TLAC Graduate Student Handbook

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Department Introduction

The **Department of Teaching, Learning, and Culture (TLAC)** encompasses students, faculty, and staff whose scholarship and interests center on the many different aspects of academics, teaching, and classroom education. TLAC's mission is to create experiences that advance teaching, research, grantsmanship, and service through the application of knowledge in the preparation and development of quality researchers and educators. TLAC places high value on collaboration, diversity, critical thinking, creativity, democratic governance, and global leadership.

The **Graduate Student Handbook** is an informational guide for potential and current students in the Department of Teaching, Learning, and Culture (TLAC) at Texas A&M University. The handbook should serve as a supplement to the **Texas A&M University Graduate Catalog** and to the **Texas A&M University Student Rules**, that contain the policies of **The Graduate & Professional School (The Grad School)** and those of the university.

Graduate students in Texas A&M University's TLAC department major in Curriculum and Instruction. The diploma and transcript will only list Curriculum and Instruction. The academic program area and area of emphasis of student studies are not denoted on any official documentation. Graduate students have the opportunity to apply and study in one of the following academic Program Areas: Science, Learning Design and Technology, and Mathematics Education (STEM); Advanced Literacy Studies (LIT); Teaching and Teacher Education (TTE); Early Childhood Education (ECE); and Urban Education (URBN). TTE also includes Philosophy of Education and History of Education as Emphasis Areas. Please see specific emphasis areas and degree requirements in appropriate sections below.

TLAC administrative offices are located on the third floor of Harrington Tower (EDCT) in room 308. Faculty offices are located on the second, third, and fourth floors of Harrington Tower. The TLAC Graduate Advisors are currently located in Harrington Tower Suite 434.

Getting Started Guide for TLAC Graduate Students

College & Department Leadership

College of Education and Human Development (CEHD)	
Dean:	Dr. John August
Associate Dean of Academic Affairs:	Dr. Karen Rambo-Hernandez
Department of Teaching Learning, and Culture (TLAC)	
Department Head:	Dr. Carlos Valiente
Associate Department Head for Graduate Studies:	Dr. John A. Williams III
Affiliated Graduate Staff	Savannah Sanders (Ph.D. and Ed.D.)
Affiliated Graduate Staff	Jane Rankin (Masters)

Graduate Advising vs. Faculty Advisor Responsibilities:

*Faculty Advisor Responsibilities:	**Graduate Advising Responsibilities:
Course selection	Registration logistics
Course sequencing	Navigating university deadlines
Degree plan amendments and substitutions	Admission and Orientation guidance
Approval of degree plan and annual portfolio	Howdy Portal Assistance
Faculty signatures on appropriate paperwork	Essential information for Graduation
Academic oversight and structure of Prelims, Proposal, and Final Defense	Reviewing paperwork, receiving Department Head signatures, and submitting to The Grad School

*Faculty members may not give information about university policies, registration dates and timelines, deadlines, and The Grad School paperwork. Students must go to the Graduate Advising Office for this information.

**Graduate Advisors do not provide any information about course selection, program area requirements, emphasis area curriculum, or other academic questions. Students must go to their faculty advisor for questions on these issues.

The Graduate & Professional School (The Grad School) Governance

The Graduate & Professional School (The Grad School) is a global leader in graduate education, committed to the pursuit of knowledge and the power of intellect. Through exceptional service and commitment to the highest standards, **The Grad School advocates for graduate education at Texas A&M** and throughout Texas. The Graduate & Professional

School (The Grad School) is committed to a diverse campus climate, enhancement of the graduate experience and the development of all students as global citizens.

The Grad School serves Texas A&M graduate students as an advocate for their graduate education and houses the Ombudsperson for Graduate Education. This office:

1. establishes procedures to guarantee the highest quality educational experience at the graduate level;
2. fosters and facilitates interdisciplinary/intercollegiate graduate programs and research activities; and
3. strives to maintain and enhance an environment conducive to creative scholarship and scientific inquiry.

Graduate students must become very familiar with The Grad School's webpage at grad.tamu.edu. The Grad School oversees degree plans, official deadlines, calendars for graduate students, petitions, graduation, Ombuds office (see Ombuds section), and processes all official documentation of a graduate student's degree. Prior to going to the GPS, please contact your department advisor.

TLAC Graduate Student Association (GSA)

The TLAC GSA is an active cadre of graduate students in various disciplines of education, all a part of the *Department of Teaching, Learning, and Culture,* at Texas A&M University. The organization strives to assist our fellow students in the completion of master's and doctoral level studies, helping them to acclimate to Texas A&M University, as well as to find success in their studies. In addition, GSA provides several social and professional development meetings during the academic year for students, for the purpose of networking and advancing TLAC GSA's work at TAMU. All students are strongly encouraged to join TLAC GSA, including online MEd and EdD students. PhD students must be a current member of GSA to be eligible for departmental travel funding. Web conferencing tools and technologies are available to facilitate distance participation. Please reach out to the Graduate Advising Office for GSA contact information. Current dues are $35 for campus-based students and $25 for students in full-time online programs. Dues are valid for the fiscal year, September 1st through August 31st. TLAC's GSA leadership represents the department within the Graduate and Professional School Government to support graduate students in the extracurricular environment.

Transportation & Parking

Parking permits are always required for all lots. Permits can be purchased during registration as an additional fee option, or you can purchase one online. Visit http://transport.tamu.edu for more information. Parking is also available for an hourly fee in garages located in various parts of campus. The nearest parking garage to the TLAC office is Northside Garage, that can be accessed from

University Drive. There are many free TAMU bus routes to get you to and around campus. Visit http://transport.tamu.edu/transit.aspx for the most up-to-date schedules and routes.

Howdy Portal & Resources

Students will become very familiar with the Howdy Portal, http://howdy.tamu.edu. The Howdy Portal encompasses information regarding Financial Aid, paying your bill, Registration, Withdrawal, Grades, Transcripts, Personal Data, Parking Permits, Graduation Application, Academic Calendar, Degree Audit and Evaluation, Single Sign On (SSO), and Access to Canvas, Student email, Google Drive, Academic Services, University Writing Center, TAMU Libraries, and so much more. This will be your primary source for university and student information.

TAMU NetID

http://gateway.tamu.edu Your NetID is the main log on to access information at A&M. Your NetID will also serve as your TAMU email address. Email can be accessed via http://google.tamu.edu , TAMU Homepage (www.tamu.edu), or Howdy Main Portal (http://howdy.tamu.edu).

TAMU Email

Your @tamu email address will serve as your official email address for all TAMU communications, including those from faculty and staff. Texas A&M student rule 61 requires you read this email daily: https://student-rules.tamu.edu/rule61/

Registering for Classes

Newly admitted graduate students should contact their faculty advisor for assistance in course selections. Course registration is done through the Howdy portal, via the Aggie Schedule Builder.

My Record

My Record in the Howdy Portal provides access to all your records in one place. Students can check for holds, view schedule, grades, unofficial transcript, degree evaluation, and register at http://howdy.tamu.edu

To run a degree evaluation to determine the accuracy of your submitted degree plan, or reference which courses may be remaining, complete the following steps:

- Log into Howdy

- Open the left-hand tab on the Howdy portal
- Drop down the Degree Program Menu
- Click on Degree Evaluation
- Generate Request

Online Learning Platform (Learning Management Systems)

Canvas provides access to online learning and instructional resources. Your Canvas log-in is your TAMU NetID and password. Your Canvas account is linked to your TAMU email account. Information about getting set up in Canvas can be found here: https://lms.tamu.edu/Training-Support. Students are required to check their TAMU email account daily. This is the **only** official means of communication across the department, college, and university. Students are held responsible for any information sent to their official TAMU email account.

Other Important Information & Resources

Purchase Software

As a student at A&M you can purchase software, such as Microsoft office, at greatly reduced prices. Log onto the site with your NetID and password, and you will see the software you are authorized to purchase. https://software.tamu.edu

MyAggieCard

The Aggie Card is your official ID at Texas A&M University. It shows your status as a member of the Aggie family. It is important for you to keep your Aggie Card on you at all times. It will allow you to access numerous campus services such as your assigned residence hall, the Rec Center, the library, dining halls, and much more. For information on obtaining your card, please go to https://myaggiecard.tamu.edu/.

Medical Insurance

All students are eligible for graduate student insurance. Please visit http://tamu.myahpcare.com/ for more information.

Aggie Ring

You are eligible to order an Aggie Ring towards the end of your graduate studies. You can check your eligibility and find out more at http://www.aggienetwork.com/Ring/.

Important Resource Websites

1. College of Education Human Development: https://education.tamu.edu/
2. CEHD Faculty and Staff Directory: https://directory.education.tamu.edu/
3. TLAC Department: http://tlac.tamu.edu/
4. International Student and Scholar Services:https://global.tamu.edu/isss
5. Tuition: https://tuition.tamu.edu/
6. Library resources: http://library.tamu.edu
7. Childcare: https://studentlife.tamu.edu/?s=childcare
8. Dining on Campus: https://dineoncampus.com/tamu/
9. Student Counseling Services: https://uhs.tamu.edu/mental-health/index.html
10. Veteran's Services: https://aggie.tamu.edu/financial-aid/veterans
11. Disability Services: https://disability.tamu.edu/
12. Student Business Services: https://sbs.tamu.edu/
13. Student Assistance Services, including LGBTQ+ services: https://studentlife.tamu.edu/sas/
14. Department of Multicultural Services: https://dms.tamu.edu/
15. Women's Support Services: https://titleix.tamu.edu/
16. University Writing Center: https://writingcenter.tamu.edu/

Registration & Enrollment

Class Registration

Registration begins in March for the fall and summer semesters and in October for the spring semester. The specific dates will be noted on the Official University Calendar: https://registrar.tamu.edu/Academic-Calendar and on the main portal: http://howdy.tamu.edu. Howdy is also the website where students are able to view the course schedule and register. Students should use Howdy (approximately mid to late March for Summer/Fall, and mid-late October for Spring) to view their assigned registration times.

Distance Education students must update their "Distance Education Location" in Howdy each semester. Otherwise, registration cannot be completed.

Students enrolled in a cohort program in TLAC (EdD, Online STEM, 4+1, etc.) will self-enroll in reserved sections once registration is opened. The Graduate Advising office will provide course overrides and instructions for registration. Courses will be reserved to ensure the adequate number of seats are available for these cohort groups. Distance Education students must update their "Distance Education Location" in Howdy each semester. Otherwise, registration cannot be completed.

Students must clear all holds through outside departments such as the Registrar's Office, Admissions, Student Affairs, Student Business Services, and Financial Aid prior to registration. Students must contact these offices in order for the holds to be removed. The department is unable to remove any holds except those placed by TLAC.

All students who **fail to pay tuition and fees** by the payment date listed on the business website will be **dropped from all courses.** Students who **register late** will be assessed a **financial penalty.**

Temporary Faculty Advisor

Upon acceptance in TLAC, all graduate students are assigned a temporary faculty advisor. For campus-based students, the temporary advisor is a graduate faculty member in one of the emphasis areas. For online EdD students, the program coordinator serves as the temporary advisor. The role of the temporary faculty advisor is:

- To assist you with your first year's course work; and
- To respond to questions that you have about the graduate program in TLAC

Once you receive the name of your faculty advisor, contact him/her immediately. If you do not hear from your faculty advisor in a reasonable amount of time, contact the Graduate Advising at tlacgant@tamu.edu or 979-862-8032. Once you contact your temporary faculty advisor, please provide him/her with your TAMU email address as a means to contact you.

Enrollment Status

Full-time	Half-time
A graduate student (domestic or international) is considered **full-time** when registered for a minimum of:	A graduate student (domestic or international) is considered **half-time** and eligible for financial aid, but not department or grant support, when registered for a minimum of:
9 semester credit hours during a fall or spring semester	**6 semester credit hours** during a fall or spring semester
6 semester credit hours in a summer	**3 semester credit hours** in a summer

Add/Drop

When students need to add or drop a course, it is the student's responsibility to consult with a faculty advisor to identify reasonable substitutions and to complete the add/drop substitutions within Howdy by the deadline each semester. **Cohorted students are assigned to schedules that cannot be changed.** The Add/Drop period runs through the first five days of the semester. See the Academic Calendar for deadlines. After the fifth-class day, a Q-drop will be required. A **Q grade before the 12th class day** does not count toward the certification of enrollment status.

Q-Drop

Students may drop a course with no academic penalty (Q-Drop) during the official Q-Drop period; however, there are financial consequences. Students will become financially responsible for all tuition and fees. Students who drop below full-time status and are on graduate assistantship will forfeit the assistantship. Submitting a Q-Drop is initiated by the student directly through their Howdy portal. A grade of Q will be recorded on the student's transcript. It is the student's responsibility to make certain the course is officially dropped by the deadline. Failure to do so may result in the record of a failing grade. **Students must consult with the course instructor and faculty advisor before submitting the Q-drop request via the Howdy portal.**

Withdrawal

A student who drops all courses in a given term will be required to withdraw from the university for the semester. An official withdrawal is initiated by the student in Howdy, and routed to the student's Dean or designee for approval. A student may not initiate a withdrawal after the Q-drop period ends (see Q-drop periods). However, the student's Dean or designee may, in certain circumstances, initiate a request to the registrar to withdraw a student after the deadline. For additional information about withdrawing from the University, see HYPERLINK "https://student-rules.tamu.edu/rule17/"P of the Texas A&M University Student Rules. Students are reminded that withdrawing from the University **does not** dismiss the tuition and fees or repayment of student loans borrowed and may impact payment and grace periods. For questions, contact Scholarships & Financial Aid at (979)

845-3236.of the Texas A&M University Student Rules. Students are reminded that withdrawing from the University **does not** dismiss the tuition and fees or repayment of student loans borrowed and may impact payment and grace periods. For questions, contact Scholarships & Financial Aid at (979) 845-3236.

Certificate Enrollment: Advanced Research Methods (ARM)

The **Advanced Research Methods (ARM) Certificate** is a stand-alone graduate-level certificate in Education & Social Sciences Advanced Research Methods (ARM), offered by the College of Education and Human Development at Texas A&M University. The program allows graduate and non-degree seeking students the opportunity to gain additional training in research methodology, and to obtain academic validation for their efforts. The Certificate testifies to a student's successful mastery of advanced competencies in education and social sciences research methods, with emphasis on quantitative or qualitative approaches. The ARM certificate facilitates students' initiation into the academic publication process, and allows them to become more 'marketable' in today's competitive hiring practices, especially in the context of Research Universities with Very High Research Activity. It is a 12-hour certificate that can be added to your curriculum. This certificate may require additional courses outside of degree plan coursework. Students must submit Intent & Additional Curriculum forms to the Graduate Advising Office and their Faculty Advisor prior to starting the coursework. For requirements and detailed information, please visit http://education.tamu.edu/advanced-research-methods-certificate. If you have questions or interest in this certificate, please contact Graduate Advising.

Special Course Enrollment: EDCI 684/685 courses

Internship Course: EDCI 684

EDCI 684 is a professional internship course conducted and supervised in the field by an identified professional. Students who enroll in an internship (EDCI 684) should speak with their faculty advisor prior to enrolling. Faculty commitment must be delivered in writing to the Graduate Advising to facilitate enrollment. EdD students will be enrolled in the internship as part of the program requirements.

Directed Studies Course: EDCI 685

EDCI 685 is a directed studies course for one student with specific interest in a course of study that requires an individual plan developed by the professor in consultation with the student. EDCI 685 is an independent study for one student and not a course for more than one student. EDCI 685, or directed studies courses, are recommended to be used when other coursework options have been exhausted, or are unavailable . EDCI 685 is not recommended for first year students. Students who enroll in a directed study (EDCI 685) will work with the instructor to develop a course of study and complete the 685 application, available in the

Google Drive. The instructor will certify the application and will be submitted to the Graduate Advising Office. Once approved by the Department Head, the course will be added to the student's schedule within Howdy. It is up to the student to confirm enrollment prior to the add/drop deadline.

The Graduate Advising Office would appreciate receiving 684 and 685 applications at **least one month prior to the start of the semester**. This will facilitate both the student and the faculty in assuring the course will be offered. Adhering to The Grad School's policy, all required outcomes will be delivered to the Graduate Advising .

Financial Aid, Tuition & Fees

Financial Aid

Texas A&M University offers many financial aid options to help you pay for college costs, including scholarships and loans. Offices for financial aid are located in the General Services Complex on the 1st floor as part of the Aggie One Stop, and they can be contacted via phone at 979-847-1787. Additional information about Financial Aid can be accessed at https://financialaid.tamu.edu/. Students should consult Scholarships & Financial Aid if seeking financial assistance for tuition or other fees. All scholarships, grants and loans are applied to any outstanding charges before installments are calculated. Students who receive **Veteran's benefits** need to contact Military Education Benefits and communicate immediately with the TLAC Graduate Advising Office.

A limited number of TLAC Scholarships, Fellowships, and Graduate Assistantships are available for PhD students. For application information, please contact the TLAC Graduate Advising Office. More information about the Graduate Assistantship is in its own section below.

General Program Cost Information

Educational expenses for the months of enrollment will vary according to course of study. For details on the basic budget for a particular graduate or professional program, please visit http://financialaid.tamu.edu. Scholarships and Financial Aid considers tuition and fees, books and supplies, transportation, room and board, incidental and living expenses in the cost of attendance for programs. All tuition and fee amounts provided herein represent the most accurate figures available at the time of publication and are subject to change without notice. University Rules in place at the time of publishing are reflected here. All are subject to change. The most current information available will be maintained on the Student Business Services website http://sbs.tamu.edu.

Payment of Tuition and Fees

Billing statements are typically ready and viewable about two weeks prior the semester commencing. A student must meet all financial obligations to the University by the due dates to avoid late penalties. Failure to pay amounts owed may result in cancellation of the student's registration and being barred from future enrollment and receiving official transcripts. A student who wishes to pay fees in installments can select the option on the website http://howdy.tamu.edu via My Finances tab. The Emergency Tuition and Fees Loan is available to help students pay their Texas A&M University tuition and required fees. The Emergency Tuition and Fees Loans are for required tuition and fees only. The online process can be accessed at https://sfaid.tamu.edu/stlapp/.

Obligation to Pay Tuition & Fees

By registering for classes, a student agrees to pay all tuition and required fees associated with his/her registration, optional services and other fees, whether paying in full or utilizing the installment payment option. Failure to pay tuition, fees, and other charges may result in penalties, late registration fees, and/or possible cancellation of classes.

Graduating Students Financial Obligation

According to Texas A&M University Student Rules and Chapter § 54.007 (d) of the Texas Education Code, all financial obligations to the University must be paid by the end of the semester. Failure to settle all financial obligations will result in withholding a student's diploma at graduation. Additionally, a block will be placed on the student's account that will prohibit registration in subsequent semesters and receipt of official transcripts.

Citations:

Section 14.15 of the Texas A&M University Rules states, "The student must have settled all financial obligations to the University."

Chapter § 54.007 (d) of the Texas Education Code states, "A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term."

Installments

Tuition, most required fees, room, board and parking are payable in full, or in two to four equal installments. A $50 per semester service charge to cover the cost of handling will be assessed to each student who chooses to use the installment plan. The service charge is not

refundable once a payment is made under the installment plan or after the first installment due date.

Fees and Costs of Cancelling Your Registration

Once a student has registered for classes, he/she must select one course of action from the following to remain in good standing with the University:

- pay all amounts due by the specified due date;
- prior to the first day of classes, use the online registration system to drop all classes ; or
- after the first day of classes, use the online withdrawal system to request official withdraw from the University; withdrawals must be approved through his/her college Dean's office

Following this procedure is especially important for a student who has been awarded scholarships or financial aid since the aid may automatically pay tuition and fees and cause the registration to be held even though the student has decided not to attend. Failure to drop all classes or withdraw from unwanted registration may result in grades of F or I in all courses for the semester. The student will be required to reimburse the University for scholarships and other financial aid applied to his or her account and will be held responsible for paying all fees for the semester, regardless of whether he or she attended classes.

Cancellation for Nonpayment of Tuition or Fees

The University reserves the right to cancel a registration not paid by the due date, or the official census date for a semester or summer term, to comply with state laws requiring payment of tuition and fees, to free the classroom spaces for other students, and to ensure the most efficient use of University resources.

Distance Education and Nontraditional Fees

Distance education students are required to pay tuition, some fees and a distance education cost differential for their coursework. The CEHD distance education cost differential is $225 per credit hour in addition to any tuition and fees charged by the university.

Distance education students are exempt from paying the following fees: Cooperative Education Fees, Health Center Fee, Recreational Sports Fee, and the University Center Complex Fee.

Required Tuition and Fees	Distance Education Students
Tuition	Yes
University Advancement Fee	Yes

Cooperative Education Fee	No
Distance Learning Fee	Yes
Equipment Access Fees	Yes
Field Trip Fees	Yes
Health Center Fee	No
International Student Services Fee	Yes
Laboratory Fees	Yes
Property Deposit	Yes
Recreational Sports Fee	No
Sponsored International Student Fee	Yes
University Center Complex Fee	No

TLAC Graduate Student Travel Grants & Guidelines

Purpose

To provide travel support for Department of Teaching, Learning, and Culture graduate students presenting scholarly papers, research posters, research driven presentations, round table discussions, and other forms of scholarship dissemination at domestic and international professional meetings and symposia.

Guidelines

Students are encouraged to apply to The Graduate & Professional School, and Graduate and Professional Student Council for travel funding prior to applying for department supported funds. https://grad.tamu.edu/funding-your-education/travel-awards. Additionally, students are encouraged to apply to other sources such as the Glasscock Center or Mexican American Latino Faculty Association funding, or other outlets with funding that could be aligned to his or her research prior to seeking departmental funding as required by the chair. It is expected as part of the faculty mentorship model of graduate education that graduate students studying under the research mentorship of their advisor or research group seek and be allocated funding form their research group or Principal Investigator (PI) prior to applying for department supported funds and comply with PI guidelines for securing funding.

Funding Preference

Preferential funding is given to those students presenting results of scholarly products, thesis or dissertation, and original research papers in the form of:

1. Refereed or peer reviewed conference proceedings papers and presentation
2. Refereed or peer reviewed poster presentations
3. Peer reviewed round table paper presentations

Additionally, activities that contribute to the scholarly professional development of students can also be considered on a case-by-case basis. These activities include and are not limited to:

1. Invited speaker related to the student's research
2. Conference session moderator
3. Expert panel member
4. Meeting/symposia discussant

All graduate students presenting scholarly work at local, state, national, and international venues are encouraged to apply for travel funds.

Extent of Awards

Individual travel awards range from a minimum of the amount necessary to support the travel or to a maximum of $1200 for the academic year. Students who have already received one award for travel during an academic year, despite not fully utilizing $1,200 in travel funds, will not be considered for additional travel funding by the department. No student will receive more than $1200 total for the academic year. Students can only receive a maximum of $600 for attending a conference and $1,200 for presenting at a conference. TLAC travel funds are awarded on a rolling basis as applications are submitted. Students are encouraged to apply early as funds may be depleted towards the end of the academic year. No student is guaranteed travel funding. Criteria considered include priority designation of the meeting, extent of the student's contribution to the paper, and availability of funds from other sources. All funding amounts are contingent upon funding availability from the department and subject to change based on departmental budgetary demands or constraints.

Application Procedure

Students must complete a Graduate Student Research and Presentation Grant Application located here: https://it-lf-ecmf.tamu.edu/Forms/TLAC-Grad-Student-Travel-Award-Request

Incomplete submissions will not be considered. Submit completed requests to the TLAC graduate advising office. Applications for travel support are reviewed by the Department Head and TLAC's business office. Please allow two weeks for processing and notification. Submission of application is no guarantee of funding. No support or payments for cost incurred prior to application approval and award of support will be honored.

