

GRADUATE STUDENT HANDBOOK

Masters of Curriculum and Instruction



**TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI**

6300 Ocean Dr. • University Services Center 116 • Corpus Christi,
TX 78412 Phone 361- 825-3336 • Email:
gradcollege@tamucc.edu

Discover Your Passion: Inquire, Innovate, Inspire

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SECTION I. PROGRAM DESCRIPTION AND LEARNING OUTCOMES

Welcome to the Masters of Curriculum and Instruction at Texas A&M University-Corpus Christi. The purpose of this handbook is to provide you with information and advice concerning the nature and progression of the program. Always be prepared to discuss the program with your advisors and professors, as changes from what is included here may occur from time to time.

Program Description

This master's degree is designed for individuals who want to emphasize curriculum and instruction as they further their professional knowledge of education. They can focus on elementary and/or secondary levels in their programs. Within the program, a specialization area will be developed in consultation with the advisor.

The Master of Science in Curriculum and Instruction prepares students to:

- Build expertise to develop and contribute to curriculum development at the classroom, school, and district levels.
- Choose a specialization area, in consultation with an advisor, to support your specific professional goals.
- Further your knowledge of curriculum theory and evidence-based instruction, building on the professional education and content courses completed at the undergraduate level.
- Develop professional skills in research, leadership, and teamwork.

Mission and Vision

The mission of the MS in C&I program, the College of Education and Human Development, and Texas A&M University-Corpus Christi are closely aligned. The Master's in Curriculum & Instruction allows students to develop expertise and knowledge aligned with their teaching level and academic interests. The program builds professional skills in research, leadership, and teamwork, equipping educators to develop and contribute to curriculum endeavors at the classroom, school, and district levels. This complements the College of Education and Human Development's mission to prepare leaders from diverse backgrounds to serve the educational needs of the global community. This, in turn, supports the university's dedication to excellence within a Hispanic Serving Institution.

Core Curriculum and Instruction and Affiliated Faculty

Dr. Corinne Valadez, Program Coordinator, Professor, Graduate Curriculum and Instruction
Dr. Kelli Bippert, Associate Professor, Curriculum and Instruction, Reading
Dr. Susan Elwood, Associate Professor, Instructional Design and Educational Technology
Dr. Bethanie Pletcher, Professor, Curriculum and Instruction, Reading
Dr. David Squires, Associate Professor, Instructional Design and Educational Technology
Dr. Ashley Voggt, Associate Professor, Special Education
Dr. Phyllis Robertson, Professor, Special Education

Student Learning Outcomes

Student Learning Outcome	Measures	Target
Students will analyze theoretical knowledge and practical skills in educational research, instructional design, and curriculum development to contribute to the field of education through innovative teaching practices.		
	Assessment Writing and Performance Assessments (EDCI 5361)	90% of students will score 4 out of 5 on writing and performance assessments
	Curriculum Theory Paper (EDCI 5362)	90% of students will earn 35 out of 40 points
Students will produce a comprehensive literature review on a major issue in their field.	Comprehensive Written Review (EDCI 5389/READ 5396)	90% of the MS in C&I students will successfully complete a comprehensive written review of a topic in their MS program.
Students will conduct an action-based research (or complete a conceptual paper) on an issue in curriculum and instruction and defend it at a public gathering with at least three faculty members present.	Capstone Written Report (EDCI 5389/READ 5396)	90% of the candidates for the MS in C&I will successfully complete the capstone written report.
	Oral Defense (EDCI 5389/READ 5396)	90% of the candidates for the MS in C&I will successfully complete the oral defense.

SECTION III. ADMISSION

Program Admission Requirements

- Official transcripts from all undergraduate and graduate course work taken at any accredited college or University attended. Foreign College credits/transcripts require an official foreign evaluation. TAMU-CC transcript is not required.
- Essay (Approximately 300-400 words in length which includes information about your reasons for pursuing graduate study and for choosing this specific graduate program).

Program Admission Deadlines

Domestic Students:

Final deadline for receipt of complete applications			
Fall	Spring	Summer I	Summer II
August 10	January 10	May 15	June 15

Admission Review Process/ Timeline

Complete application should be received for full admissions.

