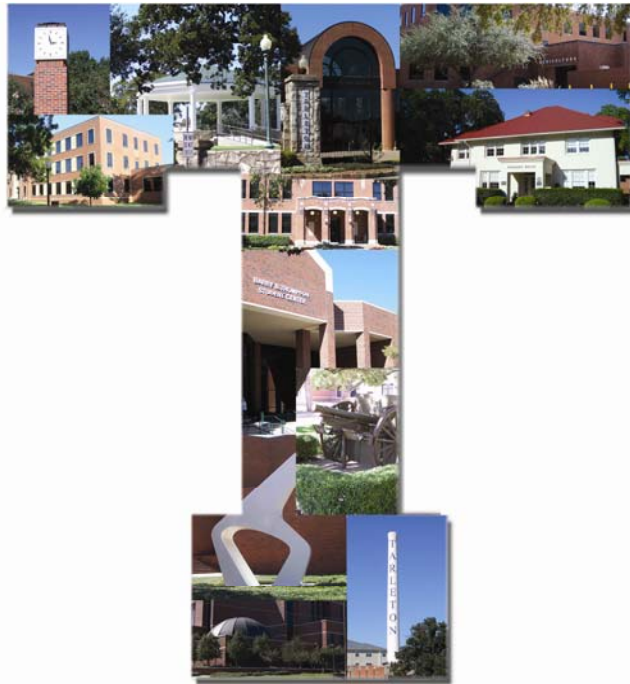


# Tarleton State University



## College of Graduate Studies Handbook

Office of Graduate Studies  
Tarleton State University  
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Stephenville, TX 76402  
(254) 968-9104 Fax (254) 968-9670  
Email: [gradoffice@tarleton.edu](mailto:gradoffice@tarleton.edu)  
<http://www.tarleton.edu/~graduate>



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# College of Graduate Studies Introduction

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, and Master of Criminal Justice.

## **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:

- Increase the professional competence of students in their chosen fields
- Train students in analytical methodology
- Provide advanced training in academic disciplines

## **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 & Leadership, Manufacturing Quality and Leadership, and Mathematics; the Master of Business Administration degree; and the Master of Criminal Justice degree.

# University Services

## User Claim

In order for the Graduate Office to better communicate with students we will be requiring the student to claim their User ID. This provides the student with their Student ID Number which is different from their Social Security Number and provides the student with their Tarleton email address. The Student ID is the preferred method for identification and helps keep the Social Security Number of students confidential. By using the Tarleton email address the student can be notified of on campus events and important deadlines which will not reach the student through personal email accounts. The student can claim their user account at <https://www.tarleton.edu/~helpdesk/email/account.html>. You will not be allowed to complete the online orientation without your Tarleton email and student ID. If you need help with claiming your user account please review this site [http://www.tarleton.edu/~library/userhelp/claimuser\\_lh.html](http://www.tarleton.edu/~library/userhelp/claimuser_lh.html).

## Scholarships

The College of Graduate Studies offers two scholarships for only graduate students, the First Time Graduate Student scholarship and the Flora Foust scholarship. The First Time scholarship provides \$500 for the first semester to graduate students who have never had graduate level course work, are degree seeking, and are enrolled in 6 or more hours of graduate work. The Flora Foust scholarship provides \$1000 over two semesters for graduate students that score a minimum of a 1000 on the GRE or 550 on the GMAT, have a 3.0 GPA on undergraduate or graduate course work, and demonstrate scholarship or research interest. Other general scholarships may be available to graduate students. For more information on these please visit the scholarship web site at <http://www.tarleton.edu/~scholars/>.

## Financial Aid

The only way to determine your eligibility for financial aid is to submit a Free Application for Federal Student Aid (FAFSA). The likelihood of receiving some form of financial assistance is probably better than most students anticipate. Please visit the Financial Aid web site at <http://www.tarleton.edu/~finaid/>.

## Dick Smith Library

The Dick Smith Library has a large collection of resource material available to students for research purposes. These resources will be extremely useful during the research course required for all students seeking a master's degree. The library offers a large online database of books, articles, and journals which can be accessed by students 24 hours a day from on campus or off campus locations. This database can be found at

<http://www.tarleton.edu/~library/elecres.html>. The library also offers a service called Research Rescue which provides more personal assistance in research, inquire with any Librarian. We advise that students become familiar with these services and if they need assistance accessing these resources the library offers an online orientation to the library resources at [http://www.tarleton.edu/~library/library\\_module/site\\_index/siteindex\\_lm.html](http://www.tarleton.edu/~library/library_module/site_index/siteindex_lm.html).

