

DISCOVER YOUR PASSION – INQUIRE, INNOVATE, IMPACT

MASTER’S STUDENT HANDBOOK

ACADEMIC YEAR 2016 – 2017



**TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI**

**COLLEGE OF
GRADUATE
STUDIES**

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This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

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SECTION I. COLLEGE OF GRADUATE STUDIES

Message from the Dean:



Congratulations on being accepted into one of our outstanding Master's degree programs at Texas A&M University-Corpus Christi (A&M-Corpus Christi). This is a major accomplishment that comes with a significant financial, academic as well as personal commitment on your part. The College of Graduate Studies at A&M-Corpus Christi has adopted as a mantra—Discover Your Passion: Inquire, Innovate, Inspire. This Master's student handbook has been developed to ensure that you are successful and kept informed every step of the way regarding university academic expectations and requirements, program specific expectations and requirements, and resources and services available to you. It was developed electronically, to provide you live links to other information you may find useful.

The College of Graduate Studies is located on the first level of the Faculty Center, Suite 178. Hours of operation are 8:00 a.m.–5:00 p.m. Monday–Friday. Please feel free to stop by any time and/or share any suggestions on how to improve this resource for you. Best of luck on your exciting, new undertaking and I look forward to seeing you at graduation, if not sooner.

A handwritten signature in black ink that reads "JoAnn Canales". The signature is fluid and cursive.

JoAnn Canales, PhD
Founding Dean, College of Graduate Studies

College of Graduate Studies Staff



JoAnn Canales, PhD

Founding Dean

joann.canales@tamucc.edu

- Administers and supports graduate programs
- Collaborates with faculty and academic deans on all issues related to graduate education



Thomas Naehr, PhD

Associate Dean

thomas.naehr@tamucc.edu

- Collaborates with various units across campus on graduate related issues
- Coordinates and manages graduate program review
- Oversees scholarship process



Steven Seidel, PhD

Graduate Studies Faculty Fellow

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- Develops and implements graduate student professional development program
- Coordinates efforts to improve graduate student retention
- Oversees activities associated with the new I³ graduate student suite



Jesse Sifontes

Executive Assistant

- jsifontes@islander.tamucc.edu
- Assists Dean and Associate Dean with administrative duties
- Collaborates with other TAMUCC units to ensure a climate of engagement and success for graduate students



Tim Boulan

System Support Specialist

tim.boulan@tamucc.edu

- Maintains databases and equipment
- Provides systems/application analyses, design, development and implementation of programming
- Generates reports to faculty regarding admissions and student progress



Morgan Beard

Audit and Compliance Coordinator

morgan.beard@tamucc.edu

- Audits all degree plans
- Processes all degree plan exceptions
- Processes all information related to doctoral students



Lorena Quevedo-Delgado

Business Coordinator

lorena.quevedo-delgado@tamucc.edu

- Assists with budget development and management
- Generates reports for the Dean
- Reviews departmental expense reports

SECTION II. STUDENT RESOURCES

Student fees paid entitle you to a number of various student resources. Below is contact information for resources available to you.

Financial Assistance

Graduate Scholarships and Assistantships
<http://gradschool.tamucc.edu/funding>
361-825-2177

Office of Student Financial Assistance
<http://osfa.tamucc.edu>
361-825-3338

Student Services

Admissions & Records
<http://admissions.tamucc.edu>
361-825-2624

Business Office
<http://businessoffice.tamucc.edu>
361-825-2600

Career Services
<http://career-services.tamucc.edu>
361-825-2628

Disability Services
<http://disabilityservices.tamucc.edu>
361-825-5816

IT Help Desk
<http://it.tamucc.edu>
361-825-2692

Office of International Education
<http://oie.tamucc.edu>
361-825-3922

University Center & Student Activities
<http://ucsa.tamucc.edu>
361-825-5200 or 361-825-2707

University Police Department
<http://police.tamucc.edu>
361-825-4444

University Services
(Banking, Bookstore, Dining, Mail, Printing, SandDollar)
<http://universityservices.tamucc.edu>
361-825-5710

Veterans Affairs Office
<http://vets.tamucc.edu>
361-825-2331

Academic Resources

Graduate Resource and Opportunity Workspace (GROW)
<http://grow.tamucc.edu>
361-825-2507

Center for Academic Student Achievement (CASA)
Writing Center
<http://casa.tamucc.edu>
361-825-5933

Mary and Jeff Bell Library
<http://rattler.tamucc.edu>
361-825-2643

Office of Academic Testing
<http://testing.tamucc.edu>
361/825-2334

SAIL
<http://sail.tamucc.edu>

The Island Online (Blackboard)
<https://iol.tamucc.edu>
361/825-2825

Health and Wellness

Recreational Sports
<http://recsports.tamucc.edu>
361-825-2454

Student Health Plan
<https://tamucc.myahpcare.com>
800-452-5772

University Counseling Center
<http://counseling.tamucc.edu>
361-825-2703

University Health Center
<http://healthcenter.tamucc.edu>
361/825-2601
Ask-a-Nurse Line: 361-825-5735

