

**DISCOVER YOUR PASSION – INQUIRE, INNOVATE, IMPACT**

**GRADUATE PROGRAM COORDINATOR HANDBOOK**



**TEXAS A&M  
UNIVERSITY  
CORPUS  
CHRISTI**

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**COLLEGE OF  
GRADUATE  
STUDIES**

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*This handbook is intended to be read in conjunction with the Graduate Catalog: <https://catalog.tamucc.edu/graduate>*

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## Section I. Key Personnel

### *Message from the Dean*



Congratulations on being accepted into one of our outstanding terminal degree programs at Texas A&M University-Corpus Christi (TAMU-CC). This is a major accomplishment that comes with significant financial, academic, and personal commitment on your part. The College of Graduate Studies at TAMU-CC has adopted as a mantra *Discover Your Passion: Inquire, Innovate, Inspire*. This student handbook has been developed for students working towards a terminal degree to ensure that you will be successful and kept informed every step of the way regarding University academic expectations and requirements, program specific expectations and requirements, and resources and services available to students.

The College of Graduate Studies is located on the first level of the Faculty Center, Suite 151. Hours of operation are 8:00 a.m.–5:00 p.m. Monday–Friday. Please feel free to stop by any time and/or share any suggestions on how to improve this resource for you.

Best of luck on your exciting new undertaking. I look forward to seeing you at graduation, if not sooner.

Karen McCaleb, EdD  
Dean, College of Graduate Studies

## College of Graduate Studies Staff



**Karen McCaleb, EdD**  
Dean

[karen.mccaleb@tamucc.edu](mailto:karen.mccaleb@tamucc.edu)

- Administers and supports graduate education and graduate programs, faculty, and students
- Collaborates with faculty and academic deans on all issues related to graduate education



**Marvarene Oliver, EdD**  
Associate Dean

[marvarene.oliver@tamucc.edu](mailto:marvarene.oliver@tamucc.edu)

- Directs related graduate program activities and professional development initiatives
- Facilitates Graduate Council
- Monitors adherence to SACSOC principles



**Tim Boulan**  
Programmer II

[tim.boulan@tamucc.edu](mailto:tim.boulan@tamucc.edu)

- Maintains databases and equipment
- Provides systems/application analyses, design, development and implementation of programming
- Generates correspondence to graduate applicants/students regarding admission, enrollment and policy information
- Generates reports to program faculty regarding admissions and student progress



**Shay M. Lee**

Executive Assistant

[shay.lee@tamucc.edu](mailto:shay.lee@tamucc.edu)

- Assists Dean and Associate Dean with administrative duties
- Organizes and maintains college data and records
- Serves as the logistical liaison with different units across campus for all college events and activities



**Sandra Kureska, EdD**  
Director

[sandra.kureska@tamucc.edu](mailto:sandra.kureska@tamucc.edu)

- Oversees daily operations of the college
- Oversees graduate college process and policies
- Serves as a liaison to graduate program coordinators and advisors for policy purposes



**Leticia Bazan**  
Director

[leticia.bazan@tamucc.edu](mailto:leticia.bazan@tamucc.edu)

- Oversees GROW programming and events for graduate student retention
- Collaborates with other units to develop and plan graduate academic support offerings
- Oversees communications with graduate students and faculty
- Liaises with marketing and communications office



**Amanda Bocanegra**  
Audit & Compliance Coordinator

[amanda.bocanegra@tamucc.edu](mailto:amanda.bocanegra@tamucc.edu)

- Performs all audit and compliance processes including degree plan audits, academic standing, degree plan exceptions
- Processes all information related to doctoral students
- Monitors and updates Degree Works and catalog
- Maintains matriculated graduate student records

### **Vacant**

Outreach & Compliance Coordinator  
(email)

- Manages day-to-day GROW Suite operations
- Assists with coordination of GROW and CGS events
- Manages day-to-day GROW and CGS social media
- Assists with student audit and compliance processing

