Master of Education (M.Ed.) in Curriculum & Instruction with Reading Specialist Certification

I. Perspectives

A. Program Purpose and Goals

The Master of Education (M.Ed.) in Curriculum and Instruction with literacy emphasis program within the Department of Teaching, Learning and Culture offers students the opportunity to earn their Master's degree along with completing coursework for a state certification at the same time: State of Texas Reading Specialist.

Research tells us that many teachers lack the knowledge necessary to deliver evidence-based literacy instruction (Binks-Cantrell, Joshi, Washburn, 2012; Binks-Cantrell, Washburn, Joshi, & Hougen, 2012; Cunningham, Zibulsky, Stanovich, & Stanovich, 2009; Moats, 2014), and we also know from personal experience that many schools across Texas desire their teachers to have additional literacy training and expertise. The Master of Education in Curriculum and Instruction with literacy emphasis program can help address these needs by offering distance education and face-to-face delivery options.

There are seven specific RDNG courses that must be completed to fulfill the coursework requirements for the State of Texas Reading Specialist certification: RDNG 602 (Prev. 674), 603 (Prev. 649), 604, 616, 620, 605 (Prev. 642), and 609 (Prev. 650).

There are also three other RDNG courses that are recommended as electives (RDNG 612, 613, and 630) from which students can choose to fulfill the remaining 6 hours necessary for their Master's degree. These courses are outlined on the degree plan included at the end of this document.

B. Distance Education Delivery Option

To reach more potential students and current/future teachers across the state of Texas and beyond, a distance education option for the program was added in the Spring of 2018. Offering distance education options for all of the required certification courses also offers students in other online Master's programs the opportunity to complete the required
coursework for the state certifications as electives if they wish to do so.

The online program offering of the Reading Specialist certification includes both asynchronous and synchronous online classes for students. Asynchronous courses are those where students complete course requirements, as indicated by the syllabus and deadlines, on their own time. Three online courses are offered asynchronously: RDNG 613, 630, and 620. Six courses are offered synchronously, which means the classes occur on set schedules and time frames in conjunction with the face to face section of the course. These classes include: RDNG 602, 603, 604, 616, 605, and 609. Students enrolled in those classes will join the face to face class via video conference.

Students joining face to face classes via video conference participate in class just as if they were attending in person. They are provided electronic copies of PowerPoints, documents, and any other materials being utilized in class ahead of time. They are encouraged and asked to participate in discussions and are placed with a partner or small group for breakout discussions/work.

For the reading clinic practicum courses (RDNG 604 and 605), students are asked to find a struggling reader from their community and video record some of the assessment and instructional sessions (with necessary permissions secured and precautions taken for video recording). Standardized tests used in the reading clinic are shipped to students at a distance and they will sign an agreement to assume responsibility for returning the tests in quality condition via a prepaid shipping label. Money generated from the distance education fees as well as the reading clinic fees will be used to pay for the shipping of tests. The three other RDNG courses recommended as electives (RDNG 612, 613, and 630) are also offered online.

References


II. Program Admission

All M.Ed. with literacy emphasis applicants must meet minimum requirements as set by Texas A&M University. While satisfying the minimum admission criteria qualifies the applicant to be considered, meeting minimum criteria for admission to the university does not guarantee admission to this program. A departmental admission committee considers all criteria with emphasis on prior professional experiences having prepared the individual for roles where literary expertise might be valuable and best applied. Excellent writing skills are also highly valued.

Applicants must submit an Apply Texas application with all TLAC Departmental requirements uploaded in the Applicant Information System to be fully considered for admission. Students should visit http://tlac.tamu.edu/admissions/graduate-admissions/med-and-ms-admission-requirements to read the specifics about the admissions process.

A. Minimum Criteria for Admission

Applications are considered for spring, summer and fall admission to the program. March 1st is the deadline for summer and fall admission, and October 1st is the deadline for spring admission. The GRE General test is not required to be eligible for admission to the program. This program does not provide initial teacher certification. These criteria include:

- **Apply Texas application**, including $65 non-refundable fee: www.applytexas.org
- **Official transcripts and records**: submitted directly to Graduate Admissions Processing
- **Two essays uploaded in one document to Texas A&M's Applicant Information System**: https://applicant.tamu.edu/
- **Three letters of recommendation** submitted through the Texas A&M electronic Applicant Information System: https://applicant.tamu.edu/
- Minimum 2.75 GPR
- Hold a valid Texas teacher certification through TEA

B. Overview of Certification:

- The Reading Specialist certification requires the same four courses as the Master Reading Teacher, as well as three more specific RDNG courses (for a total of seven courses).
III. Contact Information

The Department of Teaching, Learning and Culture (TLAC) administrative offices are located on the third floor of Harrington Tower (EDCT). Faculty offices are located on the second, third, and fourth floors of EDCT. The Graduate Advising Office is located in Harrington 366.

