GRADUATE STUDIES

Texas A&M University at Galveston, a branch campus of Texas A&M University, offers ocean-oriented graduate studies with a Master of Marine Resources Management (MMR) degree, Master of Science (M.S.) in Marine Biology, Doctor of Philosophy (Ph.D.) in Marine Biology and Master of Maritime Administration and Logistics. The Master of Marine Resources Management and Master of Maritime Administration and Logistics degrees are professional degrees offered on the Texas A&M University at Galveston campus. The Master of Science and Doctor of Philosophy degrees in Marine Biology are offered as part of the Marine Biology Interdisciplinary program through the collaboration of the Texas A&M University, Texas A&M University at Galveston, and the Texas A&M University–Corpus Christi campuses. Texas A&M University at Galveston is located on the shore of Galveston Bay with close access to the Gulf of Mexico. The University has facilities at three separate campus locations in Galveston. Most instructional programs are taught at the 130-acre Mitchell campus on Pelican Island.

Graduate Admissions

A formal application is required from a person seeking admission or readmission to graduate studies. A statewide Apply Texas application can be used to apply to any public university in the state of Texas and can be accessed at www.applytexas.org.

An application fee of $50 for U.S. citizens and permanent residents or $90 for international applicants is required to process an application for admission. Application fees are nonrefundable. Checks or money orders (U.S. currency) should be made payable to Texas A&M. All financial dealings with Texas A&M may be done by check or money order provided it displays an agency bank in the U.S. and has magnetic ink character recognition (MICR) routing numbers at the bottom of the check. The $50 fee required of U.S. citizens or permanent residents may be waived, but only in exceptional cases, for low-income applicants. In such cases, an applicant should include with the application for admission a letter from his/her financial aid officer or other knowledgeable officer verifying the need for a waiver. Waiver of the $90 international application fee is not available.

With the approval from the degree granting unit providing admission, admission to graduate studies normally remains valid for one year from the term of acceptance with one $50 or $90 (as appropriate) application fee. An extension to the one-year time limit may be granted, if requested by the applicant in writing and approved by the degree granting unit.

The normal requirement for admission to graduate studies is a scholastic record which, over at least the last two years of full-time academic study in a degree program, gives evidence of the applicant’s ability to do successful graduate level work.

An applicant whose academic record is not satisfactory, or who is changing fields of study, may be required to take additional work in preparation for graduate study. Such work will normally be arranged in conference with the graduate advisor or the head of the student’s major department. Before accepting a student for graduate study, a department may require that the student pass a comprehensive examination covering the basic undergraduate work in that field.

To allow time for processing, application forms should be filed at least six weeks prior to the opening of the semester (international applicants should refer to the deadlines under that heading). Admission to graduate studies cannot be completed until all the credentials requested in the application form have been received and evaluated.

In addition to the records sent to the Office of Admissions and Records, a student should have in his/her possession a copy of his/her record for use in conferences with the graduate advisor or graduate faculty in his/her department. An applicant, otherwise qualified for admission to graduate studies, may not be approved in instances where the facilities and staff available in the particular field are not adequate to take care of the needs of the student.

Students interested in applying for admission to this program should visit the website www.applytexas.org to obtain an online graduate admission application for Texas A&M University at Galveston. Students interested in receiving additional information on these programs should mail requests to:
Coordinator of Graduate Programs
Research and Graduate Studies Office
Texas A&M University at Galveston
P.O. Box 1675
Galveston, Texas 77553-1675
or email: GradStudies@tamug.edu
Residence

In partial fulfillment of the residence requirement for all Texas A&M University at Galveston degrees, the student must complete 9 resident credit hours during one regular semester, one 10-week summer semester or in combination during the two five-week summer sessions (e.g., 3 hours first session, 6 hours second session.). Upon recommendation of the student’s advisory committee and with approval of the Office of Graduate Studies, a student may be granted exemption from this requirement. However, such a petition must be approved prior to the student’s registration for the final 9 credit hours of required course work. Full-time staff members of the University or of closely affiliated organizations stationed at the campus at Galveston or College Station may fulfill total residence requirements by completion of less-than-full course loads. Specific authorization for such programs must be granted in advance by the employing agency. Employees should submit verification of their employment at the time they submit their degree plan.