Graduate Resource and Opportunity Workspace (GROW)

As part of the College of Graduate Studies, the Graduate Resource and Opportunity Workspace (GROW) offers graduate students exclusive space and resources tailored specifically to academic needs and professional development. GROW is located in the Mary and Jeff Bell Library and is open during library hours. To gain access for group study, students must complete an online form available on the GROW website: <http://grow.tamucc.edu>

Graduate Orientation

Orientation is available every Fall and Spring semester. For additional information on this event, please visit http://gradschool.tamucc.edu/current_students/orientation.html

Topics covered include:

- The College of Graduate Studies
- The Big Picture of Graduate Education at TAMUCC
- Getting to the Graduate Degree

Title IX Information

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Texas A&M University-Corpus Christi (TAMUCC) is committed to providing an environment free from discrimination, including discrimination based upon sex. TAMUCC provides resources to students, faculty, and staff to address concerns related to sexual harassment, sexual assault (rape), sexual misconduct, sex discrimination and has appointed Mr. Samuel Ramirez as its Title IX Coordinator. For more information and a short Title IX Student Video from The Texas A&M University System, please see: <http://edcs.tamucc.edu/TitleIX.html>

SECTION III. ACADEMIC POLICIES

Registration

The Office of the Registrar coordinates the course registration process for all current and incoming students. <http://registrar.tamucc.edu/Register%20for%20Classes/index.html>

Current and incoming students are able to register online through their S.A.I.L. account or at the Office of the Registrar.

- S.A.I.L.: <http://sail.tamucc.edu/>
- Office of the Registrar: Located in the Student Service Center
 - Phone: 361- 825-2624
 - Website: <http://registrar.tamucc.edu/>

Enrollment Status

Enrollment status for graduate students is defined below.

Status	Fall or spring terms	Combined summer terms
Full-time	9 hours	6 hours
Three-quarter-time	7 hours	5 hours
Half-time	5 hours	3 hours

Students enrolled in fewer than 5 hours during fall or spring terms are considered less than half-time.

Total Hours

Master's programs range from 30 to 60 approved graduate Semester Credit Hours (SCH), which must be from courses at the 5000 level or higher.

Graduate Courses

Graduate courses are numbered 5000 or higher. Courses at the 5000 level are open only to students with graduate standing and senior undergraduate students who meet specific criteria. Courses at the 6000 level and higher are limited to students admitted to a doctoral program, or graduate students who meet specific criteria. Please consult the individual graduate program for additional details or requirements.

Maximum Course Load

Graduate students may not register for more than 12 hours in a regular semester without the approval of the College Dean. Students may not register for more than 6 hours of coursework in a single session of summer school without the approval of the College Dean.

Repetition of a Course

Repetition of a Course to Raise a Grade: A course in which the final grade is C or lower may be repeated. A course in which the final grade is a B may be repeated only with the permission of the Graduate Dean. A **maximum of two courses** may be retaken during graduate study at the

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University. **Each course may be repeated only one time. All grades** received for the course will be **computed in the grade point average.**

Repetition of a Course for Multiple Credit: A course may be repeated for multiple credit towards graduation only when so designated in the course description and approved by the faculty advisor.

Time Limit to Degree and Recency of Credit for Master's Degrees

The requirements for a Master's degree at Texas A&M University-Corpus Christi must be **completed within seven years** subsequent to admission to the program. The seven-year period begins with the first semester students are enrolled in a graduate program.

Credit for graduate courses that are more than seven years old will not be counted toward a Master's degree. Exceptions, provided the courses were completed at this university, will require strong justification in writing from the student requesting the exception as well as a revalidation plan. Written approval from the major department chairperson, the Dean of the college from which the degree is offered, the Graduate Dean, and the Provost are required. See revalidation process below.

Revalidation of Courses Beyond the Seven Year Limit for Master's Degrees

Courses listed on the plan of study completed more than seven years prior to graduation are considered dated. The department chair or program coordinator will recommend a revalidation plan. Revalidation will verify that the student's knowledge in a specific subject area is current and documented.

Options for course revalidation include a written examination, a 3–5-page essay, a project, a course retake, or other equally rigorous academic means appropriate to the discipline to determine the student learning outcomes have been met. Revalidation requests must be submitted on the [Revalidation Request Form](#) and accompanied by a written justification, updated degree plan, revalidation plan, and documentation used for revalidation. All revalidation requests and plans must be approved by the student's faculty advisor, the department chair, the College Dean, the Graduate Dean, and the Provost.

The student's advisor, department chair, and College Dean are responsible for determining whether the student demonstrated sufficient course knowledge necessary for successful course revalidation. Successfully revalidated courses may be included in the student's plan of study. **Graduate students will not be permitted to submit more than 12 semester hours** of the program's courses for revalidation. Courses beyond the 12-semester hour limit will need to be retaken. Courses must have been completed at this university to be eligible for revalidation.