- **College of Education and Human Development (CEHD)**
  - Dean: Dr. Joyce Alexander
  - Associate Dean of Academic Affairs: Dr. Beverly Irby
  - Certification Program Coordinator: Misty Corn

- **Department of Teaching Learning and Culture (TLAC)**
  - Department Head: Dr. Michael de Miranda
  - Faculty Program Director: Dr. William H. Rupley
  - Associate Director: Ambyr Rios
  - Academic Advisor III: Kara Bond
  - Academic Advisor II: Christina Presley

V. Reading Specialist Certification

A. Overview

The Reading Specialist certification program requires admission to the master’s graduate program in the Department of Teaching, Learning, and Culture. The Reading Specialist certification program requires students contact an advisor at the time of admission into the master’s graduate program. Intention to pursue certification can also be indicated on the Apply Texas application. Students will need to provide a TEA ID# and a UIN within 7 days of their acceptance notification.

The Reading Specialist certificate is a State of Texas teaching certificate that requires:

- 7 Specific Courses (see below)
- The successful completion of a TExES examination given by the State
- A valid Texas teaching certificate
- Two years of successful teaching experience in an accredited school (can be completed before, during, or after coursework)
• Current guidelines can be found on the TEA website, http://tea.texas.gov/Texas_Educators/Certification/Additional_Certifications/Student_Services_Certificates/

Core courses for the M.Ed.
• EDCI 602: Cultural Foundations of Education
• EDCI 644: Curriculum Development
• EDCI 673: Analysis of Teaching Behavior

B. Required reading courses

Survey Courses: These courses are survey courses designed to introduce current practices in teaching reading, EC-12. At least one of these should be taken prerequisite to or concurrent with any other RDNG courses in the program.
• RDNG 602 (Prev. 674): Developmental Reading in the Elementary School
• RDNG 603 (Prev. 649): Reading Instruction in High School and College

Advanced Courses:
• RDNG 604: Reading Diagnosis
• RDNG 616: Organization and Supervision of Reading Programs
• RDNG 620: Literacy and Language
• RDNG 605 (Prev. 642): Clinic Teaching in Reading
• RDNG 609 (Prev. 650): Foundations of Reading Instruction

Other Recommended Courses:
Because the Reading Specialist certificate covers EC-12, students are encouraged to take courses in child and adolescent development unless prior coursework and experience have satisfied this requirement. Typical courses include: EPSY 646 Issues in Child and Adolescent Development, EPSY 321 Adolescent Development for those with elementary or middle grade certification, or EPSY 320 Child Development for those with secondary certification.
• RDNG 612: Children's Literature and Literacy
• RDNG 613: Multicultural Children's Literature and Literacy
• RDNG 630: Writing Development Assessment and Instruction
VI. Reading Certification Guidelines

1. Students must declare that they are interested in the option to pursue the Reading Specialist certification when accepting the admission offer for the master’s graduate program.

2. Students can later choose not to take the certification exam but will not be able to change their mind after 6 months of graduation have passed.

3. Students must take the exam within 6 months of graduation.

4. When students declare their interest in pursuing certification upon accepting admission into the program, they must also claim a TEA ID# if they do not already have one. The TEA ID# must be claimed at the time of admission into the master's program.

5. All requested information must be provided by the student by the deadlines provided.

6. During the final semester of coursework, students will notify contact of their intention to graduate and take the certification exam(s).

7. Students will need to provide the following documentation: TEA ID#, UIN, Service records documenting teaching experience at an accredited school.

8. The student cannot test until they have completed all required coursework. The test must be taken before 6 months have passed. Students will not receive certification until they have received their diploma, passed the exam, and have provided documentation of past teaching experience (2 years for the Reading Specialist).

9. If the student does not yet have the required teaching experience, they can still be approved to take the exam(s), but certification will not take place until they can send us a service record that demonstrates successful completion of the required teaching experience at an accredited school.

