

GRADUATE STUDENT HANDBOOK



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

6300 Ocean Dr. • University Services Center 116 • Corpus Christi, TX 78412
Phone 361- 825-2985 • Email: gradcollege@tamucc.edu

***Discover Your Passion:
Inquire, Innovate, Inspire***

Revised July 2025

Table of Contents

Table of Contents

Section I. Graduate Education.....	5
Section II. Student Resources	5
Dissertation/Thesis Formatting Workshop	5
Doctoral Orientation	5
Title IX Information	5
Section III. Academic Policies for Masters’s Students	6
Registration	6
Enrollment Status	6
Total Hours	6
Graduate Courses	6
Repetition of a Course to Raise a Grade	7
Repetition of a Course for Multiple Credit	7
Revalidation of Courses Beyond the Seven-Year Limit	7
Request for Leave of Absence	8
Transfer of Credit	9
Degree Plans	9
The Thesis Committee	10
Academic Requirements	10
Scholastic Probation.....	10
Section IV. Academic Policies for Doctoral Students.....	12
Registration	12
Enrollment Status	12
Total Hours.....	12
Continuous Doctoral Enrollment and Residency	12
Graduate Courses.....	13
Maximum Course Load	13
Repetition of a Course to Raise a Grade	13
Repetition of a Course for Multiple Credit	14
Recency of Credit	14
Revalidation of Courses.....	14

Request for Leave of Absence	15
Transfer of Credit	15
Grade Point Average	15
Scholastic Probation	16
Placement on Scholastic Probation.....	16
Removal from Scholastic Probation	16
Enforced Withdrawal.....	16
Texas 99-Hour Rule.....	17
Doctor of Nursing Practice Committee.....	17
The Ph.D./Ed.D. Doctoral Committee	17
The Graduate Faculty Representative	18
Degree Plans.....	18
Ph.D./Ed.D./DNP Program Forms	18
DNP Project Defense/Final Examination	19
Dissertation Defense/Final Examination	19
Section V. Financial Assistance	20
Financial Aid	20
Scholarships	20
Eligibility.....	20
Graduate Assistantships.....	20
Out-Of-State Tuition Waivers	21
Section VI. Steps to Graduation	22
Graduation Deadlines	23
Commencement.....	23
Regalia.....	23
Diploma.....	23
Section VII. Thesis Guidelines	24
Research Compliance.....	24
Plagiarism Check for Theses	24
Thesis Formatting Guidelines	24
Deadlines.....	25
Final Steps to Submitting Your Thesis	25
Submission Guidelines	25
Thesis Review	26

Publication of your Research; Copyright Issues	27
Binding.....	28
Distribution.....	28
Fees	29
Section VIII. Dissertation Guidelines.....	29
Research Compliance	29
Plagiarism Check for Dissertations.....	29
Dissertation/Project Formatting Guidelines	30
Deadlines.....	31
Final Steps to Submitting Your Dissertation.....	31
Submission Guidelines	31
Dissertation Review.....	31
Publication of your Research; Copyright Issues	32
Binding.....	34
Fees	34

Section I. Graduate Education

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

Section II. Student Resources

Graduate Resources and Opportunity Workspace (GROW)

As part of the Office of Student Research and Innovation, 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 (Room 112) and is open during library hours.

Dissertation/Thesis Formatting Workshop

We encourage all doctoral students to attend a Dissertation/Thesis Formatting Workshop. These workshops 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.

Topics covered include:

- Important dates
- Forms
- The submission process
- Copyright information
- Formatting and templates

Doctoral Orientation

Graduate orientation is offered for new graduate students every Fall and Spring semester. Preregistration is requested so that we can best plan for you. For additional information on this event, please visit <https://tamucc.edu/admissions/orientation/graduate>. A special orientation session is available for doctoral students upon request by the department/program. Topics can be tailored to fit particular needs of the department/program.

Title IX Information

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

Section III. Academic Policies for Masters's Students

Registration

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

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

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

Enrollment Status

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

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

Total Hours

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

Graduate Courses

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

Maximum Course Load

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

Repetition of a Course to Raise a Grade

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

Repetition of a Course for Multiple Credit

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

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

The requirements for master's degrees and certificates at Texas A&M University-Corpus Christi must be **completed within seven years** subsequent to admission to the program. The seven-year period begins with the first semester students are enrolled in a graduate program.

Some programs may have shorter time limits to degree; students should consult with program faculty or advisors for specific information about their program.

Credit that is more than seven years old will not be counted toward a master's degree or a certificate. Exceptions, provided the courses were completed at this university, will require strong justification in writing from the student requesting the exception as well as a revalidation plan.

Written approval from the major department chairperson, the dean of the college from which the degree is offered, and the provost are required. See the revalidation process below.

Revalidation of Courses Beyond the Seven-Year Limit

Courses listed on the plan of study completed more than seven years prior to graduation are considered dated. In order to have courses revalidated, the department chair or program coordinator/faculty advisor will recommend a revalidation plan. Revalidation will verify that the student's knowledge in a specific subject area is current and documented.

Options for course revalidation include a written examination, a paper, a project, a course retake, or other equally rigorous academic means appropriate to the discipline to determine that student learning outcomes have been met. Revalidation requests must be approved by the student's faculty advisor, the program coordinator, the department chair, the college dean, and the provost using the [Graduate Degree Plan Revalidation Request form](#).

The student's faculty advisor, department chair, and college dean are responsible for determining whether the student demonstrated sufficient course knowledge necessary for successful course revalidation. Successfully revalidated courses may be included in the student's plan of study.

Failure to follow all designated requirements of the revalidation agreement may result in dismissal from the program. Subsequent requests for revalidation may be considered but will be denied absent a showing of extraordinary hardship.

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

Request for Leave of Absence

There is no university-wide continuous enrollment requirement for master's students. However, all graduate students who have been inactive for one year or more must contact the Registrar in order to register. Students who have been inactive for two or more years must reapply for admission. Some programs may require re-application after only a one-year absence. **Time spent away from the program without an approved leave of absence request (see below) will count toward a student's time to degree.**

Students experiencing life-changing or catastrophic events (e.g., serious illness of a student or immediate family member, death of an immediate family member) are encouraged to consult with their department chair and request a leave of absence in writing from the Registrar using the [Request for Leave of Absence Form](#), especially if the recency of credit will be impacted.

Requests for a leave of absence must be approved in advance by the faculty advisor, the program coordinator, and the college dean Leaves will be granted only under conditions that require the suspension of all activities associated with pursuing the degree including use of university facilities and faculty mentoring/advice. Counting of the time to the completion of the degree pauses when a leave of absence is granted and resumes when the student re-enrolls to continue the program.

