



COLLEGE OF EDUCATION
AND
HUMAN DEVELOPMENT

EDUCATIONAL
ADMINISTRATION
HANDBOOK

*MASTER'S DEGREE
PROGRAM

*PRINCIPAL CERTIFICATION
PROGRAM

*SUPERINTENDENT
CERTIFICATION PROGRAM

Note: This handbook is subject to change without prior notification and updates will be available in the Educational Administration Program. The Handbook is a resource for program planning and general guidance, to be used in conjunction with the requirements and parameters detailed in the graduate catalog.

Updated Summer 2023

Table of Contents

I. General Information

Introduction 03

Program Description 03

Faculty Members..... 04

Program Benefits 04

Learning Experiences..... 04

Application requirements and Eligibility Criteria..... 05

II. Degree Specific Information

The Educational Administration Program Degree Requirements..... 07

Program Course Offerings..... 09

Degree Requirements..... 09

The Practicum Experience..... 09

Final (Comprehensive) Exams..... 10

State Principal (or Superintendent) Examination..... 10

TEExES Testing Procedures..... 10

TAMUCC Requirements for Professional Certification- Principal or Superintendent..... 12

 Principal Practice Examination..... 12

 Preparation..... 12

 Sign up for Practical Exam..... 12

 Scores..... 12

Application Procedure for Professional Service Certificate..... 12

 When to apply?..... 12

 Steps to apply online..... 13

 University Recommendations..... 13

 Official Notification from Texas Education Agency..... 13

TEExES Testing Policy- Effective September 1, 2015..... 13

 Texas §21.048. Certification Examinations..... 13

New Texas Education Agency Rule..... 13

TAMUCC TExES Principal and Superintendent Exams Remediation Policy..... 14

Waiver Application of Four-Time Retake Limitation of Certification Examination..... 14

Probationary Principal Certificate Eligibility..... 15

Professional Requirements..... 15

Academic Requirements..... 15

Additional Requirements..... 15

III. Additional Information

Ethical Standards/ Academic Misconduct..... 16

Request for Leave..... 16

IV. Campus Resources/ Information

Registration..... 16

Enrollment Status..... 17

Maximum Course Load..... 17

Repetition of a Course..... 17

Time Limit to Degree and Recency of Credit..... 17

Revalidation of Courses..... 18

Transfer of Credit..... 18

Grading and calculation of GPA..... 19

Good standing/academic probation/enforced withdrawal..... 19

Reinstatement 20

Financial Aid..... 20

Scholarships..... 21

Academic Resources..... 21

Health and Wellness Resources..... 22

Educational Administration Program

I. General Information

Introduction

Congratulations on continuing your education. You are to be commended and the faculty and staff of the Educational Administration (EDAD) Program are looking forward to working with you in the program.

This handbook was developed to help answer questions and/or concerns that may arise during your graduate program. I realize that each student's program is unique, but it is hoped that this guidebook will help guide you in your endeavors. This guidebook, along with your graduate catalog and the College of Graduate Studies Handbook can assist you throughout your program. Please know that you are welcome to visit with faculty, staff and me at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Within this guidebook, you will find pertinent information to include:

1. Contact information of all Educational Administration (EDAD) faculty
2. Comprehensive exam information
3. Professional certification requirements
4. Certification application procedures
5. TExES Examination protocol

Should you have any questions regarding our Master of Science degree in Educational Administration, Principal Preparation, and Superintendent Preparation Programs, please contact the Educational Administration Program Office.

Again, welcome to the Educational Administration Program. It is our sincere wish that we provide you with a vigorous and challenging program for significant positions in educational leadership.

Program Description

The Master's Program in Educational Administration is a leader in preparing PreK-20 school administrators throughout South Texas, nationwide, and internationally. This learner-centered program prepares graduates to meet challenges of school leadership positions such as leadership positions at the campus, district, and institutional level throughout Texas. All graduates are expected to have the capacity to lead diverse schools, understand the self, and to articulate/solve local problems of practice.

