

ACADEMIC REGULATIONS

Definition of a Student

The term “student” includes all individuals who have been admitted, were enrolled in previous semesters, are enrolled in the current semester, and/or are enrolled for a future semester. Individuals who withdraw or are not officially enrolled for a particular term but have been enrolled previously are still considered students. In addition, individuals who enroll in programs sponsored by TAMU are also considered students for FERPA and the Student Code of Conduct purposes.

General Requirements for Graduate Degrees

1. *Character of Graduate Work:* The principal aim of graduate study is to develop a student's ability to engage in independent work. Consequently, the character of work expected of graduate students is significantly different from that of undergraduate students. To prepare students to engage in independent work faculty members act as facilitators who develop graduate students into active learners. Graduate students are expected to demonstrate an in-depth knowledge and comprehension of the subject matter in their respective disciplines. Graduate students are also expected to demonstrate how to apply, analyze, synthesize, and evaluate their discipline specific body of knowledge through superior written and oral communication skills.
2. *Hours Required:* For a master's degree, 30 to 60 semester credit hours of approved graduate courses are required, depending on the degree. For a doctoral degree, 49 to 75 semester credit hours are required, depending on the degree.
3. *Transfer of Graduate-Level Study:* A maximum of twelve (12) semester hours with a minimum grade of 3.0 (“B”) on a 4.0 scale can be transferred into a master's program with the consent of the Program Director and Department Chair. In the A.R. Sanchez, Jr. School of Business, transfer credit applies solely to elective/concentration courses; required courses that are part of the business graduate curriculum must be completed in residence. Transfer credit must also comply with the Additional Master's Degree policy.
4. *Grades Required:* A minimum grade point average of 3.0 (“B”) on a 4.0 point scale computed on all graduate coursework applied to the awarding of a degree must be maintained. No more than three (3) semester credit hours with a letter grade of “C” earned at this university will be accepted as credit for a master's degree. Exception: No grade below 3.0 (“B”) will be accepted for the MA in Counseling Psychology.
5. *Correspondence Work:* In no case will courses taken by correspondence be accepted for graduate credit.
6. *Graduation Under a Particular Catalog:* A degree-seeking student may receive their master's degree upon satisfying the requirements of the catalog under which they first earned resident credit for graduate work, or upon satisfying the requirements of the catalog of any subsequent year in which they earned credit as a resident student in the University. All requirements for a master's degree must be completed within five years or within the time specified for the particular program. No credit completed under a catalog older than five (5) academic years or within the time specified for the particular program will be recognized as graduate credit applicable toward a graduate degree. Students whose coursework has expired may repeat the expired course(s), request an appropriate substitute, or request a course extension. Course extension requests must be in writing

and approved by the program faculty, Department/Division Chair, College Dean, and Graduate School Dean.

7. *Conferring of Degrees:* No degree will be conferred except publicly and on Commencement Day of the spring and fall semesters.

Enrollment - General Information

The semester hour is the unit of credit and is defined as the amount of credit given for one recitation hour a week for one semester. Each recitation hour requires two hours of preparation on the part of the average student. Three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation.

Normal Load: the normal load for a graduate student for a long semester is nine (9) semester credit hours. The normal load for summer school is six (6) semester credit hours per session. For a graduate student employed full-time, the University recommends a load of six (6) semester credit hours each long semester.

Full-Time: a full-time graduate student is defined as one carrying a minimum load of six (6) semester credit hours during a long semester. A graduate student registered for fewer than six (6) semester credit hours is considered a part-time student

Half-Time: a half-time graduate student is defined as one carrying a minimum load of three (3) semester credit hours during a long semester.

Maximum Number of Hours: the maximum load for a full-time graduate student is twelve (12) semester credit hours per semester (including sub-terms), six (6) semester credit hours each summer term, and six (6) semester credit hours each sub-term. **The Dean of the respective College must approve any semester credit hour load in excess of the maximum load.**

A graduate student may enroll for up to nine (9) semester credit hours in one summer session only if they meet both of the following criteria:

- needs the nine semester credit hours to complete graduation and/or certification requirements in August; and
- has at least a 3.5/4.0 grade point average based on all valid graduate course work taken up to the present time. Total semester credit hours earned in the summer may not exceed fifteen (15) semester credit hours.