10. Teaching experience cannot be satisfied by pre-certification observation hours or student teaching.

11. Teaching experience cannot be satisfied by substitute teaching experience.

12. Students who did not declare intention to be certified at the beginning of their program (upon admission) cannot be approved to take the exam(s).

13. Students who began their graduate studies prior to 2014 can no longer be approved to take the exam(s).
VII. Certification Application Procedures

Prerequisites:

- Student must have at least a master's degree.
- Student must have at least two years full-time teaching experience.
- Student must have a valid Texas teacher certificate.
- Student must have completed required coursework.

The following documents must be submitted with the attached form:

- Original transcript(s) of all courses taken towards certification. Transcripts are needed only if courses were not taken at TAMU-College Station.
- Copy of teacher certificate.
- Copy of teaching record showing at least two years full-time teaching experience.
- Copy of TExES scores. Student must provide a copy of scores even though TAMU has been designated as recipient of scores.
- Complete the College of Education and Human Development Certification Office form.

NOTE: Certificate applications are forwarded to the College of Education and Human Development Certification Coordinator. You will receive an email notification when your certificate has been approved.
Aggie Information You Need

- **Office of Graduate and Professional Studies (OGAPS)** (for degree plan and long-form petition needs): [https://ogsdpss.tamu.edu/default.aspx](https://ogsdpss.tamu.edu/default.aspx)

- **Howdy!** (to register for classes, view transcript, view grades, finances and apply for graduation): [https://howdy.tamu.edu/uPortal/normal/render.uP](https://howdy.tamu.edu/uPortal/normal/render.uP)

- Scholarships and Financial Aid, 979-845-3236, [financialaid@tamu.edu](mailto:financialaid@tamu.edu)

- Student Business Services, 979-847-3337, [sbs@tamu.edu](mailto:sbs@tamu.edu)

- eCampus login & online student community: [http://ecampus.tamu.edu/](http://ecampus.tamu.edu/)

- **Admissions** (to transfer credits, send final transcripts, etc.): 979-845-1060, [admissions@tamu.edu](mailto:admissions@tamu.edu)

- Christina Presley, Academic Advisor II, [cmpresley@tamu.edu](mailto:cmpresley@tamu.edu), 979-862-8032


- **Distance Education Texas A&M page** (including tips for success): [http://distance.tamu.edu/Tips-for-Success](http://distance.tamu.edu/Tips-for-Success)

- **Department of Teaching, Learning and Culture (TLAC) website**: [http://tlac.tamu.edu/](http://tlac.tamu.edu/)

- **Librarian**: Ashlynn Kogut, [awkogut@library.tamu.edu](mailto:awkogut@library.tamu.edu)

- **Writing Center**: [https://writingcenter.tamu.edu](https://writingcenter.tamu.edu)

- **TLAC Facebook Page**: [https://www.facebook.com/tlac.tamu.edu/](https://www.facebook.com/tlac.tamu.edu/)
# Steps to M.Ed. Success: Earning your M.Ed. in Curriculum & Instruction

<table>
<thead>
<tr>
<th>Step</th>
<th>What to Do</th>
<th>When</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accept offer of admission to certification program; communicate with faculty advisor to plan course of study for first semester; work with advisor to process all paperwork</td>
<td>Before first semester registration</td>
<td>Faculty Advisor, Advisor</td>
</tr>
<tr>
<td>2</td>
<td>Attend new student orientation</td>
<td>Before the start of your first full semester</td>
<td>Faculty Advisor</td>
</tr>
<tr>
<td>3</td>
<td>Complete CITI training</td>
<td>Before the end of your first semester</td>
<td>Advisor</td>
</tr>
<tr>
<td>4</td>
<td>Successfully complete first semester of coursework, maintaining at least a 3.0 GPR</td>
<td>First semester (and each semester thereafter)</td>
<td>Advisor</td>
</tr>
<tr>
<td>5</td>
<td>Establish committee chair; find two other committee members; submit your degree plan online</td>
<td>When you are registered for your 15th hour of coursework</td>
<td>Advisor, chair, department head, OGAPS</td>
</tr>
<tr>
<td>6</td>
<td>Update your degree plan using a long-form petition if courses taken differ from those on the degree plan online</td>
<td>When earning credit hours 15-36 of your degree</td>
<td>Advisor, chair, department head, OGAPS</td>
</tr>
<tr>
<td>7</td>
<td>Email your chair when you are entering your final semester of coursework to schedule your final exam. Download and complete the “Request and Announcement of Final Exam” form from OGAPS.</td>
<td>Final semester of courses</td>
<td>Advisor</td>
</tr>
<tr>
<td>8</td>
<td>Complete Certification Application document. Check to make sure degree program and committee chair are up to date and course work is complete</td>
<td>Before applying for graduation</td>
<td>Advisor, chair and department head</td>
</tr>
<tr>
<td>9</td>
<td>Apply for a degree online at the Howdy portal; pay graduation fee</td>
<td>During first week of final semester; pay graduation fee; see OGAPS calendar</td>
<td>OGAPS</td>
</tr>
<tr>
<td>10</td>
<td>Graduation: arrange for cap and gown at graduation.tamu.edu</td>
<td>After you apply for graduation before deadline</td>
<td>CEHD Cert Office</td>
</tr>
<tr>
<td>11</td>
<td>Take certification test and apply for certification through TEA</td>
<td>After approved by certification office</td>
<td>CEHD Cert Office</td>
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<tr>
<td>*</td>
<td>Update your distance location in Howdy</td>
<td>Each semester</td>
<td>Registrar</td>
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Updated 08.06.19
Registration Important Facts