Our Vision

Candidates from the Master’s in Educational Administration (EDAD) Program will explore the self, others, and organizations to facilitate school improvement specific to rural, urban, and suburban contexts within a rapidly changing Texas.

Faculty Members

There are four professors in the Educational Administration Program. Additional adjunct professors also instruct program courses, as needed.

| Faculty Member | Emphasis/Area of Interest | Phone/Email |
|---|---|--|
| Christopher Benedetti Associate Professor | Public School Administration/ School leadership | 361-825-2318 christopher.benedetti@tamucc.edu |
| Bernadine Cervantes Clinical Assistant Professor | Public School Administration/ District and school leadership | 361-825-2992 bernadine.cervantes@tamucc.edu |
| Doyne “Scott” Elliff Clinical Assistant Professor | Public School Administration/ Superintendency | 361-825- 6637 doyne.elliff@tamucc.edu |
| Lynn Hemmer Associate Professor | Public School Administration/ Alternative education | 361-825-3702 lynn.hemmer@tamucc.edu |

Program Benefits

- The Master’s in Educational Administration Program provides opportunities for students to develop in-depth understanding about leadership roles and responsibilities, working with community at-large, policy administration, and contemporary educational issues.
- Coursework is designed around issues of equity and social justice research within contexts of rural, urban, and suburban schools.
- Graduates of the program are prepared to advocate, nurture and sustain a campus culture and instructional program conducive to student learning and faculty professional growth.
- EDAD classes are delivered in an online format, using synchronous and asynchronous learning.

Learning Experiences

The Learning Experiences in:

- *the ethics of leadership* prepare the graduates to model and promote the highest standard of conduct, ethical principles, and integrity in decision- making, actions, and behaviors.

- *the development of campus culture* prepares the graduates to create a campus culture that promotes high expectations, promotes learning, and provides intellectual stimulation for self, students, and staff.
- *human resources leadership* prepare students to collaboratively develop, implement, and revise a comprehensive and on-going plan for professional development of campus staff which addresses staff needs and aligns professional development with identified goals, to further develop necessary knowledge and skills, and to model lifelong learning.
- *communication and community relations* prepare students to demonstrate effective communication and collaboration that will establish partnerships with parents, businesses, and other groups in the community to strengthen programs and support campus goals.
- *leadership and management* prepare students to implement appropriate management techniques and group processes to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment through all school operations and programs.
- *curriculum planning and development* prepare students to use emerging issues, occupational and economic trends, demographic data, student learning data, motivation theory, learning theory, legal requirements, and other information as a basis for campus curriculum planning.
- *instructional leadership* prepare students to facilitate the development of a campus learning organization that facilitates the development, implementation, evaluation, and refinement of student activity programs to fulfill academic, developmental, social, and cultural needs and Acquire and allocate sufficient instructional resources on the campus in the most equitable manner to support and enhance student learning.

Application Requirements and Eligibility Criteria

Master's Degree in Educational Administration

To be eligible for admission into the Master's Degree Program, the following requirements must be met:

- All general graduate admission requirements of the University.
- A minimum undergraduate GPA of 3.00 and a graduate GPA of 3.00 on the last 60 semester credit hours of undergraduate work and any previous work in graduate school;
- Completion of *The Goal Statement* (300 to 400 words) as required on the application form to detail reasons for pursuing a graduate degree in Educational Administration and certification in the principalship; and,
- Completion of the Program Attestation Form.
A score of 3 or 4 *The Goal Statement* as evaluated by department faculty holistically on a scale of 1 – 4; however, applicants who have submitted all required application documents, but who do not meet the minimum GPA of 3.00, may enroll in a conditional status in courses approved by the chair of the department. (See “[Conditional Status](#)” in the “[Admissions](#)” section of the Graduate Catalog.) Note: Such students must achieve

not less than a 3.00 GPA in the specified courses. After completing at least 6 semester credit hours with a GPA of not less than 3.00 at this University, applicants may continue the application process into the program.