## *College of Graduate Studies Academic Advisors*



**Maria Fonseca**  
Graduate Academic Advisor  
Education and Human Development  
[maria.fonseca@tamucc.edu](mailto:maria.fonseca@tamucc.edu)



**Samuel Ramos**  
Graduate Academic Advisor  
Science and Engineering  
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**Conny Hauf**  
Graduate Academic Advisor  
Nursing and Health Science  
[conny.hauf@tamucc.edu](mailto:conny.hauf@tamucc.edu)



**Theresa Garcia Ruiz**  
Graduate Academic Advisor  
College of Liberal Arts  
[teri.ruiz@tamucc.edu](mailto:teri.ruiz@tamucc.edu)

## Section II. Rules and Procedures

While there are many rules, procedures, and processes that govern what students, programs, departments, and colleges must do to meet current university requirements, this section highlights several of those that may be of particular help to program coordinators.

### *Graduate Faculty Membership*

To teach graduate level courses and/or serve on graduate student committees, faculty members must obtain graduate faculty status at TAMU-CC. The university's policy for designation of graduate faculty (12.99.99.C3.01) can be viewed online through the [Academic Affairs](#) webpage. *Program coordinators, department chairs, and faculty should refer to the policy when requesting graduate faculty status.* Terminology for various membership types differs from what is regularly used in many academic departments (e.g., Adjunct Graduate Faculty is often not an appropriate request for faculty who serve as adjunct members of a department or program).

Graduate faculty status is requested by completing the [Graduate Faculty Status Application form](#). Except in the case of reappointments of Graduate Faculty Members, this form should be accompanied by a memo explaining the reason for appointment. A current CV is required with all applications. All items must be submitted through the appropriate program coordinator/department chair and academic dean. The dean's office then submits the complete package to the College of Graduate Studies for processing. All documentation should be submitted the semester prior to teaching graduate-level courses or serving on a graduate committee. **Reminder: Faculty MUST first be [credentialed](#) to teach the subject matter.** Credentialing is not done by CGS; instead, follow the link for more information.

With one exception, outlined below, requests for graduate faculty status must be approved by the Graduate Council. Thus, depending on when complete materials are submitted to CGS, it can take two to three months to process the request. For that reason, program coordinators/department chairs are encouraged to submit materials, through their academic colleges, well in advance of when graduate faculty status will be needed. One way that program coordinators/department chairs can assist their students is to encourage graduate committee chairs and students to identify individuals who will be needed to serve on committees sufficiently early in the research process to allow non-graduate faculty individuals to be considered by Graduate Council.

The exception to Graduate Council review is new faculty members who are affiliated with a graduate program. Once CGS receives the complete package of information (form, justification, and CV), these faculty members are immediately approved by the CGS Dean and sent letters of appointment to graduate faculty. Graduate Council is provided with the nomination for informational purposes.

Associate Deans are provided information about upcoming graduate faculty status expirations for their respective colleges several times a year in order to facilitate timely handling of needed renewals.

## ***Academic Program Requests***

There are several University Procedures that outline requirements and processes for academic program requests. These include procedures concerning development of academic degree programs, development of certificate programs, distance education programs, and substantive change.

### ***New Academic Certificate/Program Requests***

The procedure for new program/certificate approval requests can be found in the [University Rules and Procedures](#), sections 11.10.99.C0.01 and 11.10.99.C0.02 respectively. The first procedure outlines development of new academic programs, including responsibilities in curriculum review, internal review, and external review. Collectively, these sections define the steps in the process. The second procedure outlines the process of development of new certificate programs, including responsibilities of faculty, committees, college deans, staff in the Division of Academic Affairs, and the University Curriculum Committee (UCC). Both internal and external review processes are described.

### ***Course Development and Catalog Revisions***

The procedure for development of courses and catalog revisions can be found in University Procedure 11.10.99.C0.03. All new courses, course changes, and course deletions must go through the catalog review process before they are included in or deleted from course inventory. The procedure outlines the responsibilities of various groups (faculty, department chairs, college curriculum committees, college deans, staff in the Division of Academic Affairs, and the UCC). In addition, this section outlines internal.

