

College of Graduate Studies

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www.tarleton.edu/graduate (<http://www.tarleton.edu/graduate/>)

The Texas A&M University System Board of Directors approved graduate degree programs at the master's level for Tarleton State University on November 26, 1969. Meeting in a special session at College Station, the Coordinating Board of the Texas College and University Systems granted approval on December 4, 1969, for three initial master's-level programs, setting the Fall Semester of 1971 as the effective date of graduate course offerings for the programs.

Goals

The mission of the College of Graduate Studies is to promote excellence in graduate education through teaching, research, and service. The College of Graduate Studies, in conjunction with the Graduate Council, accomplishes its mission through the planning and development of policy and procedures related to graduate education; the recruitment, admission, and retention of qualified students; and by providing support and coordination of high quality course offerings and degree programs.

Evidence of these collective goals is that the graduates will demonstrate the following:

- Increased professional competence in the chosen field of study;
- Refined use of analytical methodology; and,
- Advanced preparation and skills in the academic discipline.

Administration

Administration of the College of Graduate Studies is the responsibility of the Dean of the College of Graduate Studies. The Graduate Council, comprised of graduate faculty representatives from departments offering graduate programs, assists in establishing policies concerning the graduate school. The Dean of the College of Graduate Studies is chair of the Graduate Council and has the authority to act for the administration and the Council within limits of policy.

Graduate Degree Programs

Admission policies, program requirements, and comprehensive assessment procedures for each of these graduate degree programs are specifically described within the appropriate departmental sections that follow.

College of Agriculture & Natural Resources

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Agricultural Education and Communication	Agricultural and Consumer Resources	MS	36
Department of Agricultural Education and Communication	Agricultural Economics	MS	30-36
Department of Animal Science	Animal Science	MS	36
Department of Wildlife and Natural Resources	Agricultural and Natural Resource Sciences	MS	36

College of Business

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Accounting, Finance and Economics	Accounting	MAcc	30
Department of Management	Business Administration	MBA	30
Department of Management	Human Resources Management	MS	30
Department of Management	Management	MS	30-36
Department of Marketing and Computer Information Systems	Information Systems	MS	36

College of Education

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Curriculum and Instruction	Child Development and Family Studies	MS	30
Department of Curriculum and Instruction	Curriculum and Instruction	MED	30-33
Department of Curriculum and Instruction	Teacher Education	MA	30
Department of Educational Leadership and Technology	Educational Administration	MED	30-33
Department of Educational Leadership and Technology	Educational Leadership	EDD	63
Department of Psychological Sciences	Applied Psychology	MS	30

Mayfield College of Engineering

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Computer Science and Electrical Engineering	Computer Engineering	MS	33-36
Department of Engineering Technology	Quality and Engineering Management	MS	30
Department of Mechanical, Environmental and Civil Engineering	Mechanical Engineering	MS	33

College of Health Sciences

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
School of Kinesiology	Athletic Training	MSAT	55
School of Kinesiology	Kinesiology	MS	30
Department of Counseling	Clinical Mental Health Counseling	MS	60
Department of Medical Laboratory Sciences, Public Health & Nutrition Science	Medical Laboratory Science	MS	36
School of Nursing	Nursing Administration	MSN	36-39
School of Nursing	Nursing Education	MSN	36-39
Department of Social Work and Communication Disorders	Social Work	MSW	30-60

College of Liberal & Fine Arts

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Communication Studies	Communication Studies	MA	30
Department of Criminal Justice	Criminal Justice	MCJ	30-36
Department of Criminal Justice	Criminal Justice	PHD	57
Department of English & Languages	English	MA	36
Department of Performing Arts	Music Education	MM	36
School of Criminology, Criminal Justice and Public Administration	Public Administration	MPA	36

College of Science & Mathematics

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Biological Sciences	Biology	MS	31-36
Department of Chemistry, Geoscience, and Physics	Environmental Science	MS	32-36
Department of Mathematics	Mathematics	MS	30

General Graduate Admissions

Admission to the College of Graduate Studies

Admission to the College of Graduate Studies is administered for the Graduate Council by the Dean of the College of Graduate Studies. Applicants seeking admission must present the following credentials and materials indicating they possess the ability to pursue graduate work successfully:

