

GEOSPATIAL SYSTEMS ENGINEERING MASTER'S STUDENT HANDBOOK



COLLAGE OF SCIENCE AND ENGINEERING

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Website: <https://www.tamucc.edu/programs/graduate-programs/geospatial-systems-engineering-ms.php>

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This handbook is intended to be read in conjunction with the Graduate Catalog: <https://catalog.tamucc.edu/graduate>, the College of Graduate Studies Handbook: <https://www.tamucc.edu/grad-college/current-students/assets/documents/masters-student-handbook.pdf>, and the Geospatial Systems Engineering Catalog: <https://catalog.tamucc.edu/graduate/science-engineering/masters-encs/geospatial-systems-engineering-ms/>

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Section I. Geospatial Systems Engineering Program

Welcome Message

Welcome to the Geospatial Systems Engineering Program at Texas A&M University – Corpus Christi. The faculty and staff in the program look forward to working with you for a successful completion of your degree.

This document outlines the requirements for completing your degree, discusses the culture of the program, covers the software used for instruction and lists technical requirements to access these resources. After reading this document, refer to the checklist in Section VII to help you get set up for your first semester.

Program Description

The Master of Science in Geospatial Systems Engineering (GSSE) will provide students with knowledge and skills focusing on the research, design, development, and use of technologies in geospatial systems engineering. The program builds upon the ABET accredited undergraduate [Geographic Information Science program \(GISc\)](#) and the existing geographic information science concentration in the master's program in computer science. The program satisfies the regional, state and national need for master's-level graduates in geospatial systems design and surveying engineering. Due to the diversity of geospatial applications in industry, the 30-credit hour program is purposely designed to offer breadth in the course work.

Our degree is offered entirely online and on campus. **If you plan on attending courses online, you are required to have access to high-speed internet access on a daily basis.**

Program Objectives

Graduates of the Master of Science in Geospatial Systems Engineering will demonstrate the ability to:

1. Develop, manage, and analyze geospatial data using field and laboratory techniques, integrating surveying and engineering.
2. Develop the capacity for continued learning and professional application.
3. Apply geospatial systems engineering technologies creatively in real-world setting to solve geospatial processes and effects.
4. Become nationally and internationally recognized professionals.

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Faculty and Staff



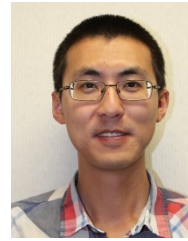
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Get Connected

Most official college and program information for students is distributed on listservs. Students should be automatically added to the Geospatial Systems Engineering student listserv upon enrollment. To ensure you are subscribed, students can manually join the “gsen-list” listserv from <https://listserv.tamucc.edu/mailman/listinfo/gsen-list> and other listservs by going to <https://listserv.tamucc.edu/mailman/listinfo>.

Section II. Degree and Program Requirements

The course of study leading to a MS degree in Geospatial Systems Engineering (GSSE) is composed of the following three components: 1) General prerequisites (must be satisfied before the student can be formally and unconditionally accepted to the MS program); 2) Options; and 3) Degree Requirements.

General Prerequisites

1. Geospatial Systems Engineering

Every student is expected to have achieved certain minimum competencies in geospatial science before being formally admitted to the MS degree program. Students who have not earned a baccalaureate degree in Geographic Information Science, Surveying, or a similar field must consult with the coordinator of the Geospatial Systems Engineering Program to design a plan of appropriate leveling courses. Leveling courses are not counted in the above 30 semester-credit hours requirements.

2. Mathematics

Every student must have minimum level of knowledge in mathematics equivalent to the mathematics courses in the BS in Geographic Information Science Program and will be evaluated on an individual basis by Geospatial Systems Engineering faculty.

3. English

Every student is expected to have minimum competencies in English composition, especially in technical writing. In preparation for reports that are required in the workplace, numerous reports are required during the course of study for the degree. The proposal, the creative project and the thesis require technical writing. Students may consider taking writing-intensive courses such as [ENGL 3301](#) Technical and Professional Writing (3 sch) to satisfy the writing requirement.

Options

Students must choose one from the following two tracks:

- Track 1 Geosensing Systems and UAS for Geomatics
- Track 2 Geospatial Data Science and Analytics

The student can choose either a project or a thesis option under their chosen track.