Course Information

The term “course” shall be understood to mean a definite unit of work in a subject and may continue through two semesters. Credit allowed for each course is written out in full immediately following the title of the course. Example: HIST 5305 (<http://catalog.tamtu.edu/search/?P=HIST%205305>) Civil War and Reconstruction. Three semester hours.

Graduate Level courses are denoted by 5000 and 6000 levels. Courses at the 5000 level are for master's degrees. These graduate courses are manageable by graduate students who have completed a BA or BS in an appropriate field of study. Master's level courses provide knowledge beyond the undergraduate level and are geared towards practitioners trying to advance in their current positions and students preparing for advanced study (doctorates). Thus, master's level courses can differ by professional and academic disciplines. These courses expand the student's knowledge base by focusing on the analysis and synthesis of data and information. These courses are taught by faculty with terminal degrees in their field.

Courses at the 6000 level are for doctoral degrees. Doctoral-level classes build extensively on skills learned at both the undergraduate and master levels. These graduate courses emphasize theory and higher-level critical thinking skills, including greater intellectual rigor, and integrate data and information into theoretical frameworks. Skills included in doctoral-level courses lead to the production of knowledge through independent inquiry: scholarly writing skills, an understanding of research methodologies, and quantitative/qualitative analyses. These courses are taught by faculty with a terminal degree in their field; these faculty must actively and empirically contribute to the field of study through peer-reviewed scholarship.

Repetition of a Course: Courses applicable to a graduate degree may not be repeated for credit unless prescribed during the admissions or Scholastic Deficiency process or when a student enrolls in a Special Topics course with a different topic. It is the policy of the University to count only the last grade received in the course, whether passing or failing, other than a grade of “W” (see Grades below).

Grading Policies

Grades are recorded from “A” to “D/F”, inclusive, and are available via the web to each student at the end of each semester. Numerical values corresponding to these letters are as follows:

A	90-100, excellent
B	80-89, good
C	70-79, average ¹
D/F	Below 70, failure
FN	Failure for Non-Attendance ²
S/CR/P	Satisfactory/Credit/Pass
U/NC	Unsatisfactory/No-Credit
IP	In Progress
W	Dropped or Withdrew
I	Incomplete

¹ No more than one course with the grade of “C” will be accepted as credit for any master’s degree. Exception: No grades below “B” will be accepted for the Master of Arts in Counseling Psychology degree.

² The FN grade indicates that a student has failed a course due to non-attendance. It is calculated as an “F” in the student’s grade point average. For students receiving financial aid, failure for non-attendance may require that student to refund all or part of their aid to the institution.

The College of Education has adopted the following grading scale:

A	90 - 100
B	80-89
C	70-79
D	60-69
F	Below 60
FN	Failure for Non-Attendance
S/CR/P	Satisfactory/Credit/Pass
U/NC	Unsatisfactory/Non-Credit
IP	In Progress

W	Dropped or Withdrew
I	Incomplete

The College of Nursing and Health Sciences Graduate Nursing Program grading policy stipulates the following:

A	90-100
B	80-89
C	70-79
F	Below 70

Students in the College of Nursing and Health Sciences must pass both clinical and theory components of a course in order to pass that course.

CR/NC, Credit/No Credit: Courses taken in residence on credit/no credit basis are not computed in the grade point average. These grades may be used to satisfy degree requirements for courses so designated in this catalog.

S/U, Satisfactory/Unsatisfactory: This grading criteria applies only to courses in the A. R. Sanchez, Jr. School of Business. This grade can be given for only predesignated courses and may be used to satisfy degree requirements (e.g., business internships). For graduate students, a grade of “S” indicates achievement of 80 percent or greater for the course requirements.

I/P, In Progress: Given to a student in a thesis or dissertation course who has made satisfactory progress for the semester but has not completed all required work. Students must re-enroll in thesis or dissertation courses every semester until the thesis or dissertation is completed.

W, Dropped/Withdrawn: Given when a student has officially dropped or withdrawn from the University by the deadline in the official University calendar, regardless of student’s standing in class.

I, Incomplete: Students who cannot complete a course should withdraw from the course before the final date for withdrawal and receive a “W.” To qualify for an “incomplete” and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a “W”, and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an “Incomplete Grade Contract” and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the “I” to automatically be converted to an “F”; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an “incomplete” may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

For the student, the grade of “I” may be removed under certain conditions:

- If the student elects to complete the course, they may complete the work in the course and request that the instructor submit a change of grade form to the University Registrar.