SECTION IV. ACADEMIC PROGRESSION

Degree Plan

Core Requirement (6 semester credit hours)

EDFN 5301 Introduction to Research

ERST 5302 Studies of Equality of Educational Opportunities

Curriculum and Instruction (12 semester credit hours)

EDCI 5340 Instructional Techniques for Effective Teaching

EDCI 5361 Educational Assessment

EDCI 5362 Theoretical Bases for Curriculum

EDCI 5389 Curriculum and Instruction Research Seminar or READ 5396 Advanced Literacy Research Seminar

Specialization Area (18 semester credit hours selected with advisor's approval)

Courses may be selected from the following areas:

IDET

READ

SPED

Dual credit courses (contact Program Coordinator for areas)

We also offer courses for those wishing to pursue to teach dual-credit courses at the high school level. Please contact the Program Coordinator for more information.

Culminating Event/Exit Requirements / Capstone Experience

All students are required to take EDCI 5389 and complete a capstone experience within this course. Candidates for this degree must successfully present and defend their capstone project to a faculty panel.

SECTN V. COURSE OFFERING SEQUENCE

Classes	2026 - 2027				2027 - 2028				2028 - 2029			
	Fall	Spring	SS I	SS II	Fall	Spring	SS I	SS II	Fall	Spring	SS I	SS II
EDCI 5321 Mathematics through Children's Literature					X							
EDCI 5323 Interactive and Multimedia Approaches in Mathematics	X				X				X			
EDCI 5340 Instructional Techniques for Effective Teaching						X						
EDCI 5361 Educational Assessment	X								X			
EDCI 5362 Theoretical Bases for Curriculum			X								X	
EDCI 5389 Curriculum and Instruction Research Seminar		X								X		
READ 5345 – Stages and Standards					X				X			
READ 5369- Content Area Reading						X						
READ 5371- Diagnosis and Correction of								X				

Reading Problems												
READ 5372- Classroom Assessment and Instruction					X							
READ 5392- Psycho-Sociolinguistics and Reading						X						
READ 5395- Leadership & Literacy					X							
READ 5396- Literacy Research Seminar												
READ 5697- Reading Clinic Practicum			X				X				X	
IDET 5300- Instructional Design and Educational Technology Foundations	F2				F2				F2			
IDET 5302- Computer Applications in Education		Sp2				Sp2				Sp2		
IDET 5303- Instructional Hypermedia	F1				F1				F1			
IDET 5304- Instructional Design		Sp1				Sp1				Sp1		
IDET 5305- Instructional Design Applications				X				X				X
IDET 5310- Internet Resources in				X		Sp1						X

Education and Training												
IDET 5317- The Design and Development of Instructional Design Research		Sp1			F2					Sp1		
IDET 5320- Project Based Learning and Related Strategies for Technology Integration	F2						X		F2			
IDET 5360- Design Strategies for Online Instruction and Learning Management Systems			X					X			X	
IDET 5365- Instructional Materials Development for Learning Management Systems				X				X				X

Continuous Enrollment

Master's students should also know that if they do not attend for two years, they will be required to reapply to the University. Students should consider applying for a leave of absence (see below), especially if the time-to-degree and recency of credits requirements will be impacted by a needed absence.

Leave of Absence

Students experiencing life changing or catastrophic events should consult with their program coordinator and/or department chair and request a [Leave of Absence](#) in writing from the Graduate Education using the [Request for Leave of Absence form](#). A student who is in good standing may petition for a leave of absence of no more than two full academic terms. The maximum number of leave of absence requests permitted in a program is two. A request for a leave of absence requires approval in advance by the Program Coordinator, College Dean, and Graduate Dean. If the Graduate Dean approves the petition, the registration requirement is set aside during the period of time of the leave. Students should be aware that leaves of absences require suspension of all activities associated pursuit of the degree.

Semester Checkpoints

Each May, MS C&I students are required to submit a list of your ongoing relevant professional activities (curriculum writing; professional development sessions you have led; conference presentations; publications). The Program Coordinator will provide you with details regarding where to submit materials.

SECTION VI. PROGRAM SPECIFIC INFORMATION

Student Scholarly and Professional Activities

We strongly encourage of MS C&I students to disseminate their action research in their professional settings by providing professional learning opportunities for colleagues and administrators. We also encourage students to disseminate their action research at local, state, and national conferences.

- The Association for Supervision and Curriculum Development (ASCD) has a TAMUCC chapter for graduate students.
- The Student Reading Council (SRC) is a student organization that promotes reading and literacy throughout the coastal bend, providing volunteer activities at area schools and community organizations. The SRC welcomes students at the undergraduate and graduate levels.
- ME by the SEa is a math and science education conference held on the TAMUCC campus the second Friday of June.
- The School and University Partnership Conference of Education (SUPCE) is held on the TAMUCC campus each October. Current and former graduate students are invited to submit a proposal to present.