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Thesis option

A Graduate Thesis based upon original research, supported by the scientific literature, and proved statistically, will be required under this option. The thesis option master's degree will allow a person to pursue advanced graduate study, or to obtain employment in most areas requiring a detailed knowledge of specific aspects of geospatial systems engineering. The Geospatial Systems Engineering Graduate Thesis requires a minimum of 6 hours of [GSEN 5698](#) Graduate Thesis (1-6 sch) and formal publishable thesis.

[GSEN 5395](#) Graduate Research Design (3 sch) and [GSEN 5698](#) Graduate Thesis (1-6 sch) (Total 9 hours)

Thesis Option Track 1 or 2

Code	Title	Hours
	Core Courses	9
	Required Courses for Each Track	9
	Electives (approved by faculty advisor)	6
GSEN 5698	Graduate Thesis	6
Total Hours		30

Project option

The project option is a Graduate Creative Project designed for students who desire a more detailed study into a specific geospatial system engineering project. The curriculum will especially benefit individuals employed in scientific or technical fields who seek advancement or additional training to enhance their knowledge and skills. The Graduate Creative Project requires 3 hours of [GSEN 5393](#) Graduate Creative Project (1-3 sch) and a formal publishable project report.

[GSEN 5395](#) Graduate Research Design (3 sch) and [GSEN 5393](#) Graduate Creative Project (1-3 sch) (Total 6 hours)

Project Option Track 1 or 2

Code	Title	Hours
	Core Courses	9
	Required Courses for Each Track	9
	Electives (approved by faculty advisor)	9
GSEN 5393	Graduate Creative Project	3
Total Hours		30

Degree Requirements

Track 1: Geosensing Systems and UAS for Geomatics - Thesis Option

Code	Title	Hours
Core Courses		
GSEN 5395	Graduate Research Design	3
GSEN 6383	Advanced Geospatial Analytics	3
GSEN 6386	Remote Sensing and Image Analysis	3
Required Courses		
GSEN 6370	UAS for Surveying and Mapping	3
GSEN 6371	Geopositioning Systems and Autonomous Navigation	3
GSEN 6385	Photogrammetric Engineering and Lidar Scanning	3
Electives		
Select 6 hours of the following:		6
GSEN 6330	Spatial Systems Science	
GSEN 6355	Geospatial Programming Techniques	
GSEN 6356	Programming for Geospatial Data Science	
GSEN 6365	Spatial Database Design	
GSEN 6367	Geospatial Data Mining	
GSEN 6380	Applied Geospatial Statistics	
GSEN 6381	Cadastral Information Systems Design	
GSEN 6382	Policy and Legal Aspects of Spatial information systems	
GSEN 6384	Geospatial Visualization Design	
Thesis Option		
GSEN 5698	Graduate Thesis	6
Additional Courses		
The following may be offered and substituted for any of the courses above subject to approval by the student graduate mentor or committee chair:		
GSEN 6390	Advanced Topics	
GSEN 6396	Directed Independent Study	
Total Hours		30

Track 1: Geosensing Systems and UAS for Geomatics - Project Option

Code	Title	Hours
Core Courses		
GSEN 5395	Graduate Research Design	3
GSEN 6383	Advanced Geospatial Analytics	3
GSEN 6386	Remote Sensing and Image Analysis	3
Required Courses		
GSEN 6370	UAS for Surveying and Mapping	3

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Code	Title	Hours
GSEN 6371	Geopositioning Systems and Autonomous Navigation	3
GSEN 6385	Photogrammetric Engineering and Lidar Scanning	3
Electives		
Select 9 hours of the following:		9
GSEN 6330	Spatial Systems Science	
GSEN 6355	Geospatial Programming Techniques	
GSEN 6356	Programming for Geospatial Data Science	
GSEN 6365	Spatial Database Design	
GSEN 6367	Geospatial Data Mining	
GSEN 6380	Applied Geospatial Statistics	
GSEN 6381	Cadastral Information Systems Design	
GSEN 6382	Policy and Legal Aspects of Spatial information Systems	
GSEN 6384	Geospatial Visualization Design	
Project Option		
GSEN 5393	Graduate Creative Project	3
Additional Courses		
The following may be offered and substituted for any of the courses above subject to approval by the student graduate mentor or committee chair:		
GSEN 6390	Advanced Topics	
GSEN 6396	Directed Independent Study	
Total Hours		30