### ***Distance Education Programs***

The procedure for development of new distance education *courses* and changes in the mode of delivery are also addressed in University Procedure 11.10.99.C0.03, Development of Courses and Catalog Revisions. The procedure for development of new distance education *programs* can be found in University Procedure 11.10.99.C0.04. The process outlined in this procedure applies to any program in which a student can complete more than 50% of the degree online.

### ***Substantive Changes***

According to Procedure 11.10.99.C0.05, “No unit at Texas A&M University-Corpus Christi, including those units located off-site, may establish practices or changes that would be considered to be an unauthorized substantive change by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).” This procedure provides definitions, information regarding substantive changes that require notification, and substantive changes that require approval.

## ***Stacked Courses***

Stacked courses are those offered at a graduate-level (5000 or 6000) in conjunction with an offering at the undergraduate upper level (3000 or 4000). Approval is an internal review process by the CGS Dean unless there is a new course involved. The process is designed to track stacked courses offered at TAMU-CC in accordance with accreditation requirements and good practice. Stacked courses may only be taught by graduate faculty. The [Stacked Course Request Form](#) must be submitted by a specific deadline the semester prior to that in which the course will be offered. *Note: Some colleges and programs may consider 5000/6000 courses as stacked. CGS does not track 5000/6000 courses considered stacked within particular programs.*

## **Section III. Registration**

### ***Registration Process***

Accepted graduate students can register for courses online through [S.A.I.L.](#) New students will not have access to SAIL until Graduate Admissions has processed the admission decision, usually 1 – 3 business days following the admission decision.

Registration opens on specific dates each term. Spring registration normally opens at the end of October. Fall and Summer registration open at the same time, normally in April. Upcoming dates for registration can be found [online](#). Detailed instructions for [online registration](#) are also available.

Please note that students should select the *full term* option unless they are taking part in specific programs that utilize 7-week courses.

### ***Stop Outs and Leaves of Absence***

#### **Stop Outs**

Master's students do not in general have a continuous enrollment requirement, although programs may have specific residency requirements that mandate a specific period of continuous enrollment. However, if a master's student has not registered for courses for one (1) year or more (stopped out), they will be locked out of the registration system (BANNER). Upon receiving permission from the program coordinator, CGS can reactivate the student. Unless an approved leave of absence (see below) has been filed, master's students who have stopped out of a program for two (2) years or more must reapply. *Please note this is BANNER-related and not a CGS process.* The counting of the time to degree will not stop.

Master's students, like doctoral students, can request a leave of absence from the College of Graduate Studies by submitting the [Leave of Absence Request](#) form. The request must be approved by the faculty/program advisor, department chair, and academic college dean for it to be considered by the CGS Dean. Approval of the request will stop the count for time to degree

for a *specific* time period. The student will not be required to reapply to return to the program if returning at the end of the period granted. *Note:* If a student does not have a catastrophic or life changing circumstance, the student may still decide to take a leave of absence. However, counting of the time to degree will not stop and they may be required to reapply in order to return.

## **Leave of Absence**

Doctoral students admitted Fall 2015 or later are required to maintain continuous enrollment unless they have an approved leave of absence. Students experiencing catastrophic or life changing events can request a leave of absence from the program using [Form K: Request for a Leave of Absence](#). A leave of absence will stop the counting of the time to degree completion and course expiration (7 years for master's students and 10 years for doctoral unless otherwise stated by program) during the time period of the leave. International applicants should visit with the Office of International Education to find out how a leave will impact their visa status.

In order to qualify for a leave of absence, students must be in good standing. Leaves of absence are granted for one long semester and *may* be extended for an additional long semester upon approval of the CGS Dean. The leave can be for no more than two full (fall and spring) terms. The maximum number of leave of absences a student can be granted during their program is two. Students who return to the University after an approved leave of absence will not be required to submit an application for readmission.