- An online application for admission at <http://choose.tarleton.edu/application>. For U.S. citizens, applications must be received one month prior to the regular registration dates indicated in the current University Calendar. A \$50 application-processing fee must accompany each application.
- Official transcript(s) of all previous academic course work. The transcript must bear the date of bachelor's degree conferral or master's degree if applicable, and indicate that the applicant was in good standing at the last institution attended. Degree must have been earned from a regionally-accredited institution.
- GRE/GMAT/MAT scores if required by Major department. Please check with your major department to see which exam is preferred (if applicable).
- A Statement of Purpose addressing career and academic goals. (600 words or less)

Beyond these general requirements for admission to the College of Graduate Studies, departments may set additional standards for admission to degree programs (<https://www.tarleton.edu/graduate/future/requirements.html>), subject to administrative approval.

Categories of Admission

Enrollment in the College of Graduate Studies requires that students obtain the following:

- Admission-Good Standing
- Admission-Warning
- Admission to a Professional Teacher Certificate Program
- Admission-Provisional for Tarleton Undergraduates
- Admission as a Non-Degree Seeking
- Admission to an Accelerated Bachelor's-to-Master's Program
- Admission to a Dual Master's Program

Admission-Good Standing

- A minimum grade point average of 3.0 (*on a 4-point scale*) on either the overall undergraduate or the last attempted 60-hours.
- GRE/GMAT/MAT scores if required by Major department. Please check with your major department to see which exam is preferred (*if applicable*).
- Completion of specific departmental admission requirements and recommendation for admission from the appropriate department may be required for admission to the chosen field of study.

Admission-Warning

- A minimum grade point average range of 2.5-2.99 (*on a 4-point scale*) on either the overall undergraduate or the last attempted 60-hours.
- GRE/GMAT/MAT scores if required by Major department. Please check with your major department to see which exam is preferred (*if applicable*).
- Students admitted under this category are placed on Academic Warning. Students must achieve a 3.0 cumulative grade point average their first semester of enrollment or they will be placed on Academic Suspension (See *Graduate Student Performance* section).
- Admission is not routinely granted to a student whose GPA (overall undergraduate or last 60-hours) is less than 2.5. In cases when a student has significant experience in their major field of study, and does not meet minimum University/Program admission requirements, departments may choose to submit a special approval request to the College of Graduate Studies. This process may only be initiated by a department and must be approved by the Dean of the College of Graduate Studies.
- Completion of specific departmental admission requirements and recommendation for admission from the appropriate department may be required for admission to the chosen field of study.

Admission to a Professional Teacher Certificate Program

- Professional teacher certificate programs are open only to graduate students.
- Admission to a professional teacher certificate program is granted upon the recommendation of the head of the department in which the program is offered and the submission of a certificate plan approved by the University Teacher Certification Officer.
- Professional Teacher Certification is tied to admission to a graduate degree program in the College of Education.

Admission-Provisional for Tarleton Undergraduates. An undergraduate enrolled in a bachelor's degree program at Tarleton may be considered for admission to the College of Graduate Studies provided that the student:

- Is within 12 hours of graduation
- Is recommended by his/her major department
- Has attained a minimum 3.0 GPA (overall undergraduate or last 60-hours)
- May take no more than 12 hours of graduate work while in provisional status

Note: No undergraduate-level course work may be counted toward a graduate degree. No graduate-level course work may be counted toward an undergraduate degree. Exceptions apply to students admitted to an accelerated bachelor's-to-master's program, or other programs where the use of undergraduate courses towards graduate degrees was specifically approved through the curriculum process. No application is needed for provisional enrollment. Students need to submit the Graduate Provisional/Accelerated Enrollment Form to the College of Graduate Studies. Students will submit a graduate application during their final semester of their bachelor's degree.

Admission as a Non-Degree Seeking Student

Applicants who designate that they do not choose to seek a graduate degree but who hold a baccalaureate degree from a regionally-accredited college may be enrolled for course work in the College of Graduate Studies as **Non-Degree Seeking graduate students**. Students in this category may take up to 18 hours of course work. They waive the right to count more than 12 hours toward an advanced degree at Tarleton State University. In order to have any graduate course work count toward a master's degree, students must meet admission criteria to the College of Graduate Studies, and the degree program, at the time application is made and course work is taken. This includes standardized test requirements, if applicable.