Track 2: Geospatial Data Science and Analytics - Thesis Option

Code	Title	Hours
Core Courses		
GSEN 5395	Graduate Research Design	3
GSEN 6383	Advanced Geospatial Analytics	3
GSEN 6386	Remote Sensing and Image Analysis	3
Required Courses		
GSEN 6365	Spatial Database Design	3
GSEN 6367	Geospatial Data Mining	3
GSEN 6384	Geospatial Visualization Design	3
Electives		
Select 6 hours of the following:		6
GSEN 6330	Spatial Systems Science	
GSEN 6355	Geospatial Programming Techniques	
GSEN 6356	Programming for Geospatial Data Science	
GSEN 6370	UAS for Surveying and Mapping	
GSEN 6371	Geopositioning Systems and Autonomous Navigation	
GSEN 6380	Applied Geospatial Statistics	
GSEN 6381	Cadastral Information Systems Design	

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Code	Title	Hours
GSEN 6382	Policy and Legal Aspects of Spatial information Systems	
GSEN 6385	Photogrammetric Engineering and Lidar Scanning	
Thesis Track		
GSEN 5698	Graduate Thesis	6
Additional Courses		
The following may be offered and substituted for any of the courses above subject to approval by the student graduate mentor or committee chair:		
GSEN 6390	Advanced Topics	
GSEN 6396	Directed Independent Study	
Total Hours		30

Track 2: Geospatial Data Science and Analytics - Project Option

Code	Title	Hours
Core Courses		
GSEN 5395	Graduate Research Design	3
GSEN 6383	Advanced Geospatial Analytics	3
GSEN 6386	Remote Sensing and Image Analysis	3
Required Courses		
GSEN 6365	Spatial Database Design	3
GSEN 6367	Geospatial Data Mining	3
GSEN 6384	Geospatial Visualization Design	3
Electives		
Select 9 hours of the following:		9
GSEN 6330	Spatial Systems Science	
GSEN 6355	Geospatial Programming Techniques	
GSEN 6356	Programming for Geospatial Data Science	
GSEN 6370	UAS for Surveying and Mapping	
GSEN 6371	Geopositioning Systems and Autonomous Navigation	
GSEN 6380	Applied Geospatial Statistics	
GSEN 6381	Cadastral Information Systems Design	
GSEN 6382	Policy and Legal Aspects of Spatial information Systems	
GSEN 6385	Photogrammetric Engineering and Lidar Scanning	
Project Track		
GSEN 5393	Graduate Creative Project	3
Additional Courses		
The following may be offered and substituted for any of the courses above subject to approval by the student graduate mentor or committee chair:		
GSEN 6390	Advanced Topics	

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Code	Title	Hours
GSEN 6396	Directed Independent Study	
Total Hours		30

All GSEN courses provide online offering

Section III. Additional Information

GSSE Admission Criteria

Students seeking admission to the MS Program in Geospatial Systems Engineering should first contact the program and identify a faculty member willing to serve as the graduate advisor. Applicants will not be admitted to the program without a graduate advisor. Students can review the program faculty and contact respective faculty in their area of research interest to discuss their willingness to serve as an advisor. Students can also contact the GSSE program coordinator for suggested advisors.

Program Specific Application Requirements

Students seeking admission to the graduate degree program in Geospatial Systems Engineering must hold a bachelor's degree from a regionally accredited institution of higher education in the United States (or an equivalent foreign institution). In addition to meeting all University requirements, students seeking admission to the graduate degree program in Geospatial Systems Engineering must submit the following to the Office of Recruitment and Admissions:

- An application and application fee.
- Transcripts from regionally accredited institutions.
- At least two reference letters.
- Official GRE scores (within five years of the date of application).
- Admission Essay discussing why you wish to get a master's degree and your area of interest.
- A 60 hr. GPA of 3.0 or higher is standard.

Master of Science Degree Requirements

The University Graduate Student Catalog is the *official* document that describes the GSSE and University requirements. The Graduate Student Catalog is your contract with the University, and you are expected to have read and understood the requirements set forth within. A new catalog is produced every year; however, the catalog that you should follow is the catalog that was in effect when you were *admitted* to the program. You should always keep a paper copy of the catalog for reference. An online version of the catalog can be found at <https://catalog.tamucc.edu/graduate/>

The official University Catalog holds precedence over anything written in this section of the document referring to degree requirements. This document will cover the highlights of the

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catalog but should not be used in lieu of the University Catalog.