Academic Policies

Honor Code

"An Aggie does not lie, cheat or steal, or tolerate those who do." Academic integrity is an essential force in the academic life of a university. It enhances the quality of education and celebrates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Texas A&M University Community to actively promote academic integrity. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct. Failure to comply with the honor code in any way can lead to dismissal from program. See section on Academic policies for further information.

The decision to be **removed from the program is made at the departmental level**. See section on Academic Policies for further rules and information. For a list of university wide

graduate policies, see: http://catalog.tamu.edu/graduate/university-policies/university-policies.pdf

Scholastic Requirements

Students in graduate degree programs and non-degree students (G6 classification) must maintain a 3.00 cumulative GPR (computed as specified in Student Rules Section 10.4.3). After a degree plan is filed, degree-seeking students must maintain a cumulative 3.0 ratio for courses listed within the degree plan. Departments and colleges may establish higher GPR requirements for their students in graduate degree programs and for non-degree students (G6 classification). If either a student's cumulative GPR or the GPR for courses listed on the degree plan within the graduate degree programs and non-degree students (G6 classification) falls below the minimum of 3.0, he or she will be considered to be scholastically deficient. **If the minimum GPR is not attained in any two semesters, the student will be dismissed from the TLAC graduate program.**

A graduate student will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. A graduate student may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 693, 695, 697, and 791. These officially designated S/U courses may be listed on the degree plan, along with other courses approved and noted as S/U in the graduate catalog. Grades of A, B, C, and S are acceptable for graduate credit. For graduate students, grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses at Texas A&M University and achieving grades of C or above or Satisfactory (S). EdD students may not take additional graduate courses beyond those on their degree plan. Students who are enrolled in either EDCI 691 or EDCI 692 courses will receive a grade of Satisfactory (S), Unsatisfactory (U), or Incomplete (I). It is the practice of the TLAC faculty to assign a grade of 'I' when the work is in progress prior to the final defense. Upon successful defense and submission of all required paperwork, Incompletes (I) convert to Satisfactory (S).

A course in that the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will remain on the student's permanent record, and the most recent grade will be used in computing the cumulative and degree plan GPRs. A student repeating a course in that a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

The cumulative GPR (please refer to Student Rule 10.4.3) for a graduate student is computed by using all graded graduate (600- and 700-level) and advanced undergraduate (300- and 400-level) coursework completed at Texas A&M University and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U), and Q-drop (Q) shall be excluded. Any eligible coursework not applied toward a prior graduate degree, and not exceeding time limits, will be included in the student's GPR for the

subsequent degree program.

Students are required to read through and agree to all elements of Student Rule 12.5: https://student-rules.tamu.edu/rule12/

Academic Probation & Dismissal

Graduate students must maintain a 3.0 GPR for every semester. If a GPR is below 3.0, the student is scholastically deficient. The student must earn at least a 3.0 in the next semester and take at least 6 hours of coursework that will be listed on the degree plan. Students who are scholastically deficient for any two semesters will be removed from the TLAC program. The procedures for dismissal are explained in the Texas A&M University Student Rules (refer to the website student-rules.tamu.edu).

Students with a semester GPR below a 3.0 will be blocked from registering for future semesters until they have met with their faculty advisor prior to the start of the next semester of enrollment. A written and signed remediation plan will be submitted to the faculty advisor and to the Associate Department Head for Graduate Studies. Failure to meet and submit a signed remediation plan is a violation of probation rules and will result in dismissal from the program at the end of the semester. Students who raise their GPR to a 3.00 within the guidelines above will be removed from academic probation; however, students cannot be removed from academic probation with any I or X grades outstanding. Any course work not applied towards a prior graduate degree, and not exceeding time limits, will be included in the student's GPR for the subsequent degree program.

Students must comply with all University, Graduate School, and Departmental policies. In particular, degree plan requirements must be met or the student may be removed from the program by the department of TLAC. It is the student's responsibility to secure committee chair and members, as well as all other aspects of the degree plan.

Students have three attempts to complete each course required on the degree plan. After the third and final attempt, the student may be dismissed from the program by the department.

Academic Honesty

Academic honesty is paramount to the success of all students within the department to ensure the integrity of our programs and degrees offered. All students within the Department of Teaching, Learning, and Culture must comply with the Honor System Rules with regard to all aspects of community responsibility and academic misconduct. Students identified as violating academic honesty will be reported to the Aggie Honor Code office. **Any academic misconduct confirmed by the Honor Council will result in dismissal from the TLAC program.**

Students are required to read through and agree to all elements of Student Rule 59: **https://student-rules.tamu.edu/rule59/**

Plagiarism

Student Rule 20.1.2.35 The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

https://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules#Plagiarism

Plagiarism is not tolerated by the CEHD Graduate Programs, and is considered an Academic Honesty Issue.

Artificial Intelligence (AI)

TLAC recognizes the rapid development and usage of AI technology in the world and in education. However, AI cannot and should not replace the human experience with regard to writing, research, and analyzing data. Thus, graduate students must strictly adhere to TAMU policies on AI. Such deviation from these policies, without prior approval from the instructing faculty or dissertation chair is prohibited and can warrant an Aggie Honor Code Violation.

Changing Program Areas within TLAC

Students wanting to change program areas within the department must complete an online departmental transfer application with a Qualtrics Survey: https://tamucehd.qualtrics.com/jfe/form/SV_1TYy0siWHo2SoaW. Students should contact their faculty advisor and Graduate Advising prior to transferring programs. Students should discuss their transfer with their faculty advisor and a faculty member in the new program area prior to completing the application. The applications for PhD students will be received and presented to the new Program Area for a decision. There is no guarantee that the program area change will be approved or that they will be awarded an assistantship upon approval of the change.

Changing Committee Chair or Committee Members

Graduate students are free to select committee members from faculty qualified and willing to serve based on department guidelines and university policies as documented on the degree plan. Students may change faculty membership in their degree plan with approval and signatures from current and future committee members. Students must secure willing replacement members prior to starting the process. Students are encouraged to consult with their current Committee Chair prior to considering changes in the composition of their Graduate Committee. If conflicts arise during this process, students should consult with the

Associate Department Head for Graduate Studies. The most important thing for graduate students to remember is to consult with everyone involved in the process of formation and/or changing of the Graduate Committee prior to making any formal decisions. It is the graduate students right to change a committee member or chair or reconstitute the entire committee. Such an action must be taken prior to the final exam/final dissertation defense. A consultation with the Associate Department Head for graduate programs is strongly advised if such an action is taken.

APA & Reference Document Style

In general, TLAC faculty support the *Publication Manual of the American Psychology Association* (APA) for papers written in classes, as the APA style is used for theses and dissertations. Students are encouraged to purchase or otherwise utilize such works as the *Thesis Manual* or the *Publication Manual*, both available at the University Bookstore. Information on the APA style may also be found in the Evans Library Reference section, or found on the Internet.

Research and Data Ethics

Introduction

Graduate students often work closely with faculty in the conduct of research aligned with priorities of the faculty member. Graduate students work towards dissemination of their original research at venues, conferences, and symposia appropriate to their level of development as scholars. Please refer to IRB and The Grad School for questions of authorship and data ownership. All conference proposals and manuscripts must be submitted with permission of faculty member and in accordance with their role on the IRB.

Responsible conduct of research policy

Graduate students work with faculty on various types of projects. Typically, that work is categorized into one of two primary types. First and most common is the chair -doctoral student relationship. Once the two of you have mutually agreed to enter into this relationship, the graduate student is obligated to request permission to submit work for presentation or publication regardless of where the data are derived from or the focus of the presentation. If the data are part of the student's own research agenda and was collected from a study designed as part of their paid assistantship, at the least, the chair/co-chair should be a co-author (subordinate to the student) on all conference proposals and manuscripts for publication. If the student is pursuing independent lines of research apart from their dissertation related research while a graduate student, and plans to present/publish this work, it should be with the chair's approval and separate from the paid assistantship. In such cases, co-authorship with the chair may or may not be required but the deciding factor should be governed by the data ownership and who is listed as the PI on IRB application and subordinate to that guidelines from the American Psychological Association

and American Educational Research Association. When in doubt no conference proposal or manuscript should be submitted.

The second most common research related relationship is that of Faculty Member-Graduate Assistant for Research (this can also be a chair or co-chair - Graduate Assistant for Research). If the data are or were part of a funded project or any other project under the direction of the faculty member, the data belongs to the faculty member not the student, regardless of the graduate student's role in collecting, organizing, storing, or analyzing the data and the student has no rights to that data. Therefore, the graduate student must obtain permission to use the data even when that data are already in the graduate student's possession. Any document (conference or grant proposals, or manuscripts) developed should have the faculty member's name first, only be undertaken with permission of the faculty member, and only be developed under the faculty member's direct supervision. There are times when the faculty member might direct another author order but this should happen before the document(s) are developed. All authorship order that is different from the prescribed order should be negotiated before the development of any document. Because obtaining a doctorate is an apprenticeship endeavor, students should never undertake a document development task in which the faculty member is not fully engaged. It is not acceptable to develop a document and include a faculty member's name without the faculty member's prior consent ***and*** their participation in its development. The faculty member is the Principal (PI) on every IRB, thereby requiring that all activities involving data collected under that IRB only be performed with the permission and supervision of the PI.

Data use granted for a dissertation by a PI, dissertation chair, co-chair, or faculty member is for the strict use in the dissertation and the production of that product. The student is typically granted the right to use the data under the circumstances prescribed by the data owner after having met all university guidelines, rules, and policies that include IRB requirements. Once the student has completed the dissertation use of the data are revoked and any subsequent use of the requires a new approval. If a traditional dissertation is undertaken no articles can be derived without meeting IRB requirements and permission of the data owner. For students submitting the article version dissertation they, have the right to revise the articles generated after graduation for publication, make edits required for publication or required as a result of the blind review process, but under no circumstances can data be reanalyzed or new articles developed without written permission to use the data and applicable IRB approvals. Presentations derived from the dissertation should include the names of committee members (including chair/co-chairs) whose contributions merit inclusion.

The following links informed the development of this section. While these links do not form TLAC policy they may be helpful to novices in building their professional persona:

- https://www.apa.org/research/responsible/publication/

- https://www.apa.org/pubs/journals/resources/publishing-tips/giving-credit
- http://www.aera.net/About-AERA/AERA-Rules-Policies/Professional-Ethics

- ***Necessary pre-requisites to dissertation, thesis, or record of study defense***

In addition to university guidelines for eligibility for defense of the final product for MS, PhD, or EdD, the student must submit to the chair before the defense the following:

1) the data used in the study or studies in an organized and systematic way. The data must be deidentified, in an applicable format required by chair (e.g. Excel, STATA, SPSS) on media specified by the chair. TLAC recommends the student provide a flash drive that is clearly labeled with the student's name, IRB Protocol number, and year of the defense. The chair/co-chair may have additional requirements.

2) evidence that the IRB was closed.

If the student intends to develop additional products based on the data and all permissions are secured, the student should seek IRB approval at their new institution. Failure to complete items 1 and 2, will result in the defense being cancelled and recorded as a failure. The second attempt will not be scheduled until the student has submitted the required documentation and it is satisfactory to the chair/co-chair.

Ombuds Officer

The Ombuds Officer serves as an informal, neutral, and confidential resource for graduate students to discuss questions and concerns related to their graduate experience. The university is a large and complex institution and graduate students often play multiple roles (e.g., student, research collaborator, instructor, technician, peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if you do not know where to turn. The Ombuds Officer is here to help graduate students identify options for addressing concerns and will promote a fair and impartial process for all parties involved.

The Graduate and Professional Student Ombuds Officer is guided and informed by the Code of Ethics and Standards of Practice of the International Ombudsman Association. The ombuds officer promotes the University mission of excellence in graduate education by providing a service to support and facilitate environments in which graduate students can thrive and prosper.

The Ombuds Officer can:

1. Listen and help you achieve a greater understanding of the problem.
2. Help you find information applicable to your situation and identify possible solutions to your problem.
3. Explain University policies and procedures and how they apply to your specific case.
4. Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
5. Help you achieve fair and equitable solutions to problems.
6. Facilitate communication among people in conflict.
7. Provide other types of assistance to help you resolve a problem informally.
8. Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.
9. Identify trends or patterns of complaints that might be systemic.
10. Offer recommendations for changes to policies/procedures that appear outdated or problematic, while maintaining confidentiality.

The Ombuds Officer cannot:

11. Advocate for the University or the student, or any particular point of view.
12. Make or change University decisions, rules, or policies.
13. Set aside a decision or supersede the authority of another University official.
14. Participate in formal grievance procedures.
15. Provide legal advice.
16. Conduct formal investigations.

You might want to contact the Ombuds Officer when:

17. You need an impartial, independent, and confidential person to listen.
18. You think someone at the university has treated you unfairly.
19. You have an issue that you and others have not been able to resolve and that you would prefer not to address through formal channels.
20. You are not sure how to interpret a University policy or procedure or how it applies to your situation.
21. You feel that a University policy, procedure, or regulation has been applied unfairly, or itself is unfair or ambiguous.
22. You have a problem that requires an outside party to help facilitate communication and/or negotiate a solution.

The Ombuds Officer hears about a wide range of graduate student experiences and concerns. Some common concerns include:

23. Academic related issues (grade disputes, testing procedures, instructor/student misunderstandings, etc.)
24. Intellectual property
25. Interpersonal conflicts, lab politics, and problems with workplace climate
26. Professional ethics
27. Advice on how to have difficult conversations
28. Concerns about procedural fairness or due process
29. Conflicts between graduate students and their research advisors
30. Concerns about inequities in work expectations and/or funding opportunities
31. Disagreements with or misunderstandings of university policy/procedure
32. Cultural conflicts
33. Concerns about unethical or inappropriate behavior

***Ombuds Officer contact information*:**

Ombuds Officers for the School of Education and Human Development

EAHR	Krista Bailey	kristabailey@tamu.edu
EPSY	Charles Ridley	cridley@tamu.edu
KNSM	Christopher Woodman	woodmanc@tamu.edu
TLAC	Megan Svajda-Hardy	mhardy2@email.tamu.edu

Ombuds Officer for Graduate and Professional Education
204 Nagle Hall
1113 TAMU College Station, TX 77843-1113
979-845-3631
ombuds@tamu.edu

Please be advised that confidentiality cannot be ensured in email communication. Thus, we discourage you from sending sensitive information via email.

Grievance Policy & Form

Policy and Practices for Student Concerns, Complaints, and Grievances

In the course of their professional training, graduate students may experience conflicts with other students, staff, faculty, or site-supervisors. Some may be misunderstandings that can be resolved through discussion. On occasion an unresolved conflict may constitute a grievance or complaint. The TAMU Student Rules Part III delineate student grievance procedures (https://student-rules.tamu.edu/studentgrievanceprocedures/) and specific instances in which a grievance can be filed. Consistent with university procedures, the School of Education and Human Development follows a process applicable to student-staff, student-faculty, and student-site supervisor conflicts.

Guiding Terms

Bullying Behaviors include (but are not limited to):

- Intimidating, degrading, humiliating others, and threatening university and school climate and diversity objectives.
- Outcomes of bullying: At the post-secondary level, bullying results in the loss of trained and talented employees, reduces morality and productivity, and can have negative physical impacts.
- Reinforcers of bullying:
    - Limiting opportunities for open and honest dialogue
    - Lack of reporting mechanisms for inappropriate behaviors

Civility is claiming and caring for one's identity, needs and beliefs without degrading someone else's in the process. (Spath, T., & Dahnke, C., The Institute for Civility in Government).

Conflict is a struggle or difference between opposing ideas, needs, beliefs, values or goals (The Center for Change and Conflict Resolution).

Grievances are defined as a problem, concern or complaint about work, a person with whom you have contact at work, or the work environment.

Departmental Ombuds Representatives for Graduate Students

Educational Administration and Human Resource Development – Krista Bailey

Educational Psychology – Krystal Simmons

Kinesiology and Sports Management – Paul Batista

Teaching, Learning, and Culture – Megan Svajda-Hardy

Stages in the Grievance and Conflict Resolution Process

Refer to the graphics on the proceeding pages for visual aides to supplement these stages.

Stage	**Procedure**
Stage 1 First step in grievances and/or interpersonal conflict	As an initial step in the resolution process, students should meet with the individual staff member, faculty member, or site supervisor of concern within their program/department. If efforts to communicate directly with the individual(s) do not resolve the issue, or the student is uncomfortable approaching the individual(s), students also have access to other intermediate options. The grievance or conflict should be resolved as soon as possible. Individuals are encouraged to use conflict management resources found on the MyCEHD Page. You may also contact your departmental Ombuds to assist.
Stage 2 Unresolved Stage 1 grievance or conflict which may require assistance in resolution	When conflict/situations remain unresolved, students may seek guidance from their advisor/chair, or the faculty member who coordinates the academic program. Depending on the situation and context, students may opt to approach their advisor/chair or the coordinator of their academic program. Student(s) may share their concerns with any of these intermediate resources to seek guidance for resolving a conflict and clearing up any misunderstandings. If after accessing intermediate options the situation remains unresolved, the student's next option for resource is to meet with the department head. Parties may also consider voluntary mediation. Mediation is a voluntary process that begins when the parties involved in the conflict agree to meet together with a neutral person identified by CEHD as a mediator. The objective of mediation is to work out a mutual,

	written agreement between the parties regarding how to move forward in the future. A university resource for student-involved mediation is available. **Conflicts involving a Supervisor:** In the event the grievance or conflict involves an individual's direct supervisor or the individual does not feel comfortable raising the conflict directly to their supervisor, the student shall inform the person to whom their director supervisor reports.
Stage 3 Department head-level involvement	A student can request to meet with the respective department head to discuss previous attempts to resolve conflict and to seek guidance or resolution. The student may also contact their department Ombuds. Each department has an appointed Graduate Ombudsperson. At this point, the student will decide whether to present the conflict/issue as a formal complaint/grievance to the College's Senior Associate Dean for Academic Affairs. If a complaint or issue involves an individual outside of the department or university, the student will work with the department head to determine an appropriate course of action and consult with the School and outside entities as appropriate.
Stage 4 College-level involvement	Once the department head renders or advises the student on a course of action, if the student is unsatisfied, the student may elect to advance the grievance to the College level for further consideration. In most cases, the College's Senior Associate Dean for Academic Affairs will communicate with the student and recommend any further action. It is important to note that whenever there is a discussion regarding a particular faculty-student, supervisor-student, or staff-student concern, maintaining anonymity of the student may not be possible; however, confidentiality of information will always be maintained to the extent possible as allowed by law. Similarly, all activities will be

	consistent with the requirements and limits set under FERPA with regard to student records. At the School-level, there is a Professional Concerns Ad-hoc Committee made of Graduate Instruction Council (GIC) members which may be called by the School's Senior Associate Dean for Academic Affairs to review the grievance or graduate student concern and offer a recommendation. Students may also contact the Ombuds for the Graduate and Professional School (ombuds@tamu.edu) or 979-845-3631. https://grad.tamu.edu/academics/academic-success-resources/conflict-resolution/ombuds-services Formal Grievance Submission Processes • Title IX: Sexual Discrimination, Sexual Harassment, Sexual Assault and Violence • Graduate and Professional School Grievances and Appeals • Texas A&M Student Grievance Procedures

Grievance Form is in Appendix A

Graduate Student Grievance and Conflict Process

		Discuss issue with:
Stage 1 Conflict	Informal	Individual(s) involved
Stage 2 Conflict	Program	Advisor/Chair
		Division Chair or Academic Program Coordinator
Stage 3 Conflict	Department	Department Head
		Departmental and/or School Level Ombuds
Stage 4 Conflict	School	Senior Associate Dean for Academic Affairs
		SEHD Graduate Instruction Council Ad Hoc Committee

Stage 1: Grievance, issue, or conflict arises (student-faculty, student-staff, student-supervisor) and is handled informally.
Stage 2: Unresolved Stage 1 grievance or conflict will involve advisor/chair, division chair or academic program coordinator.
Stage 3: Unresolved Stage 2 grievance or conflict will involve the department head, departmental or school level Ombuds.
Stage 4: Unresolved Stage 3 grievance or conflict will involve Senior Associate Dean for Academic Affairs and CEHD Graduate Instruction Council (GIC). Student may always seek assistance from the Graduate and Professional School (GPS) Ombuds.

Graduate Student Advising

Degree Plans

A graduate student must file a degree plan which includes those courses to be applied toward a particular degree and formally establishes the advisory committee. Doctoral students in TLAC must file their degree plan during the semester in which they are enrolled in the 36th hour, and no later than 90 days prior to the preliminary examination. Masters students in TLAC must file their degree plan during the semester in which they are enrolled in their 15th hour.

Students will file their degree plans using the Document Processing Submission System (DPSS). The degree plan is then circulated electronically for approval from the departmental graduate advisor, committee Chair/Co-Chairs, committee members, department head, and The Grad School.

Student Petitions

Students needing to make course changes to their degree plan, or make changes to their advisory committee, will need to submit a petition to The Grad School. They will do this using the Document Processing Submission System (DPSS). The petition is circulated electronically for approval from the departmental graduate advisor, committee Chair/Co-Chairs, committee members, department head, and The Grad School. Petitions for Waivers/Exceptions (time limit extensions, residency waivers, etc.) are also submitted using this system.

Proposal/Exam Forms

The , Preliminary Exam Request and Report, Proposal Approval Form, Request for Final Examination, and Request for Exemption from Final Examination forms are all locatedwithin the ARCS platform via Howdy. Students will need to initiate the forms with any required information prior to routing for required signatures. Google Team Drive

Each active student will receive access to their respective program's Team Drive through Google. This Drive contains all documents, resources, and information TLAC students may need throughout their time as a student, including The Grad School's forms, the student handbook, travel request forms, degree plans, and other resources, with 'how-to's' and essential information for completing official documents. Access is only given to your TAMU email address.

Ph.D. Resource Drive: https://drive.google.com/drive/u/0/folders/0AAjszSSdyRLAUk9PVA

Ed.D. Resource Drive: https://drive.google.com/drive/u/0/folders/0APbb5UBI9hV0Uk9PVA

M.Ed./M.S. Resource Drive: https://drive.google.com/drive/u/0/folders/0AEeWE_N-6a1wUk9PVA

Student Degree Evaluations in Howdy

The Degree Evaluation in Howdy lists all requirements that must be met for a successful completion of a student's program and a timely graduation.

To run a degree evaluation to determine the accuracy of your submitted degree plan, or

reference which courses may be remaining, complete the following steps:

- Log into Howdy
- Open the left-hand tab on the Howdy portal
- Drop down the Degree Program Menu
- Click on Degree Evaluation
- Generate Request

This section can be used to track the program non- course requirements, such as when the degree plan was submitted, preliminary examination, research proposal, residency requirements, admission to candidacy, doctoral defense/final examinations, and dissertation/ROS information.

The Degree of Doctor of Philosophy

Overview

The Program of study for the Doctor of Philosophy degree in the Department of Teaching, Learning, and Culture at Texas A&M University culminates with a degree in Curriculum and Instruction. The program incorporates emphasis in at least one focus area of individual interest. These areas include Mathematics Education, Literacy and Reading/Language Arts Education, Science Education, Technology Education, Teacher Education, Urban Education, History of Education, Philosophy of Education, and Multicultural Education. In each area of emphasis an effort is made to involve doctoral students with pertinent research experiences related to the emphasis area.

Work leading to the degree of Doctor of Philosophy (PhD) is designed to give the candidate a thorough and comprehensive knowledge of his or her professional field and training in methods of research. The final basis for granting the degree shall be the candidate's grasp of the subject matter of a broad field of study and a demonstrated ability to do independent research. In addition, the candidate must have acquired the ability to express thoughts clearly and forcefully in both oral and written languages. The degree is not granted solely for the completion of course work, residence, and technical requirements, although these must be met.