A student who is in good standing may petition for a leave of absence of no more than two full academic terms. A leave of absence granted for one full semester may be extended to a maximum of two full semesters by the faculty advisor and program coordinator. A student attending university after an approved leave of absence will not be required to submit an application for readmission. In no case will a leave of absence be extended for more than one year. International students should consult with an advisor in the Office of International Education to find out how a Leave of Absence may impact their stay or re-entry into the U.S.

**Note: Any consideration of requests submitted after the degree time limit has expired will be impacted by explanation of failure to request leave prior to expiration and continuous progress towards the degree as well as programmatic changes and faculty availability.*

Title IX regulations also require the university to treat **pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery there from 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 XI coordinator](#)** who will initiate the process. The Associate Provost and Vice President for Academic Affairs will notify the student's instructors and coordinate the student's reinstatement as appropriate.

Transfer of Credit

Coursework completed before the student applies for admission at Texas A&M University-Corpus Christi or completed at another institution after admission to Texas A&M University-Corpus Christi is considered transfer of credit. Course work transferred or accepted for credit toward a graduate degree must represent graduate course work relevant to that degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Texas A&M University-Corpus Christi's own graduate degree programs. The following rules apply to all graduate transfer courses.

- The student must have earned transferred graduate credit at a regionally accredited institution.
- The student must have earned a grade of B or better in the transfer course work. Courses lacking letter grades (e.g., courses graded pass/no pass, credit/no credit, or satisfactory/unsatisfactory) will not be accepted as transfer credit.
- The course work must be less than 7 years old for master's degrees and less than 10 years old for doctoral degrees at the time the Texas A&M University-Corpus Christi degree is awarded.
- Programs may have requirements that further limit the age of acceptable transfer courses. Check individual program requirements.
- Credit from a degree earned at another institution will not be applied to a graduate degree at Texas A&M University-Corpus Christi.

Additional limitations on transfer of credit are discussed in "Requirements for Master's Degrees" and "Requirements for Doctoral Programs," below. Requirements listed in this catalog are minimal requirements for transfer. Individual colleges/school and programs may have further limitations on transfer of credits.

All transferred work (with accompanying grades or marks) will be translated into Texas A&M University-Corpus Christi terms. If an equivalency has not already been established, the student will consult with their program coordinator to determine transferability. Should it be determined that a student has taken courses of similar level and content at more than one institution (duplicated work), the grade of the second course attempted will be the grade of record and all others will be recorded without credit. Transfer work will become a part of the student's record only after matriculation and then only when the student has established a course-of-record. All transferred work requires approval by the student's college/school.

Degree Plans

All degree-seeking students must develop a degree plan in conjunction with their advisor that is consistent with the requirements of the program. The degree plan should be developed by the

time students have completed half of the coursework in the program. Degree plan development will be documented on the student's online Degree Planner by the Academic Advisor.

A student may petition to apply credits earned while in non-degree, certificate, or a previous master's-seeking status by submitting [Form I: Graduate Degree Plan Exceptions Form](#). However, no more than twelve credit hours may be applied to the master's degree.

The Thesis Committee

Students who choose the thesis option within their program of study must form a thesis advisory committee. For committee composition and membership, students should consult the coordinator of their degree program or their intended committee chair. The graduate education coordinator will review and approve the thesis committee after submission of [Form A: Thesis Advisory Committee Appointment Form](#). **All committee members must hold graduate faculty status at TAMU- CC.**

More than one dissenting vote in the thesis defense/final examination will constitute failure. Programs may have additional comprehensive or final examination requirements that involve the committee. Contact your program for more information. Master of Fine Arts students should consult their program handbook; requirements for the formation of the committee differ from those of other master's students, as does the thesis process itself.

Students who wish to change the composition of their thesis committee after approval should submit [Form D: Thesis Committee Member Change Request](#) to the graduate education coordinator.

Academic Requirements

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

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

Scholastic Probation

Placement on Scholastic Probation

A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's *cumulative* graduate GPA falls below 3.0 (or higher GPA set by the program). A graduate student receiving a grade of U or NC for the second time will also be placed on

scholastic probation. *Note: Grades from transfer courses are not factored into the GPA. A student can be on scholastic probation only once* (see section on Enforced Withdrawal below).

Removal from Scholastic Probation

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

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

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

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

Enforced Withdrawal

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

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

Reinstatement

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

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

Exit Requirements

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

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

Section IV. Academic Policies for Doctoral Students

Registration

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

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

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

Enrollment Status

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

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

Total Hours

Normally, the Ph.D. and Ed.D. doctoral degrees will consist of a minimum of 90 hours beyond the bachelor's degree for students admitted to a doctoral program directly after completion of the undergraduate degree. For students who have completed a master's degree, a minimum of 60 hours is generally required for the doctoral degree. The majority of the doctoral degree plan coursework must be doctoral-level courses. Students should consult with program faculty and advisors; individual program requirements vary.

The DNP degree curriculum is 40 semester credit hours. Students should study their program handbook carefully for sequencing and timing of requirements.

Continuous Doctoral Enrollment and Residency

Unless on an approved leave of absence, students in terminal degree programs **must be registered continuously for a minimum of 3 semester credit hours per long semester** (fall and spring

semesters) during the academic year and pay the designated tuition and fees.

Individual programs may have additional credit hour requirements. Students working on research/scholarly activity toward their dissertation should enroll in the number of credit hours that reflects the extent of their study or research activity. Students who have completed their dissertation/thesis/culminating project, including successful defense and submission to ProQuest but were unable to do so by the deadline for graduation may be eligible to take only one (1) semester credit hour in their graduating semester. Students should consult with their individual colleges for additional program directions. International students may have additional registration requirements depending on their visa status and should consult with the Office of International Education to obtain current information. Students who are not continuously enrolled and do not have an approved Leave of Absence may be required to reapply to their program. Readmission is not guaranteed.

In addition, some terminal degree programs require students to continuously register in courses for a minimum of two consecutive terms, which may include summer. The purpose of the residency is to permit professional interaction with program faculty and students. The residency provides an opportunity for sustained intellectual effort/creative output by enhancing exposure to new concepts in the discipline, to research methodologies, and to development of research competency with the outcome resulting in a dissertation containing original research or a final project. For specific residency requirements, consult the degree requirements sections of the individual terminal degree programs

Students must be enrolled the semester in which the dissertation defense/final examination occurs and in the semester in which they graduate.

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 from the academic dean is also required for more than 12 hours of coursework in the combined summer session (not counting Maymester).

Repetition of a Course to Raise a Grade

A course in which the final grade is C or lower may be repeated for a higher grade. A course in which the final grade is a B may be repeated only with the permission of the Associate Provost. **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 advisor.

Recency of Credit

Students admitted Fall 2015 or later

In general, all requirements for a terminal degree at Texas A&M University-Corpus Christi must be completed within a **maximum** of ten years subsequent to admission to the terminal degree program. However, individual programs may require a shorter maximum time in program. The ten-year (or less) period begins with the first semester students are enrolled in the graduate program. Doctoral students, unless their individual programs specify shorter time periods, have a **maximum** of five years to advance to candidacy and a **maximum** of five years from candidacy to successfully defend the dissertation.