**Full Time**
Nine hours Fall/Spring; six hours Summer in any combination for full summer benefits or three hours in any combination for an individual summer session.

**Half Time**
In order for domestic graduate students to be eligible for financial aid, they must be registered at least half-time. Half-time registration means:
- Fall/Spring – 5 hours
- 10 Week Summer – 3 hours
- 5 Week Summer – 2 hours

**Continuous Enrollment**
Non-thesis students must maintain continuous enrollment until all degree plan courses are completed. Failure to register for a consecutive two full semesters will yield the need to reapply to the program.

Transfer Work FAQs

*Can I transfer courses?*
You can transfer up to 12 hours of Master’s course work from outside A&M with faculty advisor and OGAPS approval. This coursework must be from an accredited/approved institution, be a 3-credit hour course offered for graduate credit and syllabus must be approved by faculty advisor.

*How do I list transfer courses on my degree plan?*
List them on the degree plan as transfer work and indicate from which university they are being transferred. List them exactly as they appear on the transcript from that institution.

*How are courses transferred?*
Transfer work will not appear on your Texas A&M transcript until a degree plan including the transfer work has been approved by the Office of Graduate and Professional Studies. Once the degree plan with the transfer work has been approved, OGAPS will request that approved transfer courses be added to your TAMU transcript.

*How do I add transfer work if my degree plan has already been approved?*
By filing a petition with the Office of Graduate and Professional Studies requesting that the transfer courses be added to the degree plan.

*What if I have not yet taken the transfer course, but plan to do so?*
List the course on your degree plan or petition just as you would other transfer courses, but indicate the semester in which the course will be taken and the university where it will be taken.
Filing a Degree Plan for Online M.Ed. Curriculum & Instruction Majors

These instructions apply **ONLY** to the following M.Ed. in Curriculum & Instruction online program area: **Reading**.

Students enrolled in their **15th credit hour** must file a degree plan. After this semester, OGAPS places a **hold** on student accounts without an approved degree plan on file. **This hold will prevent you from registering for classes.** Before you begin, you will need the name of your TLAC faculty advisor and a list of the courses you plan to take.

1. Go to [https://ogsdpss.tamu.edu](https://ogsdpss.tamu.edu). Login to the student account.
2. Select the “Create New Degree Plan” link.
3. Click “Add” on the next screen to create a degree plan.
4. Select “TLAC | Teaching, Learning and Culture” for the department.
5. Select “Master of Education” for the degree.
6. Select “EDCI | Curriculum & Instruction” for the major.
7. Select “No Thesis Dist Ed” for the option. You must choose this option to be properly coded and exempt you from the thesis requirement. The code will read “NDE”.
8. Next, you will enter all the courses you have taken, the courses you are taking now, and the courses you plan to take in the future (based on your Reading degree plan). These courses should total 36 hours.
9. You will now input the name of your chair and two committee members. Check with Dr. Rupley to assist you with finding additional committee members.
10. One you choose a chair from the drop-down menu, click “Add Member” then click “Finish.”
11. At this point, your degree plan is ready to be audited. Click “Degree Plan” then “Audit.”
12. Next, click the “Degree Plan Screen” link and on the next screen click “Submit.” If you do not “submit” the degree plan, it will not route forward for approval.
13. At this point, you have finished and completed the degree plan submission process.