Request for Leave

There is no continuous enrollment requirement for Master's students. However, all graduate students who have been inactive for two years or more must reapply for admission to the College of Graduate Studies prior to the term of re-enrollment. Some programs may require re-application after only a one-year absence. **Time spent away from the program without an approved leave of absence request (see below) will count toward a student's time to degree.**

Students experiencing **life-changing or catastrophic events** (e.g, serious illness of a student or immediate family member, death of an immediate family member, divorce, etc.) are encouraged to consult with their department chair and request a leave of absence in writing from the College of Graduate Studies using [Form K: Request for a Leave of Absence](#), especially if the Recency of Credit Rule will be impacted. Consideration of requests submitted after the degree time limit has expired will be impacted by evidence of successful continuous progress towards the degree, programmatic changes, and faculty availability.

Requests for a leave of absence must be approved by the faculty advisor, the Program Coordinator, the College Dean, and the Graduate Dean. If the Graduate Dean approves the petition, the registration requirement will be set aside during the period of leave. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree including use of university facilities and faculty mentoring/advice. Counting of the time to the completion of the degree pauses when a leave of absence is granted and resumes when the student re-enrolls to continue the program.

A student who is in good standing may petition for a leave of absence of no more than one academic year (consecutive semesters) and the maximum number of leave of absence requests is two. In case of extenuating circumstances, a one-semester leave of absence can be extended to a maximum of two full semesters by the student's Faculty Advisor and or Program Coordinator and the Graduate Dean. A student who returns to the University after an approved leave of absence will not be required to submit an application for readmission to the College of Graduate Studies. International students should visit with an advisor in the Office of International Education to find out how a Leave of Absence may impact their stay or re-entry into the U.S.

Title IX regulations also require the university to treat **pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence** for so long a period of time as is deemed medically necessary by the student's physician. At the conclusion of the leave of absence the student will be reinstated to the status that she held when the leave began. Students requesting leave of absence under this provision must **submit their request to the Title IX Coordinator (825-5826)**, who will initiate the process. The Associate Provost and Vice President for Academic Affairs will notify the instructors and coordinate the student's reinstatement as appropriate.

Transfer of Credit

In addition to the general Transfer of Credit Policy in the Graduate Catalog, specific requirements must be met for courses that may transfer for credit. The following rules apply to these courses, with the exception of degrees offered jointly.

- Credit used for a degree earned at another institution cannot be applied to a graduate degree at A&M-Corpus Christi
- No more than twelve semester hours of graduate level study may be transferred.
- Specific programs may limit the number of transfer courses allowed to less than twelve.
- All transfer work must be appropriate to the degree being sought.
- Transferred graduate credit must have been earned at an accredited institution.

- The student must have earned a grade of B or better in the transfer course work. Courses lacking letter grades (e.g., courses graded pass/no pass, credit/no credit, or satisfactory/unsatisfactory) will not be accepted as transfer credit.
- The course work must be less than 7 years old at the time the A&M-Corpus Christi degree is awarded.

Please see individual programs for specific requirements related to Transfer Credits.

Degree Plans

All students will develop a degree plan that is consistent with the requirements of the program. Degree plans must be submitted by the time students have completed 50% of the required coursework in the program. Copies should be forwarded electronically to the College of Graduate Studies to be approved by the Graduate Dean.

Changes in the degree plan must be approved by your committee chair, College Dean, and the Graduate Dean **prior to enrolling** in the substituting course using [Form I: Graduate Degree Plan Exceptions Form](#).

A student may petition to apply credits earned while in non-degree, certificate, or a previous Master's seeking status by submitting [Form I: Graduate Degree Plan Exceptions Form](#). However, no more than twelve credit hours may be applied to the Master's degree.

The Thesis Committee

Students who choose the thesis option within their program of study must form a thesis advisory committee prior to enrolling in thesis or research hours. Specific programs may require for the committee to be formed earlier. Please check with your program for a specific timeline. For committee composition and membership, students should consult the coordinator of their degree program. The Graduate Dean will review and approve the thesis committee after submission of [Form A: Thesis Advisory Committee Appointment Form](#). **All committee members must hold graduate faculty status at TAMUCC** and are required to review and approve degree plans and participate in all thesis-related activities as applicable such as proposal hearings, comprehensive and/or final examinations, including the thesis defense, and are required to sign relevant documents. More than one vote against passing of the comprehensive exam or final exam (which includes the thesis defense) will constitute failure. Programs may have additional comprehensive or final exam requirements. Contact your program for more information.

Students who wish to change the composition of their thesis committee after approval should submit [Form D: Thesis Committee Member Change Request](#) to the College of Graduate Studies.

Grade Point Average

In order to remain in good standing, as well as eligible for university funding such as scholarships and assistantships, the university requires students to maintain a minimum grade point average of 3.0 ("B") for all graduate work undertaken. Texas A&M University-Corpus Christi uses a 4.0 scale for calculation of Grade Point Average (GPA).

Only grades earned at this University will be used to calculate the TAMUCC grade point average as used in determination of eligibility for graduation.

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

Grades are made available to students at the end of each grading period at <http://sail.tamucc.edu>

Scholastic Probation

The university places a student on probation if their cumulative **graduate grade point average** falls **below 3.0** at the end of a semester.

