College of Graduate Studies

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:

1. Increased professional competence in the chosen field of study;
2. Refined use of analytical methodology; and,
3. 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 Leadership, Education, & Communications	MS	36
Department of Agricultural Education and Communication	Agricultural Economics	MS	30-36
Department of Animal Science	Animal Production	MAg	31
Department of Animal Science	Animal Science	MS	36
Department of Wildlife and Natural Resources	Agricultural and Natural Resource Sciences	MS	36
Department of Wildlife and Natural Resources	Animal and Natural Resource Sciences	PHD	45

Dr. Sam Pack 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, Supply Chain, Data Analytics, & Information Systems	Logistics and Supply Chain Management	MS	30-36
Department of Marketing, Supply Chain, Data Analytics, & Information Systems	Marketing	MS	30
Department of Marketing, Supply Chain, Data Analytics, & Information Systems	Information Systems	MS	36

College of Education

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Counseling	Clinical Mental Health Counseling	MS	60
Department of Counseling	School Mental Health Counseling	MS	60
Department of Counseling	Counseling	PhD	72
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 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
Department of Psychological Sciences	School Psychology	SSP	63
Department of Psychological Sciences	Experimental Psychology	PhD	66

Mayfield College of Engineering

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

College of Graduate Studies

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
College of Graduate Studies	Integrative Biosciences	PhD	70

College of Health & Clinical Professions

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
School of Health and Clinical Professions	Physician Assistant Medicine	MMSc	128
College of Health and Clinical Professions	Occupational Therapy	OTD	86
College of Health and Clinical Professions	Physical Therapy	DPT	114
Department of Athletic Training and Communication Disorders	Athletic Training	MSAT	55
Department of Medical Lab Sciences and Nutrition Science	Medical Laboratory Science	MS	36
Department of Medical Lab Sciences and Nutrition Science	Nutrition and Dietetics	MS	34
Department of Social Work and Public Health	Public Health	MS	42-45
Department of Social Work and Public Health	Social Work	MSW	30-60

College of Kinesiology & Sport Science

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Health and Human Physiology	Exercise Science	MS	36
Department of Health and Human Physiology	Rehabilitation Science	MS	36
Department of Sport Professions	Sport Management	MS	30

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 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 Nursing

COLLEGE/DEPARTMENT	MAJOR	DEGREE	SEMESTER CREDIT HOURS
Department of Graduate Nursing Education	Nursing Administration	MSN	36
Department of Graduate Nursing Education	Nursing Education	MSN	39

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	Data Science	MS	30
Department of Mathematics	Mathematics	MS	30

Doctor of Philosophy in Integrative Biosciences

Required Courses for Embedded MS [1, 2]		
BIOL 5380	Proposal Development in Biological Sciences	3
BIOL 5398	Research Design and Analysis	3
Seminar (5xxx level) [3]		3
IBSC 5185	Integrative Biosciences Seminar	
Research (5xxx level) [4]		9
IBSC 5098	Research	
Prescribed 5xxx Level Electives for Embedded MS [1]		12
In consultation with doctoral committee, choose 5xxx Prescribed Electives from BIOL, CHEM, ENVS, KINE, MATH, MLDS, NRSC, PSYC, or STAT.		
Required Courses for PhD		
BIOL 6182	Ethical Conduct of Research Seminar	1
IBSC 6310	Integrative Biosciences	3
Seminar (6xxx level) [5]		3
IBSC 6185	Seminar	
Research (6xxx level) [6]		15
IBSC 6098	Doctoral Research	
Prescribed 6xxx level electives for PhD		3
In consultation with doctoral committee, choose 6xxx Prescribed Electives from BIOL, CHEM, ENVS, KINE, MATH, MLDS, NRSC, PSYC, or STAT.		
Dissertation [7]		15
IBSC 6088	Dissertation	
Total Hours		**70**

