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Introduction and Overview

The mission of the Department of Soil and Crop Sciences (hereafter referred to as the Department) is:

- To prepare students for careers in soil-, plant-, and environmentally related disciplines.
- To discover scientific knowledge and to develop technologies to sustain environmentally sound and profitable production systems.
- To ensure that technology development and transfer to user clientele and society in general is effective and timely.
- To promote the wise use, management and stewardship of soil, plant, and water resources.

Graduate education is essential to meeting this mission. Graduate students are an extension of professorial research efforts which in turn provides the necessary practical training for the next generation of research scientists. Courses are designed to provide a logical progression of learning the technical aspects within each of the Department’s disciplines. In addition to the Agronomy, Plant Breeding, and Soil Science programs, the Department is home for the Molecular and Environmental Plant Sciences (MEPS) program. The Department also houses faculty who are members of the Food Science and Technology, Genetics, and Water Management and Hydrological Science programs intercollegiate faculty.

The commodities of research emphasis in the Department are cotton, small grains, corn, grain sorghum, peanuts, forages, turf grasses and bioenergy crops. Research disciplines include cereal chemistry food quality; herbicides and weed control; soil-plant-water relationships; soil clay mineralogy; soil chemistry and fertility; soil genesis; soil microbiology; soil physics; crop management; crop breeding; crop physiology; tissue culture; genetics; disposal of organic wastes; and land reclamation.

The student’s graduate program is planned to ensure adequate training in botany, biochemistry, chemistry, genetics, geology, mathematics, physics, physiology, or other sciences that deal with the fundamental truths in an area of specialization. Interdisciplinary programs involving members of other departments on campus are possible.

The facilities of the Department are many and varied. They include laboratories for: studying the food qualities of cereal and other grains; soil testing to provide information on the fertility of individual soils and to aid in increasing crop yields; genetic and cytologic studies of forage plants, bioenergy plants, corn, cotton, peanuts, turfgrasses, and sorghum; environmental studies of soils and plants; studying the chemistry of soil; weed ecology and pesticide fate; the study of herbicides for the control of weeds in modern agriculture soil and water microbiology, and the impact of modern agriculture on the environment. The Department has several greenhouses and large growth chambers. Collections of food and...
fiber plants are maintained for use in teaching and research. The University maintains a large farm operation for field research. Ambitious students will have ample opportunity to be exposed to laboratory, greenhouse, and field research activities as they advance toward their educational goals. The facilities of the electron microscopy and other specialized laboratories can be used on a service basis. Other research equipment on campus may be used by arrangement. Most of the department is housed in the Heep Center.

The faculty and staff of the Department of Soil and Crop Sciences will make every effort to ensure that your experience as a graduate student in our department is challenging, rewarding, and preparatory for a career in agronomy, food science, plant breeding, plant physiology, soil science and related environmental sciences. Overviews of our graduate programs can be found at http://soilcrop.tamu.edu. Additional graduate information, along with the forms necessary for the various aspects of your graduate career can be found at the Office of Graduate Studies (OGS) website http://ogs.tamu.edu.

Contacts

Dr. David Baltensperger, Professor and Department Head
434 Heep 845-3041 dbaltensperger@ag.tamu.edu

Dr. Wayne Smith, Professor, Associate Department Head and Graduate Coordinator
218 Heep 845-3450 cwsmith@tamu.edu

Ms. Glenda Kurten, Administrative Coordinator—Instruction—Academic Program Mgmt.
217D Heep 845-3342 g-kurten@tamu.edu

Ms. Kathy Ferguson, Administrative Assistant—Instruction—Student & Advisor Support
217E Heep 845-4620 kferguson@ag.tamu.edu

Ms. Barbara Bracken, Business Coordinator I—Payroll
434 Heep 845-3042 bbracken@ag.tamu.edu

Ms. Stacy Ferrell, Business Coordinator I—Travel
434 Heep 845-3913 sferrell@ag.tamu.edu

Dr. Dirk Hays, Chair—Molecular & Environmental Plant Science (MEPS)
220D Heep 458-0032 dbhays@tamu.edu

Dr. Alejandro Castillo, Chair—Food Science & Technology
314 Kleburg 845-3935 a-castillo@tamu.edu

Dr. Ronald Kaiser, Chair—Water Management and Hydrological Sciences
156 Francis Hall 845-5303 rkaiser@tamu.edu
Dr. Craig Coates, Chair—Genetics
109A Biochemistry and Biophysics 458-2284 genesec@tamu.edu

International Student Services
Bizell East 845-1824 http://international.tamu.edu/iss/

Violetta Cook, Director Sponsored Student Programs
352 Bizell Hall West 845-2550 vcook@tamu.edu

Graduate Admissions
1601 General Services Complex 845-1044 http://admissions.tamu.edu

International Admissions
http://admissions.tamu.edu 845-1043 international-admission@tamu.edu

Office of Graduate Studies
302 Jack Williams Administration 845-3631 http://OGS.tamu.edu

Thesis Office, Submit thesis/dissertations
Evans Library 845-2225

Off Campus Center*, Housing assistance, etc.
Department of Student Life 845-1741 stulife@tamu.edu

*Potential graduate students should check web sites such as www.monstermoving.com and the Bryan-College Station Eagle (local newspaper) at www.theeagle.com for additional information concerning housing in the Bryan-College Station area.

Degrees Available

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Degree**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agronomy</td>
<td>M.S., Ph.D.</td>
</tr>
<tr>
<td>Food Science and Technology*</td>
<td>M.S., Ph.D.</td>
</tr>
<tr>
<td>Genetics*</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Molecular and Environmental Plant Sciences*</td>
<td>M.S., Ph.D.</td>
</tr>
<tr>
<td>Plant Breeding</td>
<td>M.S., Ph.D.</td>
</tr>
<tr>
<td>Soil Science</td>
<td>M.S., Ph.D.</td>
</tr>
<tr>
<td>Water Management and Hydrological Sciences*</td>
<td>MS., Ph.D.</td>
</tr>
</tbody>
</table>

* These degrees are through their respective Intercollegiate Faculty; Soil and Crop Sciences serves as the students home department if their committee chair is Soil and Crop Sciences faculty.
** The M.S. and Ph.D. degrees require a thesis or dissertation, respectively, dealing with the original research.
Scholastic Requirements

This document summarizes policies and procedures to be followed by graduate studies in Soil and Crop Sciences. Students should consult the Graduate Catalog or the Office of Graduate Studies as the final authority on all matters discussed in the handbook.

Grade Point Average
Graduate students must maintain a grade point average (GPA) of 3.0 (4.0 scale) for all courses which are listed on the degree plan; as well as for all graded graduate and advanced undergraduate course work (300 and 400 level) completed at Texas A&M and eligible for application toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis.