### **Registration**

Please review the following website for information about registration: [http://www.tarleton.edu/~library/userhelp/register\\_lh.html](http://www.tarleton.edu/~library/userhelp/register_lh.html).

### **Tuition and Fee Payments**

Students must pay their tuition and fees before the deadline listed in the University calendar. Failure to pay by the deadline will result in the student being dropped from all registered courses. Payments can be made in person or online through DuckTrax. More information on tuition and fee costs and payment methods can be found at <http://www.tarleton.edu/~bussvcs/students>.

### **Career Services**

Most graduate students work while attending classes. There are many opportunities for student positions on campus including Graduate Assistantships. While working toward your master's degree we encourage you to look for full time positions or internships in your field of study. Career Services can help you in your search for a job with their online listings and help you prepare your resume or prepare for a job interview. Visit their site at <http://www.tarleton.edu/~careers/> for more information.

### **Distance Education**

Several master's degrees are currently offered completely online with many programs offering online classes, face-to-face classes with online components, or other distance education courses. The majority of these classes are offered using the WebCT 6.0 Blackboard application. Because students will probably encounter a class that uses this application during their course work they should become familiar with the layout of the application and how it works. More information about WebCT and other distance learning tools can be found at <http://online.tarleton.edu/>.

### **Campus Contacts**

For information regarding the campus you are attending you can contact the campuses directly.

- Stephenville: 1-800-687-4723
- South West Metroplex: 817-732-7300
- Waco: 254-299-8361
- Killeen: 254-519-5445

# Enrollment in Graduate Courses

## **Master's Student Timetable**

Students should use the following timetable as a guide in completing all necessary requirements to obtain the master's degree. This timetable is designed to serve only as a guide. Student's are responsible for all degree requirements and, as such, should check with their faculty advisor or the current university catalog for specific requirements and dates.

## **Before First Semester Registration**

- Meet with representative/advisor/faculty in the academic department of interest for advising and clearance of advising block.
- Apply for scholarship(s), financial aid, and Graduate Assistantships if qualified. Be sure to note deadlines for consideration.

## **Before Second Semester Registration**

- Establish a Graduate Advisory Committee.
- If conditionally admitted without GRE or GMAT scores, take GRE or GMAT and submit acceptable scores to the College of Graduate Studies.

## **Prior to Initiating Thesis Research**

- Develop draft proposal in conjunction with Advisory Committee Chair and members.
- Submit proposal to College of Graduate Studies for approval.

## **Before Final Semester**

- After completion of 12 graduate hours, file a degree plan with the College of Graduate Studies.
- Apply for graduation in the last full semester before your planned semester of graduation (see calendar for deadlines).

## **During Final Semester**

- Schedule final comprehensive examination. Check current catalog for cut-off dates.
- Submit committee-edited copies of thesis to the College of Graduate Studies for approval.
- Submit approved final copies of thesis and order required number of copies.
- Arrange for cap and gown.

## **Advisors**

The graduate advisor, designated by the 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.

### **Advisory Committee**

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, is 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.

### **Course Load**

The maximum load for a full-time graduate student may be as much as 16 hours in the fall and spring semesters and as much as 12 hours in the summer semester. To be considered full time, a student must take at least 9 hours in the long semesters and at least 6 hours total in the summer semester. Loads in excess of the maximum load require the approval of the College of Graduate Studies upon written recommendation of the student's advisor and department head. GA and scholarship commitments may require 6 hours in the summer.

### **Academic Performance**

Every student enrolled in the College of Graduate Studies 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 cumulative or 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 his or her next period of enrollment; failure to do so will result in suspension for one long semester or the summer term. This may require the student to retake previous courses which caused their GPA to drop below an acceptable level. 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 permanently dismissed from the university.

Generally the student on academic warning or suspension is sent a letter informing them of their academic standing. However, students may view their academic transcripts in DuckTrax and should note academic standing. If there is a question contact the Graduate Office.

At the end of any grading period, if a student's overall GPA falls below a 2.0 he/she will be automatically suspended. Students who have been admitted conditionally 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 after serving the suspended semester.