1. For students entering the program holding a thesis MS from a program area discipline, the program will waive 3 hours of IBSC 5185, 9 hours of IBSC 5098, and up to 18 hours of relevant, 5xxx coursework.
2. For students entering the program holding a non-thesis MS from a program area discipline, the program will waive 3 hours of IBSC 5185 and up to 18 hours of relevant, 5xxx coursework. IBSC 5098 will not be waived.
3. IBSC 5185 in a 1 credit hour course that is repeated 2x for credit after first.
4. IBSC 5098 is a variable 1-6 credit hour course to be repeated as necessary to reach 9 hours.
5. IBSC 6185 in a 1 credit hour course that is repeated 2x for credit after first.
6. IBSC 6098 is a variable 1-6 credit hour course to be repeated as necessary to reach 9 hours.
7. Registering for dissertation is allowed after student has been admitted to doctoral candidacy. Dissertation is a variable 1-6 credit hour course that can be repeated. 15 hours of IBSC 6088 is required for degree, but the course can be repeated after the required 15 hours to remain enrolled in the program.

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:

1. An online graduate application for admission (http://choose.tarleton.edu/application) and a $50 application fee
2. Official transcript noting bachelor's degree conferral. 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. Degree must have been earned from an institution holding an accreditation recognized by either the Texas Higher Education Coordinating Board or the U.S. Department of Education.
3. GRE/GMAT/MAT scores - Please check with your major department to see which exam is preferred (*if applicable*)
4. 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:

1. Admission-Good Standing
2. Admission-Warning
3. Admission to a Professional Teacher Certificate Program
4. Admission as a Non-Degree Seeking
5. Admission to a Dual Master's Program
6. Undergraduate-to-Graduate Degree Pathways

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 as a Non-Degree Seeking Student

Applicants who designate that they do not wish to seek a graduate degree but who hold a baccalaureate degree from an institution holding an accreditation recognized by either the Texas Higher Education Coordinating Board or the U.S. Department of Education may be admitted to the College of Graduate Studies as a Non-Degree Seeking graduate student.

- **Eligibility Requirements:**
  - Applicants must hold a baccalaureate degree from an institution holding an accreditation recognized by either the Texas Higher Education Coordinating Board or the U.S. Department of Education.
  - A minimum GPA of 2.5 in the last 60 credit hours of undergraduate coursework is required.
  - Official transcript indicating the conferral of the bachelor's degree and good academic standing are necessary.
  - GRE or GMAT scores are not required for admission as a non-degree-seeking student, but certain departments may request GRE scores for specific certifications or coursework.
- **Limitations:**
  - The student may take up to 18 credit hours of coursework while classified as non-degree-seeking students.
  - A maximum of 12 credit hours taken as a non-degree-seeking student can be counted toward a graduate degree, provided the student later meets the admission criteria for the College of Graduate Studies and the specific graduate program.
  - A student admitted under this status do not have a guarantee that coursework completed will be applicable toward a degree if they later decide to pursue one.
- **Admission Process:**
  - Submit an application to the College of Graduate Studies as a non-degree-seeking student.
  - Provide official transcript to verify degree conferral and academic standing.
  - If applicable, provide any additional documents required by specific departments (such as GRE scores for certification programs).
  - The student who cannot provide all official records before registration may be admitted for one semester on a provisional basis, pending receipt of all documents

Admission to a Dual Master's Degree 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. This pathway enables students to gain expertise in complementary disciplines, enhancing their career prospects and academic breadth.

- **Eligibility Requirements:**
  - An applicant must meet the admission requirements for both degree programs, which may include program-specific GPA standards, prerequisite coursework, and other departmental criteria.
  - The applicant should be accepted into both programs at the time of admission.
  - Approval from both academic departments is required to participate in the dual degree program.
- **Limitations:**
  - If leveling courses are required for a non-related discipline, they must be included in the degree plan, potentially increasing the total number of credit hours required.
  - A general guideline for programs exceeding 36 total credit hours is that up to 12 credit hours may be shared between both degrees.
  - At least 18 credit hours must be completed in each program to ensure the student meets the core requirements of both degrees.
  - Each program's unique requirements must still be fulfilled, and the student cannot double-count courses not approved for dual credit.
- **Admission Process:**
  - Submit applications to both graduate programs, including required supporting documents such as transcripts, recommendation letters, and standardized test scores (if applicable).
  - Work with academic advisors from both programs to develop an integrated degree plan that meets the requirements for both degrees.
  - If leveling courses are needed, include them in the degree plan to address any gaps in prerequisite knowledge.
  - Approval of the dual degree plan must be obtained from both departments and the College of Graduate Studies.