Graduate courses on the degree plan may not be taken S/U, except for 681, 684, 690, 691, 692, 693, 695, and 697. Graduate courses not on the degree plan may be taken S/U.

If either a student’s cumulative GPA or the GPA for courses listed on the degree plan fall below 3.0, he or she will be considered scholastically deficient and may be dropped from the University unless the minimum GPA is attained by the end of the next long semester. The student will have one semester to bring their GPA back to 3.0 or risk loss of their assistantship. Various scholarships have varying requirements for minimum GPA in order to retain the scholarship.

Additional information can be found in the Texas A&M University Graduate Catalog, which can be found on-line at www.tamu.edu/admissions/catalogs/.

Requirements Leading to the Master of Science Degree
1. 32 graduate credit hours beyond the B.S. degree; general requirements are:
   a. 23 course hours approved by the student’s advisory committee and the Office of Graduate Studies.
   b. Statistics 651 or equivalent.
   c. Graduate Agronomy seminar (1 hr).
   d. No more than 8 hours of SCSC 691 (Research) or SCSC 685 (Directed Studies).
   e. No more than 9 hours of upper level (300 or 400) undergraduate courses and no graduate credit for the following courses required for a B.S. degree:
      SCSC 101
      SCSC 105
      SCSC 301
   f. See Graduate Catalog for additional requirements, www.tamu.edu/admissions/catalogs/.

2. A thesis written on original research as directed by student’s advisory committee.
Requirements Leading to the Doctor of Philosophy Degree

1. 64 graduate credit hours beyond the M.S. degree (or 96 hours beyond the B.S. degree in cases where no M.S. degree is obtained; general requirements are:
   a. No set number of course hours is required; however, most committee chairs and advisory committees demand from 32 to 40 semester hours of classroom study, which usually includes courses in fields other than agronomy.
   b. Graduate Agronomy seminar (1 hr).
   c. Students who accumulate more than 99 semester credit hours may be required to pay out-of-state tuition on any additional hours.
   d. See Graduate Catalog for additional comments: www.tamu.edu/admissions/catalogs/.

2. A dissertation written on original research as directed by the student’s advisory committee.

International Admission

Foreign nationals make up a significant portion of the graduate population in the Department as well as Texas A&M University. This international mix of students adds to the graduate experience. International Student Services (ISS, 845-1824) works with the Department to make sure all immigration issues are resolved fairly and quickly. Once the student is officially admitted to Texas A&M and the Department has tendered an offer of an assistantship, the prospective student’s committee chair should copy ISS with the assistantship offer and ISS will initiate the proper paper work allowing the student to obtain the proper visa. Barbara Bracken can be of assistance in this effort.

Language Requirement

Foreign nationals whose native language is not English are required to show English language proficiency. This is accomplished by [1] scoring at least 213 on the computer generated Test of English as a Foreign Language (TOEFL), 550 on the paper generated TOEFL, or 80 on the Internet Based form (iBT); or [2] scoring 6.0 on the IELTS; or [3] scoring 400 or better on the verbal portion of the Graduate Record Exam (GRE); or [4] completing all 4 years of a B.S. degree at a U. S. university or college.

Continuous Registration

Graduate students receiving financial assistance from the Department or through University scholarships must register for 9 credit hours during each of the Fall and Spring semesters, and 6 hours during the Summer (either 6 hours during the 10-week session or 3 hours in each of the 5-week sessions). This constitutes full-time status. Students who are self supported are not required to meet these guidelines. All students in graduate degree
programs requiring a thesis, dissertation, internship, or record of study (i.e., all Soil and Crop Sciences graduate students) must be in continuous registration. This continuous registration includes graduate students who have completed all course work on their degree plans [other than SCSC 691 (Research) or SCSC 684 (Internship)]. Once all formal course work is completed and the student is not on assistantship/fellowship continuous registration is satisfied by registration for at least 1 and not more than 4 hours during the Fall and Spring semesters. Summer semester registration is ONLY required if the student plans to take examinations or otherwise use University resources or facilities, or defend their thesis or dissertation. The continuous registration can be satisfied either:

**In Absentia:** the student must not have access to or use of facilities or properties belonging to the Texas A&M System during the semester;

**In Residence:** students who will be on campus or located at one of the Research and Extension Centers or Experiment Stations, and therefore using University facilities must register “in residence” for at least 1 credit hour during the Fall and Spring semesters, and the Summer semester if taking exams or defending.

**NOTE:** INTERNATIONAL STUDENTS may have additional requirements and should consult with International Student Services (845-1824) to ensure that they are in compliance with immigration requirements and enrollment status.

**NOTE:** SELF SUPPORTED STUDENTS are not required to register during the summer sessions regardless of whether or not they have completed their formal course work.
Steps Leading to a Master of Science Degree

There are several steps that must be successfully completed to fulfill the requirements for the M.S. degree in Soil and Crop Sciences. These include:

Communicate with Department Graduate Coordinator, Dr. Wayne Smith

Once a student has applied for admission to Texas A&M University, the Office of Graduate Admissions converts all information to electronic format and notifies the Department of the application. *Letters of recommendation should be mailed directly to Dr. Wayne Smith, Associate Department Head, Department of Soil and Crop Sciences, 2474 TAMU, College Station, TX 77843-2474.* Once the student’s application and letters of recommendation are received, the student’s information is circulated to the appropriate faculty. A student is accepted for graduate study only if a faculty member can be identified who will serve as the student’s graduate advisory committee chair. This usually means that the faculty member and student have similar research interests and may depend upon the ability of the faculty member to provide funding for an assistantship.

Establish Advisory Committee

Students should, in consultation with their committee chair (and co-chair if applicable), identify appropriate faculty in both Soil and Crop Sciences and other departments to serve as members of their graduate advisory committee. This should be accomplished as soon as possible, preferably in the student’s first long semester, as the committee will aid in planning the student’s research and course work leading to their degree. One member of the advisory committee must be from a department other than Soil and Crop Sciences. All members must be members of the Graduate Faculty.

Submit a Degree Plan

In consultation with their advisory committee, students MUST submit a degree plan that identifies the courses leading to the M.S. degree. The degree plan (http://ogs.tamu.edu) must be approved by the student's advisory committee, Dr. Wayne Smith, and the Office of Graduate Studies. The degree plan must be submitted to OGS before the end of the student’s second long semester and no later than 90 days prior to final oral or thesis defense. Failure to do so will result in a registration block being placed on the student by OGS. This is an on-line process initiated by the student after consultation with their advisory committee.