- If the student elects not to complete the course within the time specified in the contract, the "I" will be converted to a grade of "F" through an administrative action of the University Registrar. Extensions of time in cases of merit may be granted, if approved.
- A student may not register for a course for which they have a current grade of "I". If the student decides to register for the same course, the "I" will be converted to a grade of "F" through an administrative action of the University Registrar.

Change of Grade: After being reported to the Office of the University Registrar, grades other than "I" may not be changed unless the instructor has made a computation error.

Grade Points: A student's grade average on university work is expressed in grade points. Each semester hour of "A" counts four points, "B" three points, "C" two points, "D" one point, and "F" zero points. Thus a "B" average, which is the minimum overall average for any master's degree, is expressed as a 3.0 grade point average.

Academic Responsibilities

Students are expected to familiarize themselves thoroughly with the regulations of the University, to accept responsibilities for course requirements for their degrees, and to make inquiries in case of doubt. It shall not be the University's responsibility should complications arise because of failure to follow regulations and requirements. Regulations will not be waived nor exceptions to requirements made on a plea of ignorance. Students, therefore, should become familiar with all the information related to their program of study contained in the online university catalog.

Personal Announcements sent to students through TAMU's Blackboard Portal and TAMU email are the official means of communicating course and university business with students and faculty – not the U.S. Mail or other e-mail addresses. Students and faculty must check Blackboard and their TAMU e-mail accounts regularly, if not daily. Not seeing an important TAMU email or Blackboard message from a faculty member, chair, dean, or other University administrator is not accepted as an excuse for failure to take an important action. Occasional timely messages from university service providers may also be delivered by email to students. In rare instances, personal student email accounts MAY be used for urgent notifications that may affect the student's continued enrollment at the University.

Students who change their home address while attending Texas A&M International University are expected to notify the Office of the University Registrar immediately. Changes in local address must also be made with the Office of the University Registrar. Address updates may be made via UCONNECT.

Except when pertaining to conduct, each student is under the jurisdiction of their assigned college and must comply with their degree requirements. Students should work directly with the person in their major department who is responsible for supervising their programs concerning course requirements and options, deficiencies, degree plans, and special regulations. Requests to waive regulations and/or requirements should be directed in writing to the appropriate Chair and, in some cases, to the Dean of the College.

Registration

A degree program is a series of courses leading to a degree authorized by the Texas Higher Education Coordinating Board (THECB). Undergraduate degrees will have a minimum of 120 semester credit hours, and graduate degrees at

the master's level will have a minimum of 30 graduate credit hours. Doctoral degrees vary in their total graduate credit hours. Degree titles as authorized by THECB will be noted on diplomas and on official transcripts.

Degree Plan: The student should select their major field of study as early as possible. The planning of a course of study should be exercised in consultation with a faculty advisor. Students will be required to present updated degree audits during faculty advisement. A degree plan may be superseded by a new one according to the provision explained under *Graduation Under a Particular Catalog* in this section.

Schedule: The student's class schedule should be worked out in conference with a faculty advisor. Students are urged to confer with their advisors well in advance of registration to avoid difficulties in scheduling.

Early Registration: A period of early registration is scheduled each semester for upcoming terms. During that time, a currently enrolled student is responsible for meeting with an academic or faculty advisor to discuss their degree plan, determining a possible course schedule for the next semester, and completing their course registration. A student is not officially enrolled until all fees have been paid. Additional information can be found here (<https://www.tamtu.edu/registrar/registration.shtml>).

Registration for a Course: The only way to become a member of a class is to officially register for it or by adding a course after registration is completed. In any case, the instructor receives the students' names on the official class rosters distributed by the Office of the University Registrar and immediately on their online rosters. Schedule changes can be made in accordance with the deadlines of each session as indicated in the academic calendar.

Waitlist Policy: A student may request to be waitlisted for a closed course. If space becomes available, students will be notified via email and given a certain deadline to act and register for the desired course. It is the student's responsibility to check their status in the course. Requesting to be waitlisted makes the student liable for all tuition and fees due if a space becomes available. The student must process a drop if the class is no longer desired. Please note: a student may not be waitlisted for one section of a course and registered in another section of the same course.

Auditing a Course: Any person may audit a course except for individual instruction courses. Auditors do not have the privilege of submitting papers, taking part in class discussions, or participating in laboratory or fieldwork. Auditors pay tuition and fees according to the published semester credit hour fee schedule. The deadline to request instructor permission to audit a course is the Census Date of the semester.