Non-degree seeking students are not required to submit scores on the GRE or the GMAT. However, official transcript(s) which indicate the conferral of the bachelor's degree and good standing at the last college attended are required. Admission will not be granted to a student whose GPA (overall undergraduate or last 60-hours) is less than a 2.5. Students seeking certain types of certification may be asked to submit GRE scores by their academic department.

An applicant to a degree program who appears to be admissible on the basis of the credentials submitted, but who is unable to supply all of the official records prior to registration may be admitted for one semester pending receipt of official transcripts. A student who is in special status has no assurance, however, that work completed while in this classification will be applicable toward degree requirements should he or she subsequently gain admission to a degree program.

Admission to an Accelerated Bachelor's-to-Master's Program

The 5-year bachelor's-to-master's degree program allows talented undergraduates at Tarleton State University an opportunity to complete the requirements for both the bachelor's and master's degrees at an accelerated pace. Undergraduate students may double-count up to 12 credit hours of graduate courses toward a master's degree and earn a non-thesis master's degree in the same field within 12 months of completing the bachelor's degree or obtain a thesis-based master's degree in the same field within 18 months of completing the bachelor's degree. All programs will meet SACSCOC requirements for program length. Students entering the participating programs should be encouraged to place a focus on research as a part of their undergraduate/graduate plan. Students need to submit the Graduate Provisional/Accelerated Enrollment Form to the College of Graduate Studies. Students will submit a graduate application during their final semester of their bachelor's degree.

Accelerated Degree Guidelines

The same department or program that awards the bachelor's degree must sponsor the master's degree. This does not preclude master's degrees in interdisciplinary graduate programs in which the sponsoring department participates, nor acceptance of the student in a closely related field, if the department granting the graduate degree recommends admission to the Graduate School.

Accelerated Degree Admission Requirements

- Students must meet academic program GPA requirements.
- No GRE or other standardized test score will be required unless the participating program or department requires it for admission to their program.
- Students must have completed a minimum of 75 and a maximum of 108 credit hours in their undergraduate programs, including credits earned from advanced placement.
- Transfer students must have completed a minimum of two semesters as a full-time student at Tarleton, a minimum of 24 hours.

Students should consult with their major department to see which options are available.

Admission to a Dual Master's Program

A Dual Degree program is designed to allow students to complete two master's degrees concurrently. Participating programs will provide specific information on their master's degree and possible combinations.

Students seeking the dual master's degree must complete a minimum of 48 to 60 graduate credit hours beyond the baccalaureate as prescribed by specific programs and as approved by the graduate faculty of supervising departments.

Dual Degree Guidelines

- A dual master's degree program allows students to work simultaneously completing studies in two (2) separate, but often related fields of study in order to earn two graduate degrees.
- Leveling courses, if required in a non-related discipline, should be built in the degree and may result in an increase in total hours to be taken.
- A general guideline for programs above 36 hours is 12 of the course work may be applied to both degrees.
- At least 18 hours must be used in each of the individual fields.

Dual Master's Degree Admission Requirements

Applicants must be accepted into both programs at the time of admission and must meet the admission requirements for both degree programs. Students must have a minimum GPA of 3.0 in at least 12 graduate semester hours from a regionally-accredited College or University if applicable.

Students should consult with their major department to see which options are available.

Post-Baccalaureate Undergraduate Student

An applicant who does not wish to pursue a graduate degree or graduate-level teacher certification program but who has earned a bachelor's degree from a regionally-accredited U.S. institution and who is in good standing at the last school attended may apply for admission as a post-baccalaureate student. These applications are received and processed in the Office of Undergraduate Admissions. Post-baccalaureate students are subject to all requirements and regulations

that apply to undergraduates. They must meet the academic progress standards applicable to undergraduates and are subject to the same academic warning/suspension policies.

International Admissions

All students who are not U.S. citizens or U.S. permanent residents are considered international students and must meet the following admission requirements. Some programs may have a secondary application process so timely submission of all documents is important. An I-20 cannot be issued until all materials are received and the applicant has been admitted to the College of Graduate Studies.