Submit a Thesis Proposal

In consultation with their advisory committee, students MUST submit a thesis proposal that identifies the research problem which the student has been assigned, a partial literature review of the problem, objectives of the research, and the student’s approach to the research. The thesis proposal (http://ogs.tamu.edu) must be approved by the student’s graduate advisory committee, Dr. Wayne Smith, and the Office of Graduate Studies. The document MUST be submitted no less than 15 days prior to the submission of the Request for the Final Examination.
Apply for Degree and Pay Graduation Fees
These items must be accomplished during the first week of the student’s final semester. Students should note this and all deadlines on the OGS (http://ogs.tamu.edu) calendar.

Submit Thesis to Advisory Committee
Well before submitting a request to schedule the thesis defense, students should meet with their committee chair and confirm that all course work is completed or will be complete in an appropriate manner. INTERNATIONAL STUDENTS should confirm with their committee chair that all English language requirements have been completed. When all course work and English language requirements are satisfied, the student may submit his/her thesis to their committee.

Complete Residence Requirements
Graduate students who have lived away from College Station and attended classes at the College Station campus in a sporadic fashion must verify with the OGS that they have met the residence requirements. These requirements state that the student must reside and attend classes at the College Station campus for 2 consecutive long semesters. The OGS must confirm that the residence requirement has been fulfilled before the student may defend their thesis.

Submit Request to Schedule Final Exam
The request to schedule the student’s thesis defense must be submitted to the OGS (http://ogs.tamu.edu) at least 10 working days prior to the exam. There may be additional time requirements posted on the OGS calendar. The request must be approved by the student’s advisory committee chair, co-chair if applicable, and Dr. Wayne Smith - Graduate Coordinator.

The exam results must be returned to OGS within 10 working days of the scheduled date of the exam.

Submit Thesis
Upload one approved final copy of the thesis as a single .PDF file (thesis.tamu.edu) and submit a signed approval page to the Thesis Office (Evans Library, 845-2225). Students should check the OGS calendar for semester deadlines relative to submission and graduation. The thesis must be approved by the advisory committee and Dr. Wayne Smith.

The steps leading to an M.S. degree are illustrated on the following page:
# Summary of Steps to Fulfill Master of Science Degree in Soil and Crop Sciences

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Departmental Graduate Coordinator</td>
<td><em>When:</em> Before first semester registration</td>
</tr>
<tr>
<td>Establish Advisory Committee</td>
<td><em>When:</em> During student’s first semester</td>
</tr>
<tr>
<td>Submit Degree Plan</td>
<td><em>When:</em> Before the end of student’s second long semester and no later than 90 days prior to final oral or thesis defense. (OGS will block registration for the following semester). <em>Approval:</em> On-line process after consultation with advisory committee.</td>
</tr>
<tr>
<td>Submit Thesis Proposal</td>
<td><em>When:</em> No less than 15 days prior to the submission of the Request for Final Examination <em>Approval:</em> Advisory Committee, Department Graduate Coordinator, Office of Graduate Studies</td>
</tr>
<tr>
<td>Apply for Degree; Pay Graduation Fees</td>
<td><em>When:</em> During the first week of students final semester (see OGS calendar)</td>
</tr>
<tr>
<td>Submit Thesis to Advisory Committee</td>
<td><em>When:</em> Well before submitting request to schedule final exam.</td>
</tr>
<tr>
<td>Complete residence requirement, if applicable</td>
<td><em>When:</em> Before or during final semester <em>Approval:</em> Office of Graduate Studies</td>
</tr>
<tr>
<td>Submit request for permission to schedule final exam</td>
<td><em>When:</em> Must be received by OGS at least 10 WORKING DAYS prior to the exam. Additional time requirements are on the OGS calendar for deadlines. <em>NOTE:</em> Results are to be submitted to OGS within 10 working days of the exam. <em>Approval:</em> Advisory Committee, Department Graduate Coordinator, Office of Graduate Studies</td>
</tr>
<tr>
<td>Submit Thesis</td>
<td><em>NOTE:</em> See Thesis Manual for format</td>
</tr>
<tr>
<td>If required, submit Research Focus and Benefits Form</td>
<td><em>NOTE:</em> See Thesis Manual for format. <em>When:</em> See OGS calendar for each semester deadline. <em>Approval:</em> Advisory Committee, Department Graduate Coordinator</td>
</tr>
</tbody>
</table>

**NOTE:** student must be continuously registered until all degree requirements are met.
Steps Leading to a Doctor of Philosophy

There are several steps that must be successfully completed to fulfill the requirements for the Ph.D. degree in Soil and Crop Sciences. These include:

Communicate with Department Graduate Coordinator, Dr. Wayne Smith
Once a student has applied for admission to Texas A&M University, the Office of Graduate Admissions converts all information to electronic format and notifies the Department of the application. Letters of recommendation should be mailed directly to Dr. Wayne Smith, Associate Department Head, Department of Soil and Crop Sciences, 2474 TAMU, College Station, TX 77843-2474. Once the student’s application and letters of recommendation are received, the student’s information is circulated to the appropriate faculty. A student is accepted for graduate study only if a faculty member can be identified who will serve as the student’s graduate advisory committee chair. This usually means that the faculty member and student have similar research interests and may depend upon the ability of the faculty member to provide funding for an assistantship.

Establish Advisory Committee
Students should, in consultation with their committee chair (and co-chair if applicable), identify appropriate faculty in both Soil and Crop Sciences and other departments to serve as members of their graduate advisory committee. This should be accomplished as soon as possible as the committee will aid in planning the student’s research and course work leading to their degree. One member of the advisory committee must be from a department other than Soil and Crop Sciences. All members must be members of the Graduate Faculty.

Submit a Degree Plan
In consultation with their advisory committee, students MUST submit a degree plan that identifies the courses leading to the Ph.D. degree. The degree plan (http://ogs.tamu.edu) must be approved by the student's advisory committee, Dr. Wayne Smith, and the Office of Graduate Studies. The degree plan must be submitted to OGS before the end of the student’s fourth long semester and no later than 90 days prior to preliminary examination. Failure to do so will result in a registration block being placed on the student by OGS. This is an on-line process initiated by the student after consultation with their advisory committee.

Complete English Language Requirements
INTERNATIONAL STUDENTS who fail to score 213 (computer) on the TOEFL or 80 on the Internet Based form (iBT), 6.0 on the IELTS, or 400 on the verbal portion of the GRE are required to take the English Language Proficiency Exam (ELPE). These students must successfully complete all portions of the ELPE, or retake the TOEFL or GRE and score a passing grade before they can schedule their preliminary exams.
Review Prelim Eligibility Requirements
About the end of their fourth or fifth long semester and several weeks before they anticipate taking their prelims, students should review the eligibility requirements for the preliminary exam. Students should obtain the preliminary exam checklist form from the OGS homepage (http://ogs.tamu.edu). This checklist must be approved by the student’s advisory committee chair, and Dr. Wayne Smith - Graduate Coordinator. The checklist must be attached to the “report of exam results” and forwarded to the OGS after completion of the preliminary exams.

