COMPUTER SCIENCE
MASTER’S STUDENT HANDBOOK

COLLEGE OF ENGINEERING AND
COMPUTER SCIENCE

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Website: https://www.tamucc.edu/programs/graduate-programs/computer-science-ms.php

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This handbook is intended to be read in conjunction with the Graduate Catalog: https://catalog.tamucc.edu/graduate , the College of Graduate Studies Handbook: https://www.tamucc.edu/grad-college/current-students/assets/documents/masters-student-handbook.pdf and the Geospatial Systems Engineering Catalog: https://catalog.tamucc.edu/graduate/engineering/masters/computer-science-ms/
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Section I. Master of Science in Computer Science Program

Welcome Message

Welcome to the Master of Science in Computer Science program at Texas A&M University–Corpus Christi. The computer science department has an exceptional faculty with extensive teaching and research experience in various specialties within the field. Many of them hold doctoral degrees and bring industry or consulting experience to the classroom, greatly benefiting the students. The program’s rigorous curriculum prepares students for workforce development through coursework or research through the thesis option.

Program Description

The Master of Science in Computer Science program is designed to train professionals in the application of computing knowledge to the organization and management of information in various sectors, including business, government, industry, and education. The program aims to educate individuals who can develop, maintain, or manage complex computer-based information systems and provides students with advanced knowledge and skills to enhance their career prospects. The program offers specialized courses in three concentration tracks:

• Software and Programming
• Data Science
• Cyber Science

Students will have collaborative research opportunities on projects in data science, computer graphics, machine learning, IoT, high-performance systems, software engineering, cybersecurity, and autonomous systems. Graduates of this program are prepared for a challenging and rewarding career.

Program Objectives

At the time of graduation, students will attain:

1. the ability for effective oral and written communication of complex ideas to a diverse audience.
2. skills to efficiently solve complex problems from various domains with computers.
3. the ability to comprehend and apply state-of-the-art in the field.
4. an understanding of professional, ethical, legal, and security issues and responsibilities, and the societal impact of computing.
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Section II. Degree and Program Requirements

The Degree requirements may be met through one of two options: Thesis Option (Option I) or Course Only Option (Option II). The Thesis Option allows for maximum flexibility in choosing elective courses. This option allows the student to concentrate on a particular field or area of computer science. The Course Only Option allows for flexibility in choosing elective courses but requires the student to take at least two electives from each of the three elective concentration tracks. The concentration tracks are Software and Programming, Data Sciences, and Cyber Science.

All students must take the core courses: Design and Analysis of Algorithms, Advanced Computer Architecture, and Advanced Operating Systems.

Thesis option students must also take Research Methods in Computer Science, Thesis I, and Thesis II.

Course option students are additionally required to take Advanced Software Engineering.

Thesis option

Thesis option students are required to complete a graduate thesis as a part of their degree program. In computer science, a thesis typically involves exploring a specific problem or topic within the field, aiming to contribute new knowledge or insights. The thesis may involve developing and testing new algorithms, creating software systems, or conducting empirical studies to evaluate the effectiveness of different approaches.

Overall, it is an essential component of the graduate degree program, providing students with valuable experience that can be applied in their future careers in academia or industry.

The Thesis Option requires a minimum of 30 credit hours. Aside from the required 12 hours of core courses and 6 hours of the graduate thesis, students are required to pick at least 12 hours of electives. This option allows for maximum flexibility in choosing elective courses and allows the student to concentrate on a particular field or area of computer science.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 6393</td>
<td>Research Methods in Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>COSC 6334</td>
<td>Design and Analysis of Algorithms</td>
<td>3</td>
</tr>
<tr>
<td>COSC 6351</td>
<td>Advanced Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>COSC 6352</td>
<td>Advanced Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>COSC 5398</td>
<td>Thesis I</td>
<td>3</td>
</tr>
<tr>
<td>COSC 5399</td>
<td>Thesis II</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

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Students choosing the thesis option must obtain permission from their faculty advisor (who will chair their committee) to register for COSC 5398 Thesis I (3 sch), which should be taken in the next to last semester. During the first month of Thesis I, the student and their advisor should determine the thesis committee. This committee consists of at least three full-time Texas A&M University-Corpus Christi graduate faculty members, two of which must be in computer science.