Remember to check with your program faculty or academic advisor regarding requirements for recency of credit, time parameters for advancing to candidacy, qualifying examinations, and other program-specific timelines.

Students who exceed the candidacy deadline may request an extension. Candidacy extensions require strong justification in writing from the student and must include a plan for timely completion of the comprehensive examination, the proposal, and the final dissertation. The extension must be approved by the student's advisor, the department chair, the college dean, and the graduate education coordinator. Credit that is more than ten years old will not be counted toward a terminal degree. Exceptions will only be considered for courses completed at Texas A&M University-Corpus Christi and will require strong justification in writing from the student requesting the exception as well as a revalidation plan. Written approval from the department chair, the dean of the college from which the degree is offered, and the provost are required. See the revalidation process below.

Revalidation of Courses

Students admitted Fall 2015 or later

Courses listed on the plan of study **completed more than ten years prior to graduation** are considered dated. The department chair or program coordinator recommends revalidation of dated courses. Revalidation will verify that the student's knowledge in a specific subject area is current and documented. Options for course revalidation include written examinations, a project, paper(s), 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 [Graduate Degree Plan 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 program coordinator, the department chair, the college 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 their program's courses for revalidation. Courses beyond the 12-semester hour limit must be retaken. Only courses completed at this university are eligible for revalidation.

Request for Leave of Absence

Students facing circumstances that prevent them from maintaining active status through required long semesters (fall and spring) should consult with their faculty advisor and request a leave of absence through the Office of the University Registrar, especially if the leave affects credit recency determinations. A student in good standing may petition for a leave of absence up to two full academic terms, with a maximum of two leave requests allowed per program. Approval must be obtained from the Office of the University Registrar in advance, and if approved, registration requirements will be waived during the leave period.

A leave of absence suspends all degree-related activities, including the use of university facilities and faculty advising. The degree completion timeline pauses during the leave and resumes upon re-enrollment. Unapproved absences, based on program and degree level (doctoral or master's), may require students to reapply to the program or university.

In cases of extenuating circumstances, the Office of the University Registrar may extend a one-semester leave of absence up to a maximum of two semesters. Students returning after an approved leave do not need to reapply to their program. A leave of absence cannot exceed one academic year.

Students should consult with their academic/faculty advisor and relevant offices to assess the impact of a leave on financial aid, scholarships, assistantships, veteran benefits, etc. International students should consult with the Office of International Education to understand how a leave of absence may impact their stay in or re-entry to the U.S. who will initiate the process.

Transfer of Credit

In addition to the general Transfer of Credit Policy, specific requirements must be met for courses that may transfer for terminal degree credit. The following rule applies to these courses, with the exception of degrees offered jointly.

- The student must have been enrolled as a terminal degree student when the coursework was completed.
- The maximum amount of transfer credit from another doctoral degree program accepted toward the Texas A&M University-Corpus Christi degree is one-fourth of the credit hours required for the A&M-Corpus Christi degree.

Grade Point Average

In order to remain in good standing as well as maintain eligibility 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 and in the program of study**. In addition, students must earn a grade of S, IP, or CR on all coursework that does not affect GPA. Texas A&M-Corpus Christi uses a 4.0 scale for calculations of GPA. Students should ensure they are knowledgeable about both overall GPA required for good standing as well as GPA required in the program in which they are enrolled. A higher GPA may be required by some programs. In such cases, the higher standard will be used.

Only grades earned at this University will be used to calculate the Texas A&M-Corpus Christi grade point average as used in determination of eligibility for graduation.

Grades are made available to students at the end of each grading period at <http://sail.tamucc.edu>

Scholastic Probation

Placement on Scholastic Probation

A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's cumulative GPA falls below 3.0 (or higher GPA set by the program). A graduate student receiving a grade of U or NC for the second time will be placed on scholastic probation. A student can be on scholastic probation only once.

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 has received two grades of U or NC may be removed from scholastic probation after one (1) year if the student achieves a cumulative 3.0 GPA (or higher if required by program) and receives grades of S or CR.

- A student will not be placed on scholastic probation in a graduating semester if the cumulative GPA is 3.00 or higher and there are no more than two Cs for courses on the degree plan.
- A student who is removed from scholastic probation is not eligible for placement on scholastic probation a second time.

Enforced Withdrawal

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

- the student's grade point average for **any subsequent term** or semester 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.
- In addition, a student may be placed on enforced withdrawal if they do not meet specific program requirements as stated in their conditional enrollment agreement.

A student on enforced withdrawal may not enroll in any graduate program for a minimum of 12 consecutive months.

Reinstatement

In order to be reinstated following a period of enforced withdrawal, 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. The application may be submitted prior to the requested enrollment date. Students should be aware that the period of enforced withdrawal does not alter the 10-year time period for completion of the doctoral degree program.

Colleges or programs may have additional procedures or requirements related to re-enrollment following enforced withdrawal or unapproved absences. Some colleges or programs may not permit reinstatement from enforced withdrawal. Please see the appropriate college or program section of the catalog for specific requirements.

Texas 99-Hour Rule

The Texas State Legislature has enacted a rule that provides that students at all state universities with over 99 doctoral hours may be subject to the payment of nonresident tuition. A student will generally be able to study at A&M-Corpus Christi full-time for five complete academic years, including summers, before being affected by the 99-hour rule. For students staying beyond five years, in a number of cases there is still the possibility of a programmatic or individual exemption from the rule. For more information, contact the coordinator of your graduate program.

Doctor of Nursing Practice Committee

In accordance with the timeline for the program, DNP students should set up their doctoral project committees and submit [FORM C: Doctoral Dissertation/Project Advisory Committee Appointment Form](#). Doctor of Nursing Practice students should also refer to the [DNP Student Handbook](#) available on the CONHS website (<http://conhs.tamucc.edu/current-students/>) for additional information regarding the DNP committee. *All members of the committee must attend both the proposal and the defense for the project and must complete relevant documents related thereto.*

The Ph.D./Ed.D. Doctoral Committee

As a first step, students should choose a doctoral committee chair from among the regular graduate faculty members of the doctoral program. The remainder of the committee will be selected by the student in consultation with the committee chair. All Ph.D. and Ed.D. doctoral committees will be composed of a minimum of four Texas A&M University-Corpus Christi graduate faculty members, including the doctoral committee chair, two additional TAMU-CC graduate faculty members, and a graduate faculty representative (GFR) from a different discipline who is selected by the Associate Provost. The Associate Provost will officially appoint the doctoral committee after submission of [FORM C: Doctoral Dissertation/Project Advisory Committee Appointment Form](#). Normally, the committee chair and committee members will be faculty members from the program offering the degree. Persons with unique and appropriate expertise may be appointed to the dissertation committee upon approval of the Associate Provost for the dissertation portion of the doctoral program. Graduate Committee Pool membership will be required; thus, the

department should begin the nomination process for the individual as soon as possible if the individual does not hold that status. Doctoral committee members are required to participate in proposal hearings and dissertation defense/final examinations and are required to sign relevant documents. In some programs, all doctoral committee members representing the student's discipline may be required to review and approve degree plans and participate in qualifying examinations in addition to the dissertation proposal hearing and defense. Academic colleges may have additional requirements for committee members with the exception of the Graduate Faculty Representative.