### **Grading System**

Graduate degree credit is allowed for A, B, and C grades. A grade of D is not passing for graduate work and the course must be repeated. A grade point average of 3.0 or higher is required:

- for all courses included in a degree plan
- for all the courses comprising the major field
- for the courses comprising the minor field, if one is selected
- cumulative on all courses taken

See the University Catalog for further information

### **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.

### **Readmission/Reactivation**

Students who have not attended Tarleton for one year are required to submit a new Graduate Application for Admission along with the \$30 application fee and essay. If the student has not attended Tarleton for a time period less than one year and wishes to return, he/she must submit a Graduate Student Reactivation Form. This form is only for students who are returning with the same major that have not graduated.

# General Requirements for Master's Degree

## **GRE/GMAT**

The GRE General test is required for students who are pursuing a Master's degree. If you are pursuing a certification with no degree, scores are not required. The GRE test is offered at any Prometric/Sylvan Learning Center. Master of Business Administration students may substitute acceptable scores on the GMAT.

Students who have been conditionally admitted without their GRE or GMAT scores have one semester of enrollment to take the test and submit their scores. If the student fails to submit acceptable scores before the subsequent semester, a hold will be placed on their record and they will not be allowed to register for classes until acceptable scores are received. Scores may take 2-3 weeks to arrive in the Graduate Office. For this reason we suggest taking the test at least two months before classes begin the next semester. This gives the student time to register for classes without being assessed a late fee. Acceptable scores are determined based on the student's last 60 hours GPA at the time of admission. Students will be notified by the Graduate Office if their scores do not meet the requirements.

## **Degree Plan**

All students must have filed a degree plan in order to be considered for graduation. It is the student's responsibility to meet with their advisor to establish a degree plan. The catalog of the academic year you were first granted admission is your official contract. However, since courses are selected by you and approved by your advisor to fulfill degree requirements, the degree plan is the official record of courses taken that will apply toward your declared degree program. Consult with your advisor to ensure accurate records of all courses transferred from other institutions and course substitutions.

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 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. The student's advisory committee, head of his or her major department, and the Dean of the College of Graduate Studies must approve exceptions to this policy.

## **Thesis**

Not every graduate program at Tarleton requires a thesis for completion of a master's degree.

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. The thesis manual, which contains details regarding the preparation and submission of a thesis for approval, is available on the graduate college web site. Students who plan to pursue a thesis should obtain a copy of this manual early in their graduate programs.

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.

## **Comprehensive Exams**

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. Consult the university calendar for deadlines for submission of comprehensive examination results to the College of Graduate Studies.

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.

## **Applying for Graduation**

Candidates for a degree must complete the application for graduation form not later than the dates specified in the University Calendar. The form can be found online at the College of Graduate Studies web site or in the Stephenville or Killeen office. Applications received after the due date will not be accepted and the student will be required to file for graduation during the next possible semester. If the student does not graduate in the semester applied for then

he/she must re-apply for graduation; they will not be automatically rolled to the next term.

To be considered for degree conferral, a candidate must be in good standing with the University, have an application for graduation on file, have a degree plan on file, and successfully completed all major requirements. All contractual and financial obligations to the University must be satisfied.

### **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.

### **Research and Practicum Requirement**

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

# Academic Honesty

Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his/her class; this can include receiving a failing grade for the course resulting in a possible suspension from the College of Graduate Studies.

- **Plagiarism** - the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
- **Collusion** – the assistance or an attempt to assist another student in an act of academic dishonesty.
- **Self Plagiarism** - The submission of the same work for academic credit more than once without permission.
- **Fabrication** - The falsification of data, information, or citations in any formal academic exercise.
- **Deception** - Providing false information to an instructor concerning a formal academic exercise e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating** - Any attempt to give or obtain assistance in a formal academic exercise without due acknowledgment.
- **Sabotage** - Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

Be sure to review the following web sites to help you maintain a high level of academic integrity.

[http://www.tarleton.edu/~judicial/ac\\_conduct.htm](http://www.tarleton.edu/~judicial/ac_conduct.htm)

[http://www.tarleton.edu/~library/library\\_module/unit10/10overview\\_lm.html](http://www.tarleton.edu/~library/library_module/unit10/10overview_lm.html)

<http://www.copyright.gov/title17/index.html>

# Graduate Assistantships

## Employment for Graduate Students

Assistantships for graduate students are available in most academic departments that offer a master's program as well as other university support areas. Most assistantships require teaching, laboratory instruction or research. The awarding of assistantships is considered as a staffing function of the department making the appointment. Inquiries about applications should be addressed to the head of the department in which the applicant wishes to study.