All students are admitted to the 96-hour Ph.D. track until the Office of Admissions confers the student's master's degree. For a student who has completed a master's degree, a DVM or MD at a U.S. institution, a minimum of 64 hours is required on the degree plan for the degree of Doctor of Philosophy. For a student who has completed a baccalaureate degree but not a master's degree or a U.S. DVM or MD, a minimum of 96 hours is required on the degree plan for the degree of Doctor of Philosophy.

PhD Awards and Scholarships

There are many awards and scholarships available to PhD students based on specific criteria. Some of these awards currently available are listed in the matrix below. Faculty members nominate PhD students for these awards. If you believe that you might be eligible for any of these awards, please speak with a faculty member. The Graduate Advising Office does not have information on these awards. If you would like more information, **please visit the available websites listed below and/or speak to a faculty member:**

Award	Due Date	Origination
PEO Fellowship awarded by The Grad School SEHD nomination	Sept/Oct	The Grad School
Student Research and Travel Grants	Sept	CEHD
Bush Travel Grant	October	The Grad School
Dissertation Fellowship Awards Awarded by The Grad School https://grad.tamu.edu/knowledge-center/funding-and-benefits/dissertation-fellowships	November	The Grad School
Buck Weirus Spirit Award	Late Dec/Early Feb	TAMU
CEHD Strategic Research Awards	January	CEHD
Graduate Merit Fellowship awarded by The Grad School from CEHD nominations	January	The Grad School
Pathways to the Doctorate Program awarded by The Grad School https://grad.tamu.edu/getmedia/d8e4b99d-f2ff-4880-9193-07a0516ad85d/CFP-for-Pathways-Fellowship-Final.pdf	November?	The Grad School
Avilés-Johnson Graduate Fellowship awarded by The Grad School from SEHD nominations https://grad.tamu.edu/knowledge-center/funding-and-benefits/what-is-the-aviles-johnson-fellowship	February	The Grad School
AFS Distinguished Student Award for Research and Teaching https://grad.tamu.edu/knowledge-center/funding-and-benefits/distinguished-graduate-student-award	February	AFS
Gramm Fellows Award awarded by The Grad School from CEHD nominations https://grad.tamu.edu/knowledge-center/funding-and-benefits/u-s-senator-phil-gramm-doctoral-fellowship-information	July	The Grad School
George W. Kunze awarded by The Grad School from SEHD nominations.https://grad.tamu.edu/knowledge-center/funding-and-benefits/texas-a-m-distinguished-dissertation-award-information	April	The Grad School
Lohman/Heep Fellowship CEHD award	June	CEHD
Jane and Collie Conoley Fellowship CEHD award	June	CEHD
Thornberry Fellowship CEHD award	June	CEHD

Lechner Graduate Grant	June	The Grad School

TLAC Graduate Assistantship Guidelines

The Department of Teaching, Learning, and Culture (TLAC) has a long tradition of supporting PhD students during the course of doctoral studies. A full range of Graduate Teaching Assistantships, Graduate Research Assistantships, Merit Fellowships and Scholarships, Tuition Reimbursements, Work Study Assignments, and Mentorships in Teaching with Faculty are available **only to PhD students in TLAC.** The department provides abundant opportunities for PhD students to advance skills in teaching, research, and service in order to fully prepare our students for a successful academic career in higher education and other educational research environments. The mission statement of TLAC emphasizes mentorship and growth in teaching, grant writing, and research for all of our graduate students, and GA positions are provided that enhance a well-rounded doctoral experience. While many Graduate Assistantships and Scholarships are available for PhD students, there are limits to funding that vary from year to year. While TLAC cannot guarantee GA positions or scholarships for all students every semester, the department will make every effort to equitably distribute access to the various funding sources for all students.

To be eligible for TLAC assistantships, the student must be enrolled full-time (9 hours fall and spring; 6 hours if applying for optional summer assistantship) for the entire length of their employment period. The general guidelines below are established to help PhD students understand the process of awarding GA positions and to encourage everyone to work collaboratively to advance a well-rounded experience for all students. Applications to apply for a Graduate Assistantship will be made available by the Associate Department Head for Graduate Studies each spring semester.

Please note: Graduate assistantships will only fund tuition and fees for full-time hours. If you wish to exceed registration hours beyond the full-time minimums, **any additional tuition and fees become the student's responsibility.** If the graduate assistant falls below minimum hours in a contracted semester, by way of Q-Drop, Withdrawal, or otherwise, the graduate assistant contract is terminated. Contract Termination will result in a discontinuation of salary and benefits, and the student must reimburse TLAC for the tuition and fees of the semester.

Assistantship Plan

1. Merit-based Graduate Assistantships are available in TLAC for a limited number of full-time PhD students every semester. Master's degree students and EdD students are not eligible for TLAC funded Graduate Assistantships. However, faculty members with grant funds external to TLAC may hire any suitable graduate student for their project. Graduate Assistantships in TLAC may be provided for teaching, grading, research, or special

departmental needs. Every Graduate Assistantship award is based on merit, exceptional performance in previous assignments, evaluations by the faculty mentors, SCE scores (for GATs), and department needs. See https://assessment.tamu.edu/Menu/Student-Course-Evaluations for the official university online course evaluation system, called SCE / AEFIS.

2. Duration: Graduate Assistantships in TLAC for PhD students are not guaranteed. However, if awarded, students will receive **no more than 3 years** of departmental funded support. A Graduate Assistant who receives *any* funding from TLAC during an academic year is considered to have received *one full year* of TLAC funding. Any departmental support provided to a PhD student in a semester – whether in the form of salary, tuition, fees, or benefits – will count toward a year of TLAC support. To clarify, if a student receives 5 hours, 10 hours, or 20 hours of GA support for a semester and/or any support for tuition and/or benefits from the department (no matter the number of hours or dollar value), then the student is considered to have received a full year of Graduate Assistantship benefits from TLAC.
3. The department encourages students to secure funding from grants with professors, scholarships from CEHD, The Grad School, CTE, MSC, and work study activities in the university, graduate assistantships in other departments, centers or institutes, and/or loans to provide support for tuition and benefits. Funding from grants and other sources external or internal to TLAC do not count toward TLAC funding for graduate students.
4. Summer funding is occasionally available. Priority for summer funding from TLAC will be awarded based on merit, exceptional performance in previous assignments, departmental needs, and student progress toward graduation. If a PhD student receives any summer funding for salary, tuition, or benefits, this will not count toward the 3-year limit on TLAC department funded Graduate Assistantships. A full-time GA position in the summer is 20 hours per summer session. Tuition and fees are paid for 6 hours of coursework (full time in the summer).
5. In very rare circumstances, funding is also provided to students in the Online EdD Program; however, as most EdD students are practicing school leaders, these opportunities are limited and are reserved for exceptional circumstances. EdD students should be aware that some scholarships and fellowships are restricted to PhD students only. If an EdD student were to be granted funding by the department, the rules outlined above would apply to them as well.
6. The Associate Department Head for Graduate Studies, in consultation with the Academic Program Chairs and the Graduate Committee, selects and appoints all Graduate Assistants. This decision of who receives a Graduate Assistantship is based on several factors including: departmental needs, recommendations from Academic Program Chairs, availability of funds, academic credentials, English Language Proficiency scores for International students, Center for Teaching Excellence certification, annual mentor evaluations, full time status, previous years of support, match of skills with research, and competency in teaching and research needs for the position. The Summer assignments will be made every April by the Associate Department Head. Starting in February each

year, PhD students should request that their name be added to the list of potential summer graduate assistants. Make this request to the Associate Department Head for Graduate Studies if you are interested in a summer assignment.

7. Students who do not receive TLAC department funded assistantships are encouraged to seek funds outside of the department from sources such as: TAMU Graduate & Professional School (The Grad School), Center for Teaching Excellence (CTE), Memorial Student Center (MSC), external faculty grants, and other departments in CEHD or the University.

The awarding of a graduate assistantship is contingent upon the successful completion of a criminal background check as required by Texas A&M University Regulation 33.99.14 governing all employees. The details of this regulation can be found on the web at https://rules-saps.tamu.edu/PDFs/33.99.14.M1.02.pdf

By signing the contract for the assistantship, the student acknowledges that they will complete all online training required by Texas A&M University, abide by all rules and regulations of Texas A&M University, and attend all orientation and training meetings.

Graduate Assistant Categories and Duties

There are three classifications of Graduate Assistants: Graduate Assistant Teaching (GAT), Graduate Assistant Teaching-Support (GAT-S), and Graduate Assistant Research (GAR). The Associate Department Head for Graduate Studies in TLAC makes all Graduate Assistant assignments. The Associate Department Head works with the four Academic Program Chairs to create the best assignments for Graduate Assistantships. PhD students will be invited to submit an application in the Spring semester for the following academic year.

Graduate Assistant – Teaching (GAT)

It is TLAC's goal for PhD students to successfully teach at least one undergraduate course during the PhD program. Please work with your advisor and Academic Program Chair to plan ahead for a teaching assignment. In particular, PhD students must serve as a GAT-S and complete all training requirements prior to a GAT assignment. If you have any difficulty in preparing to secure a GAT assignment, please work with your advisor and consult with the Associate Department Head for Graduate Studies. Prior to being hired, GATs must attend all required trainings before interacting with students. They must:

1. Complete the Teaching Assistant Institute (TAI) Online Preparation Course
   - Attend the face-to-face Teaching Assistant Institute provided by the Center for Teaching Excellence (CTE).
   - Submit the TAI certificate to the Associate Department Head for Graduate Studies
   - Attend the department GAT training offered at the beginning of the semester
   - For those Graduate Assistants who will be teaching a class as a GAT, your syllabus

must be sent electronically to your faculty mentor. Your employment is based on university hours, Monday through Friday, from the beginning until the end of the semester on the university calendar https://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar. Your faculty mentor will assign specific times and tasks.

Grading Restrictions for GATs: For the College of Education and Human Development, graduate students who are serving as GATs will not be allowed to grade their peer Ph.D. graduate Students' papers/works.

Graduate Assistant Research (GAR)

GAR (Graduate Assistant for Research supports faculty journals, provides teaching assistance for faculty, centers, grants, and other research projects). GARs must:

Chapter 1: Attend the Teaching Assistant Institute (TAI) if they will have any contact with Pre-K through 12 students. See below.

Chapter 2: Attend the meetings of all Graduate Assistants (GAT, GAT-S, GAR).

Teaching Assistant Institute (TAI). The Teaching Assistant Institute (TAI), hosted by The Graduate & Professional School (The Grad School) and the Center for Teaching Excellence, is a one-day face-to-face course with additional online modules designed to prepare graduate students for college classroom teaching. TAI is offered every year at the beginning of the fall and spring semesters and is required for new TAs who serve as recitation leaders, laboratory instructors, and/or full responsibility lecturers. The schedule for these trainings can be found at ***https://cte.tamu.edu/Featured-Programs/Teaching-Assistant-Institute***

Explicit Understandings:

(Rates are accurate as of 2021-2022 SY)

1. A graduate student assigned 20 hours is considered full-time by TLAC.
    - For accounting and grant budgeting purposes, 20 hours = 50% time, 10 hours = 25% time.
2. Current Doctoral Student Salary (20 hours) is $2,000 per month for 9 months.
3. Approximate Costs for 9-month doctoral student is $4,914 (Tuition) + $21,600 (salary fringes 20%, insurance) = $26,514
4. If a graduate student is funded for 10 hours by the department, the student will need to secure an additional 10 hours in order to be eligible for health insurance and tuition support. A graduate student with only 10 hours of support is not eligible for tuition support or insurance.
5. If a graduate student is funded 10 hours by external funds, funding by the department for the additional 10 hours is based on needs in the department and advance approval by the department.

6. Students will follow the Texas A&M Staff and Faculty holiday dates as set forth by the University.
7. Must be enrolled full-time (9 hours in Spring and Fall, 6 hours in Summer) to receive a GA position, salary, and benefits. Dropping a course during the semester will result in the termination of the GA position and funding.

Requirements for Graduate Assistants

All Graduate Assistants (both Teaching and Non-Teaching) will complete all online training required by Texas A&M University, abide by all rules and regulations of TAMU, and attend all orientation and training meetings. This includes the Center for Teaching Excellence (CTE) certification before you are employed in a GAT (Graduate Assistant Teaching) or GAT-S (Graduate Assisting Not Teaching but supporting faculty courses) or GAR (Graduate Assistant Research for those having any contact with Pre-K through 12 students). All Graduate Assistants must apply with all CTE requirements, all university employment requirements, and all departmental policies and procedures. Your salary will not begin until you have secured CTE certification and attended the departmental seminar of all Graduate Assistants (GAT, , and GAR) . This seminar is mandatory and it is expected that you attend and participate as part of your roles and responsibilities. Your employment is based on university hours, Monday through Friday, from the beginning until the end of the semester on the university staff calendar. Your faculty mentor will assign specific times and tasks.

Graduate Assistant Teaching (GAT) will be assigned a faculty mentor. Your syllabus must be sent electronically to your faculty mentor by August 15 for the Fall semester and January 15 for the Spring semester. Minimum syllabus requirements: https://facultysenate.tamu.edu/FacultySenate/media/Media/Miscellaneous/Minimum Syllabus Requirements/ATTACHMENT-1_TAMU-Minimum-Syllabus-Requirements-v-4_Approved_20201109.pdf

It will be your responsibility to contact your mentor and schedule at least two observations; one prior to midterm. The mentor will complete an evaluation and provide feedback following the scheduled observation. You must register your course for both midterm and final evaluations using the PICA system pica.tamu.edu. You are responsible for sending the statistical data and feedback from students to your assigned mentor within one week of receiving the results.

Graduate Assistant Research (GAR): The University requires that all and GARs receive a summative evaluation by the supervising professor**.** This includes graduate assistants for large classes as well as graduate assistants for research. Your response to this evaluation is required. This system is administered online.

1. **The university requires that all GARs receive an evaluation by the supervising professor.** That is, graduate assistants for large classes as well as graduate assistants for research will be evaluated by the supervising professor. Your response to this evaluation is required.
2. Graduate Assistant Teaching (GAT) - You will be assigned a faculty mentor that may or may not be the same as the temporary advisor.

Mentoring, Advising, and Coaching Guidelines

All faculty serving as mentor/advisor/coach to a graduate student are expected to exercise responsible guidance practices. An online evaluation portal is used to monitor progress of all graduate assistants who are GAR/GAT. Faculty mentors/advisors/coaches will complete a brief on-line evaluation of each funded GAR/GAT under their supervision each semester. Graduate Assistants must review and comment on the evaluations.

Minimum Hours in the Office

Students in Graduate Assistantships (GAR) must be physically present for twenty (20) hours under the authority of the assigned supervisor/mentor. Graduate Assistant Teaching (GAT) must comply with university and departmental policies for office hours and teaching responsibilities. All Graduate Assistants must be present the week prior to the start of the semester

Syllabus and Attendance Certification

GAT (Graduate Assistant Teaching) or GAR (Graduate Assistant Research for those having any contact with Pre-K through 12 students, or supporting faculty courses) students must complete the Center for Teaching Excellence (CTE) certification. CTE is a one-time certification. International students must also secure English Language Proficiency certification (see below). GAT/GAR salaries will not begin until you have secured CTE certification and ELP certification (international) and attended a meeting of all Graduate Assistants (GAT and GAR). This seminar is mandatory and it is expected that assistants attend and participate as part of their roles and responsibilities. For Graduate Assistants who will be teaching a class as a GAT, their syllabus must be sent electronically to their faculty mentor and Dr. Rackley rrackley@tamu.edu. Your employment is based on university hours, Monday through Friday, from the beginning until the end of the semester on the university staff calendar. The faculty mentor will assign specific times and tasks.

International students please note:

If international graduate students who wish to serve in teaching positions do not achieve requisite standardized test scores prior to enrollment, they can certify by taking the on-campus English Language Proficiency Exam (ELPE). Registration deadlines exist. Spots fill quickly. For registration information, visit Testing Services.

Minimum Syllabus Requirements
A checklist and example of minimum syllabus requirements for courses taught at TAMU can be found online: https://facultysenate.tamu.edu/important-faculty-updates/minumum-syllabus-requirements

HR Department:
Upon arrival to campus, graduate assistants must complete initial employment forms in both the TLAC administrative offices in 308 Harrington Tower and in the Dean's Office in room 803 Harrington Tower.

Office Key, Copier Code, and Weekend Access:
The TLAC administrative office in 308 Harrington Tower will gladly assist you in obtaining these resources. Please schedule an appointment with Robin Burns ***robinburns@tamu.edu*** to obtain these items.

Department Laptops for Graduate Assistants:
Texas A&M Libraries have Computing and Electronic Resources for students to Loan or Rent for periods of time. Students can rent these resources from the Annex Library. There are also Open Access Labs across campus, allowing students to use university computers and printers across campus. For more information, visit oal.tamu.edu

Textbook Request:
Please reach out to Robin Alderete to request textbook(s) for your course(s) and a desk copy of textbook(s). *ralderete@tamu.edu.*

Required Trainings:
1. GAT - Syllabus Due
    - This will be required two weeks prior to the start of each semester. Send a copy to your assigned mentor, Dr. Williams (jwilliams3@tamu.edu) and to Dr. Robin Rackley (rrackley@tamu.edu).
2. Ph.D. New Student Orientation
    - Mandatory for incoming Ph.D. students two weeks prior to the start of the semester. Emails will be sent several months in advance.
3. ELPE - English Language Proficiency Exam
    - Required for International Students who have been assigned a GAT position for the first time. A Level 2 passing score is conditionally approved for one semester before a Level 1 passing score is required for further teaching semesters. Students must register in advance for the exam: https://cte.tamu.edu/Graduate-Student-Support/English-Language-Proficiency
4. Mandatory TLAC GA Training
    - Required every fall semester for any student employed as a Graduate Assistant for the TLAC department.
5. TAI / CTE Training

- Required for anyone assigned a Graduate Assistantship for the upcoming year that has not previously taken the training. You will receive a certification from CTE for this training.

6. Mandatory Title IX Training
    - Required annually for all CEHD grad students who hold a Graduate Assistantship or receive college funding.

Residence Requirements

A major purpose of the residence requirements for graduate degrees is to ensure that the student has an opportunity to benefit from the advantages of a university environment. These advantages include accessibility of library, laboratory, and other physical facilities, and the opportunity to participate in seminars and a variety of cultural activities. Equally important to the graduate student are the advantages of becoming acquainted with the faculty and other students on a personal and a professional basis. A student "in residence" is expected to devote most of his or her time and energy to graduate studies **under the direction of the student's advisory committee chair and the advisory committee**. Another major purpose of the residence requirements for graduate degrees is to ensure that the faculty have the opportunity to properly evaluate the student and his or her development, to guide and direct his or her studies, and to determine competency. The minimum time required to qualify for an advanced degree varies with the ability and preparation of the student. A student may find it necessary to extend his/her studies beyond the minimum requirements. To meet the residence requirements a doctoral student:

- with a master's degree must be enrolled full time, 9 hours for two consecutive semesters.
- with a bachelor's degree must be enrolled full time, 9 hours for two consecutive semesters and one additional semester that does not need to be consecutive.

Please note that University policy does not allow more than four courses in a doctoral program by distance (online, electronic to group, or off-campus face-to-face).

Distance Education Restrictions

The Texas Higher Education Coordinating Board has specific rules and regulations related to Doctoral programs. **One of these regulations is a limit of eight(8) courses taken in a distance or online format.** When scheduling courses and planning your degree plan, please be aware that only four distance education or online courses can be included in your degree plan. If you take more than eightcourses in a distance education or online format, these additional courses beyond the limit of eightcourses cannot count toward the 64-hour or 96-hour degree plan and exceeding the limit would prevent you from graduating. Please see the link below for specific information:
https://www.highered.texas.gov/new-program-development/distance-education-resources/

Course Time Limit

All requirements for doctoral degrees must be completed within a period of ten consecutive calendar years for the degree to be granted. A course will be considered valid until 10 years after the end of the semester in which it is taken. Graduate credit for course work more than ten calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. A final corrected version of the dissertation in electronic format as a single PDF file must be cleared by the Thesis Office no later than one

year after the final examination or within the 10- year time limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

99-Hour Cap on Doctoral Degrees

Doctoral students have 7 years (21 semesters) to complete their doctoral degree without being penalized. During the 7 years, students who are otherwise eligible for in-state tuition will be charged as such, even if they accumulate more than 99 doctoral hours. After 7 years (21 semesters), any student accumulating more than 99 doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition regardless of funding. Students who have been granted individual exemptions for the doctoral hour cap limit by the Texas Higher Education Coordinating Board and those students in programs that receive programmatic exemptions have 130 doctoral hours and 21 semesters before they are penalized with a higher tuition rate.

Student's Advisory Committee

A graduate student at Texas A&M University benefits from the guidance and expertise of faculty members who agree to serve on their graduate advisory committee. The students' committee approves courses, thesis and dissertation proposals, conducts preliminary written and oral examinations for doctoral students, and administers the final examination required for all degrees. It is the student's responsibility to form an advisory committee, in consultation with their selected chair. This is done by completing a degree plan, that is signed by the faculty members who agree to serve on the advisory committee.

Students in the Ph.D. program must select their chair and/or co-chair, form their advisory committees, and file their degree plans before the end of their fourth regular semester in residence, excluding summer semester. Registration for future semesters is blocked until the degree plan is on file. Doctoral advisory committees will consist of no fewer than four members of the graduate faculty. The student's chair must be a full-time member of the department and program area, and at least one or more of the members must be from a department other than the student's major department.

After receiving admission to graduate studies and enrolling, the student will consult with the assigned faculty advisor concerning coursework and registration. The assigned faculty advisor may or may not serve as the chair or co-chair of the student's dissertation committee.

Before the completion of 36 hours, a student should have met, consulted with, and chosen a faculty chairperson for his/her dissertation. The chair, in consultation with the student, will select the remainder of the advisory committee. Only graduate faculty members located on the campuses at College Station, Galveston, Texas A&M University-Temple Campus or Institute of Biosciences and Technology-Houston may serve as chair of a student's advisory committee. Other Texas A&M University graduate faculty members, including the Texas

A&M University System graduate faculty, may serve as co-chair with an individual located at College Station, Houston, Temple or Galveston.

The committee members' electronic approval on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for guiding all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign *en masse*. The chair of the committee, who usually has immediate supervision of the student's research and dissertation has the responsibility for calling all meetings of the committee. The duties of the committee include guidance on the approved courses for the proposed degree plan, the research proposal, the preliminary examination, the dissertation format, and the final examination. In addition, the committee, as a group and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to The Graduate & Professional School.

Visitors (anyone not formally declared on the student's committee in Howdy) should not be present during deliberations or voting of the preliminary exam, proposal, or final exam.

Doctoral Portfolio (Electronic Format)

All doctoral students in TLAC have their academic performance reviewed by their Dissertation Committee Chair and other Committee Members, annually. This review takes place in the spring semester of each academic year.

Purpose

This annual review allows faculty to 'keep track' of how their doctoral students are moving along their academic work. It allows faculty to assess, for instance, what courses the student has taken, what grades the student has achieved, and whether the student has completed all university requirements for the doctoral degree (PhD or EdD). In addition to allowing faculty to have access to their students' data, the new electronic format for the annual review will allow doctoral students to develop an electronic portfolio of their work: a place where they can upload papers, presentations, list their conference presentations, memberships in professional organizations, and research interests.