Student’s Advisory Committee (SAC)

After being granted admission to graduate study and prior to enrollment in course work, the student will meet with the departmental graduate advisor regarding the selection of a committee chair and the development of the student’s advisory committee. The student’s advisory committee for the master’s degree will consist of no fewer than three members and no more than five members of the graduate faculty representative of the student’s fields of study and research. Two members must be members of the graduate faculty of Texas A&M Galveston, one of whom should be the chair of the student’s advisory committee. At least one of the members must be from another department in Galveston or College Station. The chair, in consultation with the student, will select the remainder of the student’s advisory committee. The chair will then notify the tentative members of the advisory committee, giving the student’s name and field of study, and request that they consider serving on this student’s advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members may serve as chair of a student’s advisory committee. The chair of the committee, who usually has immediate supervision of the student’s degree program, has the responsibility for calling required meetings of the committee, and for calling meetings at any other time considered desirable.

If the chair of the student’s advisory committee is unavailable for an extended time during any academic period during which the student is involved in activities relating to an internship or professional study and is registered for 684 or 693 courses, the student may request in writing that the program chair appoint an alternate advisory committee chair during the interim period. The duties of the student’s advisory committee include responsibility for the proposed degree plan.

In addition, the 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 Office of Graduate Studies. The committee members’ signatures on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a student’s advisory committee cannot resign en masse.

Other specific requirements of the student’s advisory committee (SAC) for students in the Marine Biology Interdisciplinary program are detailed in the Marine Biology (MARB-IDP) section to follow.

Degree Plan

Each graduate student must submit an official degree plan to the Office of Graduate Studies (OGS) for approval. The degree plan formally declares your degree objective, the membership of your advisory committee, and the specific courses that you will be required to complete as part of your degree program. You will develop your proposed degree plan in consultation with your advisory committee. The degree plan must be approved by your advisory committee members, your department head and, if applicable, your intercollegiate faculty chairperson.

Completed degree plans must be submitted to OGS according to the following regulation with the student meeting whichever of these deadlines falls earliest:

- Following the deadline imposed by the student’s college or interdisciplinary degree program.
- No later than 90 days prior to the date of the final oral examination or thesis defense for master’s students or 90 days prior to the date of the preliminary examination for doctoral students
- According to deadlines published in the OGS calendar each semester for graduation that semester. The calendar may be found at: <http://ogs.tamu.edu/calendar>.

Specific rules and limitations on course work and committee membership can be found in the Texas A&M University Graduate Catalog. Once a degree plan is approved by OGS, changes in course work or committee membership may be requested by petition to OGS. “Petition Forms” may be downloaded from the OGS homepage. Changes of major, degree or department must be requested by submitting a petition and/or a new degree plan/course work petition.
Credit Requirement for Masters Level Programs

There is a credit requirement of a minimum of 36 credit hours of courses, as approved on the degree plan. Students may elect to pursue either a thesis or a non-thesis degree in Marine Resources Management, Marine Biology or Master of Maritime Administration and Logistics. Student pursuing a course of study in Marine Biology will create their degree plan with the supervision of their faculty advisor.

Limitations on the Use of Transfer, Extension and Certain Other Courses

Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master’s degree under the following limitations.

1. The total of any combination of A and B below may not exceed the greater of either 12 hours or one-third (1/3) of the total hours on the degree plan. The following restrictions apply.
   - Courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for students in degree-seeking status at the host institution. Courses previously used for another degree are not acceptable for degree plan credit.
   - A maximum of 12 credit hours of 489 and/or 689 (Special Topics).

2. A maximum of 8 hours of 691 (Research), 4 hours of 684 (Professional Internship), or 9 hours of 485 and/or 685 (Directed Studies), and up to 3 hours of 690 (Theory of Research) or 695 (Frontiers in Research)-any combination of 684, 685, 690, 691 and 695 may not exceed one-fourth (1/4) of the total credit hour requirement shown on the individual degree plan.

3. A maximum of 2 hours of Seminar (481/681).

4. A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).

5. No credit may be obtained by correspondence study.

6. For graduate courses of three weeks’ duration or less, up to 1 hour of credit may be obtained for each five-day week of course work. Each week of course work must include at least 15 contact hours.

7. Continuing education courses may not be used for graduate credit.

8. Extension courses are not acceptable for credit.

Exceptions will only be permitted in unusual cases and when petitioned by the student’s advisory committee and approved by the Office of Graduate Studies.