Registration Policies

Definitions - Dropping and Withdrawal

A student is considered to be "dropping" a course or courses if the student remains enrolled in a minimum of one (1) credit hour at the end of the course change process. A student is considered withdrawn from the University if no semester credit hours remain at the completion of the course change process.

Dropping a Course

A course may be dropped by completing a drop form with the Office of the University Registrar in person, by email, or by fax. Courses cannot be dropped by phone.



All course drops must be completed by the deadline stated in the University academic calendar published online.

If a student chooses not to attend a class or classes, the student is responsible for officially dropping or withdrawing through the Office of the University Registrar. Students who decide not to attend and do not officially notify the Office of the University Registrar may be responsible for tuition, fees, and any other circumstances resulting from failure to drop or withdraw officially. Students must not assume that they will "automatically" be dropped from their classes if they do not attend or do not pay.

Refer to the Refund of Fees (<http://catalog.tamui.edu/student-services/student-fees/>) section for refund schedules and questions.

Withdrawal from the University

Students wishing to withdraw from the University completely must initiate the withdrawal process in the Office of the University Registrar (ZSC 121). Refer to the Refund of Fees (<http://catalog.tamui.edu/student-services/>) section of the catalog for refund schedules.

Financial Aid Impact of Dropping or Withdrawal

Students who have received a federal student loan through Texas A&M International University and are dropping below six hours or withdrawing from the university must also receive approval from the Office of Financial Aid and attend loan exit counseling at the time of the drop or withdrawal. Failure to do so will cause the student to have a hold placed on the release of their student records and may impact the awarding of future loans.

Attendance Policy

Absence from Class: A vital part of every student's education is regular attendance of class meetings. Every faculty member keeps a current attendance record of all students. Absences affect the quality of a student's work, and frequent absences may result in a failing grade. Additional information is available in the current Student Handbook.

Continuation of Graduate Studies

Good Standing

Graduate students, including degree-seeking, certificate-seeking, and non-degree-seeking students, are considered in "good academic standing" if they maintain a minimum 3.0 cumulative grade point average (GPA) on a 4.0 scale on all graduate course work, have no more than one grade of "C," and do not have a grade of "D" or "F".

Minimum grade requirement. Only grades of A, B, S, and CR are acceptable for graduate credit. No more than one grade of "C" will be accepted as credit for any graduate program. IP is considered acceptable with respect to the minimum grade requirement. Grades of "D" or "F" or a second grade of "C" will lead to immediate suspension from a program. Students may repeat courses in which they earned a "C" or higher, in which case the last grade of record is the official grade, will be used in calculating the GPA, and will be used in determining whether or not a student is in "good standing." However, only one course in which the student earned a "C" may be repeated.

Other scholastic requirements. Satisfactory academic performance may also include specific program requirements, which can include and are not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive

examination, satisfactory performance in the program capstone course, or other specific program requirements.

Scholastic Probation and Suspension

Placement on Scholastic Probation:

A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's cumulative graduate grade point average falls below 3.0. Students may not appeal being placed on probation, but they may appeal a course grade through the grade appeal process.

Removal from Scholastic Probation:

A student must achieve a cumulative 3.0 GPA within the completion of the next long semester (Fall or Spring) to be removed from scholastic probation if scholastic probation was due to an unsatisfactory GPA. The courses included in the long semester must be within the degree plan the student is pursuing when placed on scholastic probation.

A student who is removed from scholastic probation is not eligible for placement on scholastic probation a second time.

Suspension because of Academic Performance: A student who has been on scholastic probation will be suspended from a program if the student's grade point average for any subsequent term or semester falls below 3.0, or the student does not achieve the required cumulative GPA within one long semester. Students may also be suspended from a program if they earn a second grade of "C" or a grade of "D" or "F." Students may not appeal being suspended from a program based on their grades, but they may appeal the individual grades that triggered the suspension.

Readmission after Suspension: A student who is suspended may not enroll in any graduate program for a minimum of 12 consecutive months. A student must reapply, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies following the period of suspension. The application may be submitted prior to the requested enrollment date.

Dismissal from a Doctoral Degree Program

A.R. Sanchez School of Business Ph.D. Program

Doctoral students in the A. R. Sanchez, Jr. School of Business who receive a grade of "C" in any of the Ph.D. classes must seek immediate guidance from the director of the program.