Procedures

The annual review of doctoral students – electronic format – will consist of the following steps:

1. Doctoral students feed appropriate information regarding their academic 'products', into the Doctoral Student Portfolio. To access the portfolio, students need to:
    - **Click on http://myrecord.cehd.tamu.edu/**
    - Click on the link "Login for Active TAMU Students"

    - (this will take students through the A&M NetID login process)
    - Once logged in, the student will be automatically taken to the front page of the "Student Data Portal"
    - Click on the link "Doctoral Student Portfolio/Review" (should be visible to all current G8 students)
    - Students are responsible for updating their information on a regular basis. They MUST HAVE input all pertinent information prior to the Annual Review date (usually in October). Once updated, a notification is automatically sent to the student's faculty advisor and the TLAC Graduate Advising Office.
2. Faculty can click on individual students and see the various pages with information on the selected student, including the student's portfolio. The faculty member's TASK is to go to the REVIEW page, and provide an assessment of the student. Space is available for faculty to provide written notes justifying the evaluation. A simple click on the appropriate button (SATISFACTORY or UNSATISFACTORY), and the review process (by the faculty chair) is complete.
3. The Graduate Advising Office will subsequently assess all faculty evaluations. Those cases marked as 'unsatisfactory' will be brought forth for discussion by the graduate faculty.
4. All doctoral students, at the end of the annual review, will receive an email stating the student's progress rating as 'satisfactory' or 'unsatisfactory'. In the case of an 'unsatisfactory' assessment, the student will receive specific comments and suggestions for improvement strategies.

Degree Plan

The student's advisory committee will evaluate the student's previous education and degree objectives. The committee, in consultation with the student, will develop a proposed degree plan and outline a research problem that, when completed, as indicated by the dissertation, will constitute the basic requirements for the degree. **The degree plan must be filed with The Graduate & Professional School during the semester in which the student is enrolled in the 36th hour, and no later than 90 days prior to the preliminary examination.**

A graduate student must file a degree plan that includes those courses to be applied toward a particular degree and formally establishes the advisory committee. Courses previously used for another degree are not acceptable for degree plan credit.

Lower division undergraduate coursework (100- and 200-level) may not be used for credit toward a graduate degree. **Coursework applied to a previous degree may not be used toward a graduate degree. Coursework may not be used to satisfy requirements for more than one degree**. Additional coursework may be added to the approved degree plan by the student's advisory committee if such additional coursework is needed to correct deficiencies in the student's academic preparation. Specific details and requirements for each degree program may be obtained from the student's academic department or the

specific degree program requirements provided in the catalog. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Final Examination Exemption is approved by The Graduate & Professional School.

Changes in the approved degree plan may be made by petition to The Graduate & Professional School. A student should submit the degree plan and petitions using the online Document Processing Submission System located on the website at https://ogsdpss.tamu.edu. Courses listed on the degree plan are subject to degree program time limits. Please refer to the Time Limits section in each degree program section in which the student is presently enrolled.

Transfer of Credit for Doctoral Degrees

Courses for which transfer credits are sought must have been completed with a grade of B or greater and must be approved by the student's advisory committee and The Graduate & Professional School. These courses must not have been used previously for another degree. Credit for "internship" coursework in any form is not transferable. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Credit for coursework taken by extension is not transferable. Coursework **that no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.** Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours, or equated to semester credit hours. Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to The Graduate & Professional School. Grades for courses completed at other institutions are not included in computing the GPR. An official transcript from the university that transfer courses are taken must be sent directly to the Office of Admissions. **The Graduate Committee of the Department of Teaching, Learning, and Culture will review and approve all requests for transfer credits.**

Petitions

Graduate students may use petitions to:

1. request a change of major, degree or department;
2. request changes to the coursework or committee membership as established by the degree plan;
3. request a leave of absence;
4. request extensions to time limits; or
5. request exceptions to published rules.

Each petition will be considered on its own merit by the Associate Provost for Graduate and Professional Studies. The student should make such requests by submitting either a Major, Degree, or Department petition (MDD) or a Long Form petition. . Petitions are submitted through the Document Processing Submission System (DPSS) at https://ogsdpss.tamu.edu/. The petition will be routed for the required approval by the members of the student's advisory committee, if appointed, and the department head, or his or her designee (or chair of the intercollegiate faculty, if appropriate). Students can log in to the site to check on the progress of the petition's approval.

Preliminary Examination for Doctoral Students

Preliminary exam refers to all examinations that are prerequisite to the admission to candidacy. The student's major department and their advisory committee may require qualifying, cumulative, or other types of examinations at any time deemed desirable. These examinations are entirely at the discretion of the department and the student's advisory committee.

The preliminary examination is required. Before completing the preliminary exam, an approved degree plan must be on file with the Graduate and Professional School, no earlier than the 36th registered credit hour.

The preliminary examination for a doctoral student shall be given no earlier than a date at which the student is within 6 credit hours of completion of the formal coursework on the degree plan (i.e., all coursework on the degree plan except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.

*The Preliminary Exam can be scheduled 90 days after the Degree Plan is approved.

Preliminary Examination Format

The objective of preliminary examination is to evaluate whether the student has demonstrated the following qualifications:

1. a mastery of the subject matter of all fields in the program;
2. an adequate knowledge of the literature in these fields and an ability to carry out

bibliographical research;
3. an understanding of the research problem and the appropriate methodological approaches.

The format of the preliminary examination shall be determined by the student's department (or interdisciplinary degree program, if applicable) and advisory committee, and communicated to the student in advance of the examination. The exam may consist of a written component, oral component, or combination of written and oral components.

AI cannot be used to complete the written portion of a preliminary exam.

The preliminary exam may be administered by the advisory committee or a departmental committee; herein referred to as the examination committee.

Regardless of exam format, a student will receive an overall preliminary exam result of pass or fail. The department (or interdisciplinary degree program, if applicable) will determine how the overall pass or fail result is determined based on the exam structure and internal department procedures. If the exam is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision.

Only one advisory committee substitution is allowed to provide an evaluation decision for a student's preliminary exam, and it cannot be the committee chair.

If a student is required to take, as a part of the preliminary examination, a written component administered by a department or interdisciplinary degree program, the department or interdisciplinary degree program faculty must:

1. offer the examination at least once every six months. The departmental or interdisciplinary degree program examination should be announced at least 30 days prior to the scheduled examination date.
2. assume the responsibility for marking the examination satisfactory or unsatisfactory, or otherwise graded, and in the case of unsatisfactory, stating specifically the reasons for such a mark.
3. forward the marked examination to the chair of the student's advisory committee within one week after the examination.

Preliminary Examination Policy

The preliminary exam consists of two portions, the written and oral exams. The Chair and Committee shall make determinations on his or her own requirements for the written portion of the exam. Any committee member chose his or her own format for the written portion of the exam as long as it is contained with the specified time period allocated by the

committee. As examples but not limited to, less time, proctored writing, etc. The oral exam must be scheduled to occur after a suitable timeframe to allow grading the written portion.

Preliminary Examination Process and Scheduling

Prior to commencing any component of the preliminary examination, a departmental representative or the advisory committee chair will review the eligibility criteria with the student, using the Preliminary Examination Checklist to ensure the student is eligible for the preliminary examination. The following list of eligibility requirements applies.

1. Student is registered at Texas A&M University for a minimum of one semester credit hour in the long semester or summer term during which any component of the preliminary examination is held. If the entire examination is held between semesters, then the student must be registered for the term immediately preceding the examination.
2. An approved degree plan is on file with The Graduate & Professional School prior to commencing the first component of the examination.
3. Student's cumulative GPR is at least 3.000
4. Student's degree plan GPR is at least 3.000.
5. All English language proficiency requirements are satisfied.
6. At the end of the semester in which at least the first component of the exam is given, there are no more than 6 hours of coursework remaining on the degree plan (except 681, 684, 690, 691, 692, 693, 695, 697, 791, or other graduate courses specifically designated as S/U in the course catalog). The head of the student's department (or Chair of the Interdisciplinary Degree Program, if applicable) has the authority to approve a waiver of this criterion.

Should all above criteria be met, t*he request to hold a preliminary exam can be made upon the student's degree plan earning approval. Most faculty require both written and oral preliminary exams. The written portion of the exam will be held first, followed by the oral portion.*

*The student, **along with their committee**, will determine when both portions of the preliminary exam will be held. Students are typically given a week to complete the written portion of the preliminary exam. The oral portion of the exam will be held two weeks (or more) after the written portion is submitted.*

Students must work with their Faculty Advisor to determine the time period for completing the written portion of the exam. Typically, students choose a 7 day period in which to write the exam. The committee provides the written exam question(s) on the first day of that testing period. The student must submit their responses at the end of the designated testing period.

*When students determine a preliminary exam timeline **along with their committee**, they must organize the meeting.* If holding oral exam on campus, students need to request a room by emailing TLAC Office ().

The following information must be included in the room request:

Date:

Time:

Full Name:

Chair:

Co-chair (if applicable):

Committee Members:

Once a room has been assigned, students *must submit a **Preliminary Exam Request** in ARCS, via the Howdy portal to schedule the oral portion of the exam. The oral exam date must be at least 10 business days (or 2 weeks) after the day students submit the **Preliminary Exam Request**. It takes 10 business days to process the request. Once the request is submitted by the student, the graduate advisor, faculty chair, and committee will need to approve the request via ARCS.*

Requests must be submitted via the Academic Requirements Completion System (ARCS) via the Howdy portal. Select the myARCS tile located at the top of the Howdy portal to enter the system. Once inside, click on the "Preliminary Exam" milestone bubble to being the submission process.

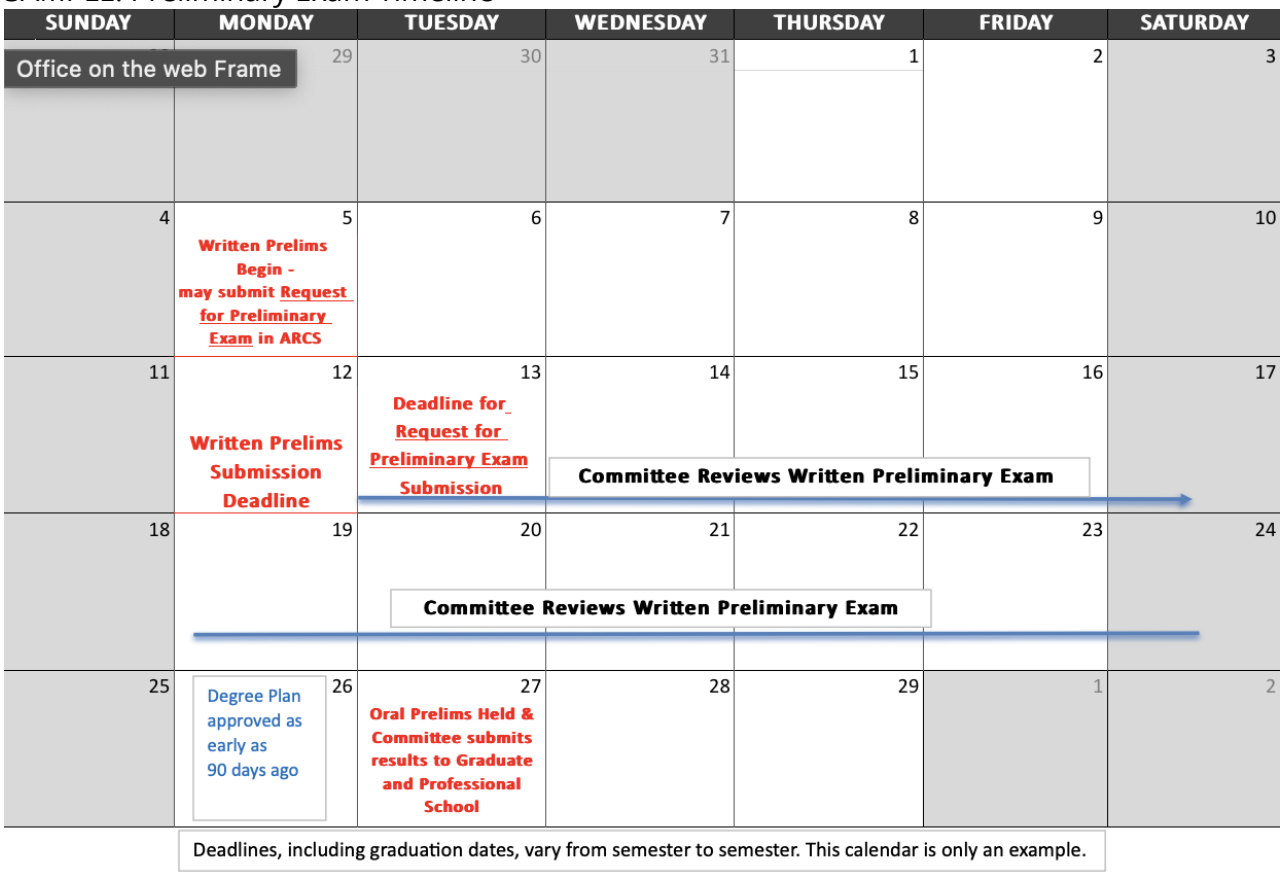
To learn how to access ARCS: https://grad.tamu.edu/getmedia/057866c0-306b-4704-aae0-e3b097597a54/ARCS_Student_Guide.pdf

Considerations to Make as You are Scheduling the Preliminary Exam:

- Testing Period (how many days allowed)?
- Preliminary exam questions
  - When will questions be provided?
  - How any questions will be provided?
  - How will they be provided (e.g., email)
  - Who will provide them (e.g., Chair, each committee member)
  - What are the logistical expectations for responses (e.g., page limits)

- Exam responses
  - When to submit
  - How to submit (e.g., email, OneDrive)
  - What program (e.g., .docx, shared Google doc)
  - Submit to whom (e.g., all responses to full committee, individual responses to those who asked the question)
- Oral Defense
  - When to schedule oral exam?
  - What tool to use for finding common times (e.g., When2meet, Doodle)?
  - How long will the defense meeting be?
  - Oral defense in person or online?
  - What to do to prepare for the oral exam?
  - Submit **Preliminary Exam Request** (via ARCS) as soon as committee agrees to oral exam date

SAMPLE: Preliminary Exam Timeline



Report of Preliminary Examination

Credit for the preliminary examination is not transferable in cases where a student changes

degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student's examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student's examination committee, with at most one dissension, is required to pass a student on his or her preliminary exam. Only one committee member substitution is allowed with prior approval of the Graduate and Professional School.

Results of the Preliminary Exam Form is automatically sent to the committee. Members sign first, chair, Department, grad school

After passing the required preliminary examination for the doctoral degree, a student must complete the final examination for the degree within four calendar years; otherwise, the student will be required to repeat the preliminary examination.

Failure of the Preliminary Examination

First Failure

Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Department and Graduate and Professional School, a student who has failed a preliminary examination may be given one re-examination. In accordance with Student Rule 12.5, the student's department head or designee, intercollegiate faculty, or graduate advisory committee should make a recommendation to the student regarding their scholastic deficiency.

Second Failure

Upon failing the preliminary exam twice in a doctoral program, a student is no longer eligible to continue to pursue the PhD in that program/major. In accordance with Student Rule 12.5.3 and/or 12.5.4, the student will be notified of the action being taken by the department as a result of the second failure of the preliminary examination.

Retake of Failed Preliminary Examination

Adequate time must be given to permit a student to address inadequacies emerging from the first preliminary examination. The examination committee must agree upon and communicate to the student, in writing, an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and committee should jointly negotiate a mutually acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

THE DISSERTATION PROCESS

Students will write a dissertation proposal, also called a Research Proposal or Proposal. This proposal is defended in an oral presentation/exam called Research Proposal Defense. Then, the student submits an IRB application (if needed). Once approved, the student conducts the proposed research. Afterward, the student writes the Dissertation, the report of the research conducted. Finally, the student completes the Final Exam, which is the oral defense of the dissertation. Upon completion of the Final Exam, the student is responsible for submitting the Dissertation to the university's Thesis Office.

Research (Dissertation) Proposal

All doctoral degrees require a research proposal. The proposal must be approved by the advisory committee and the head of the major department. This proposal must be submitted to The Graduate & Professional School at least 20 working days prior to the submission of the request for the final examination. All research proposals are routed to the Office of Research Compliance and Biosafety for review and approval by The Graduate & Professional School prior to final approval. Compliance issues must be addressed if a graduate student is performing research involving human subjects, animals, infectious biohazards and recombinant DNA. A student involved in these types of research should check with the Office of Research Compliance and Biosafety at (979) 458-1467 to address questions about all research compliance responsibilities. Additional information can also be obtained on the website http://rcb.tamu.edu.

Students work with their Advisor and committee to define the scope of the proposal document as well as the nature and timing of any oral defense. The approved Research Proposal document is to be submitted using the Research Proposal Approval Form via ARCS.

Submit **Research Proposal Approval Form**

https://grad.tamu.edu/knowledge-center/forms/research-proposal-approval-form

To submit the research proposal, the following conditions must be met:

- Have an approved degree plan
- Have no open requests in DPSS (ogsdpss.tamu.edu)
- Have successfully completed the preliminary exam

Admission to Candidacy

Admission to candidacy is a prerequisite for scheduling your final examination and to order your Aggie Ring. To be admitted into candidacy for a doctoral degree, a student must have:

1. completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690 and 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog,
2. a 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
3. passed the preliminary examination,
4. submitted an approved dissertation proposal,
5. met the residence requirements.

The final examination will not be authorized for any doctoral student who has not been admitted to candidacy.

Final Examination (Dissertation Defense) for Doctoral Students

The candidate for the doctoral degree must pass a final examination by deadline dates announced in "The Graduate & Professional School Calendar" each semester. The doctoral student is allowed only one opportunity to take the final examination.

No unabsolved grades of D, F, or U for any course can be listed on the degree plan. The student must be registered for any remaining hours of 681, 684, 690, 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam. No student may be given a final examination until they have been **admitted to candidacy** and their current official cumulative and degree plan GPAs are 3.00 or better.

The request to hold and announce the final examination must be submitted to the TLAC Graduate Advising Office **a minimum of 15 working days in advance** of the scheduled date. This will allow the advising office time to review the student's degree evaluation and notify the student of any deficiencies, if applicable. Any changes to the degree plan must be approved by The Graduate & Professional School prior to the submission of the request for final examination. To reserve a room for the dissertation defense, the student must contact the TLAC main office. They will then complete the Request and Announcement of Final Exam form located on The Grad School website.

The student's advisory committee will conduct this examination. **The final examination is not to be administered until the dissertation is available in substantially final form to the student's advisory committee, and all concerned have had adequate time to review the document.** Whereas the final examination may cover the broad field of the candidate's training, it is presumed that the major portion of the time will be devoted to the

dissertation and closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a final examination for an advanced degree. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

Report of Final Examination

The student's department will promptly report the results of the Final Examination to The Grad School via the Report of Doctoral Final Examination form. These forms should be submitted to The Graduate & Professional School within 10 working days of completion of the final examination. **The Graduate & Professional School must be notified in writing of any cancellations.**

A positive evaluation of the final exam by all members of a student's advisory committee with at most one dissension is required to pass a student on his or her final exam. The Report of the Final Examination form should be submitted by the committee, via ARCS within 10 days following the exam.

All members must be in-person for the final defense. With approval (prior to submitting Request), up to one member (excluding Chair) may join via video conference. This conference must be set up by the student, as well as obtaining all committee member signatures prior to submission to the Graduate Advising Office.

Dissertation

The Graduate & Professional School is responsible for reviewing each dissertation to ensure that the format requirements of the University are met. Guidelines and electronic templates for the preparation of the manuscript are available in the *Thesis and Dissertation Manual* and online at https://grad.tamu.edu/. All manuscripts must be submitted electronically.

Students must upload one approved final copy of the **Dissertation** as a single pdf file to etd.tamu.edu and submit the fully signed Dissertation/Record of Study Approval Form to the Graduate and Professional School

Steps to Complete the Upload

- **Surveys from Grad School (SED and AAUDE)**
  - **Can be completed as soon as final exam request is approved**

Prior to initiating the upload of the dissertation, the Graduate and Professional School requires doctoral students to complete two surveys (i.e., SED, AAUDE) to collect information about the doctoral student experience. To provide evidence of survey completion in ARCS, the Graduate and Professional School has requested the following materials:

-For the SED, you will receive a certificate to upload.
-For the AAUDE, please upload a PDF or screenshot of the confirmation email you receive.
These surveys will become available to students via the ARCS platform in the dissertation milestone once the Final Exam Request has been fully approved.
https://grad.tamu.edu/knowledge-center/forms/sed-aaude-surveys

- **Copyright Approval Form**
  - **Students gain access after SED and AAUDE surveys are completed. The form must be completed in advance of uploading the dissertation to the Thesis Office.**

Upon successful completion of the SED and AAUDE surveys, students may begin completing and submitting the copyright approval form. Students will read through copyright and content acknowledgements and agreements and select their preferred dissertation availability option. Once the Copyright Approval form is submitted by the student, the chair, then the Grad School will sign off.

- **Upload Dissertation-Thesis Office**
  - **Upload takes place after the final defense has been held and must be completed before deadline date set by the Graduate and Professional School**

Upon a successful final defense, the student will incorporate any feedback or revisions into the manuscript. Once the chair gives approval for the student to submit their dissertation, the student will upload their dissertation into the Thesis Office's online platform, Vireo.
https://etd.tamu.edu
This step must be completed prior to the deadline set by the Graduate and Professional School. Failure to submit by the deadline will result in a delayed graduation date. Upon successful completion of this step, an email will be sent to the student's inbox prompting them to complete the dissertation approval form.

- **Dissertation Approval Form**
  - **Must be completed after uploading dissertation to the Thesis Office**

This is the final step through the ARCS platform. Once the dissertation is successfully uploaded into the Vireo platform, this form will populate within the Dissertation milestone in ARCS. Students must include their dissertation title, graduation term, and acknowledge that they have uploaded their dissertation into Vireo on this form. Once submitted, the form will be signed by the committee and department. The Graduate and Professional School will approve the form once the dissertation clears the Thesis Office.

- **Dissertation Clearance**

Submitted dissertations must abide by TAMU formatting requirements. The Thesis Office ensures this alignment by providing feedback, and ultimately, clearance, to a submitted dissertation. Once a student has submitted their dissertation into Vireo, the Thesis Office puts the dissertation under review and requires students to incorporate style-related feedback and resubmit until the dissertation aligns with set guidelines. Upon the dissertation's acceptance by the Thesis Office, the student has officially completed their doctoral program at the university. The deadline for a student's dissertation to clear the Thesis Office is typically two weeks after the commencement date.

Pre-Defense Publication of Dissertation Material
A graduate student may publish material that subsequently will be used as part of the dissertation. A student should be aware of the copyright agreement that is signed when a journal (hard copy or electronic) accepts an article for publication. At that time, the student generally assigns rights to the journal as publisher. If the student has not retained the right to use the material in the dissertation, he/she must then obtain written permission from the copyright holder to include the material in the manuscript. If such permission is not obtained, or rights have not been retained, the copyrighted material cannot be included in the dissertation.

Use of Classified and Proprietary Information in Dissertation
Committee chairs are cautioned against allowing a student to use classified or proprietary information in electronic dissertations (ETDs), because these documents become available to the public upon submission to The Graduate & Professional School. The research conducted at Texas A&M University, as a Texas public institution, is ultimately for the benefit of the public. All ETDs are available on the Internet via the Texas A&M University Libraries. In addition, dissertations are published electronically by ProQuest (UMI) and are available from that source. A temporary embargo, or delay in public release, is possible.

Letter of Completion
The Graduate & Professional School may issue a letter of completion for an individual student upon written request from the student. The letter of completion certifies that the student has completed all academic requirements for the degree and states the date the degree will be awarded. International students should contact International Student Services prior to requesting a letter of completion to determine how receiving it could affect the student's visa status.

This letter may be requested anytime from the point the student has completed all requirements for the awarding of the degree and until five days prior to commencement. A student in a master's thesis option or a doctoral program must have completed all degree requirements, including final clearance, to be eligible to request this letter.