Undergraduate-to-Graduate Degree Pathways

There are several scenarios where an undergraduate student may be afforded an opportunity to take graduate courses before the conferral of the bachelor's degree. The most common method is through the provisional enrollment pathway, which allows an undergraduate student to take graduate courses during the last 12 semester credit hours (SCH) of their degree plan. Tarleton offers early-acceptance and auto-acceptance into a graduate program as well as two other types of formalized degree programs designed to create efficient undergraduate-to-graduate pathways: accelerated programs and 4+1 programs. Both the accelerated and 4+1 program approaches are similarly focused on creating a faster pathway to the master's degree, but the curricular structures that create the efficient pathway are slightly different.

Early-Acceptance into a Graduate Program

Early acceptance allows undergraduate students to secure a spot in a graduate program while still completing their bachelor's degree. This pathway allows students to plan for their graduate studies in advance and may expedite their transition to graduate coursework through provisional enrollment.

- **Eligibility Requirements:**
  - A student may apply for admission to graduate school when they are within 30 hours of completing their undergraduate degree.
  - The student must formally apply to the graduate program, submitting a regular application to the College of Graduate Studies.
- **Limitations:**

- Early acceptance does not automatically grant permission to take graduate courses while still classified as an undergraduate; provisional enrollment must be used for that purpose.
- For students who wish to take graduate courses before completing their undergraduate degree, the Graduate Provisional/Accelerated Enrollment Form should be used.
- The student may take a maximum of 12 credit hours of graduate-level coursework while completing their bachelor's degree under provisional enrollment. Graduate courses taken under the provisional status may count toward the undergraduate degree but cannot fulfill graduate degree requirements, except in approved accelerated programs.

- **Admission Process:**
  - Submit a regular application for the graduate program to the College of Graduate Studies.
  - Standard application components, including fees, test scores, transcripts, and statements of purpose, are required for these students.

After earning the bachelor's degree, the student will continue into the graduate program.

Provisional Enrollment in Graduate Courses as an Undergraduate Student

This pathway allows undergraduate students nearing the completion of their bachelor's degree to start taking graduate courses. It provides an opportunity for students to accelerate their education and transition smoothly into a graduate program.

- **Eligibility Requirements:**
  - A student may enroll in graduate courses when they are within 12 hours of completing their undergraduate degree.
  - The student must have a minimum 3.0 GPA over the last 60 hours of coursework.
  - The student must remain enrolled in at least one undergraduate course during the semester of provisional enrollment.
- **Limitations:**
  - There is a maximum of 12 credit hours of graduate courses while in provisional status.
  - For Undergraduate Degrees within an Accelerated Program: These graduate courses will count toward both undergraduate and graduate degrees.
  - For Undergraduate Degrees outside of an Accelerated Program: These graduate courses will count solely toward the graduate degree.
- **Application Process:**
  - Complete the Graduate Provisional/Accelerated Enrollment Form

Auto-Acceptance into a Graduate Program

This pathway provides an expedited admission process for graduating seniors, enabling a seamless transition into graduate studies at Tarleton State University.

- **Eligibility Requirements:**
  - Available to all graduating seniors from Tarleton State University.
  - The student must meet the general academic criteria for admission to the graduate program.
- **Limitations:**
  - Auto-acceptance applies only to select graduate programs, which may have additional prerequisites or specific conditions.
- **Admissions Process:**
  - Qualified graduating seniors may be automatically admitted to select graduate programs, streamlining their transition to graduate studies.
  - The student who qualifies will receive an invitation from the College of Graduate Studies outlining available master's programs.
  - The student will fill out a short informational form.
  - Standard application components, including fees, test scores, transcripts, and statements of purpose, are waived for these students.

