

# **COLLEGE OF GRADUATE STUDIES**

**Dr. Linda M. Jones, Dean**

**Administration Building, Room 141  
(254) 968-9104**

The Texas A&M University System Board of Directors approved graduate degree programs at the master's level for Tarleton State University on November 26, 1969. Meeting in special session at College Station, the Coordinating Board of the Texas College and University Systems granted approval on December 4, 1969, for three initial master's-level programs, setting the Fall Semester of 1971 as the effective date of graduate course offerings for the programs.

Approved programs include the Master of Arts, Master of Science, Master of Business Administration, Master of Education, Master of Criminal Justice and Doctor of Education in Educational Leadership.

## **GOALS**

The mission of the College of Graduate Studies is to promote excellence in graduate education through teaching, research, and service. The College of Graduate Studies, in conjunction with the Graduate Council, accomplishes its mission through the planning and development of policy and procedures related to graduate education; the recruitment, admission, and retention of qualified students; and by providing support and coordination of high quality course offerings and degree programs.

The aims of the College of Graduate Studies are to:

1. increase the professional competence of students in their chosen fields;
2. train students in analytical methodology; and
3. provide advanced training in academic disciplines.

## **ADMINISTRATION**

Administration of the College of Graduate Studies is the responsibility of the Dean of the College of Graduate Studies. The Graduate Council, made up of graduate faculty from departments having graduate programs, assists in establishing policies concerning the graduate school. The Dean of the College of Graduate Studies is chair of the Graduate Council and has the authority to act for the administration and the Council within limits of policy.

## **GRADUATE DEGREE PROGRAMS**

Tarleton State University offers the Master of Education degree with majors in Curriculum and Instruction, Educational Administration, Physical Education, and Counseling; the Master of Arts degree with major fields in English, History, and Political Science; the Master of Science degree with major fields in Agriculture, Agricultural Education, Biology, Counseling Psychology, Educational Psychology, Environmental Science, Human Resource Management, Information Systems, Liberal Studies, Management and Leadership, and Mathematics; the Master of Business Administration degree; the Master of Criminal Justice degree and the Doctor of Education in Educational Leadership degree.

Admission policies, program requirements, and comprehensive examination procedures for each of these graduate degree programs are specifically described within the appropriate departmental sections that follow.

<b>COLLEGE/DEPARTMENT</b>	<b>MAJOR</b>	<b>DEGREE</b>
<b>College of Agriculture &amp; Human Sciences</b>		
Department of Agribusiness, Agronomy, Horticulture, & Range Management	Agriculture	MS
Department of Agricultural Services & Development	Agricultural Education	MS
Department of Animal Sciences	Agriculture	MS
<b>College of Business Administration</b>		
Department of Accounting, Finance, & Economics	Business Administration	MBA
Department of Computer Information Systems	Information Systems	MS
Department of Management, Marketing, & Administrative Systems	Human Resource Management Management and Leadership	MS MS
<b>College of Education</b>		
Department of Curriculum & Instruction	Curriculum and Instruction	MEd
Department of Educational Administration, Counseling, & Psychology	Counseling	MEd
	Educational Administration	MEd
	Counseling Psychology	MS
	Educational Psychology	MS
Department of Health & Physical Education	Educational Leadership	EdD
	Physical Education	MEd
<b>College of Liberal &amp; Fine Arts</b>		
Department of Social Work, Sociology, & Criminal Justice	Liberal Studies	MS
	Criminal Justice	MCJ
Department of English & Languages	English	MA
Department of Social Sciences	History	MA
	Political Science	MA
<b>College of Science &amp; Technology</b>		
Department of Biological Sciences	Biology	MS
Department of Chemistry, Geoscience, and Environmental Science	Environmental Science	MS
Department of Mathematics, Physics, & Engineering	Mathematics	MS

## **GENERAL GRADUATE ADMISSIONS**

### **ADMISSION TO THE COLLEGE OF GRADUATE STUDIES**

Admission to the College of Graduate Studies is administered for the Graduate Council by the Dean of the College of Graduate Studies. Applicants seeking admission must present the following credentials and materials indicating they possess the ability to pursue graduate work successfully:

1. A formal application for admission. Application forms are available from the office of the Dean of the College of Graduate Studies, Room 141, Administration Building. For U.S. citizens, applications must be received one month prior to the regular registration dates indicated in the current University Calendar. A \$25 application-processing fee must accompany applications of students who will be attending Tarleton for the first time or who have not been enrolled at Tarleton for one year. Checks should be made payable to Tarleton State University.

2. Official transcript(s) of all previous academic course work. The transcript must bear the date of bachelor's degree conferral or master's degree if applicable, and indicate that the applicant was in good standing at the last institution attended.
  3. Scores on the Aptitude Test of the Graduate Record Exam (GRE). These scores should be sent directly to the Graduate Office by the Educational Testing Service. See categories of admission for specific requirements.
  4. A 200-300 word essay addressing his/her career and academic goals.
- Beyond these general requirements for admission to the College of Graduate Studies, departments may set additional standards for admission to degree programs as necessary, subject to administrative approval.

### **CATEGORIES OF ADMISSION**

Enrollment in the College of Graduate Studies requires that students obtain the following:

1. admission to a graduate degree program,
2. admission to a professional (graduate) teacher certificate program
3. provisional admission for Tarleton undergraduates, or
4. admission as a special (non-degree seeking) student

Degree-seeking students are granted either full (unconditional) admission or conditional admission.

#### **1. Admission to a Graduate Degree Program**

**Full Admission.** Admission to any graduate degree program is granted by the Dean of the College of Graduate Studies upon recommendation of the department of proposed study. Full admission is awarded to applicants who meet the following requirements:

1. a bachelor's degree from an accredited U.S. institution or the equivalent from a foreign institution;
2. a minimum grade point average (based on a 4-point scale) of 3.0 on the last 60 hours of credit completed;
3. acceptable scores on the Aptitude Test of the GRE; (Master of Business Administration students may substitute acceptable scores on the GMAT.)
4. submission of a 200-300 word essay addressing professional and career goals.

Completion of specific departmental admission requirements and recommendation for admission from the appropriate department may be required for admission to the chosen field of study.

**Conditional Admission.** A student who does not qualify for full admission may be granted conditional admission.

Conditional admission will not be granted, however, to a student whose GPA is less than 2.5 on the last 60 hours of course work completed.

GRE scores must be submitted at the time of application if the GPA is below 3.0.

When a student entering on conditional admission has satisfied all conditions, he/she may be granted full admission after being recommended by the academic department.

Applicants who for reasons beyond their control cannot provide official documents required for admission to the College of Graduate Studies by the time of initial enrollment may be admitted for one semester pending receipt of the required documents.

#### **2. Admission to a Professional Teacher Certificate Program**

Professional teacher certificate programs are open only to graduate students. Some of the programs do not require the completion of a master's degree.

Admission to a professional teacher certificate program is granted upon the recommendation of the head of the department in which the program is offered and the submission of a certificate plan approved by the University Teacher Certification Officer.

Students who are not seeking a master's degree are not required to submit scores on the GRE or the GMAT. However, official transcript(s) that indicate the conferral of the highest degree and good standing at the last college attended are required.

### **3. Provisional Admission for Undergraduates**

An undergraduate enrolled in a bachelor's degree program at Tarleton may be considered for admission to the College of Graduate Studies provided that the student

- a. is within 12 hours of graduation;
- b. is recommended by his/her major department; and
- c. has attained a minimum GPA of 3.0 on the last 60 hours of undergraduate course work
- d. may take no more than 12 hours of graduate work while in provisional status.
- e. must submit GRE scores during the first semester of graduate course work and re-apply as a graduate student to enroll for graduate courses upon completion of the bachelor's degree.

**Note:** No graduate course work may be counted toward an undergraduate degree.

### **ADMISSION AS A NON-DEGREE STUDENT**

Applicants who designate that they do not choose to seek a graduate degree but who hold a baccalaureate degree from an accredited college may be enrolled for course work in the College of Graduate Studies as **Special Non-degree seeking graduate students**. Students in this category waive the right to count more than 6 hours toward an advanced degree at Tarleton State University. In order to have any graduate course work count toward a master's degree students must meet admission criteria to the College of Graduate Studies at the time application is made.

Non-degree students are not required to submit scores on the GRE or the GMAT. However, official transcript (s) which indicated the conferral of the bachelor's degree and good standing at the last college attended are required.

An applicant to a degree program who appears to be admissible on the basis of the credentials submitted, but who is unable to supply all of the official records prior to registration may be admitted for one semester pending receipt of official transcripts. A student who is in special status has no assurance, however, that work completed while in this classification will be applicable toward degree requirements should he or she subsequently gain admission to a degree program.

### **ADMISSION AS A POST-BACCALAUREATE STUDENT**

An applicant who does not wish to pursue a graduate degree or graduate-level teacher certification program but who has earned a bachelor's degree from

an accredited U.S. institution and who is in good standing at the last school attended may apply for admission as a post-baccalaureate student. These applications are received and processed in the Office of Undergraduate Admissions.

Post-baccalaureate students are subject to all requirements and regulations that apply to undergraduates. They must meet the academic progress standards applicable to undergraduates and are subject to the same probation/suspension policies.

An applicant who matriculates as a post-baccalaureate student has no assurance that work completed while in this classification will be applicable to graduate degree requirements, should he or she subsequently gain admission to a graduate degree program. Ordinarily, credits earned as a post-baccalaureate student will not be counted toward a graduate degree. The use of such credits requires the approval of the Dean of the College of Graduate Studies.

### **INTERNATIONAL STUDENTS' ADMISSION**

Admission of international students to graduate programs will be based upon holding a valid bachelor's-level degree from an accredited college or university. The quality of the applicant's secondary or college-level work is judged from the grades, class attained, or rank achieved in class. A processing fee of \$100 (US) and an application fee of \$25, both nonrefundable, for a total of \$125 must be included with the application made payable to Tarleton State University. Along with the check and application, the student must include all previous university academic records officially translated in the English language. The International Office will evaluate all academic credentials. Any questions regarding this requirement should be directed to the International Office at Tarleton State University.

In addition to the signed application requirements, a minimum admission grade point average (GPA) of 3.0, a 550 or 213 on the computer based Test of English as a Foreign Language (TOEFL) examination and evidence of a GRE or GMAT\* score, the applicant may be required to attend additional English classes to improve speaking and writing skills or, on the recommendation of the Head of the Department, may be required to take leveling classes in a particular field of study as instituted by the Department.

The international applicant must have a reliable financial sponsor. To obtain a visa from the American Embassy located in the applicant's country, a prospective student must have documented evidence of financial solvency. A sponsor is obligated to endorse all expenditures for the applicant during the entire course of study. Following the tragedy of September 11, 2001, the American Embassies have placed severe restrictions on all financial statements. Check with the American Embassy for further details. Note that a copy of all financial statement documentation must be included with the admission packet.

International applicants must submit two passport-style photos taken within six months of application. Additionally, the Department of Homeland Security requires that all students have medical insurance with coverage in the United States. Students may wish to purchase insurance through the University upon arrival.

All application materials must be sent to the Office of International Academic Programs. Applications cannot be processed and an I-20 cannot be issued until all materials are received.

For more details about admission for international students, please consult our web page at [www.Tarleton.edu/~iap](http://www.Tarleton.edu/~iap).

\* International applicants with a GPA of 3.0 or higher may be granted conditional admission to the graduate program without GRE scores, but they must complete the GRE during their first semester at Tarleton State University. Students planning to pursue a master's program in business may submit GMAT scores instead of GRE scores.

## **ENROLLMENT IN GRADUATE COURSES**

### **GRADUATE ADVISOR AND STUDENT'S ADVISORY COMMITTEE**

The graduate advisor, designated by a department, assists students in planning their initial course work prior to granting of admission to the program of study. Before seeking enrollment in any course that might be applied toward a master's degree, students must consult their advisors. A temporary advisor will be available to those enrolling for the first time in an off-campus course.

After receiving admission to the College of Graduate Studies and enrolling for graduate courses, the student should consult with the graduate advisor concerning appointment of an advisory committee. The advisory committee is responsible for guiding and directing the student's entire academic program, which includes initiating all academic actions concerning the student, developing the degree plan, and administering the comprehensive testing prior to conferral of the master's degree. Moreover, the advisory committee as a group and as individual members are responsible for counseling the student on academic matters, and in the case of academic deficiency, initiating recommendations to the Dean of the College of Graduate Studies.

### **CAMPUS AND OFF-CAMPUS ENROLLMENT**

Graduate courses are offered on the Tarleton State University campus in Stephenville, at the System Center in Killeen, and in certain off-campus locations approved by the Texas Higher Education Coordinating Board.

### **ACADEMIC LOAD**

The maximum load for a full-time graduate student is 16 semester hours in the fall or spring semester. Summer loads are determined by the length of the summer session in which the student is enrolled.

<b>Semester Hours</b>	<b>Graduate</b>			
	<b>16 weeks (Fall and Spring)</b>	<b>10 weeks (Summer)</b>	<b>8 week session</b>	<b>5 week session</b>
Maximum load	16 hours	12 hours	9 hours	6 hours
Full load	9 hours	6 hours	5 hours	3 hours

### **GRADUATE STUDENT PERFORMANCE**

Every student enrolled in the College of Graduate Students is required to maintain a high level of performance and comply fully with the policies of the institution. The College reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at Tarleton. If in a particular semester a student's overall GPA falls below the minimum, he/she will be given notice of unsatisfactory academic performance. The student must attain a 3.0 cumulative GPA during her or his next period of enrollment; failure to do so will result in suspension for one long semester or the summer term. A student must maintain at least a 3.0 grade point average every semester upon returning from the

suspension. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the university.