Time Extensions of the Preliminary Exam, Coursework, or Defense

All requests for extensions of the doctoral time limit requirements, such as the preliminary exam, degree plan coursework, or final defense decisions will have to be approved by the Graduate Faculty Committee. Requests must originate from the chair and be approved by the Graduate Faculty Committee prior to submission of a Long Form Petition through The Graduate & Professional School at Texas A&M University (The Grad School).

Graduation

A graduate degree is conferred at the close of each regular semester and 10-week summer

semester. A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester or the Friday of the first week of the second summer term. **The electronic application can be accessed via the Howdy portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from The Graduate & Professional School.** A student should check the website of the Office of the Registrar at http://graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

Steps to your earning your PhD in Curriculum & Instruction

Step	What to Do	When	Approved by
1	Accept offer of admission, clear all holds and take Title IX training	Before first semester registration	Faculty Advisor, Advisor
2	Attend new student orientation in August at Texas A&M	Before the start of your first full semester	Faculty advisor, Advisor
3	Complete course work each semester with a 3.0 or above	First three years of the program	Instructors, Faculty Advisor
4	Complete CITI training, form thematic groups, submit degree plan	**Fall Year 2.**	Faculty advisor, advisor
5	Submit checklist and the report of the Preliminary Exam. (Preliminary Exam Requirements)	**Fall Year 3.** Must be received by The Grad School 10 working days after exam date and at least 14 weeks prior to the final defense date.	Advisory committee, department head and The Grad School
6	Submit proposal for dissertation or record of study.	**Spring Year 3.** No later than 20 working days prior to submission of the Request and Announcement of Final Examination.	Advisory committee, department head and The Grad School
7	Apply for a degree online at the Howdy portal; pay graduation fee.	During the first week of the final semester; pay graduation fee after graduate application is submitted	The Grad School
8	Submit Request and Announcement of Final Examination to hold and announce final oral examination.	**Year 4.** Must be received by The Grad School at least 10 working days before final exam date.	Advisory committee, department head and The Grad School
9	Successfully complete final examination. Submit	**Year 4.** The Report of the Final Examination form should be submitted to The Grad School within 10 days	Advisory committee and The Grad School
10	Upload approved PDF file of the completed dissertation, and submit signed approval form to The Grad School.	See The Grad School calendar for deadlines.	Advisory committee, department head and The Grad School
11	Graduation; arrange for cap and gown at graduation.tamu.edu	After you apply for graduation before deadline	
*	Update your distance location in Howdy and check for holds	Each semester	Registrar's Office

***This matrix, in addition to the Adequate Progress Document in the next section, reflect the steps to earning the PhD degree in Curriculum and Instruction.**

Ph.D. Roadmap for Success

YEAR ONE

(Hours: 0 - 18)

- ❑ **1. Meet face-to-face with your temporary faculty advisor. Discuss coursework to take each semester**
  - ❑ Make sure you plan for and take an initial research (Quantitative/Qualitative) course within year one.

- ❑ **2. Complete all required training for GA positions (GAR, GAT, GAT-S)**
  - ❑ Information about trainings will be emailed in the summer prior to your assistantship. These trainings are mandatory and attendance is required. There are different trainings dependent upon your position, but some include Title IX, ELP, TAI/CTE, TLAC departmental, and SEHD College-wide trainings.

- ❑ **3. Register for EDCI 601, along with additional courses for your degree**
  - ❑ Full time: 9 hours
  - ❑ Part time: 6 hours
  - ❑ Complete all enrolled courses with a B or better to maintain satisfactory academic standing
  - ❑
- ❑ **4. Complete research compliance training as a part of EDCI 601**

- ❑ **5. Become familiar with the Shared Google Drive: PhD Student Resources**
  - ❑ Includes the Student Handbook with degree requirements, travel funding request forms, official university paperwork and how to fill out each form, directed studies application forms, adequate progress, ISS Information, GSA Information, and more!
  - ❑ There is a Google Drive icon within your Howdy portal for direct access.

- ❑ **6. Get involved in the TLAC Graduate Student Association (GSA)**
  - ❑ Meets monthly on campus, as well as conducts social and professional development events.

- ❏ Dues are $35 yearly and allows you to apply for department travel funding. Dues pay for food at meetings and allows you to apply for departmental travel funding throughout the year.
- ❏ The GSA Advisor and will email information out on this as it becomes available. Participation is required to apply for leadership positions in future academic years.

❏ **7. Submit your initial Doctoral Student Portfolio**

- ❏ Due every November you are an active student. If not done by the deadline, a hold will restrict you from registering for the Spring semester.

❏ **8. Pre-Registration begins for Spring semester in November**

- ❏ The Spring schedule goes live for viewing in mid-October. Speak with your Faculty advisor again before pre-registration begins. Get registered as soon as you are able; courses begin to close when there is a lack of registration.

❏ **9. Begin to participate in a research project after first semester**

- ❏ This could be various activities such as conducting a literature review, data collection, data analysis, etc.
- ❏ Consult with a faculty member and/or research team, begin process of writing for publication.

❏ **10. Participate in a professional development event by the end of year one**

- ❏ This could be writing a conference proposal, participating in grant writing, giving a conference presentation, going to a professional development activity, learning to use new software, and other approved trainings, etc.
- ❏ Attend at least one professional conference in your field.

❏ **11. Pre-Registration begins for Summer and Fall semesters in April**

- ❏ The Summer and Fall schedules go live about mid-March. Speak with your Faculty advisor again before pre-registration begins. Get registered as soon as you are able; courses begin to close when there is a lack of registration.
- ❏ Summer deadlines are TRICKY - pay special attention to add/drop and Q-drop deadlines and reach out to your Staff Advisor if you need any clarification.
    - ❏ You are allowed up to four/12 hours of online courses on your entire degree plan. Summers are typically only online courses.

YEAR TWO

(Hours: 19 - 36)

- ❑ **1. Check in with your Faculty advisor each semester**

- ❑ **2. Complete all required annual training for GA positions (GAR, GAT)**
  - ❑ Information about trainings will be emailed in the summer prior to your assistantship. These trainings are mandatory and attendance is required.

- ❑ **3. Begin to Identify your permanent chair and committee members**
  - ❑ You need not have this completed by the first semester but must be completed by the end of the second semester.

- ❑ **4. Submit your Doctoral Student Portfolio**
  - ❑ Due every November you are an active student. If not done by the deadline, a hold will restrict you from registering for the Spring semester.

- ❑ **5. Pre-Registration begins for Spring semester in November**
  - ❑ The Spring schedule goes live about a month prior. Speak with your Faculty advisor again before pre-registration begins. Get registered as soon as you are able; courses begin to close when there is a lack of registration.

- ❑ **6. Actively engage in the research process**
  - ❑ Contributing to conference proposals, manuscripts, grant proposals, or other research products.
  - ❑ Assist in the design and implementation of a research project.
    - ❑ This is continuous until graduation.
  - ❑ By the end of year two, submit your second unique manuscript for publication.

- ❑ **7. Participate in a professional development event every year**

- ❑ **8. Write a Conference Proposal and give at least one Conference Presentation**

- ❑ **9. In the semester you will complete your 36th hour of classwork, submit your Degree Plan with your full committee and permanent chair**

- ❏ Take care of this early in the semester! The registrar will place a registration hold if not completed prior to pre-registration. This process can take around a month to complete as so many parties will have to approve:

❏ **10. Pre-Registration begins for Summer and Fall semesters in April**

- ❏ The Summer and Fall schedules go live about mid-March. Speak with your Faculty advisor again before pre-registration begins. Get registered as soon as you are able; courses begin to close when there is a lack of registration.
- ❏ Summer deadlines are TRICKY - pay special attention to add/drop and Q-drop deadlines and reach out to your Staff Advisor if you need any clarification.

YEAR THREE

(Hours: 37 - 54)

- ❑ **1. Prepare for Preliminary Exams.**
  - ❑ Work with your chair to determine a date for your preliminary exams.

- ❑ **2. Check in with your Faculty advisor each semester.**

- ❑ **3. Re-familiarize yourself with the Shared Google Drive: PhD Student Resources**
  - ❑ Important milestone and official paperwork will be relevant this year. As you start to have questions about paperwork needed, look over the documents in the "The Grad School's Forms" file. If anything is not clear, please email your staff advisor to set up a meeting.

- ❑ **4. Submit your Doctoral Student Portfolio**
  - ❑ Due every November you are an active student. If not done by the deadline, a hold will restrict you from registering for the Spring semester.

- ❑ **5. Pre-Registration begins for Spring semester in November**
  - ❑ The Spring schedule goes live about a month prior. Speak with your Faculty advisor again before pre-registration begins. Get registered as soon as you are able; courses begin to close when there is a lack of registration.

- ❑ **6. Complete all required annual training for GA positions (GAR, GAT)**
  - ❑ Information about trainings will be emailed in the summer prior to your assistantship. These trainings are mandatory and attendance is required.

- ❑ **7. Take Preliminary Exams**
  - ❑ Complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan.
  - ❑ All details on required forms and steps can be found in the Google Drive: PhD Student Resources > The Grad School's Forms > Prelims

- ❑ **8. Lead research process**
  - ❑ Create a research proposal, present at a conference, analyze data, etc.

- ❑ **9. Finalize research proposal and prepare for proposal defense**
  - ❑ Work with your committee

- ❑ **10. Submit the research proposal for your dissertation**
  - ❑ Submit and obtain IRB permission for your dissertation study with supervision from chair(s)
  - ❑ All details on required forms, documents, and steps for completion can be found in the Google Drive: PhD Student Resources > The Grad School's Forms > Proposal
  - ❑ Submission due at least 20 working days prior to submission of the Request and Announcement of Final Examination.

- ❑ **11. Pre-Registration begins for Summer and Fall semesters in April**

YEAR FOUR & Final Graduation Requirements

(Hours: 55 - 64)

- ❑ **1. Work closely with your faculty advisor and committee to complete your dissertation study**

- ❑ **2. Submit your Doctoral Student Portfolio.**
  - ❑ Due every November you are an active student. If not done by the deadline, a hold will restrict you from registering for the Spring semester.

- ❑ **3. Pre-Registration begins for Spring semester in November**

- ❑ **4. Pre-Registration begins for Summer and Fall semesters in April**

Final Graduation Requirements

- ❑ **5. Make an appointment with your staff advisor**
  - ❑ This should be done at least one month before your defense to get clarity on all final steps to graduation: forms, submissions, room reservations, etc.
  - ❑ Depending on your defense and graduation timelines, there might be ways to maximize enrolled hours and graduation dates within The Grad School calendar. This can be discussed at your advising meeting.

- ❑ **6. Attend The Grad School's Pre-Submittal Conference**
  - ❑ https://grad.tamu.edu/knowledge-center/grad-student-resources/pre-submittal-requirements
  - ❑ Significantly fewer corrections are necessary for students who attend a pre-submittal conference. Conferences are offered both in person and online. It is required you attend one.

- ❑ **7. Submit the Request and Announcement of Final Examination**
  - ❑ This must be submitted to The Grad School two weeks prior to your defense. It requires many signatures, so you should submit this to the graduate advising office 2.5 weeks out from your defense date.

- ❏ All details on required forms, documents, and steps for completion can be found in the Google Drive: PhD Student Resources > The Grad School's Forms > Defense

❏ **8. Successfully complete your final defense. WHOOP!**

- ❏ Bring the typed, required paperwork to the defense for faculty signatures
- ❏ Bring signed paperwork immediately to the graduate advising office after defense

❏ **9. Upload final copy of your dissertation to the Thesis Office once approved by committee**

- ❏ Submit copy of your dissertation to the Thesis Office: https://powerforms.docusign.net/115600d5-a558-48aa-8308-44b458042914?env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60&accountId=16517be3-5a0c-489f-a422-a57859ee0f60
- ❏ Submit electronic copyright form via email to Thesis Office

❏ **10. International student course load Information:**

- ❏ In your very last semester, you are allowed to have less than a full-time course load if you won't need 9 hours to complete your degree requirements. You will submit a Reduced Course Load (RCL) form to ISS, but need your faculty and staff advisor's signatures. Please complete this well in advance of your last semester, as this is due by the fifth course day (add/drop deadline).

❏ **11. Make it a priority to check your emails**

- ❏ Student rule 61 explains that your TAMU email is the official means of communication with University entities and suggests checking it once every 24 hours. If something is amiss with your graduation, we need your attention and response as soon as possible.

❏ **12. Submit the required TLAC Graduation Survey**

- ❏ You will get an email from the Graduate Advising Office discussing essential steps to graduation, which includes surveys and applications required for successful completion.
- ❏ Our survey allows us to double-check your degree evaluation and application to ensure you receive your diploma

- ❑ **13. Complete the SEHD Graduation Survey**
  - ❑ This will be emailed out after you've applied for graduation in Howdy

- ❑ **14. Formally apply for graduation through your Howdy portal**
  - ❑ All information about graduation dates, times, and regalia can be found at graduation.tamu.edu. Graduation dates are formalized two weeks after the initial graduation submission date

- ❑ **15. Pay attention to The Grad School's graduation timeline and deadlines**
  - ❑ Deadlines to submit your Defense and Dissertation paperwork come quickly each semester.

Doctor of Philosophy (PhD) in Curriculum and Instruction

For a student who has completed a master's degree, a DVM, or MD at a U.S. institution, a minimum of 64 hours are required as outlined below. Otherwise, 96 hours are required for the PhD; the additional 32 hours beyond the 64 hours outlined below will be electives and research hours that will be approved by the student's doctoral committee.

Introductory Course: 3 Hours Required		
Course Prefix	Course Title	Credit Hours
EDCI 601	Disciplinary Knowledge and Research in C&I	3
	Total	**3**

NOTE: Must be taken in the first semester

Foundations Core Courses: 9 Hours Required (Choose three of the following)		
Course Prefix	Course Title	Credit Hours
EDCI 646	Instruction Theory	3
EDCI 647	Curriculum Theory	3
EDCI 658	History of Education	3
EDCI 662	Philosophical Theories of Education	3
	Total	**9**

Research Core Required Courses: 6 Hours Required (Choose one from each research categories)			
Research Category	Course Prefix	Course Title	Credit Hours
Qualitative	EDCI 605	Qualitative Research Methods in C&I	3
	EDCI 706	Narrative Inquiry	
Quantitative	STAT 651	Statistics in Research I	3
	EPSY 640	640 Statistical Analysis in Educational Research I	
	EDCI 686	Research Methods in EDCI I	
		Total	**6**

NOTE: Recommended to be taken in the first year

Research Core Elective Courses (page 2): In consultation with the permanent committee chair, students will choose additional research courses that are most appropriate for the student's Degree Plan. These three courses will be approved by the student's committee on the Degree Plan. In consultation with the temporary advisor, students may take the introductory courses (see above) before the Degree Plan is approved. For those students who will focus primarily on quantitative data analysis and research, the

additional research courses must include one additional basic course that lists the first course as a prerequisite, and two intermediate/advanced courses (see below). The research core elective course list are possible additional research courses from which to select in consultation with your permanent advisor.

Research Core Elective Courses: 9 Hours Required (Choose three of the following)			
Research Category	Course Prefix	Course Title	Credit Hours
Qualitative	EHRD 655	Qualitative Research	3
	EHRD 651	Models of Epistemology & Inquiry in HRD	3
	EHRD 656	Narrative Analysis	3
	EHRD 657	Life History Research	3
	EDAD 623	Advanced Fieldwork Methods	3
	EDAD 690	Theory of EDAD Research (Naturalistic Inquiry)	3
	EPSY 633	Qualitative Research Design and Data Collection	3
	EDCI 707	Narrative Inquiry II	3
Quantitative	STAT 653	Statistics in Research III	3
	EPSY 622	Measurement and Evaluation in Education	3
	EPSY 652	Theory of Hierarchical Linear Models	3
	EPSY 660	Single-Case Research (formerly EPSY 630)	3
	EPSY 636	Techniques of Research	3
	EDCI 687	Research Methods in EDCI II	3
	EDCI 688	Research Methods in EDCI III	3
	STAT 651*	Statistics in Research I	3
	STAT 652*	Statistics in Research II	3
	EPSY 641*	Statistical Analysis in Educational Research II	3
	STAT 659**	Applied Categorical Data Analysis	3
	STAT 604**	Topics in Statistical Computations	3
	EPSY 625***	Advanced Psychometric Theory	3
	EPSY 642***	Meta-Analysis of Behavioral Research	3
	EPSY 643***	Applied Multivariate Methods	3

	EPSY 650***	Multiple Regression & Other Linear Models in Ed. Research	3
	EPSY 651***	Theory of Structural Equation Modeling	3
	EPSY 652***	Theory of Hierarchical Linear Models	3
	EPSY 653***	Advanced Structural Equation Modeling	3
	STAT 656***	Applied Analytics Using SAS Enterprise Miner	3
	STAT 657***	Advanced Programming Using SAS	3
	EDCI 627***	Teaching & Learning Data Analysis & Uncertainty Concepts	3
	EDCI 628***	Analyzing and Reporting Field Based Research	3
Mixed Methods	EDCI 689	Standards and Models of Curriculum	3
	EDCI 661	Evaluation Mixed-Methods Research in Education	3
	EDAD 620	Educational Program Evaluation	3
	EHRD 618	Evaluation Models in Human Resource	3
	EHRD 641	Development Evaluation of Adult Teaching and Learning	3
		Total	**9**

NOTE: Courses selections from this category must be in consultation with your permanent committee chair

**Basic Quantitative level Course* ***Intermediate Quantitative Level Course* ****Advanced Quantitative Level Course*

Required Competencies for the Introductory Qualitative Course

1. The ontology, epistemology, axiology, and methodology of qualitative inquiry.
2. Ontological and epistemological differences between the quantitative research paradigm and the qualitative research paradigm.
3. Justify the choice of an inquiry paradigm for future endeavors
4. The purpose of research in general and the difference between the quantitative research paradigm's purpose and the qualitative research paradigm's purpose.
5. Different research methodologists' perspectives on qualitative research (including the purpose of research in general and it operationalization).
6. Similarities and differences of varied traditions of qualitative inquiry, including narrative, ethnography, phenomenology, grounded theory and case study.
7. Different approaches to qualitative inquiry, including feminist epistemologies, queer theory, neocolonization, critical race theory, and post-structuralist and post-modernist views.
8. Explain the role of the human instrument in constructivist research, including articulating an understanding of the role of reflexivity.

9. Designing, conducting, and reporting a pilot qualitative inquiry of the students' choice.
10. To describe qualitative sampling techniques and be able to justify when each one is the appropriate choice.
11. Asking "what" questions (not why, how, or yes/no questions) and interviewing participants.
12. To articulate an understanding of and be able to practice participant observation techniques
13. To articulate an understanding of and be able to carry out different kinds of qualitative interviews including unstructured, semi-structured and structured interviews.
14. Designing a semi-structured interview protocol
15. Interviewing two individuals one on one and recording the conversation on audio.
16. Transcribing the recorded conversations into text.
17. Analyzing the text using the constant comparative method and reporting the findings.
18. To explain what constitutes quality and credibility in qualitative research.
19. Writing a draft of the report in a publishable format.

Required Competencies for the Introductory Quantitative Course

Core Competencies (Part One)

1. Be able to differentiate when to use Parametric vs non-parametric (no discussion of non-parametric analytic models or designs).
2. Be able to explain various critical *p* values (i.e., .05, .01, and .001) and what mediates statistical significance. Including understanding alpha, beta, Type I and Type II errors.
3. Differentiate between sampling methods (convenience, quasi-experimental, and experimental designs).
4. To be able to compute, use, and interpret correlational concepts such as Pearson's r, Spearman rho, multiple correlations, point biserial correlation. Be able to differentiate important correlations in ways other than by statistical significance (that is t-calculated lower than some arbitrary t-critical).
5. Be able to decide when to use and be able apply t-tests, ANOVA, ANCOVA, and F-test and be able to explain the limitations of each method and underlying assumptions.
6. Understand and be able to differentiate Planned vs all contrasts and when to use them
7. Be able to use common statistical packages to invoke analytic methods in #5 and be able to interpret output and differentiate important from unimportant results.

8. Be able to explain the benefits of, compute ,and interpret 1) and unstandardized effect estimate options and confidence intervals.
9. Demonstrate the effect of covariates on the obtained results Covariates
10. Be able to decide between planned Interactions vs all interactions.
11. Be able to decide when and how to use Chi-square tests and interpret results.
12. Be able to differentiate between primary and secondary data analyses; systematic review, and meta-analysis.

Core Competencies (Part Two)

1. Be able to compute, use, and interpret parametric tests and when to apply them as well as know the underlying assumptions.
2. Be able to describe the General Linear Model and identify the analyses subsumed by it.
3. Be able to compute, use, and interpret regression/multiple regression and the underlying assumptions.
4. Be able to compute, use, and interpret Logistical Regression, MANOVA, and MANCOVA.
5. Be able to compute, use, and interpret non-parametric tests (eg. sign test).

Emphasis Area Courses: 24 Hours Required

Teaching and Teacher Education (TTE) Program Area			
Emphasis	Standard	Courses	Credit Hours
Teacher Education	Required:	EDCI 658, EDCI 606, EDCI 703, EDCI 704, EDCI 705	15
	Electives:	In consultation with advisor	9
History of Education	Required:	HIST 628, HIST 630, EDCI 658, EDCI 659, EDCI 670	15
	Electives:	In consultation with advisor	9
Philosophy of Education	Electives:	In consultation with advisor	24

Science, Technology, Engineering, and Mathematics Education (STEM) Program Area			
Emphasis	Standard	Courses	Credit Hours
Science Education	Required:	EDCI 663, EDCI 667, EDCI 668, EDCI 671, EDCI 701	15
	Electives: Approved with Chair	In consultation with advisor	9
Mathematics Education	Required:	EDCI 617, EDCI 619, EDCI 620, EDCI 621, EDCI 622, EDCI 623, EDCI 627, EDCI 628	24
	Elective:	Mathematics Education will allow EDCI 685 to be substituted for any of the above courses at the discretion of the Committee Chair.	
Learning Design & Technology	Required:	LDTC 602, LDTC 645, LDTC 651, LDTC 654	12
	Electives:	LDTC 608, LDTC 646, EDCI 603, LDTC 613 In consultation with advisor	12

Reading and Literacy Education (LIT) Program Area			
Emphasis	Standard	Courses	Credit Hours
Reading	Required:	RDNG 634, RDNG 635	6
	Required if student has not completed Reading Specialist Certification*:	RDNG 602, RDNG 603, RDNG 604, RDNG 605, RDNG 609, RDNG 616, RDNG 620	(21)

	Electives:	RDNG 612, RDNG 613, RDNG 630, RDNG 610, EDCI 723	9

** = Students interested in pursuing the Reading Specialist Certification **must** be added to the TEA portal prior to beginning certification coursework.*

Early Childhood Education (ECE) Program Area			
Emphasis	Standard	Courses	Credit Hours
Early Childhood	Required:	EDCI 731, EDCI 730, EDCI 652, EPSY 605	12
	Academic Core Courses (choose 2)	EPSY 632, EDCI 640, EDCI 617, RDNG 609	6
	Academic Core Courses (choose 2)	EPSY 618, SPED 609, SPED 630, SPED 642	6

Urban Education (URBN) Program Area			
Emphasis	Standard	Courses	Credit Hours
Required for all Urban Education students:		EDCI 629, EDCI 630, EDCI 637, EDCI 642, EDCI 648	15
Program Area Electives	Electives:	At the chair or temporary chair's discretion and in alignment with degree program	9

Dissertation Hours: 13 Required		
Course Prefix	Course Title	Credit Hours
EDCI 691	Research	13
	Total	**13**

NOTE: Additional hours beyond the 13 hours required will require Committee Chair approval. A hold will be placed on the student's account each semester until graduation.