Transfer of Credit

Courses for which transfer credits are sought must have been completed with a grade of B or greater and must be approved by the student’s advisory committee and the Office of Graduate Studies. These courses must not have been used previously for another degree. Except for officially approved cooperative doctoral programs, credit for thesis or dissertation research or the equivalent is not transferable. Credit for “internship” coursework in any form is not transferable. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University or at the institution at which the courses were taken, and if the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Credit for coursework taken by extension is not transferable. Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are given (for example, CR, P, S, U, H, C) is not accepted for transfer credit. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours, or equated to semester credit hours. Grades for courses completed at other institutions, except for the Texas A&M University System Health Science Center, are not included in computing the GPR. An official transcript from the university at which transfer courses are taken must be sent directly to the Office of Enrollment Services. Masters students may transfer a maximum of 12 hours of courses or one-third of the total hours of the degree plan, whichever number is greater, from an approved institution upon the advice of their advisory committee.
Graduate students must maintain a grade point ratio (GPR) of 3.000 (B average based on a 4.000 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate course work (300- and 400-level) completed at Texas A&M University at College Station and/or Texas A&M University at Galveston and eligible to be applied toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. Graduate students may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 690, 691, 692, 693 and 695. Any other graduate course taken on an S/U basis may not be used on a graduate degree plan. Graduate courses not on the degree plan may be taken on an S/U basis. Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absol ved by repeating the courses at Texas A&M University at College Station and/or Texas A&M University at Galveston and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C or lower may be repeated for a higher grade. The original grade will remain on the student’s permanent record, and the most recent grade will be used in computing the cumulative and degree plan GPRs. The cumulative GPR for a graduate student is computed by using all graded graduate (600-level) and advanced undergraduate (300- and 400-level) course work completed at Texas A&M University at College Station and/or Texas A&M University at Galveston and eligible to be applied toward a graduate degree. Semester credit hours to which grades of Withdraw Failing (WF) are assigned shall be included in computing the GPR. Those involving grades of Withdraw Passing (WP), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded. If either of a student’s cumulative GPR or the GPR for courses listed on the degree plan falls below the minimum of 3.000, he or she will be considered to be scholastically deficient. If the minimum cumulative GPR is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

Continuous Registration
A student in a graduate degree program requiring a thesis, dissertation, internship or record of study, who has completed all coursework on his/her degree plans other than 691 (Research), 684 (Internship) or 692 (Professional Study) is required to be in continuous registration until all requirements for the degree has been completed. The continuous registration requirement may be satisfied by registering either In Absentia or In Residence.

Foreign Language
There are no specific language requirements for either the Master of Marine Resources Management, the Master of Science or Doctor of Philosophy in Marine Biology, or the Master of Maritime Administration and Logistics degrees.

Thesis/Dissertation Proposal
For the thesis option, the student must prepare a thesis/dissertation proposal for approval by the advisory committee and the head of the major department or chair of the intercollegiate faculty, if applicable. This proposal must be submitted to the Office of Graduate Studies at least 15 working days prior to the submission of the request for the final examination.

There are compliance issues that must be addressed if graduate students are performing research involving human subjects, animals, infectious biohazards and recombinant DNA. Students involved in these types of research must check with the Office of Research Compliance, Office of the Vice President for Research at (979) 845-8585 to ensure that they have met all compliance responsibilities.

Time Limit
All degree requirements for a master’s degree must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for course work which is more than seven calendar years old may not be used to satisfy degree requirements.

All requirements for doctoral degrees must be completed within a period of 10 consecutive calendar years for the degree to be granted. A course will be considered valid until 10 years after the end of the semester in which it is taken. Graduate credit for coursework more than 10 calendar years old at the time of the final oral examination may not be used to satisfy degree requirements.

Application for Degree
Graduate degrees are conferred at the close of each regular semester and 10-week summer semester. Candidates for advanced degrees who expect to complete their work at the end of a given semester must apply for graduation by submitting the electronic application for a degree to the Admissions and Records Office and by paying the required graduation fee at Financial Management Services no later than the Friday of the second week of the fall or spring semester or the Friday of the first week of the first summer term. The electronic application for degree can be accessed via the website https://howdy.tamu.edu/.
Thesis Defense/Final Examination

The candidate must pass a final examination by dates announced each semester or summer term in the Office of Graduate Studies Calendar. To be eligible to take the final examination, a student’s GPR must be at least 3.000 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and there must be no unsolved grades of D, F or U for any course listed on the degree plan.