The Graduate Faculty Representative

The Graduate Faculty Representative (GFR) helps ensure that the quality of the graduate degree is appropriate for Texas A&M University-Corpus Christi and that students receive fair and reasonable treatment in their graduate experience. The graduate faculty representative is not required to attend or evaluate materials related to the comprehensive examination. However, the GFR is required to participate in the proposal hearing and dissertation defense/final examination. It is the student's responsibility to ensure the GFR receives copies of the proposal and the dissertation at least two weeks before the scheduled proposal and defense/final examination. Likewise, the student must ensure the GFR is consulted about available times when scheduling either of those events. Questions about GFR and other committee member roles should be directed to the graduate education coordinator.

Degree Plans

All students will develop a degree plan that is consistent with the requirements of the program by the time a student has completed half of the coursework in the program. Degree plan development will be documented on the student's online DegreePlanner by the Academic Advisor. Degree plans must be consistent with the requirements of the program. Exceptions to the degree plan must first be approved by the doctoral committee chair and college dean. The signed exceptions document should then be submitted to Graduate Education for approval by the graduate education coordinator.

Changes in the degree plan must be approved by the doctoral committee chair, the academic college dean, and the Associate Provost. Students must utilize [Form I: Graduate Degree Plan Exception Form](#).

Ph.D./Ed.D./DNP Program Forms

Please use the checklist on the next page for a timely submission of required forms. These can be found at the [Graduate Education Forms](#) page. Students will work with their doctoral advisors to initiate and submit forms at appropriate times during their degree process. The graduate education coordinator will route forms for electronic signatures.

A Doctorate Checklist is available on the Forms page to track important deadlines.

DNP Project Defense/Final Examination

The DNP Comprehensive examination is administered in NURS 6308 as the final examination for the course. DNP students may not begin conducting their DNP project or advance to the next course without successfully completing this examination.

The DNP Scholarly Project Proposal (hearing) occurs in conjunction with NURS 6308. All committee members, including the GFR, will be provided a completed copy of the document at least two (2) weeks before the defense. The defense must be scheduled using Form D (see [Graduate Education Forms](#) page). Submission of Form D indicates preliminary acceptance of the project and should not be signed if committee members determine that major changes are required.

The DNP project defense will cover the project only. More than one dissenting vote in the defense will constitute failure. The defense must be scheduled at least four weeks prior to graduation. All committee members, including the GFR, will be provided a completed copy of the project document at least two weeks prior to the defense. The defense must be scheduled using Form E (see table above). Submission of Form E indicates preliminary acceptance of the project and should not be signed if committee members determine that further study or major changes are required.

Presentation and defense of the DNP project is unique to the DNP program. Students should refer to the DNP Handbook for specific information regarding the defense process.

Subsequent to the project defense, and only after all changes to the project manuscript requested by the committee have been made, the student will submit an electronic copy of the DNP Project paper to [ProQuest ETD](#) as a single PDF file. Submission must be made no later than three (3) weeks prior to graduation.

Dissertation Defense/Final Examination

The comprehensive examination must be passed and courses in the plan of study completed with a GPA of 3.0 or greater before the dissertation defense/final examination will be scheduled. The dissertation defense/final examination must cover the dissertation but need not be limited thereto. More than one dissenting vote in the comprehensive examination or final examination (which includes the dissertation defense) will constitute failure. The dissertation defense must be held a minimum of six weeks prior to graduation.

All committee members, including the GFR, will be provided a completed copy of the dissertation at least two (2) weeks before the defense of dissertation and final examination. The defense must be scheduled using Form E (see [Graduate Education Forms](#) page). Submission of Form E indicates preliminary acceptance of the dissertation or project. Form E should not be signed if major changes are required or if committee members determine that further study is required.

There are some common elements as well as variations across the Ph.D./Ed.D. programs related to both the presentation of the dissertation and the final examination. Please see individual doctoral program handbooks for more specificity regarding each program's requirements.

Subsequent to the dissertation defense/final examination, and only after all changes to the dissertation manuscript requested by the committee have been made, the student will submit an electronic copy of the dissertation, no later than four (4) weeks prior to graduation, to [ProQuest ETD](#) as a single PDF file. Programs vary with regards to how many research/dissertation hours are required and how those hours are represented in the degree plan. Students not completing all requirements of the final dissertation defense by the end of semester, including submission of an approved final draft by published deadlines,

may receive a grade of In Progress (IP). An IP is a permanent notation and requires the student to register for the same course in the subsequent semester, paying all appropriate tuition and fees, to receive a final grade for the course. Both instructors and students should be aware that a grade other than IP in dissertation research courses sufficient to meet program requirements is required for graduation.

Section V. Financial Assistance

Programs to assist you in financing an education at Texas A&M University-Corpus Christi are administered by the Office of Student Financial Assistance, including scholarships, grants, work study, and loan programs.

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

Graduate students who wish to apply for a graduate scholarship can apply via the [Graduate Scholarships](#) web page.

Eligibility requirements for **receiving** a graduate scholarship include:

Acceptance in a graduate degree or certificate-seeking program

- Enrollment in at least six (6) graduate student credit hours in a regular semester or three (3) graduate student credit hours during the combined summer terms for summer scholarships. Please note: individual scholarships or colleges (e.g., College of Science) may require full-time enrollment (9 graduate SCH).
- 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.

Graduate Assistantships

A limited number of graduate assistantships are available through the individual colleges and other academic units on campus. Students are encouraged to inquire with the coordinator of their graduate programs regarding assistantship availability. For more information on specific

opportunities, refer to [Graduate Excellence Assistantships](#).