At the end of any grading period, if a student's overall GPA falls below 2.0 he/she will be automatically suspended. Students who have been admitted conditionally to a degree program must meet the requirements stipulated for attaining full admission status. Conditions may require a GPA greater than 3.0. If requirements are not met, admission will be rescinded, and any further enrollment will be for undergraduate course work only, as a post-baccalaureate student.

Post-baccalaureate students are subject to the academic progress policies applicable to undergraduates at Tarleton State University. Academic deficiencies of students in this category will be calculated according to the current undergraduate probation/suspension policy.

Graduate students who are on first-time suspension must apply to the Dean of the College of Graduate Studies for reinstatement.

### **GRADING SYSTEM**

Graduate degree credit is allowed only for A, B, and C grades. A grade point average of 3.0 or higher is required:

1. for all courses included in a degree plan;
2. for all the courses comprising the major field; and
3. for the courses comprising the minor field, if one is selected.
4. cumulative on all courses taken

Courses taken at Tarleton may not be repeated at another institution for degree credit. If a course is repeated at Tarleton, the better grade in the course shall be counted in computing the student's grade point average.

The grading system for graduate students is:

A-Excellent, 4 grade points per semester hour

B-Good, 3 grade points per semester hour

C-Fair, 2 grade points per semester hour

D-Not Passing for graduate course work. Course must be repeated.

F-Failing

I-In Progress (for thesis and dissertation courses only)

K-Incomplete

P-Pass (for dissertation course only)

S-Satisfactory (for completion of thesis course)

W-Withdrawal from course, no grade designated

WF-Withdrawal failing (included in GPA)

The grade K shall be recorded for a student only in case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K must be made up by the end of the next semester and in all cases before registering for the next sequential course. If this grade is not made up within the prescribed time limit, it automatically becomes an F.

Internships in Education not completed during the first semester of registration will receive a letter grade of K (incomplete). Reregistration will be permitted for the following semester, at which time a letter grade will be awarded upon satisfactory completion of the required work. If the work is not completed during the subsequent semester, the previous semester's K will become NC, and

a letter grade of F will be placed on the transcript for the subsequent semester's work.

#### **COMPLETION TIME LIMIT**

Course credits more than six years old may not be counted for a degree. Credits are considered to be earned when they are recorded on the official transcript.

### **GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE**

#### **SEMESTER HOUR MINIMUM**

The candidate must earn graduate credit amounting to a minimum of 36 semester hours. At least two-thirds must be in courses numbered 5000 or above.

#### **CREDIT FOR UNDERGRADUATE AND PROBLEMS COURSES**

Courses at the 3000- and 4000-level may be counted toward the degree upon a written recommendation of the student's advisor and approval of the chair of the department in which the course is offered and the Dean of the College of Graduate Studies. Students taking such courses for graduate credit will be expected to complete course requirements different from those ordinarily included for undergraduates. The number of individual problems courses taken for credit toward the degree and the approved undergraduate courses is limited to a combination of no more than 12 hours.

Undergraduate courses taken for leveling or as undesignated electives are used in the calculation of the semester and cumulative grade point averages and thus determine one's academic standing.

#### **LIMITATIONS ON TRANSFER AND CORRESPONDENCE COURSES**

Upon the recommendation of the advisory committee and the head of the major department and the approval of the Dean of the College of Graduate Studies, the University may accept as much as 12 hours of graduate work completed at another regionally accredited institution. Course work in which no formal grades are given or in which grades other than letter grades (A, B, C, etc.) are given (for example CR, P, S, U, etc.) is not accepted for transfer credit. Credit for course work submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours.

A maximum of 6 hours from courses that have been applied or counted toward a completed graduate degree program may be transferred into a Tarleton master's degree program with the approval of the academic department in which the degree is sought. A maximum of 6 hours from a completed master's degree from Tarleton may be counted toward a second master's degree with the approval of the academic department. All courses accepted in transfer must have been completed within six years of the time that the student will complete his/her graduate degree program at Tarleton.

No academic work completed by correspondence may be applied to graduate degree programs.

#### **ADMISSION TO CANDIDACY FOR MASTER'S DEGREE**

Full admission to graduate study is a prerequisite to admission to candidacy for the master's degree. A graduate student may be admitted to candidacy when his or her advisory committee files an approved degree plan accompanied by the student's application for candidacy. The advisory committee will not file a degree plan until the student has completed at least 12 semester hours of graduate credit with an overall B (3.0) GPA.

**DEGREE PLAN**

A graduate student's degree plan includes those courses listed for degree credit on the official degree plan form. All courses on the approved degree plan must be completed with a satisfactory grade to meet requirements for the degree. Changes in an approved degree plan can be made by recommendation to the Dean of the College of Graduate Studies by the student's complete advisory committee and head of his or her major department.

Courses listed for graduate credit on the approved degree plan in which the student has received a final grade may not normally be removed from the degree plan, although courses acceptable for graduate credit may be added. Exceptions to this policy must be approved by the student's advisory committee, head of his or her major department, and the Dean of the College of Graduate Studies.

**DEGREE MAJOR**

All degrees require a minimum of 18 semester hours to be completed in the student's major field. At least 12 hours must be 5000-level courses.

The graduate major requires an undergraduate background of at least 24 semester hours, including 12 advanced hours. However, graduate students who have taken 18 hours of advanced undergraduate education courses as a prerequisite for a teaching certificate may be admitted to a Master of Education degree program. Students choosing the Political Science concentration for the MA may be admitted with a baccalaureate degree in any social science or valid bachelor's-level degree and one year's experience in the public service field.

**DEGREE MINOR**

A student may declare a minor of 12 hours in a second field. It is possible for anyone with an established major to take a minor in any department that offers 6 hours of graduate courses and 6 hours of upper-level undergraduate courses. If a minor is declared, one-half of the minor courses must be at the 5000 level.

**RESEARCH AND PRACTICUM REQUIREMENT**

All students seeking a master's degree must have credit for an approved research course.

**THESIS**

Not every graduate program at Tarleton requires a thesis for completion of a master's degree. The Master of Arts, Master of Science, and some majors in the Master of Education degree provide a thesis option.

Students must have full admission to a degree program and the permission of the department head to enroll in thesis. A thesis will not be accepted unless a student has completed a minimum of six semester hours of thesis course work (5883). The *Thesis Manual*, which contains details regarding the preparation and submission of a thesis for approval, is available in the Graduate Office and on the graduate college website. Students who plan to pursue a thesis should obtain a copy of this manual early in their graduate programs.

**Thesis Credit.** Students who pursue a thesis are required to enroll each semester in at least one thesis course until the thesis is completed. Those who make satisfactory progress will be given the grade of I. Once the thesis has been approved and accepted, the final six semester hours of thesis will be assigned the grade of S. The thesis grade of S is not included in the GPA calculation for the degree major or minor.

**Microfilming and Copyrighting of Theses**

All theses and abstracts completed by graduate students at TSU are sent to Bell & Howell (PROquest) Microfilms of Ann Arbor, MI, for microfilming to be available worldwide. A required fee of \$45 is charged for the master's thesis and \$55 for the doctoral dissertation. PROquest publishes all master's thesis abstracts in Master's Abstracts which is distributed on a subscription basis. The abstract of a given thesis is restricted to 150 words. Mathematical formulas and other illustrated materials in the abstract are equated to the number of words that will occupy the space in determining its length. The author retains the right to publish all or any part of the thesis by any means at any time, except by reproduction from a negative microfilm.

The author wishing to copyright a thesis must pay an additional fee of \$45. However, if the thesis contains extensive use of material copyrighted by another author, the author of the thesis must certify that the material is used with the written permission of the other copyrighted author.

Copy quality must be acceptable to the Graduate Office. A bound copy is provided for the Dick Smith Library and for the student. The fee for binding the copies is \$17.50. The student may request that additional copies be bound for \$5 each. This process is carried out through the Graduate Office.

### **THE COMPREHENSIVE EXAMINATION**

Candidates for any of the master's degrees at Tarleton must satisfactorily pass a comprehensive examination. A graduate student must be admitted to candidacy for a degree before he/she will be allowed to take the comprehensive examination.

The policies and procedures for the comprehensive examinations are available in the office of the department head of the student's major field of study. Early in their degree program students should review the requirements for taking the examination. Some departments require both oral and written examinations, which must be scheduled early in the semester in which they are to be administered.

The oral examination, when required, is conducted by the student's advisory committee. A representative of the Dean of the College of Graduate Studies will be invited to participate in this examination.

Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration, or, at the discretion of the advisory committee and head of the department involved, at an earlier date. Unless departmental requirements are more limiting, students who attempt the comprehensive examination three times and are not successful will be dropped from the graduate program.

### **APPLICATION FOR A DEGREE**

Candidates for a degree must complete the following, not later than the dates specified in the University Calendar:

1. apply for the degree indicating fall, spring, or summer commencement and
2. file a "Diploma Name Card" with the Graduate Office.

To be considered for degree conferral, a candidate must be in good standing with the University. All contractual and financial obligations to the University must be satisfied.

### **Pathways To The Doctorate Program**

The Pathways to the Doctorate is a program dedicated to increasing the number, quality, and diversity of master's and doctoral graduates across all disciplines within The Texas A&M University System. Consisting of nine universities as well as the Health Science Center, the System spans the State of Texas. This enables the System to recruit top students from a variety of geographical, socio-economic, racial, ethnic, and cultural environments. The Pathways to the Doctorate is one approach to Closing the Gaps Program in Texas. The goal of the Pathways to the Doctorate Program is to attract high achieving students within The Texas A&M System to pursue careers in higher education. This program will help produce some of the next generation of faculty.

Through a variety of activities such as seminars and workshops, inter-institutional exchange programs, a mentoring program and an annual research symposium with System-wide participation, the Pathways program aims to:

- create a pathway for talented students to pursue graduate education;
- foster opportunities for faculty, graduate students, and undergraduate students to collaborate and to foster innovative research and interpersonal communication skills;
- enlighten and encourage students and teachers (K-12 through college) to see that science and technology are essential to lead a life of discovery and fun;
- and helps meet faculty needs as post-secondary enrollment grows and current faculty retire.

Additional information can be found at <http://ogs.tamu.edu/kOGS/pathways>.

### **ADMISSION TO THE COLLEGE OF GRADUATE STUDIES FOR THE DOCTORAL PROGRAM**

The program is a cohort model. Students are admitted annually. The focus of the Ed.D. program is on educational leadership in the Pk-12 environment. The degree program is predicated on the scholar-practitioner model. Graduates of Tarleton's Ed.D. program will be active consumers of educational research and subsequently able to utilize research knowledge and skills in the Pk-12 setting.

### **ADMISSION TO THE PROGRAM**

The admission process is a three-stage process. Stage 1 is the screening process, which includes submission of all appropriate documents by the deadline of May 1. Stage 2 is the evaluation process, review of a writing sample, and personal interviews. Stage 3 is the selection stage. During stage 3, the admissions committee determines the applicants most appropriate for admission to the doctoral program. Admission to the program is full admission; there is no conditional or probationary status.

### **Application Packet**

On or before May 1, the College of Graduate Studies in Stephenville must receive all of the following items:

- Official transcripts including completion of a master's degree from a regionally accredited institution of higher education  
Minimum GPA of 3.5 on all graduate work  
Minimum of 18 semester credit hours of graduate or undergraduate work in administration, management, leadership, or equivalent
- A minimum of four (4) references – two from persons holding a doctorate (current TSU EDAD faculty may not complete the reference forms)

- Official scores on the Graduate Record Exam (GRE). cannot be over 5 years old
- A leadership portfolio

#### **Course Work**

The doctoral program curriculum consists of 72 semester hours in educational leadership, research tools, specialization area, and electives. Course work taken more than 10 years previous to the date of graduation will not apply toward the degree. Undergraduate or master's level work taken as leveling is generally not acceptable as doctoral level credit. Should any master's level work be applied to the degree plan, approval must be made by the director of the doctoral program and the dean of the graduate college.

The grading system for doctoral students is the same as for master's level students. Unsatisfactory performance in the program, a cumulative GPA below a 3.0 will result in probation for one semester and if not improved in the subsequent semester, suspension from the program. Any appeals are made to the dean of the College of Graduate Studies through the doctoral committee.

Doctoral students unable to maintain the cohort pace may request a leave of absence through their advisor and graduate committee.

#### **Dissertation and Committee Role**

A doctoral dissertation is required of all students in the program. Topics must be approved by the doctoral advisor(s), the doctoral committee and the dean of the graduate college. The student must enroll in a minimum of 12 semester hours of dissertation. A grade of incomplete (I) will be recorded each semester until the dissertation is successfully complete. Upon completion of the dissertation, the dissertation committee chair will record a grade of pass (P).

Upon completion of the dissertation, the student will orally defend the final product to the dissertation committee and a representative of the College of Graduate Studies. Students whose performance is unsatisfactory will work with their advisor to reschedule an examination in the next semester.

Policies and procedures for all requirements for this program may be found in the Ed.D Educational Leadership handbook, available in hard copy and online.

#### **Application for a Degree**

See instructions under application for a degree in the master's section.

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# AGRICULTURE

## Department of Agricultural Services & Development

### **MASTER OF SCIENCE DEGREE IN AGRICULTURAL EDUCATION**

This degree, offered in the Department of Agriculture Services and Development, is specifically designed for those who have completed an undergraduate degree in Agricultural Services and Development. It may also be advantageous for those who have completed a bachelor of science degree in an agricultural discipline and who desire to complete the requirements for a teaching certificate and a master's degree simultaneously. Professional agriculturalists of numerous occupations may find the degree appealing because of the flexibility of taking courses in one or more disciplines that best meet the needs of the agricultural professional. The major objective is to increase the professional competence of teachers of agriculture, extension agents, and others pursuing professional agricultural careers. This degree is offered both on campus and online.