Total Hours

The MS Program in Geospatial Systems Engineering requires a minimum of 30 graduate semester credit hours (SCH). Courses must be from the 5000 level or higher.

Grades

The minimum grade for credit is "C". A student is only allowed 6 hours of credit at a grade of "C". For more information concerning academic standing, scholastic probation, and similar topics, see Graduate Catalog, Section "Graduate Academic and Degree Requirements" at catalog.tamucc.edu/graduate/academic-degree-requirements/.

Course Loads

Full-Time Students

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

Students with Full-Time Jobs

If you are working a full-time job and plan on pursuing your graduate degree simultaneously, it is highly recommended that you limit your enrollment to a maximum of two regular graduate level courses a semester.

Students with International F1 Visa

International F1 Visa Students are required to take at least six (6) hours of credits on campus each semester as required by U.S. Immigration 8 C.F.R. § 214.2(f)(6)(i)(G). Additional credits above the six on campus can be taken online if so desired.

Students Holding an Assistantship

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

All Students

Any M.S. student who is using university facilities or staff time is required to register for at least three credit hours of course work during the semester they utilize said facilities or staff time.

Course Formats

The GSSE program delivers courses both an in-person and online format. Even though course is split into two *sections* (one section for each format of delivery), the students are considered as one cohort. The course material will be the same for in-person and online students, only the

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delivery method will differ.

When registering for courses, it is important that you register for the correct *section* of the course. Courses sections that are offered in-person will be designated as a 001 section. Course sections that are offered online will be designated as a W01 section. For example, GSEN6365.W01 is an online section of a course because of the W01 designation. GSEN6355.001 is the in-person section of the same course because of the 001 designation.

Graduate Advisor and Committee

All GSSE students are admitted to the program with a graduate advisor. The graduate advisor is his/her major professor and will also serve as the chair of his/her thesis/project committee. Graduate advisor and major Professors must be regular members of the Graduate Faculty, a Ph.D., and full-time faculty of the Geospatial Systems Engineering Program.

For the M.S. program, a student must appoint (and have approval) an advisory committee consisting of the Major Professor and two additional faculty members. This three-member committee shall consist of at least two full-time Texas A&M University-Corpus Christi graduate faculty members. The committee chairperson must be a graduate faculty member in the geospatial systems engineering program. The second committee member may be a graduate faculty member in geospatial systems engineering, geographic information science, or computer science. The third member may be a graduate faculty member having distinguished professional status and expertise in the discipline of the proposed Graduate Thesis or Graduate Creative Project.

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

Academic Advisor

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

Degree Plan

All MS GSSE students will develop a degree plan in conjunction with their advisor that is consistent with the requirements of the program. Degree plans must be submitted to the College of Graduate Studies by the time students have completed 50% of the required coursework in the program.

The degree plan details the coursework necessary for complete degree requirements. The degree plan for Geosensing Systems and UAS for Geomatic (Track 1) can be found at

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<https://www.tamucc.edu/science/documents/advising/worksheets/gsse-ms-geosensing.pdf>.

The degree for Geospatial Data Science and Analytics can be found at

<https://www.tamucc.edu/science/documents/advising/worksheets/gsse-ms-analytics.pdf>.

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

Evaluation of Graduation Students

Each year the faculty reviews the progress of all graduate students. This review considers the student’s academic performance and work as an assistant, if applicable. Considerations normally examined include present and past levels of performance, promise of future intellectual growth, and factors relating to the student’s potential, such as perceptiveness; imagination; ingenuity in conceptualization; design; and accomplishment of research; and power to reason logically.

Each Major Professor is charged with communicating with the student the salient aspects of the faculty review of the student following each review.

Graduation Deadlines

Please be sure to apply for graduation online through your S.A.I.L account. Information regarding the graduation application deadlines and fees can be found online at http://registrar.tamucc.edu/Degrees_and_graduation/Apply_for_grad.html.