- a. An application for admission to the College of Graduate Studies. The online application is located on the International Graduate Admissions website.
- b. A \$50, non-refundable application fee.
- c. Official transcripts from each college or university attended. Degrees earned at a foreign institution must be evaluated by a recognized member of NACES (National Association of Credential Evaluation Services) or from AICE (Association of International Credential Evaluators, Inc.) and must be equivalent to a 4 year degree earned from a regionally- accredited U.S institution. A course-by-course evaluation is required for all foreign degrees.
- d. Proof of English proficiency can be no more than two years old and can be satisfied by one of the following:
 - A minimum TOEFL score of 80
 - A minimum IELTS score of 6
 - A minimum PTE score of 53
 - A minimum TOEFL ITP Plus for China score of 543
 - A minimum iTEP score range of 3.5-3.9
 - A minimum TOEFL Essentials score of 8
 - A minimum Duolingo score of 110
 - Completion of a Bachelor's degree or higher at a U.S regionally-accredited university
- e. GRE/GMAT/MAT scores if required by Major department. Please check with your department to see which exam, if any, is preferred.
- f. Financial documentation (for students studying on-campus in the U.S.)
 - Proof of sufficient funding to cover the cost of tuition, fees, books, insurance, living expenses, and personal expenses for one academic year
 - Signed Affidavit of Financial Support if you have a sponsor

Additionally, Tarleton State University requires that all student have medical insurance with coverage in the United States. Fees for medical insurance will be charged with tuition at the time of registration, after full admission.

The Department of Admissions performs authentication of student admissions materials and required identification and immigration documentation. A primary Restricted Party Screening (RPS) is performed by the Department of Admissions for all foreign nationals seeking admission to the university with a secondary screening by Compliance and Strategic Initiatives (CSI), as needed. CSI will seek guidance from the empowered official (EO) and/or System Research and Security Office (RSO) as needed for resolution of concerns and for decision-making regarding admission approval. Foreign persons will not be admitted to the university until they have been cleared through the export control screening process.

Authentication of Materials

The Office of Graduate Admissions performs authentication of student admissions materials and required identification. Immigration documentation is reviewed by the Office of International Programs. A primary Restricted Party Screening (RPS) is performed by the Office of International Programs for all foreign nationals seeking enrollment to the university with a secondary screening by University Compliance (UC), as needed. UC will seek guidance from the empowered official (EO) and/or System Research and Security Office (RSO) as needed for resolution of concerns and for decision-making regarding admission approval. Foreign persons will not be enrolled in the university until they have been cleared through the export control screening process.

Enrollment in Graduate Courses

Graduate Advisor and Student's Advisory Committee

The graduate coordinator/advisor, designated by a department, assists students in planning their initial course work prior to granting of admission to the program of study. Before seeking enrollment in any course that might be applied toward a master's degree, students must consult their advisors.

After receiving admission to the College of Graduate Studies and enrolling for graduate courses, the student should consult with the graduate advisor concerning appointment of an advisory committee. The advisory committee is responsible for guiding and directing the student's entire academic program, which includes initiating all academic actions concerning the student, developing the degree plan, meeting required deadlines, and administering any required comprehensive assessment prior to conferral of the master's degree. Moreover, the advisory committee, as a group and as individual members, is responsible for counseling the student on academic matters, and in the case of academic deficiency, initiating recommendations to the Dean of the College of Graduate Studies.

Thesis or Dissertation Committee

A thesis or dissertation committee must be graduate faculty. The committee composition may be decided by the student in consultation with their graduate advisor and generally follows as:

1. Chair (experienced graduate faculty member from the student's academic department)
2. Committee member from the student's department or closely-related discipline within the department or college
3. Committee member in a closely related discipline from a department within the college or from another college where their expertise is suitable for the research question or design
4. A fourth committee member can be allowed for additional expertise with the graduate dean's approval.

Academic Load

Master's Student

Semester Credit Hours	Fall/Spring	Summer
Maximum Load	16	12
Full-time	9	6*

Doctoral Student

Semester Credit Hours	Fall/Spring	Summer
Maximum Load	12	12
Full-time	6	6*

* Students with financial aid/scholarship(s) should refer to the Financial Aid (<http://www.tarleton.edu/finaid/summer-financial-aid.html>) website for additional information, regarding aid, during the full-time summer term.

Graduate Student Performance

Every student enrolled in the College of Graduate Studies is required to maintain a high level of performance and comply fully with the policies of the institution. The College reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to University regulations.

Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at Tarleton. If in a particular semester a student's cumulative GPA or overall GPA falls below the 3.0 GPA minimum, he/she will be given notice of unsatisfactory academic performance. The student must attain a 3.0 cumulative GPA during her or his next period of enrollment; failure to do so will result in suspension for one semester. A student must maintain at least a 3.0 grade point average every semester upon returning from the suspension. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be permanently dismissed from the university. A student's cumulative GPA is calculated based on coursework attempted at Tarleton State University and a student's overall GPA is calculated based on coursework attempted at Tarleton State University plus any applicable transfer coursework. Undergraduate courses taken for leveling or as undesignated electives are used in the calculation of the semester and cumulative grade point averages and thus determine one's academic standing.

At the end of any grading period, if a student's overall GPA falls below 2.0 he/she will be automatically suspended, with no academic warning, and cannot enroll for one semester.

Students who have been admitted on Academic Warning must achieve a 3.0 GPA or greater their first semester of enrollment. If requirements are not met, admission will be rescinded, and students will be placed on Academic Suspension.

Graduate students who are on first-time suspension must reapply (including the \$50 application fee) to the College of Graduate Studies for reinstatement.

Grading System

Graduate degree credit is allowed only for A, B, and C grades. A grade point average of 3.0 or higher is required:

- For all courses included in a degree plan
- For all courses comprising the major field
- For courses comprising the concentration field, if one is selected

Courses taken at Tarleton may not be repeated at another institution for degree credit. If a course is repeated at Tarleton, the better grade in the course shall be counted in computing the student's grade point average.

The grading system for graduate students is:

- A - Excellent, 4 grade points per semester hour
- B - Good, 3 grade points per semester hour
- C - Fair, 2 grade points per semester hour
- D - Not Passing for graduate course work, failed course.
- F0 - Failed course, never attended class
- FX - Failed course, last date of attendance was before the last day of class
- F - Failed course, last date of attendance was the last day of class
- I - In-Progress (for thesis courses only)
- K - Incomplete
- NP - No Progress (for dissertation courses only)
- P - Pass, C or Better
- PR - In-Progress (for dissertation courses only)
- S - Satisfactory (for completion of 6 hours of thesis and 12 hours of dissertation courses only)
- W - Withdrawal from course, no grade designated
- WF - Withdrawal failing (included in GPA)
- Z - Research or practicum courses for which only grade given is for final three hours enrolled. Exclusive use for Department of Curriculum and Instruction.

The grade K shall be recorded for a student only in case of extraordinary circumstances. This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K must be made up by the end of the next semester and in all cases before registering for the next sequential course. If this grade is not made up within the prescribed time limit, it automatically becomes a F.

Internships in Education not completed during the first semester of registration will receive a letter grade of K (incomplete). Registration will be permitted for the following semester, at which time a letter grade will be awarded upon satisfactory completion of the required work. If the work is not completed during the subsequent semester, the previous semester's K will become NC, and a letter grade of F will be placed on the transcript for the subsequent semester's work.

Completion Time Limit

Course credits more than six years old at the anticipated time for degree completion may not be counted for a master's degree. Course credits more than ten years old at the anticipated time for degree completion may not be counted for a doctoral degree. Credits are considered to be earned when they are recorded on the official transcript. This time limit applies to both transfer coursework and coursework earned at Tarleton State University.

General Requirements for the Master's Degree

Credit for Problems Courses

Students taking Problems courses (5086) for graduate credit will be expected to complete course requirements different from those ordinarily included for undergraduates. The number of individual problems courses taken for credit toward the degree and the approved undergraduate courses is limited to a combination of no more than 12 hours.

Graduate Transfer Credit

Master's Degree Programs

The University only applies a maximum of 12 hours of graduate transfer coursework from a regionally-accredited institution upon the recommendation of the advisory committee, head of the major department and the approval of the Dean of the College of Graduate Studies. This credit may have been counted toward a completed degree.

A student seeking a second master's degree at Tarleton State University may apply up to 12 hours of coursework that have been counted toward a completed graduate degree at Tarleton upon the recommendation of the advisory committee, head of the major department and the approval of the Dean of the College of Graduate Studies.