Guidelines for the Three-Article Dissertation

The Graduate & Professional School's Guidelines for Article Dissertations

The Journal Article style allows you to author manuscripts designed for journal publication during your studies instead of a single manuscript at the conclusion of your program, as in the Traditional format.

The articles in the Journal Article style need to exhibit your original research, and must be centered around a common research theme that enables the documents to be combined together to create a single cohesive manuscript.

The manuscript created must fulfill the requirements of both your committee and the Thesis Office in completing your thesis/dissertation graduation requirement. Not all committees and departments allow students to use the Journal Article style, so be sure to determine eligibility and get approval early. A department may allow Journal Article style but that decision is not binding on the chair or committee who for their own reasons elect to use the traditional style.

The format of the preliminary pages in the Journal Article style is the same as the traditional style format. Both styles contain a single Introduction and Conclusion in the body of the paper. The main difference is that in the traditional style Chapter/Sections 2, 3, and 4 are the more standard headings which may be: Literature Review, Methods and Results, etc., in the Journal option they are: Manuscript #1, Manuscript #2, Manuscript # 3, etc. Each style may contain one or more Appendices at the end.

A benefit to the Journal Article style is that it offers you the opportunity to publish before completing your degree, however, copyright and authorship issues are two factors that need to be taken into consideration when exercising this option. Be sure to take care in weighing the advantages and disadvantages of using each approach with your committee chair and committee. You must have their approval and support.

Thesis Office Requirements for Journal Article Style Thesis/Dissertations

Listed below are the Thesis Office requirements for Journal Article styled Manuscripts regarding formatting.

1. You must have the approval of your committee to utilize any previously published and/or multi-author published material as chapters/sections of your thesis or dissertation. Only manuscripts where the student is the first author with their committee or some subset of those committee members are permissible.
2. *Thesis Manual* requirements must be followed.
3. Manuscript must have the first chapter entitled INTRODUCTION and the last chapter entitled SUMMARY and/or CONCLUSION. These two chapters contain the general introduction and the general conclusion.

4. There will only be one Abstract (all-inclusive).
5. Acknowledgements for any of the chapters must be placed in the preliminary page acknowledgments (not at the end of a chapter).
6. There will be only one reference section (all-inclusive) after the last chapter.
7. Any appendix material will follow the reference section. Do not leave appendix material within the main body of the text.
8. Each paper or experiment may be included as a separate chapter. Each chapter may have subdivisions such as Introduction, Materials and Methods, Discussion, Results, and Summary and Conclusion. If there is an abstract within the paper, change the subheading to Overview or Synopsis (or leave subsection untitled).
9. Consistency is needed across all chapters with placement of figure and table titles. Table and figure numbering is most commonly done by chapter (example, 1.1, 1.2, etc.). Numbering may also be consecutive from first chapter through the last (1, 2, 3, etc.). References should all be consistently formatted and ordered. See Thesis Manual for Reference format requirements.
10. If the material in any chapter has been published, the student must obtain a letter of permission from the publisher allowing the student to use the work in the thesis or dissertation. Doctoral students should inform the publisher that ProQuest Learning and Information Company will microform the dissertation and that copies of the dissertation will be sold on demand. A copy of the letter must be provided to the Thesis Office. In addition, proper credit (as instructed in the letter of permission) must be given in the text.

Other considerations for the article based dissertation specific to TLAC

In addition to these considerations and The Grad School's Guidelines, you might wish to review other more in-depth how to books on completing a successful dissertation. Some books are as follows (not all-inclusive):

Boyle Single, P., & Reis, R. M. (2009). *Demystifying dissertation writing: A streamlined process from choice of topic to final text*. Sterling, VA: Stylus.

Davis, G. B., Parker, C. A., & Straub, D. W. (2012). *Writing a doctoral dissertation: A systematic approach*. Hauppauge, NY: Barrons Educational Series, Inc.

Roberts, C. M. (2010). *The dissertation journey: A practical and comprehensive guide to planning, writing, and defending your dissertation*. Thousand Oaks, CA: Corwin Press.

Lunenburg, F. C., & Irby, B. J. (2007). *Writing a successful thesis or dissertation: Tips and strategies for students in the social and behavioral sciences*. Thousand Oaks, CA: Corwin Press.

To ensure that your dissertation from TAMU's Department of Teaching Leaning and Culture reflects the importance the College and University places on it, TLAC expects that you follow the rules of this handbook and strict formatting and submission guidelines as outlined by the University. By following these guidelines, you can be more confident and encounter fewer problems in the publication process with the University Thesis Office. Ultimately the student

is the one responsible for following the guidelines and instructions in this handbook; therefore, it is important that students read this completely and carefully and discuss it with his or her chair and or committee.

General Principles

The journal-ready dissertation will commonly include five chapters, just as the traditional dissertation; however, the format is different. Always check with your dissertation chair before determining the specifics of the chapters of this type of dissertation format. Chapter I includes the overall purpose of the dissertation, the problem identified, the structure of the dissertation and plans for each of the journal-ready manuscripts with the research design or approach, questions, data collection and analysis, and the potential locations for respected scholarly journal submissions or explanations for quality criteria the journals will exhibit. Again, each of the proposed/completed three journal-ready manuscripts will be described with purposes and research questions for each.

Chapter I will be inclusive of how the three articles are intimately linked or related and the journal outlets are specified with clear characterizations of the quality of the journals where the manuscripts will be submitted. In Chapter II, the first manuscript developed for publication ready for submission (already submitted or published is permissible with permission of the chair and committee), Chapter III will be the second manuscript developed for publication (already submitted or published is permissible with permission of the chair and committee). Chapter IV will be the third manuscript developed for publication (already submitted or published is permissible with permission of the chair and committee). Chapter V is the conclusion chapter. Chapter V is not to be a restatement of the conclusions of the three articles but a synthesis of the conclusions interwoven with the current state of the literature. In this chapter, you will make concluding remarks that tie the other articles from Chapters II, III, and IV together to create a tapestry that integrates with the extant literature. This chapter answers the questions What is/are the broader impacts of the collective work and what are the intellectual merits of the collective works? According to The TAMU Graduate & Professional School Guidelines, “this chapter includes a focus on helping the reader see how the various manuscripts, altogether, make a contribution to the field. Additionally, you will include future research recommendations”.

TLAC requires a copy of each journals’ instructions to the author, a copy of an article published in each journal (published within the last 2 years), and a draft of the proposal and dissertation. Articles in the dissertation should meet page and other limitations for the journals identified.

The TAMU Thesis Office requires a copy of a journal article (published within the last 5 years) with a comprehensive reference list that contains samples of types of citations used (may provide reference lists from several journal articles, if necessary).

The dissertation should be presented as a single unit; continuity from chapter to chapter is important. Unavoidably, this will duplicate some of the introductory and concluding material in each publishable article. The dissertation will have a common abstract and reference section. The reference section will be an integrated list, not a series of lists. Appendices may be added to present information not included in the body of the dissertation. When submitting the work from the dissertation for publication, you and your chair will need to determine how each manuscript will be pulled from the dissertation for submission and how each then will not be duplicated. Also, please note that this type of dissertation in preparing such a journal-ready dissertation may take slightly longer than a traditional dissertation in getting the manuscripts readied and appropriate for publication within the dissertation.

Whenever there are differences in format and layout between the specifications of the TAMU Guidelines and the journal model, the TAMU Guidelines overrule the journal. The journal will be followed for:

• location of table titles (above or below) • location of figure titles (above or below) • style and format

Continuous pagination is required throughout the dissertation. The usual requirements for margins, consistency in chapter or section titles, and other mechanics as specified elsewhere in the TAMU Guidelines will apply. When articles are already published, it may be necessary to reformat those published papers to meet the The Grad School/Thesis guidelines.

Journal Selection

The journal must be a well-known, respected, and scholarly journal in the major field (each journal article may follow a different journal format, so that will need to be noted.). The journal will be noted in both the research proposal and the thesis. (See pages 10 and 24 for specific instructions on the TAMU Thesis Manual.) The student is responsible for justifying the journal reputation as being well-known, respected, and scholarly.

If there is more than one journal used for the journal-ready manuscripts, please provide all information—one under the other with the related chapter noted.

Per TAMU Guidelines, you may publish material that subsequently will be used as part of the dissertation provided that the chair of your dissertation committee is notified in writing at the time you submit the paper for publication. The notification should include the article title, the journal name, the names of all authors, and the date of submission. It is recommended that you do not publish the paper without the chair's approval and assistance. The student must be the first author of each article used. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if known) must be given as a footnote to the title on the first page of each manuscript chapter so as to indicate the current status of each manuscript. Evidence of permission to use articles that have been published or accepted for publication prior to completion of the dissertation must be

included in the appendices. You should be aware that the agreement signed when a journal accepts an article for publication usually assigns all rights to the journal and you may no longer possess rights to the material.

Degree of Doctor of Education

The Doctor of Education (EdD) degree is a professional degree designed to prepare a candidate for a position of leadership in the full range of educational settings, including public and private schools and colleges and related positions in business, government and industry. The program is designed to develop scholarly practitioners; a graduate may be expected to fill instructional, supervisory and administrative positions in which educational services are to be rendered. Although substantively different from the PhD degree in education, the EdD degree requires equivalent admission qualifications, standards of scholarship and breadth and depth of study. Because graduates of the program are expected to demonstrate a high level of professional skill and educational statesmanship, only those candidates who show a consistently high level of professional performance in their academic studies, in their role-related studies, in their internship experience, and in the completion of their records of study will be recommended for the degree.

Time Limits

All requirements for doctoral degrees must be completed within a period of ten consecutive calendar years for the degree to be granted. A course will be considered valid until 10 years after the end of the semester that it is taken. Graduate credit for course work more than ten calendar years old at the time of the final oral examination may not be used to satisfy degree requirements.

A final corrected version of the record of study in electronic format as a single PDF file must be cleared by the Thesis Office no later than one year after the final examination or within the 10- year time limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

99-Hour Cap on Doctoral Degrees

Doctoral students have 7 years (21 semesters) to complete their doctoral degree without being penalized. During the 7 years, students who are otherwise eligible for in-state tuition will be charged as such, even if they accumulate more than 99 doctoral hours. After 7 years (21 semesters), any student accumulating more than 99 doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition regardless of funding. Students who have been granted individual exemptions for the doctoral hour cap limit by the Texas Higher Education Coordinating Board and those students in programs which have receive programmatic exemptions have 130 doctoral hours and 21 semesters before they are penalized with a higher tuition rate. Students who have over 64 hrs of coursework will receive advising/progress holds each semester. Students are expected to meet with faculty advisors to clear these holds and communicate this meeting with the Advising office.

Student's Advisory Committee

After receiving admission to graduate studies and enrolling, the student will consult with the program coordinator concerning coursework and registration. The program coordinator may or may not serve as the chair or co-chair of the student's record of study committee.

Before the completion of 36 hours, the program coordinator, in consultation with the student, will select faculty chairpersons and an advisory committee for each student. Only graduate faculty members may serve as chair of a student's advisory committee.

The student's advisory committee will consist of **no fewer than four members of the graduate faculty** representative of the student's several fields of study and research, where the chair or co- chair must be from the student's department (or intercollegiate faculty, if applicable), and at least **one or more of the members must be from a department other than the student's major department.** The outside member for a student in an interdisciplinary degree program must be from a department different from the chair of the student's committee.

The committee members' signatures on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student, and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign *en masse*. The chair of the committee, who usually has immediate supervision of the student's research and record of study, has the responsibility for calling all meetings of the committee. The duties of the committee include responsibility for the proposed degree plan, the research proposal, the preliminary examination, the record of study and the final examination. In addition, the committee, as a group and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to The Graduate & Professional School.

Visitors (anyone not formally declared on the student's committee in Howdy) should not be present during deliberations or voting of the preliminary exam, proposal, or final exam.

Guidelines for Internships

All students in the Online Ed.D program must complete an internship to help them define and refine their problems of practice for their Records of Study. Because each internship is individualized, the responsibility for structuring the internship has been delegated to the student. Students may start work on the internships in the summer semester preceding the internship which is typically completed during the fall semester. Internships constitute one three credit hour course in the program and guidelines are provided through the syllabus designed for that course.

The EdD internship focus is primarily concerned with observation, formative feedback, interviewing, and reflections that will help students finalize their problems for their records of study. For many students, at this point they only have a tentative idea as to what their record of study will be about. Thus, the internship is designed to help with the problem framing process and may be unlike other internships students have completed during other programs.

Doctoral Portfolio (Electronic Format)

All doctoral students in TLAC have their academic performance reviewed by their Committee Chair and other Committee Members, annually. This review takes place in the spring semester of each academic year. If a student does not yet have a committee chair, the portfolio will be reviewed by the program coordinator.

Purpose: this annual review allows faculty to 'keep track' of how their doctoral students are moving along their academic work. It allows faculty to assess, for instance, what courses the student has taken, what grades the student has achieved, and whether the student has completed all university requirements for the doctoral degree (PhD or EdD.). In addition to allowing faculty to have access to their students' data, the new electronic format for the annual review will allow doctoral students to develop an electronic portfolio of their work: a place where they can upload papers, presentations, list their conference presentations, memberships in professional organizations, and research interests.

Students will receive an email from the program coordinator with details on how to submit portfolios.

Degree Plan

The degree plan for the Ed.D program is a structured document that reflects the coursework that students have been assigned to take. At the appropriate time, the program coordinator and graduate advisor will advise students as to what courses must be included on their degree plans. This will include coursework that has already been taken as well as future coursework. **The degree plan must be filed with The Graduate & Professional School during the semester in which the student is enrolled in the 36th hour, and no later than 90 days prior to the preliminary examination.**

Courses previously used for another degree are not acceptable for degree plan credit. Changes in the approved degree plan may be made by petition to The Graduate & Professional School. A student should submit the degree plan and petitions using the online Document Processing Submission System located on the website at https://ogsdpss.tamu.edu. Courses listed on the degree plan are subject to degree program time limits. Please refer to the Time Limits section in each degree program section in which the student is presently enrolled.

Preliminary Examination

The preliminary examination is required. Students take their preliminary examinations during the fall of their third year in the program. The chair/chairs of each thematic group will consult with students establish a one week window during the fall semesters in which students will complete the written portion of their preliminary exams. Responses are submitted electronically after having being electronically scanned for plagiarism.

Preliminary Examination Format

The objective of preliminary examination is to evaluate whether the student has demonstrated the following qualifications:

1. a mastery of the subject matter of relevant content related to the program;
2. an adequate knowledge of the literature in these fields and an ability to carry out bibliographical research;
3. an understanding of problem-based research frameworks and appropriate methodological approaches.

The format of the preliminary examination shall be determined by the student's department (or interdisciplinary degree program, if applicable) and advisory committee, and communicated to the student in advance of the examination. The exam will consist of a written and oral component.

The preliminary exam may be administered by the advisory committee or a departmental committee; herein referred to as the examination committee. Regardless of exam format, a student will receive an overall preliminary exam result of pass or fail. The department (or interdisciplinary degree program, if applicable) will determine how the overall pass or fail result is determined based on the exam structure and internal department procedures. If the exam is administered by the advisory committee, each advisory committee member will provide a pass or fail evaluation decision

Only one advisory committee substitution is allowed to provide an evaluation decision for a student's preliminary exam, and it cannot be the committee chair.

Once preliminary exam questions have been shared with the students from the committee, the written portion of the exam must be completed following the conditions set and agreed upon by the student and the committee without any disruption, pause, or extension. Failure to complete the written portion of the exam within the set and agreed upon schedule will result in a failing attempt at the preliminary exam. Per the Graduate and Professional School, a student can attempt the preliminary exam twice. Should the second and final attempt be unsuccessful, a student will be exited from the program.

Report of Preliminary Examination

Credit for the preliminary examination is not transferable in cases where a student changes degree programs after passing a preliminary exam.

If a written component precedes an oral component of the preliminary exam, the chair of the student's examination committee is responsible for making all written examinations available to all members of the committee. A positive evaluation of the preliminary exam by all members of a student's examination committee, with at most one dissension, is required to pass a student on his or her preliminary exam. Only one committee member substitution is allowed with prior approval of the Graduate and Professional School.

A student's department will promptly report the results of the Preliminary Examination to the Graduate and Professional School via the Report of Doctoral Preliminary Examination Form. The Preliminary Examination Checklist Form must also be submitted. These forms should be submitted to the Graduate and Professional School within 10 working days of completion of a preliminary examination with the decision of all approved committee members and with the approval of a department head or approved authorized designee.

After passing the required preliminary examination for the doctoral degree, a student must complete the final examination for the degree within four calendar years; otherwise, the student will be required to repeat the preliminary examination.

Failure of the Preliminary Examination

First Failure

Upon approval of a student's examination committee (with no more than one member dissenting), and approval of the Department and Graduate and Professional School, a student who has failed a preliminary examination may be given one re-examination. In accordance with Student Rule 12.5, the student's department head or designee, intercollegiate faculty, or graduate advisory committee should make a recommendation to the student regarding their scholastic deficiency.

Second Failure

Upon failing the preliminary exam twice in a doctoral program, a student is no longer eligible to continue to pursue the PhD/EdD in that program/major. In accordance with Student Rule 12.5.3 and/or 12.5.4, the student will be notified of the action being taken by the department as a result of the second failure of the preliminary examination.

Retake of Failed Preliminary Examination

Adequate time must be given to permit a student to address inadequacies emerging from

the first preliminary examination. The examination committee must agree upon and communicate to the student, in writing, an adequate time-frame from the first examination (normally six months) to retest, as well as a detailed explanation of the inadequacies emerging from the examination. The student and committee should jointly negotiate a mutually acceptable date for this retest. When providing feedback on inadequacies, the committee should clearly document expected improvements that the student must be able to exhibit in order to retake the exam. The examination committee will document and communicate the time-frame and feedback within 10 working days of the exam that was not passed.

Research Proposal

Thesis-option master's degrees and all doctoral degrees require a research proposal. The proposal must be approved by the advisory committee and the head of the major department or chair of the intercollegiate faculty, if applicable. This proposal must be submitted to The Grad School at least 20 working days prior to the submission of the request for the final examination. All research proposals are routed to the Office of Research Compliance and Biosafety for review and approval by The Grad School prior to final approval.

Compliance issues must be addressed if a graduate student is performing research involving human subjects. A student involved in these types of research should check with the Office of Research Compliance and Biosafety at (979) 458-1467 to address questions about all research compliance responsibilities. Additional information can also be obtained on the website http://rcb.tamu.edu.

Admission to Candidacy

To be admitted to candidacy for a doctoral degree, a student must have:

1. completed all formal coursework on the degree plan with the exception of any remaining 681, 684, 690 and 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog,
2. a 3.0 Graduate GPA and a Degree Plan GPA of at least 3.0 with no grade lower than C in any course on the degree plan,
3. passed the preliminary examination, and
4. submitted an approved record of study proposal.

*The final examination will not be authorized for any doctoral student who has not been admitted to candidacy.

Record of Study

The Graduate & Professional School is responsible for reviewing each record of study to ensure that the format requirements of the University are met. Guidelines and electronic templates for the preparation of the manuscript are available in the Thesis and Dissertation Manual and online at http://grad.tamu.edu. All manuscripts must be submitted electronically.

The degree plan for all EdD candidates requires thirteen (13) semester hours of EDCI 692 Professional Study. Candidates enroll in EDCI 692 hours during the final phase of their

programs after formal coursework has been completed. A Record of Study is defined in the Texas A&M University Graduate Catalog (see https://catalog.tamu.edu/graduate/colleges-schools-interdisciplinary/education-human-development/teaching-learning-culture/curriculum-instruction-edd/) as follows:

The EdD student will produce a major problem-based research document called a Record of Study. The research project may involve such topics as a curriculum development project validated through pilot and field testing or an action research project designed to measure the impact of a professional development experience.

The EdD student must have primary responsibility for the design and development of the research, and the record of study must be the sole and original work of the candidate. Whatever the nature of the research project undertaken by the candidate, they will be required to prepare a record of study that explains and supports the activities undertaken in the project and supports its conclusions with adequate investigations, data collected in a manner that adheres to their research paradigm and a comprehensive bibliography. Procedures used in the student's research will be described in sufficient detail for educators in other locations to apply or extend the procedures. All records of study should be characterized by accuracy of observation and measurements, thoroughness of analysis and synthesis, and accuracy and completeness of presentation.

Guidelines for the preparation of the record of study are available in the Thesis Manual which is available online at http://grad.tamu.edu. The department has developed an EdD Record of Study template available on the Google TeamDrive for EdD students.

Record of Study Work within the Thematic Group Structure

In response to the common threats of isolation expressed by many online doctoral students as they complete their work on the ROS, the EdD in Curriculum in Instruction has adopted the Thematic Group model to cluster EdD candidates within thematic groups. Thematic group members share a common interest.

In the fall semester of Year 2, the program coordinator guides students through a process that moves them from declaring their interests to defining a potential ROS topic to membership in a thematic group.

Time Extensions of the Preliminary Exam, Coursework, or Defense

All requests for extensions of the doctoral time limit requirements, such as the preliminary exam, degree plan coursework, or final defense decisions will have to be approved by the Graduate Faculty Committee. Requests must originate from the chair and be approved by the Graduate Faculty Committee prior to submission of a Long Form Petition through Texas A&M's Graduate & Professional School (The Grad School).

Record of Study Guidelines*

Chapter 1: Leadership Context and Purpose of the Action

1.1 The Context
  1.1.1 National or International Context
  1.1.2 Situational Context
1.2 The Problem
  1.2.1 Relevant History of the Problem
  1.2.2 Significance of the problem.
1.3 Research Questions
1.4 Personal Context
  1.4.1 Researcher's Roles and Personal Histories
  1.4.2 Journey to the Problem
  1.4.3 Significant stakeholders
1.5 Important terms
1.6 Closing Thoughts on Chapter 1

Chapter 2: Review of Supporting Scholarship

2.1 Introduction
2.2 Relevant historical background
2.3 Alignment with Action Research Traditions *(as action research draws from several traditions, students articulate the tradition/s work aligns with)*
2.4 Theoretical or conceptual framework
2.5 Most significant research and practice studies
2.6 Closing Thoughts on Chapter 2

Chapter 3: Solution and Method

3.1 Outline of the proposed solution
3.2 Justification of proposed solution
3.3 Study context and participants.
3.4 Proposed research paradigm (*students will specifically articulate whether this is a qualitative/quantitative or mixed methods study and why*
3.5 Data Collection Methods
3.6 Justification of use of instruments in context (*since these are often small-scale studies, students must justify the use of any quantitative instruments)*
3.7 Data Analysis Strategy
3.8 Timeline
3.9 Reliability and Validity concerns or equivalents
3.10 Closing Thoughts on Chapter 3

Chapter 4: Analysis and Results/Findings

4.1 Introducing the Analysis (*summary of data analysis procedures used)*
4.2 Presentation of Data (*organized by research questions)*
4.3 Results of Research *(organized by research questions; what answers did the data yield;*

what questions remained unanswered)

4.4 Interaction between the Research and the Context

4.4.1 How did the Context Impact the Results (*how did the study fit into the context; description of any operational issues that arose; description of stakeholder reaction and participation; describe any resistance to the study)*

4.4.2 How did the Research Impact the Context (*How were results shared with the context; what reactions ensued; was the research perceived as useful; what were the suggestions for further study, if any).*

4.5 Summary

Chapter 5: Discussion

5.1 Summary of findings from Chapter 4

5.2 Discussion of Results in Relation to the Extant Literature or Theories

5.3 Discussion of Personal Lessons Learned

5.4 Implications for Practice

5.4.1 Connect to context

5.4.2 Connect to field of study

5.5 Lessons Learned

5.6 Recommendations

5.7 Closing Thoughts

Appendix

An Artifact or Product created as part of the ROS (for example outline of PD, lessons designed, technology developed, presentation to school board or stakeholders, etc.)