### **BASIC DEGREE REQUIREMENTS**

The degree offers students the option of a non-thesis or thesis program.

#### **Non-Thesis Option**

The typical curriculum for the non-thesis program comprises A ED 598 (Philosophy, Interpretation and Application of Research), A ED 502, 520, 521, 540, 586, and 599, ENTO 506, 516 and electives with a total of 36 hours of course work required for the degree.

**Research Requirement.** Agricultural Education 598 (Philosophy, Interpretation and Application of Research) is required of all candidates for the master's degree. A student may also take as many as 6 credit hours of Agricultural Education 586 (Problems) with approval of the student's advisor.

**Comprehensive Examination General Policies.** Agricultural Education graduate students must pass a written and an oral examination during the semester in which graduation is anticipated. A failed examination may be rescheduled with approval of committee.

#### **Thesis Option**

The typical curriculum for the thesis degree program involves an original research project under the direction of a graduate faculty member and the preparation of a thesis in addition to prescribed course work. The degree may have a major advantage for students who plan further graduate study at the PhD level. Generally, students complete 18-21 hours of courses in agricultural education in addition to supporting course work for a total of 36 hours.

**Research Requirement.** Agricultural Education 598 (Philosophy, Interpretation and Application of Research), 599 (Practicum, Field Problems, or Internship), and 6 hours credit of 588 (thesis) are required of all candidates.

**Comprehensive Examination.** Upon completion of the thesis, a final oral examination is scheduled with the advisory committee. Major emphasis will be directed toward defense of the thesis, although the examination will also include course work materials.

The oral examination may be attempted once per regular semester or summer. If the oral examination performance is not acceptable on first attempt, the specific area(s) of weakness will be identified to the candidate so that

corrective action (additional review or required course work) may be taken before the next attempt.

**Department of Agribusiness, Agronomy,  
Horticulture, & Range Management  
and  
Department of Animal Sciences**

The Department of Animal Sciences and the Department of Agribusiness, Agronomy, Horticulture, and Range Management offer a Master of Science in Agriculture with two tracks: (1) the thesis track, which is research based, and (2) the non-thesis track. The purposes of these tracks differ somewhat according to the objectives, plans, and employment interests of individual students. The following provides general information concerning the two tracks. For more specific information contact either department.

All students are required to demonstrate to departmental graduate faculty acceptable proficiency in both oral and written English prior to preparation of a degree plan. Successful completion of remedial English courses may be required in instances of insufficient proficiency.

The MS (non-thesis track) may be attractive to certain full-time students and to part-time or commuting students who desire advanced course work to further qualify for certain types of public or agency employment or to enhance advancement opportunities in their present employment. It is a more general degree with course work flexibility to allow students to design a program emphasizing specialized interests in certain subject matter areas or one emphasizing broader-based advanced studies. General requirements include 36 semester hours of advanced course work in agriculture and supporting fields above the bachelor's degree.

The MS (thesis track) involves an original research project under the direction of a graduate faculty member and the preparation of a thesis in addition to prescribed course work. Generally, successful pursuit of this degree necessitates full-time and uninterrupted graduate enrollment. The degree may be considered terminal in individual cases, but a major advantage is the preparation and background provided to pursue further graduate study to the PhD level. Also, for certain types of employment with agencies and corporations, the experience gained in research methodology and technical writing is invaluable in enhancing and broadening one's employment and advancement opportunities.

The Department of Agribusiness, Agronomy, Horticulture, and Range Management collaborates with the College of Business Administration, offering a concentration in Agribusiness Management for students pursuing the Master of Business Administration degree. For additional information, contact the MBA Director in the College of Business Administration.

**ADMISSION REQUIREMENTS**

Admission to the MS in Agriculture (non-thesis track) program is contingent upon application to and acceptance by the College of Graduate Studies. Upon meeting general requirements including acceptable scores on the Aptitude Test of the GRE, a student holding a bachelor's degree in agriculture normally can begin the 36-hour program. Prospective students with a bachelor's degree in non-agricultural fields are usually required to complete, as a minimum, 24 hours of undergraduate leveling courses (12 upper level hours in agriculture). In addition, 4 hours of biology and 4 hours of chemistry (prerequisites for upper-level agriculture courses) are required. During the completion of prerequisites

and leveling courses, the student is designated as "special student-undergraduate leveling courses only."

General requirements and procedures for admission to an MS in agriculture (thesis) are similar to the MS (non-thesis). Because of the research emphasis in the MS (thesis), however, additional background courses or additional undergraduate leveling work may be required upon acceptance and admission. In addition to the general agricultural background as required for the MS (non-thesis), certain prerequisites (e.g., in chemistry, biology, statistics, biochemistry, economics, business) may be necessary on an individual basis to complement the student's thesis program.

### **ADVISEMENT AND COMMITTEE'S ROLE**

#### **MS NON-THESIS TRACK**

Upon approval for admission by the Dean of the College of Graduate Studies, the major department notifies the MS (non-thesis) student of assignment to an "interim advisor" who counsels the student in early course work and tentative program direction. As soon as possible thereafter, and normally prior to completion of more than 12 hours, the student selects, with assistance of the interim advisor, an advisory committee, which then assumes the advisory role. When full admission is achieved, the student is responsible for preparing and securing committee approval of a formal degree plan and submitting the degree plan with an application for candidacy for the master's degree to the Graduate Dean.

#### **MS THESIS TRACK**

Prior to or immediately upon acceptance for graduate study by the Dean of the College of Graduate Studies and the student's declaration of intent to pursue an MS (thesis) program, the student must consult with his or her major department's graduate faculty concerning potential research projects and thesis topics. Because of the close interaction and cooperation required between the student and the graduate faculty advisor, pursuit of the MS (thesis) degree must be arranged in advance. Upon agreement between the student and his/her major advisor, a research topic is selected and determinations are made as to a program of study, background courses, and the composition and appointment of the advisory committee. During the first semester of enrollment or before the completion of 12 semester hours' credit, a formal degree plan and thesis proposal are submitted to the advisory committee for approval and submission through appropriate channels.

### **CURRICULUM**

#### **MS NON-THESIS TRACK**

Of the 36-hour MS (non-thesis) requirement, a minimum of 18 hours of courses offered by the above departments is required for a major in Agriculture. A 12-hour minor may be chosen in another field but is not required. Two-thirds (24 hours) of the total 36 hours must be 500-level courses. At least one-half of all hours in a 12-hour minor must be 500-level. A rigid, standard curriculum required of all students is not imposed; instead, the graduate curriculum is individually planned within certain guidelines by each student and approved by the advisory committee and the Dean of the College of Graduate Studies.

All candidates are required to take a graduate-level research course selected from a discipline area most appropriate to their interest and approved by the committee. A curriculum summary and guideline for the MS in Agriculture (non-thesis) includes the following:

Agriculture sciences (major)	18-30 hours
Supporting fields (may include a 12-hour minor)	0-12 hours
Required research course (May be a part of a major or support field depending upon discipline emphasized in MS program)	3 hours
AGRI 580 (professional writing requirement)	3 hours
	<hr/>
	36 hour minimum

### **MS THESIS TRACK**

Minimum requirements for this track are 36 hours above the BS, excluding any required leveling or background courses. The thesis and associated research may be counted as six hours toward the total. Of the remaining 30 hours, a minimum of 18 hours must be in the major. No more than one-third of the major hours may be approved upper-level undergraduate courses. A 12-hour minor in another field may be chosen but is not required. If a minor is declared, no more than one-half of the hours may be approved upper-level undergraduate courses. Of the total 36-hour minimum requirement, no more than one-third may be undergraduate level.

Because of the diversity of agricultural specialties, the student and advisory committee are given discretionary latitude in developing the specific course of study to allow desired specialization in major and minor courses. A typical program of study is as follows:

Agriculture sciences	14-26 hours
Agriculture 585	1-3 hours
Agriculture 588 (Thesis)	6 hours
Supporting fields (may include a 12-hour minor)	0-12 hours
Approved research course (Selected from discipline most appropriate to research)	3 hours
	<hr/>
	36 hour minimum

### **COMPREHENSIVE EXAMINATIONS**

The comprehensive examination for the MS (non-thesis) consists of a written examination. An oral examination may be required of any candidate with a marginal performance on the written examination. Instructors of degree plan courses and committee members are invited to submit questions for these examinations. Upon admission to candidacy, the student and committee schedule the examinations in order that they will be completed at least 20 class days prior to final exams during the long semesters or at least 10 days prior to final exams in summer sessions. Students must be enrolled during the semester in which the examinations are taken.

Both written and oral examinations may be attempted once per regular semester or summer. If either the written or oral component is not successfully completed on first attempt, the specific area(s) of weakness will be identified to the candidate so that corrective action (additional review or required course work) may be taken before the next attempt. If a second attempt is unsuccessful, the candidate will be required to complete a minimum of 12 hours of specified course work with a B average before scheduling a third attempt. A maximum of three attempts is allowed.

For the MS (thesis) candidate, upon completion and acceptance of the thesis, a final oral examination is scheduled with the advisory committee. Major

emphasis will be directed toward defense of the thesis, although the examination will also include course work materials.

The oral examination may be attempted once per regular semester or summer. If the oral examination performance is not acceptable on first attempt, the specific area(s) of weakness will be identified to the candidate so that corrective action (additional review or required course work) may be taken before the next attempt. If a second attempt is unsuccessful, the candidate is required to complete a minimum of 12 hours of specified course work with a B average before scheduling a third attempt. A maximum of three attempts is allowed.

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# **BUSINESS ADMINISTRATION**

## **GRADUATE DEGREE PROGRAMS**

Graduate degree programs offered in the College of Business Administration (COBA) are the Master of Business Administration (MBA), Master of Science (MS) in Information Systems, Master of Science in Human Resource Management, and Master of Science in Management and Leadership. All four programs are offered at Stephenville, at Tarleton Central Texas, and online. For more information about business graduate programs, see the COBA website at [www.tarleton.edu/~coba/](http://www.tarleton.edu/~coba/)

## **PROGRAM ADMINISTRATION**

Policies for graduate programs in the College of Business Administration (COBA) are developed by the COBA Dean, the Dean of the College of Graduate Studies, and the Graduate Council. The Dean of the College of Business Administration is responsible for maintaining consistent policies and standards governing graduate programs in business. Direct authority for administering the programs rests with the following administrators:

MBA program – Head of the Department of Accounting, Finance, and Economics

MS Information Systems – Head of the Department of Computer Information Systems

MS Human Resource Management and MS Management and Leadership – Head of the Department of Management, Marketing, and Administrative Systems.

All questions of policies, appeals, and petitions regarding the operation of graduate programs in business should be directed to the Dean of the College of Business Administration and submitted through the appropriate COBA department head.

## **ADMISSION REQUIREMENTS**

To be granted full admission, the applicant must have a bachelor's degree from a regionally accredited US institution or the equivalent from a foreign institution with a grade point average of at least 3.0 on the last 60 hours of credit completed. The applicant must also have submitted GRE or GMAT scores (GRE is generally preferred) and have satisfied applicable program prerequisites. The applicant will be notified of program prerequisites (leveling requirements), if any, soon after he/she is admitted to the College of Graduate Studies.

An applicant who is not qualified for full admission may be granted conditional admission. Conditional admission will not be granted to an applicant whose GPA is less than 2.5 on the last 60 hours of credit completed. A student who is conditionally admitted must satisfy all conditions before receiving full admission.

## **TRANSFER CREDIT**

Upon recommendation of the academic advisor and department head and with approval of the Dean of the College of Graduate Studies, a student may transfer up to 12 hours of graduate work completed at another regionally credited institution. Because students take the comprehensive examination from Tarleton professors, they should complete core courses at Tarleton.

Course work in which no formal grade is given (for example, CR, P, S, U, etc.) is not accepted for transfer credit. Credit for course work submitted for transfer from any college or university must be shown in semester credit hours or

equated to semester credit hours. No academic work completed by correspondence may be applied to graduate degree programs.

### **GPA REQUIREMENTS**

Graduate students are expected to maintain a minimum GPA of 3.0 at all times. Should a student earn a grade below C in a graduate course or fall below an overall GPA of 3.0, that student may be placed in a conditional enrollment status and may be advised to repeat a course, reduce course load, or take other corrective action to remove the deficiency. For more information, see the section on Graduate Student Performance in the general information provided by the College of Graduate Studies.

### **RESEARCH REQUIREMENT**

Each graduate program offered in the College of Business Administration is a 36-hour non-thesis program. Research is required as a part of graduate course work, but a separate thesis is not a degree requirement. The MS in Information Systems does include a thesis option.

## **Department Of Accounting, Finance, & Economics**

### **MASTER OF BUSINESS ADMINISTRATION**

Tarleton's Master of Business Administration (MBA) program is offered in Stephenville and at the Tarleton Central Texas location, where courses are offered both in Killeen and on Fort Hood. The Tarleton MBA program is offered in Waco through the University Center at McLennan Community College. The MBA program is also available online.

The MBA program is designed to develop the student's leadership, decision making, and critical thinking abilities. Students are given opportunities to make decisions based on critical evaluation of real-life situations. Graduate faculty members strive to prepare MBA students for current career opportunities and for competing effectively in the global arena of business.

### **PROGRAM ADMINISTRATION**

The MBA program is administered by the head of the Department of Accounting, Finance, and Economics, who implements the policies of the University, Graduate Council, and College of Business Administration and works under the Dean's direction.

### **LEVELING REQUIREMENTS**

After an MBA applicant is admitted to the College of Graduate Studies, his/her transcript, application, essay, and test scores will be evaluated by the COBA Graduate Admissions Committee. This Committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or through other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to be required to take some undergraduate courses (that cannot count toward the 36 hours required for the degree) to be prepared for successful graduate study in business.