To absolve a deficient grade, the student must have repeated the course at Texas A&M University and have achieved a grade of C or better. All course work on the degree plan must have been completed with the exception of those hours for which the student is registered. Additionally, all English Language Proficiency requirements must be satisfied prior to scheduling the examination. An approved thesis proposal must be on file in the Office of Graduate Studies according to published deadlines.

The final examination covers the thesis and all work taken on the degree plan and at the option of the committee may be written or oral or both. The final examination may not be administered before the thesis is available to all members of the student’s advisory committee in substantially final form, and all members have had adequate time to review the document. The examination is conducted by the student’s advisory committee as finally constituted. Thesis option students must be registered in the University in the semester or summer term in which the final examination is taken. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department, or interdisciplinary degree program, may have a stricter requirement provided there is consistency within all degree programs within a department or interdisciplinary program.

A request for permission to hold and announce the final examination must be submitted to the Office of Graduate Studies a minimum of 10 working days in advance of the scheduled date for the examination. Examinations which are not completed and reported as satisfactory to the Office of Graduate Studies within 10 working days of the scheduled examination date will be recorded as failures. A student may be given only one opportunity to repeat the final examination for the master’s degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded).

Thesis option candidates may petition to be exempt from their final examination provided their degree plan GPR is 3.500 or greater and they have the approval of the advisory committee, the head of the student’s major department, or intercollegiate faculty, if appropriate, and the Office of Graduate Studies. It is recommended that the petition for exemption be submitted the same semester the student intends to submit the thesis. Non-thesis option students cannot be exempted from their final examination.

The Degree of Master of Marine Resources Management (MARM)

The Master of Marine Resources Management (MARM) degree provides students with a broad understanding of coastal and ocean policy and management. The demand for graduates from this program in industry, government, academia and non-governmental organizations (NGO’s) has never been stronger. Federal agencies employing graduates include the U.S. Coast Guard, the U.S. Army Corps of Engineers, and the Environmental Protection Agency. State agencies include the Texas General Land Office and the Texas Commission on Environmental Quality. Industries employing graduates include oil and natural gas, environmental consulting companies, ports, and tourism. These organizations have identified the need for a degree which focuses on national and international ocean resource law and policy; coastal zone management; physical and geochemical marine resources management strategies; and fisheries management. This degree program views marine natural resources management and policy development from both an ecological and policy perspective.

The degree may be viewed as a degree comparable to an MBA as an alternative terminal degree for people working in marine/ocean/coastal organizations. In addition, the degree program may address the needs of some public school science teachers seeking a degree outside the field of education.

Non-thesis option

A thesis is not required for the Master of Marine Resources Management degree for students who select the non-thesis option program. Students pursuing the non-thesis option are not allowed to enroll in 691 (Research) for any reason and 691 may not be used for credit toward a non-thesis option Master of Marine Resources Management degree.

Of the total 36 hours of curriculum, 24 are required courses of study for the non-thesis degree in Masters of Marine Resources Management. The required courses include 6 hours of science, 8 hours of management, 2 hours of Geographic Information Systems (GIS) and 8 hours of law/policy courses. The student in the non-thesis option will choose electives for the remaining 12 credit hours, 3 hours of which will be additional science, and 3 hours of which will be additional law/policy/management. The remaining 6 hours can be in an appropriate supporting field, if desired. Additional flexibility to replace required courses with courses targeted to their area of research is available to thesis option students upon recommendation and approval by their committee and the department.
The 36-hour non-thesis option curriculum is structured with 24 hours of required courses and 12 hours of optional elective courses, of which three hours are in additional science, three hours are in law, policy, management, and six hours are of the student’s choice.

Curriculum in Master of Marine Resources Management

Required Courses (24 hours required)

- MARS 625 GIS Based Modeling for Coastal Resources
- MARS 615 Physical and Geochemical Marine Resources
- MARS 635 Environmental Impact Statements and NRDA
- MARS 676 Environmental Policy
- MARA 604 Marine Natural Resource Economics
- MARB 620 Marine Biological Resources
- MARS 675 Environmental Mgmt Strategies for Scientists
- MARS 680 Integrative Analyses in Marine Resources
- MARS 652 Sustainable Management of Coastal Margins

Thesis Option

The MARM thesis option is designed to allow the student to demonstrate research capabilities through developing an independent and thorough investigation of a particular problem of interest. This would also prepare the student for further graduate studies.