Leaves of absence must be approved in advance by the faculty advisor, the program coordinator, the academic college dean, and the graduate dean. If the Dean of the College of Graduate Studies approves the petition, the registration requirement will be set aside during the period of leave. *Advisors and program coordinators should be aware that leaves of absence require the suspension of all activities associated with pursuing the degree, including use of university facilities and availability of faculty mentoring.*

Program coordinators and advisors should also know that international students may have registration requirements connected to their visa status; those students and/or advisors should consult with the Office of International Education when considering a leave of absence request to be sure they have current information.

*Program coordinators and department chairs should familiarize themselves with [Title IX](#) requirements regarding pregnancy and parenting support!*

## **Section IV. Funding**

There are a variety of options for graduate students to help fund their graduate education, including scholarships, assistantships, financial aid, external funding opportunities, and grant funding. The [Office of Student Financial Aid](#) webpage has information about a variety of funding opportunities. The College of Graduate Studies [funding](#) webpage also has links to

specific information about a variety of these options. Below you will find information about scholarships, assistantships, and out-of-state tuition waivers that may be of particular use to you.

## ***Scholarships***

Various departments on campus offer scholarship funds to graduate students. Information and application deadlines for the College of Graduate Studies scholarships can be found at <https://tamucc.edu/grad-college/funding>. Once the scholarship deadline has passed, scholarship application information for eligible students is sent to the academic college scholarship committee for review.

Students are notified via email regarding the scholarship decision approximately 2-5 weeks after the scholarship deadline. If awarded a scholarship, students can view and accept their scholarship offers online through their SAIL account. Scholarship funds are posted to students' accounts the *day before* tuition is due.

Out-of-state students receiving a graduate scholarship of \$1,000 or more *may* be eligible for an Out-of-State Tuition waiver through the scholarship office. Scholarship tuition waivers are limited, and the numbers of waivers available varies each semester.

## ***Assistantships***

TAMU-CC offers three types of graduate assistantships:

- Graduate Teaching Assistantship
- Graduate Research Assistantship
- Graduate Administrative Research Assistantship

Minimum requirements for graduate assistantships are as follows:

- Hold a bachelor's degree or the equivalent
- Be admitted to a degree seeking program
- Meet GPA Requirements:
  - New Students: GPA of 3.0 or higher in last 60 credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school, or:
  - Current Students: Cumulative graduate GPA of 3.0
- Be making satisfactory progress towards a degree
- Meet enrollment requirements for each semester (enrollment requirements depend on the department providing the funds). For assistantships funded by CGS or the College of Science and Engineering, students must enroll in and maintain a minimum of 9 semester hours in both fall and spring semesters. Other colleges or departments require a minimum of 6 semester hours in both fall and spring semesters. Regardless of the funding source, those who hold an assistantship in the summer must enroll in and maintain a minimum of 3 semester hours during the combined summer terms.

If students would like more specific information on assistantships, please refer them to the [Graduate Assistantship Handbook](#) or to CGS ([gradcollege@tamucc.edu](mailto:gradcollege@tamucc.edu)), FC 151.

### ***TA/RA Out of State Tuition Waivers***

According to the Texas Education Code, Section 54.212, non-resident students receiving a 50% FTE graduate assistantship (*20 hours per week*) will receive in-state tuition and fees at the rate charged to Texas residents for the semester in which they hold the assistantship appointment. The [Out-of-State Tuition Waiver Flow Chart](#) provides an overview of the steps.

For a student to receive the tuition waiver, the [Teaching/Research Assistant Out-of-State Tuition Waiver Form](#) must be submitted during the student's first semester as a TA/RA *and* at the beginning of every fiscal year (Fall semesters). Forms and the Notice of Appointment must be uploaded to the [TA/RA Waiver](#) page on the CGS website. The waiver forms must be received by the 1<sup>st</sup> class day of the academic term to ensure the tuition waiver is processed for that term. *Graduate assistants must resubmit forms prior to each semester they will be working.*

## **Section V. Academic Standing**

Academic standing is processed at the end of the full spring and fall semesters as well as at the conclusion of the summer II term. Academic advisors for each college are notified of the academic standing updates via email.