Principalship Program

To be eligible for admission into Principalship Certification (either as part of the Masters in EDAD or for Certification only), the following requirements must be met:

- Master's degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
- Hold a teacher certificate issued by the TEA or the equivalent issued by another state or country. (Note: By point of seeking certification, candidate must have two complete years of teaching experience.)
- Graduate GPA of 3.0 or greater; or *Conditional Admission as above, and
- **MUST** have provided signature where appropriate and uploaded all TEA required documents into the Apply Texas portal including:
 - the TEA Educator Code of Ethics,
 - FERPA document,
 - PCH (Preliminary Criminal History), and
 - Educator Service Record.
 - Candidate acknowledges that ultimate certification is contingent upon submission of these documents, **AND, ADDITIONALLY**,
 - submission of a TEA technology fee of \$35 is required upon acceptance of program participation.
 - a passing score on the appropriate exam – principal or superintendent,
 - Note: Educator Service Record may need to be updated if demonstrative of less than two years at point of certification.
- Commitment from a certified principal to support the candidate during the program.
NOTE: This form is completed during the practicum experience.

Superintendent Program

To be eligible for admission into Superintendent Certification (either as part of the doctoral program in EDLD or for Superintendent Certification only), the following requirements must be met:

- Master's degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
- Hold a principal certificate issued by the TEA or the equivalent issued by another state or country, or TEA approval of minimum of three years of district-level leadership experience in lieu of principal certification.
- Graduate GPA of 3.0 or greater; or *Conditional Admission as above, and

- **MUST** have provided signature where appropriate and uploaded all TEA required documents into the Apply Texas portal including:
 - the TEA Educator Code of Ethics,
 - FERPA document,
 - PCH (Preliminary Criminal History), and
 - Educator Service Record.
 - Candidate acknowledges that ultimate certification is contingent upon submission of these documents, **AND, ADDITIONALLY**,
 - submission of a TEA technology fee of \$35 is required upon acceptance of program participation.
 - a passing score on the appropriate exam – principal or superintendent,
 - Note: Educator Service Record may need to be updated if demonstrative of less than two years at point of certification.
- Commitment from a public-school district superintendent to support the candidate during the practicum experience course.

II. Degree Specific Information

[The Educational Administration Program Degree Requirements](#)

The Educational Administration (EDAD) Program includes both degree and certification-only programs.

The non-thesis Master of Science (MS) degree is a 30-semester credit hour program with a **specialization in the principalship**. The principalship specialization encompasses required and recommended coursework; Required Coursework: EDAD 5376, 5377, 5378, 5399; Recommended Coursework: EDAD 5304 and two additional EDAD Program courses.

[Master of Science \(MS\) Degree Plan](#)

A. College Master's Degree Requirements (3 Semester Credit Hours)

EDFN 5301- Introduction to Research

B. Specialized Core Courses (12 Semester Credit Hours) [Taken First]

EDAD 5304- Introduction to the Principalship+
EDAD 5366- Personnel Management
EDAD 5376- Supervision of Instruction +
EDAD 5377 Teacher Appraisal Systems+

C. General Administrative Competencies (12 semester credit hours) [Taken After Block B.]

EDAD 5363- Public School Law

EDAD 5378- Application of Administrative Concepts **+

EDAD 5399- School Administration Practicum Part I & Part II- Offered Fall and Spring Semesters only***+

D. Electives 3 Semester Credit Hours) [Taken Anytime in Program]

DAD 5364- Management of Educational Programs & Special Units

EDAD 5374- Campus Finance and Budgeting

Prerequisites:

** EDAD 5378 should be taken in one of the last two semesters of course work.

*** EDAD 5399 should be taken in the last two semesters of course work

(+) Required course for "Certification Only"

The two certification-only components are the principal preparation component (24 semester credit hours) and the superintendent preparation component (15 semester credit hours).