### **DEGREE PROGRAM**

The MBA degree program requires completion of a minimum of 36 hours of graduate-level course work and a minimum 3.0 GPA with no grade below a C. Required courses for the degree are:

Course Number	Course Title	Semester credit hours
FIN 500*	Foundations of Financial Systems	3
MGMT 500*	Foundations of Management	3
ACC 503	Accounting for Management	3
CIS 511	Managing Information Systems	3
FIN 507	Financial Management	3
G B 588	Seminar in Business Strategy	3
G B 598**	Business Research Methods	3
MGMT 511 or MGMT 568	Managing Operations and Services or Organizational Development and Change	3
MKTG 508	Marketing Management	3
Electives	To bring program total to at least 36 hours	

\* A student who has completed a baccalaureate degree in business within six years prior to initial enrollment in the MBA program may substitute three hours of elective for this course, with approval of academic advisor and COBA Graduate Admissions Committee. The degree program must still include at least 36 hours.

\*\* Students are advised to complete this course within the first 12 hours of the program.

A student may complete a concentration in Accounting, Agribusiness, Computer Information Systems, Finance/Economics, Management & Leadership, Human Resource Management, a combination of Management and Human Resource Management, or Marketing by receiving graduate credit for at least 12 hours of electives in that area.

After completing 18 hours of graduate credit in the MBA program, the student should contact his/her academic advisor and request that an official degree plan be prepared. The student may petition for changes in this degree plan at a later date, but these changes must be approved by the graduate advisor and the Dean of the College of Graduate Studies.

#### **COMPREHENSIVE EXAMINATION\***

To be eligible to sit for the MBA comprehensive examination, the student must be fully admitted to the College of Graduate Studies and the MBA program and must be in good standing with the University and the College of Graduate Studies.

The MBA comprehensive examination requirement is met by earning an evaluation of satisfactory or passing on a case analysis completed while enrolled in G B 588, the MBA capstone course. The exam is evaluated on a "blind" review basis by a standing committee of graduate faculty from the College of Business Administration who grade the students' examinations on a pass/fail basis. A student who receives a grade of unsatisfactory on the examination may retake the examination at its normally scheduled date the following semester. Students needing to retake the examination are advised to audit G B 588 as part of their preparation. Students who fail the exam a second time must meet with their advisor, who will identify additional course work to be completed before taking the exam a third time. Any student failing the comprehensive examination three times will be dropped from the MBA program.

Policies and procedures for the MBA comprehensive examination are under review and subject to change.

**THE MBA ONLINE**

Beginning in Fall 2004, the Tarleton MBA program became available online. All core and foundation courses (see Degree Program information, above) are available online, as are many electives. Core and foundation courses are offered in a rotation that allows a student to complete all the courses within a period of two years or less. Electives are offered online in the areas of Management, Human Resource Management, Computer Information Systems, and Finance/Economics. If an online student wishes to complete a concentration, the concentrations most likely to be available online are Management, Human Resource Management, and Computer Information Systems.

Requirements for the MBA comprehensive examination apply to online students. An additional fee applies to most courses offered in the online MBA program.

**Department Of Computer Information Systems****MASTER OF SCIENCE, INFORMATION SYSTEMS**

The Master of Science (MS) in Information Systems program is designed to meet the needs of three distinct groups: (1) students with a baccalaureate degree in Information Systems, (2) students with a baccalaureate degree in another area who have information systems skills and desire to develop new career skills in Information Systems, and (3) students with a baccalaureate degree in another area who lack information systems skills and desire to develop new career skills in Information Systems. Students should select an advisor and discuss the courses required for their degree early in their graduate program.

The MS in Information Systems requires completion of at least 36 hours of graduate credit. Students may choose to do a thesis as part of this degree program. The degree is offered in a virtual/online environment, traditional face-to-face arrangement, or as a combination of the preceding two formats. To learn more about the graduate programs, please visit the website <http://www.tarleton.edu/~is>

**MS INFORMATION SYSTEMS CURRICULUM**

Course Number	Course Title	Semester Credit Hours
CIS 504	Telecommunications for Managers	3
CIS 507	Systems Analysis for Managers	3
CIS 511	Managing Information Systems	3
CIS 516	Applied Database Management	3
CIS 518	Quantitative Concepts in Computing	3
CIS 598	Research Methods in Information Systems	3
CIS electives		12
Electives		6

**COMPREHENSIVE EXAMINATION**

A student must satisfactorily complete the comprehensive exam before receiving the MS, Information Systems degree. The student's academic advisor should be contacted about comprehensive examination requirements and policies.

**Department Of Management, Marketing,  
& Administrative Systems**

**MASTER OF SCIENCE, HUMAN RESOURCE MANAGEMENT**

The Master of Science in Human Resource Management prepares students for careers as human resource professionals by developing their critical skills in areas such as research and job analysis, recruitment and selection, training and development, compensation and benefits, labor relations, and organizational effectiveness. Students gain knowledge and skills that are applicable in business and not-for-profit entities including state and local governments and military organizations. This non-thesis program requires completion of at least 36 semester hours in graduate-level courses.

The MS in Human Resource Management (MS, HRM) is offered in Stephenville and at Tarleton Central Texas. The program is also available online. For more information about the online program, see [www.tarleton.edu/%7Emmas/welcome.htm](http://www.tarleton.edu/%7Emmas/welcome.htm)

**LEVELING REQUIREMENTS**

After an MS, HRM applicant is admitted to the College of Graduate Studies, his/her transcript, application, essay, and test scores are evaluated by the COBA Graduate Admissions Committee. This Committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to be required to take some undergraduate courses (that do not count toward the 36 hours required for the degree) to be prepared for successful graduate study in Human Resource Management.

**MS, HRM CURRICULUM**

Course Number	Course Title	Semester Credit Hours
FIN 500*	Foundations of Financial Systems	3
MGMT 500*	Foundations of Management	3
G B 565	Managerial Statistics	3
G B 598**	Business Research Methods	3
HRM 501	Law and Regulation in Human Resources	3
HRM 503	Managing Human Resource Development	3
HRM 514	Workforce Planning and Employment	3
HRM 516	Compensation Management	3
HRM 524	Employment and Labor Relations	3
HRM 595	Professional Issues in Human Resources	3
Electives	To bring total hours in program to at least 36	

\* A student who has completed a business undergraduate degree within six years prior to initial enrollment in the MS, HRM program may substitute three hours of elective for this course, with approval of academic advisor and the COBA Graduate Admissions Committee.

\*\* Students are advised to complete this course within the first 12 hours of the program.

**COMPREHENSIVE EXAMINATION**

Each student in the MS, HRM program is required to pass a comprehensive examination before receiving his/her degree. Information about the comprehensive examination requirement is available from the student's academic advisor.

### **MASTER OF SCIENCE, MANAGEMENT AND LEADERSHIP**

The Master of Science, Management and Leadership program (MS, ML) is designed for students who have management experience in public or private organizations and who wish to sharpen their management skills. The program focuses on management and leadership abilities that can be applied in any organizational setting, regardless of the functional area in which the leader works. Students gain knowledge and skills that are applicable in business, the military, government organizations, and private not-for-profit organizations.

The MS, ML is offered in Stephenville and at Tarleton Central Texas. The program is also offered online.

### **LEVELING REQUIREMENTS**

After an MS, ML applicant is admitted to the College of Graduate Studies, his/her transcript, application, essay, and test scores are evaluated by the COBA Graduate Admissions Committee. This Committee evaluates the student's educational background and work experience to determine what leveling requirements or program prerequisites may be needed. Leveling requirements will be determined on a case-by-case basis and may be satisfied by taking graduate or undergraduate courses or departmental subject area examinations or other appropriate means. A student whose undergraduate degree was not in business and who does not have relevant professional experience should expect to be required to take some undergraduate courses (that do not count toward the 36 hours required for the degree) to be prepared for successful graduate study in Management and Leadership.

### **MS, ML CURRICULUM**

Course Number	Course Title	Semester Credit Hours
FIN 500*	Foundations of Financial Systems	3
MGMT 500*	Foundations of Management	3
G B 565	Managerial Statistics	3
G B 598**	Business Research Methods	3
CIS 511 or MGMT 513	Managing Information Systems or Strategic Impact of Technology	3
MGMT 501	Organizational Behavior	3
MGMT 508	Analysis & Design of Organizations	3
MGMT 509	Seminar on Management and Leadership	3
MGMT 511	Managing Operations and Services	3
MGMT 568	Organizational Development and Change	3
Electives	To bring total hours in program to at least 36	

\* A student who has completed a business undergraduate degree within six years prior to initial enrollment in the MS, ML program may substitute three hours of elective for this course, with approval of academic advisor and the COBA Graduate Admissions Committee.

\*\* Students are advised to complete this course within the first 12 hours of the program.

### **COMPREHENSIVE EXAMINATION**

Each student in the MS, ML program is required to pass a comprehensive examination before receiving his/her degree. Students are required to demonstrate their understanding of management and leadership. Students take the comprehensive examination in the semester they are enrolled in MGMT 5093, Seminar on Management and Leadership, which serves as the MS,ML capstone course. Normally, MGMT 509 should be taken in the student's last semester of enrollment or after completion of all other core courses. Information about the comprehensive examination requirement is available from the student's academic advisor.

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# EDUCATION

## Department of Curriculum & Instruction

### **MASTER OF EDUCATION DEGREE IN CURRICULUM AND INSTRUCTION**

The Department of Curriculum and Instruction offers the Master of Education in Curriculum and Instruction. This degree program and options are designed to help educators expand their knowledge and skills and to complete certificate renewal requirements in their respective fields. Options are available in Elementary Education, Secondary Education, Special Education, Professional Reading Specialist, Professional Educational Diagnostician, Gifted and Talented, Teacher Leadership, Technology Director, and Instructional Technology. Degree options are designed to assist educators in developing new skills and in-depth knowledge that are requisites for assuming roles of increased responsibility and leadership.

### **BASIC PROCEDURES**

Graduate advisors have been designated in each of the major program areas to assist new students and those for whom graduate committees have not been appointed. The graduate committee chair, when selected, will assist the student in developing a degree plan and, along with the committee members, will assume the responsibility for preparing the student for the comprehensive examinations.

To receive full admission to a degree program offered in the Department of Curriculum and Instruction, an applicant must meet all standards established by the College of Graduate Studies and all departmental program requirements and be recommended by the graduate advisor or the program admissions committee.

Students who meet the general requirements for conditional admission and are recommended by the Department will be permitted to pursue one of the major areas in the department. Typically, the student admitted on a conditional basis will be required to complete 12 semester hours including EDU 598 with a 3.25 GPA.

To remain in good standing, students who have full admission status are expected to maintain a 3.0 GPA. Students whose GPA does not meet the minimum may not enroll for additional work without special permission from the department head.

Consideration for accepting transfer credits will be given only after a student has full admission to graduate study. Credits transferred from an approved institution must meet the guidelines outlined in Limitations on Transfer and Correspondence Courses in General Requirements for the Master's Degree.

### **COMPREHENSIVE EXAMINATION**

The purpose of the comprehensive examination in the Master of Education program in Curriculum and Instruction is to allow the student to demonstrate proficiencies established in the program and to apply concepts and knowledge acquired throughout the course of study. Completing the comprehensive examination requires enrollment in EDU 586 for a minimum of three consecutive semesters. A major field-based project or action research design will be developed and approved by the student's graduate committee during the first semester of enrollment in EDU 586. The field-based project or action research will encompass both the proficiencies developed during the program and the

courses taken by the student; it may be started in a course but is over and above any specific course requirement.

The student must be enrolled in the second semester of EDU 586 during the completion of the project. Results of the field-based project or action research will be presented to the education faculty or education community orally. An accompanying written report of the project or research must be presented to the student's graduate committee. The written and oral presentations must be completed at a satisfactory level, as determined by the student's committee, while enrolled in the third semester of EDU 586. Performance rubrics will be provided by the student's committee chair. Students must apply for completion of the comprehensive examination and presentation of results of the field-based project or action research according to the following schedule:

Spring semester	March 1
Summer	June 5
Fall semester	October 1

A thesis option is available for the Master of Education in Curriculum and Instruction.

### **CURRICULUM**

The Master of Education in Curriculum and Instruction is a 36-hour program designed to provide educators with advanced professional development in pedagogy, subject matter, or leadership. New options designed with the Department of Computer Information Systems support the role of Technology Director or Instructional Technology Specialist. Certification programs may have other requirements in addition to degree course work.

The Master of Education in Curriculum and Instruction includes a 15-hour core requirement:

#### Core Courses Required for Major

EDU 598 (semester prior to enrollment in EDU 586)	3
EDU 502, 538, 586 (enroll for 3 semesters)	9
PSY 504	3

#### Additional Courses Required for Support Areas

For Support Area in Elementary Education	
EDU 512, 522, 545, RDG 572 or 573; 574	15
EDTC 549	3
advised elective	3
For Support Area in Secondary Education	
EDTC 549	3
from academic discipline	18
For Support Area in Teacher Leadership	
EDTC 549, EDAD 507, 516, 539, EDU 545	15
electives as advised	6
For Support Area in Generic Special Education	
EDSP 505, 525, 527, RDG 575, P ED 528	15
From PSY 503, EDSP 463,* 465*	6
•Must be taken for graduate credit	

For Support Area, Professional Reading Specialist<sup>1</sup>

RDG 573 or 572	3
RDG 574, 575, 576	9
from EDSP 505, EDU 512, 522, 545, RDG 572	9
For Professional Educational Diagnostician Support Area <sup>2,3</sup>	
CNSL 523 or PSY 581	3
EDSP 505, 525, 527, 528, 529, 599	15
P ED 528, RDG 575	6
For Gifted and Talented Support Area	
EDU 560, 562, 564, 566, 569	15
electives as advised	6
For Technology Director Support Area	
EDTC 549, 559, CIS 501, 504, 560, 510, 578	21
For Technology Applications Support Area	
EDTC 549, 559, CIS 560	9
CIS 561, 562, 563, 565	12

<sup>1</sup> Other requirements for Reading Specialist Certificate include valid Texas Teaching Certificate, 3 years classroom teaching, and EDU 320 or ENGL 370 or PSY 320.