Announce Prelim Schedule
Once the student’s advisory chair is satisfied that all prelim eligibility requirements have been met, the preliminary exam should be announced. The time frame from the first written exam until the oral exam should be approximately 3 weeks. Additional time requirements and deadlines are posted on the OGS calendar or in the graduate catalog. The announcement must be approved by the student’s committee chair, and co-chair if applicable. A copy of the announcement should be provided to Dr. Wayne Smith - Graduate Coordinator.

Complete Prelims *
The results of the preliminary exams, written and oral, (see OGS homepage for the proper form - http://ogs.tamu.edu) must be returned to OGS within 10 working days of the oral examination. The Preliminary Exam Checklist must be attached. The results must be approved by the student’s advisory committee. All prelim exams, including the oral prelim, MUST be completed at least 14 weeks prior to the student’s dissertation defense.

Submit a Dissertation Proposal
In consultation with their advisory committee, the student MUST submit a dissertation proposal that identifies the research problem which the student has been assigned, a partial literature review of the problem, objectives of the research, and the student’s approach to the research. The dissertation proposal (http://ogs.tamu.edu) must be approved by the student’s graduate advisory committee, Dr. Wayne Smith - Graduate Coordinator, and the Office of Graduate Studies. The document MUST be submitted no less than 15 days prior to the submission of the Request for the Final Examination.

Complete Residence Requirements
Graduate students who have lived away from College Station and attended classes at the College Station campus in a sporadic fashion must verify with the OGS that they have met the residence requirements. These requirements state that the student must reside and attend classes at the College Station campus for 2 consecutive long semesters. The OGS must confirm that the residence requirement has been fulfilled before students can schedule their final exam.
Apply for Degree and Pay Graduation Fees
These items must be accomplished during the first week of the student’s final semester. Students should note this and all deadlines on the OGS calendar.

Submit Dissertation to Advisory Committee
Well before submitting a request to schedule the final exam the student should meet with their committee and confirm that all course work is completed, or will be completed in an appropriate time frame. INTERNATIONAL STUDENTS should confirm with their committee chair that all English language requirements have been completed. When all course work and English language requirements are satisfied, the student may submit his/her dissertation to their advisory committee.

Submit Request to Schedule Final Exam *
The request to announce and schedule the student’s final exam must be submitted to the OGS (see OGS homepage for proper form—http://ogs.tamu.edu) at least 10 working days prior to the exam. There may be additional time requirements posted on the OGS calendar. The request must be approved by the student’s advisory committee chair, co-chair if applicable, and Dr. Wayne Smith-Graduate Coordinator. The results of the exam must be returned to OGS within 10 working days of the scheduled date of the exam.

Submit dissertation
Upload one approved final copy of the dissertation as a single .PDF file (thesis.tamu.edu) and submit a signed approval page to the Thesis Office. Students should check the OGS calendar for semester deadlines relative to submission and graduation. The dissertation must be approved by the advisory committee and Dr. Wayne Smith - Graduate Coordinator.

* Examinations Logistics
The student, chair, and committee members may participate in the examination by appropriate distance technology with OGS approval. The “Results of the Final Examination” and the “Results of the Preliminary Examination” forms should be faxed to the off-campus participant(s) for their signature(s) prior to obtaining on campus signatures. All signatures should be on one form.

These steps leading to a Ph.D. degree are illustrated on the following page:
## Summary of Steps to Fulfill Doctoral Degree in Soil & Crop Sciences

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Departmental Graduate Coordinator</td>
<td><strong>When:</strong> Before first semester registration</td>
</tr>
<tr>
<td>Establish Advisory Committee</td>
<td><strong>When:</strong> During student’s first semester</td>
</tr>
</tbody>
</table>
| Submit Degree Plan                                                    | **When:** Before the end of student’s fourth long semester and no later than 90 days prior to preliminary examination (OGS will block registration following semester)  
**Approval:** On-line process after consultation with advisory committee. |
| Complete English language proficiency requirements, if applicable      | **When:** Before preliminary exams (see Graduate Handbook page 12 for requirements)                                                                                                                                 |
| Review Preliminary Eligibility Requirements (see OGS homepage forms link for checklist) | **When:** End of fourth or fifth long semester and several weeks before the proposed date of the preliminary exams.  
**Checklist must be signed by advisory committee chair, Department Graduate Coordinator.** The checklist is held and submitted to OGS with the results of the preliminary exam(s) |
| Prepare and submit any petitions found necessary by the review of the eligibility requirements (checklist) | **When:** At least 3 weeks before the expected date of the preliminary examination  
**Approval:** Advisory Committee, Department Graduate Coordinator, OGS |
| Determine date(s) of the preliminary exam(s)                          | **When:** Student must be within 6 credit hours of completion of all formal course work (excluding 681, 684, 690, and 691) or no later than the end of the semester following completion of all formal course work on the degree plan, AND at least 14 weeks prior to the student’s final defense.  
**Approval:** Advisory Committee, Department Graduate Coordinator (Note that OGS does not approve the exam date nor is OGS notified of the prelim) |
| Complete preliminary exams and submit the Report of the Preliminary Examination and the Preliminary Examination Checklist to OGS | **When:** No later than the semester following completion of formal course work. **Complete exams within 3 week time frame and report results to OGS within 10 working days.**  
**Approval:** Advisory committee  
Provide copy of results to: Department Graduate Coordinator |
| OGS notifies the student and chair of deficiencies/problems            | **When:** Following the review of the Report of the Preliminary Examination and the Preliminary Examination Checklist                                                                                                                                                     |
| Submit dissertation proposal                                          | **When:** No less than 15 days prior to the submission of the Request for the Final Examination  
**Approval:** Advisory Committee, Department Graduate Coordinator |
| Complete residence requirement                                        | **When:** Before submitting request to schedule Final Exam  
**Approval:** OGS                                                                                                                                                                                                  |
| Apply for degree, pay graduation fees                                | **When:** During the first week of the final semester (see OGS calendar for deadlines)  
**Approval:** OGS                                                                                                                                                                                                  |
| Confirm with advisory committee that all degree plan courses are complete; submit dissertation to advisory committee; complete ELPE, if applicable | **When:** Well before submitting request to schedule final exam                                                                                                                                               |
| Submit request for permission to hold and announce final oral exam    | **When:** Must be received by OGS at least 10 working days prior to the exam (see OGS calendar for deadlines)  
**Approval:** Advisory Committee, Department Graduate Coordinator, OGS  
**NOTE:** Results are to be submitted OGS within 10 workings days of the exam |
| Submit Dissertation                                                   | - Single .PDF file  
- Signed approval form  
**NOTE:** See Thesis Manual for format  
**When:** See OGS calendar for each semesters deadline  
**Approval:** Advisory Committee, Department Graduate Coordinator |
| If required, submit Research Focus and Benefits form                  | **Same as above**                                                                                                                                                                                               |

**NOTE:** Student must be continuously registered until all degree requirements are met
Committee Structure

Most graduate students will know their advisory committee chair at the time they are admitted to the Department. In their first semester at Texas A&M, students should consult with their committee chair (and co-chair, if applicable) and establish their committee members. All committee members must be members of the Graduate Faculty at Texas A&M University. Faculty and other additional members can be appointed who are not members of the Graduate Faculty as Special Appointments. These Special Appointments can come from other universities, government agencies, or private industry. Special Appointments should bring specific expertise to the committee structure that will be advantageous to the student’s training and research. Special Appointees are “extra” appointments and do not count against the required number of committee members. Students should meet with Dr. Wayne Smith for further information regarding special or “extra” committee appointments, if questions arise.