Program Course Offerings

| Number | Principalship Courses | Number | Superintendency Courses |
|--------|--|--------|---|
| 5304 | Introduction to the Principalship | 5361 | School Law and Human Resources |
| | | 5367 | Public School Finance and Business Operations |
| 5363 | Public School Law | 5368 | Public School Relations |
| 5364 | Management of Educational Programs | 5369 | The School Superintendency |
| 5366 | School Personnel Management | 5398 | Practicum in the Superintendency |
| 5374 | Campus Finance & Budgeting | | |
| | | | |
| 5376 | Supervision of Instruction | | |
| 5377 | Teacher Appraisal System | | |
| 5378 | Application of Administrative Concepts | | |
| 5399 | School Administration Practicum | | |
| 5696 | Directed Independent Study | | |

Degree Requirements

The Superintendent Practicum Experience

The practicum (internship) experience is an integral part of the superintendent preparation programs. Students must complete 160 clock hours of administrative experiences while enrolled in EDAD 5398 Practicum in the School Superintendency (Superintendent). These administrative experiences are designed to be accrued during the fall and/or spring semester. However, immediately prior the practicum semester, students may collect/record up to 20 hours, with the approval of the University Field Supervisor. The Superintendent (District Supervisor) should be directing the campus activities developed in the proposal and be interacting meaningfully with the candidate concerning these experiences.

Commented [CB1]: I separated the superintendent and principal practicum info.

The Principal Practicum Experience (Two Semesters – Prt. I and Prt. II)

Commented [CB2]: New and separate paragraph of principal practicum

Students with degree plans after 2020, will complete the practicum (internship) experience in a two- semester internship that is an integral part of the principal preparation programs. The students will be able to experience and gain insight of administration roles and responsibilities that take place in a school year. Students must complete 100 clock hours of administrative experiences, each semester, while enrolled in EDAD 5399 School Administration Practicum (Principalship) Part I and Part II. These administrative experiences are designed to be accrued during the fall and spring semester. However, immediately prior the practicum semester, students may collect/record up to 20 hours, with the approval of the University Field Supervisor. The Principal (Campus Supervisor) should be directing the campus activities developed in the proposal and be interacting meaningfully with the candidate concerning these experiences.

Final (Comprehensive) Exam

The Master of Science Degree (MS) in Educational Administration includes a final comprehensive examination which includes a required written component and may include an oral component depending on the outcome of the written component. The final comprehensive examination may not be conducted prior to the mid-point of the semester or the summer session the student will complete the remaining required coursework. Deadlines for the final/comprehensive exam are set to ensure compliance with the timeline set by the College of Graduate Studies.

To be eligible to take the final exam, a student must have applied for graduation. Notification of the date/time of the exam will be sent to those students who have applied for graduation within the first five weeks of their final semester (spring or fall) or by the second week of June for an August graduation. It is the student's responsibility to apply for graduation and then check his/her email account (University Islander account) that is set up to receive university information.

State Principal (or Superintendent) Examination

Passing the TExES #268 Principal as Instructional Leader and #368 Performance Assessment for School Leaders (PASL) exams are both required for attaining a Principal as Instructional Leader certification. Passing the TExES 195 Superintendent is required for attaining the Superintendent Certification.

TEXES Testing Procedures

TEXES Approval/Request System (TAR)

Each time you wish to test, you must notify TAMUCC via TAR at <http://tar.tamucc.edu>. Requests are not processed on weekends or holidays, so plan accordingly.

To Register for TAR

1. Go to the TAR Website: <http://tar.tamucc.edu>
2. Click on “Create Your New TAR Account” and follow the directions. (It is at the top of the page on the right-hand side.)
3. Go back to the TAR Website
4. Click on “Log into Your Account” with you’re A# and birth date: (mm/dd/yyyy) and follow the directions. (It is also at the top of the page on the right-hand side.) Be sure to submit your request to test.
5. NOTE: TAR still reflects 068 but the notes will reflect the appropriate exam.