### ***Good Standing***

Graduate students are considered in good academic standing if they have a cumulative graduate TAMU-CC GPA of 3.0 or higher and earn a satisfactory grade on all course work that does not affect grade point average. Cumulative GPA includes all graduate coursework, whether or not in the major, taken at TAMU-CC.

### ***Scholastic Probation***

Graduate students who fall below a 3.0 cumulative graduate TAMU-CC GPA or who earn two grades of NC or U are placed on scholastic probation at the end of the semester. *Students who are not mathematically able to achieve the required cumulative GPA within the completion of 9 semester hours may be placed on enforced withdrawal.*

To be removed from scholastic probation, graduate students must bring their cumulative graduate TAMU-CC GPA up to a 3.0 within completion of 9 *graduate* hours or retake and earn a grade of CR, Pass, or S in courses that do not affect grade point average depending on the reason for the scholastic probation.

Graduate students are eligible for scholastic probation **one time only**. If a student falls below a 3.0 GPA again, they will be placed on automatic enforced withdrawal.

## ***Enforced Withdrawal***

A graduate student may be placed on enforced withdrawal at the end of a semester if:

- A subsequent term GPA below 3.0 has been earned while on scholastic probation.
- A cumulative graduate GPA of 3.0 or higher has not been earned within the completion of the next 9 graduate hours.
- The student receives a 3<sup>rd</sup> grade of NC or U.
- The student was previously removed from Scholastic Probation but has fallen below a cumulative 3.0 graduate GPA again.
- The student is not mathematically able to achieve the required cumulative GPA within completion of 9 semester hours.
- Other scholastic requirements as defined by the program are not met (Example: programs that enforce student withdrawal upon earning a 3<sup>rd</sup> C or lower grade, regardless of GPA).

## **Reinstatement**

Graduate students who have been placed on enforced withdrawal may not enroll in any graduate program at TAMU-CC for a minimum of **12 consecutive months**. The student must reapply, meet current University and program admission requirements, and be reaccepted into a program. Colleges or programs may develop additional procedures or requirements related to re-enrollment. In addition, programs may choose to not allow enforced withdrawal students to be readmitted into the program.

Students who are readmitted following a period of enforced withdrawal must follow the new degree and catalog requirements for the term of readmission.

If a student was enforced withdrawn due to a cumulative graduate GPA below 3.0, the student will be allowed another 9 graduate hours to bring the GPA to the required 3.0. Students who are being considered for readmission should be reviewed to determine whether it is mathematically possible to bring the GPA up within the allotted 9 graduate hours. The program may want to consider this information during the readmission review process. *If it is mathematically impossible to bring the GPA up and the program still wants to offer readmission to the applicant, the program should request an academic standing exception (see process below).*

## **Academic Standing Agreement**

If a student has extenuating circumstances concerning their GPA, a program may request an academic standing agreement for a student being placed on enforced withdrawal. The request should be submitted by the program to CGS for review. If approved, a memo clearly outlining expectations for the student (courses to take, grades required, etc.) and signed by the student, program coordinator/chair, and college dean must be included in the request. If approved by the CGS Dean, the student's academic standing will be restored to scholastic probation. *If the*

*student does not meet the expectations specifically outlined in the academic standing agreement, the student will be placed on enforced withdrawal.*

## **Section VI. Forms**

### ***Degree Planner/Degree Plans***

Degree plans should be submitted to CGS by the time a student has completed 50% of the program. Certain programs may require plans to be submitted earlier. Degree Planner has a preliminary review option available to check at the 50% mark to ensure students are on the right track. For programs still using a non-Degree Planner degree plan as well as all doctoral programs, copies should be scanned and submitted to [gradcollege@tamucc.edu](mailto:gradcollege@tamucc.edu) no later than the 50% mark of the student's program.