<sup>2</sup> Other requirements for Educational Diagnostician Certificate include PSY 303; EDSP 463; valid Texas Teaching Certificate; 3 years' classroom teaching, and a master's degree.

<sup>3</sup> Does not require EDU 538 as part of the core.

### **Department of Educational Administration, Counseling, & Psychology**

#### **MASTER OF EDUCATION DEGREES IN EDUCATIONAL ADMINISTRATION AND COUNSELING**

The Department of Educational Administration, Counseling, and Psychology offers the Master of Education degree with two majors: Educational Administration and Counseling. These degree options are designed to help students improve their competencies in their respective fields by developing new skills and in-depth knowledge, which are requisites for assuming roles of increased responsibility and leadership.

#### **BASIC PROCEDURES**

Graduate advisors are designated in each of the two major program areas to assist new students and those for whom graduate committees have not been appointed. The graduate committee chair, when appointed, assists the student in developing a degree plan and, along with the committee members, assumes the responsibility for preparing the student for the comprehensive examinations.

To receive full admission to any degree program offered in the Department of Educational Administration, Counseling, and Psychology, an applicant must meet all standards established by the College of Graduate Studies and all departmental program requirements and be recommended by the graduate advisor, committee chair, or the program admissions committee.

Students who meet the general requirements for conditional admission and are recommended by the department for full admission will be permitted to pursue one of the major areas in the department. Typically, the student admitted conditionally will be required to complete 12 semester hours with a 3.25 GPA.

To remain in good standing, students who have full admission status are expected to maintain a 3.0 GPA. Students whose GPA does not meet the minimum may not enroll for additional work without special permission from the department head.

Consideration for accepting transfer credits will be given only after a student has full admission to graduate study. Credits transferred from an approved institution must meet the guidelines outlined in Limitations on Transfer and Correspondence Courses in General Requirements for the Master's Degree.

### **COMPREHENSIVE EXAMINATION**

The following comprehensive examination procedures apply to the majors offered in the Department of Educational Administration, Counseling, and Psychology.

#### **Administration and Application Dates**

Examinations will be administered three times per year. Examinees must have filed a degree plan and complete an application to be eligible to take the comprehensive exam according to the schedule that follows.

<b>Test Date</b>	<b>Application Deadline</b>
Second Saturday in April	March 1
Second Saturday in July	June 5
Second Saturday in November	October 1

No examination will be administered other than on a regularly scheduled administration date without permission from the graduate advisor, the department head, and the Graduate Dean.

Comprehensive examinations will be composed of objective and essay sections. A student must receive a satisfactory grade on each section in order to successfully complete the comprehensive examination.

#### **Procedures for Educational Administration**

**SECTION ONE.** This section consists of multiple-choice questions that address (1) the degree major core courses, and (2) foundation courses (Human Development, Curriculum, Design and Implementation, Educational Sociology, and Educational Research). This section is designed to test a student's knowledge and understanding of content and concepts in the field of study.

**SECTION TWO.** This section of the examination is designed to assess higher-order thinking skills. It consists of four essay questions. Each test is composed of one common question and one from each of the three committee members.

**GRADING PROCEDURES.** Section One is computer graded and a student is expected to satisfactorily answer a specific number of questions.

Each comprehensive examination essay question is evaluated based upon the following points system: **4** – exceptional response well above expectations; **3** – average response consistent with expectations; **2** – weak response below expectations, but still passing; **1** – inadequate response, a failing performance; and **0** – response did not address the required task, a failing performance. A student must receive a minimum score of '2' on three of the four essay questions in order to pass the essay portion of the master's comprehensive examination.

Oral examinations may be required of any candidate with a marginal performance on this section. If a test paper contains major grammar and/or composition errors, the student may be asked to repeat the examination.

### **Procedures for Counseling and Counseling Psychology**

**SECTION ONE.** Each committee member will grade the essay questions that he/she submitted for the exam. Two questions are submitted by the chair of the committee, and each committee member submits one question. A committee member may choose to read a student's response to all four questions.

Each of the exam questions will be graded on a 25 point scale. All four questions must be attempted. To pass this section, a student must receive at least 70 out of the possible 100 points. Points may be subtracted from an essay because of content deficiencies, grammar, or composition errors.

**SECTION TWO.** This section of the comprehensive examination consists of a computer-graded, 100-question multiple choice examination over the course content of required courses. Each question is worth one point, and the student is expected to attain a score of at least 70 points.

**RETAKE POLICY.** If an examinee fails either section of the examination, he/she may retake the failed section(s) at the next regular administration date. No one may retake any section of the examination more than two times without authorization from the department head and Graduate Dean.

**OTHER PROVISIONS.** Blue books, furnished by the department, are required for all essay questions. Examinees will be required to purchase blue books at the door on the day of the test.

### **MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION DEGREE AND CERTIFICATION REQUIREMENTS**

The Educational Administration programs at Tarleton State University are designed to prepare effective education leaders. Requirements for the master's degree (36 semester hours), the Principal's Certificate (39 semester hours), and the Superintendent's Certificate (54 semester hours) reflect the significant changes that occur in society, schools, and the roles and responsibilities of school administrators.

Tarleton's Master of Education degree in Educational Administration and the accompanying certification programs are designed to prepare administrators for a variety of roles and responsibilities. The Principal's Certificate qualifies one to hold campus-level administrative positions in the school, including the principalship. The Superintendent's Certificate qualifies one to become a superintendent. The programs are designed to support the continuing professional development of career-oriented individuals and help them to be knowledgeable decision-makers, capable of providing leadership to the district, campus, and community.

### **TYPICAL CURRICULUM FOR MEd IN EDUCATIONAL ADMINISTRATION**

Following is the typical curriculum for the Master of Education Degree in Educational Administration. A student who wishes to complete this degree and qualify for the principal's certificate should ask his/her academic advisor for information about additional requirements for the principal's certificate.

#### **Foundations**

Foundation course work prepares the student for the rigorous study in the Educational Administration core. Foundation course work is derived from three areas:

1. The following courses or the equivalent as approved by the advisor:  
EDU 502, 538, 598, PSY 504
2. EDAD 500

3. Six hours of electives not in the educational administration core and approved by an advisor

### **Educational Administration Core**

EDAD 507, 509, 512, 516, 539

### **Thesis Option**

Students pursuing the M.Ed. in educational administration may choose the thesis option. The thesis option involves an original research project under the direction of a graduate faculty member and the preparation of a thesis in addition to the prescribed course work. The 36-hour degree program includes 15 hours from the educational administration core, 6 hours of EDAD 588, and 15 hours by advisement. The student must enroll in EDAD 588 for two consecutive semesters and complete the thesis according to the standards and policies determined by the Department of Educational Administration, Counseling, and Psychology and the College of Graduate Studies.

### **ADMISSION TO ADMINISTRATION PROGRAMS**

Admission procedures for the Master of Education Degree in Educational Administration include the following steps:

- 1. Admission to the College of Graduate Studies**

Students must complete all requirements for admission to the College of Graduate Studies listed in the current University catalog. Students must be eligible for full admission upon completion of the first 12 semester hours of course work, which includes EDU 598, to continue in the program.

- 2. Admission to the Educational Administration Program**

Students will submit a formal application to the graduate advisor of the Educational Administration Programs prior to completing EDAD 500. This application serves as a basis for advising the student with regard to general graduate and certificate requirements, course work, and degree requirements. The application requires that students submit 3 letters of reference, one of which must be from a current school district administrator, and a satisfactory score on the Graduate Record Examination (GRE).

- 3. Assessment of Knowledge and Skills**

Students must complete an assessment of knowledge and skills that will lead to a professional growth plan. Typically, students will initiate this requirement as a part of EDAD 500 (Foundations of Educational Administration) early in their program.

- 4. Recommendation for Certification**

Recommendation for certification by Tarleton State University will be forwarded to the State Board for Educator Certification only after the student has successfully completed the designated course of study, two years of creditable teaching experience as a classroom teacher (see TAC § 241.25), and the Texas Examination of Educator Standards (TExES). Students will be allowed to register for the TExES during the last semester of the course of study and just prior to completing the professional development requirements (see #5 below). Students who fail to register and take the TExES within 24 months after the date of completing the requirements listed in this paragraph must request permission from the department head prior to registering for the TExES. The department head may require additional study to ensure that the student is current in the knowledge and skills in the learner-centered proficiencies. The additional study may include, but is not limited to, additional course work.

Students who fail to satisfactorily complete the TExES must receive permission from the department head prior to registering for a subsequent attempt on the TExES. The department head may require additional study to ensure that the student is current in the knowledge and skills in the learner-centered proficiencies. The additional study may include, but is not limited to, additional course work.

Students should regularly visit with advisors and the Certification Office for updates and changes in the certification process.

#### **5. Professional Development Requirements**

The student must complete a minimum of 70 CPE clock hours of professional development experiences related to the professional growth plan. In conjunction with an advisor, the student will develop a growth plan utilizing assessment information and needed educational experiences. The professional development units must be satisfactorily completed prior to approval by the university for the student to be eligible for SBEC standard principal certification.

### **PRINCIPAL'S CERTIFICATE** **SUPERINTENDENT'S CERTIFICATE** **TYPICAL CURRICULUM**

Following is the typical curriculum for the Principal's Certificate. A master's degree is a prerequisite for this certificate.

#### **Foundations**

EDAD 500

#### **Educational Administration Core**

EDAD 507, 509, 512, 516, 539

#### **Additional Requirement for the Principal's Certificate**

EDAD 599 (Internship for the Principalship)

Six hours of graduate level electives

#### **ADMISSION TO THE PRINCIPAL'S INTERNSHIP**

Because the internship course work cannot be applied to the Master of Education degree, students pursuing the Principal's Certificate normally complete their master's degree requirements before doing their internships. The student must enroll each semester until the internship is satisfactorily completed. Application for admission to the principal internship must be submitted to the Graduate Advisor of the Educational Administration Programs no later than June 15 preceding the fall of enrollment for the internship and October 15 preceding the spring internship. Students must complete the educational administration core or be enrolled in the last of five core courses prior to enrolling in the internship. The internship course typically is a one-semester course; however, this course may be repeated so that the student can satisfactorily complete internship requirements. No more than 3 semester hours of internship course work can be used to satisfy certification plan requirements.

#### **NEW CENTURY EDUCATIONAL LEADERSHIP PROGRAM**

The New Century Educational Leadership Program (NCELP) is an alternative principal certification program. Its purpose is to prepare highly qualified individuals to serve as public school administrators in Texas. NCELP is not designed to replace or detract from the traditional certification program at Tarleton or any other university. NCELP is a collaborative administrator program between Tarleton State University and public school districts in Texas.

The NCELP is designed for persons who have completed a baccalaureate degree or higher, who have a record of exemplary academic achievement and/or work experience, and who have demonstrated leadership qualities. Certification is earned through a combination of intensive summer course work and monthly seminars coupled with the possibility of a paid, five semester internship in an administrative position with a public school. The internship is jointly sponsored and supervised by Tarleton State University and the participating school district. Interns develop professional administrative knowledge and skills through the combination of University classes and practical administrative experiences. Persons who meet all requirements of the NCELP program but who do not have an administrative position may still be considered for the program. These persons would have fewer hours in the internship and would be required to take additional courses.

Through NCELP, interns earn a Master of Education in Educational Administration and a Principal certificate that enables the intern to accept administrative positions in Texas public schools.

#### **NCELP Entry Requirements**

Grade point requirements for entering the NCELP program are more stringent than those of most other administrator education programs. NCELP applicants must present a bachelor's degree or higher from a regionally accredited institution with a grade point average of at least 3.0 on the last 60 hours. Further, applicants with bachelor's degrees must present evidence of at least three years of successful experience in a position with leadership responsibilities. Applicants with graduate degrees must present evidence of at least two years of such experience. All applicants must document at least three years of teaching experience.

In addition, applicants must successfully complete an intensive screening process that includes a formal presentation and input from public school administrators familiar with the applicant.

Concurrent with applying for admission to NCELP, applicants must also apply for admission to the College of Graduate Studies at Tarleton. An acceptable score on the general test of the Graduate Record Exam (GRE) is required by Tarleton for admission to graduate school.

The applicant must secure a position in a public school in Texas in which he/she executes administrative responsibilities during at least 30% of his/her duty hours within the school day.

Additional requirements also apply to NCELP applicants. Persons interested in applying for the program should contact the NCELP Director in the E.J. Howell Building Room 105 or by phone at (254) 968-9792 or by contacting the NCELP program specialist at (254) 968-9805.

#### **Collaborative of Educational Organizations Program**

Tarleton State University, in collaboration with Education Service Center Region XI and regional school districts, provides the Collaborative of Educational Organizations (CEO) Principal Preparation Program as a two-year program for obtaining certification and a master's degree. Relevant training is provided through the program along with the support of a mentor principal and CEO program staff.

During the first year of the program, CEO students progress through a field-based program that emphasizes the application of knowledge and skills through a variety of experiences developed around the challenges of administrative practice. Participants remain in their classrooms or their current non-

administrative positions and fulfill specific campus leadership responsibilities in preparation for their internship.

During the second year, participants are placed in campus-based administrative positions or internships. Certain duties and experiences are required to be consistent with CEO Principal Preparation Program objectives and to develop skills necessary for the principalship.

Minimum entry requirements include two years' teaching experience, a valid teaching certificate, a grade point average of at least 3.0 on the last 60 hours of coursework, a completed CEO Principal Preparation Program application, completion of a district agreement form, an e-mail account and access to the Internet, and full admission to the Tarleton College of Graduate Studies.