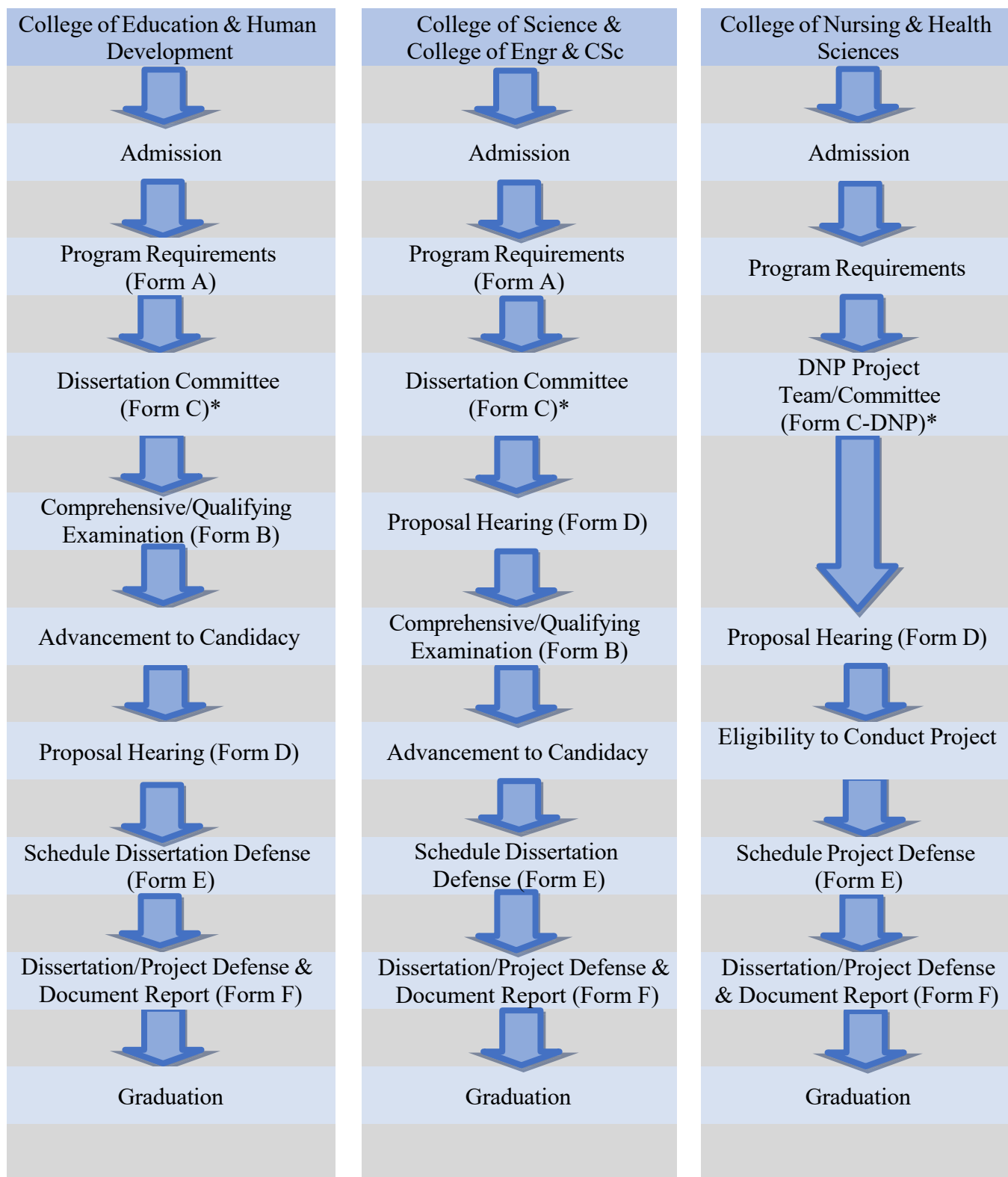
Out-Of-State Tuition Waivers

Non-resident students receiving a 50% FTE graduate assistantship, as well as their spouse and children, will receive **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 (6) hours during long semesters or three (3) hours during the summer session. Individual programs/departments/colleges may have additional qualification requirements (e.g., assistantships funded by the College of Science require nine [9] SCH graduate enrollment during long semesters). Out-of-state tuition waivers will be rescinded if students register for too few hours or are not working in the qualifying position by the 12th class day of long semesters and the 4th class day of summer semesters.

Students wishing to receive in-state tuition must complete the [Out-of-State Tuition Waiver Procedure](#). Students will also need their Notice of Appointment Letter (NOA). The waiver form must be completed each semester.

Students receiving a University **scholarship of \$1,000 or more** 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 VI. Steps to Graduation



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

Graduation Deadlines

Students must submit a completed application for graduation online through their S.A.I.L account **by the posted deadline**. Graduation deadlines and costs are posted by the Office of the Registrar. Graduation application fees are non-refundable.

Commencement

For dates, times, and location of the commencement ceremonies please visit <http://commencement.tamucc.edu/>.

Regalia

Graduates must wear official regalia to the commencement ceremony. These items can be rented or purchased at the Campus Bookstore. For more information, please contact the [campus bookstore](#). Doctoral students are encouraged to consult with their faculty regarding hood trim colors as discipline-specific colors recommended through the bookstore may not reflect what is used here. *Be sure to specify dark blue for PhD and light blue for EdD; DNP hoods are apricot.*

Option	Processing/Delivery
Rental	Must be ordered at the bookstore. May take up to 4 weeks for delivery. (<i>Rental is recommended for those who do not intend to work in academia.</i>)
Purchase	Must be ordered at the bookstore. Takes approximately 4-6 weeks for delivery.

Please order as early as possible to ensure your regalia arrives on time. Delays can and do happen and are not controlled by the bookstore.

Diploma

Diplomas will be made available to the students once an audit has confirmed completion of all requirements. This process may take a few weeks after graduation. Once complete, diplomas may be picked up or are mailed by the Office of the Registrar.

Doctoral graduates will receive a diploma tube at commencement. In the tube will be a congratulatory letter from the University President.

Section VII. Thesis Guidelines

The thesis should be presented in a scholarly, well-integrated, and properly documented manner and should report the original work done by the student under the supervision of the advisory committee. Ethical conduct of research is expected.

Research Compliance

The responsibility for the ethical conduct of student research is jointly held by the instructor and the student, each being fully responsible for the research. Approval to conduct research involving **human subjects, animals, or biohazards** may require Institutional Review Board, Institutional Animal Care and Use Committee, and/or Institutional Biosafety Committee review. Review must be obtained prior to conducting **any** data collection. The determination concerning requirement for review is made by a research compliance officer and not by the researcher. Contact the [Office of Research Compliance](#) for additional information.

Plagiarism Check for Theses

Plagiarism is not tolerated at Texas A&M University-Corpus Christi. All theses must be electronically checked for plagiarism. Graduate Education requires that the student's thesis or project chair **certify** that the thesis has been electronically checked for plagiarism. [Form B - Preliminary Agreement to Schedule the Thesis Defense/Final Examination](#) must be used to transmit the certification to Graduate Education.

Departments will determine their own guidelines for thesis checks, how they deal with the results revealed, and remedies to address indications of plagiarism, consistent with existing rules and regulations, including [University Rule 13.02.99.C0.04 Student Academic Misconduct Cases](#).