Placement on Scholastic Probation: A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's cumulative graduate grade point average falls below 3.0 (or a higher GPA set by the program). A graduate student receiving a grade of U or NC in research will also be placed on scholastic probation.

A student can be on scholastic probation only once (see section on Enforced Withdrawal below).

Removal from Scholastic Probation: A student must achieve a cumulative 3.0 GPA (or higher GPA if required by the program) within completion of the next nine (9) semester credit hours to be removed from scholastic probation, if scholastic probation was due to an unsatisfactory GPA. The courses included in the nine (9) semester hours must be approved by the program faculty for degree-seeking students.

- A student who received a grade of U or NC in research may be removed from scholastic probation after one year if the student achieves a cumulative 3.0 GPA (or higher GPA if required by the program) or subsequently receives grades of S or CR in research.
- A student will not be placed on scholastic probation in a graduating semester if the cumulative GPA is 3.0 or higher and there are no more than two C's for courses on the degree plan.
- A student who is removed from scholastic probation is not eligible for placement on Scholastic Probation a second time.

Enforced Withdrawal

Enforced withdrawal is reflected on the student's academic record. A student who **is or has ever been on scholastic probation** will be placed on enforced withdrawal if,

- the student's grade point average for **any subsequent term** falls **below 3.0**, or
- the student receives a second grade of U or NC in research, or
- other scholastic requirements are not met, or
- the student does not achieve the required cumulative GPA (3.0 or higher if required by the program) within completion of nine (9) semester hours.

Reinstatement

A student on enforced withdrawal **may not enroll** in any graduate program for a **minimum of 12 consecutive months**. A student **must reapply**, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies following the period of enforced withdrawal. The application may be submitted prior to the requested enrollment date. After reinstatement, students will normally be allowed to continue in

the program from the point of progression they had reached before enforced withdrawal. Colleges or programs may develop additional procedures or requirements related to re-enrollment following enforced withdrawal or unapproved absences. Please see the appropriate college or program section of the catalog for specific requirements.

Comprehensive Examination/Capstone Experience/Creative Project/Thesis

All graduate programs have a culminating experience. In addition to successful completion of all courses required for graduation, students are required to pass a comprehensive written examination, successfully complete a capstone experience or creative project, defend a thesis, or a combination of these as specified by the program.

The thesis must be checked for plagiarism (see “Thesis Guidelines” below) and approved by the thesis committee prior to the defense. **Students must be enrolled the semester in which the thesis defense/final examination occurs and in the semester in which they graduate.**

SECTION IV. FINANCIAL ASSISTANCE

Programs to assist you in financing an education at Texas A&M University-Corpus Christi are administered by the Office of Student Financial Assistance, including scholarships, grants, work study, and loan programs.

Financial Aid

Application forms and detailed instructions on applying for financial aid are available through the Office of Student Financial Assistance at the following web address: <http://osfa.tamucc.edu>.

Scholarships

Eligibility

Current graduate students who want to apply for a graduate scholarship can apply via the [NextGen Scholarship Application](#) (student ID required).

Eligibility requirements for **receiving** a scholarship include:

- being admitted to Texas A&M University-Corpus Christi.
- a completed Graduate Scholarship Application.
- being a graduate degree or certificate-seeking student.
- being enrolled in at least six (6) graduate student credit hours during a regular semester or three (3) graduate student credit hours during the combined summer terms for summer scholarships. Please note: individual scholarships or Colleges (i.e., the College of Science and Engineering) may require full-time enrollment (9 graduate SCH) during the regular semesters.
- a 3.0 GPA minimum (graduate GPA for returning students or last 60 SCH for new students)

Scholarships funds will normally be disbursed throughout the academic year. For example, a \$1,000 scholarship awarded for the academic year, will be paid out as \$500 in the fall semester and \$500 in the spring semester.

Graduate Assistantships

A limited number of graduate assistantships are available through the individual colleges and other academic units on campus. Students are encouraged to inquire with the coordinator of their graduate programs regarding assistantship availability. Graduate students interested in becoming Teaching Assistants in the First-Year Seminar Program should contact the Director of the University Core Curriculum Program for information.

In addition to individual Colleges, the following units may also hire graduate assistants. This is not an inclusive list.

College of Graduate Studies

Computer Services

Center for Coastal Studies

Garcia Education Center

Center for Water Supply Studies

Library Operations

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

Conrad Blucher Institute for Surveying and Science	Research, Commercialization, and Outreach
Office of Marketing and Communications	Office of the Provost
Office of Assessment & Continuous Improvement	Office of Student Engagement and Success
Office of Student Financial Assistance	Coastal Bend Business Innovation Center
Career Services	Harte Research Institute for Gulf of Mexico Studies

Fellowships

Recipients of national fellowships such as the NSF Graduate Research Fellowship, National Academies, NDSEG, or National Physical Science Fellowship may apply for a TAMU-CC National Recognition Scholarship at <http://gradschool.tamucc.edu//funding/index.html>.