An acceptable thesis is required for the Master of Marine Resources Management degree for students who select the thesis option program. The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear English, the problem(s) for study, the method, significance and results of the student’s original research. Guidelines for the preparation of the thesis are available in the Thesis Manual which is available online at [http://thesis.tamu.edu/thesis-manual](http://thesis.tamu.edu/thesis-manual).

After successful defense (or exemption from) and approval by the student’s advisory committee and the head of the student’s major department, students must submit their thesis to the Thesis Office. Students must submit their thesis in electronic format as a single PDF file. The PDF file must be uploaded to the Thesis Office website [http://thesis.tamu.edu](http://thesis.tamu.edu). Additionally, a signed approval page must be brought or mailed to the Thesis Office. Both the PDF file and the signed approval page are required by the deadline day.

Deadline dates for submitting are announced each semester or summer term in the Office of Graduate Studies Calendar (see Time Limit statement).

Before a student can be “cleared” by the Thesis Office, a processing fee must be paid at Financial Management Services. After commencement, theses are digitally stored and made available through the Texas A&M Libraries.

A thesis that, because of excessive corrections, is deemed unacceptable by the Thesis Office, will be returned to the student’s department head. The manuscript must be resubmitted as a new document, and the entire review process must begin anew. All original submittal deadlines must be met during the resubmittal process in order to graduate that semester.

No credit hours of 684 (Professional Internship) may be used for the thesis option Master of Marine Resources Management degree. A maximum of 8 credit hours of 691 (Research) or 485 and/or 685 (Directed Studies), and up to 3 credit hours of 690 (Theory of Research) or 695 (Frontiers in Research) may be used toward the thesis option Master of Marine Resources Management degree. In addition, any combination of 685, 690, 691 and 695 may not exceed 12 credit hours.

The 36-hour thesis-option curriculum is structured with 22 hours of the required courses (MARS 680 is not taken by thesis-option students) and 14 hours of optional elective courses of which at least 3 hours are in additional science, at least 3 hours are in law/policy/management and up to 6 hours may be of 691 courses. Additional flexibility to replace required courses targeted to their area of research is available to thesis-option students upon recommendation and approval by their committees and the department.
The Degree of Master of Science in Marine Biology and the Doctor of Philosophy in Marine Biology: Marine Biology Interdisciplinary Degree Program (MARB-IDP)

The M.S. and Ph.D. degrees in Marine Biology are taught by marine biologists within the Texas A&M University System (TAMUS). The program is interdisciplinary, involving courses and linking faculty from the TAMU Colleges of Science (SCI), Agriculture and Life Sciences (COALS), Geosciences (GEOS), TAMU at Galveston (TAMUG) and TAMU-Corpus Christi (TAMUCC).

The goal of the Marine Biology Interdisciplinary graduate program is to attract high-quality students interested in one or a combination of the sub-disciplines of marine biology who wish to pursue careers in higher education, government, or private industry. The structure of the education provided by the program will ensure that highly qualified individuals will be sent into the job market or on to further education. Employment of graduates will be related to environmental and living resource regulation and management within all levels of government; industries related to or affected by resource utilization and management; and within all levels of academia, including teaching and conducting both basic and applied research. For the M.S. degree, this will be accomplished by providing strong curriculum, hands-on research experience in most courses and a rigorous program of field and/or laboratory research for thesis option students. Both thesis and non-thesis students will be supervised by graduate advisory committees responsible for development of their final degree plan. For the Ph.D. degree, in addition to coursework, a dissertation based on rigorous scholarly research will be required.

The degree program will focus on independently supervised research complemented by formal coursework. Essential components of the program include the following:

- A highly diverse curriculum available on all three campuses
- Original, supervised scholarly research, to be written and formally defended as a paper, thesis or dissertation
- Efficiencies obtained by sharing the diversity of courses already offered at the three participating entities facilitated by distance learning technologies
- All students will benefit from distance technologies by having access to various courses offered at the alternative campuses and the ability to interact with members of their committees and others from whom they are separated by distance.

Students will earn one of the following degrees:

- Master of Science, non-thesis option, with 36 total semester credit hours;
- Master of Science, thesis option, with 32 total semester credit hours including thesis; or,
- Doctor of Philosophy, with a minimum of 64 total semester hours beyond the M.S. degree or a minimum of 96 total semester hours beyond the B.S. degree, including dissertation.