Thesis Formatting Guidelines

Your thesis must conform to academic and institutional standards. Guidelines include requirements regarding margins, fonts, spacing, and other elements of the document. In addition to face-to-face and online formatting workshops, Graduate Education provides [thesis formatting templates](#) as well as template guides. Acceptable formats for the body of the thesis may vary by program area. For more specific guidelines, please see individual graduate program handbooks. While the style used within the text of the document may vary according to discipline, if there is disagreement between discipline and university templates and guidelines, the TAMU-CC guidelines must be followed. *Note: Careful adherence to the templates and general guidelines will impact the time required for review and corrections.*

The broad guidelines are straightforward:

- Text may not extend beyond one inch for left/right and top/bottom margins for each page. Figures and tables must also conform to these margins. Anything outside these margins will not show up in the printed or online final document.
- The font must be Times New Roman, 12-point font. With rare exceptions, this font and font size must be used throughout, including table and figure notations and footnotes.
- The entire document, with limited exceptions, must be double-spaced. Extra space, which

is automatically inserted by some word processors before or after headings or between paragraphs, is not permitted. Right alignment must be set to ragged edge or right justified and must be consistent throughout the entire document.

- Page numbers must be at the bottom center .5 inches from the bottom. Page numbers will also be in Times New Roman, 12-point font.
- Preliminary pages of the dissertation/thesis are numbered with lower case Roman numerals (Times New Roman, 12-point font) starting with the Abstract on page iv. These page numbers should run consecutively throughout the rest of the preliminary pages.
- Page 1 is the first page of the body of the narrative text; thereafter, page numbers run consecutively throughout the remainder of the document.
- Page titles should be in ALL CAPS.

Students should always begin with current templates and guides, as well as general formatting and Table of Contents, List of Figures, and List of Tables information located on the Graduate Education [Dissertation & Thesis Formatting Guidelines](#) page. Reliance on out-of-date templates will result in errors and will usually require reformatting of your document.

Deadlines

To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (a) Master's Form B: [Preliminary Agreement to Schedule the Thesis/Dissertation Defense/Final Examination](#), (b) Master's Form C: [Thesis Defense & Written Thesis Report](#), and (c) the thesis in final form as a PDF file. This date, along with other dates of interest, is posted on the Graduate Education website. There are no exceptions for late submittal. Students submitting after deadline day cannot graduate until the following semester and will be required to enroll in thesis hours in the semester of graduation. **MFA student deadlines are established separately.** Please see the Master's and MFA Forms/Submission Requirements in this Handbook.

Final Steps to Submitting Your Thesis

After your Dissertation Defense & Written Dissertation Report (Form F) is submitted and all After the Thesis Defense & Written Thesis Report is submitted and all required content changes from your committee have been made, you may submit your thesis electronically. Before you begin the submission steps, please be sure you have the following:

- a) Full text of your thesis in PDF format. This must be one file with embedded fonts. The maximum file size that can be uploaded is 250 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions about PDF conversion and embedding fonts are available at the ProQuest/UMI ETD Administrator site under the "Submission Steps/PDF" tab.
- b) Optional supplementary files. This includes images, data, etc. that are an integral part of the thesis, but not part of the full text.
- c) Advisor and other committee members' names with correct committee designations.
- d) Subject Category. Please choose up to three subject categories from the [ProQuest Subject Category List](#) that describe your thesis.

Submission Guidelines

Go to <http://www.etdadmin.com/tamucc> to create an account or login using an existing account.

When signed into the account, a list of submission steps will be visible on the left-hand side of the computer screen. These steps will serve as a guide through the submission process. A checkmark will appear once each step is completed.

A thesis or dissertation may be deemed as requiring corrections by the College of Graduate Studies and returned to the student and committee chair with a list of needed changes if the requirements outlined in the templates, template guidelines, and general guidelines are not followed. In that case, the original manuscript must be corrected and resubmitted as a new document. *More than one request for revisions is common.* All original submittal deadlines must be met during the re-submittal process in order to graduate that semester. Unacceptable manuscripts returned to the student after Deadline Day may not be accepted for graduation in that semester.

Thesis Review

The following are approximate turn-around times to be expected for feedback and requests for revisions after the thesis has been submitted to ProQuest/UMI. Documents are reviewed in the order received. The student will receive requests for revisions from the Mary and Jeff Bell Library via email through ProQuest/UMI.

Early in the semester: 2-3 business days

Week before Deadline Day: 5-7 business days

The student will make requested **corrections in the original Word** (or other) file, convert the revised document to a new PDF file, and upload the new PDF to the ETD.

Students and faculty members should understand that multiple revision requests are typical. Close adherence to the templates will minimize the requirement to revise and resubmit. Corrections should be made promptly and must meet Graduate Education deadlines.

Graduation will be postponed if corrections are not made in a timely manner.

**Note: Once the thesis has been uploaded to ProQuest, all communication regarding the submission should be made through the ProQuest platform.*

Publication of your Research; Copyright Issues

[Reference: TAMU Thesis-Dissertation Manual (2021), [https://grad.tamu.edu/getmedia/15a29fe1-89ab-4262-8898-f15eb0b69b83/Thesis-Dissertation-Manual-\(April-2021\)_1.pdf](https://grad.tamu.edu/getmedia/15a29fe1-89ab-4262-8898-f15eb0b69b83/Thesis-Dissertation-Manual-(April-2021)_1.pdf) (pgs. 4-6)]

It is the student's responsibility to be aware of and adhere to U.S. copyright laws regarding the dissertation and its contents. If copyrighted content is used by the student in the dissertation, the student may need to seek permission or license to include the content.

If you are using your own previously published material in the dissertation:

Graduate students may publish material that will later be used as part of the dissertation (TAMU-CC policy). However, students should be aware of the publishing agreement they sign when a journal accepts an article for publication (journal policies). At that time, the student/lead author typically transfers copyright to the journal as publisher, and you/he/she no longer possess the right to use this material without permission. **However, the publishing agreement form may be modified before it is signed so that the student retains the right to include the material in the dissertation.** The publisher would still have the rights it needs to print, distribute, and sell the work. When negotiating with the publisher, remember to inform them that the dissertation will be available worldwide through the Internet (dissertations will be sent to ProQuest/UMI and can be purchased through them).

If you have **not** retained the right to use your previously published material in the dissertation, you must get permission from the copyright holder to include it. If the journal retains the right to an article and does not allow its exact reproduction in your dissertation, we recommend that you contact them to ascertain whether a revised or reworded chapter is acceptable.

If you are planning to use your dissertation material in a future publication:

Students who plan to publish dissertation material in future articles need to investigate whether the journal of choice will publish material already made available to the public and consider this when choosing an option for making the dissertation available after graduation. You have the option to restrict full-text access to your dissertation for a period of time before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. Students who choose to restrict access during the ProQuest process should understand that while TAMU-CC will honor the initial ProQuest restriction, any extensions awarded by ProQuest do not govern TAMU-CC's determinations regarding extension. A separate request for extension must be made.

