

COLLEGE OF EDUCATION

General Requirements for Graduate Degrees

See Academic Regulations for Graduate Degrees for specific TAMU regulations.

Grading Policies

The College of Education has adopted the following grading scale:

Grade	Value
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

Degree Requirements

1. *Major-Minor Requirements:* See Academic Regulations - Graduate for specific TAMU regulations.
2. *Thesis:* Graduate students in the College of Education may choose from a thesis or non-thesis track where available. Thesis track students will be expected to complete and successfully defend a thesis related to the major field of study and enroll in a thesis writing course offered by the College of Education.
3. *Comprehensive Examination:* Degrees in the College of Education may require a comprehensive examination to complete the requirements of the degree.
 - Students should check with their respective program lead faculty/career advisor for further information.
 - This exam is typically taken in the last semester of coursework and is valid for one year.
 - A student who fails to pass one or more questions of the exam will be allowed one opportunity to repeat and pass the exam.
 - All requirements for a master's degree to include the comprehensive exam must be completed within a period of five years. Students majoring in Special Education and 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 majoring in a Master of Curriculum and Instruction degree plan and admitted Fall 2018 or after will complete a Capstone project (during EDCI 5317) in place of the comprehensive examination.
 - Students pursuing a Master's of Science in Educational Administration admitted in or after Fall 2025 will complete examination(s) based on professional practice to complete degree requirements.
4. *A Second Master's Degree:* Students shall not be permitted to apply the same course credit to more than one master's degree.

5. *Leave of Absence:* Under unusual circumstances, a student may petition for a leave of absence.

- A petition for leave of absence is initiated by the student 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 office for final approval.
- Leave will be granted only under conditions that require the suspension of all activities associated with pursuing the degree. A leave of absence is granted for one year.
- In a 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 submit an application for readmission to the Graduate School.
- An international student should visit with an Office of International Engagement advisor to find out how a leave of absence may impact the student's stay in or re-entry into the U.S.

Educator Workforce Supply, Demand, and Program Performance [19 TAC §227.1(c)(3)(A)]

Students seeking admission to the College are encouraged to review the effect of supply and demand forces on the educator workforce in Texas (see: Texas Teacher Vacancy Task Force Report (<https://tea.texas.gov/texas-schools/health-safety-discipline/covid/teacher-vacancy-task-force-overview/>) and the Job Outlook for Teacher and Non-Teacher Candidates (https://msutexas.edu/academics/education/_assets/files/supply-demand-for-teachers-in-tx.pdf)) and the performance over time of the College of Education for the past five years (see the TEA Educator Preparation Data Dashboards (<https://tea4avcastro.tea.state.tx.us/ELQ/educatorprepdataboard/dashboards.html>))

Prior Coursework Policy – Military & Non-Military Candidates

[19 TAC §228.35(1) & (2)]

The Educational Preparation Program (EPP) allows candidates to receive credit for verified prior coursework, training, and professional experience under the following conditions:

Military Service Members & Veterans

Candidates with military service may receive credit toward educator certification requirements (excluding certification exams) for verified:

- Military service
- Training
- Clinical and professional experience
- Education

To qualify, the military experience must be directly related to the certification being pursued.

Non-Military Candidates

Candidates who are not military service members or veterans may also substitute prior or ongoing service, training, or education, provided that:

- The experience, education, or training was completed within the past five years.



- It was provided by an approved Educator Preparation Program (EPP) or an accredited institution of higher education.
- It does not count toward required internship, clinical teaching, or practicum requirements.
- It is directly related to the certification being pursued.

Professional Certificate Application Process

1. When a student chooses a degree that has a professional certificate attached to it:
 - a. The applicant must inform the Office of Graduate Studies during the initial application process of the intent to pursue the certificate after fulfilling the program requirements.
 - b. The Office of Graduate Studies (OGS) will then code the student in 2 programs (degree + certificate).
 - The student will also need to be reviewed and accepted by the Graduate School and admitted into the new program by the College of Education admission's coordinator.
 - When the student completes the degree and wants to begin the certificate, there is no need to apply again as the certificate program will be active.
 - The Banner record will reflect this to allow registration and financial aid (if applicable).
2. If, however, the student does not indicate the certificate option during the initial application process, then the student will need to apply with OGS after finishing the Master's program but before registering for certificate coursework.
 - The student will follow the standard application process of submitting an application and fee.
 - Once accepted by the Graduate School, student is to be admitted into the new program by the College of Education admission's coordinator
 - 3. For a student who finishes the Master's degree and then wants to pursue a certificate different from the completed degree, the student will need to follow the standard application process of submitting an application and fee. The student will also need to be reviewed and accepted by the Graduate School and admitted into the new program by the College of Education admission's coordinator.