SECTION VII. GRADUATE EDUCATION

Offering more than 60 graduate programs and certifications, TAMU-CC has a robust “R2 – High research activity” classification. Graduate studies are supported by several units on campus, including Graduate Education, Graduate Excellence, and The Mary & Jeff Bell Library.

SECTION VIII. STUDENT RESOURCES

Title IX Information

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. TAMU-CC is committed to providing an environment free from discrimination, including discrimination based upon sex. TAMU-CC provides resources to students, faculty, and staff to address concerns related to sexual harassment, sexual assault (rape), sexual misconduct, and sex discrimination. For more information, please see: <https://www.tamucc.edu/institutional-excellence/compliance/edcs/civil-rights/index.php>

Wellness and Mental Health Resources

All of us encounter stressors, problems, and decisions in our daily lives. Often students are able to cope with these issues on their own or with the help of friends or family. Sometimes, however, you may not know how to resolve an issue, or it may be difficult to talk about certain things with people close to you. Our services are safe and

confidential and are designed to be personalized and relevant for each individual student. We offer a menu of services to address the preferences and needs of our student body. Our mission is to provide you with timely and flexible access to wellness and mental health resources and to empower you to find solutions, achieve your goals, and feel better.

<https://www.tamucc.edu/counseling/index.php>

Izzy's Food Pantry

Food insecurity is a real problem within college campuses across the country. Students experiencing hunger are unable to perform well academically and some discontinue enrollment because they lack sufficient means to support themselves and pay for their education.

In partnership with the Coastal Bend Food Bank, Izzy's Food Pantry strives to provide food assistance for currently enrolled Texas A&M-Corpus Christi students in need. Providing TAMU-CC students with a convenient site to obtain food assistance when needed, helps ensure that students who are food insecure are able to meet their nutritional needs and minimize adverse impacts on their academic progress and success.

<https://www.tamucc.edu/food-pantry/index.php>

SECTION IX. ACADEMIC POLICIES FOR MASTERS'S STUDENTS

Registration

The Office of the Registrar coordinates the course registration process for all current and incoming students: <https://tamucc.edu/academics/registrar/register-for-classes>.

Current and incoming students are able to register online through their S.A.I.L. account or at the Office of the Registrar.

- S.A.I.L.: <http://sail.tamucc.edu/>
- Office of the Registrar: Located in the Student Services Center
- Phone: 361- 825-7245
- Website: <http://registrar.tamucc.edu/>

Enrollment Status

Enrollment status for graduate students is defined below. Consult the Graduate Catalog and your academic college for exceptions and further information.

Status	Fall or spring terms	Combined summer terms
Full-time	9 hours	6 hours
Three-quarter-time	7 hours	5 hours
Half-time	5 hours	3 hours

Total Hours

Master's programs range from 30 to 60 approved graduate semester credit hours (SCH). Courses must be from the 5000 level or higher. While several master's degrees require 60 SCH, it should be noted that the MFA, which also requires 60 SCH, is a terminal degree.

Graduate Courses

Graduate courses are numbered 5000 or higher. Courses at the 5000 level are open only to students with graduate standing and senior undergraduate students who meet specific criteria. Courses at the 6000 level and higher are limited to students admitted to a doctoral program or graduate students who meet specific criteria. Please consult the individual graduate program for additional details or requirements.

Maximum Course

Load Graduate students may not register for more than 12 hours in a regular semester without the approval of the dean of the college in which they are enrolled. Approval is also required for more than 6 hours of coursework in a single session of summer school or 12 hours of coursework in the combined summer session (not counting Maymester).

Repetition of a Course to Raise a Grade

A course in which the final grade is C or lower may be repeated for a higher grade. A course in which the final grade is a B may be repeated only with the permission of the program director. A maximum of two courses may be retaken during graduate study at the university. Each course may be repeated only one time. All grades received for the course will be computed in the grade point average.

Repetition of a Course for Multiple Credit

A course may be repeated for multiple credit towards graduation only when so designated in the course description and approved by the faculty or program advisor as designated by the college in which the student is enrolled.