In addition, fellowship recipients are eligible to participate in the TAMU Postdoctoral & Graduate Student Fellow health insurance plan. Plan details and enrollment instructions can be found at: <http://employees.tamu.edu/benefits/grad-students/>

Out-Of-State Tuition Waivers

Non-resident students receiving a 50% FTE graduate **assistantship** (research or teaching) are eligible for **in-state tuition and fees** at the rate charged to Texas residents for the **semester** in which they **hold the assistantship appointment**. To receive in-state tuition rates, students must maintain a graduate course load of at least six (6) hours during long semesters or three (3) hours during the summer session. Individual programs/departments/colleges may have additional qualification requirements (i.e., assistantships funded by the College of Graduate Studies and College of Science and Engineering require nine (9) SCH graduate enrollment during long semesters).

To request an out-of-state tuition waiver,

1. download and complete the “Graduate Assistant In-State Tuition Form” available at <http://gradschool.tamucc.edu/forms/GradAssistant/GradAssistExemption.pdf>.
2. submit the completed form to the College of Graduate Studies for processing.

This form must be completed **once every academic year**.

Graduate Assistants (GAs) appointed for more than one semester will receive notification from the College of Graduate Studies (CGS) in November to complete and submit a **reaffirmation form** online, confirming their eligibility to receive in-state tuition. **The reaffirmation form must be completed every semester** and is required to retain eligibility for in-state tuition. The form can be accessed at: http://gradschool.tamucc.edu/TA_RA_waiver_request.html.

Students receiving a University **scholarship of \$1,000 or more** per year **may be eligible** for in-state tuition contingent upon availability of Competitive Scholarship Waivers. The University Scholarship Office or the Office of the Provost determines how many waivers are available each year. There is no separate form required.

SECTION V. GRADUATION

Graduation Deadlines

Students must submit a completed application for graduation online through their S.A.I.L account **by the posted deadline**. Graduation deadlines and pricing are posted by the [Office of the Registrar](#). Graduation application fees are non-refundable.

Commencement

For dates, times and location of the commencement ceremonies please visit <http://commencement.tamucc.edu/>.

Regalia

Graduates must wear official regalia to the commencement ceremony. These items can be rented or purchased at the Barnes & Noble University Bookstore. For more information, please call the bookstore at 361-825-2603.

Diploma

Diplomas will be made available to the students once an audit has confirmed completion of all requirements. This process may take a few weeks after graduation. After confirmation, diplomas may be picked-up at, or are mailed to the graduate by the Registrar's Office. For more information contact 361-825-2624, press option 2 to be connected. Master's graduates will receive a diploma folder at commencement with a congratulatory letter from the University President.

SECTION VI. THESIS GUIDELINES

The following guidelines were developed to help thesis option Master's candidates and their committee members to prepare the thesis manuscript. The thesis should be presented in a scholarly, well-integrated and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.

Research

The responsibility for the ethical conduct of student research is jointly held by the instructor and the student, each being fully responsible for the research. Approval to conduct research involving **human subjects or animals**, which may require [Institutional Review Board](#) or [Institutional and Animal Care and Use Committee](#) review, must be obtained prior to conducting **any** data collection. Contact the Compliance Officer for additional information.

Compliance Officer <http://research.tamucc.edu/compliance>
Faculty Center 168 361- 825-2497

Plagiarism Check for Theses

Plagiarism is not tolerated at Texas A&M University-Corpus Christi. All theses must be checked through Turnitin or an instrument of equivalent rigor prior to the defense. The College of Graduate Studies requires that the student's faculty advisor **certify** that the thesis has been electronically checked for plagiarism. [Form B - Preliminary Agreement to Schedule the Thesis Defense/Final Examination](#) must be used to transmit the certification to the College of Graduate Studies. If Turnitin is not used, the process that was followed must be described and submitted together with Form B.

For information about Turnitin, tutorials, and how to create a user account, see:
<https://distance-education.tamucc.edu/turnitin.html>

Departments will determine their own guidelines for theses checks, how they deal with the results revealed, and remedies to address indications of plagiarism, consistent with existing rules and regulations, including [University Rule 13.02.99.C3.01: Procedure for Academic Misconduct Cases](#).

An online plagiarism course has been established through the Office of Research Compliance CITI training account. This course is available free of charge for faculty members to use and assign to students as appropriate. The plagiarism course description and registration instructions are available at: http://research.tamucc.edu/compliance/citi_training.html.html. Students are able to download the certificate of completion after the course quiz.