If you are planning to include others' copyrighted material in the dissertation:

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if permission from the copyright holder is needed. The student should consider several factors when utilizing material from other sources, including whether or not the material is in the public domain or can be used under the provisions of Fair Use. Regardless of whether or not permission is required, proper credit must be given in the text. For material that requires permission, acknowledgment should be included in the text, per the instruction of the copyright holder. For additional

information regarding copyright and fair use, refer to the [Copyright and Fair Use](#) document available at the TAMU-CC library website.

To summarize, when using published material:

- Determine whether the material is copyrighted. Non-copyrighted material may be reused freely, as long as credit is given to the original source.
- If the material is copyrighted, determine if it may be included in your thesis under the provisions of Fair Use. If Fair Use applies, do not seek permission. Check with your advisor or the Library to confirm your determination.
- If Fair Use does not apply, obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of all work created by others and included in the thesis.
- Students must inform the copyright holder that the thesis will be sent to and sold on demand by ProQuest/UMI.

Binding

Thesis binding, if desired, will be handled through the ProQuest/UMI ETD Administrator. During the submission process, an opportunity to order personal copies.

Each volume is rendered with respect for the scholarly research, featuring:

- Brilliant white 32 lb. paper stock: acid-free and archival-grade, this photographic-quality stock is brighter and more opaque for better ink contrast and readability.
 - Any color graphics included in the digital copy of the dissertation received by ProQuest/UMI can now be reproduced in color at no extra charge. Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
 - Durable hardbound copies are 8½"x11" with black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil on the spine. Handmade thread-sewn bindings and generous margins enable volumes to be opened flat.
 - Manuscript copies are shipped approximately **8 to 12 weeks** after submission of the manuscript to the address provided by the student.

Distribution

Personal Bound Copies	All personal copies will be delivered to the shipping address provided during the electronic submission process.
------------------------------	--

Fees

Fee Type	Required	Amount	Payment Methods
Personal Bound Copies	Optional	Varies by type and amount ordered	Pay Online (ProQuest) submission process.
Copyright Fee	Optional	\$55	Pay Online (ProQuest) submission process.
Open Access Publishing	Optional	\$95	Pay Online (ProQuest) submission process.
<i>*Note: Tax may be added to the total based on your shipping address.</i>			

Section VIII. Dissertation Guidelines

The following guidelines were developed to help doctoral candidates and their committee members to prepare the dissertation manuscript. The dissertation should be presented in a scholarly, well-integrated, and properly documented manner and should report the original work done by the student under the supervision of the advisory committee.

Research Compliance

The responsibility for the ethical conduct of student research is jointly held by the instructor and the student, each being fully responsible for the research. Approval to conduct research involving **human subjects, animals, or biohazards**, which may require Institutional Review Board, Institutional Animal Care and Use Committee, and/or Institutional Biosafety Committee review, must be obtained prior to conducting **any** data collection. The determination concerning requirement for review is made by a research compliance officer and not by the researcher. Contact the [Office of Research Compliance](#) for additional information.

Plagiarism Check for Dissertations

Plagiarism is not tolerated at Texas A&M University-Corpus Christi. It is the doctoral committee chair's responsibility to electronically check for plagiarism. All dissertations must be checked through Turnitin or an instrument of equivalent rigor as approved by the relevant college prior to the defense. Graduate Education requires that the student's committee chair certify that the dissertation has been checked for plagiarism. [FORM E: Agreement to Schedule the Dissertation/Project Defense & Final Examination](#) must be used to transmit the certification to the

Office of Graduate Education.

Departments will determine their own guidelines for these checks, for how they deal with the results revealed, and for remedies to address indications of plagiarism, consistent with existing rules and regulations, including [University Rule 13.02.99.C0.04: Student Academic Misconduct](#).

Dissertation/Project Formatting Guidelines

The dissertation/project must conform to academic and institutional standards. Guidelines include requirements regarding margins, fonts, spacing, and other elements of the document. In addition to face-to-face and online formatting workshops, the [dissertation formatting guidelines and templates are provided](#) online. For more information, please contact the Library or Graduate Education. Dissertations and projects may be presented in either the traditional chapter format or a section format. Use of the templates is vital to ensuring a smooth submission process. *Please be aware that multiple issues with formatting will likely result in multiple returns for correction.*

Acceptable formats for the *body* of the dissertation may vary by program area; however, if there is disagreement between the discipline and the TAMU-CC guidelines and templates, the TAMU-CC guidelines must be followed.

It is critical that all candidates consult the formatting guidelines and templates available [online](#). Close attention to the templates and guidelines will streamline the ProQuest submission process.

The broad guidelines are straightforward:

- Text may not extend beyond one inch for left/right and top/bottom margins for each page. Figures and tables must also conform to these margins. Anything outside these margins will not show up in the printed or online final document.
- The font must be Times New Roman, 12-point font. With rare exceptions, this font and font size must be used throughout, including table and figure notations and footnotes.
- The entire document, with limited exceptions, must be double-spaced. Extra space, which is automatically inserted by some word processors before or after headings or between paragraphs, is not permitted. Right alignment must be set to ragged edge or right justified and must be consistent throughout the entire document.
- Page numbers must be at the bottom center .5 inches from the bottom. Page numbers will also be in Times New Roman, 12-point font.
- Preliminary pages of the dissertation/thesis are numbered with lower case Roman numerals (Times New Roman, 12-point font) starting with the Abstract on page iv. These page numbers should run consecutively throughout the rest of the preliminary pages.
- Page 1 is the first page of the body of the narrative text; thereafter, page numbers run consecutively throughout the remainder of the document.
- Page titles should be in ALL CAPS.

Students should always begin with current templates and guides, as well as general formatting and Table of Contents, List of Figures, and List of Tables information located on the Graduate Education [Dissertation & Thesis Formatting Guidelines](#) page. Reliance on out-of-date templates will result in errors and will usually require reformatting of your document.

Deadlines

To maintain eligibility to graduate in a given semester, students must meet the scheduled deadline for submittal of (1) the signed Preliminary Agreement to Schedule the Dissertation Defense/ Final Examination, (2) the Dissertation Defense & Written Dissertation Report, and (3) the dissertation in final form as a PDF file. This date, along with other dates of interest, is posted on Graduate Education's [Important Doctoral](#) and [Important Master's](#) Dates pages. There are no exceptions for late submissions. Students submitting after deadline day cannot graduate until the following semester and will be required to enroll in dissertation hours in the semester of graduation.