While taking Thesis I, the student will develop a written proposal of the thesis work and present the proposal for approval. Upon approval, the student may then register for COSC 5399 Thesis II. The student must then continually register for COSC 5399 Thesis II until completion of their thesis. If the student fails to register for COSC 5399 Thesis II or fails their final examination, a grade of No Credit will be assigned to COSC 5398 Thesis I and all COSC 5399 Thesis II courses and the student must begin the process again.

While taking COSC 5399 Thesis II, the student will produce a written thesis that discusses their work. A draft copy of the thesis will be given to all committee members and the student will make any changes required by the committee. Upon approval of the thesis committee chair, the student may schedule their final oral examination. The thesis will be published and archived in the Mary & Jeff Bell Library. Guidelines for writing the thesis are available in the Computer Science office.

Students who opt for the thesis program may sometimes desire to alter their thesis committee. To effect this change, the student must submit a formal application using the Thesis Committee Member Change Request Form, also referred to as Form D. The forms can be conveniently accessed and downloaded from the links provided below:

http://gradcollege.tamucc.edu/current_students/dissertation_thesis.html
http://gradcollege.tamucc.edu/contact_us/forms.html

Final Examination

After completing all other requirements for the MS degree in computer science, the student must schedule an oral exam over his/her graduate program of study. The graduate thesis committee will administer the oral exam and focus heavily on the thesis.

Course-Only option

The course-only option exposes students to a broad range of topics within the field. By opting for this track, students must take at least two courses from each concentration track, ensuring they have a well-rounded understanding of the field.

This option is particularly useful for students who wish to expose themselves to various aspects of computing, rather than focusing on a specific area. This broad exposure helps students develop a solid foundation in computer science, which they can apply to various career paths or graduate studies.
The Course-Only Option requires a minimum of 36 credit hours. Aside from the required 12 hours of core courses, students are required to pick at least 24 hours of electives with at least 6 credit hours from each concentration track. This option is good for learning a variety of topics across multiple domains of computing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 6334</td>
<td>Design and Analysis of Algorithms</td>
<td>3</td>
</tr>
<tr>
<td>COSC 6351</td>
<td>Advanced Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>COSC 6352</td>
<td>Advanced Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>COSC 6370</td>
<td>Advanced Software Engineering (taken in the last semester)</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

**Total Hours** 36

Students must take all required courses along with their chosen electives with at least two courses from each elective group. COSC 6370 – Advanced Software Engineering is taken in the final semester.

**Fast Track Computer Science BS to Computer Science MS**

The university allows the opportunity for high-achieving undergraduate students to count a select number of graduate credits toward their undergraduate degree and thereby obtain a graduate degree at an accelerated pace. Students interested in the Fast Track in Computer Science should see the undergraduate catalog.

**Electives**

The student chooses electives but is subject to approval by the student’s graduate faculty advisor. For the Thesis Option, electives should be taken that will support the student’s thesis. For the Course-Only Option, students must obtain breadth by taking electives across different areas of computer science and at least two courses from each concentration track. Electives not listed in the concentration tracks may also be taken to fulfill remaining credit hours. The program offers specialized courses in three concentration tracks:

- Software and Programming
- Data Science
- Cyber Science

No more than six hours of approved electives may come from courses taken at another university or from outside of computer science. Credit from a master’s degree earned at another institution will not be applied to a second master’s degree at Texas A&M University-Corpus Christi. A maximum of six hours of approved Directed Independent Study may count toward the MS degree.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 6340</td>
<td>Human-Computer Interaction</td>
</tr>
<tr>
<td>COSC 6353</td>
<td>Compiler Design and Construction</td>
</tr>
<tr>
<td>COSC 6356</td>
<td>Theory of Computation</td>
</tr>
<tr>
<td>COSC 6360</td>
<td>Parallel Computing</td>
</tr>
<tr>
<td>COSC 6361</td>
<td>Parallel Algorithms</td>
</tr>
<tr>
<td>COSC 6362</td>
<td>Mobile Software Development</td>
</tr>
<tr>
<td>COSC 6365</td>
<td>Current Trends in Programming</td>
</tr>
<tr>
<td>COSC 6324</td>
<td>Digital Image Processing</td>
</tr>
<tr>
<td>COSC 6326</td>
<td>Computer Vision</td>
</tr>
<tr>
<td>COSC 6327</td>
<td>Introduction to Computer Graphics</td>
</tr>
<tr>
<td>COSC 6328</td>
<td>Advanced Computer Graphics</td>
</tr>
<tr>
<td>COSC 6336</td>
<td>Database Management Systems</td>
</tr>
<tr>
<td>COSC 6337</td>
<td>Data Mining</td>
</tr>
<tr>
<td>COSC 6338</td>
<td>Machine Learning</td>
</tr>
<tr>
<td>COSC 6339</td>
<td>Deep Learning</td>
</tr>
<tr>
<td>COSC 6350</td>
<td>Advanced Topics in DBMS</td>
</tr>
<tr>
<td>COSC 6354</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>COSC 6380</td>
<td>Data Analytics</td>
</tr>
<tr>
<td>COSC 6355</td>
<td>Data Communications and Networking</td>
</tr>
<tr>
<td>COSC 6357</td>
<td>Wireless Sensor Networks</td>
</tr>
<tr>
<td>COSC 6374</td>
<td>Computer Forensics</td>
</tr>
<tr>
<td>COSC 6375</td>
<td>Information Assurance</td>
</tr>
<tr>
<td>COSC 6376</td>
<td>Network Security</td>
</tr>
<tr>
<td>COSC 6377</td>
<td>Applied Cryptography</td>
</tr>
<tr>
<td>COSC 6379</td>
<td>Advanced Information Assurance</td>
</tr>
</tbody>
</table>
Section III. Additional Information