Final Examination for Doctoral Students

The candidate for the doctoral degree must pass a final examination by deadline dates announce in "The Graduate & Professional School Calendar" each semester. The doctoral student is allowed only one opportunity to take the final examination.

No unabsolved grades of D, F, or U for any course can be listed on the degree plan. The student must be registered for any remaining hours of 681, 684, 690, 691, 692, 791 or other graduate courses specifically designated as S/U in the course catalog during the semester of the final exam. No student may be given a final examination until they have been **admitted to candidacy** and their current official cumulative and degree plan GPAs are 3.00 or better.

The request to hold and announce the final examination must be submitted to The Graduate & Professional School **a minimum of 10 working days in advance** of the scheduled date. Any changes to the degree plan must be approved by The Graduate & Professional School prior to the submission of the request for final examination. To reserve a room for the record of study defense, the student must contact the TLAC main office. They will then complete the Request and Announcement of Final Exam form located on The Grad School's

website. This form must be submitted to the TLAC Graduate Advising Office at least 2 ½ weeks prior to the scheduled defense date. This will allow the advising office time to review the student's degree evaluation and notify the student of any deficiencies, if applicable.

The student's advisory committee will conduct this examination. **The final examination is not to be administered until the record of study is available in substantially final form to the student's advisory committee, and all concerned have had adequate time to review the document.** Whereas the final examination may cover the broad field of the candidate's training, it is presumed that the major portion of the time will be devoted to the record of study and closely allied topics. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the chair of the advisory committee, be invited to attend a final examination for an advanced degree. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings.

Report of Final Examination

The student's department will promptly report the results of the Final Examination to The Graduate & Professional School via the Report of Doctoral Final Examination form. These forms should be submitted to The Graduate & Professional School within 10 working days of completion of the final examination. **The Graduate & Professional School must be notified in writing of any cancellations.**

A positive evaluation of the final exam by all members of a student's advisory committee with at most one dissension is required to pass a student on his or her final exam. The Report of the Final Examination Form must be submitted with original signatures of only the committee members approved by The Graduate & Professional School. If necessary, multiple copies of the form may be submitted with different committee member original signatures. If an approved committee member substitution (1 only) has been made, his/her signature must be included on the form submitted to The Graduate & Professional School.

Pre-Defense Publication of Record of Study Material

A graduate student may publish material that subsequently will be used as part of the record of study. A student should be aware of the copyright agreement that is signed when a journal (hard copy or electronic) accepts an article for publication. At that time, the student generally assigns rights to the journal as publisher. If the student has not retained the right to use the material in the record of study, he/she must then obtain written permission from the copyright holder to include the material in the manuscript. If such permission is not obtained, or rights have not been retained, the copyrighted material cannot be included in the record of study.

Use of Classified and Proprietary Information in Record of Study

Committee chairs are cautioned against allowing a student to use classified or proprietary information in electronic records of study (ETDs), because these documents become available to the public upon submission to The Graduate & Professional School. The research conducted at Texas A&M University, as a Texas public institution, is ultimately for the benefit of the public. All ETDs are available on the Internet via the Texas A&M University Libraries. In addition, records of study are published electronically by ProQuest (UMI) and are available from that source. A temporary embargo, or delay in public release, is possible.

Academic Integrity

Students enrolled in the online Ed.D. must comply with all Texas A&M student rules as stated in the University Catalog: https://catalog.tamu.edu/undergraduate/university-policies/ Any academic integrity violation will be reported to the Aggie Honor System Office: https://aggiehonor.tamu.edu/Rules-and-Procedures/Procedures/Reporting-and-Adjudication The program and department also reserve the right to dismiss students from the program upon a violation of academic integrity or with a proven report of academic misconduct.

Letter of Completion

The Graduate & Professional School may issue a letter of completion for an individual student upon written request from the student. The letter of completion certifies that the student has completed all academic requirements for the degree and states the date the degree will be awarded. International students should contact International Student Services prior to requesting a letter of completion to determine how receiving it could affect the student's visa status.

This letter may be requested anytime from the point the student has completed all requirements for the awarding of the degree and until five days prior to commencement. A student in a master's thesis option or a doctoral program must have completed all degree requirements, including final clearance from Thesis and Dissertation Services, to be eligible to request this letter. For a student in master's non-thesis option programs, requests for a letter will be accepted only if the student has completed all degree plan coursework and the final examination results, if applicable, have been approved by The Graduate & Professional School.

Graduation

A graduate degree is conferred at the close of each regular semester and 10-week summer semester. A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester or the Friday of the first week of the second summer term. **The electronic application can be accessed via the Howdy portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree**

candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from The Graduate & Professional School. A student should check the website of the Office of the Registrar at http://graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

Steps to your earning your EdD in Curriculum & Instruction

Step	What to Do	When	Approved by
1	Accept offer of admission, clear all holds and take Title IX training	Before first semester registration	Faculty Advisor, Advisor
2	Attend new student orientation in January at Texas A&M	Before the start of your first full semester	Faculty advisor, Advisor
3	Complete course work each semester with a 3.0 or above	First three years of the program	Instructors, Faculty Advisor
4	Complete CITI training, form thematic groups, submit degree plan	Fall Year 2.	Faculty advisor, advisor
5	Submit checklist and the report of the Preliminary Exam. (Preliminary Exam Requirements)	Fall Year 3. Must be received by The Grad School 10 working days after exam date and at least 14 weeks prior to the final defense date.	Advisory committee, department head and The Grad School
6	Submit proposal for dissertation or record of study.	Spring Year 3. No later than 20 working days prior to submission of the Request and Announcement of Final Examination.	Advisory committee, department head and The Grad School
7	Apply for a degree online at the Howdy portal; pay graduation fee.	During the first week of the final semester; pay graduation fee after graduate application is submitted	The Grad School
8	Submit Request and Announcement of Final Examination to hold and announce final oral examination.	Year 4. Must be received by The Grad School at least 10 working days before final exam date.	Advisory committee, department head and The Grad School
9	Successfully complete final examination.	Year 4. The Report of the Final Examination form should be submitted to The Grad School within 10 days	Advisory committee and The Grad School
10	Upload approved PDF file of the completed dissertation or record of study to etd.tamu.edu and submit signed approval form to The Grad School.	See The Grad School calendar for deadlines.	Advisory committee, department head and The Grad School
11	Graduation; arrange for cap and gown at graduation.tamu.edu	After you apply for graduation before deadline	
*	Update your distance location in Howdy and check for holds	Each semester	Registrar's Office

Online EdD in Curriculum and Instruction Degree Plan

Please note this Degree Plan is effective from Cohort 9 onward. The Doctor of Education degree requires 64 credit hours

Course	Course Name	Hours
EDCI 601	DISC KNOW RESRCH IN C&I	3
EDCI 603	PROF DEV STRAT TEACHERS	3
EDCI 605	QUAL RSCH MTHDS IN C&I	3
EDCI 609	ANALY REPORT REC OF STUDY	3
EDCI 632	PROG EVAL IN C&I	3
EDCI 639	GRANT WRITING PROF DEV	3
EDCI 645	Society and Education in World Perspective	3
EDCI 648	URBAN SCHOOLS	3
EDCI 661	MIXED MTHDS RSCH C&I	3
EDCI 680	PROSEMINAR	1
EDCI 680	PROSEMINAR	1
EDCI 680	PROSEMINAR	1
EDCI 684	INTERNSHIP	3
EDCI 690	Proposal Writing	3
EDCI 690	Proposal Writing	3
EDCI 692	RESEARCH	13
EDCI 715	ACADEMIC WRITING FOR GRADUATE STUDENTS	3
EDCI 751	PROBLEM BASED RESEARCH FRAMWK	3
EDCI 752	21st CENTURY INTEGRATION OF THEORY IN EDUCATIONAL SETTINGS	3
EDCI 754	TRENDS IN DATA MGMT ANALYSIS	3
TOTAL		64 credit hours

The Degree of Master of Education

The program of study for the Master of Education degree in the Department of Teaching, Learning, and Culture at Texas A&M University culminates with a degree in Curriculum and Instruction. This program is offered through two delivery methods: campus-based and online. The campus-based program incorporates emphasis in at least one focus area of individual interest. These areas include Mathematics Education, Reading/Language Arts Education, Science Education, and Multicultural Education. The online program is offered as a generalist in Curriculum and Instruction, STEM education, Literacy, and Urban Education. This is a non-thesis degree which requires a minimum of 36 hours of coursework and either a comprehensive final examination (campus-based) or capstone course (online). The Master of Education (MEd) degree is rooted in evidence-based research to promote the agentive development of teach practitioners in PK-12 settings. The practical framing of coursework yields transformative curricular teacher leaders prepared to impact a variety of local and global contexts. Program experiences equip master's students with translational tools to hone classroom practices from the local classroom setting to the larger educational settings.

The Department of Teaching, Learning, and Culture offers a Texas Teacher Graduate Certification program in the grade levels of EC-6, 4-8, and 7-12, Known as the Graduate Certification Program. Upon successful completion of the certification courses and required state exams, students will be awarded a Texas teaching certificate. Courses taken in the program are for graduate credit, and students enrolled in this program can use these courses towards a Master of Education in Curriculum and Instruction.

Any student completing an emphasis in Literacy or the Graduate Certification program will sign a copy of the Educators Code of Ethics from the Texas Administrative Code, Title 19, Chapter 247 as part of their admissions documentation in accordance with state law. It is recommended that students print and display the Code of Ethics at their workplace for visibility and reference.

Transferring Programs Internally

Requests to transfer masters programs within the department of Teaching, Learning, and Culture must be submitted via Qualtrics Survey by the following dates:

- For the Spring Semester: September 15th deadline
- For the Summer and Fall semesters: February 15th deadline

Students must reach out to their Graduate Staff Advisor in order to obtain the survey link. Students must obtain permission to transfer from their current program to the desired program from the Faculty Program Coordinator. Students will be required to attend an

orientation for their new program, should the transfer be approved. **Transfers cannot be initiated after a degree plan is submitted.**

Time Limits

All degree requirements must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old at the time of the final examination (oral or written) may not be used to satisfy degree requirements.

Student's Advisory Committee

After receiving admission to graduate studies and enrolling, the student will consult with the assigned faculty advisor concerning course work and registration. The assigned faculty advisor may or may not serve as the chair or co-chair of the student's advisory committee. For students enrolled in the campus-based MEd, the student's advisory committee will consist of no fewer than three members of the graduate faculty representative of the student's fields of study and research. The chair or one of the co-chairs of the advisory committee must be from the student's department, and at least one of more of the members must be from a department other than TLAC. The chair, in consultation with the student, will select the remainder of the advisory committee. The student will contact each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. Other graduate faculty members located off-campus may serve as a member or co-chair (but not chair), with a member as the chair. The chair of the committee, who usually has immediate supervision of the student's degree program, has the responsibility for calling meetings at any other time considered desirable.

For students enrolled in the online MEd program, the advisory committee will consist of only the chair. The chair of the committee must be from TLAC. The program coordinator and graduate advisor will provide the students with a list of faculty who are eligible to serve as chairs; students may choose any one of these faculty members to serve as their chair.

The duties of the committee include responsibility for the proposed degree plan, any professional study or project, and the final examination, if applicable. In addition, the committee, as a group and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to The Graduate & Professional School.

The committee members' approval on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee

members may be replaced by petition for valid reasons, a committee cannot resign en masse.

Degree Plan

The student's advisory committee will evaluate the student's previous education and degree objectives. The committee, in consultation with the student, will develop a proposed degree plan. **The degree plan must be filed with The Graduate & Professional School during the semester in which the student is enrolled in the 15th hour.**

A graduate student must file a degree plan which includes those courses to be applied toward a particular degree and formally establishes the advisory committee. Courses previously used for another degree are not acceptable for degree plan credit.

Lower division undergraduate coursework (100- and 200-level) may not be used for credit toward a graduate degree. **Coursework applied to a previous degree may not be used toward a graduate degree. Coursework may not be used to satisfy requirements for more than one degree**. Additional coursework may be added to the approved degree plan by the student's advisory committee if such additional coursework is needed to correct deficiencies in the student's academic preparation. Specific details and requirements for each degree program may be obtained from the student's academic department or the specific degree program requirements provided in the catalog. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Final Examination Exemption is approved by The Graduate & Professional School.

Changes in the approved degree plan may be made by petition to The Graduate & Professional School. A student should submit the degree plan and petitions using the online Document Processing Submission System located on the website at https://ogsdpss.tamu.edu. Courses listed on the degree plan are subject to degree program time limits. Please refer to the Time Limits section in each degree program section in which the student is presently enrolled.

Distance Education Restrictions

The department has specific rules and regulations related to campus-based programs. **One of these regulations is a limit of four (4) courses taken in a distance or online format.** When scheduling courses and planning your degree plan, please be aware that only four distance education or online courses can be included in your degree plan. If you take more than four courses in a distance education or online format, these additional courses beyond the limit of four courses cannot count toward the 36-hour degree plan, and exceeding the limit would prevent you from graduating.

MEd Emphasis Areas and Degree Programs	Degree Plan selection when filing degree plan
Online Generalist, Online Urban Education, Online STEM	MEd, No Thesis Dist Ed & No Final Exam
Online Literacy	MEd, No Thesis, Dist Ed
Campus-Based	MEd, Non-Thesis
Graduate Certification Program	MEd, No Thesis Dist Ed

STEM Certificate

The Texas A&M Graduate STEM Certificate is offered specifically for students within the online M.Ed. with STEM emphasis and provides teacher-practitioners specializing in grades 6-12 with an opportunity to expand their skills and methods for engaging students in rich, powerful STEM (science, technology, engineering, and mathematics) learning experiences in a cutting-edge online environment. The 12-credit hour online certificate focuses on topics of importance to teachers and districts within a high-impact, two-semester timeline. This is a fully online program that follows a cohort format each summer. Courses in this certificate are in addition to courses required for your program area.

Other Certifications through the Department of Teaching, Learning, and Culture include the Reading Specialist Certification, Master Reading Teacher Certification, and the Accelerate Online program. These programs require an application and admission to their respective programs. More information can be found on these certifications here: https://tlac.tamu.edu/academics/#certificates

Petitions

Graduate students may use petitions to

1. request a change of major, degree or department;
2. request changes to the coursework or committee membership as established by the degree plan;
3. request a leave of absence;
4. request extensions to time limits; or
5. request exceptions to published rules.

Each petition will be considered on its own merit by the Associate Provost for Graduate and Professional Studies. The student should make such requests by submitting either a Major, Degree, or Department petition (MDD) or a Long Form petition. Petitions are submitted through the Document Processing Submission System (DPSS) at https://ogsdpss.tamu.edu/. The petition will be routed for the required approval by the members of the student's

advisory committee, if appointed, and the department head, or his or her designee (or chair of the intercollegiate faculty, if appropriate). Students are able to log in to the site to check on the progress of the petition's approval.

Limitations on the Use of Transfer, Extension, and Certain Other Courses

Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master's degree under the following limitations.

1. The maximum number of credit hours which may be considered for transfer credit is the greater of 12 hours or one-third (1/3) of the total hours of a degree plan. The following restrictions apply:
   a. Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution.
   b. Courses previously used for another degree are not acceptable for degree plan credit.
2. The maximum number of credit hours taken in post-baccalaureate non-degree (G6) classification at Texas A&M University which may be considered for application to the degree plan is 12.
3. Not more than 12 hours may be used in any combination of the following categories:
   a. Not more than 8 hours in the combination of 691 (research), 684 (Professional Internship) or SOPH 680 may be used.
   b. Not more than 8 hours of 685 (Directed Studies) may be used.
   c. Not more than 3 hours of 690 (Theory of Research) may be used.
   d. Not more than 3 hours of 695 (Frontiers in Research) may be used.
4. A maximum of 2 hours of Seminar (681).
5. A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).
6. For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.
7. Continuing education courses may not be used for graduate credit.
8. Extension courses are not acceptable for credit.

Exceptions will be permitted only in unusual cases and when petitioned by the student's advisory committee and approved by The Graduate & Professional School.

Final Examination

For campus-based MEd students, a final comprehensive examination is required. The final exam cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. If a student has completed all

required degree plan coursework, the student is not required to be registered for classes in the semester the final examination is administered (unless he/she holds an assistantship).

For MEd students enrolled in an online program, a final examination is not required. The student will instead be required to successfully complete EDCI 634 in their final semester.

Report of Final Examination

The student's department will promptly report the results of the Final Examination to The Graduate & Professional School via the Report of Masters Final Examination form. These forms should be submitted to The Graduate & Professional School within 10 working days of completion of the final examination. **The Graduate & Professional School must be notified in writing of any cancellations.**

A positive evaluation of the final exam by all members of a student's advisory committee with at most one dissension is required to pass a student on his or her final exam. The Report of the Final Examination Form must be submitted with original signatures of only the committee members approved by The Graduate & Professional School. If necessary, multiple copies of the form may be submitted with different committee member original signatures. If an approved committee member substitution (1 only) has been made, his/her signature must be included on the form submitted to The Graduate & Professional School.

Graduation

A graduate degree is conferred at the close of each regular semester and 10-week summer semester. A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester or the Friday of the first week of the second summer term. **The electronic application can be accessed via the Howdy portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from The Graduate & Professional School.** A student should check the website of the Office of the Registrar at http://graduation.tamu.edu to determine the date and time of his/her graduation ceremony.

Steps to your earning your MEd in Curriculum & Instruction

Step	What to Do	When	Approved by
1	Accept offer of admission, clear all holds and take Title IX training	Before first semester registration	Faculty Advisor, Advisor
2	Meet with assigned faculty advisor to plan course of study for first semester	Before first semester registration.	Faculty Advisor
3	Attend new student orientation in January at Texas A&M	Before the start of your first full semester	Faculty advisor, Advisor
4	Complete course work each semester with a 3.0 or above	Every semester	Instructors, Faculty Advisor
5	Establish advisory committee; submit degree plan	During the semester in wish the student is enrolled in the 15th hour, and no later than 90 days prior to the request of final oral or thesis defense; see The Grad School calendar	Advisory committee, department head and The Grad School
6	*If thesis is required, submit Proposal Approval Form	Must be submitted no later than 20 working days prior to submitting the request and announcement of final examination.	Advisory committee, department head, and The Grad School
7	Apply for a degree online at the Howdy portal; pay graduation fee.	During the first week of the final semester; pay graduation fee after graduate application is submitted	The Grad School
8	Check to make sure degree program and advisory committee are up to date, and that all ELP requirements (if applicable) and course work are complete.	Well before submitting request to schedule final examination	Advisory committee, graduate advisor and department head
9	Complete residence requirement. (Check with your department to determine if there is a residency requirement.)	If applicable, before or during final semester.	The Grad School
10	*Submit request for permission to schedule final examination to The Grad School.	Must be received by The Grad School at least 10 working days before exam date. (See The Grad School calendar for deadlines.)	Advisory committee, department head and The Grad School
11	*Successfully complete final examination.	The Report of the Final Exam form should be submitted to The Grad School within 10 days following the exam date.	Advisory committee and The Grad School
12	If required, upload approved PDF file of the completed thesis and	See The Grad School calendar for deadlines.	Advisory committee,

	submit signed approval page to Thesis and Dissertation Services.		department head and The Grad School
13	Graduation; arrange for cap and gown. More information	After you apply for graduation before deadline	Graduate Advisor

M.Ed. in Curriculum and Instruction Degree Plan

Online/On-Campus Multicultural Education emphasis Cohort*

The Master of Education (M.Ed.) degree requires 36 credit hours as outlined below. Elective(s) will be selected/substituted in consultation with your cohort advisor. 2022-2023 Catalog

Required Core Courses		
Course Number	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 644	Curriculum Development	3
EDCI 673	Analysis of Teaching Behavior	3
EDCI 634	Reflective Inquiry (required during final semester)	3
EDCI 638	Trends in Curriculum and Instruction (must be taken during first semester)	3
Total		12
Required Research "Ways of Knowing" Courses		
Course Number	Course Title	Credit Hours
EDCI 636	Educator as Researcher	3
Totall		6
Departmental Required Electives		
Course Number	Course Title	Credit Hours

EDCI 630	Urban Education	3
EDCI 643	Teaching in Urban Environments	3
EDCI 648	Urban Schools and Communities	3
EDCI 650	The Multicultural Young Child in Family and Culture	3
EDCI 677	Strategies for Teaching in a Culturally Pluralistic Society	3
EDCI 645/689	Society and Education in World Perspectives or Special Topics	3
	Total number of required elective hours	18
	Total number of hours for degree	36

*On campus students need to take at least 7 courses in person as per the 51% rule.
**Other course options and offerings may be approved in consultation with your cohort advisor. The program coordinator reserves the right to occasionally substitute courses based on special course/topic availability.

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

M.Ed. in Curriculum and Instruction Online

with Generalist emphasis

The M.Ed. degree requires 36 credit hours 2022-2023 Catalog

Required Core Courses		
Course Number	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 644	Curriculum Development	3
EDCI 673	Analysis of Teaching Behavior	3
EDCI 634	Reflective Inquiry (must be taken during final semester)	3
EDCI 638	Trends in Curriculum and Instruction (must be taken during first semester)	3
	Total	15

Required Research "Ways of Knowing" Courses		
Course Number	Course Title	Credit Hours
EDCI 636	Educator as Researcher	3

	Totall	3

Departmental Required Electives		
Course Number	Course Title	Credit Hours
EDCI/RDNG	Elective from Teaching & Learning	3
EDCI/RDNG	Elective from Teaching & Learning	3
EDCI/RDNG	Elective from Social & Cultural Perspectives	3
EDCI/RDNG	Elective from Social & Cultural Perspectives	3
EDCI/BESL	Elective of choice	3
EDCI/BESL	Elective of choice	3
	Total number of required elective hours	18
	Total number of hours for degree	36

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

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 2022-2023 Catalog

Required Core Courses		
Course Number	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 644	Curriculum Development	3
EDCI 673	Analysis of Teaching Behavior	3
Total		9

Departmental Required Electives		
Course Number	Course Title	Credit Hours
RDNG 602*	Developmental Reading in the Elementary School	3
RDNG 603*	Reading Instruction in High School and College	3
RDNG 604*	Reading Diagnosis	3
RDNG 616*	Organization and Supervision of Reading Programs	3

RDNG 620*	Literacy and Language	3
RDNG 605*	Clinic Teaching in Reading	3
RDNG 609*	Foundations of Reading Instruction	3
RDNG 630	Writing Development Assessment and Instruction	3
RDNG Electives	Choose one: RDNG 612: Children's Literature and Literacy OR RDNG 613: Multicultural Children's Literature and Literacy	3
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 Certifications. Please contact Jane Rankin for additional information.