Accelerated Bachelor's-to-Master's Degree Programs

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. All programs must 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.

- **Eligibility Requirements:**
  - A student must be an undergraduate student meeting GPA requirements set by the academic program.
  - The student must have completed between 75 and 108 credit hours in their undergraduate program, including any credits earned through advanced placement.
  - Transfer students must have completed a minimum of two semesters as a full-time student at Tarleton, at least 24 hours.
- **Limitations:**
  - Once admitted to the accelerated program, the student may double-count up to 12 credit hours of graduate courses designated in the accelerated program toward their master's degree requirements.
  - These courses can be taken during the final year of their undergraduate studies.
  - Participation is limited to programs with an approved accelerated curriculum.
- **Admission Process:**
  - Complete the Graduate Provisional/Accelerated Enrollment Form to take graduate courses as an undergraduate student.
  - Work with an academic advisor to integrate graduate courses into the undergraduate degree plan.
  - The student pursuing the Bachelor's-to-Master's Degree Program will be automatically accepted into the master's program through the Auto-Acceptance Program upon meeting the eligibility requirements, streamlining the transition.
  - Auto-Acceptance waives typical application requirements such as application fees and additional documentation. No GRE or other standardized test score will be required unless the participating program or department requires it for admission to their program.
  - Upon completing the bachelor's degree requirements, students continue in the master's program without needing to reapply. However, some programs may require an additional admission step or approval.

4+1 Combined Degree Programs

The 4+1 program allows students to complete both a bachelor's and a master's degree within five years. Unlike accelerated programs, courses are not double-counted. Instead, students complete all requirements for both degrees within the specified timeframe. This pathway is designed to accelerate the completion of both degrees without compromising academic rigor.

- **Eligibility Requirements:**
  - A student must be in good academic standing within 12-30 credit hours of completing their bachelor's degree.
  - A minimum GPA (typically around 3.0) specified by the graduate program is required.
  - Approval from the student's department is needed to participate in the 4+1 program.
  - The program is available for specific, approved degree plans where integrating undergraduate and graduate coursework is feasible.

- **Limitations:**
  - Courses taken during the 4+1 program cannot be double-counted to fulfill both undergraduate and graduate degree requirements unless explicitly permitted by the program's guidelines.
  - Up to 12 graduate credit hours may be taken during the final year of the undergraduate program through the Provisional Enrollment in Graduate Courses process.
  - The student must still fulfill all undergraduate graduation requirements before being officially awarded the bachelor's degree.
  - The program must offer and schedule the courses such that the students can complete this pathway.
- **Admission Process:**
  - A student pursuing the 4+1 program will be automatically accepted into the Master's program through the Auto-Acceptance Program process upon meeting the eligibility requirements, streamlining the transition.
  - Auto-Acceptance waives typical application requirements such as standardized test scores, application fees, and additional documentation.
  - Upon completing the bachelor's degree requirements, students continue in the master's program without needing to reapply. However, some programs may require an additional admission step or approval.

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 an institution holding an accreditation recognized by either the Texas Higher Education Coordinating Board or the U.S. Department of Education, 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.

1. An application for admission to the College of Graduate Studies. The online application is located on the International Graduate Admissions website.
2. A $50, non-refundable application fee.
3. A course-by-course evaluation. 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 an institution holding an accreditation recognized by either the Texas Higher Education Coordinating Board or the U.S. Department of Education. This type of evaluation is required for all foreign degrees.
4. Proof of English proficiency can be no more than two years old and can be satisfied by one of the following:
   - A minimum TOEFL iBT score of 4
   - 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 Level 9 at The Language Company
   - Completion of a Bachelor's degree or higher from an institution holding an accreditation recognized by either the Texas Higher Education Coordinating Board or the U.S. Department of Education
5. GRE/GMAT/MAT scores if required by Major department. Please check with your department to see which exam, if any, is preferred.
6. 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.