Master of Science committees are composed of the chair and at least 2 additional members. One of the additional members may be a co-chair. The chair or at least one of the co-chairs must be a Soil and Crop Sciences faculty member. At least one of the remaining members must be from another TAMU department or Faculty. Adjunct faculty from USDA or other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Doctor of Philosophy committees are composed of the chair and at least 3 additional members. One of the additional members may be a co-chair. The chair or at least one of the co-chairs must be a Soil and Crop Sciences faculty member, and at least one member must be from another TAMU department. Adjunct faculty from USDA or other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Requirements for Assisting in Department Laboratories

It is departmental policy that all graduate students gain some teaching experience during their graduate training. Thus, students seeking an M.S. degree are expected to assist in 1 lab (2 sections) during their tenure, and Ph.D. students are expected to assist in 2 labs (2 sections each) during their tenure. Lab assignments are made by Dr. Wayne Smith, Graduate Coordinator, after consultation with the student and with the student’s advisory committee chair. Every effort will be made to place the student in a lab which is most closely related to his/her field of study. However, more grad students are needed to assist in
SCSC 105, World Food and Fiber Crops, and SCSC 301, Soil Science, than in any other courses. Thus, some students may assist in these laboratories regardless of their field of specialty.

The student should meet with Dr. Wayne Smith during their first semester of graduate studies to discuss lab assignments. This will allow students to better plan their semester course loads.

Financial Assistance

The Department has a limited number of Graduate Research Assistantships available for qualified students. Faculty members also may provide assistantships from grant funds. In both cases, the assistantship is considered a half-time employment; which means that the student is expected to work 20 hours per week in the research program of their committee chair. Students also must maintain a 3.0 cumulative GPA and make satisfactory progress on their research in order to remain on assistantship. Assisting in labs as described above is also considered a requirement for assistantships. Such financial assistance is competitive and thus only well qualified students receive assistantships. There are a limited number of Fellowships at the University, College, and Departmental levels. These are highly competitive.

Students receiving any financial compensation, whether assistantship, fellowship, scholarship, or hourly wages, should contact Ms. Barbara Bracken (845-3042, bbracken@ag.tamu.edu) as soon as possible after arriving on campus.

Assistantship stipends follow University and Federal/State guidelines and these may change annually. Assistantships are subject to payroll deductions for income tax, however, full-time graduate students are exempt from social security and Medicare withholding taxes. ALL students who receive a stipend from the University MUST be registered as a full time student at ALL times. They must register for 9 hours each long semester and 6 hours during the summer. Fellowships MAY carry different requirements and students are responsible for following those guidelines in order to remain on fellowship. Students on half-time assistantships are exempt from the out-of-state portion of their tuition; however, students on fellowships and scholarships MAY NOT be exempt from the out-of-state portion of their tuition requirement.
Health Insurance

All students who are on assistantship are provided the same health insurance as provided for faculty and staff. Additional group-health insurance to cover spouse and/or children may be purchased. Students receiving fellowships are not automatically covered; however, in most instances the department will assist by reimbursing their insurance costs. All insurance options will be discussed with incoming graduate students by Ms. Barbara Bracken (845-3042, bbracken@ag.tamu.edu).

The salient points of Soil and Crop Sciences Graduate Assistantships are illustrated below:

Minimum Annual Benefits & Estimated Tuition and Fees Effective 1 September, 2011

<table>
<thead>
<tr>
<th>Degree Sought</th>
<th>Base Salary</th>
<th>Health Insurance</th>
<th>Tuition Assistance</th>
<th>Estimated Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In-State</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>M.S.</td>
<td>16,400</td>
<td>Yes*</td>
<td>5,438 annual</td>
<td>3,445</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>18,400</td>
<td>Yes*</td>
<td>5,438 annual</td>
<td>3,445</td>
</tr>
</tbody>
</table>

* Health Insurance is provided for all graduate students holding graduate research assistantships through the University Graduate Student Health Plan.
** The out-of-state portion of tuition will be waived for graduate assistants. Students receiving fellowships or scholarships may not be exempt from this portion of their tuition.

Extension of Waiver of Out-of-State Tuition

Graduate Assistants-Research and Graduate Assistants-Non-teaching who are employed at least 1/2 time (i.e., hold a Soil and Crop Sciences assistantship funded through state funds or grant funds through an individual professor) are entitled to register themselves, their spouse, and their children at Texas A&M University by paying the tuition and fees required of Texas residents. This waiver does not apply to student worker positions.

Graduate Assistantship Portion of Health Insurance Coverage for Student and Family, 2011/2012 Academic Year

<table>
<thead>
<tr>
<th>Insurance Carrier</th>
<th>Employee</th>
<th>Employee + Spouse</th>
<th>Employee + Children</th>
<th>Employee + Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;M Care</td>
<td>282.82</td>
<td>560.16</td>
<td>456.16</td>
<td>698.82</td>
</tr>
<tr>
<td>Scott &amp; White HMO</td>
<td>318.21</td>
<td>651.81</td>
<td>495.84</td>
<td>768.26</td>
</tr>
<tr>
<td>Graduate Student Health Plan</td>
<td>14.61</td>
<td>463.17</td>
<td>168.83</td>
<td>601.95</td>
</tr>
</tbody>
</table>
First Week Activities at Texas A&M University