Applications for such positions must satisfy both the Graduate School and department requirements. Academic excellence and maturity are the primary qualifications.

## Out of State Tuition Waivers

Out of State Graduate students are eligible to Pay In State Tuition and Fee rates under any one of the following criteria.

Employment as a GA with:

- GA assistantship in any category except GA Non-Teaching
- Scholarship award of \$1000
- Military Service (See a VA Counselor)

Tuition waivers are reviewed and applied in the College of Graduate Studies Office.

## To hold a master's assistantship, a student must:

- Be admitted into the graduate college;
- If teaching, must have a minimum of 18 graduate hours in the field to be taught;
- Have a satisfactory GRE(GMAT) score and a satisfactory undergraduate GPA;
- Maintain at least a 3.0 graduate GPA;
- Be in good standing with the graduate college;
- Be enrolled in and complete at least 6 hours of graduate credit each term (3 hours for the entire summer).

## Positions: Work Load and Stipends

The Chief Executive Officer and the Vice President for Academic Affairs set stipends in consultation with the Graduate Dean. Current stipend rates are:

- **G.A.-Non-Teaching** (Title #9180) - \$11.53/hour, assist professors and other University personnel in various clerical and administrative assignments, work load is 20 hours per week.
- **G.A.-Research Assistant** - Engaged in faculty supported-research project(s). This research may be, in part, to meet thesis requirements for the master's degree. However, increasingly, as students are encouraged to engage in research activities unrelated to an actual final thesis, they

may be in team research with other students, with their professor, or any other type of research deemed appropriate by the employing department or office.

- **G.A.-Research Assistant I** (Title #9221) - \$9000\*, Responsibilities involve research conducted for faculty, staff, or their own research and the other 1/2 of the assignment includes other duties as assigned. Research is the primary assignment.
- **G.A.-Research Assistant II** (Title # 9222) - \$9000\*, All duties are research (defined as any laboratory, computer, or other scientific manipulation of materials or data to gain information for university decision making, reporting, publication, or discovery.) Additionally, they may be conducting their own research.
- **G.A.-Laboratory Assistant I** (Title #7423) - \$9,000\*, teach labs in laboratory classes other than science. Four labs are equal to a three semester credit hour assignment. Students assume responsibility for instruction to undergraduate students in a laboratory setting and may be listed as the teacher of record for each laboratory taught. Planning for instruction is done collaboratively with the faculty or staff responsible for the course and as specified in the laboratory objectives as listed in the master syllabus. The primary responsibility is teaching as well as other academic administrative responsibilities.
- **G.A.-Laboratory Assistant II** (Title #7424) - \$9,000\*, applies to Science labs. Each laboratory taught is equal to .75% effort for each semester credit hour of the laboratory as listed in the university catalog. The primary responsibility is teaching. Students assigned to this category assume responsibility for delivering instruction to undergraduate students in a laboratory setting. They have responsibility for the management and operation, including instruction, of the laboratories on campus. They are the teacher of record for each laboratory assignment. Any other responsibilities assigned would be administrative and directly relate to the teaching responsibilities. The graduate assistant does not assign the final course grade, but would be responsible for the grade for the laboratory component of the course. The final grade is usually determined in collaboration with the faculty member supervising the laboratory assignment.
- **G.A.-Teaching Assistant I** (Title #7550) - \$10,000\*, primary classroom teaching responsibilities and teach less than 6 semester credit hours, serve as instructor of record of formally organized course(s) with the responsibility for assigning final grades.
- **G.A.-Teaching Assistant II** (Title #7553) - \$11,000\*, primary classroom teaching responsibilities and teach 6 semester credit hours or more, serve as instructor of record of formally organized course(s) with the responsibility for assigning final grades. (Appointment is for 9 months only. Summer session may be contracted with approval of the VPAA)

\*(50% employment for nine months)

# Frequently Asked Questions

## **What does my GRE score need to be?**

Score requirements vary according to GPA. The lowest GPA that will be considered is a 2.5 on the last 60 hours of academic work.