Filing a Long-Form Petition

*(If courses taken are different than those on your approved degree plan)*

1) Go to the OGAPS website: ([https://ogsdpss.tamu.edu](https://ogsdpss.tamu.edu))
2) You will select “Create petition” and then “Long form petition”
3) After that, you add and delete courses until your degree plan is correct
4) Don’t forget to click “Audit” and then reopen it to select “Submit”.

Updated 08.06.19
**M.Ed. in Curriculum and Instruction (C&I)**

with emphasis in Reading/Language Arts leading to Reading Specialist Certification*

The M.Ed. degree requires 36 credit hours

### Required Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDCI 602</td>
<td>Cultural Foundations of Education</td>
<td>3</td>
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<tr>
<td>EDCI 644</td>
<td>Curriculum Development</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 673</td>
<td>Analysis of Teaching Behavior</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9</strong></td>
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### Departmental Required Electives

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDNG 602 (674)*</td>
<td>Developmental Reading in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 603 (649)*</td>
<td>Reading Instruction in High School and College</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 604*</td>
<td>Reading Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 616*</td>
<td>Organization and Supervision of Reading Programs</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 620*</td>
<td>Literacy and Language</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 605 (642)*</td>
<td>Clinic Teaching in Reading</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 609 (650)*</td>
<td>Foundations of Reading Instruction</td>
<td>3</td>
</tr>
<tr>
<td>RDNG 630</td>
<td>Writing Development Assessment and Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>

### RDNG Electives

Choose one:
- RDNG 612: Children’s Literature and Literacy
- RDNG 613: Multicultural Children’s Literature and Literacy

| **Total Number of hours for degree** | **36** |

*Courses required for the Reading Specialist Certification.*

Additional certification requirements must be met to be eligible for the Reading Specialist Certification. Please contact an advisor for additional information.

Contact:  Christina Presley  | Academic Advisor  | cmpresley@tamu.edu

2019-2020 CATALOG
Course Sequence and Delivery Method

RDNG 602 (674)** Developmental Reading in the Elementary School
  • synchronous in fall; asynchronous in summer

RDNG 603 (649)* Reading Instruction in High School and College
  • synchronous in spring

RDNG 604** Reading Diagnosis
  • synchronous in spring

RDNG 616** Organization and Supervision of Reading Programs
  • synchronous in fall

RDNG 620* Literacy and Language
  • asynchronous in fall; asynchronous in summer

RDNG 605 (642)** Clinic Teaching in Reading
  • synchronous in summer

RDNG 609 (650)* Foundations of Reading Instruction
  • synchronous in fall

RDNG 630 Writing Development Assessment and Instruction
  • asynchronous in spring

RDNG Electives (Choose one or the other, not both):

RDNG 612: Children’s Literature and Literacy OR

RDNG 613: Multicultural Children’s Literature and Literacy –
  • asynchronous in summer and fall
M.Ed. with Literacy Emphasis: Now That You’re Admitted

- Set up your NetID (http://gateway.tamu.edu): Your NetID is the main log on to access information at Texas A&M.

- Familiarize yourself with the Howdy Portal (http://howdy.tamu.edu)—it will provide you with valuable information regarding registration information, eCampus, TAMU Email, tuition & fees, scholarships & financial aid, grades & transcripts, etc. You will log in using your NetID and password.

- Access your TAMU Email: You can set-up your campus email when you set-up your NetID. All correspondence from your professors, the graduate advising office, and the university will be sent to your TAMU email—be sure to check your account on a regular basis, especially during your last semester before graduation.

- Contact your assigned faculty advisor. In a few short days, you will receive the name of the temporary faculty advisor assigned to you. Your faculty advisor will assist you with all matters related to program coursework and forming your graduate committee. It is essential that you maintain regular communication with your faculty advisor to ensure that you fulfill all the necessary requirements to obtain your degree. Your temporary faculty advisor will be listed on your admission letter.

- Review the Office of Graduate and Professional Studies new graduate student orientation online: http://ogaps.tamu.edu/New-Current-Students/New-Graduate-Student-Orientation. You are welcome to attend this orientation in person but are not required. Please review the “Presentation Materials” at the bottom of the page in the link provided above.