In order to graduate, a series of deadlines must be met for students who choose the thesis option for study. These deadlines are posted by the CGS at

<https://www.tamucc.edu/grad-college/current-students/masters-dates.php>. Please use the checklist at <https://www.tamucc.edu/grad-college/forms/masters/masters-thesis-student-checklist.pdf> for a timely submission of requirements. All Master’s forms can be found at <https://www.tamucc.edu/grad-college/forms/index.php#collapse3>

Master’s Thesis Student Checklist

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

<input type="checkbox"/>	Degree Plan (<i>Master’s and MFA</i>)	Before completing 50% of required program SCH
<input type="checkbox"/>	Form A – Thesis Advisory Committee Appointment (<i>Master’s and MFA</i>)	Before state of data collection/creative activity
<input type="checkbox"/>	Form B - Preliminary Agreement to Schedule the Thesis Defense/Final Examination (<i>Master’s and MFA</i>)	Five (5) days prior to defense

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<input type="checkbox"/>	Form C - Thesis Defense and Written Thesis Report *Form should not be signed until student has passed the defense AND made all necessary thesis changes requested by the committee	Master's- Two (2) weeks prior to graduation MFA – Friday prior to graduation
<input type="checkbox"/>	Form D- Thesis Committee Member Change Request (Master's and MFA)	As needed
<input type="checkbox"/>	Form I – Graduate Degree Plan Exceptions Form (Master's and MFA)	As soon as needed for exception
<input type="checkbox"/>	Form J – Graduate Degree Plan Revalidation Request (Master's and MFA)	As needed
<input type="checkbox"/>	Form K- Request for a Leave of Absence (Master's and MFA)	As needed, prior to requested leave period
<input type="checkbox"/>	Final Version of Thesis Uploaded to ProQuest www.etsdadmin.com/tamucc Thesis submission deadlines can be found online at http://gradschool.tamucc.edu/current_students/masters_students.html Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at http://gradcollege.tamucc.edu/current_students/doctoral_dissertation.html	Master's – 2 weeks prior to graduation MFA – Five (5) days prior to graduation

Thesis Formatting Guideline

Thesis must conform to academic and institutional standards. A thesis template in WORD format is provided by the College of Graduate Studies and is available at <https://www.tamucc.edu/grad-college/current-students/dissertation-thesis.php>. This template could also be used for GSSE project guideline. However, always confer with your advisor concerning proposal and thesis/project format.

Summary of Procedural Steps toward the MS GSSE Degree

1. Develop a Degree Plan with the Graduate Advisor and Academic Advisor.
2. Complete all required course work.
3. Develop a thesis/project proposal with the Graduate Advisor and form the Advisory Committee (complete Form A) upon completion of the course GSEN 5395 Graduate Research Design. A thesis/project is not approved until the Graduate Advisor and Advisory Committee have signed Form A.
4. Take GSEN 5698 Graduate Thesis/GSEN 5993 Graduate Creative Project and complete thesis/project under supervision of the Graduate Advisor.
5. Graduate students must provide their Major Professor and Advisory Committee adequate time for review of the thesis/project proposal and final papers. The first draft of the thesis/project must be submitted to the Committee Chair no later than the 4th week of the semester the student intends to graduate. Students not providing adequate time for review may not be eligible for thesis/project defense as determined by the Major Professor and Advisory Committee. Students encountering problems associated with the timely return of their thesis

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materials (3 to 6 weeks depending on the circumstances) from either the major professor or Advisory Committee should report their concern to the Graduate Coordinator, who, in consultation with the Head, will inquire to the nature of the delay.

6. The thesis/project, approved by the Major Professor, is submitted to the student's Advisory Committee no later than the end of the 8th week of the semester that the student plans to graduate.
7. Final Oral Examination covering student's course work and thesis/project is conducted by the Major Professor and Advisory Committee. Although actual conduct of this examination rests with the Examining Committee, the general policy of the Department is that:
 - a. the student must appear in person (either on campus, or through online video conference) for the final oral examination; and
 - b. the entire examination should last approximately thirty minutes to one hour; and
 - c. the examination will start with a twenty- minute discourse on the student's thesis/project.
8. The thesis/project may be completed in one semester, however, with continuous registration, a student will be allowed up to one calendar year to complete the thesis/project.
9. Upon successful completion of the Final Oral Examination and final approval of the Committee, one hard copy and one digital copy of the final approved thesis/project must be submitted to the Program Coordinator for safekeeping for the Department.