Doctoral students in the A. R. Sanchez, Jr. School of Business who earn a second grade of "C", a "D", or an "F" will be dismissed from the program.

College of Arts and Sciences Criminal Justice Ph.D. Program

Effective Fall 2022, all doctoral students in the Criminal Justice Program earning a grade of "C" in any of the doctoral courses must retake the course and earn a grade of "B" or above. The student should also seek immediate guidance from the program director/s. Only one retake will be allowed.

Doctoral students in the Criminal Justice Ph.D. program who earn a grade of "D" or "F" or a second "C" will be dismissed from the program.

Expulsion Because of Academic Misconduct:

The default sanction imposed by the provost for a graduate student found responsible for violation of the TAMIU Honor Code is expulsion from the university. On the recommendation of the Honor Council and with the approval of the university provost, this sanction may be reduced to suspension from the university for a set period of time if -- in the opinion of the provost -- the nature of the violations or the circumstances warrant a sanction less severe than expulsion. Students who are suspended rather than expelled may apply for readmission and must meet all program admission requirements after meeting the terms established by the provost at the time of their suspension.

Students who are expelled from the university cannot reenter any university degree program.

Students found guilty of violating the Honor Code may appeal the findings of the Honor Council that have triggered the expulsion or suspension. They may not, however, appeal an expulsion or suspension itself that is based on a violation of the Honor Code and on the recommendation of the provost.

General Requirements for Graduation

Application for Candidacy for Master's or Ph.D. Degree: A student intending to have a degree conferred at Texas A&M International University must file an Application for Candidacy with the Office of the University Registrar and pay the graduation fee to the University Business Office by the Census Date of the semester in which the student wishes to graduate.

Correspondence Work: Credit earned by correspondence will not be accepted for graduate credit.

Degree Conferral and Eligibility for Participation in Graduation Ceremonies: It is the policy of TAMIU that only students who have completed their degree requirements participate in graduation ceremonies. There are two commencement ceremony dates each year. Spring graduates attend the May ceremony. Students who finish requirements in any of the summer terms receive their diplomas in late August and are invited to attend the following December ceremony along with the Fall graduates. No degree will be conferred except publicly and on Commencement Day of the spring and fall semesters.

Expired Coursework: Coursework completed under a catalog older than five (5) academic years, or within the time specified for the particular program, will be not recognized as graduate credit applicable toward a graduate degree. Students whose coursework has expired may repeat the expired course(s), request an appropriate substitute, or request a course extension (only courses that have received a grade of "B" or better will be considered for a course extension). Course extension requests must be in writing and approved by the program faculty, Department/Division Chair, College Dean, and Graduate School Dean. This policy also applies to coursework transferred from a different graduate program at this institution or another institution.

Grades Required: A minimum grade point average of 3.0 ("B") on a 4.0 point scale computed on all graduate coursework applied to the degree awarded must be maintained. No more than three (3) semester credit hours with a letter grade of "C" earned at this university will be accepted as credit for a master's degree. Exception: No grade below 3.0 ("B") will be accepted for the MA in Counseling Psychology.

Graduation in-Absentia: Students intending to graduate *in-absentia* (not attending commencement) should notify the Office of the University Registrar upon application for candidacy.

Graduation Under a Particular Catalog: A degree-seeking student may receive their master's degree upon satisfying the requirements of the catalog under

which they first earned resident credit for graduate work, or upon satisfying the requirements of the catalog of any subsequent year in which they earned credit as a resident student in the University. All requirements for a master's degree must be completed within five years or within the time specified for the particular program. No credit completed under a catalog older than five (5) academic years or within the time specified for the particular program will be recognized as graduate credit applicable toward a graduate degree. Students whose coursework has expired may repeat the expired course(s), request an appropriate substitute, or request a course extension. Course extension requests must be in writing and approved by the program faculty, Department/Division Chair, College Dean, and Graduate School Dean.

Hours Required: For a master's degree, 30 to 60 semester credit hours of approved graduate courses are required, depending on the degree. For a doctoral degree, 49 to 75 semester credit hours are required, depending on the degree.