Thesis Student Checklist

Thesis Student Checklist

**Please use the checklist below for a timely submission of requirements.
Forms can be found at <http://gradschool.tamucc.edu/forms.html>**

Timeline

<input type="checkbox"/>	Degree Plan	Before completing 50% of required program SCH
<input type="checkbox"/>	Form A – Thesis Advisory Committee Appointment	Before start of data collection/creative activity
<input type="checkbox"/>	Form B – Preliminary Agreement to Schedule the Thesis Defense/Final Examination	Five (5) days prior to defense
<input type="checkbox"/>	Form C – Dissertation Defense & Written Dissertation Report - Form should not be signed until student has passed the defense AND made all necessary thesis changes requested by the committee.	Two (2) weeks prior to Graduation
<input type="checkbox"/>	Form D – Thesis Committee Member Change Request	As needed
<input type="checkbox"/>	Form I – Graduate Degree Plan Exceptions Form	As soon as needed for exception
<input type="checkbox"/>	Form J – Graduate Degree Plan Revalidation Request	As needed
<input type="checkbox"/>	Form K – Request for a Leave of Absence	As needed, prior to requested leave period
<input type="checkbox"/>	Final Version of Thesis Submitted to ProQuest www.etsdadmin.com/tamucc - Thesis submission deadlines can be found online at http://gradschool.tamucc.edu/current_students/masters_students.html Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at http://gradschool.tamucc.edu/current_students/doctoral_dissertation.html	2 weeks prior to Graduation

Thesis Formatting Guidelines

Your thesis must conform to academic and institutional standards. The following guidelines will help ensure your thesis is completed and submitted appropriately. Acceptable formats for the body of the thesis will vary by program area. For more specific guidelines, please see individual graduate program handbooks.

The College of Graduate Studies can help with thesis formatting. For more information, please contact Ms. Morgan Beard (ext. 3675, morgan.beard@tamucc.edu) in the College of Graduate Studies

Margins

Text may not extend beyond 1-inch for left/right margins and for the top/bottom for each page. All figures and tables must also conform to these margins. Do not hyphenate words between lines.

Pagination

Number all pages in the thesis manuscript **except** the Title Page, the Copyright Pages, and the Committee Member Page. Page numbers on all numbered pages should appear 0.5 inches from the bottom center of the page in Times New Roman font.

Number the preliminary pages of the thesis with lower case Roman numerals (bottom center). The Abstract page is the first numbered page; it follows the Title, UMI Publisher's (which is automatically inserted- DO NOT LEAVE A BLANK PAGE FOR THIS PAGE), Copyright, and Committee Member Pages and is numbered v. Number the text and supplementary pages of the thesis manuscript with Arabic numerals. The first page of the narrative text begins with 1 and the numbering runs consecutively to the end of the manuscript.

Order of Preliminary Pages

Please see the examples for the title, copyright, abstract, and table of contents pages found in Section VII of this document. The templates can also be found online at <http://gradschool.tamucc.edu/forms.html> under the Masters Program tab.

- Title page (no pagination)
 - Use the [online template](#) to format this page:
 - Title should be in all capital letters, centered. (Exception: genus, species, chemical element symbols should be upper and lower case and in italics as needed to comply with the custom of the discipline)
- Copyright page (no pagination)
 - Use the [online template](#) to format this page:
 - Note: When you submit your thesis for publication you will be asked if you want to pay an additional fee for Copyright. This is for a Registered Copyright. In the United States, the United States Copyright Office accepts registrations. For works created in the US by US citizens, a registration is required before an infringement suit may be filed in a US court. Furthermore, copyright holders cannot claim statutory damages or attorney's fees unless the work was registered prior to infringement, or within three months of publication.
- Committee member page (no pagination)
 - Use the [online template](#) to format this page:

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- ABSTRACT (pagination begins here with v) – allows for automatic insertion of UMI Proquest publisher page.
 - Text of the Abstract must not exceed 350 words (this does not include preliminary lines). Any term (or numeral) with a space on either side is counted as one word.
 - The text of the Abstract starts two spaces below the title.
 - The text is double-spaced or space-and-a-half according to the spacing style of the text of the thesis. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified).
 - View the abstract examples for information on abstract formatting for Traditional Thesis or Manuscript Thesis formats.
 - Abstract content is determined by the student’s specific Master’s program guidelines
- DEDICATION
 - Center DEDICATION at the top of the page.
 - The text of the dedication starts two spaces below the title.
- ACKNOWLEDGEMENTS
 - Center ACKNOWLEDGEMENTS at the top of the page.
 - The text of the acknowledgements starts two spaces below the title.
- TABLE OF CONTENTS
 - Insert an automatic Table of Contents from the References tab in Microsoft Word.
 - Center TABLE OF CONTENTS at the top of the page.
 - Use the headings CONTENTS and PAGE for the listing of topics and pages, respectively.
 - List the preliminary pages (beginning with the abstract and including the Table of Contents) and include all headings and subheadings used in the thesis, exactly as they appear in the body.
 - Chapter numbers should be in Roman numeral format.
 - The Table of Contents should be double-spaced, in 12-point, Times New Roman font and should **not** include bold, italicized, or underlined font.
- LIST OF FIGURES AND LIST OF TABLES Use *the heading* LIST OF FIGURES (or TABLES) *as appropriate for the listing of pages.*
 - Center LIST OF FIGURES (or TABLES) at the top of the page.
 - Use the headings FIGURES (or TABLES) and PAGE for the listing of figures/tables and pages, respectively.
 - Insert an automatic Table of Figures from the References tab in Microsoft Word.
 - The List of Figures/ List of Tables should be double-spaced, in 12-point, Times New Roman font and should **not** include bold, italicized, or underlined font.