Time Limit to Degree and Recency of Credit for Master's Degrees and Certificates

The requirements for master's degrees and certificates at Texas A&M University-Corpus Christi must be completed within seven years subsequent to admission to the program. The seven-year period begins with the first semester students are enrolled in a graduate program. Some programs may have shorter time limits to degree; students should consult with program faculty or advisors for specific information about their program. Credit that is more than seven years old will not be counted toward a master's degree or a certificate. Exceptions, provided the courses were completed at this university, will require strong justification in writing from the student requesting the exception as well as a revalidation plan. Written approval from the major department chairperson, the dean of the college from which the degree is offered, and the provost are required. See the revalidation process below.

Revalidation of Courses Beyond the Seven-Year Limit

Courses listed on the plan of study completed more than seven years prior to graduation are considered dated. In order to have courses revalidated, the department chair or program coordinator/faculty advisor will recommend a revalidation plan. Revalidation will verify that the student's knowledge in a specific subject area is current and documented. Options for course revalidation include a written examination, a paper, a project, a course retake, or other equally rigorous academic means appropriate to the discipline to determine that student learning outcomes have been met. Revalidation requests must be approved by the student's faculty advisor, the program coordinator, the department chair, the college dean, and the provost using the Graduate Degree Plan Revalidation Request form.

The student's faculty advisor, department chair, and college dean are responsible for determining whether the student demonstrated sufficient course knowledge necessary for successful course revalidation. Successfully revalidated courses may be included in the student's plan of study. Failure to follow all designated requirements of the revalidation agreement may result in dismissal from the program. Subsequent requests for revalidation may be considered but will be denied absent a showing of extraordinary hardship.

Graduate students will not be permitted to submit more than 12 semester hours of the program's courses for revalidation. Courses beyond the 12-semester hour limit must be retaken. Courses must have been completed at this university to be eligible for revalidation.

Request for Leave of Absence

There is no university-wide continuous enrollment requirement for master's students. However, all graduate students who have been inactive for one year or more must contact the Registrar in order to register. Students who have been inactive for two or more years must reapply for admission. Some programs may require re-application after only a one-year absence. Time spent away from the program without an approved leave of absence request (see below) will count toward a student's time to degree. Students experiencing life-changing or catastrophic events (e.g., serious illness of a student or immediate family member, death of an immediate family member) are encouraged to consult with their department chair and request a leave of absence in writing from the Registrar using the Request for Leave of Absence Form, especially if the recency of credit will be impacted. Requests for a leave of absence must be approved in advance by the faculty advisor, the program coordinator, and the college dean. Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree including use of university facilities and faculty mentoring/advice. Counting of the time to the completion of the degree pauses when a leave of absence is granted and resumes when the student re-enrolls to continue the program. A student who is in good standing may petition for a leave of absence of no more than two full academic terms. A leave of absence granted for one full semester may be extended to a maximum of two full semesters by the faculty advisor and program coordinator. A student attending university after an approved leave of absence will not be required to submit an application for readmission. In no case will a leave of absence be extended for more than one year. International students should consult with an advisor in the Office of International Education to find out how a Leave of Absence may impact their stay or re-entry into the U.S. *Note: Any consideration of requests submitted after the degree time limit has expired will be impacted by explanation of failure to request leave prior to expiration and continuous progress towards the degree as well as programmatic changes and faculty availability. Title IX regulations also require the university to treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician. At the conclusion of the leave of absence the student will be reinstated to the status held when the leave began. This handbook intended to be read in conjunction with the Graduate Catalog: <https://catalog.tamucc.edu/graduate> Graduate Student Handbook 9 began.

Students requesting leave of absence under this provision must submit their request to the Title XI coordinator who will initiate the process. The Associate Provost and Vice President for Academic Affairs will notify the student's instructors and coordinate the student's reinstatement as appropriate. Transfer of Credit Coursework completed before the student applies for admission at Texas A&M University- Corpus Christi or completed at another institution after admission to Texas A&M University- Corpus Christi is considered transfer of credit. Course work transferred or accepted for credit toward a graduate degree must represent graduate course work relevant to that degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Texas A&M University-Corpus Christi's own graduate degree programs. The following rules apply to all graduate transfer courses. • The student must have earned transferred graduate credit at a regionally accredited institution. • The student must have earned a grade of B or better in the transfer course work. Courses lacking letter grades (e.g., courses graded pass/no pass, credit/no credit, or satisfactory/unsatisfactory) will not be accepted as transfer credit. • The course work must be less than 7 years old for master's degrees and less than 10 years old for doctoral degrees at the time the Texas A&M University-Corpus Christi degree is awarded. • Programs may have requirements that further limit the age of acceptable transfer courses. Check individual program requirements. • Credit from a degree earned at another institution will not be applied to a graduate degree at Texas A&M University-Corpus Christi. Additional limitations on transfer of credit are discussed in "Requirements for Master's Degrees" and "Requirements for Doctoral Programs," below. Requirements listed in this catalog are minimal requirements for transfer. Individual colleges/school and programs may have further limitations on transfer of credits. All transferred work (with accompanying grades or marks) will be translated into Texas A&M University-Corpus Christi terms. If an equivalency has not already been established, the student will consult with their program coordinator to determine transferability. Should it be determined that a student has taken courses of similar level and content at more than one institution (duplicated work), the grade of the second course attempted will be the grade of record and all others will be recorded without credit. Transfer work will become a part of the student's record only after matriculation and then only when the student has established a course-of-record. All transferred work requires approval by the student's college/school.