Financial Assistance

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

Out-Of-State Tuition Waivers

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

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

The Graduate Assistant In-State Tuition Form must be completed each semester. Students

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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 IV. General Guidelines for Courses and Labs

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

Class Culture

- Consider yourself as a **scholar** rather than a student. The term “student” may imply some passivity, whereas the term “scholar” implies active participation, understanding and searching. We will use these terms interchangeably with the meaning of “scholar” implied. Osmosis does not work in a learning environment!
- Further, define yourself as a “thinking explorer”. You are responsible for your education; an instructor can only be a guide and a facilitator. An instructor cannot learn for you. If you come across something that really interests you, explore it further.
- Your experience at this University should not consist of passing a series of courses to earn a degree. Your experience should rather be a series of activities that will give you an education.
- Concentrate on “learning to learn”. You will have to be a life-long learner to survive in your chosen career.
- There is no such thing as a stupid question; there is such a thing as a stupid answer. So ask questions, the instructor is taking all the risks! Ask questions of your instructor and of your fellow scholars. Many times questions are more important than answers.
- The Internet is a tremendous resource and also a great danger. When you find information on the Internet, you have no idea if it is correct. View such information with caution. But, use the Internet to explore topics that interest you. Do not only prepare for the exam in a course – learn as much as you can on the topics introduced to you by the course material. You are responsible for the extent of your education! **READ MINDFULLY !!!!**
- In addition to details of the syllabus given in class, the syllabus for the course includes all the chapters of the required textbook/s unless indicated otherwise by the instructor.

Course Procedures and Regulations

- The final letter grade for the class will be based on the raw composite numerical score obtained from the weighted average of the tests, quizzes, exams, labs, etc. as indicated by the instructor and stated in the course syllabus.

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- All University rules, regulations and expected student conduct apply to this course. Students are held responsible for the information given in the current Catalog and Student Handbook.
- All labs, assignments, etc. must be handed in on the assigned due date. Scholars having problems must notify the instructor well before the due date. Marks will be deducted for poor and unprofessional presented work.
- Labs, etc. handed in after the due date may be subject to a penalty of loss of marks (see course syllabus for policy).
- Scholars are asked to take special note of the penalties, which the University attaches to Academic Dishonesty. Consult the Student Handbook.
- All work handed in to the instructor must be the student's own work. Extracts, excerpts, etc. from the work of others must be suitably noted, acknowledged and properly referenced. Any Group Work will be judged in the same way. That is, it is the work of the group and the extracts, excerpts, etc. of others must be acknowledged.
- All written and graphical work handed in must be presented neatly printed or in digital format as required by the instructor. Student's written work will be judged on written communication skills, critical thinking and problem solving ability.
- There are NO provisions for making up missed exams except in cases where prior arrangements have been made and agreed to by the instructor.
- Students must keep their given university e-mail address (i.e. `firstname.lastname@islander.tamucc.edu`).
This will be the means of the instructor communicating with students.
- All work submitted to the instructor (via e-mail or other means) must be clearly marked with the student's name and the name and number of the course.
- The instructor reserves the right to make changes to the above with due notice to the students. These changes will be announced to the class (see 9 above) and each student is responsible for keeping herself/himself informed of such changes.

Section V. Course Instruction Software

Courses are taught online using software named Blackboard. Blackboard is a suite of course management software used by professors to post lectures, assignments, discussion boards, grades, etc. Depending on the professor's preference, students will submit assignments through Blackboard or some other predetermined method outlined in the course syllabus.

Students should check Blackboard often for new course material.

Should a professor require a synchronous meeting of students (also known as a web meeting), the professor will set up a meeting time and provide a link to the meeting via email or Blackboard. The software used for these web meetings is named Centra. If the professor

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chooses, recordings of the web meetings may be made available to students.

Regardless of how the course is administered, professors rely heavily on email for communication with students. As such, you must have a university email address and check your email daily.

University Email address

This program relies heavily on email for interaction with students (and vice versa). It is very important that you set up your university email address as soon as possible and check it often. Your email address will be in the form: firstname.lastname@islander.tamucc.edu Additionally, some professors will contact you through Blackboard, so be sure to check your Blackboard email often as well.

To obtain your email address, visit <http://islander.tamucc.edu> and click on “Get New Computer Account Passwords” link in the header of the page. You will be taken to the new user website. Select “Islander Student E-Mail, enter your student ID (also known as your A-number) and your date of birth, then click Submit and follow the instructions.