## Miscellaneous

<table>
<thead>
<tr>
<th>√</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial and Departmental Travel/Driving Issues</strong></td>
<td></td>
</tr>
<tr>
<td>Every <strong>graduate student</strong>, receiving financial assistance, should make an appointment with Ms. Barbara Bracken (434 Heep, 845-3042, <a href="mailto:bbracken@ag.tamu.edu">bbracken@ag.tamu.edu</a>) <strong>as soon as possible</strong> upon arrival on campus. If applicable, Ms. Bracken will advise the student on insurance options, initiate the employment process, and initiate the process to determine eligibility to drive departmental vehicles.</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Account, E-mail, etc.</strong></td>
<td></td>
</tr>
<tr>
<td>Every <strong>graduate student</strong> should contact Ms. Kathy Ferguson (217 Heep, 845-4620, <a href="mailto:kferguson@ag.tamu.edu">kferguson@ag.tamu.edu</a>) to complete necessary forms to establish an E-mail account, provide biographical data for their personal web page, and have their picture taken for the Departmental picture board. Your University e-mail account and MS Outlook e-mail will be used to notify you of official University/Departmental news.</td>
<td></td>
</tr>
<tr>
<td><strong>Departmental Vehicles</strong></td>
<td></td>
</tr>
<tr>
<td>Several professors have research projects that require students to drive vehicles owned by the University or the Department. Students must have a valid Texas license or provide a copy of their driving record from their home state. The Brazos County Department of Transportation is located at 1003 N. Earl Rudder Freeway (Hwy. 6 Bypass), phone 776-3110. Students with state-determined numbers of moving traffic violations and/or accidents during the last 3 years will not be allowed to drive University/Departmental vehicles. <strong>Students can not drive state vehicles until cleared by the main office. Such approval must come from the Department of Public Safety and will take about two weeks.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Permit</strong></td>
<td></td>
</tr>
<tr>
<td>Go online to <a href="http://transport.tamu.edu">http://transport.tamu.edu</a> and follow the prompts &gt;Parking &gt;Permits &gt;Purchase Permit. This site will also provide permit pricing information. Students should read ALL information in their parking packet. Traffic on campus is closely monitored for safety reasons.</td>
<td></td>
</tr>
<tr>
<td><strong>Student I.D. Card</strong></td>
<td></td>
</tr>
<tr>
<td>As soon as a student has registered for class (i.e., pre-registered) then they should visit the General Services Building (on Agronomy Road) Suite 2801, to obtain a University ID card. This card will be used for access to University events and library use.</td>
<td></td>
</tr>
<tr>
<td><strong>Office Assignment</strong></td>
<td></td>
</tr>
<tr>
<td>Students may be assigned office space in labs or buildings under the immediate control of their committee chair or co-chair. If they are to be assigned office space in one of the corporate graduate student offices within Heep, they should see Ms. Kathy Ferguson (845-4620, <a href="mailto:kferguson@ag.tamu.edu">kferguson@ag.tamu.edu</a>) in room 217 of the Heep Center.</td>
<td></td>
</tr>
<tr>
<td><strong>Keys</strong></td>
<td></td>
</tr>
<tr>
<td>Students will need key(s) to their office and other areas depending upon responsibilities assigned by their committee chair. Keys and electronic access to Heep Center can be obtained from Ms. Judy Young (434 Heep, 845-3041, <a href="mailto:j-young@tamu.edu">j-young@tamu.edu</a>). Committee chair approval is required for all keys other than those for the corporate student office assignment.</td>
<td></td>
</tr>
<tr>
<td><strong>Heep Computer Lab</strong></td>
<td></td>
</tr>
<tr>
<td>Graduate students have open access to computers housed in Room 221, Heep. Please visit with Ms. Kathy Ferguson in 217 Heep (845-4620, <a href="mailto:kferguson@ag.tamu.edu">kferguson@ag.tamu.edu</a>) for access codes.</td>
<td></td>
</tr>
</tbody>
</table>
On line catalogs:  www.tamu.edu/admissions/catalogs/

Students can access information about Registering on-line, class schedules, etc. by visiting www.tamu.edu/admissions and following the appropriate prompts/links.

Purchase Orders (POs) or account information, graduate students should contact their committee chair.

Travel authorization:  All Departmental employees, including graduate students, who must travel on official business must complete the proper travel authorization forms PRIOR to such travel.  Students should visit with their committee chair for proper forms.  Travel in-state is reimbursed for actual expenses up to $80.00 for lodging and $36.00 for meals. Committee chairs are not required to provide full reimbursement.  Official reimbursement for travel out of the state of Texas varies by location.

Tuition and Applicable Fees (2011-2012)

Tuition - Resident
In Fall 2011, resident students pay $176.55 per semester credit hour.  Graduate students pay an additional $50.00 per semester hour. For a total tuition of $226.55 / SCH.

Tuition - Nonresident/International
In Fall 2011, nonresident and International students pay $489.55 per semester credit hour. Nonresident and International graduate students pay an additional $50.00 per semester credit hour. For a total tuition of $539.55 / SCH.

Advising Services Fee
This $9.10 per semester credit hour fee provides advising services not provided to students by members of the faculty. This fee includes, but is not limited to, support for General Academics, Honors Program, Professional School Advising, Cooperative Education, Center for Academic Enhancement, Placement Center, Office of Graduate Studies, various college advising offices and the infrastructure to support these offices and programs. This fee is assessed to students enrolling at Texas A&M for the first time after spring 2002 or, who have previously received a degree and have enrolled in a program at a new degree or program level for the first time after spring 2002.
Bursar Service Fee
This $.055 per semester credit hour fee provides effective and efficient support services for the assessment and collection of student tuition and fees, cashiering services, student long-term and short-term loan management, and student financial debt management. This fee is assessed to students enrolling at Texas A&M for the first time after spring 2002 or, who have previously received a degree and have enrolled in a program at a new degree or program level for the first time after spring 2002.

Career Center Fee
$6.75 is required of all students to cover use of the Career Center offerings of Texas A&M University campus. This includes workshops, testing, advising and resume writing along with numerous books and resources covering many specialized career topics.

Computer Access/Instructional Technology Fee
The computer access/instructional technology fee is charged at the rate of $26.13 per semester credit hour for the fall, spring and 10-week summer terms ($14.00 per semester credit hour for students who were enrolled at Texas A&M prior to summer 2002 and who have had no program or degree changes) to support equipment and services for student access to computing, networking, student administrative computing and instruction technology at the University. The fee will be used to keep the classroom instructional multimedia equipment near state-of-the-art and to support faculty in utilizing instructional technology. A fee of $12.57 per semester credit hour ($7.00 per semester credit hour for students who were enrolled at Texas A&M prior to summer 2002 and who have had no program or degree changes) is charged during each of the 5-week summer terms.

Distance Education Fee
$41.00 per semester credit hour is assessed to students taking courses using distance education resources.

Energy Fee
This $60.00 per semester fee ($30 per summer 5-week term) is required of all students to cover rising utility costs for Educational and General facilities on the Texas A&M University Campus.

Field Trip Fees
Field trip fees are assessed to cover the cost of provided trips and vary depending on the course taken and expected expenses.
Health Center Fee
This $72.50 per semester fee ($25.00 per summer 5-week term) is required of all students for the purpose of operating, maintaining and equipping the University Health Center and entitles the student to its services. These services do not include surgical operations or charges for consultations with outside physicians requested by parents.

Identification Card Fee
This $3.00 fee is required for student identification and for accessing University services, activities, and events. Replacement ID Cards are $12.00 each.