Graduate Advising and Committees

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 comprised of graduate faculty members. 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 academic department or closely-related discipline within the academic college

3. Committee member from the student's academic department or closely-related discipline within the academic college or from another University where their expertise is suitable for the research question or design

A fourth committee member can also be allowed for additional expertise with the Graduate Dean's approval. If a member of the committee is from another University, they must be an approved member of Tarleton's graduate faculty before serving.

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 website for additional information, regarding aid, during the full-time summer term.

Graduate Academic Standing

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:

1. For all courses included in a degree plan
2. For all courses comprising the major field
3. 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 Graduate 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

A maximum of 50% of the required coursework in a master's degree program at Tarleton State University may be transferred in from another accredited institution. This transfer credit requires the recommendation of the advisory committee, the 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. All transfer credits must meet Tarleton's program relevancy, academic, and accreditation standards.

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

A maximum of 50% of the required coursework in a doctoral degree program at Tarleton State University may be transferred in from another 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. All transfer credits must meet Tarleton's program relevancy, academic, and accreditation standards.

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.

Continuous Enrollment

Doctoral students are required to maintain continuous enrollment toward the doctoral degree for the duration of their program. This consists of enrolling in courses and/or dissertation hours each semester: Fall, Spring, and Summer. Students who take a break from progress must submit a Leave-of-Absence request with their advisor and have approval from the head of the department and the Dean of the College of Graduate Studies.

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. 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.

Degree Conferral

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 and achieve no less than a 3.0 grade point average on all courses within the degree plan. 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.

Eligibility Requirements:

- 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)

*For work eligibility during a summer term, a graduate student must meet at least one of the following conditions: (1) be enrolled for at least three graduate semester credit hours for the summer term; or (2) have been enrolled as a graduate student the prior semester/term **and** have a reasonable expectation of returning the next semester/term. A student who graduates mid-month may continue to work as a graduate student until the end of that month.

Stacked Courses

Stacked courses allow undergraduate and graduate students to enroll in a course with a shared curriculum while maintaining distinct requirements and rigor appropriate to their academic levels. This structure supports an integrated learning environment, enhancing collaboration and promoting academic progression.

- **Course Levels Involved:**
  - Typically, 4000-level undergraduate courses may be stacked with 5000-level graduate courses. This stacking tends to be more common because 4000-level courses represent advanced undergraduate coursework, aligning more closely with introductory graduate-level courses.
  - Stacking 5000-level graduate courses with 6000-level graduate courses is used within graduate programs to accommodate students at different stages of their academic journey. This arrangement is often employed when there is a strong overlap in course content but with differentiated expectations for more advanced graduate students.
- **Limitations**:
  - Stacked courses must distinguish between undergraduate and graduate-level learning outcomes, assignments, and assessments, as required by SACSCOC Standard 9.6.
  - The graduate-level component must demonstrate a higher degree of rigor, including but not limited to advanced research, analytical tasks, and leadership within group activities.
  - Graduate programs must ensure that stacked courses align with accreditation and institutional policies, including curriculum differentiation and faculty oversight.
  - Faculty teaching stacked courses must provide separate syllabi for undergraduate and graduate sections of stacked courses, ensuring differentiation in learning outcomes, complexity, and assessment criteria. While SACSCOC does not mandate a specific percentage difference in content, the syllabi must clearly demonstrate the distinction in course expectations and rigor for each academic level.
- **Process**:
  - Course proposals for stacked courses must outline distinct undergraduate and graduate requirements and be approved by the appropriate academic and curriculum committees.
  - Faculty teaching stacked courses must ensure compliance with SACSCOC 9.6 standards by maintaining differentiated syllabi and assessments.

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 contact between individual students and the University. In addition to this annual print publication, the University maintains an online edition of the catalog at catalog.tarleton.edu (https://catalog.tarleton.edu/), which is the most current edition of the catalog available.