There are several screening processes prior to acceptance into the program, and the applicant may need to meet additional admission requirements. The school district that currently employs the applicant must be willing to recommend him/her for the CEO program. The second-year internship must be at least 50 percent administrative in nature.

In both years of the program, participants attend intensive training during June and July. In the first year, course work continues on Saturdays during the school year. In the second year, course work is held on one or two weekdays each month. Participants must attend all sessions and maintain a 3.0 GPA on all coursework. Participants engage in a continuous process of performance and evaluation in a variety of formats.

Application packets may be picked up in the Administrative Development Department at ESC Region XI, 3001 North Freeway, Fort Worth, TX 76106. Application packets may also be obtained by calling (817) 740-7631.

There are additional fees associated with this program, besides the standard tuition and fees required by the University. For a delineation of these fees, please call the University program specialist at (254) 968-9805.

#### **ADMISSION TO THE SUPERINTENDENT'S CERTIFICATE PROGRAM**

For admission to the Superintendent's Certificate Program, students must (a) have earned the principal certificate; (b) have been admitted to the College of Graduate Studies according the requirements of the current University catalog; (c) submit copies of official teacher and administration certificates and; (d) formally apply with the graduate advisor of the Education Administration Programs for admission to the Superintendent's Certificate Program.

Admission to the program does not guarantee recommendation for certification. To be recommended for certification, students must meet all program requirements and, satisfy the requirements for recommendation for certification outlined on p. 230.

#### **Additional Requirements for the Superintendent's Certificate Requirements/Courses**

EDAD 601, 602, 603, 604, and 605

Additional hours above Principal's Certificate for the Superintendent's Certificate

**Semester Hours**

15

#### **DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP**

Designed to prepare high quality scholar-practitioners for public school leadership, the Doctor of Education (Ed.D.) in educational leadership offers a rich theoretical knowledge base as the foundation for the development of visionary leaders for the Pk-12 environment. The Ed.D. consists of 60 semester hours of

coursework and a 12 semester hour dissertation requirement combining an individualized program of study with specialized course work and research.

The program operates as a cohort model. Students are admitted annually and then matriculate through the doctoral course work as a class. At the beginning of the program, the course work is similar for all students in the cohort, but as students progress through the program, their program of study becomes more individualized and focuses on a specific area of study.

## **ADMISSION**

The admission process is a three-stage process. Stage 1 is the screening process, which includes submission of all appropriate documents by the advertised deadline. The required documentation includes:

- Official transcripts indicating completion of a Master's degree from a regionally accredited institution of higher education
  - Indicating grade point average (GPA) on all graduate course work
  - Minimum of 18 semester credit hours of graduate or undergraduate course work in administration, management or leadership, or equivalent experience.
- A minimum of four (4) references—two references must be from persons holding a doctorate
- Recent official scores on the Graduate Record Exam (GRE)
- A leadership portfolio

Stage 2 is the evaluation stage, which consists of a review of all information submitted in the screening process, review of a writing sample, and personal interviews. Stage 3 is the selection stage of the admission process. During stage 3, the admissions committee determines the applicants most appropriate for admission to the doctoral program. Admissions are considered twice yearly; (1) an early admission period in December and (2) the normal admission period in May. An application packet may be obtained from the doctoral program web site at [www.tarleton.edu/~edd](http://www.tarleton.edu/~edd) or the web site for the College of Graduate Studies, [www.tarleton.edu/~graduate](http://www.tarleton.edu/~graduate). Please contact the College of Graduate Studies for application deadlines.

## **CURRICULUM**

### **Course Work**

The doctoral program curriculum consists of 72 semester hours in educational leadership, research tools, specialization area, dissertation, and electives. Thirty-six of the semester hours have a pre-requisite of doctoral standing, and must be taken with the cohort. Non-doctoral courses (i.e., specialization and electives) can be taken at the leisure of the student. However, students are advised to take the electives in the sequence listed in the typical curriculum. Students should work closely with their advisors so that an appropriate workload is established. Course work applied to a previous degree will not be applied to the doctoral degree. Course work taken more than 10 years previous to the date of graduation will not apply toward the degree.

### **Educational Leadership Core**

Enrollment in all courses in the educational leadership core require doctoral standing. Students will be required to take these courses with the cohort group. The year and semester of the delivery of the courses are outlined in the Typical Curriculum section. The leadership core consists of 27 semester hours.

EDAD 610 Historical and Theoretical Foundations in Educational Leadership

EDAD 611 Critical Issues in Educational Leadership  
 EDAD 614 Philosophy and Ethics in Educational Leadership  
 EDAD 621 Education Law and Policy  
 EDAD 622 Data Analysis and School Improvement  
 EDAD 623 Theory & Practice of Organizational Leadership  
 EDAD 624 Advanced Studies in Educational Leadership  
 EDAD 630 Educational Governance and Politics  
 EDAD 685 Advanced Seminar in Educational Leadership

### **Research Tools**

Enrollment in the nine semester hours of research tools under the EDAD prefix require doctoral standing. Students will be required to take those courses with the cohort. Psychology 500, Behavioral Statistics, does not require doctoral standing. The research tools consist of 12 semester hours.

PSY 500 Behavioral Statistics  
 EDAD 612 Methods of Educational Research  
 EDAD 625 Methods of Inquiry I  
 EDAD 631 Methods of Inquiry II

### **Specialization/Cognate Area**

In the specialization area, the student will work with his/her doctoral committee to establish a program supportive of his/her professional goals and doctoral objectives. A minimum of 12 hours may be selected from the educational administration electives or other appropriate graduate course work.

Once students have successfully passed the qualifying examination (see below), they are eligible to propose their dissertation study. Students make an oral defense of their proposal to their doctoral committee. Once the dissertation has been completed, students will defend their dissertation to the members of their graduate committee, the Graduate Dean or the Dean's representative who is a member of the Graduate Council, and invited guests. Students must continuously enroll in a dissertation course each semester until the dissertation is completed. The student must enroll in a minimum of 12 semester hours of EDAD 788.

### **QUALIFYING EXAMINATION**

At the completion of the leadership core, the students must take a comprehensive written and oral qualifying examination. Upon successful completion of the qualifying exam and recommendation of doctoral faculty advisors, students will be admitted to candidacy.

### **RESIDENCY**

Degree candidates will be required to complete a campus residency of at least two long semesters, and one summer session, consecutively. A minimum of seven (7) hours must be taken during each of the semesters and summer session. During the residency, the student will enroll in EDAD 611, Critical Issues in Educational Administration, and complete a residency plan requiring the student to participate in activities related to cultural diversity, research, service, and professional development.

### **INTERNSHIP**

The completion of an internship is required prior to the awarding of the Ed.D. in Educational Leadership. Internships will be made available for students seeking principal and superintendent certification. Students who have not

participated in an internship program leading to principal or superintendent certification will be required to enroll in EDAD 686, Internship in Educational Leadership. Internship course work may not be used to satisfy other degree requirements.

### TYPICAL CURRICULUM

The following is a typical curriculum for students in the Ed.D. program. The listed courses must be taken with the cohort group in the time frame listed below. Students should work closely with their advisors when deciding to complete electives and specialization courses.

#### Year 1

##### Summer

EDAD 610

##### Fall

PSY 500  
EDAD 614

##### Spring

EDAD 612  
EDAD 621

#### Year 2 (Residency)

##### Summer

EDAD 611  
EDAD 623  
Elec/Spec (6)

##### Fall

EDAD 611  
EDAD 625  
EDAD 630

##### Spring

EDAD 611  
EDAD 622  
EDAD 631

#### Year 3

##### Summer

EDAD 624

##### Fall

EDAD 685  
Elec/Spec (3)  
Qualifying Exam

##### Spring

Elec/Spec (6)

#### Year 4

##### Summer

Elec/Spec (6)  
EDAD 788

### TRANSFER COURSE WORK

With the approval and written request from the doctoral advisor, and at the discretion of the Dean of the College of Graduate Studies, students may transfer up to 12 semester credit hours toward the doctoral degree from another regionally-accredited university. Transfer course work may not be used to satisfy the educational leadership core requirements. Because of limitations on transfer for advanced standing, advisors should be consulted prior to making the request.

### MASTER OF EDUCATION IN COUNSELING

The Professional Counselor Program offers a program of study leading to the Master of Education degree with a major in Counseling. The degree enables graduates to be eligible for the Professional Counselor License (LPC). The program also enables students to pursue certification as a school counselor. Before school counseling certification can be granted, students must have accrued at least two years of teaching experience in public schools, grades K-12.

Any student pursuing a degree, certificate, or license in counseling must be admitted to the Professional Counselor Program. Applicants must meet both graduate school admission requirements and program admission requirements. Students pursuing school counseling certification must hold a valid permanent teacher's certificate. Students who are not pursuing school counseling certification should have an undergraduate degree in a field related to

counseling, such as psychology, social work, or sociology. If their undergraduate degree is in a field not closely related to counseling, these students may be required to take additional coursework.

### **ADMISSION GUIDELINES**

- The student must be admitted to the College of Graduate Studies.
- The student must meet admission requirements as specified in the Application for Admission to the Professional Counselor Program or the Graduate Psychology Program. Application forms may be obtained from the department office or website.
- The student must return the completed application for admission and all documentation according to the following schedule:
 

Fall Semester	July 15
Spring Semester	November 15
Summer Semester	April 15
- An admissions committee consisting of members of the graduate counseling or psychology faculty will convene every semester to review applications and make recommendations for acceptance or rejection of individual applicants. The following factors contribute to the decision of the admissions committee:
  - graduate admission status
  - performance in previous undergraduate and graduate coursework
- Additional coursework may be required if a student's undergraduate degree is not in a field that is closely related to counseling or psychology.
  - Students seeking one of the masters of science degrees must have 9 semester hours in psychology, with at least 6 of these hours coming from upper level (junior/senior) coursework.
- All students failing to meet full admission requirements will be placed on conditional admission status until the first 12 semester hours are completed.
  - Students must enroll in coursework approved by a graduate advisor and receive a grade point average (GPA) of 3.25 or above on the specified coursework.
  - Students will not be permitted to enroll in additional coursework in counseling (CNSL), counseling psychology (CPSY), or psychology (PSY) beyond the first 12 semester hours if not fully admitted to the program.
  - If denied full admission, students may re-apply for admission after successful remediation. Students are responsible for this remediation following input from the graduate advisor and/or admissions committee.

Students' admission status will be reviewed continuously throughout their course of study regarding their ability to develop competence in counseling, therapy, and/or assessment skills. Should a change in admission status be required, appropriate program procedures will be followed. Consult the student handbook or ask a graduate advisor for details.

### **Admission to Candidacy**

- Admission to candidacy is a requirement for all degree-seeking students. Upon completion of specific core courses, a student must be admitted to candidacy to continue progress on the degree plan.
- Students must make application for admission to candidacy.
- The requirements for candidacy are:
  1. Have a degree plan on file in the Graduate School and Department

2. Be fully admitted to the Counseling, Counseling Psychology, or Educational Psychology program and Graduate School
  3. Have a 3.0 GPA and not be on academic probation
  4. Show satisfactory progress and acceptable standards of conduct
  5. Pass a core exam at a score of 70% or better
- Submit an essay regarding the student's learning as a result of taking the Sixteen Personality Factor (16PF) questionnaire while enrolled in CNSL 550 or PSY 506  
The essay must be introspective and utilize 16PF interpretation report information to address the student's (1) reaction to the experience, (2) identified strengths, and (3) identified areas for growth as they relate to becoming a professional counselor, psychologist, or therapist.
  - The required core courses that must be successfully completed for admission to candidacy are:
    1. Educational Psychology and Counseling Psychology programs  
PSY 500  
PSY 506  
CPSY 553  
CPSY 581
    2. Counseling program  
CNSL 550  
CPSY 553  
CPSY 581  
EDU 598
  - The required core courses must be completed within the first 21 graduate semester hours of study. Students will be restricted from registering beyond the first 21 hours until the core exam is successfully completed.

### Core and Comprehensive Examinations

#### Core Examination

- Every student must apply for and pass a core examination to be admitted to degree candidacy.
- The examination is taken after the required core courses are completed and no later than after 21 graduate hours are completed
- The examination is administered once a semester on the same date as the comprehensive examination (see below)
- The examination consists of 100 objective, multiple choice questions related to the four core courses. A score of 70% must be obtained on the examination to pass it. The core exam may be retaken if failed once; after two failures, additional coursework, determined by graduate program faculty, will be required prior to taking the exam again; the student will be dismissed from the program after three failures.

### CURRICULUM

The master's degree with a major in counseling consists of 48 semester hours of study as follows:

#### Required courses (42 hours)

CNSL, 550, 552, 591, 595, 596	15
CPSY 551, 553, 554, 556, 557	15
EDU 598	3
PSY 504, 511 or EDU 502, PSY 581	9

Electives	6
<b>Total:</b>	<b>48</b>

**SCHOOL COUNSELING REQUIREMENTS**

Students who pursue School Counseling Certification follow the same procedures for admission to the counseling program. A student who has a master's degree and wants to pursue School Counseling Certification may be admitted as a special non-degree-seeking student. Alternatively, the student who already has a master's degree may choose to seek the master's degree with a major in counseling. No more than six hours of study completed as a special non-degree-seeking student may be applied to a second master's degree program. A student who does not have a master's degree must seek the degree concurrent with the certification.