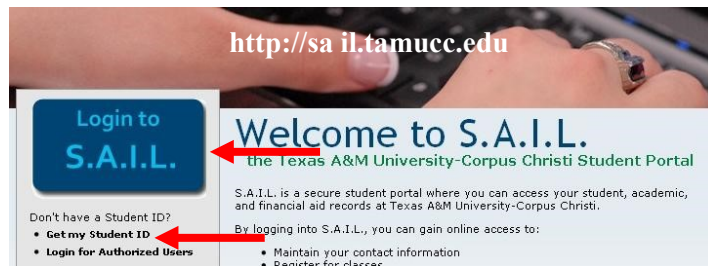
You can check your email by visiting <http://islander.tamucc.edu> and clicking on “Islander Student Email” in the header of the page.

SAIL – Registering for Classes and Updating Personal Information

SAIL is the university system for class registration, viewing student records, making tuition payments, and parking administration. It is important to verify your contact information in SAIL as it contains the official records that we use to contact you.

To log into SAIL, visit <http://sail.tamucc.edu> If you do not know your student ID or PIN number, click “Get my student ID” on the left hand side of the screen.

If you know your student ID and PIN, click on the blue “Login to S.A.I.L.” button. Your student ID and PIN are known as your Banner ID. You will use these credentials to log into Blackboard (see 3.C).



On the next screen, enter your ID and PIN then click the Login button. If you have forgotten your PIN, click the Forgot PIN? Button and follow the instructions.

Blackboard

Blackboard can be access by navigating to <http://iol.tamucc.edu> Blackboard is also known as “Island Online” and the two terms are used interchangeably. You will use your Banner ID and PIN to log in. These are the same credentials used to log into SAIL (see 3.B).

To log in to Blackboard (Figure 1):

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1. Navigate to <http://iol.tamucc.edu> in a web browser.
2. Choose Blackboard 9 radio button.
3. Use your A-Number as the user name.
4. Use your Banner PIN as your password.
5. Click Log in button.

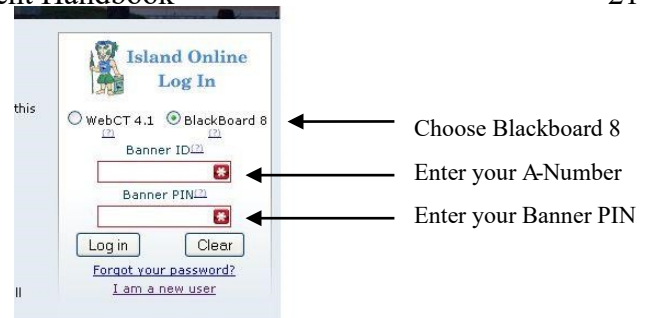


Figure 1 – Blackboard Login

Blackboard has many capabilities that would take many pages to explain. The best way to gain familiarity with Blackboard is simply to use it. To get you started, a brief introduction video is available to view at: <http://gisc.tamucc.edu/>

Section VI. New Graduate Student Checklist (to be completed as soon as you are accepted into the Program)

- Obtain and read a copy of the University Graduate Catalog.** Remember, this is your contract!
- Acquire your University email address.
- Join the GSEN email list-serv. Many important university, program, and job announcements go across on this email list-serv. To join, visit <http://sci.tamucc.edu/mailman/listinfo/gsen-list>
- Log into SAIL to register for courses, pay your tuition bill and verify that your contact information is correct.
- Verify that your computer system meets the requirements for the program.
- Successfully log into Blackboard on the Island Online.
- Contact the graduate advisor and academic advisor to discuss your degree plan.
- Form the advisory committee (complete by the end of the second semester).

Section VII. General Information

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

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Graduate Admissions

To be admitted to a program of graduate study, an applicant must hold a bachelor's degree from an accredited institution of higher education in the United States or an equivalent foreign institution. *(Note: The requirement to hold a bachelor's degree does not apply to students enrolling in the RN-MSN option in nursing.)* Decisions concerning admission to graduate study are based on all admission criteria. To be considered for a graduate program, a minimum last 60-hour GPA of 2.5 is required. Some programs may have higher GPA requirements; review specific program information in the graduate catalog or elsewhere in this handbook. All applications must be made via the following web site: <http://gradschool.tamucc.edu>. For complete information, see the Catalog, [Graduate Admissions section](#).