Things to Know While Accessing TAR

- You must use your Islander email address
- Using the Scroll Button will change your responses
- Your route is Professional Certification and your university status Graduate.

What Happens Next?

You will receive an e-mail from TAR on your request status: *Approved or Denied based on a review and assessment by the designated faculty member (TAR Approval Administrator) in the Educational Administration Department.*

If test approval is granted, the Certification Office will provide notification via email once approval is uploaded to TEA. Candidates will then have ability to register/schedule their respective exam with Pearson or ETS (PASL only).

To Register with the State of Texas to take TExES #268 and PASL #368 (Principal) or TExES #195 (Superintendent)

1. Use your TEA ID# and create your account at <https://home.pearsonvue.com/tea>
2. Follow the directions provided at this link. Be sure to print and/or screenshot any receipts provided.

To Register with the State of Texas to take PASL #368 (Principal)

<https://www.ets.org/ppa/test-takers/school-leaders/register/>

Review the ‘Before You Register’ information presented by ETS before following steps on ‘How to Register’ for the PASL assessment.

Things to Know about State Registration to Take TExES #268 and #368 or #195.

- During the Pearson registration process, you will see the test you have been approved to take & payment for exam will be required. Once payment has been submitted, a candidate will be allowed to schedule the date, location and ~~the time of the test.~~ exam.

Candidates must read through Pearson’s testing center admission & rescheduling policies provided in their appointment confirmation email.

- During the ETS registration process (PASL only), you will create an account, select test & submission window, identify state & EPP (Texas A&M University – Corpus Christi), select score recipients, provide required information, & finally pay for exam. You will receive an email from ETS confirming your registration. Make sure to read their testing & admission policies in place for ETS testing centers.
- If no test is listed, you have not been approved by TAMUCC to test and your information has not been uploaded to TEA. Go back to TAR and request permission to test.

Contacts for Questions and Clarifications

If you have questions about TAR, please contact Rose Zuniga (361) 825-2433 or Carol Pike (361) 825-3074).

Information Regarding Test Day

- You must be at the testing site 30 to 45 minutes before testing begins.
- You must have **two** forms of picture ID. *You will not be allowed to test without two forms of picture ID or if IDs are expired.* Make sure to have a valid driver’s license, passport, Sand Dollar card, &/or a district campus ID. Test fees will **not** be reimbursed.
- Do not bring a cell phone into the test center. Cell phones are prohibited in testing centers.
- You may be photographed and fingerprinted before testing.

Texas A&M University-Corpus Christi Requirements for Professional Certification-Principal or Superintendent

The state examinations affect not only your certification status, but also the accreditation of educator preparation programs at Texas A&M University-Corpus Christi. The Principal Preparation Advisory Committee recommended the following practices to help ensure the success of Texas A&M University-Corpus Christi principal and superintendent candidates and the continuing accreditation of the educational administration preparation programs.

PRINCIPAL EXAMINATION (REVIEW REQUIRED)

Candidates are not permitted to test until an approved review session has been completed as approved by the EDAD faculty.

Superintendent Examination (PRACTICE EXAM REQUIRED)

Students in the superintendency program must take a practice exam. A score of less than 85% on the practice exam will require a review session with a faculty member before being approval is granted to take the exam. Contact Dr. Elliff for more information.

Application Procedure for Professional Service Certificate

When to Apply?

1. Completion of minimum master's degree
2. After final grades in last semester are officially recorded in University system for this program
3. Passing of required state-licensing exams (TExES)
4. Completion of all program requirements.