Instructional Enhancement/Equipment Fee (All Colleges except Engineering)

Instructional Enhancement/Distance Education Fee (Engineering only)

Engineering Equipment Access Fee (Engineering only)
This fee(s) is/are used for equipment and software purchase, maintenance, and repair, modification of specialized instructional facilities and expenditures such as material/supplies, services/training, furnishings, and non teaching salaries and fringe benefits associated with the support of instructional enhancement activities that include, but are not limited to, laboratories, lectures, projects, homework, course delivery, and classroom demonstrations which enhance the learning experience of students. Please see http://finance.tamu.edu/sbs/tuition/course_specific_fees.asp for a list of the fees assess by course.

International Education Fee
This $4.00 per semester fee ($2.00 per summer 5-week term) is assessed to all students to support international education related activities.

International Student Orientation Fee
This $35.00 fee is a one-time fee charged to cover the cost of orientatin programming for international students during their first semester of enrollment.

International Student Services Fee
This $46.00 per semester fee ($23.00 per summer 5-week term) is required of all international students to offset the cost of services and materials for the special administration of international students such as visa verification, changes and extensions; work permits; socio/cultural/academic adjustments and issuing I-20’s for travel.

Library Access Fee
This $26.45 per semester credit hour fee ($6.00 / sch for students who were enrolled at Texas A&M prior to summer 2002 and who have had no program or degree changes) is assessed to all students to provide new acquisitions, materials, etc. for campus libraries.
Laboratory
The University is required to assess and collect a laboratory fee not less than $2.00, nor
more than $30.00 for each laboratory course to cover, in general, the cost of laboratory
materials and supplies used by a student.

Late Penalties
Students who fail to pay fees and installments when due are assessed a $25.00 late payment
fee for each payment or installment paid late.

Late Registration/Add Penalties
Students who register on or after the first day of classes, but before the thirteenth day of
classes (fourth day for summer) are assessed a $100.00 late registration fee. Students who
register after the twelfth class day are assessed a $200.00 late registration penalty (fourth
class day for summer sessions). Students who add classes after the twelfth class day (fourth
class day for summer) that result in a net increase in hours enrolled are assessed a $50.00
late add fee. This includes students who do not pay by these dates.

Software Licensing Fee
This $1.25 per semester credit hour fee ($0.63 / sch for summer 5-week term) is assessed to
provide campus-wide software site licenses for students and the associated administrative
costs of managing these licenses.

Recreation Sports Center Fee
This $101.92 per semester fee ($50.96 per summer 5-week term) is assessed to all students
enrolled at Texas A&M University to provide funding for operation and maintenance of the
Student Recreation Center.

Student Center Complex Fee
This $100.00 per semester fee ($50.00 per summer 5-week term) is required of all students
for operating, maintaining, improving, and equipping the Student Center Complex.

Student Service Fee
All students pay this fee at the rate of $14.97 per semester credit hour not exceeding
$179.64 per semester or $89.82 per 5-week summer term. The student service fee covers
various student services. It entitles the student to receive The Battalion newspaper, reduced
admission to many MSC Programs and services of the Student Legal Advisor, Student
Counseling Service and Student Activities Office.
Graduate Policies and Procedures

Reinstatement Fee
Students who fail to pay all fees by the last day of the semester will be administratively withdrawn from the University and charged a $50.00 reinstatement fee.

Transportation Fee
This $70.00 per semester fee ($35.00 per summer 5-week term) is assessed to provide unlimited fare-free access to all students for on-campus and off-campus services, and expanded service and revenue for a long-term bus replacement plan. In addition, revenue will pay for operating expenses and the enhancement of bus facilities on campus. For more information please see Transportation Services http://transport.tamu.edu.

Writing Center Fee
This $8.00 per semester fee is assessed to undergraduates only to provide support for the administrative and tutorial costs of the University Writing Center. The Center was established to enhance students’ writing skills and to incorporate “writing-across-the-curriculum” approaches to instruction.

Environmental Service Fee
This $3.00 per semester fee is required of all students and provides environmental improvements through services related to recycling, energy efficiency and renewable energy.
Appendix A

Degree Plans On-line Submission Example
Written Thesis (M.S.) Approval Form
Written Dissertation (Ph.D.) Approval Form
Preliminary Examination Checklist
Report of the Preliminary Examination
Request and Announcement of the Final Examination
Students: All Degree Plans are submitted electronically. Steps to submit:

1. Go to https://ogsdpss.tamu.edu and select “Students.”

2. Login using your NetID. If you do not have a NetID, select “Activate your NetID.” Or, if you do not remember your NetID, contact the CIS Help Desk at (979) 845-8300.
Student Section

Q: Why is the faculty member that I want to add to my committee not listed here?
A: The faculty member may not be listed for one of two reasons. Either the faculty member does not have a UIN in the database maintained by the Office of Graduate Studies, or the faculty member is not a member of the Graduate Faculty. Call the Office of Graduate Studies for more information.

Q: How do I add a Special Appointment to my on-line degree plan?
A: Submit a hard copy of the Graduate Faculty Personal Record form along with a copy of the special appointment’s vita to the Office of Graduate Studies after your on-line degree plan has been approved. We will then add the special appointment to your committee.

Q: I keep getting a “Run Time Error”. What do I do?
A: Contact the Office of Graduate Studies at 845-3631. We will have the system rebooted.

Q: If my degree plan has been disapproved by a committee member, do I have to start all over?
A: You should log in and edit your saved degree plan based on suggestions by the committee member or department. Audit the degree plan again, and submit it again. It will have to go through the approval process again.

Q: I submitted my degree plan a month ago and have not heard anything. How do I know if it has been approved?
A: You should receive an e-mail once the degree plan has been approved or disapproved. You may log into the system to view the status of your degree plan. See the hint on page 14 for more information.
TEXAS A&M UNIVERSITY
Thesis Office
WRITTEN THESIS (M.S. / M.A.)
APPROVAL FORM

Student's Name: ____________________________________________
(Name must match TAMU student records)

Degree (check one): □ M.S.  □ M.A.

Date of Defense (mm/dd/yy or Exempt): ________________  Today's Date (mm/dd/yy): ________________

Anticipated Date of Graduation (Month Year): ________________

Major Subject: ____________________________________________

Thesis Title: ______________________________________________

________________________________________________________________________

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a thesis for this master's degree. We approve the content of the thesis to be submitted to the Thesis Office for processing and acceptance.

Approved by:

Chair: __________________________  Member: __________________________

Member: __________________________  Member: __________________________

Member: __________________________  Member: __________________________

Member: __________________________  Member: __________________________

Head of Department: ____________________________________________

Student Contact Information:

UIN (Not Social Security Number)  Student's Email Address

The student must submit this signed approval form and a PDF file of the thesis to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the thesis in final form. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE THESIS OFFICE.