Educator Preparation Program Exit Policy [19 TAC §228.31(b)]

The College of Education maintains a clear and structured Exit Policy for Candidate Dismissal, ensuring transparency and accountability in the educator preparation process. This policy ensures that candidates remain actively engaged in their professional preparation and meet program expectations.

Reasons for Dismissal from the Educator Preparation Program

A candidate in the Texas A&M International University (TAMIU) Educator Preparation Program (EPP) may be dismissed if their behavior does not align with the professional and ethical expectations for educators in Texas. Dismissal may occur for various reasons, including but not limited to:

1. Not meeting coursework requirements or program milestones.
2. Failing to show steady progress through the program.
3. Inability to meet professional or personal competency standards, even after attempts at remediation.

4. Not following requirements set by TAMIU, the Texas A&M University System, the College of Education, the EPP, or the State Board for Educator Certification.
5. Failing to communicate effectively with faculty, field supervisors, or mentor teachers to meet fieldwork, clinical teaching, practicum, or internship requirements (e.g., scheduling observations), even after remediation attempts.
6. Violating the Code of Ethics and Standard Practices for Texas Educators, even after remediation attempts.
7. Violating TAMIU's student conduct policies or the university's academic honor code, including academic dishonesty.
8. Being charged with or convicted of a criminal offense.
9. Violating policies of a school district or campus during fieldwork, clinical teaching, residency, practicum, or internship.
10. Suspension or expulsion from TAMIU or dismissal from the College of Education.

This list is not exhaustive, and dismissal decisions may be based on other relevant circumstances.

Dismissal Policies and Procedures

Dismissal from the EPP is a serious decision that affects the candidate, the program, and its faculty. This decision is made when faculty determines that a candidate does not meet the program's standards based on one or more of the outlined dismissal criteria.

How the Dismissal Process Works

1. *Investigation and Decision:*
Concerns about a candidate's professional behavior or abilities are carefully reviewed, with input from various sources. The decision to dismiss a candidate is made by the Department Chair and can occur at any time while the candidate is enrolled.
2. *Serious Concerns:*
For recurring or significant issues, the matter is referred to the Program Chair. These concerns are addressed in a formal meeting.
3. *Reporting Other Issues:*
Other potential reasons for dismissal are also reported to the Program Chair.
4. *Referral for University Review:*
The Program Chair will decide whether the issue should be escalated to the Student Conduct and Community Engagement (SCCE) office for further review under university policies.
5. *Program Review:*
If not referred to SCCE, the Program Chair will review the case. They may collect additional information and conduct a meeting to discuss the issue with the candidate.

Candidate Participation

Candidates involved in a dismissal review are notified in writing about the meeting details, including the date, time, and location. During the meeting, candidates have the opportunity to:

- Attend the meeting in person.
- Submit a written statement and any supporting evidence.
- Speak directly to the Chairs of the Programs about the issue.

Decision and Notification

If the Program Chair decides that the candidate should be dismissed, the candidate will receive written notification explaining the reasons for dismissal and the effective date.

Appeal Process

If a candidate disagrees with the dismissal, they can appeal the decision to the Department Chair by submitting a written appeal within five (5) business days of receiving the dismissal notice. The appeal must include:

- A justification for why the dismissal should be reconsidered.
- Any supporting documentation.

The Department Chair will review the appeal and provide a written decision within fifteen (15) business days. This decision will be shared with both the candidate and the Program Chair.

Withdrawal from the Educator Preparation Program (EPP)

A candidate who decides to withdraw from the EPP must send a written notice of their decision via email, including their student ID, to their advisor, the College of Education Admissions Officer, and the College of Education Testing and Certification Officer. The candidate is also required to schedule an appointment with their advisor to drop any remaining certification courses and enroll in an approved substitution course to stay on track for timely graduation.

If the candidate intends to withdraw entirely from the university, they must contact the Registrar's Office to complete the university withdrawal process. Please note that withdrawing from the university automatically results in withdrawal from the Educator Preparation Program.

