more 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. **Domestic students** who consider TA or RA opportunities in the Department must submit [Graduate Work Study Application](#) to the HRM Business Manager

before any assistantships are provided to the students. (Note: The form is updated by TTU Red Raider Student Employment Center on an annual basis.)

### ***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. Visit the [site](#).

### ***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).

## ***10. 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.

### ***10.1. Graduate School***

Students must go to the Graduate School [Student Travel](#) for the most up to date information related to policies and forms. Submit completed forms to [graduate.travel@ttu.edu](mailto:graduate.travel@ttu.edu).

As a requirement for receiving travel funding, 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 only 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 may run out of funds, and applications are evaluated on a first come first serve basis. To request this funding from the Graduate School, students need to submit the completed application packet (forms and directions found on Grad School website above) to the HRM Coordinator and Business Manager for approval ***no later than 30 days prior to departure***, in combination with the *HRM Official Travel Application* form. These funds are only for students presenting an oral or poster presentation at a conference.

### **10.2. HRM Department**

The HRM Department provides funding to graduate students to travel one time each fiscal year (Sept 1-Aug 31). HRM matches the Graduate School travel funding. To request this funding, the ***HRM Official Travel Application*** will need to be completed and submitted to the HRM Coordinator and Business Manager ***no later than 30 days prior to departure***.

### **10.3. Student Government Association (SGA)**

The SGA is another mechanism 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.

## **11. Master's Programs in Hospitality & Retail Management**

### **11.1. General Aspects of Master's Study**

The Department of Hospitality & 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.

It is in the students' interest to keep track of their accomplishments and goals in an organized way in order to facilitate communication with their mentor. Documenting academic, research, and service activities may also help in updating the student's resume and applying for awards and scholarships. Any student not making satisfactory progress toward the degree may be placed on probation and given conditions to stay in the program. Continued unsatisfactory progress in any area of graduate work will be cause for dismissal by the graduate dean.

### **11.2. 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 include 15 hours of core courses, Research, Data Analysis, EPSY5380 (or equivalent), 6 hours of thesis, and 6 hours of electives. Refer to the [HRM 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 complete RHIM 6341, Strategic Management.

### **11.2.2 Graduate Student Annual Reviews**

Master's thesis students are required as 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.

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 meet to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Dean of the Graduate School.

### **11.2.3 Thesis Advisory Committee**

Use the [Thesis Committee Selection Form](#) to form the committee. The Thesis Advisory Committee Chair must be a member of the HRM graduate faculty. In consultation with a student's Thesis Advisory Committee chair, they should contact potential committee members requesting their membership on their Advisory Committee. It will be helpful to give potential committee members a 1-2 page description of the research topic they are planning to pursue in order for them 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 dissertation 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 to the student and all of the members of the Committee.

The student 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 again 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.

#### **HRM Thesis Research Scholarship Award**

This scholarship is available to students who have successfully completed their thesis proposal defense. Students must submit two documents: **HRM Thesis Dissertation Proposal Approval Form**, and **HRM Research Scholarship Award Form** to the HRM Business Manager in order 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 [Defense Notification Form](#) at least three weeks prior to defending. This document should be submitted by their advisor to the graduate school. Students should email the ***HRM Thesis Defense Announcement*** to HRM 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 [Oral Exam and Thesis/Dissertation Approval Form](#).

### **11.2.6 Thesis Submission**

Thesis is formatted according to [Graduate School guidelines](#). Thesis is submitted for formatting review via the [Electronic Thesis and Dissertation \(ETD\) webpage](#). Complete corrections for Thesis corrections and resubmit to the graduate school by the allotted deadline.

It is important that research conducted is submitted for publication so that the global HRM 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 ***HRM 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 non-thesis students, visit [Graduate School Master's Non Thesis Students](#).

Upon entering the 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. Students in the online masters are in a single track, however 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 Students' 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 [Comprehensive Evaluation Report](#) and electronically submitting the form to the Graduate School Enrollment Services SharePoint portal.