### ***Exceptions***

Exceptions can be made to student degree requirements if extenuating circumstances exist; however, exceptions must be approved by the College of Graduate Studies. Exceptions should be submitted on the [Graduate Degree Plan Exceptions Form](#) as soon as the need is known *and not after-the-fact*. Exceptions may not be approved, which can then impact students' ability to graduate, their tuition costs, and time. Exceptions cannot be considered until all required faculty and staff have signed the form and it has been submitted with necessary documentation. Once the information is received, the CGS Dean will approve/disapprove.

Exceptions generally fall into one of three primary categories: course substitutions, transfer courses, and directed independent study. Each category has requirements that must be met.

### ***Revalidation Request***

Graduate courses expire after a set amount of time depending on the level of degree being sought. Most doctoral programs allow a maximum of ten (10) years from initial entrance to graduation. Most master's programs allow a maximum of seven (7) years. However, some programs have a lower time limit allowed. The lower time limit should be stated in the Graduate Catalog and other material intended for students. Once the time limit is passed, a course is considered expired and will not be counted towards a degree unless approved for revalidation.

There are a variety of options for course revalidation. The option selected should reflect a rigorous academic means, appropriate to the discipline, to determine that student learning outcomes have been met. Revalidation requests should be submitted on the [Graduate Degree Plan Revalidation Request Form](#) and accompanied by a written justification, updated degree plan, revalidation plan, and documentation used for revalidation. Revalidation requests and plans must be approved by the student's advisor, department chair, academic college Dean, Graduate Dean, and Provost. The student's faculty advisor, department chair, and college dean are responsible for determining whether the student has demonstrated sufficient course knowledge.

No more than 12 semester hours can be submitted for revalidation. Courses beyond the 12-semester hour limit must be retaken. Transfer courses are not eligible for revalidation.

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## ***Leave of Absence Request***

Title IX regulations 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. Students requesting leave of absence under this provision must submit their request to the Title IX Coordinator (825-5826), who will initiate the process. The Associate Provost and Vice President for Academic Affairs will notify the instructors and coordinate the student's reinstatement as appropriate.

## ***Required Forms***

There are a number of forms *required* during the master's and doctoral degrees that are important for compliance and accreditation purposes. Students cannot and will not be cleared to graduate if forms are not filed, with appropriate signatures, during the program. Please ensure that both faculty and students are aware of the requirements. Master's student forms, which primarily have to do with the thesis project, may be found at <https://www.tamucc.edu/grad-college/forms/index.php#masters>. In addition to the required thesis forms, several optional forms are provided (e.g., degree plan exceptions, revalidation request).

Doctoral student forms may also be found at <https://www.tamucc.edu/grad-college/forms/index.php#doctoral>. There are a number of forms that are required, including preliminary/final degree plan, advancement to candidacy, and forms related to the dissertation process. Most of the forms can be completed by the student or faculty advisor and be uploaded to the same site. The College of Graduate Studies routes most forms for signature.

*Faculty and students should be aware that forms have deadlines, some of which vary across programs and colleges.* Missing deadlines can impact students' progression through the program. Thesis and dissertation committee members should be especially aware of the need to electronically sign forms following defense – clearance for graduation cannot occur until the forms are complete.

## **Section VII. Reports**

### ***Program Coordinator Report***

Recruitment and Admissions are the purview of Enrollment Management. Any questions related to those two functions should be directed to the appropriate office.

Program Coordinator Reports are provided to program faculty and staff twice a week. Send an email to [gradweb@tamucc.edu](mailto:gradweb@tamucc.edu) to request to be added to the program coordinator report for a specific program or college or to request any information related to recruitment and admissions.

Program Coordinator reports include all applicants for all upcoming application terms. The report is provided with a simplified applicant summary PDF, a detailed PDF, and an excel sheet with applicant contact information.

The detailed PDF is separated by term and will indicate the applicant's status (incomplete, complete, fully accepted, conditionally accepted, rejected), missing documents, date of received documents, last 60 hour GPA, and test scores.