## **How soon do I need to get my GRE score in?**

Students with a 2.5 to 2.9 GPA on the last 60 hours of academic course work must submit GRE scores at the time of application. Students with a GPA of 3.0 and above on last 60 hours of course work are permitted to attend one semester before submitting GRE scores.

## **Do I have to take the GRE (GMAT)?**

You must submit GRE scores in order to be considered for admission as a degree seeking student. If you have original copies of your scores those will be accepted by the Graduate Office. If you have a 3.0 GPA on the last 60 hours of undergraduate work, you must submit your scores before you can register for the following semester of enrollment. Holders of a master's degree who are seeking another master's degree are not required to submit GRE scores.

## **Where do I get help to prepare for the GRE/GMAT?**

GRE practice exams are available on computers in the Dick Smith Library, Teaching and Learning Center, and Mathematics Lab in Stephenville and in the computer labs at Tarleton-CT. Additionally, there are practice courses available in the College of Continuing Education.

## **What is 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. The criteria necessary to meet full admission requirements may be found in the University Catalog.

## **What is Conditional Admission?**

A student who does not meet full qualifications or who may be missing some documentation may be granted conditional admission to the College of Graduate Studies. The criteria to gain conditional admission may be found in the University Catalog

## **How many courses can I transfer to Tarleton?**

Most programs accept 6-12 hours of transfer work. It is solely up to the academic department; however no coursework more than six years old at the time of graduation may be used toward a master's degree at Tarleton.

**Do I need a degree plan?**

All students must have a degree plan in order to be considered for graduation. The catalog of the academic year you were first granted admission is your official contract. However, since courses are selected by you and approved by your advisor to fulfill degree requirements, the degree plan is the official record of courses taken that will apply toward your declared degree program. Consult with your advisor to ensure accurate records of all courses transferred from other institutions and course substitutions.

**How do I file for graduation?**

Application for graduation must be submitted to the Office of Graduate Studies at Stephenville or Killeen by the date stated in the university calendar.

**How can I get a copy of the thesis manual?**

Copies of the TSU thesis manual are available online.

**If I did not attend Tarleton for one semester how do I register for classes?**

If a student has not attended Tarleton for one semester and wishes to return they need to fill out a Graduate Student Reactivation Form. This is only for students who have not graduated and are returning under the same major as before.

**How do I register for classes if I have not attended Tarleton for one year?**

In order for a student to return to Tarleton after not attending for one year they must submit a new application for admission along with the \$30 application fee.

**What tuition rate do I pay as a graduate assistant?**

Out of state graduate students are eligible to pay in state tuition and fee rates under any one of the following criteria.

Employment as a GA with

- GA assistantship in any category except GA non-teaching
- Scholarship award of \$1000
- Military Service (See a VA Counselor)

**As a graduate student what honors can I graduate with?**

Graduate Students are expected to maintain a high level of academic performance; therefore no academic honors are bestowed upon graduation

# Applications and Forms

As a convenience to our graduate students, the Graduate College has include applications and forms for graduation, major change, name change, and reactivation. Should a need arise for an additional application or form that is not included in this handbook or for an updated version of these forms; please feel free to visit our website at <http://www.tarleton.edu/~graduate>.



# GRADUATE EXIT SURVEY

These survey questions are intended to gather information on your experience at Tarleton State University. Be sure to specify what major you will be graduating with if you want your results to be counted.

DATE: \_\_\_\_\_ GRADUATION: SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_ MAJOR: \_\_\_\_\_

(optional) ID# \_\_\_\_\_ NAME: \_\_\_\_\_

DEGREE (Circle ONE) MA MS MBA MED MCJ EDD

Please circle one of the following for each question: SD=Strongly Disagree, D=Disagree, A=Agree, SA=Strongly Agree

- 1) Tarleton has been a good choice for graduate study. SD D A SA
- 2) The Graduate Office assisted me when I had a need or request. SD D A SA
- 3) Information provided by the Graduate Office was helpful and clear. SD D A SA
- 4) Degree requirements were clear to me when I began my program. SD D A SA
- 5) The Graduate Faculty at TSU is well qualified to teach their courses. SD D A SA
- 6) Facilities and equipment (including computer technology) are adequate at TSU. SD D A SA
- 7) My program provided me with satisfactory preparation for my future career. SD D A SA
- 8) There has been good course availability at Tarleton. SD D A SA
- 9) I would recommend TSU to others contemplating graduate study. SD D A SA
- 10) My department provided clear assistance with my academic advising. SD D A SA
- 11) My department provided a grad student orientation which was informative and helpful. SD D A SA