Leave of Absence: Under unusual circumstances, a student may petition for a leave of absence. The student initiates a petition for a leave of absence by submitting a *Leave of Absence Request* form. The Department/Advisory Committee Chair and College Dean must approve the petition and route it to the Graduate School. If the Graduate School Dean approves the petition, the registration requirement will be set aside during the period of leave. Leave will be granted only under conditions that require the suspension of all activities associated with pursuing the degree. For certain types of approved leave, such as medical, the time period for the completion of the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should refer to the section on Time Limitation for master's and doctoral programs. A leave of absence is granted for one year. In the case of extenuating circumstances, the leave of absence can be extended by the student's Department/Advisory Committee Chair and the Graduate School Dean. A student who returns to the University after an approved leave of absence will not be required to apply for readmission to the Graduate School. An international student should visit with an Office of International Experiences advisor to determine how a leave of absence may impact the student's stay in or re-entry into the U.S.

Non-credit Courses: Only grades of A, B, S, and CR are acceptable for graduate credit. No more than one grade of "C" will be accepted as credit for any graduate program. Grades of "D" or "F" and non-credit courses do not apply toward a graduate degree but are used to figure grade point averages.

Time Limitation: No credit more than five (5) years old will be recognized as graduate credit applicable toward a graduate degree. Any approved transfer coursework must fall within the 5-year time limitation.

Transfer of Graduate-Level Study: A maximum of twelve (12) semester hours with a minimum grade of 3.0 ("B") on a 4.0 scale can be transferred into a master's program with the consent of the Program Director and Department Chair. Transferred courses must also comply with the expired coursework policy. In the A.R. Sanchez, Jr. School of Business, transfer credit applies solely to elective/concentration courses; required courses that are part of the business graduate curriculum must be completed in residence.

Comprehensive Examination: Non-thesis degrees in the College of Arts and Sciences may require a comprehensive examination to complete the requirements of the degree. Students should check with their respective program coordinators for further information. This exam is taken in the last semester of coursework and is valid for one year. Exams will be given each long semester. A student who fails will be allowed an additional opportunity to



repeat and pass the exam unless specified otherwise by their program. All requirements for a master's degree, including the comprehensive exam, must be completed within a period of five years. Non-thesis degrees in the College of Education may require a comprehensive examination to complete the degree requirements. The passing score will be valid for one year. Students majoring in Bilingual Education will be required to pass both a written and oral comprehensive exam in the major and minor fields of study to satisfy degree requirements. Students pursuing a Master of Science Educational Administration and admitted in or after Fall 2025 will complete examination(s) based on professional practice to complete degree requirements. Students majoring in Curriculum and Instruction and admitted in Fall 2018 or later will be required to complete a culminating project. Students should check with their respective program lead faculty or graduate advisor for further information.

Additional Master's Degree Policy: Students shall not be permitted to apply the same course credit to more than one master's degree except in the Master of Public Administration program (9 hours of electives), Master of Arts in Counseling Psychology (limited number of psychology courses), Master of Science-Family Nurse Practitioner (12 hours required coursework from previous MSN), and for students pursuing the dual Spanish Master of Business Administration. The same course credit may also be applied to those pursuing a post-master's certificate. A Request to Transfer Graduate Level Courses must be submitted if transfer courses were taken at another institution or a Course Substitution for courses taken at TAMU. The time limitation policy also applies to transfer credit courses.

Thesis and Dissertation Process

Master's theses and doctoral dissertations advance knowledge of a particular discipline within the academic community. A thesis or dissertation also demonstrates the graduate student's readiness to join the academic community as a successful and productive member who adds to the base of knowledge in their academic discipline. Therefore, theses and dissertations must reflect generally accepted standards recognized by professionals in the field.

Enrollment in a Thesis/Dissertation Course

Before work on a thesis or dissertation can begin, students must select a Graduate Advisory Committee and submit the required form to the Graduate School for approval. Students enroll in thesis or dissertation hours near the end of their degree program. Thesis I/Dissertation I will lead to the defense of the proposal, while Thesis II/Dissertation II will lead to the defense of the thesis or dissertation. Students must obtain proposal approval from the Graduate School at least one semester prior to the semester in which they submit their final thesis or dissertation for approval. The Graduate School must receive submission of the thesis or dissertation proposal and related documents by the deadline for that semester. Once the Graduate School has approved the proposal, students can enroll in Thesis II/Dissertation II and proceed to write the thesis or dissertation manuscript. To gain final thesis or dissertation approval, submission of the final thesis must be received by the Graduate school by the deadline for that semester. It is recommended that the thesis or dissertation defense be scheduled 1-2 weeks before the submission deadline. Students must be in good standing and have a proposal approved by the Graduate School to be eligible to defend. Sometimes, students do not complete their manuscripts within the course of two thesis or dissertation classes. In such cases, students must re-enroll in thesis or dissertation hours until the thesis or dissertation has been successfully defended, all the required documents have been submitted, and the Graduate School has reviewed and approved the manuscript. Students applying for graduation must have enrolled in a thesis or dissertation course

during the same semester in which they plan to graduate in order to be certified for graduation. This also applies to summer graduation.