**CERTIFICATE REQUIREMENTS****Required Counseling Courses**

CNSL, 550, 595, 596	9
CPSY 551, 553, 554, 557, 581	15
CNSL 552 or CPSY 556 or EDSP 505	3
elective	3

**Required EDU and PSY courses**

EDU 502 or PSY 511	3
PSY 504	3

**MASTER OF SCIENCE DEGREES IN PSYCHOLOGY**

The Department of Educational Administration, Counseling, and Psychology offers programs of study leading to the Master of Science degree in Counseling Psychology and Educational Psychology. The Master of Science in Counseling Psychology provides options in Counseling Psychology and Marriage and Family. These options enable graduates to be eligible for the Professional Counselor License (LPC). The Master of Science degree in Educational Psychology provides options for the Licensed Psychological Associate and School Psychology.

Students wishing to pursue a master's degree in Psychology must be admitted to the graduate Psychology program. Applicants must meet both graduate school admission requirements and program admission requirements. Students should have an undergraduate degree in Psychology or a related field such as social work, sociology, management, or human resources. A student whose undergraduate degree is in a field not closely related to Psychology may be required to take additional work.

**Admission**

- The student must be admitted to the College of Graduate Studies.
- The student must meet admission requirements as specified in the Application for Admission to the Professional Counselor Program or the Graduate Psychology Program. Application forms may be obtained from the department office or website.
- The student must return the completed application for admission and all documentation according to the following schedule:
 

Fall Semester	July 15
Spring Semester	November 15
Summer Semester	April 15
- An admissions committee consisting of members of the graduate counseling or psychology faculty will convene every semester to review applications and

make recommendations for acceptance or rejection of individual applicants. The following factors contribute to the decision of the admissions committee:

- o graduate admission status
- o performance in previous undergraduate and graduate coursework
- Additional coursework may be required if a student's undergraduate degree is not in a field that is closely related to counseling or psychology.
  - o Students seeking one of the masters of science degrees must have 9 semester hours in psychology, with at least 6 of these hours coming from upper level (junior/senior) coursework.
- All students failing to meet full admission requirements will be placed on conditional admission status until the first 12 semester hours are completed.
  - o Students must enroll in coursework approved by a graduate advisor and receive a grade point average (GPA) of 3.25 or above on the specified coursework.
  - o Students will not be permitted to enroll in additional coursework in counseling (CNSL), counseling psychology (CPSY), or psychology (PSY) beyond the first 12 semester hours if not fully admitted to the program.
  - o If denied full admission, students may re-apply for admission after successful remediation. Students are responsible for this remediation following input from the graduate advisor and/or admissions committee.

Students' admission status will be reviewed continuously throughout their course of study regarding their ability to develop competence in counseling, therapy, and/or assessment skills. Should a change in admission status be required, appropriate program procedures will be followed. Consult the student handbook or ask a graduate advisor for details.

#### **Admission to Candidacy**

- Admission to candidacy is a requirement for all degree-seeking students. Upon completion of specific core courses, a student must be admitted to candidacy to continue progress on the degree plan.
- Students must make application for admission to candidacy.
- The requirements for candidacy are:
  1. Have a degree plan on file in the Graduate School and Department
  2. Be fully admitted to the Counseling, Counseling Psychology, or Educational Psychology program and Graduate School
  3. Have a 3.0 GPA and not be on academic probation
  4. Show satisfactory progress and acceptable standards of conduct
  5. Pass a core exam at a score of 70% or better
- Submit an essay regarding the student's learning as a result of taking the Sixteen Personality Factor (16PF) questionnaire while enrolled in CNSL 550 or PSY 506
  - The essay must be introspective and utilize 16PF interpretation report information to address the student's (1) reaction to the experience, (2) identified strengths, and (3) identified areas for growth as they relate to becoming a professional counselor, psychologist, or therapist.
- The required core courses that must be successfully completed for admission to candidacy are:
  - 1 Educational Psychology and Counseling Psychology programs
    - PSY 500
    - PSY 506
    - CPSY 553
    - CPSY 581
  2. Counseling program

CNSL 550  
 CPSY 553  
 CPSY 581  
 PSY 501

- The required core courses must be completed within the first 21 graduate semester hours of study. Students will be restricted from registering beyond the first 21 hours until the core exam is successfully completed.

### **Core and Comprehensive Examinations**

#### Core Examination

- Every student must apply for and pass a core examination to be admitted to degree candidacy.
- The examination is taken after the required core courses are completed and no later than after 21 graduate hours are completed
- The examination is administered once a semester on the same date as the comprehensive examination (see below)
- The examination consists of 100 objective, multiple choice questions related to the four core courses. A score of 70% must be obtained on the examination to pass it. The core exam may be retaken if failed once; after two failures, additional coursework, determined by graduate program faculty, will be required prior to taking the exam again; the student will be dismissed from the program after three failures.

### **MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY**

The Master of Science degree in Counseling Psychology includes a core curriculum of 27 semester hours of study:

Core Requirements:	Hours
PSY 500, 501, 504, 505, 506, 584	18
CPSY 553, 557, 558	9

Additional requirements for options (in addition to core requirements):

Option A: Licensed Professional Counselor (Total hours: 48)

PSY 511	3
CPSY 551, 554, 581	9
from PSY 513, 582, CPSY 524, 556, 594, CNSL 559, 593	9
elective	3

Option B: Marriage and Family (Total hours: 48)

CPSY 509, 510, 520, 524, 556, PSY 587	18
PSY 511	3

Mental Health certification may be obtained by taking additional hours of course work upon completion of the degree requirements for the Master of Science in Counseling Psychology. Please consult your advisor for information about this certification.

### **MASTER OF SCIENCE IN EDUCATIONAL PSYCHOLOGY**

Core Requirements:	Hours
PSY 500, 501, 504, 506	12
CPSY 553, 581	6

Requirements for options (in addition to core requirements):

Option A: Licensed Psychological Associate (Total hours: 45)

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Liberal and Fine Arts

CPSY 554, 557, 581	9
PSY 505, 514, 580, 584	12
Electives from CPSY, PSY	6

Option B: School Psychology: [Non-thesis (63 hrs.) or Thesis (66 hrs.)]

PSY 502, 503, 505, 511, 514, 515, 580, 582, 583, 595, 596	33
CPSY 557, CPSY 558 or EDSP 505	6
EDU 538	3
EDAD 512	3
PSY 588 (Thesis; optional)	3

## Department of Health & Physical Education

### **MASTER OF EDUCATION DEGREE IN PHYSICAL EDUCATION**

The Master of Education degree with a major in Physical Education is designed specifically for those students who have completed an undergraduate degree in Physical Education. A minimum of 18 graduate hours in Physical Education is required of majors. The major objective of the Master of Education in Physical Education is to promote professional growth of teachers and exercise specialists.

### **BASIC PROCEDURES**

Graduate faculty members in the Physical Education Department serve as academic advisors to graduate students. After completion of at least 12 semester hours and full admission to graduate study, the graduate student shall select a chairperson of the advisory committee. In consultation with the chairperson, the remainder of the advisory committee will be selected. A degree plan will be filed and admission to candidacy granted, provided all academic requirements have been met. The advisory committee has the responsibility for the degree program and comprehensive testing of the student prior to conferral of the degree.

### **DEGREE REQUIREMENTS**

#### **Curriculum**

The following courses are required for a Master of Education degree in Physical Education:

#### **Non-thesis Option**

The non-thesis option in Physical Education requires the student to complete the following requirements:

P ED 501, P ED 536, and EDU 598

At least 12 additional graduate hours in P Ed

15 additional graduate hours by advisement

#### **Thesis Option**

P ED 501, P ED 536, and EDU 598

P ED 588 Thesis (a student must enroll in Thesis for at least 2 semesters for a total of 6 hours credit)

At least 6 additional graduate hours in P ED

15 additional graduate hours by advisement

#### **Comprehensive Examination**

**General Policies.** Physical Education majors must pass a written and/or oral comprehensive examination during the semester in which graduation is anticipated. Failure of the written examination will result in an oral examination to be administered in a reasonable length of time following the written examination.

**Specific Departmental Requirements.** The written and/or oral examination date will be selected by the head of the Physical Education Department each semester.

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## **LIBERAL & FINE ARTS**

### **MASTER OF SCIENCE IN LIBERAL STUDIES**

The Master of Science degree with a major in Liberal Studies requires 36 semester hours of graduate study consisting of 12 courses. The student must meet academic requirements set by the University for a master of science degree and complete one area of emphasis, one course in research, and elective courses. The area of emphasis will be noted on the transcript. Eighteen hours constitute an area of emphasis. Departments may require some prerequisite courses for the area of emphasis. Selected courses in some disciplines may not be available for this degree for reasons of licensure or certification. The student should consult his/her academic advisor in developing the area of emphasis.

Degree program requirements:

Graduate hours in the field of emphasis	18
Research course at the graduate level (must be approved by department offering emphasis)	3
Electives (graduate hours outside the emphasis area)	<u>15</u>
Total	<u>36</u>
	hours

A student pursuing the Master of Science in Liberal Studies must successfully complete the comprehensive exam in the field of emphasis. The field of emphasis may be business, criminal justice, or psychology.

### **Department of English & Languages**

#### **MASTER OF ARTS IN ENGLISH**

Graduate studies in English are designed to continue, enrich, and enhance education in literature, rhetoric, and language. The Department of English and Languages offers the Master of Arts with a thesis and non-thesis track. The thesis track is designed primarily for students planning a career in college teaching; this track also prepares students to continue graduate studies toward the doctorate in English. The non-thesis track is designed primarily for students planning to continue their teaching careers at the secondary level. Students should choose between these two tracks according to their individual needs and goals.

To gain full admission to a master's program in English, students should have an undergraduate major in English and a minimum of 14 undergraduate hours (or the equivalent) in one foreign language. Those who lack the necessary background will be required to complete appropriate undergraduate leveling work. The departmental graduate admissions committee reviews transcripts and determines the nature and amount of leveling required. Students should take no more than six hours of graduate classes before completing leveling requirements.

The department head will assist students in selecting courses, establishing a graduate committee, and deciding between the thesis and non-thesis tracks. Once the student has selected a committee made up of three departmental graduate faculty members, the committee head will serve as the student's graduate advisor. The advisor will assist the student in developing a degree plan and will oversee the thesis (for thesis track) or directed reading (for non-thesis track). Students choosing the thesis track must also receive approval from the graduate admissions committee.

#### **MASTER OF ARTS DEGREE IN ENGLISH - THESIS TRACK**

The MA in English with thesis requires 36 semester hours of graduate English credit. All students must complete English 598 (Methods of Bibliography and Research Analysis). Students also complete departmental courses in the four following categories: 1) American literature, 2) British literature, 3) rhetoric or composition, 4) other. Students may take one English 586 (Special Problems) course; typically this course is taken the semester before the thesis and used to develop the thesis subject.

A written comprehensive examination (see below) must be taken and passed before students begin formal work on the thesis. When other requirements are completed, students enroll in 6 hours of English 588 (Thesis) and complete the thesis according to the standards and policies determined by the English department and the College of Graduate Studies. An oral defense of the thesis is required.

### **MASTER OF ARTS DEGREE IN ENGLISH - NON-THESIS TRACK**

The MA in English without thesis requires 36 semester hours of graduate credit. All students must complete English 598 (Methods of Bibliography and Research Analysis) and 580 (Studies in the Teaching of Composition). Students also complete departmental courses in the three following categories: 1) American literature, 2) British literature, 3) other (courses in areas other than American and British literature or Rhetoric and Composition). Students also complete one research-based course in directed readings (English 586 Special Problems) as the culmination of the graduate course work.

Students on the non-thesis track may select up to six hours of graduate courses in an outside area (such as history or education) with the guidance and approval of the graduate advisor and the department head.

### **COMPREHENSIVE EXAMINATION**

The written comprehensive examination is required of all students. This examination will be constructed, administered, and evaluated by the student's graduate committee. The committee consists of three members of the graduate English faculty. Non-thesis track students who choose to complete six hours of their course work in a field other than English must include on the committee an additional graduate faculty member from the outside area. An additional question pertaining to the outside specialization will be included on the examination.

If the student's performance is judged to be unsatisfactory, the committee may require the student to retake the examination. The committee may also stipulate additional course work in areas of perceived weakness as a prerequisite.

## **Department of Social Sciences**

### **MASTER OF ARTS DEGREE IN HISTORY**

The Master of Arts (MA) in History is offered through the Department of Social Sciences. Two tracks are available to students: 1) thesis, and 2) non-thesis. This degree is designed to expand and enrich a student's knowledge of history and to develop research, writing, and analytical abilities in United States, European, and world history. This degree will help to prepare students who wish to pursue further graduate study for a PhD degree or to improve their teaching abilities.

To gain full admission to the MA program, students must first meet the general requirements for admission to the College of Graduate Studies and hold an under-graduate degree with a history major or 24 hours in history. Those

students who lack the necessary undergraduate preparation will be required to complete up to 24 hours of appropriate leveling work. The department head in consultation with the graduate history advisor will review the student's transcript to determine the nature and amount of leveling work and will assist the student in establishing a graduate advisory committee. The graduate history advisor will also assist the student in selecting either the thesis or non-thesis track. Students must have the approval of the department head to change tracks once they have completed 24 hours of course work.

#### **MASTER OF ARTS DEGREE IN HISTORY – THESIS TRACK**

The MA in History (thesis track) requires 36 hours of approved course work, including HIST 598 (Historiography and Historical Method), one research course (HIST 520, 532, or 542), and 6 hours of HIST 588 (Thesis). In consultation with the graduate history advisor and the student's thesis advisor, a student may take 12 hours in an appropriate supporting field. The student must take course work in United States and non-United States history.

Each thesis track student in history must demonstrate proficiency in at least one foreign language prior to the awarding of the MA Degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either on the undergraduate or graduate level) or by obtaining a passing score on a standardized foreign language exam.