General Application Requirements

In addition to meeting all University requirements, students seeking admission to the graduate degree program in computer science must submit the following to the College of Graduate Studies.

- An application and application fee. Normally, the applications are processed through ApplyTexas. For more information, please refer to the link: https://www.tamucc.edu/grad-college/new-students/application-process.php
- Official transcripts from all undergraduate and graduate course work taken at any accredited college or University attended. TAMU-CC transcript is not required.
- An essay, which should be underlining how students have prepared themselves for this field, including the courses, projects, jobs, and other experiences. Additionally, the students should also state whether they plan to be involved in research while pursuing their master's degree and discuss the research plans if applicable. Lastly, students need to outline what they hope to accomplish with an MS in computer science and their future plans related to this field.
- Official GRE scores (Within five years of the date of application) (waived thru Spring 2024)
- Official TOEFL/IELTS Scores are required for International applicants from countries where English is not the native language. The scores must be acquired within two years of the date of application.

Program-Specific Application Requirements

The department systematically evaluates applicants’ credentials based on undergraduate performance (GPA), computer science courses taken, and industry experience.

- Incoming students with a relevant bachelor’s degree in Computer Science or Computer Engineering need an overall GPA of 2.75 or above.
- Students with a bachelor’s in other engineering fields need an overall GPA of 3 or above and foundational computing courses such as programming, algorithms, data structures, operating systems, and computer architecture.
- Students in other majors will also be considered for the computer science program, based on a strong overall GPA, a demonstrated interest in advancing the field of computer science, completed foundational computing courses, and exceptional work experience.

Total Hours

The MS Program in Computer Science requires a minimum of 30 graduate semester credit hours (SCH) for the thesis option and 36 SCH for the course-only option. Courses must be from the 5000 level or higher.
**Grades**

The minimum grade for credit is “C”. A student is only allowed 6 hours of credit at a grade of “C”. For more information see Graduate Catalog, Section “Graduate Academic and Degree Requirements” at [https://catalog.tamucc.edu/graduate/academic-degree-requirements/](https://catalog.tamucc.edu/graduate/academic-degree-requirements/).

**Leveling Courses**

Graduate students without a computer science background are required to take some or all of the leveling courses before starting or continuing their graduate program. Some of these courses serve as prerequisites to certain courses and provide students with a solid foundation upon which to build their careers. Prior to enrolling in any of these courses, it is recommended that you consult with your academic advisor.

<table>
<thead>
<tr>
<th>Leveling Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 1435 Introduction to Problem Solving with Computers I</td>
</tr>
<tr>
<td>COSC 1436 Introduction to Problem Solving with Computers II</td>
</tr>
<tr>
<td>COSC 2334 Computer Architecture</td>
</tr>
<tr>
<td>COSC 2437 Data Structures</td>
</tr>
<tr>
<td>COSC 3346 Operating Systems</td>
</tr>
<tr>
<td>MATH 2305 Discrete Mathematics</td>
</tr>
<tr>
<td>MATH 2413 Calculus I</td>
</tr>
</tbody>
</table>

Students’ transcripts help determine if they should take certain leveling courses or otherwise. This also includes transfer students from accredited universities or colleges. The academic advisor will help determine what courses should or should not be taken by the student, and whether some of the previously taken courses can adequately substitute some key courses needed to meet the degree plan.