Academic Requirements

Grade Point Average. To remain in good standing as well as maintain eligible for university funding such as scholarships and assistantships, the university requires students to maintain a minimum grade point average (GPA) of 3.0 (B) for all graduate work undertaken. TAMU-CC uses a 4.0 scale for calculation of GPA. Please note that TAMU-CC calculates GPA based on all graduate coursework taken at TAMU-CC and not just coursework in the degree program. Students should ensure they are knowledgeable about both overall GPA required for good standing as well as GPA in the program in which they are enrolled.

Only grades earned at this university will be used to calculate the TAMU-CC grade point average as used in determination of eligibility for graduation. Grades are made available to students at the end of each grading period at <http://sail.tamucc.edu>

Scholastic Probation

Placement on Scholastic Probation

A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's *cumulative* graduate GPA falls below 3.0 (or higher GPA set by the program). A

graduate student receiving a grade of U or NC for the second time will also be placed on scholastic probation. *Note: Grades from transfer courses are not factored into the GPA.* **A student can be on scholastic probation only once** (see section on Enforced Withdrawal below).

Removal from Scholastic Probation

A student must achieve a cumulative 3.0 GPA (or higher GPA if required by the program) within completion of the next nine (9) semester credit hours to be removed from scholastic probation if scholastic probation was due to an unsatisfactory GPA. The courses included in the nine (9) semester hours must be approved by the program faculty for degree-seeking students.

A student who received two or more grades of U or NC may be removed from scholastic probation after one year if the student achieves a cumulative 3.0 GPA (or higher GPA if required by the program) and subsequently receives grades of S or CR.

A student will not be placed on scholastic probation in a graduating semester if the cumulative GPA is 3.0 or higher and there are no more than two Cs for courses on the degree plan.

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

Enforced Withdrawal

Enforced withdrawal is reflected on the student's academic record. A student who **is or has been on scholastic probation** will be placed on enforced withdrawal if:

- the student's GPA for any subsequent term or semester falls below 3.0, or
- the student receives a third grade of U or NC, or
- other scholastic requirements are not met, or
- the student does not achieve the required cumulative GPA (3.0 or higher if required by the program) within completion of nine (9) semester hours, or the student does not meet the specific program requirements as stated in their conditional enrollment agreement.

Reinstatement

A student on enforced withdrawal **may not enroll** in any graduate program for a **minimum of 12 consecutive months**. In order to be reinstated, a student **must reapply**, meet current requirements for degree-seeking students, and be accepted by the university and the program to enroll for graduate studies following the period of enforced withdrawal. The application may be submitted prior to the requested enrollment date. Colleges or programs may develop additional procedures or requirements related to re-enrollment following enforced withdrawal. Some colleges or programs may not permit reinstatement from enforced withdrawal. Please see the appropriate college or section of the catalog for specific requirements. Students should be aware that enforced withdrawal does not alter the 7-year time period for completion of the degree.

Students should refer to the Students should refer to the [Graduate Academic Degree Requirements](#) in the current catalog for specific details.

Exit Requirements

All graduate programs have a culminating experience. In addition to successful completion of all courses required for graduation, students are required to pass a comprehensive written examination, successfully complete a capstone experience or creative project, defend a thesis, or a combination of these as specified by the program.

The thesis must be checked for plagiarism and approved by the thesis committee chair prior to the defense. Students must be enrolled the semester in which the thesis defense/final examination occurs and in the semester in which they graduate. *The thesis must conform to current formatting templates and guidelines on the [Graduate Education website](#).*