Dismissal of Inactive Candidates

An inactive candidate is someone who has stopped completing coursework, training, and testing requirements in the EPP and has not finished the program. If a candidate remains inactive for one academic year (two regular semesters), they will be dropped from the university by the Registrar. Their advisor will notify the College of Education Testing and Certification Officer during the annual Summer candidate audit.

To return, the candidate must follow the university's readmission process and reapply to the EPP. Dismissed candidates will also be removed from the EPP's enrollment list by the College of Education Testing and Certification Officer.

Readmission Process for Dismissed Inactive Candidates

If a candidate has been dismissed from the EPP at TAMIU and wants to return, they must go through the re-application process required by TAMIU. Once accepted by the university, the candidate must also complete the re-admission process with the College of Education Admissions Officer.

Each request for readmission will be reviewed individually. Since program requirements may change over time due to updates in certification rules or teaching standards, candidates who are readmitted might need to meet new requirements as part of the process.

Eligibility to Take TExES Exams

Approval to take TExES Exams is based on the procedure and criteria listed below.

1. *Eligibility to Test.* To be approved and eligible to sit for a TExES exam, graduate students, including Post-baccalaureate must complete all documentation

required by the Certification Officer. The documents include some or all of the following, based on the level of readiness of the candidate.

- Rep Request Form (<https://www.tamiau.edu/coedu/testing/tamiau-rep-request-form-updated-3.pdf>)
- TExES Prep Individualized Intervention Plan (<https://www.tamiau.edu/coedu/testing/indv-remediation-plan-rep-with-instructions-good-1.pdf>)
- SAR (Self-analysis Report) & CAR (Corrective Analysis Review) (<https://www.tamiau.edu/coedu/testing/sar-and-car-templates.docx>)
- Personalized Test Assessment (<https://www.tamiau.edu/coedu/testing/personalized-test-assessment.xlsx>)
- History of Scores (<https://www.tamiau.edu/coedu/testing/ec-form-history-of-scores.pdf>)

Obtaining Certification

Certification is obtained after the candidate has completed the certification program he/she has been enrolled in and has passed the appropriate TExES exams. To obtain Texas Teacher Certification, candidates must

1. complete the College of Education Certification Recommendation Form (Masters or Certification) (https://forms.office.com/pages/responsepage.aspx?id=JZjp5toFaUi_SeY6DgTTFG_I1PlE8pEHdHl7eZH4xIUQkxROUNWMU4yTFRGMTc1RIE1V)
2. complete an on-line application with the Texas Education Agency (<https://tea.texas.gov/texas-educators/certification/certification-applications-and-status/>)

The Certification Officer will review the candidate's application to ensure that all program requirements have been successfully completed.

- The application will be forwarded by the Certification Officer to the State Board of Educator Certification.
- **ALL HOLDS MUST BE CLEARED BEFORE THE CERTIFICATION CAN BE FORWARDED TO THE STATE BOARD.**
- The Certificate will be issued by the State Board of Educator Certification.
- All certificates issued by the State are Five (5) -Year Renewable certificates.
- The individual holding the certificate must submit documentation to the State every five (5) years showing that he/she has completed the required clock hours of professional development activities relating to his/her area of certification.

Degrees graduate Degrees

- Master of Science in Bilingual Education (MS) (<https://catalog.tamiau.edu/graduate-information/education/master-science-bilingual-education-non-thesis-ms/>)
- Master of Science in Curriculum & Instruction (MS) (<https://catalog.tamiau.edu/graduate-information/education/master-science-curriculum-instruction-non-thesis-ms/>)
- Master of Science in Educational Administration (MS) (<https://catalog.tamiau.edu/graduate-information/education/master-science-educational-administration-non-thesis-ms/>)
- Master of Science in School Counseling (MS) (<https://catalog.tamiau.edu/graduate-information/education/master-science-school-counseling-ms/>)



- Master of Science in Special Education (MS) (<https://catalog.tamui.edu/graduate-information/education/master-science-special-education-non-thesis-ms/>)

Professional Certificates

- Educational Diagnostics Professional Certificate
- Principal Professional Certificate (<https://catalog.tamui.edu/graduate-information/education/principal-professional-certificate/>)
- Superintendent Professional Certificate