Doctoral Degree Programs

The University only applies a maximum of 15 hours of graduate transfer coursework from a regionally-accredited institution upon the recommendation of the advisory committee, head of the major department and the approval of the Dean of the College of Graduate Studies. This credit may have been counted toward a completed degree.

Degree Plan

A graduate student's degree plan includes those courses listed for degree credit on the official degree plan form. All courses on the approved degree plan must be completed with a satisfactory grade to meet requirements for the degree. Changes in an approved degree plan can be made by recommendation to the Dean of the College of Graduate Studies by the student's complete advisory committee and head of his or her major department.

Courses listed for graduate credit on the approved degree plan in which the student has received a final grade may not normally be removed from the degree plan, although courses acceptable for graduate credit may be added. Exceptions to this policy must be approved by the student's advisory committee, head of his or her major department, and the Dean of the College of Graduate Studies.

Degree Major

All degrees require a minimum of 18 semester hours to be completed in the student's major field.

Research Requirement

All students seeking a master's degree must have credit for an approved research course.

Thesis

Not every graduate program at Tarleton requires a thesis for completion of a master's degree. Please check with your academic department to determine which degrees provide a thesis option.

Students must have full admission to a degree program and the permission of the department head to enroll in thesis. A thesis will not be accepted unless a student has completed a minimum of six semester hours of thesis course work (5088). The Thesis Manual, which contains details regarding the preparation and submission of a thesis for approval, is available on the Graduate College website. Students who plan to pursue a thesis should obtain a copy of this manual early in their graduate program. A thesis proposal must be submitted to the Graduate Office at least one semester prior to a thesis submission.

Students who pursue a thesis may be required to enroll each semester in at least one thesis course until the thesis is completed. Those who make satisfactory progress will be given the grade of I. Once the thesis has been approved and accepted, the final six semester hours of thesis will be assigned the grade of S. The thesis grade of S is not included in the GPA calculation for the degree major or minor. Only six hours of thesis credit will count towards the degree.

The Comprehensive Assessment

Candidates for any of the master's degrees at Tarleton must satisfactorily pass a comprehensive assessment. A graduate student must be admitted to candidacy for a degree before he/she will be allowed to take the comprehensive assessment.

The policies and procedures for the comprehensive assessment are available in the office of the department head of the student's major field of study. Early in their degree program students should review the requirements for the assessment. Some departments require both oral and written assessments, which must be scheduled early in the semester in which they are to be administered. Consult the University calendar for deadlines for submission of comprehensive assessment results to the College of Graduate Studies. If the student's advisory committee decides an oral assessment is required, a representative of the Dean of the College of Graduate Studies may be invited to participate.

Students whose performance on the comprehensive assessment is unsatisfactory may reschedule an assessment at the next regular administration, or, at the discretion of the advisory committee and head of the department involved, at an earlier date. Unless departmental requirements are more limiting, students who attempt the comprehensive assessment three times and are not successful will be dropped from the graduate program.

Application for a Degree

Candidates for a degree must complete the online graduation application no later than the dates specified in the University Calendar. Students must have a current graduate degree plan on file in the College of Graduate Studies before applying to graduate. To be considered for degree conferral, a candidate must be in good standing with the University. All contractual and financial obligations to the University must be satisfied.

Graduate Assistantships

Assistantships for graduate students are available in most academic departments that offer a master's or doctoral program as well as other university support areas. Most assistantships are considered as a staffing function of the department in which the applicant wishes to study.

A graduate student must meet the following requirements in order to hold a graduate assistantship:

- Admission into the College of Graduate Studies
- If teaching, may need a minimum of 18 graduate hours in the field to be taught, depending on assignment
- Maintain at least a 3.0 cumulative graduate GPA
- Be enrolled in and complete at least 6 hours of graduate credit each term (3 hours for the entire summer session)

Purpose of Catalog

This catalog is printed to provide information about the academic programs of Tarleton State University to students, prospective students, faculty, and staff of the University. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula, and courses listed in this catalog. This catalog is published annually, in advance of its effective date; therefore its contents cannot be considered an agreement or contract between individual students and the University. In addition to this annual print publication, the University maintains an online edition of the catalog at www.tarleton.edu (<http://catalog.tarleton.edu/undergrad/www.tarleton.edu>), which is the most current edition of the catalog available.