Deadlines

To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed [Preliminary Agreement to Schedule the Thesis/Dissertation Defense/Final Examination](#), (2) the [Thesis Defense & Written Thesis Report](#), and (3) the thesis in final form as a PDF file. This date, along with other dates of interest, is posted on the [College of Graduate Studies website](#). There are no exceptions for late submittal. Students submitting after Deadline Day cannot graduate until the following semester and will be required to enroll in thesis hours in the semester of graduation.

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

Final Steps to Submitting Your Thesis

After your [Thesis Defense & Written Thesis Report](#) (Form C) is submitted and all requested changes have been made, you can submit your thesis electronically. Before you begin the submission steps, please be sure you have the following:

- a) *Full text of your thesis in PDF format.* This must be one file with embedded fonts. The maximum file size that can be uploaded is 250 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions about PDF conversion and embedding fonts are available at the ProQuest/UMI ETD Administrator site under the “Submission Steps/PDF” tab.
- b) *Optional supplementary files.* Images, data, etc. that are an integral part of the thesis, but not part of the full text.
- c) Advisor and other committee members’ names.
- d) *Subject Category.* Please choose up to three subject categories from the Subject Category List (http://www.etsdadmin.com/UMI_SubjectCategoriesGuide.pdf) that best describe your thesis.

Submission Guidelines

Go to <http://www.etsdadmin.com/tamucc> to create an account or login using an existing account.

When signed into the account, a list of submission steps will be visible on the left hand side of the computer screen. These steps will serve as a guide through the submission process. A checkmark will appear once each step is completed. For a detailed presentation on the electronic submission process, visit:

http://gradschool.tamucc.edu/current_students/assets/ProQuest_Dissertation_Submission_Guide.pdf

Publication of your Research; Copyright Issues

[Note: based on information in the Texas A&M University Thesis Manual]

It is the student’s responsibility to be aware of and adhere to U.S. copyright laws regarding the thesis and its contents.

If you are using your already published material in the thesis (journal policies):

Graduate students may publish material that will later be used as part of the thesis. However, students should be aware of the publishing agreement they sign when a journal accepts an article for publication. At that time, the student/lead author typically transfers copyright to the journal as publisher, and you he/she no longer possess the right to use this material without permission. **However, the publishing agreement form may be modified before it is signed so that the student retains the right to include the material in the thesis.** The publisher would still have the rights it needs to print, distribute, and sell the work. When negotiating with the publisher, remember to inform them that the thesis will be available worldwide through the Internet (theses will be sent to ProQuest/UMI and can be purchased through them).

If you have **not** retained the right to use your previously published material in the thesis, you must get permission from the copyright holder to include it. If the journal retains the right to an article

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and does not allow its exact reproduction in your thesis, we recommend that you contact them to ascertain whether a revised or reworded chapter is acceptable.

If you are planning to use your thesis material in a future publication:

Students who plan to publish thesis material in future articles need to investigate whether the journal of choice will publish material already made available to the public and consider this when choosing an option for making the thesis available after graduation. You have the option to restrict full-text access to your thesis for a period of time before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. This process is called an **embargo** or delayed release. More information is available during the submission process through ProQuest. **ProQuest embargo options include 6 months, 1 year, and 2 years. If a student needs to delay the release for longer than two years, contact the College of Graduate Studies for instructions.**

If you are planning to include others' copyrighted material in the thesis:

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if permission from the copyright holder is needed. The student should consider a number of factors when utilizing material from other sources, including whether or not the material is in the public domain or can be used under the provisions of Fair Use. Regardless of whether or not permission is required, proper credit must be given in the text. For material that requires permission, acknowledgment should be included in the text, per the instruction of the copyright holder. For additional information regarding copyright and fair use, refer to the [Copyright and Your Dissertation or Thesis](#) document available at our website.

To summarize, when using published material:

- Determine if the material is copyrighted or not. Non-copyrighted material may be reused freely, as long as credit is given to the original source
- If the material is copyrighted, determine if it may be included in your thesis under the provisions of Fair Use. If Fair Use applies, do not seek permission.
- If Fair Use does not apply, obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of all work created by others and included in the thesis.
- Students must inform the copyright holder that the thesis will be sent to, and sold on demand by, ProQuest/UMI.

Binding

Thesis binding will be handled through the ProQuest/UMI ETD Administrator. During the submission process, students have the opportunity to order personal copies, along with the required university copy for the Library.

Each volume is rendered with respect for the scholarly research, featuring:

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- Brilliant white 32 lb. paper stock: acid-free and archival-grade, this photographic-quality stock is brighter and more opaque for better ink contrast and readability.
- Any color graphics included in the digital copy of the thesis received by ProQuest/UMI can now be reproduced in color at no extra charge. Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
- Durable hardbound copies are 8½” × 11” with black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil on the spine. Handmade thread-sewn bindings and generous margins enable volumes to be opened flat.
- Thesis copies are shipped approximately **8 to 12 weeks** after submission of the manuscript to the address provided by the student.