**Course Loads**

A full-time course load for a full-time student is nine credit hours per semester. You may take a lesser course load if you choose, however, note that less than full-time status will affect eligibility for university scholarships. International students must maintain full-time student status at all times. To exceed twelve credit hours per semester, a student must have the approval of the Program Coordinator, Department Chair, and College Dean.

Students holding an assistantship must register for a minimum of nine credit course hours each semester the appointment is held. Students on an assistantship cannot carry more than twelve credit hours per semester without approval of the Program.
Graduate Advisor and Committee

All MS: COSC students who would like to pursue the thesis option need to have a graduate advisor. The graduate advisor is his/her major professor and will also serve as the chair of his/her thesis/project committee. Graduate advisor and major Professors must be regular members of the Graduate Faculty.

For the M.S. program, a student must appoint (and have approval) an advisory committee consisting of the Major Professor and two additional faculty members. This committee consists of at least three full-time Texas A&M University-Corpus Christi graduate faculty members, two of which must be in computer science.

Students who choose the thesis option for study must submit Form A: Thesis Advisory Committee Appointment Form to CGS. The graduate dean will review and approve the thesis committee after submission of Form A. Students who wish to change the composition of their thesis committee after approval should submit Form D: Thesis Committee Member Change Request to the College of Graduate Studies.

Academic Advisor

The role of the Academic Advisor is to help students reach their educational goals by providing crucial tools, resources, and guidance. Students should make an appointment to see the academic advisor as soon as possible to plan their course schedule and verify that their plan will meet degree requirements. Students living outside the University area can make the appointment via email or phone. Students must have a degree plan filed by the end of the first semester of attendance to register for subsequent semesters.

Degree Plan

If possible, students should make an appointment with their faculty advisors in the beginning of the first semester to prepare a degree plan. Students should remain in close contact with their graduate advisor during all phases of graduate study to keep the graduate advisor informed and revisit the degree plan. Students also should make an appointment with academic advisor to verify the degree plan that will meet degree requirements. The degree plan should be finalized by the end of the second semester students are enrolled in the program.

Course Registration

Classes are registered or dropped using the S.A.I.L portal at http://sail.tamucc.edu/portal.html. Make sure to check the class schedule at https://banner.tamucc.edu/schedule/index.php and register your classes as planned.

Prerequisites

Some of the classes do require a prerequisite class. The student should ensure to complete all the prerequisites prior to registration to a class.
Graduation Deadlines

Please be sure to apply for graduation online through your S.A.I.L account. Information regarding the graduation application deadlines and fees can be found online at the following link: https://www.tamucc.edu/academics/registrar/degrees-graduation/apply-for-graduation.php.

In order to graduate, a series of deadlines must be met for students who choose the thesis option for study. These deadlines are posted by the College of Graduate Studies at the following link: https://www.tamucc.edu/grad-college/current-students/masters-dates.php.

Please use the Master’s and MFA Thesis student checklist at https://www.tamucc.edu/grad-college/forms/masters/masters-thesis-student-checklist.pdf for a timely submission of requirements. All Master’s forms can be found at https://www.tamucc.edu/grad-college/forms/index.php

Master’s Thesis Student Checklist

Please use the checklist below for a timely submission of requirements. Forms can be found at https://gradcollege.tamucc.edu/contact_us/forms.html

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Plan (Master’s and MFA)</td>
<td>Before completing 50% of required program SCH</td>
<td></td>
</tr>
<tr>
<td>Form A – Thesis Advisory Committee Appointment (Master’s and MFA)</td>
<td>Before state of data collection/creative activity</td>
<td></td>
</tr>
<tr>
<td>Form B - Preliminary Agreement to Schedule the Thesis Defense/Final Examination (Master’s and MFA)</td>
<td>Five (5) days prior to defense</td>
<td></td>
</tr>
<tr>
<td>Form C - Thesis Defense and Written Thesis Report *Form should not be signed until student has passed the defense AND made all necessary thesis changes requested by the committee</td>
<td>Master’s- Two (2) weeks prior to graduation MFA – Friday prior to graduation</td>
<td></td>
</tr>
<tr>
<td>Form D- Thesis Committee Member Change Request (Master’s and MFA)</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>Form I – Graduate Degree Plan Exceptions Form (Master’s and MFA)</td>
<td>As soon as needed for exception</td>
<td></td>
</tr>
<tr>
<td>Form J – Graduate Degree Plan Revalidation Request (Master’s and MFA)</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>Form K- Request for a Leave of Absence (Master’s and MFA)</td>
<td>As needed, prior to requested leave period</td>
<td></td>
</tr>
<tr>
<td>Final Version of Thesis Uploaded to ProQuest <a href="http://www.etdadmin.com/tamucc">www.etdadmin.com/tamucc</a> Thesis submission deadlines can be found online at <a href="http://gradschool.tamucc.edu/current_students/masters_students.html">http://gradschool.tamucc.edu/current_students/masters_students.html</a></td>
<td>Master’s – 2 weeks prior to graduation MFA – Five (5) days prior to graduation</td>
<td></td>
</tr>
</tbody>
</table>

Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at http://gradcollege.tamucc.edu/current_students/doctoral_dissertation.html
Thesis Formatting Guideline

Thesis must conform to academic and institutional standards. A thesis template in WORD format is provided by the College of Graduate Studies and is available at [https://www.tamucc.edu/grad-college/current-students/dissertation-thesis.php](https://www.tamucc.edu/grad-college/current-students/dissertation-thesis.php). However, always confer with your advisor concerning proposal and thesis/project format.

Financial Assistance

Financial assistance in the form of assistantships or scholarships is available from a number of sources. Students on an assistantship must take a minimum of nine hours per semester. Scholarships are available through the University. All scholarship applications are applied for online via the Graduate office website [http://gradschool.tamucc.edu/fundinginfo.html](http://gradschool.tamucc.edu/fundinginfo.html). To be considered for scholarship monies, you must be a full time graduate student, which means you must be registered for a minimum of 9 credit hours per semester. Current graduate students can also find information about other scholarships at: [http://scholarships.tamucc.edu/index.html](http://scholarships.tamucc.edu/index.html).

Graduate Employment Positions

There are multiple positions that you can apply within the college. These are research assistantships (RA), graduate assistantships (GA) and teaching assistantships (TA). For the college, there is no hierarchy of importance for these positions. These are career opportunities for the students within the college for graduate students. Once the students is approved to serve as an assistant, the student receives a tuition waiver and is enrolled in Grad Plan health insurance, among other benefits.

Out-Of-State Tuition Waivers

Non-resident students receiving a 50% FTE graduate assistantship (research or teaching) are eligible for in-state tuition and fees at the rate charged to Texas residents for the semester in which they hold the assistantship appointment. To receive in-state tuition rates, students must maintain a graduate course load of at least six (9) hours during long semesters or three (3) hours during the summer session.

Students wishing to receive in-state tuition must complete the [Graduate Assistant In-State Tuition Form](https://gradcollege.tamucc.edu/forms/TA_RA_waiver_request.php) and obtain required signatures. Students will also need their Notice of Appointment Letter (NOA). Upload the documents to [https://gradcollege.tamucc.edu/forms/TA_RA_waiver_request.php](https://gradcollege.tamucc.edu/forms/TA_RA_waiver_request.php).

The Graduate Assistant In-State Tuition Form must be completed each semester. Students receiving a University [scholarship of $1,000 or more](https://catalog.tamucc.edu/graduate/engineering/masters/computer-science-ms/) per year may be eligible for in-state tuition contingent upon availability of Competitive Scholarship Waivers. The University Scholarship Office or the Office of the Provost determines how many waivers are available each year. There is no separate form required.
Section IV. General Guidelines

These guidelines are designed to inform students of their responsibilities and of the course requirements in order to make their courses a positive experience. The instructor is always available for consultation and discussion with students on any aspect of a course and of these general guidelines.