Graduate students should be aware of their enrollment status, as it may impact financial aid, veteran's benefits, or other important aspects of graduate life. In addition, international students have specific requirements about enrollment status. Enrollment status for graduate students is as follows:

Full-time graduate student	Fall or spring term = 9 hours Combined summer terms = 6 hours
Three-quarter-time graduate student	Fall or spring term = 7 hours Combined summer terms = 5 hours
Half-time graduate student:	Fall or spring term = 5 hours Combined summer terms = 3 hours

Continuous Enrollment

The University does not have a continuous enrollment policy for master's students. However, you should be aware of your own program's requirements, which may differ from general University requirements. Master's students should also know that if they do not attend for two years, they will be required to reapply to the University. Students should consider applying for a leave of absence (see below), especially if the time-to-degree and recency of credits requirements will be impacted by a needed absence.

Leave of Absence

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

Maximum Course Load

Graduate students may not register for more than 12 hours in a regular semester, 6 hours in a

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single session of summer school, or 12 hours in the combined summer session (not including Maymester) without the approval of the appropriate college dean. See the [Maximum Course Load](#) section in the catalog.

Repetition of a Course

There are specific policies about repeating courses for higher grades, including the provision that graduate students may retake a maximum of two courses during graduate study at the University. Each course may be repeated only once. Some courses may be repeated for multiple credit if those courses are so designated in the course description and approved by the faculty or program advisor as designated by their college. Complete catalog information may be found in the [Graduate Academic and Degree Requirements](#) section of the catalog.

Time Limit to Degree

The requirements for a master's degree at Texas A&M University-Corpus Christi must be completed within seven years subsequent to admission to the program. The seven-year period begins the first semester of enrollment and is calculated from the date of degree conferral. Credit that is more than seven years old will not be counted toward a master's degree. Exceptions will require **strong** justification in writing from the student requesting the exception as well as submission of a revalidation plan. Credits earned at another university are not eligible for an exception. Written approval from the major department chairperson, the dean of the college offering the degree, the Graduate Dean, and the Provost are required. See the revalidation process below.

Revalidation of Courses Beyond Degree Time Limit

In order to revalidate dated courses, students should carefully attend information in the catalog (see [Graduate Academic and Degree Requirements](#) section of the catalog. Revalidation requests should be made using the [Revalidation Request Form](#).

If your program has shorter time-to-degree limits, it may impact recency of credit and other timelines. See program information in this handbook or seek information from your Program Coordinator.

Academic Requirements for Graduate Work

Good Standing. Graduate Students, including degree-seeking, certificate-seeking, and non-degree-seeking students are considered in “good academic standing” if they maintain a minimum 3.0 grade point average (GPA) on all graduate course work and earn a grade of S (Satisfactory), IP (In Progress, or CR (Credit) on all course work that does not affect GPA. A higher GPA may be required by some programs. In such cases, the higher standard will be substituted for 3.0 in all other matters related to good academic standing. A complete discussion of academic requirements including but not limited to scholastic probation and enforced withdrawal may be found in the [Graduate Academic and Degree Requirements](#) section of the catalog. For information regarding the effect of scholastic probation and enforced withdrawal, see the [Financial Assistance Suspension Policy](#) in the Tuition, Fees, & Financial Assistance section of the catalog.

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Academic Integrity

Texas A&M University-Corpus Christi students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, which include but are not limited to illicit possession of examinations or examination materials, falsification, forgery, plagiarism, or collusion in any of these behaviors. All students should familiarize themselves with the full Academic Integrity Policy as well as the processes and procedures used to address violations thereof. You can find additional information in the [Academic Integrity](#) section of the catalog. Students can also access University Rules and Procedures [13.02.99.C0.04](#): Student Academic Misconduct Cases.

Additional Information

Information, policies, and procedures about tuition, fees, financial assistance, scholarships, and other topics important to graduate students can be found in the catalog. In addition to the catalog, web pages for offices and services on campus provide expanded information, forms, and contact names/phone numbers. Some of those webpages include the following:

[College of Graduate Studies](#)

[Office of Student Financial Assistance](#)

[Office of International Education](#)

[Scholarships](#)

[GROW](#)

[Assistantships](#)

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