Steps to Apply Online:

1. Log on to <https://tealprod.tea.state.tx.us/>
2. Log into your TEAL/state account to enter Educator Certification Online System on opening screen and log on with assigned password and username
If unable to log into your account, utilize the 'forgot password/username' options.
3. Select "Applications"
4. Select "Standard Certificate" and follow the sequence of screens providing required information (select "**Texas A&M University-Corpus Christi: University Based**" as requested on one of these screens)
5. Make application fee payment to Texas Education Agency. Be prepared to make payment online via credit card on one of these screens.
6. Certification Office needs to be notified via email by candidate once application has been submitted. Email: carol.pike@tamucc.edu

University Recommendation:

Once notification has been sent by candidate, a review of your file is then accomplished to verify that all requirements have been met, including verification of candidate's Educator service record. An online notification is sent to the Texas Education Agency (TEA) confirming that the University recommends the candidate for the certificate. This step normally occurs within 24 hours of the online application.

Official Notification from Texas Education Agency:

Upon receipt of your application and University recommendation, the Texas Education Agency makes available for inquiring Texas school districts to have TEA online access of the status of your certificate application. You may make reference of this as official documentation to provide your hiring school district while waiting for the certificate processing to be finalized.

TEXES Testing Policy

If a candidate waits several years after completing his/her educational administration master's degree, please view the most current policy posted on the College of Education Webpage under the Principal Certification Updates link here: <https://edld.tamucc.edu/>

Texas Sec. 21.048. Certification Examinations

New Texas Education Agency Rule: Individuals may take the same exam a total of five times. After the fifth attempt, the TEA will have to give approval to retake the exam.

Texas A&M University-CC: TEXES Principal and Superintendent Exams Remediation Policy

In the event a candidate fails the principal or superintendent exam, there is a state mandated wait period before a retest is available. Effective June 2, 2020, the waiting period to retake a Texas educator certification examination will change from 45 days to 30 days.

Candidates who have not taken and passed certification exams and/or applied for certification within five years of program completion date will be required to repeat or complete additional coursework, pass practice exams and engage in the services of outside test preparation programs. Failure to complete all requirements in the certification process within this timeframe may render the candidate ineligible to continue testing or be recommended for certification by Texas A&M University-Corpus Christi. ***Texas A&M University-Corpus Christi reserves the right to deny certification recommendation beyond five (5) years of candidate program completion without any further consideration. 19 TAC 228.40(d)*** Appeals related to any portion of this program policy must be made in *writing* to the Dean of the College of Education and Human Development at Texas A&M University-Corpus Christi, with information copies of the appeal provided to the appropriate department chair and program coordinator.

Waiver Application Limitation of Certification Examination Attempts

The Texas Education Code Section 21.048 (a-1) specifies that a person may not retake an examination more than four times unless the State Board for Educator Certification (SBEC) waives the limitation for good cause. NOTE: The initial testing plus four retake attempts comprises the five- attempt limit. Good cause is defined as a substantial change in the degree of the candidate's learning by way of education, work, experience, and/or training that makes it probable the candidate will pass the examination for which the waiver is submitted. The burden of proof is on the applicant to demonstrate good cause.

The waiver application must arrive by mail at the address below not later than 45 calendar days prior to an SBEC meeting to be considered at the meeting. SBEC meeting dates can be found at http://tea.texas.gov/About_TEALeadership/State_Board_for_Educator_Certification/SBEC_Meetings

[etings/State_Board_for_Educator_Certification_Meetings/](#).

Waiver Requests received after the 45-day deadline will be eligible for the next SBEC meeting. Faxed or emailed applications will not be accepted.

Texas Education Agency Educator Testing WBT 5-100 1701 North Congress Avenue Austin, Texas 78701-1494

Waiver Request forms and information can be found at <https://tea.texas.gov/texas-educators/certification/educator-testing/test-limit-waiver-information>.

Probationary Principal Certificate

Probationary Certification, which is good for one year, is for those who have secured a position for which principal certification is required by the state. In accordance with Texas Education Agency guidelines, every certification candidate on a probationary certificate must be supervised for the duration of their probationary status. See below for further details.