Degree Requirements

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<tr>
<th>Credit Hours Required for Master of Science Degree</th>
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<tbody>
<tr>
<td>Thesis Non-thesis</td>
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<tr>
<td>Courses 22</td>
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<tr>
<td>Seminar 2</td>
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<tr>
<td>Research hours 8</td>
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<td>Total 32</td>
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<tr>
<th>Credit Hours Required for Doctor of Philosophy Degree</th>
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<tbody>
<tr>
<td>With M.S. Without M.S.</td>
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<tr>
<td>Courses 17-23</td>
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<tr>
<td>Seminar 2</td>
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<tr>
<td>Research hours 39-45</td>
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<tr>
<td>Total 64</td>
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</tbody>
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Residence

1. For the M.S. degree:

M.S. students, both thesis and non-thesis option, are expected to devote most of their time and energy to graduate studies under the direction of the students’ major professors and the advisory committees. Although there is no specific requirement that the student be in residence on any of the three campuses, a student’s chair and committee will be the ultimate arbiter of the time in residence at any one of the participating facilities. In addition, students enrolled through the TAMU or TAMUG campuses will have to meet the degree residency requirements as stated in the TAMU Graduate Catalog and students enrolled through the TAMUCC campus will have to meet the graduate degree residency requirements as stated in the TAMUCC Graduate Catalog.

2. For the Ph.D. degree:

Students entering the program with a baccalaureate degree must spend two academic years in residence at one or a combination of the three campus facilities. Students entering with a M.S. degree must spend at least 1 year in residence. The residency requirement may be met at any of the three participating locations, or any combination of months on all campuses, totaling either one or two years, as required. Registration on-campus for 9 credit hours per long-term shall satisfy the technical requirement for residency. The student’s committee chair, along with the committee, will be the ultimate arbiter of the amount of time to be spent working in the mentor’s facility or otherwise working closely with the mentor.

Student’s Advisory Committee (SAC)

1. For the M.S. degree:

The Committee consists of at least three members, each of whom must have a graduate faculty appointment at TAMUCC or TAMU or TAMUS Participating Graduate Faculty. The Chair of the Committee must be a faculty member in one of the participating departments and be a formal member of the MB IDPs PGF. At least one member must be from a different academic department than those departments participating in the program.

2. For the Ph.D. degree:

The Committee consists of at least four members, each of whom must have a graduate faculty appointment at TAMUCC or TAMU. The Chair (or co-Chair) of the Committee must be a faculty member of one of the participating departments and be a formal member of the MB IDPs PGF. At least one member must be from a different academic department other than the participating departments.

3. External Committee Members:

Committee members outside the University, e.g., qualified scientists at other academic institutions, governmental agencies, or industries, will be authorized as Associate Graduate Faculty, for both M.S. and Ph.D. committee service, if they have expertise beneficial to the guidance and/or completion of the student’s research. The external member may not constitute one of the three (M.S.) or four (Ph.D.) required committee members. The OGS, TAMU, must approve all external committee members before they may serve on a committee. Categories and requirements of graduate faculty members are described in the TAMU Graduate Catalog.

The Degree Plan

Students, in conjunction with their committee chairs and committee members, will choose courses in the degree plan. The limitations on certain courses are described in the TAMU or TAMUCC Graduate Catalogs. Guidelines for the use of transfer and certain other courses in the Ph.D. program can be found in TAMU Graduate Catalog.

Time Limit

All degree requirements for the M.S. and Ph.D. must be completed within 7 and 10 years, respectively, of entering the degree program, in accordance with provisions contained in the TAMU Graduate Catalog.

Applications and Deadlines

All applications and deadlines will be in accordance with provisions of the OGS, TAMU and the TAMUCC OGS.

Examinations

1. For the M.S. degree:

A final examination will be required of both thesis option and non-thesis option students. The examination will cover all fields of general biology, as well as the specific research topic in the case of thesis option students. Thesis option students may schedule the final examination after completion of all course work and after at least the first draft of the thesis has been submitted to their committee for review. Non-thesis option students may schedule the final examination after completion of
all course work. Both thesis option and non-thesis option students must have a GPR of 3.0 or higher for courses on the degree plan completed within the participating colleges, and there must be no unresolved grades of D, F or U for any course listed on the degree plan.