- General information on student resources and services for distance education students: http://distance.tamu.edu/
  ◦ Online bookstore (http://tamu.bncollege.com/)
  ◦ eCampus link (http://ecampus.tamu.edu/)

- Check Payment or Make Payment for Tuition: https://aggie-pay.tamu.edu
• Complete the required CITI training during your first semester to prevent being blocked from future registration. An email will be sent to your TAMU email account with instructions.

• The semester when you will complete 15 credit hours, you will need to file a degree plan on the Office of Graduate Studies website (https://ogsdpss.tamu.edu). You will list the courses you have taken, are currently taking, and courses you plan on taking in the future. Your degree plan must have 36 hours (M.Ed. non-thesis, no final exam, distance education). Your degree plan will also require that you list a chair—again, your faculty advisor will assist you in selecting a chair.

• Sign-up and attend (online or in-person) our M.Ed. New Student Orientation

• Join the TLAC Graduate Student Association (GSA) and follow the TLAC Facebook page. The GSA is a student-run organization that provides members with valuable information pertaining to life as a graduate student, research opportunities, guest speakers, job search tools, etc. http://tlac-gsa.tamu.edu/. TLAC Facebook page: https://www.facebook.com/tlac.tamu.edu/

• Important Websites:
  o Howdy Portal- https://howdy.tamu.edu/
  o TLAC homepage- http://tlac.tamu.edu/
  o Office of Graduate Studies (OGS)- http://ogs.tamu.edu/current-students/
  o Office of the Registrar homepage- http://registrar.tamu.edu/
  o Student Business Services- http://sbs.tamu.edu/

If you have any questions/comments/concerns, feel free to contact Christina Presley at cmpresley@tamu.edu or (979) 862-8032.

Congratulations and all the best throughout your graduate experience at Texas A&M!
Online M.Ed. in Curriculum & Instruction with Reading & Literacy Emphasis

Acceptance Agreement

Please read each statement carefully, initial to indicate your understanding and acceptance, and sign below.

— I am accepting the offer of admission to the M.Ed. program with Reading emphasis in Curriculum and Instruction in the Department of Teaching, Learning and Culture at Texas A&M University.

— I agree that, if I intend to pursue the Reading Specialist Certification option, I have read the Reading Specialist requirements at https://tlac.tamu.edu/academics/reading-specialist-certification/ and am aware of the prerequisites and requirements in place for this certification.

— I understand that if I intend to pursue the Reading Specialist Certification option, I must claim a TEA ID# or provide my existing TEA ID# by sending it to Christina Presley at cmpresley@tamu.edu before the first day of classes begin. Failure to do this could prevent certification in the future.

— I understand that once I receive approval to take the Reading Specialist certification exam, I must take the exam within six months of graduation.

— I understand that I am required to set up my NetID (http://gateway.tamu.edu) and log-in to the Howdy Portal (howdy.tamu.edu).

— I understand I will need to contact my assigned Temporary Faculty Advisor prior to course registration.

— I have read the information on the “Now That You’re Admitted” form included in my admissions letter.

— I understand I must maintain a 3.0 GPR at a minimum to be in good academic standing and continue in this program. Only courses with a grade of “C” or higher are permitted on my degree plan.

— I have received the link to the Office of Graduate and Professional Studies office (OGAPS), http://ogaps.tamu.edu, and the new student orientation link, http://ogaps.tamu.edu/New-Current-Students/New-Graduate-Student-Orientation.
I understand I will need to set up a TAMU email account through the University, and that all official correspondence from the University and the Department will be sent to only that email address. I can do this at http://gateway.tamu.edu.

I have read the attached instructions for CITI IRB training and understand that I am required to take this training during my first semester of attendance. If I do not complete the training, a hold will be placed on my account preventing registration for future courses.

I understand that I will need to file a degree plan during the semester that I will be completing my 15th credit hour. I will need to contact my faculty advisor for instructions on forming my committee. I will file my degree plan at https://ogsdpss.tamu.edu/.

I have read and agree to follow all policies and procedures stated within the TLAC Graduate Handbook found at: https://drive.google.com/a/tamu.edu/file/d/1Z_th5sdqPTlb7Z0_IYcinI0SG6cda2me/view?usp=sharing

Printed Name: ____________________________________________________________

Signature: ________________________________________________________________

Date: ___________________________________________________________________

UIN: ___________________________________________________________________

Please complete and email this form to Christina Presley at cmpresley@tamu.edu if you are accepting the offer of admission. This can also be mailed to 4232 TAMU, College Station, TX 77843-4232.