Eligibility

Candidates in the Educational Administration program who wish to obtain a Probationary Principal Certificate must meet the eligibility requirements listed below before applying.

Professional requirements

At least two years teaching experience. District acknowledgement indicating that a probationary certificate is acceptable for the position.

Academic requirements

Be a student in good standing in the Educational Administration program at TAMU-CC.

Have completed the following courses (with grades A or B):

- EDAD 5304 – Introduction to the Principalship
- EDAD 5376 – Supervision of Instruction
- EDAD 5377 – Teacher Appraisal System
- EDAD 5363 – Public School Law

Additional requirements

- EDAD students employed in jobs using Year 1 of the Probationary Principal Certificate must be enrolled in EDAD 5399 (School Administration Practicum).
- If the candidate has completed the program, and at least three semester hours of internship (practicum) and request a Probationary Principal Certificate for Year 2 and/or Year 3, the student must enroll in EDLD 5396 Directed Studies (Practicum in Educational Administration 1-3 semester credit hours).

- EDLD 5396 includes individually supervised field experience with unit-level or institutional-level educational administrator with related applied research activity.

Note: The Principal Probationary Certificate is currently being reviewed by the State Board of Educator Certification (SBEC) and The Texas Education Agency (TEA). The requirements and parameters for the certification are likely to be revised. The Handbook will be updated as the information is received from the aforementioned state agencies.

III. Additional Information

Ethical Standards/ Academic Misconduct

Students and faculty members are responsible for maintaining academic integrity by refusing to participate in or to tolerate academic misconduct. In a case of academic misconduct, written documentation must be maintained for any alleged acts of misconduct (see below) by the affected faculty member.

Commission of any of the following acts constitute academic misconduct. This list is not exclusive of any other acts that may reasonably constitute academic misconduct.

- Plagiarizing or submitting academic work for credit that includes examinations, themes, reports, drawings, laboratory notes, computer-processed materials, published or unpublished material copied or paraphrased without documentation or citation.
- Fabricating information to falsify results obtained from a research or laboratory experiment. Falsifying written and/or oral presentations including the results of research or laboratory experiments.
- Cheating or knowingly assisting another student in committing an act of cheating or other form of academic dishonesty.
- Unauthorized possession of examinations, reserved library materials, laboratory materials, or other course related materials.
- Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; falsification of student transcript or other academic records; or unauthorized access to academic computer records.
- Nondisclosure or misrepresentation in filling out applications or other university records in, or for, academic departments or colleges.
- Attempting, aiding, abetting, conspiring, hiring or being an accessory to commit any act prohibited in this code shall be considered substantive violations.
- Violation of departmental, college, or university policies.

Request for Leave

- Students experiencing major events can request a leave from the program. Students, after consulting with their academic advisor, must submit a written request form to the College of Graduate Studies.

IV. Campus Resources/ Information:

- **Registration**

The Office of the Registrar coordinates the course registration process for all current and incoming students. <http://registrar.tamucc.edu/Register%20for%20Classes/index.html>

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 Service Center
 - Phone: 361- 825-2624
 - 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), which must be from courses at the 5000 level or higher. The MFA, which is a terminal degree, requires 60 semester credit hours.

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) without the approval of the college dean.

- **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 Graduate Dean. 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**

The requirements for a master's degree 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.

Credit that is more than seven years old will not be counted toward a master's degree. 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, the Graduate Dean, and the Provost are required. See 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. 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 the student learning outcomes have been met. Revalidation requests must be submitted on the Revalidation Request Form and accompanied by a written justification, updated degree plan, revalidation plan, and documentation used for revalidation. All revalidation requests and plans must be approved by the student's faculty advisor, the department chair, the College Dean, the Graduate Dean, and the Provost.

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.

- **Transfer of Credit**

Specific requirements must be met for courses that may transfer for credit. The following rules apply to these courses, with the exception of degrees offered jointly.