Distribution

Library Copy	The library copy will be delivered directly to Texas A&M University-Corpus Christi, College of Graduate Studies, who will in turn deliver it to the Mary and Jeff Bell Library.
Personal Bound Copies	All personal copies will be delivered to the shipping address you provide during the electronic submission process.
Department Copies	Some programs may require a departmental copy. Students will be responsible for ordering and submitting the departmental copy. Please contact your program directly for information.

Fees

Fee Type	Required	Amount	Payment methods
Library Copy (1)	Yes	\$43	Pay online (ProQuest) during submission process.
Personal Bound Copies	Optional	Varies by type and amount ordered	Pay online (ProQuest) during submission process.
Department Copies	Depends on Program	\$43	Pay online (ProQuest) during submission process.
Copyright Fee	Optional	\$55	Pay online (ProQuest) during submission process.
Open Access Publishing	Optional	\$95	Pay online (ProQuest) during submission process.
* Note: Tax may be added to the total based on your shipping address.			

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.

SECTION VII. EXAMPLES & HINTS

The following examples are meant to guide you and act as samples of what the preliminary pages should look like. Templates are available [online](#) for the title, copyright, and committee member pages.

Title Page Example

Copyright Page Example

Committee Member Page Example

Abstract Page Example

Dedication Page Example

Acknowledgements Page Example

Table of Contents Page Example

List of Figures Page Example

List of Tables Page Example

THE TITLE OF YOUR THESIS BELONGS HERE IN ALL CAPS AND IF IT IS LONG ENOUGH, IT WILL FILL THE SECOND LINE

A Thesis

by

YOUR NAME

BS, University Name, Year*

*This is only for degrees previously earned! Please do not include your major with the degree name, and list the degree simply as BA, BS, MA, etc. For example:

BS, University Name, †Country, Year

MS, University Name, †Country, Year

†International Students must include the name of the country between the school and the date the degree was received, if it was received outside of the US.

*Delete this box before typing in your information.

MASTER of SCIENCE

in

PROGRAM NAME (e.g., MARINE BIOLOGY)

Texas A&M University-Corpus Christi
Corpus Christi, Texas

Last month of graduating semester and year (e.g., August 2016)

© Your Full Legal Name

All Rights Reserved

August 2016

THE TITLE OF YOUR THESIS BELONGS HERE IN ALL CAPS AND IF IT IS LONG
ENOUGH, IT WILL FILL THE SECOND LINE

A Thesis

by

YOUR NAME

This thesis meets the standards for scope and quality of
Texas A&M University-Corpus Christi and is hereby approved.

Albert Einstein, PhD
Chair

Stephen W. Hawking, PhD
Co-Chair

William S. Nye, PedD
Committee Member

August 2016

ABSTRACT Example for Traditional & Section Thesis Format

The thesis abstract is the “gateway” to your thesis and it should provide a “complete snapshot” of your manuscript. The text of the Abstract starts two double spaces below the preliminary lines and is double-spaced or space-and-a-half according to the spacing style of the text of the thesis. The text of the Abstract should not exceed 350 words. Paragraph one introduces your specific problem and the theoretical underpinnings driving the study.

Paragraph 2 describes the population and/or the methodology, e.g., population size (number of organisms sampled, etc.), location, process for data collection, and types of analyses employed to conduct the study.

Paragraph 3 describes the findings.

Paragraph 4 briefly shares the implications, the “so what” of the study, and additional/future research needed.

ABSTRACT Example for Manuscript Thesis Format

The thesis abstract is the “gateway” to your thesis and it should provide a “complete snapshot” of your manuscript while informing the reader of the layout of the thesis. The text of the Abstract starts two double spaces below the preliminary lines and is double-spaced or space-and-a-half according to the spacing style of the text of the thesis. The text of the Abstract should not exceed 350 words. The abstract starts by introducing the specific problem and the theoretical underpinnings/rationale driving the study. Provide the objectives/focus for each of the manuscripts.

Paragraphs 2–4 (or 5) describe the focus of each manuscript and the methodology, e.g., population size (number of organisms sampled, etc.), location, process for data collection, and types of analyses employed to conduct the study. Following your methods description, state the results or findings, as appropriate.

The final paragraph briefly shares the implications, the “so what” of the study, and additional/future research needed.

DEDICATION

The Dedication page is optional and follows the Abstract. The title DEDICATION is capitalized and centered at the top of the page. The text of the DEDICATION starts two double spaces below the title.

ACKNOWLEDGEMENTS

The Acknowledgements page is optional and follows the Dedication. The title ACKNOWLEDGEMENTS is capitalized and centered at the top of the page. The text of the A starts two double spaces below the title.

I would like to thank my committee chair, Dr. Einstein, and my committee members, Dr. Hawkin and Dr. Nye, for their guidance and support throughout the course of this research.

Thanks also go to my friends and colleagues and the department faculty and staff for making my time at Texas A&M University-Corpus Christi an enjoyable experience. I also want to extend my gratitude to my parents, who kept my dog for me while I was finishing my thesis.

Finally, I want to thank Morgan Beard, who provided the awesome examples of how to format the preliminary pages.

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