General Program Guidelines

- **Course descriptions** can be found on the graduate catalogue and corresponding syllabi of the courses. The student should read the course information ahead of class registration to gain an insight into a class before class selection.
- **Student learning outcomes** are contained in the course syllabi. This section indicates the objective of a class and the knowledge and skills expected of all the students participating in the class. It is the student’s responsibility to meet these objectives.
- **Required course text** is included in the syllabi as well. This section states the textbooks used during the study. It is the student’s responsibility to acquire the textbook.
- **Grading policy** is a vital component in evaluating a student’s success. Courses are graded based on performance. Usually, classes can be a composite of some combination of these, assignments, quizzes, three exams, and the project or research paper. The instructor defines the distribution of points and declares it in the syllabus.
- The default **grading scale** we utilize at Texas A&M University – Corpus Christi is as follows:
  - A: 100-90
  - B: 89-80
  - C: 79-70
  - D: 69-60
  - F: 59-0
- You are expected to avoid all forms of **academic dishonesty** as defined in Catalogue. In addition, students are expected to behave in an ethical manner in all class activities. Ethical behaviour is a requirement for passing any course. All work submitted for grading must be the student's own work. Plagiarism will result in a score of 0 (zero) for the work or dismissal from the course and the Dean of Students office will be notified. No copying from another student's work, of any class, is allowed. It is the student's duty to allow no one to copy his or her work. Anyone found cheating and/or copying, in the exams or assignments, in the instructor's opinion, will receive an automatic F for the course.
Section V. New Graduate Student Checklist

☐ Obtain and read a copy of the University Graduate Catalog. Remember, this is your contract!

☐ Acquire your University email address.

☐ Join the COSC email list-serv. Many important university, program, and job announcements go across on this email list-serv. To join, visit https://listserv.tamucc.edu/mailman/listinfo/cosc-grad-students-list

☐ Log into SAIL to register for courses, pay your tuition bill and verify that your contact information is correct.

☐ Verify that you have a computer that meets the requirements for the program.

☐ Successfully log into Blackboard on the Island Online.

☐ Contact the graduate advisor and academic advisor to discuss your degree plan.

☐ (For thesis option) Form the advisory committee

Section VI. General Information

This section of the handbook includes standardized information about rules and policies pertaining to graduate education at Texas A&M University. It is not intended to be comprehensive. You are strongly encouraged to read the sections of the catalog pertaining to graduate students, which will provide more detail and additional topics that may impact you. You will also find information about your program.

Graduate Admissions
To be admitted to a program of graduate study, an applicant must hold a bachelor’s degree from an accredited institution of higher education in the United States or an equivalent foreign institution. (Note: The requirement to hold a bachelor’s degree does not apply to students enrolling in the RN-MSN option in nursing.) Decisions concerning admission to graduate study are based on all admission criteria. To be considered for a graduate program, a minimum last 60-hour GPA of 2.5 is required. Some programs may have higher GPA requirements; review specific program information in the graduate catalog or elsewhere in this handbook. All applications must be made via the following web site: http://gradschool.tamucc.edu. For complete information, see the Catalog, Graduate Admissions section.
Graduate students should be aware of their enrollment status, as it may impact financial aid, veteran’s benefits, or other important aspects of graduate life. In addition, international students have specific requirements about enrollment status. Enrollment status for graduate students is as follows:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Fall or Spring Term</th>
<th>Combined Summer Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time graduate student</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Three-quarter-time graduate student</td>
<td>7 hours</td>
<td>5 hours</td>
</tr>
<tr>
<td>Half-time graduate student:</td>
<td>5 hours</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**Continuous Enrollment**
The University does not have a continuous enrollment policy for master’s students. However, you should be aware of your own program’s requirements, which may differ from general University requirements. 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 College of Graduate Studies 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 faculty advisor, 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. See the catalog for more information.

**Maximum Course Load**
Graduate students may not register for more than 12 hours in a regular semester, 6 hours in a single session of summer school, or 12 hours in the combined summer session (not including Maymester) without the approval of the appropriate college dean. See the Maximum Course Load section in the catalog.

**Repetition of a Course**
There are specific policies about repeating courses for higher grades, including the provision that graduate students may retake a maximum of two courses during graduate study at the University. Each course may be repeated only once. Some courses may be repeated for multiple credit if those courses are so designated in the course description and approved by the faculty or program advisor as designated by their college. Complete catalog information may be found in the Graduate
This handbook is intended to be read in conjunction with the Graduate Catalog: https://catalog.tamucc.edu/graduate, the College of Graduate Studies Handbook: https://www.tamucc.edu/grad-college/current-students/assets/documents/masters-student-handbook.pdf, and the Geospatial Systems Engineering Catalog: https://catalog.tamucc.edu/graduate/engineering/masters/computer-science-ms/
Additional Information
Information, policies, and procedures about tuition, fees, financial assistance, scholarships, and other topics important to graduate students can be found in the catalog. In addition to the catalog, web pages for offices and services on campus provide expanded information, forms, and contact names/phone numbers. Some of those webpages include the following:

College of Graduate Studies
Office of Student Financial Assistance
Office of International Education
Scholarships
GROW
Assistantships