- 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 work must be less than 7 years old at the time the TAMU-CC degree is awarded.

- Credit used for a degree earned at another institution cannot be applied to a graduate degree at TAMU-CC.

- No more than twelve semester hours of graduate level study may be transferred.

- Specific programs may limit the number of transfer courses allowed to less than twelve.

- All transfer work must be appropriate to the degree being sought. Please see individual programs for specific requirements related to transfer credits.

- **Grading and calculation of GPA**

Grade Point Average. In order to remain in good standing, as well as 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. Texas A&M University-Corpus Christi 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>

- **Good standing/academic probation/enforced withdrawal**

Scholastic Probation

The university places a student on probation if their cumulative GPA falls below 3.0 at the end of a semester.

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 grade point average falls below 3.0 (or a 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. 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 ever been on scholastic probation will be placed on enforced withdrawal if:

- the student's GPA for any subsequent term falls below 3.0, or
 - the student receives a third grade of U, NC, or NP, 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 is mathematically unable to achieve the required GPA within completion of 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. 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.

Financial Aid

Application forms and detailed instructions on applying for financial aid are available through the Office of Student Financial Assistance at the following web address: <http://osfa.tamucc.edu>.

Scholarships

Eligibility

Current graduate students who want to apply for a graduate scholarship can apply via <http://scholarships.tamucc.edu/index.html>.

Eligibility requirements for receiving a scholarship include:

- being admitted to Texas A&M University-Corpus Christi.
- submitting a completed Graduate Scholarship Application.
- being a graduate degree or certificate-seeking student.
- being enrolled in at least six (6) graduate student credit hours during a regular semester or three (3) graduate student credit hours during the combined summer terms for summer scholarships. Please note: individual scholarships or colleges (i.e., the College of Science and Engineering, College of Graduate Studies) may require full-time enrollment (9 graduate SCH) during the regular semesters.
- having a 3.0 GPA minimum (graduate GPA for returning students or last 60 SCH for new students). Scholarships funds will normally be disbursed throughout the academic year. For example, a \$1,000 scholarship awarded for the academic year will be paid out as \$500 in the fall semester and \$500 in the spring semester.

Academic Resources

Graduate Resource and Opportunity Workspace (GROW)

As part of the College of Graduate Studies, the Graduate Resource and Opportunity Workspace (GROW) offers graduate students' exclusive space and resources tailored specifically to their academic needs and professional development. GROW is located in the Mary and Jeff Bell Library (Suite 220) and is open during library hours. To reserve the small/group study room, students may complete an online form available on the GROW website: <http://grow.tamucc.edu>.

Dissertation/Thesis Formatting Workshop

We encourage all master's students who are or will be completing a thesis to attend a Dissertation/Thesis Formatting Workshop. These workshops are held every semester and provide information that will simplify the process of formatting and uploading the final document into ProQuest. We strongly urge attendance early in the writing process for your study. Workshops will be announced via the CGS/GROW newsletter and the CGS webpage.

Topics include:

- CGS website related to dissertation/thesis
- Important Dates
- Forms
- The submission process

- Copyright information
- Formatting and templates

GraduateResource and OpportunityWorkspace (GROW)

<http://grow.tamucc.edu>

361-825-2507

Center for Academic Student Achievement (CASA)

Writing Center

<http://casa.tamucc.edu>

361-825-5933

Mary and Jeff Bell Library

<http://rattler.tamucc.edu>

361-825-2643

Health and Wellness Resources

Recreational Sports

<http://recsports.tamucc.edu>

361-825-2454

Student Health Plan

<https://tamucc.myahpcare.com>

800-452-5772

University Counseling Center

<http://counseling.tamucc.edu>

361-825-2703

University Health Center

<http://healthcenter.tamucc.edu>

361/825-2601

Ask-a-Nurse Line: 361-825-5735