Sterling Evans Library - Room 612

http://thesis.tamu.edu/forms
TEXAS A&M UNIVERSITY
Thesis Office

WRITTEN DISSERTATION (Ph.D.) OR RECORD OF STUDY (Ed.D.)
APPROVAL FORM

Student's Name: ____________________________________________
(Name must match TAMU student records)

Degree (check one): ☐ Ph.D. (Dissertation) ☐ Ed.D. (Record of Study)

Date of Defense (mm/dd/yy or Exempt): ______________

Today's Date (mm/dd/yy): ______________

Anticipated Date of Graduation (Month Year): ______________

Major Subject: ____________________________________________

Dissertation or Record of Study Title: __________________________

We the undersigned duly appointed committee have read and examined this manuscript and certify it is adequate in scope and quality as a dissertation or record of study for this doctoral degree. We approve the content of the document to be submitted to the Thesis Office for processing and acceptance.

Approved by:

_________________________ ☐ Chair:

_________________________ ☐ Member:

_________________________ ☐ Member:

_________________________ ☐ Member:

_________________________ ☐ Member:

_________________________ ☐ Member:

Head of Department:

Student Contact Information:

UIN (Not Social Security Number) ______________

Student's Email Address ________________________

The student must submit this signed approval form and a PDF file of the dissertation or record of study to the Thesis Office for review. Students must clear the Thesis Office within a year of their final defense. To graduate in a given semester, a student must meet the scheduled deadline for submittal of the signed approval form and the dissertation or record of study in final form. The Office of Graduate Studies posts a calendar for each semester, and these dates must be observed.

PLEASE TAKE THIS ORIGINAL SIGNED APPROVAL FORM TO THE THESIS OFFICE.

Sterling Evans Library - Room 612
PRELIMINARY EXAMINATION CHECKLIST

The student is responsible for completing this checklist before the preliminary exam is scheduled. This checklist must accompany the report of the exam results (using the Office of Graduate Studies (OGS) form, “Report of Preliminary Exam”). The student should initial each appropriate blank indicating that the specified criterion has been satisfied, or where appropriate, been waived. Failure to satisfy the listed criteria will result in the given exam being disallowed in which case it will need to be retaken.

Student’s Signature: ___________________________  UIN# ___________________________

Name

1. □ Registered for semester or 5-week term during which the exam occurs. (If the entire exam is between semesters, then the student must have been registered for the preceding term.)

2. □ Student has an approved degree plan, which was filed at least 90 days prior to the first written examination.

3. □ GPR over all eligible courses since beginning graduate work at Texas A&M is greater than or equal to 3.00 as given on SIMS screen 651. (Includes 300 and 400 level courses taken while in a graduate program but does not include transfer courses.)

4. □ GPR over all courses on the degree plan (excluding transfer courses) is greater than or equal to 3.00 as given on SIMS screen 651.

5a. □ US Citizen

5b. □ Non-US Citizen who has satisfied at least one of the following: (a) a TOEFL score of at least 550 paper based/213 computer based, (b) a GRE-verbal score of at least 400, (c) a GMAT-verbal score of at least 22, (d) satisfactorily passed or waived all portions of the ELPE, or (e) obtained an OGS Waiver.

6. □ All committee members, have scheduled or waived the written portion and agreed to attend the oral portion of the exam or found a substitute. Only one substitute is allowed; there may not be a substitute for the chair.

7. □ At the end of the semester in which the exam is given, there are no more than 6 hours of course work remaining on degree plan. (Does not include 691s)

   If no, waiver approved by Department Head: ___________________________

8. □ The time span from the first written to the oral is approximately three weeks. In cases of department-wide written examinations, this criterion is ignored.

   If no, waiver approved by Department Head: ___________________________

Approved:

Name: ___________________________  Name: ___________________________  Date ___________________________

Advisory Committee Chair  Department Head OR  Intercollegiate Faculty Chair

http://ogs.tamu.edu/current/exams.html  Page 30
Office of Graduate Studies  
Texas A&M University  
Report of the Preliminary Examination

The undersigned duly appointed examining committee has conducted the preliminary examination of ____________________________. We have examined the candidate for a mastery of all fields in the program and for an adequate knowledge of the literature in these fields.

Record of Vote for Pass or Failure: (Votes are to be tallied, e.g., 3 pass; 1 no pass. A positive vote by all members of the graduate committee with at most one dissention is required to pass.)

<table>
<thead>
<tr>
<th>Number of Pass Votes</th>
<th>Number of No Pass Votes</th>
</tr>
</thead>
</table>

If the exam was not passed: The committee, with no more than one member dissenting, (does) (does not)* recommend that this student be given one re-examination, when adequate time has been given to permit the student to address the inadequacies emerging from this examination.

*Please strike through the inappropriate words in bold face.

Date ________________

<table>
<thead>
<tr>
<th>Chair or Co-Chair</th>
</tr>
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<td>Name:</td>
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<th>Co-Chair or Member</th>
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<th>Substitute for</th>
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Please sign AND print your name:

In compliance with the Texas Open Records Law, the student will be allowed to review this form upon written request.

PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN ORIGINAL TO THE OFFICE OF GRADUATE STUDIES

FOR OFFICE OF GRADUATE STUDIES USE ONLY

1. Residence requirement complete: Yes ____ No ____
2. Research proposal approved: Yes ____ No ____
3. Formal course work completed: Yes ____ No ____
4. Other course work remaining:
   May be admitted to candidacy upon completion of item(s):
Request and Announcement of the Final Examination
(submit to the Office of Graduate Studies at least 10 working days prior to exam)

Permission is requested to hold the final examination for __________________________
(i.d.# ________________) for the degree of __________________________.
All committee members have been consulted and have agreed to the following schedule:

Date: __________________________

Time: __________________________

Location: __________________________

The student’s academic records have been reviewed, and he/she is qualified to take the final exam.

Approved Chair or Co-Chair __________________________

Approved Co-Chair __________________________

Approved Department Head of __________________________

pc: __________________________

Committee Member __________________________

Committee Member __________________________

Committee Member __________________________

Committee Member __________________________

(if applicable) __________________________ will substitute for __________________________

Office of Graduate Studies Use Only

applied/should apply for graduation __________________________

ELPE: __________________________

Residency requirement: __________________________

Overall GPR: __________________________

Degree plan GPR: __________________________

Admitted to candidacy: __________________________

Proposal: __________________________

d/p: 90 day rule: __________________________

Course work completed: __________________________

Lacks: __________________________

Incompletes: __________________________

Registered: __________________________

Exam Approved: __________________________

Oral forms mailed: __________________________

Prelims: __________________________

xc: Thesis Office

http://ogs.tamu.edu/current/exams.html  Page 32