12) Immediate post-graduate plans include:

- \_\_\_\_\_ Further graduate study  
\_\_\_\_\_ Government employment  
\_\_\_\_\_ Self-employment  
\_\_\_\_\_ Business/Industrial employment  
\_\_\_\_\_ College/University employment  
\_\_\_\_\_ School (K-12) employment  
\_\_\_\_\_ Not seeking employment  
\_\_\_\_\_ Other

13) Please select the primary method of accessing information about graduate school:

- \_\_\_\_\_ Print media, Graduate Handbook  
\_\_\_\_\_ Speaking to someone in the Graduate Office  
\_\_\_\_\_ Speaking to someone in my academic department  
\_\_\_\_\_ Graduate website  
\_\_\_\_\_ Internet general  
\_\_\_\_\_ Other; Explain:

14) Please briefly explain the highlights of your graduate study at Tarleton.

15) Please briefly explain what improvements could be made to Tarleton State's Graduate School.

# TARLETON STATE UNIVERSITY

## GRADUATE/UNDERGRADUATE GRADUATION CHECKOUT FORM

This sheet must be completed and signed by your advisor in order for you to apply for graduation.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Please list any transfer/correspondence coursework in progress this semester that is needed for graduation, and where it is being completed:

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(Please sign below)

### **Undergraduates:**

Has the student passed the Writing Proficiency Exam?  Yes or  No

Degree Plan and Substitution forms must be on file in the Registrar's Office to apply for graduation. (Optional or required minor's must be designated on the original degree plan or added by submitting a revised degree plan.)

### **Graduates:**

Degree Plan and Substitution forms must be on file in the College of Graduate Studies to apply for graduation.

This student's degree plan has been reviewed and he/she is eligible to apply for graduation.

Semester \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Advisor or Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

### **DEADLINES TO FILE FOR GRADUATION**

Spring 2008 Graduation - November 15, 2007

Summer 2008 Graduation - March 10, 2008

Fall 2008 Graduation - April 14, 2008

**THIS FORM IS NOT THE GRADUATION APPLICATION. BRING THIS FORM TO THE REGISTRAR'S OR GRADUATE OFFICE TO APPLY FOR GRADUATION**

Rev. 10/2007

Tarleton State University

Graduate File Update Form

Major Change and Name Change Form

Please complete the following (enter the information below as it appears on your permanent record)

Date\_ \_ \_ \_ \_

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<b>(Student's Last Name)</b>	<b>(First Name)</b>	<b>(Middle Initial)</b>
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Student's Social Security number\_ \_ \_ \_ \_

Current Major Field\_ \_ \_ \_ \_

Change Major Field To\_ \_ \_ \_ \_

Email address\_ \_ \_ \_ \_

Phone Number\_ \_ \_ \_ \_

Address\_ \_ \_ \_ \_

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Student's Signature	Date
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# Graduate Student Reactivation Application

## TARLETON STATE UNIVERSITY

### College of Graduate Studies

Note: This form is only for Graduate Students who have not attended Tarleton State University for one semester and are returning with the same major. If more time has passed or a new degree is sought then a new application must be filed with the Graduate Office.

SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_

1. Student ID: \_\_\_\_\_ (SS# is optional; however it is helpful to ensure accurate matching of documents and timely processing. You will be assigned an identification number if you do not provide a Social Security number.)
2. Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)
3. Other Names Which May Appear on Academic Record: \_\_\_\_\_
4. Current Address: \_\_\_\_\_  
(Mailing Address)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_
6. Major: \_\_\_\_\_ Degree Sought: \_\_\_\_\_
7. Non-Degree Category (if applicable): \_\_\_\_\_
8. Last Date of Attendance as Tarleton Graduate Student: \_\_\_\_\_
9. College or University attendance since Tarleton State University: \_\_\_\_\_
10. Have you submitted Graduate Record Examination (GRE) scores to Tarleton?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
11. What is the date of your most recent test? \_\_\_\_\_
12. Has your residency or citizenship status changed since you were here last? \_\_\_\_\_  
Explain: \_\_\_\_\_
13. Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Tarleton State University, an Equal Employment Opportunity and Affirmative Action Employer and Educator, is committed to excellence through diversity  
A member of The Texas A&M University System since 1917