### **Summary of M.S. Program Forms**

For forms mentioned in this manual, visit [HRM Master 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 a subject prefix and number along with a descriptive title. [Learn more](#) about interpreting the course descriptions. Descriptions of HRM graduate courses can be found by using a search tool [here](#). This Degree Requirements form must be completed during the **1<sup>st</sup> semester**. Once the HTRM Doctoral Degree Requirements form is completed, the student must submit the [Doctoral Degree Plan Form](#) electronically to the Graduate School via the Graduate School Enrollment Services SharePoint portal.

The 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 SharePoint portal. The Graduate School will then 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. A list of approved companies is available.

### **12.5 Doctoral Advisory Committee**

Students will choose the Chairperson of their Doctoral Advisory Committee during the **2<sup>nd</sup> semester** by completing the **HTRM Dissertation Committee Selection Form**. The Chairperson and the Doctoral Advisory Committee will meet as often as necessary with the student and is responsible for approving additional course work, directing and advising the student regarding changes in their program, conducting the qualifying examination, approving the research proposals, supervising the conduct of the research, and participating at the defense of the dissertation.

### **12.6 Graduate Student Annual Reviews**

Doctoral students are required as 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.

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 meet to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Dean of the Graduate School.

### **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 graduation 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. Thus, it is the **students'** responsibility to initiate conversations with the Doctoral Advisory Committee Chair about the following, so that important deadlines are not missed:

- Course registration for each semester
- Annual "Doctoral 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 Doctorate Degree Requirements have been taken, and the student's degree plan has been approved by the Graduate School. The examination requires application and synthesis of the knowledge acquired during the student's 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 qualifying exam must be successfully passed in order for the student 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 Grade Letter**. 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:

- **Be admitted to candidacy and successfully completed the Qualifying Exam**: Responses to *all* questions are deemed satisfactory
- **Not be admitted to candidacy and was unsuccessful on the Qualifying Exam**: Any other combination of satisfactory, partially satisfactory, or unsatisfactory. Outcome decision indicates that the exam results were unsatisfactory.

The chair will submit the [GS Qualifying Exam Report](#) the Graduate School via the Graduate School Enrollment Services SharePoint portal.

### **Admission to Candidacy**

Students will be admitted to candidacy for the doctorate by the [Graduate Council](#) 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 examination and thus is admitted to candidacy, they should start taking RHIM8000 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 expect 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. Consult with the 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 5<sup>th</sup> semester**.

### **HRM Dissertation Research Scholarship Award**

This scholarship is available to students who have successfully completed their dissertation proposal defense. Students must submit two documents: [HRM Thesis/Dissertation Proposal Approval Form](#), and [HRM Research Scholarship Award Form](#) to the HRM Business Manager in order 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 scheduled prior to the defense deadline during the semester of graduation. Students should present 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 (defense of dissertation). Students should complete the [Defense Notification Form](#) at least three weeks prior to defending. This document should be submitted by their advisor to the graduate school.

Students must announce their public oral examination meeting using the [HTRM Dissertation](#)

**Defense Announcement** form to HRM 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 department; this representative's appointment may be in the student's college (COHS) 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 Exam 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***

Thesis/dissertation is formatted according to [Graduate School guidelines](#). Thesis/dissertation is submitted for formatting review via the [ETD Electronic Thesis and Dissertation](#) webpage. Complete corrections for Thesis and Dissertation corrections and resubmit to the graduate school by the allotted deadline.

### ***Authorship policy***

It is important that research conducted is submitted for publication so that the global HRM 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 more than 8 calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. 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 some period of time not to exceed four years.

Final corrected electronic copies of the dissertation must be received in 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 not making timely progress toward completion of the doctoral degree are subject to termination by the Dean of the Graduate School. 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](#).

## **Appendix: Departmental Forms**

1. HRM Official Travel Application
2. HRM MS Degree Plan
3. HRM MS Thesis Committee Selection Form
4. HRM Thesis/Dissertation Proposal Approval
5. HRM Research Scholarship Award
6. HRM Thesis Defense Announcement
7. HTRM Doctorate Suggested Coursework Schedule
8. HTRM Doctoral Degree Requirements
9. HTRM Dissertation Committee Selection Form
10. HTRM Proposal Information Sheet
11. HTRM Guidelines for the Qualifying Exam
12. HTRM Qualifying Exam Grade Letter
13. HTRM Dissertation Defense Announcement