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

M.Ed. in Curriculum and Instruction Online

with Urban Education emphasis

The M.Ed. degree requires 36 credit hours 2022-2023 Catalog

Required Core Courses		
Course Number	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 644	Curriculum Development	3
EDCI 673	Analysis of Teaching Behavior	3
EDCI 634	Reflective Inquiry (must be taken during final semester)	3
EDCI 638	Trends in Curriculum and Instruction (taken during first semester)	3
	Total	15

Required Research "Ways of Knowing" Courses		
Course Number	Course Title	Credit Hours
EDCI 636	Educator as Researcher	3
	Total	6

Departmental Required Electives		
Course Number	Course Title	Credit Hours
EDCI 630	Urban Education	3
EDCI 643	Teaching in Urban Environments	3
EDCI 648	Urban Schools and Communities	3
EDCI 645/677	Society and Education in World Perspectives or Strategies for Teaching in a Pluralistic Society	3
EDCI/RDNG	Elective of choice with chair approval	3
EDCI/BESL	Elective of choice with chair approval	3
	Total number of required elective hours	18
	Total number of hours for degree	36

M.Ed. in Curriculum and Instruction Graduate Certification

Degree Plan: The Master of Education degree requires 36 credit hours

Course	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 644	Curriculum Development	3
EDCI 673	Analysis of Teaching Behavior	3
TEED 602	Contemporary Perspectives on Education	3
TEED 649	Instructional Strategies: Principles & Applications	3
BESL 622 OR RDNG 603	Teaching English as a Second Language OR Reading Instruction in High School and	3
TEED 682	Seminar	3
TEED 682	Seminar	3
TEED 684	Professional Internship	3
TEED 684	Professional Internship	3
XXX	Elective	3
XXX	Elective	3
Total number of Hours		**36**

*Students will consult with their advisory committee to determine what courses can be used as electives on their degree plan.
*Faculty may approve a 3-hour research course in lieu of one core course.
When filing your degree plan, you will select "MEd, Non-Thesis Distance Education" as the degree option.

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

M.Ed. in Curriculum and Instruction: STEM Emphasis

Online STEM cohort

Degree Plan: *The Master of Education degree requires 36 credit hours* *2022-2023 Catalog*

Required Core Courses		
Course Number	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 644	Curriculum Development	3
EDCI 673	Analysis of Teaching Behavior	3
EDCI 634	Reflective Inquiry (must be taken during final semester)	3
	Total	12

Departmental Required Electives		
Course Number	Course Title	Credit Hours
EDCI 620*	Science, Technology, Engineering and Mathematics (STEM) Teaching and Learning	3
EDCI 720*	ENGR Design for School Teaching and Learning	3
EDCI 721*	How People Learn STEM	3
EDCI 723*	Developing Students' Disciplinary Language and Reading in STEM	3
EDCI 726	History and Trends in STEM Education	3
EDCI 636	Grant Writing or Educator as Researcher	3
EDCI 722*	Microcontrollers for Educators	3
EDCI 724*	Science/Mathematics in Engineering-Physics Based	3
	Total number of required elective hours	24
	Total number of hours for degree	36

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

*Required courses for the STEM certificate
When filing your degree plan, select "MEd, No Thesis Dist Ed & No Final Exam" as degree option.

M.Ed. in Learning Design and Technology

Degree Plan: *The Master of Education degree requires 36 credit hours*

Foundation Courses		
Course Number	Course Title	Credit Hours
EPSY 602	Educational Psychology	3
EPSY 673	Learning Theories	3
	Total	6

Specialized Courses		
Course Number	Course Title	Credit Hours
LDTC 602	Educational Technology Field. Theory, and Profession	3
LDTC 645	Emerging Tech for Learning	3
LDTC 651	E-Learning Design and Development	3
LDTC 654	Instructional Design	3
	Total	12

Research Courses—At Least One Must be Selected		
Course Number	Course Title	Credit Hours
EPSY 622	Measurement and Evaluation	3
EPSY 607	Understanding Research from a Consumer's Perspective	3
	Total	3

Elective Corses—Select from the Following		
Course Number	Course Title	Credit Hours
LDTC 608	Online Course Design	3
LDTC 613	Integrating Technology in Learning Environments	3
LDTC 621	Graphic Communication and Interface Design	3
LDTC 631	Educational Video	3
LDTC 641	Educational Game Design	3
LDTC 642	Designing for Mobile Learning	3

LDTC 646	Emerging Technologies for Learning II	3
LDTC 655	Instructional Design II	3
LDTC 684	Internship	3
EPSY 624	Creative Thinking	3
	Total number of required elective hours	15
	Total number of hours for degree	36

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

The Degree of Master of Science

The Master of Science (MS) curriculum is designed to develop new understanding through research and creativity. The MS in Curriculum and Instruction is a thesis degree.

The purpose of the Master of Science is to be a pathway to a doctoral program. **The coursework is designed to help the students to become highly qualified for the PhD study and expectations**. It provides extensive research, professional writing, and thesis experiences that are aligned with meaningful preparation for work in a demanding doctoral program. A student who is absolutely certain doctoral studies are not a future possibility, the Master of Education is the path of choice.

Time Limit

All degree requirements must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old at the time of the final examination (oral or written) may not be used to satisfy degree requirements.

A student who has chosen the thesis option must have the final corrected version of the thesis cleared by The Graduate & Professional School no later than one year after the final examination, or approval of a petition for exemption from the final exam, or within the seven-year time limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

Residence Requirement

In partial fulfillment of the residence requirement for the degree of Master of Science, the student must complete 9 resident credit hours during one regular semester or one 10-week summer semester in resident study at Texas A&M University. Upon recommendation of the student's advisory committee, department head or Chair of the Interdisciplinary Program, if appropriate, and with approval of The Graduate & Professional School, a student may be granted exemption from this requirement. Such a petition, however, must be approved prior to the student's registration for the final 9 credit hours of required coursework.

Students who are employed full-time while completing their degree may fulfill total residence requirements by completion of less-than-full time course loads each semester. In order to be considered for this, the student is required to submit a Petition for Waivers and Exceptions along with verification of his/her employment to The Graduate & Professional School.

Student's Advisory Committee

After receiving admission to graduate studies and enrolling, the student will consult with the assigned faculty advisor concerning course work and registration. The assigned faculty advisor may or may not serve as the chair or co-chair of the student's advisory committee. For students enrolled in the MS program, the student's advisory committee will consist of no fewer than three members of the graduate faculty representative of the student's fields of study and research. The chair or one of the co-chairs of the advisory committee must be from the student's department, and at least one or more of the members must be from a department other than TLAC. The chair, in consultation with the student, will select the remainder of the advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. Other graduate faculty members located off-campus may serve as a member or co-chair (but not chair), with a member as the chair. Non-TAMU-College Station faculty who have been granted graduate status at Texas A&M University College Station may serve as a member or co-chair (but not chair), along with another member and chair who are faculty at TAMU College Station. The chair of the committee, who usually has immediate supervision of the student's degree program, has the responsibility for calling meetings at any time considered desirable.

The duties of the committee include responsibility for the proposed degree plan, any professional study or project, and the final examination. In addition, the committee, as a group, and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to The Graduate & Professional School.

The committee members' approval on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign en masse.

Degree Plan

The student's advisory committee, in consultation with the student, will develop the proposed degree plan. The degree plan must be completed and filed with The Graduate &

Professional School prior to the deadline imposed by the student's college or interdisciplinary degree program, if applicable, and no later than 90 days prior to the date of the thesis defense.

A student should submit the degree plan using the online Document Processing Submission System located on the website https://ogsdpss.tamu.edu/

A student submitting a proposed degree plan for a Master of Science degree should designate on the official degree plan the appropriate program option.

Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisory committee to correct deficiencies in the student's academic preparation. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Final Examination Exemption is approved by The Graduate & Professional School.

Credit Requirement

A minimum of 32 semester credit hours of approved courses and research is required for the thesis option Master of Science degree.

Ordinarily the student will devote the major portion of his or her time to work in one field. Other work will be in supporting fields of interest. Of the 32 hours required, 8 hours are required in Thesis Research (EDCI 691), which must be taken after the thesis proposal has been accepted by the committee.

Distance Education Restrictions

The department has specific rules and regulations related to campus-based programs. **One of these regulations is a limit of four (4) courses taken in a distance or online format.** When scheduling courses and planning your degree plan, please be aware that only four distance education or online courses can be included in your degree plan. If you take more than three courses in a distance education or online format, these additional courses beyond the limit of four courses cannot count toward the 32-hour degree plan, and exceeding the limit would prevent you from graduating.

Transfer of Credit

If, in the opinion of the thesis committee, the courses taken at another peer institution are comparable with electives or CORE courses, up to six (6) hours may be used toward meeting credit-hour requirements for the MS degree under the following limitations.

- Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater can be considered for transfer credit if, at the time the courses

were completed, the student was in degree-seeking status at Texas A&M, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for a student in a similar degree-seeking status at the host institution.
- Courses previously used for another degree are not acceptable for degree plan credit.

Limitations on the Use of Transfer, Extension, and Certain Other Courses for the Master's Degree

Exceptions will be permitted only in unusual cases and when petitioned by the student's advisory committee and approved by The Graduate & Professional School.

Continuous Registration

A student in the thesis option of the Master of Science program who has completed all coursework on his/her degree plan other than 691 (research) is required to be in continuous registration until all requirements for the degree have been completed.

Thesis Proposal

For the thesis option Master of Science degree, the student must prepare a thesis proposal for approval by the advisory committee and the head of the major department or chair of the interdisciplinary faculty, if applicable. This proposal must be submitted to The Graduate & Professional School at least 20 working days prior to the submission of the request for the final examination. The thesis proposal may be for a traditional five chapter thesis or an article version at the discretion of the committee and student interest.

Compliance issues must be addressed if a graduate student is performing research involving human subjects, animals, infectious biohazards and recombinant DNA. A student involved in these types of research should check with the Office of Research Compliance and Biosafety at (979) 458-1467 to address questions about all research compliance responsibilities. Additional information can also be obtained on the website rcb.tamu.edu.

Thesis Defense/Final Examination

A student must pass a final examination by dates announced each semester or summer term in The Graduate & Professional School Calendar. The Graduate & Professional School must be notified in writing of any cancellation. To be eligible to take the final examination, a student's GPR must be at least 3.000 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and there must be no unabsolved grades of D, F or U for any course listed on the degree plan. To absolve a deficient grade, the student must repeat the course at Texas A&M University and

achieve a grade of C or better.

All coursework on the degree plan must have been completed with the exception of those hours for which the student is registered. Additionally, all English Language Proficiency requirements must be satisfied prior to scheduling the examination. If applicable, an approved thesis proposal must be on file in The Graduate & Professional School according to published deadlines.

A request to hold and announce the final examination must be submitted to The Graduate & Professional School a minimum of 10 working days in advance of the scheduled date for the examination. Examinations which are not completed and reported as satisfactory to The Graduate & Professional School within 10 working days of the scheduled examination date will be recorded as failures. A student may be given only one opportunity to repeat the final examination for the master's degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded).

For thesis option students, the final examination covers the thesis and all work taken on the degree plan and at the option of the committee may be written or oral or both.

The final examination may not be administered before the thesis is available to all members of the student's advisory committee in substantially final form, and all members have had adequate time to review the document. The examination is conducted by the student's advisory committee as finally constituted. A thesis option student must be registered in the University in the semester or summer term in which the final examination is taken. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees.

Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department, or interdisciplinary degree program, may have a stricter requirement provided there is consistency within all degree programs within a department or interdisciplinary degree program.

A thesis option candidate may petition to be exempt from his/her final examination provided his/her degree plan GPR is 3.50 or greater and he/she has the approval of the advisory committee, the head of the student's major department, or intercollegiate chair, if appropriate, and The Graduate & Professional School.

It is required that the petition for exemption be submitted the same semester the student intends to submit the thesis.

Exam results must be submitted with original signatures of only the committee members approved by The Graduate & Professional School. If an approved committee member substitution (1 only) has been made, his/her signature must also be submitted to The

Graduate & Professional School.

Thesis

An acceptable thesis is required for the Master of Science degree for a student in the MS program. The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear English, the problem(s) for study, the method, significance and results of the student's original research. Guidelines for the preparation of the thesis are available in the Thesis Manual, which is available online at grad.tamu.edu.

After successful defense (or exemption) and approval by the student's advisory committee and the head of the student's major department (or chair of the intercollegiate faculty, if appropriate), the student must submit his/her thesis in electronic format as a single PDF file. The PDF file must be uploaded to the website, grad.tamu.edu. Additionally, a signed approval form must be brought or mailed to The Graduate & Professional School. The PDF file and the signed approval form are required by the deadline.

Deadline dates for submitting the thesis are announced each semester or summer term in "The Graduate & Professional School Calendar" (see Time Limit statement). These dates also can be accessed via the website https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines

Before a student can be "cleared" by Thesis and Dissertation Services, a processing fee must be paid through Student Business Services. This processing fee is for the thesis/dissertation services provided. After commencement, dissertations are digitally stored and made available through the Texas A&M Libraries.

A thesis that is deemed unacceptable by The Graduate & Professional School because of excessive corrections will be returned to the student's department head (or chair of the intercollegiate faculty, if applicable). The manuscript must be resubmitted as a new document, and the entire review process must begin again. All original submittal deadlines must be met during the resubmittal process to graduate that semester.

Steps to your earning your M.S. in Curriculum & Instruction

Step	What to Do	When	Approved by
1	Accept offer of admission, clear all holds and take Title IX training	Before first semester registration	Faculty Advisor, Advisor
2	Meet with assigned faculty advisor to plan course of study for first semester	Before first semester registration.	Faculty Advisor
3	Attend new student orientation in January at Texas A&M	Before the start of your first full semester	Faculty advisor, Advisor
4	Complete course work each semester with a 3.0 or above	Every semester	Instructors, Faculty Advisor
5	Establish advisory committee; submit degree plan	During the semester in which the student is enrolled in the 9th hour, and no later than 90 days prior to the request of final oral or thesis defense; see The Grad School calendar	Advisory committee, department head and The Grad School
	Submit for IRB Study Approval	The semester ahead of semester in which the student expects to begin thesis data	Advisory committee, department head and
6	Submit Proposal Approval Form	Must be submitted no later than 20 working days prior to submitting the request and announcement of final examination.	Advisory committee, department head, and The Grad School
7	Apply for a degree online at the Howdy portal; pay graduation fee.	During the first week of the final semester; pay graduation fee after graduate application is submitted	The Grad School
8	Check to make sure degree program and advisory committee are up to date, and that all ELP requirements (if applicable) and course work are complete.	Well before submitting request to schedule final examination	Advisory committee, graduate advisor and department head
9	Complete residence requirement. (Check with your department to determine if there is a residency requirement.)	If applicable, before or during final semester.	The Grad School
10	Submit request for permission to schedule final examination to The Grad School.	Must be received by The Grad School at least 10 working days before exam date. (See The Grad School calendar for deadlines.)	Advisory committee, department head and The Grad School
11	Successfully complete final examination.	The Report of the Final Exam form should be submitted to The Grad School within 10 days following the exam date.	Advisory committee and The Grad School
12	If required, upload approved PDF file of the completed thesis and submit signed approval page to Thesis and Dissertation Services.	See The Grad School calendar for deadlines.	Advisory committee, department head and The Grad School

13	Graduation; arrange for cap and gown. | More information	After you apply for graduation before deadline	Graduate Advisor

Master of Science (M.S.) in Curriculum and Instruction (C&I)

*This degree plan does not apply to students in the Reading/Literacy Emphasis area.
The M.S. degree requires 32 credit hours 2022-2023 Catalog

Required Core Courses		
Course Number	Course Title	Credit Hours
EDCI 602	Cultural Foundations of Education	3
EDCI 673	Analysis of Teaching Behavior	3
	Total	6

Required Research "Ways of Knowing" Courses		
Course Number	Course Title	Credit Hours
EPSY 640/ STAT 651	Experimental Design in Education I or Statistics in Research I	3
EPSY 641/ /EDCI 605/ STAT 652	Experimental Design in Education II or Qualitative Research or Statistics in Research II	3
EDCI 691	Research (for thesis)	8
	Total	14

Departmental Required Electives		
Course Number	Course Title	Credit Hours
EDCI/RDNG	Program area elective	3
EDCI/RDNG	Program area elective	3
EDCI/RDNG	Program area elective	3
EDCI/RDNG	Program area elective	3
	Total number of required elective hours	12
	Total number of hours for degree	32

Contact: The Graduate Advising Office, tlacgant@tamu.edu, (979) 862-8032

*Students will consult with their advisory committee to determine what courses can be used

as electives on their degree plan.
*Faculty may approve a 3-hour research course in lieu of one core course.

Graduate Admissions

PhD Application Process

TLAC admits PhD students once a year in the Fall semester. The application deadline for international applicants is October 1, and the application deadline for domestic applicants is December 1. Completed applications are generally available for review two weeks after the application deadlines. The following steps are followed during the application process:

1. PhD applicants must create an applicant account in the GradCAS application system and pay all required fees before their application can be reviewed.
2. Official transcripts and official TOEFL (international applicants only) scores can be sent electronically to Texas A&M or mailed. Beginning for fall 2022 admissions, the GRE is now an optional submission and not required.
3. All other documents, such as the Statement of Purpose, required essays, and Letters of Recommendation can be uploaded directly into the GradCAS system. Letters of recommendation can be requested electronically through the system as well.
4. After the application is complete, all application documents will be forwarded for review.
5. Program area leaders are then notified that applications are ready for review and that they will need to be reviewed within the GradCAS system by a set deadline.
6. If admitting a PhD applicant, the focus area will assign a faculty advisor to the student with the understanding that the faculty member intends to work with the student throughout their program. The student can later select to choose another Chair once they are enrolled.
7. Graduate Advisor sends acceptance letters to the applicant, along with an acceptance agreement, a copy of the PhD degree plan and adequate progress documents.
8. Students must accept their offer of admission by returning the signed Acceptance Agreement to the Graduate Advising office by the date stated in the Admissions letter.
    - If a student does not respond to admissions or any follow up contact, a hold will be placed on their account by the TLAC graduate advising office that will restrict them from registering for coursework until they meet with their TLAC Staff advisor.
    - If a student needs to defer their enrollment, the student must request their deferral prior to the first day of the semester of acceptance.
9. A mandatory orientation will also be held prior to the first day of courses in the starting semester. Failure to attend or to schedule another orientation date will also result in a hold restricting access to registration.

Online EdD Application Process

TLAC admits EdD students once a year in the Spring semester. Students in this program are admitted into a cohort and will take courses together throughout. The application deadline for the Online EdD program is August 1. The following steps are followed during the application process:

1. EdD applicants must create an applicant account in the GradCAS application system and pay all required fees before their application can be reviewed.
2. Official transcripts and official TOEFL (international applicants only) scores can be sent electronically to Texas A&M or mailed. Beginning for fall 2022 admissions, the GRE is now an optional submission and not required.
3. All other documents, such as the Statement of Purpose, required essays, and Letters of Recommendation can be uploaded directly into the GradCAS system. Letters of recommendation can be requested electronically through the system as well.
4. The EdD Steering Committee meets to review application and submits recommendations to department head for approval.
5. Admissions decisions are routed through the GradCAS system by the Department Head and graduate advisor. Decisions are then forwarded to the Graduate Admissions Office.
6. Respective Graduate advisors send acceptance letters to admitted applicants.
7. Students must accept their offer of admission by returning the signed Acceptance Agreement to the Graduate Advising office by the date stated in the Admissions letter.
    a. If a student does not respond to admissions or any follow up contact, a hold will be placed on their account by the TLAC graduate advising office that will restrict them from registering for coursework until they meet with their TLAC Staff advisor.
    b. If a student needs to defer their enrollment, the student must request their deferral prior to the first day of the semester of acceptance.
8. A mandatory orientation will also be held prior to the first day of courses in the starting semester. Failure to attend or to schedule another orientation date will also result in a hold restricting access to registration.

MEd/MS Application Process

TLAC admits students to the MEd/MS programs in Fall, Spring, and Summer (Graduate Certification and Online STEM programs only). The deadlines for Fall are January 1 for international applicants and March 1 for domestic applicants. Deadlines for Spring are August 1 for international applicants and October 1 for domestic applicants. Deadlines for Summer are December 1 for Graduate Certification program applicants and March 1 for Online STEM applicants. The following steps are followed during the application process:

- Applicants must create an applicant account in the GradCAS application system and pay all required fees before their application can be reviewed.
- Official transcripts and TOEFL (international applicants only) scores can be sent electronically to Texas A&M or mailed.
- All other documents, such as the Statement of Purpose, required essays, and Letters of Recommendation can be uploaded directly into the system. Letters of recommendation can be requested electronically through the system as well.
- Based on the area of emphasis listed in the application, the completed applications will be forwarded within the GradCAS system to each emphasis area's leaders to be reviewed by a set deadline.
- Upon admission, the focus area will assign a faculty advisor to the student with the understanding that the faculty member intends to work with the student throughout their program. The student can later select to choose another Chair once they are enrolled.
- TLAC Graduate Advising sends acceptance letters to the applicant, along with an acceptance agreement, a copy of the degree plan and adequate progress documents.
- Students must accept their offer of admission by returning the signed Acceptance Agreement to the Graduate Advising office by the date stated in the Admissions letter.
    - If a student does not respond to admissions or any follow up contact, a hold will be placed on their account by the TLAC graduate advising office that will restrict them from registering for coursework until they meet with their TLAC Staff advisor.
    - If a student needs to defer their enrollment, the student must request their deferral prior to the first day of the semester of acceptance.
- A mandatory orientation will also be held prior to the first day of courses in the starting semester. Failure to attend or to schedule another orientation date will also result in a hold restricting access to registration.

Admission Deferment

Admission to graduate studies normally remains valid for one year from the term of acceptance. Admission deferral requests must be made before the start of the term of the original application. An extension to the one-year time limit may be granted, if requested by the applicant in writing and approved by assigned faculty advisor.

Conditional Admissions

Applicants being admitted conditionally will receive a letter from the advising office at the time of admission laying out the course and GPR requirements determined by the faculty member assigned to the applicant. Conditionally admitted students will be reviewed after completion of their first semester to determine if requirements have been met or not. If not, the student may be dismissed from the program. International applicants are not eligible for conditional admission. They must receive full admission to be eligible for a Visa.

English Language Proficiency Verification for International Applicants

All international graduate students whose native language is not English must meet minimum English proficiency standards. To achieve admission, international graduate students must attain English proficiency verification. English Proficiency Verification can be attained using the following:

- A TOEFL score of at least 80 on TOEFL iBT (550 on old paper-based version), or
- An IELTS score of at least 6.0, or
- A GRE Verbal Reasoning score of at least 146 (400 on the old scale), or
- A GMAT Verbal score of at least 22, or
- A PTE Academic score of at least 53, or
- Acquiring alternative verification (https://grad.tamu.edu/academics/academic-success-resources/elp) during the admission process from The Graduate & Professional School via a departmental request. An international graduate student holding a master's degree from an accredited institution in the U.S. qualifies for alternative verification.

Readmission

A returning graduate student who has not attended Texas A&M for a period of over one year will need to submit an application for readmission during the regular program admissions cycle through the TLAC Graduate Admissions Office. Graduate students in TLAC will need approval of their faculty advisor, and must be in good academic standing, to be readmitted. The readmission deadlines are as follows: PhD- December 1st for next fall start date; EdD- August 1st for next spring start date; MEd/MS- March 1st or October 1st for following semester start date.

Exceptions can be made on a case-by-case basis at the request of the faculty chair and with approval of the Graduate Committee. If a PhD student's Chair has left the University, the student must find a faculty member within TLAC willing to serve as Chair before readmission

is granted.

Appendix A

Texas A&M University
College of Education and Human Development
Graduate Student Concern Form

Name: UIN: Date:

Address:

Telephone: TAMU Email Address:

Department: EAHR EPSY KNSM TLAC

Classification: G6 (Non-degree Seeking) G7 (Masters) G8 (Doctoral)

Please indicate who your concern is regarding: Faculty Member Staff Member Student

Have you met with this person regarding your concern, as this is the first step to a resolution?

Yes No

Please explain in detail your concern:

What are possible solutions regarding your concern:

Student signature:

Please submit this form to your department's Associate Department Head.

EAHR: Dr. Jean Madsen (jamadsen@tamu.edu)

EPSY: Dr. Daniel Hajovsky (dhajovsky@tamu.edu)
KNSM: Dr. Jiling Liu (dalingliu@tamu.edu)
TLAC: Dr. Debra McKeown (debramckeown@tamu.edu)