### ***Semester Graduation Report***

A list of the graduate students who have applied for graduation is sent to the Academic Advisor for each college/department at the beginning and middle of each semester. The College of Graduate Studies works with academic advisors to ensure degree plans and any other required forms are received for graduation clearance. If you would like to be included in these notifications, please notify CGS at [gradcollege@tamucc.edu](mailto:gradcollege@tamucc.edu).

### ***Requesting a Report***

If you would like a report generated, send an email to [gradcollege@tamucc.edu](mailto:gradcollege@tamucc.edu). Reports can be requested for one time use or to be provided on a recurring basis. Examples of program specific requested reports include:

- Students with low grades (C, D, F, NC, etc.)
- Students in the program for 12 months without filing a degree plan or committee appointment form
- Doctoral students approaching course expiration
- Number of dissertation in progress hours completed by student

## **Section VIII. Thesis/Dissertation**

### ***Deadlines***

In general, the deadline for a final, committee-approved thesis to be uploaded through ProQuest is two weeks prior to graduation; however, the MFA deadline is different. Deadlines for upcoming semesters for master's and MFA students is available on the [Important Master's Dates](#) page on the College of Graduate Studies website. Students should be referred to the CGS [Master's Student Handbook](#) for the Thesis Student Checklist and other detailed information about forms and deadlines.

For dissertations, the deadline for a final, committee-approved dissertation to be uploaded through ProQuest is four weeks prior to graduation. The deadline for the final version of the DNP project to be submitted is three weeks prior to graduation. These and other important dates are available on the [Important Doctoral Dates](#) page on the College of Graduate Studies website.

Students should be referred to the [CGS Doctoral Student Handbook](#) for the PhD/EdD/DNP Checklist and other detailed information about forms and deadlines.

### ***Formatting and Editing***

TAMU-CC dissertations and theses should follow the formatting guidelines posted online at <https://www.tamucc.edu/grad-college/current-students/dissertation-thesis.php>. Preliminary page formatting is very detailed. Committee chairs should ensure students use the *current* available templates. While a general check to ensure that tables, charts, or other visuals fit page size may be done, CGS **only** verifies formatting for the preliminary pages. The College of Graduate Studies staff does *not* do formatting or editing for students. The style of the document (e.g., MLA, APA) is determined by the program/discipline. Content accuracy and integrity; review for plagiarism; accuracy of citations, spelling, and grammar; and other similar issues are the responsibility of the student and the student's committee members.

Templates are available and should be used for both [theses and dissertations](#). At least two dissertation and thesis formatting workshops are held each semester. Dates can be found on the Important Master's/Doctoral Dates (see links above) and on the [GROW Calendar](#).

### ***ProQuest***

Submission of the final thesis/project/dissertation to CGS and the TAMU-CC library occurs through ProQuest, as does arrangements for binding and submission. Submission must occur by the deadlines noted in previous links. Once uploaded through ProQuest, CGS staff reviews the document for required formatting. If changes are necessary, the student will be sent an email detailing required changes and provide a link to reupload the document. Once approved by the Graduate Dean, the document will then be accepted in the ProQuest system and sent for printing. *Both faculty and students should be aware that CGS will not do a "final acceptance" in the ProQuest system until all required forms are on file.*

Students are automatically charged a fee for one copy of the dissertation/thesis/project for library archiving. Personal or committee-requested copies can be ordered by the student. Prices and size options vary. Copies are shipped approximately 8-12 weeks after CGS acceptance. The library copy is delivered to the university; the personal or committee-requested copies are delivered to the student's address on file. It is the student's responsibility to deliver the committee-requested copies to the faculty members.

*\*[Information regarding copyright](#) and the thesis/dissertation is available on the CGS website. The linked page also provides contact information for library staff who specialize in copyright, open access, and other licensing.*

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Thank you for reading. This handbook is intended to make life easier for program coordinators, department chairs, and other faculty/staff who need to be able to quickly and easily find information about graduate processes and requirements. The CGS staff will continue to update and revise as information changes. However, we also want to know what makes this handbook usable or un-usable by you. Please let us know.

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