Final Steps to Submitting Your Dissertation

After your **Dissertation Defense & Written Dissertation Report** (Form F) is submitted and all requested content changes from your committee have been made, you can submit your dissertation electronically. Before you begin the submission steps, please be sure you have the following:

- a) Full text of your dissertation in PDF format. This must be one file with embedded fonts. The maximum file size that can be uploaded is 250 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions about PDF conversion and embedding fonts are available at the ProQuest/UMI ETD Administrator site under the "Submission Steps/PDF" tab. Please be sure to choose up to three subject categories from the Subject Category List
- b) Optional supplementary files. This includes images, data, etc. that are an integral part of the dissertation, but not part of the full text.
- c) Advisor and other committee members' names with correct committee designations.
- d) Subject Category. Please choose up to three subject categories from the [ProQuest Subject Category List](#) that best describe your dissertation.

Submission Guidelines

Go to <http://www.etsadmin.com/tamucc> to create an account or login using an existing account. When signed into the account, a list of submission steps will be visible on the left-hand side of the computer screen. These steps will serve as a guide through the submission process. A checkmark will appear once each step is completed.

Students and faculty should be aware that multiple revisions are common. The templates provide some information about common mistakes. Where such errors occur, the dissertation/project will be returned to the student with a list of needed changes. The original document should be corrected and resubmitted as a new document. All original submittal deadlines must be met during the re-submittal process in order to graduate that semester. Unacceptable manuscripts returned to the student after deadline day may not be accepted for graduation in that semester.

Dissertation Review

The following are approximate turn-around times to be expected for feedback and requests for revisions after the dissertation has been submitted to ProQuest/UMI. Documents are reviewed in the order received. The student will receive requests for revisions from the Mary and Jeff Bell Library via email through ProQuest/UMI. Candidates are encouraged to make corrections within the recommended timeframe provided and to attend to all noted issues. Timing is especially important since *more than one round of corrections is likely*.

Early in the semester: 2-3 business days

Week before deadline day: 5-7 business days

The student will make requested **corrections in the original Word** (or other) file, convert the revised document to a new PDF file, and upload the new PDF to the ETD.

All corrections must be made promptly and meet deadlines. Graduation **WILL BE POSTPONED** if corrections are not made on time.

**Note: Once the dissertation has been uploaded to ProQuest, all communication regarding the submission should be made through the ProQuest platform.*

Publication of your Research; Copyright Issues

[Reference: TAMU Thesis-Dissertation Manual (2021), [https://grad.tamu.edu/getmedia/15a29fe1-89ab-4262-8898-f15eb0b69b83/Thesis-Dissertation-Manual-\(April-2021\)_1.pdf](https://grad.tamu.edu/getmedia/15a29fe1-89ab-4262-8898-f15eb0b69b83/Thesis-Dissertation-Manual-(April-2021)_1.pdf) (pgs. 4-6)]

It is the student's responsibility to be aware of and adhere to U.S. copyright laws regarding the dissertation and its contents. If copyrighted content is used by the student in the dissertation, the student may need to seek permission or license to include the content.

If you are using your own previously published material in the dissertation:

Graduate students may publish material that will later be used as part of the dissertation (TAMU-CC policy). However, students should be aware of the publishing agreement they sign when a journal accepts an article for publication (journal policies). At that time, the student/lead author typically transfers copyright to the journal as publisher, and you/he/she no longer possess the right to use this material without permission. **However, the publishing agreement form may be modified before it is signed so that the student retains the right to include the material in the dissertation.** The publisher would still have the rights it needs to print, distribute, and sell the work. When negotiating with the publisher, remember to inform them that the dissertation will be available worldwide through the Internet (dissertations will be sent to ProQuest/UMI and can be purchased through them).

If you have **not** retained the right to use your previously published material in the dissertation, you must get permission from the copyright holder to include it. If the journal retains the right to an article and does not allow its exact reproduction in your dissertation, we recommend that you contact them to ascertain whether a revised or reworded chapter is acceptable.

If you are planning to use your dissertation material in a future publication:

Students who plan to publish dissertation material in future articles need to investigate whether the journal of choice will publish material already made available to the public and consider this when choosing an option for making the dissertation available after graduation. You have the option to restrict full-text access to your dissertation for a period of time before releasing it to the Internet to allow time to publish in journals whose policy is to be first publisher. Students who choose to restrict access during the ProQuest process should understand that while TAMU-CC will honor the initial ProQuest restriction, any extensions awarded by ProQuest do not govern TAMU-CC's determinations regarding extension. A separate request for extension must be made.

If you are planning to include others' copyrighted material in the dissertation:

If the manuscript contains any material (figures, tables, text, etc.) taken from copyrighted sources, the student has the responsibility to determine if permission from the copyright holder is needed. The student should consider several factors when utilizing material from other sources, including whether or not the material is in the public domain or can be used under the provisions of Fair Use. Regardless of whether or not permission is required, proper credit must be given in the text. For material that requires permission, acknowledgment should be included in the text, per the instruction of the copyright holder. For additional information regarding copyright and fair use, refer to the [Copyright and Fair Use](#) document available at the TAMU-CC library website.

To summarize, when using published material:

- Determine whether the material is copyrighted. Non-copyrighted material may be reused freely, as long as credit is given to the original source.
- If the material is copyrighted, determine if it may be included in your dissertation under the provisions of Fair Use. If Fair Use applies, do not seek permission. Check with your advisor or the Library to confirm your determination.
- If Fair Use does not apply, obtain permission (in either the publisher agreement or in a letter or email from the copyright holder).
- Give proper acknowledgment of all work created by others and included in the dissertation.
- Doctoral students must inform the copyright holder that the dissertation will be sent to and sold on demand by ProQuest/UMI.

Binding

Dissertation binding will be handled through the ProQuest/UMI ETD Administrator. During the submission process, an opportunity to order personal copies.

Each volume is rendered with respect for the scholarly research, featuring:

- Brilliant white 32 lb. paper stock: acid-free and archival-grade, this photographic-quality stock is brighter and more opaque for better ink contrast and readability.
- Any color graphics included in the digital copy of the dissertation received by ProQuest/UMI can now be reproduced in color at no extra charge. Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
- Durable hardbound copies are 8½"x11" with black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil on the spine. Handmade thread- sewn bindings and generous margins enable volumes to be opened flat.
- Manuscript copies are shipped approximately **8 to 12 weeks** after submission of the manuscript to the address provided by the student.

Distribution

Personal Bound Copies	All personal copies will be delivered to the shipping address provided during the electronic submission process.
------------------------------	--

Fees

Fee Type	Required	Amount	Payment Methods
Personal Bound Copies	Optional	Varies by type and amount ordered	Pay online (ProQuest) during submission process.
Dissertation Service Fee (TAMU-CC)	Yes	\$100	Pay online at https://tpg.tamucc.edu/C20207_ustores/web/product_detail.jsp?PRODUCTID=210
Copyright Fee	Optional	\$55	Pay online (ProQuest) during submission process.
Open Access Publishing	Optional	\$95	Pay online (ProQuest) during submission process.
*Note: Tax may be added to the total based on your shipping address.			