Each thesis track student will take a written comprehensive examination after completing 24 hours of course work and before registering for HIST 5883 (Thesis). The examination, based on course work submitted for the MA degree, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the examination result is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

Each thesis track student will complete a thesis under the direction of a thesis advisor, who will chair the student's graduate advisory committee. The student will not begin work on the thesis prior to completion of 24 hours of course work and will enroll in Thesis (HIST 588) only with prior approval of the department head and graduate history advisor. The thesis will be prepared in accordance with the general procedures specified by the College of Graduate Studies. Upon completion of the thesis, the student will sit for an oral defense before a committee composed of her/his graduate advisory committee and a representative from the Graduate College. Under special circumstances, the thesis advisor, in consultation with the graduate history advisor and the Dean of the College of Graduate Studies, may modify this requirement.

#### **MASTER OF ARTS DEGREE IN HISTORY – NON-THESIS TRACK**

The MA degree in History (non-thesis track) requires a minimum of 36 hours of approved course work, including HIST 598 (Historiography and Historical Method) and one research course (HIST 520, 532, or 542). In consultation with the graduate history advisor, a student may take 12 hours in an appropriate supporting field. The student must take course work in United States and non-United States history.

Each non-thesis track student in history must demonstrate proficiency in at least one foreign language prior to the awarding of the MA Degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either on the undergraduate or graduate level) or by obtaining a passing score on a standardized foreign language exam.

A written comprehensive examination will be administered after the student has completed course work, or during the semester of anticipated graduation. The examination, based on course work submitted for the MA degree plan, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the result of the examination is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

#### **MASTER OF ARTS DEGREE IN POLITICAL SCIENCE**

The Master of Arts (MA) in Political Science is offered through the Department of Social Sciences. Two tracks are available for students: thesis and non-thesis. This degree strongly emphasizes research and analysis in political science, administrative theory, and governmental institutions as preparation for those students planning additional graduate study at the doctoral level.

To gain full admission to the MA program, students must first meet the general requirements for admission to the College of Graduate Studies and hold an undergraduate degree in political science (government). Those who lack the necessary undergraduate preparation will be required to complete appropriate leveling work. The department head in consultation with the graduate political science advisor will review the student's transcript to determine the nature and amount of leveling work and will assist students in establishing a graduate advisory committee.

#### **MASTER OF ARTS DEGREE IN POLITICAL SCIENCE – THESIS TRACK**

The MA in Political Science requires 36 hours of approved course work. Each student may choose up to 12 hours in appropriate supporting work, which, if in a single specific field, may be declared a minor. Flexibility according to student need and interest will be permitted in the selection of specific course work.

Each thesis track student must demonstrate proficiency in at least one foreign language prior to the awarding of the MA degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either as an undergraduate or graduate student) or by obtaining a passing score on a standardized foreign language exam.

Each thesis track student will take a written comprehensive examination after completing 24 hours of course work and before registering for POLS 588 (Thesis). The examination, based on course work submitted for the MA degree plan, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the examination result is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

Each thesis track student will complete a thesis under the direction of a thesis advisor, who will chair the student's graduate advisory committee. The student will not begin work on the thesis prior to completion of 24 hours of course work and will enroll in Thesis (POLS 588) only with prior approval of the department head and graduate political science advisor. The thesis will be prepared in accordance with the general procedures specified by the College of Graduate Studies. Upon completion of the thesis, the student will sit for an oral defense before a committee composed of his/her graduate advisory committee and a representative for the Graduate College. Under special circumstances, the thesis advisor, in consultation with the graduate political science advisor and the Dean of the College of Graduate Studies, may modify these requirements.

### **MASTER OF ARTS DEGREE IN POLITICAL SCIENCE – NON-THESIS**

The Master of Arts Degree (non-thesis track) requires a minimum of 36 hours of approved course work. In consultation with the graduate political science advisor, a student may take 12 hours in an appropriate supporting field.

Each non-thesis track student will demonstrate proficiency in at least one foreign language prior to the awarding of the MA degree. Proficiency will be measured either by the successful completion (with a C or better) of 14 hours in a single foreign language (either as an undergraduate or graduate student) or by obtaining a passing score on a standardized foreign language exam.

A written comprehensive examination will be administered after the student has completed course work, or during the semester of anticipated graduation. The examination, based on course work submitted for the MA degree plan, will be constructed, administered, and evaluated by the student's graduate advisory committee. If the result of the examination is unsatisfactory, the student will be allowed to retake the comprehensive examination one additional time. Additional course work in areas of weakness may be required.

### **Department of Social Work, Sociology, and Criminal Justice**

#### **MASTER OF CRIMINAL JUSTICE**

The Master of Criminal Justice with an emphasis in Criminal Justice Administration prepares personnel for administrative positions in the police, corrections, juvenile, and judicial systems. The objectives of the program are based upon the assumption that criminal justice decision and policy making in society require broad academic experience, innovative thinking, understanding of the theoretical foundations of the field, knowledge of appropriate research methods, and principles of administration. The major focus is to demonstrate that criminal justice in the United States and the problems associated with crime and delinquency must be viewed within the context of the larger society rather than as an isolated system. The program includes analysis of the major elements within criminal justice as related elements in a system in which decisions regarding crime and justice in one sphere may have consequences in other spheres.

Graduates are expected to be

1. conversant with the theoretical and legal principles implicit in criminal justice administration;
2. knowledgeable about essential research contributions in the field;
3. capable of research analysis appropriate to the field; and
4. competent to assume administrative responsibilities involving decision making in one of the areas of criminal justice administration.

Core Courses:	Hours
C J 500 or PSY 500	3
C J 501, 510, 540, 598, 599	15
From C J 504, 508, 509, 520	3
 Concentration Courses	
From C J 504, 505, 508, 509, 514, 515, 520, 521, 522, 586*	6
Electives, as advised	9

- **No more than 6 hours credit allowed for C J 586.**

### **COMPREHENSIVE EXAMS**

All students must successfully complete comprehensive exams in the areas of criminological theory, research methods, and one specialty area. The student must complete the 18 hours of core requirements and at least nine hours of concentration courses, including electives, to be eligible to take comps. To sit for the comprehensive examinations, students must apply through their advisor and receive approval from the program area chair and department head at least one month prior to taking the exams. Comprehensive exams will be offered the last Friday in the months of October, February, and June each year.

Students who fail the comprehensive exams must retake only the section or sections failed. Students may retake the exam for the failed area the next time the exams are offered, or sooner by special arrangement made through their academic advisor. Students who fail the exam the second time will not be allowed a third attempt except by appeal to the department head. No student may take the failed portion more than three times. Students who are unable to satisfactorily complete the required comprehensive exams will be dropped from the program.

Additional information about procedures for the comprehensive examinations is available from the academic advisor or program area chair.

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# SCIENCE & TECHNOLOGY

## Department of Biological Sciences

### MASTER OF SCIENCE IN BIOLOGY

The graduate degree offered in the Department of Biological Sciences is intended to continue, enrich, and enhance education in the biological sciences. The Department of Biological Sciences offers the Master of Science degree with thesis and non-thesis tracks.

Students should have an undergraduate major in biology in order to gain full admission to the program. Those lacking the desired background will be required to complete appropriate leveling work. The departmental graduate advisor, in consultation with the department graduate faculty, will review the student's transcript and determine the nature and amount of leveling work. The departmental graduate advisor will assist students in establishing their advisory committee. The committee chair should be chosen by the end of the first semester of graduate work and will assume advising duties for the remainder of the program. The advisory committee should consist of a minimum of three members: at least two from the department graduate faculty and at least one from the graduate faculty of a department in which the student takes supporting work.

The MS in Biology requires 36 hours of approved course work. Biology 598 (Research Design and Analysis) and Biology 509 (Cellular Biology) are required of all students.

Generally, students complete a minimum of 24 hours in biology in addition to supporting course work for a total of 36 hours. The student will consult with his/her advisory committee in determining courses to be taken.

Original research is required in the program if the thesis option is chosen. In this option, students are required to take 6 hours of Biology 588 (Thesis). The student must prepare a thesis proposal, which describes the thesis research, for approval by the advisory committee and the College of Graduate Studies. The thesis, consisting of the written report of the research, must be the student's original work and must reflect his/her ability to express thoughts accurately and clearly. Both the thesis proposal and the thesis must be written according to guidelines and deadlines established by the College of Graduate Studies. A comprehensive examination on course work and the completion and successful defense of an acceptable thesis will conclude the program.

If the non-thesis option is chosen, a comprehensive written and oral examination on course work will conclude the program.

## Department of Chemistry, Geosciences, and Environmental Science

### MASTER OF SCIENCE IN ENVIRONMENTAL SCIENCE

The Master of Science in Environmental Science is designed along strong interdisciplinary lines to provide students with the training and basic knowledge to deal with a wide spectrum of environmental issues. However, emphasis is placed on water, both surface and groundwater, and natural resource management.

To gain admission to the Master of Science in Environmental Science program, students must meet the general requirements for admission to the College of Graduate Studies and must hold an undergraduate degree in one of the sciences such as Biology, Geology, Chemistry, Hydrology, or other areas related to environmental science.

After gaining admission to the Graduate College, the student will be advised initially by the Director of the Master of Science Program in Environmental Science. Depending upon a student's background and area of interest, the director will assist the student in selecting courses to take. By being familiar with the anticipated rotation of courses, the director will assist the student in planning his/her graduate program. Again, depending upon a student's background and career goals, the director will assist the student in selecting a chairperson for the student's advisory committee. The committee chair should be chosen by the end of the first semester of graduate work and will assume advising duties for the remainder of the program. The student's advisory committee will consist of at least three members who are eligible for graduate faculty status at Tarleton State University and who are representative of the student's field of study and research. A co-chair may be selected from professionals from other recognized academic or research centers. If a co-chair is appointed from outside of Tarleton State University, the student's committee will consist of four members.

#### **DEGREE REQUIREMENTS**

**Foundation Requirements:** In addition to a bachelor's degree as described above, students will need a certain minimum preparation or equivalent course work. Depending on the emphasis area, this can include the following courses or equivalents:

BIOL 203; CHEM 202 or 474, GEOL 105; MATH 120

The graduate advisor will review the student's transcript and determine the nature and amount of leveling work. These requirements must be completed before a student is allowed to take more than twelve graduate semester credit hours toward the MS in Environmental Science.

Each student who applies for admission to the Environmental Science program must submit a statement of purpose that describes the following:

1. the student's interest in the area of environmental science and long-term professional goals;
2. an explanation of how the student's personal and research objectives correspond with those of the program.

A resume is not acceptable in lieu of this statement.

#### **REQUIRED COURSES**

##### **A. Thesis Option (36 hours)**

ENVS 500, 588; BIOL 520; CHEM 510; GEOL 510; BIOL 598

Thesis, 6 hours

Electives can be chosen from a variety of fields including Agronomy, Biology, Chemistry, Environmental Science, Earth Science, Geology, and Hydrology. Elective courses must be approved by the student's graduate committee, and at least twenty-four hours of the program must be at the 500 level. Students are limited to no more than 12 hours of undergraduate courses or problems courses. The graduate committee must approve the student's program degree plan. A comprehensive examination on course work and the completion and successful defense of an acceptable thesis will conclude the program.

##### **B. Non-Thesis Option (36 hours)**

ENVS 500; BIOL 520 and 598; CHEM 510; GEOL 510

Electives can be chosen from a variety of fields including Agronomy, Biology, Chemistry, Environmental Science, Earth Science, Geology, and Hydrology. Elective courses must be approved by the student's graduate committee, and at least twenty-four hours of the program must be at the 500 level. Students are limited to no more than 12 hours of undergraduate courses or problems courses. The graduate committee must approve the student's program degree plan. A comprehensive written and oral examination on course work will conclude the program.

### **Special Requirements**

Students pursuing the thesis option will be expected to prepare a thesis based on original research. A thesis proposal will be prepared for approval by the student's advisory committee and the College of Graduate Studies prior to the initiation of research. The thesis proposal and the thesis will be in conformance with the guidelines and deadlines established by the College of Graduate Studies. The thesis must demonstrate the capability of the student to perform original research and to present the results obtained from such research in a clear, concise, and well-organized manner. Students pursuing the non-thesis option will take six hours of additional course work instead of the thesis as approved by their committee.

## **Department of Mathematics, Physics & Engineering**

### **MASTER OF SCIENCE IN MATHEMATICS** **PURPOSE**

The MS in Mathematics is designed to enhance and enrich training in the field of mathematics for persons who teach at the secondary level or in community colleges, and for people who plan to work as applied mathematicians in industry or government agencies. The department offers the Master of Science degree with thesis and non-thesis tracks.

### **ADMISSION REQUIREMENTS**

Students should have an undergraduate major in mathematics or related field. Those lacking the appropriate background will be required to complete leveling work. The departmental graduate advisor in consultation with the mathematics faculty will review the student's transcript and determine if leveling work is needed. The departmental graduate advisor will assist the student in selecting a graduate committee. The committee should consist of a minimum of three members, two of whom are from the graduate faculty of the Department of Mathematics and Physics. The third can be from the graduate faculty of a department in which the student takes support work.

### **DEGREE REQUIREMENTS**

The MS in Mathematics requires 36 hours of approved work in Mathematics and supporting areas. At least 24 hours will be 500 level mathematics courses excluding a thesis. These courses will include Real Analysis, Linear Algebra, Abstract Algebra, and Probability and Statistics. The remaining 12 hours will be selected from approved mathematics or supporting courses. A student may elect to do a master's thesis. The chair of the student's graduate committee will direct the master's thesis.

### **COMPREHENSIVE EXAMINATION**

The department requires an oral comprehensive examination for the MS degree. The comprehensive examination will be administered by the student's graduate committee during the last semester of the program. The Dean of the College of Graduate Studies or a representative from the Graduate Office will be invited to participate in the oral examination. If the result of the oral comprehensive examination is less than satisfactory, additional course work in areas of weakness may be recommended before rescheduling the examination.