All successfully defended theses and dissertations will be submitted to the Graduate School for review. Thesis and dissertation submission deadlines are published on the Graduate School website <https://www.tamui.edu/gradschool/ThesisHomepage.shtml> (<https://www.tamui.edu/gradschool/ThesisHomepage.shtml>). The deadline for submission of a defended proposal is one day before the last class day of the semester. Generally, the deadline to submit the final master's thesis or doctoral dissertation with all the required documentation is 3-4 weeks before graduation. All theses and dissertations will go through a format review, and the student will be informed of any revisions required. The deadline to submit the revised final copy of the thesis or dissertation is one week before graduation.

It is the student's responsibility to submit the final thesis or dissertation manuscript and all required forms to the Graduate School by the deadline. A student who misses the submission deadline may need to re-enroll in the subsequent semester. It is recommended that students check with their respective colleges. Some colleges may have earlier deadlines than the Graduate School.

Doctoral Dissertations

Students pursuing a Ph.D. in International Business Administration at the A.R. Sanchez, Jr. School of Business must successfully complete all the required work and take a written and oral comprehensive examination before attaining doctoral candidacy. Doctoral students must continue to re-enroll in Dissertation Research hours until the dissertation is successfully defended and completed.

Admission to doctoral candidacy for students pursuing a Ph.D. in Criminal Justice at the College of Arts and Sciences is granted upon completion of stipulated coursework, followed by a defense of the Research Portfolio. Students are required to enroll in Portfolio I and subsequently in Portfolio II until they successfully defend their research portfolio. Upon attaining doctoral candidacy status, students may enroll in dissertation hours. Students must enroll in Dissertation I until they defend their dissertation proposal and in Dissertation II until the successful defense and completion of the dissertation.

Student Rights and Responsibilities

Upon acceptance, students automatically become members of the University community and, as such, assume full responsibility for proper conduct until their separation from the University. All University students should be familiar with the ordinary conventions of adult society governing their behavior.

In addition, all University students must be acquainted with and bound by the University rules and regulations covering the student code of conduct as stated in the Student Handbook, which is available online at <http://www.tamui.edu/scce/> (<https://www.tamui.edu/scce/>) or at the Office of Student Affairs in Student Center 226.

Texas A&M International University reserves the right, through due process, to place on probation, suspend, or expel any student for improper conduct.

Other Procedures and policies

Death of a Student



When the death of a currently enrolled student is reported, the Office of the University Registrar must be notified immediately. After confirming the death, the Office of the University Registrar takes the following steps:

1. Notifies the President, the Vice President of Student Success, the appropriate faculty and college dean.
2. Sets grades for all current courses to a nonpunitive mark of "W" and updates directory data to block mailings to the deceased.
3. Notifies the Business Office of the effective date of the assignment of the mark.
4. Notifies the Financial Aid Office.

Official Summons

Answering an Official Summons: Occasionally, it is essential that a student be summoned to one of the administrative or academic offices on campus. A student who fails to answer an official summons promptly will be subject to suspension from all classes until the particular matter of business has been concluded and the student has been granted permission to return to classes.

Student Emergency Assistance

TAMIU makes every attempt to meet the needs of the University's globally diverse students through various resources and programs designed to enhance the experience of all students. Through the Office of Student Affairs (OSA), students can request assistance to learn about their rights and responsibilities, crisis intervention support, medical leave requests, absence notification to faculty, and other special needs the student may encounter. Contact OSA at 956.326.2265 or visit Student Center 226.

Hazing

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing their knowledge.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct that constitutes hazing.

Failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for an incident causing personal injury or property damage, an amount doubles the loss or expenses incurred because of the hazing incident. It is not a defense to prosecution that the person hazed consented to the hazing activity.

Anyone reporting a specific hazing incident to an appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an educational institution's right to enforce its own penalties against hazing.