2. For the Ph.D. degree:

A preliminary examination, written and oral, is required, and shall be administered in accordance with the rules outlined in the Graduate Catalog of the respective institution. It will be given no earlier than a date at which the student is within approximately 6 credit hours of completion of the formal course work on the degree plan, or no later than the end of the semester following completion of the formal course work on the degree plan. The written portion of the exam shall cover all fields of study included in the student’s degree plan. The written examinations must be completed and reported as satisfactory before the oral portion of the examination may be held. Upon successful completion of the examination, the student will be admitted to candidacy.

Students enrolled through TAMU or TAMUG must pass the final examination/dissertation defense by deadline dates published in the TAMU OGS calendar and students enrolled through TAMUCC must pass the final examination/dissertation defense by deadline dates published in the TAMUCC OGS calendar. No student may be given a final examination unless their GPR is 3.0 or above, they have been admitted to candidacy, and there are no grades of D, F or U for any course listed on the degree plan.

Special requirements for the program,

1. For the M.S. degree:

The M.S. student will be encouraged to teach undergraduate laboratory courses for at least one semester, especially if the student has not already had teaching experience as a graduate student or teaching professional. All teaching assistants will comply with Southern Association of Colleges and Schools (SACS) requirements that they have either 18 graduate credit hours in the subject matter or will be under the direct supervision of a faculty member.

Research experience and writing a thesis are considered normal requirements for thesis option programs leading to M.S. degrees in the marine biological field.

2. For the Ph.D. degree:

The Ph.D. student will be encouraged to teach undergraduate laboratory courses for at least two semesters, especially if the student has not already had teaching experience as a graduate student or teaching professional. All GATs will comply with SACS requirements that they have either 18 graduate credit hours in the subject matter or will be under the direct supervision of a faculty member.

The Ph.D. dissertation is required and shall demonstrate the ability to perform independent research. The dissertation must be the original work of the candidate.

No specific internships are required, although individual faculty mentors may recommend an internship as a means of expanding the student’s knowledge and understanding of his or her chosen field.
The Degree of Master of Maritime Administration and Logistics

The Master of Maritime Administration and Logistics is a professional graduate management degree that helps the student develop an integrated understanding of the centrality of ports and interconnected transportation systems to the international and domestic commerce of the United States and to the general global trading system. Coursework in international trade, economics, finance, marketing, management, logistics, port management and environmental science will prepare graduates for senior management positions in a wide variety of industries associated with logistics and, most specifically, waterborne commerce.

Southeast Texas, from the Louisiana border to Freeport, includes the important ports of Beaumont-Port Arthur, Galveston, Houston and Freeport, an important segment of the Gulf Intracoastal Waterway (GIWW), and a significant portion of the oil refining capacity of the United States. This maritime complex contains a rich diversity of cargo handling facilities which connect to the main east-west and north-south rail and road arteries of the nation.

Port activity in the region is steadily expanding as world trade and the general globalization of business increases. The opening of the new locks of the Panama Canal in 2014 will dramatically increase regional port and logistics activity and the associated need for professionals with advanced degrees. Additionally, increased energy exploration and recovery activities in the Gulf of Mexico are expected to stimulate $2-3 trillion of economic investment in the coastal zone of Texas in the next few decades. This investment will sustain continued economic growth for the foreseeable future. The combination of these two circumstances - the general increase in world trade and the expanding energy industry in the Gulf of Mexico - will provide exciting and challenging opportunities throughout the energy, maritime and all other transportation industries.

The graduate program in Maritime Administration and Logistics will attract dynamic and forward looking students who understand the implications of expanding regional and international trade. Some students will want to complete the thesis option, which requires preparation of a graduate thesis involving original research. This is strongly recommended for students who intend to continue their education at the doctoral level.

The non-thesis option does not preclude future work toward a doctorate but is most appropriate for students who see this graduate program as their final professional degree. Thesis students will be supervised by a graduate advisory committee that is responsible for development of their final degree plan.

Graduate programs in business typically are delivered by both full time and part-time/adjunct faculty who are active researchers and practitioners in their fields. Proximity to the Houston-Galveston port complex allows ready access to extremely well qualified faculty, to research opportunities, and to challenging and exciting professional career opportunities following graduation. The websites of the Department of Maritime Administration and the Department of Marine Sciences contain biographical summaries of all faculty who will teach in this program, and their research interests.

Degree Requirements for the Master of Maritime Administration and Logistics

<table>
<thead>
<tr>
<th>Credit Hours Required</th>
<th>Thesis</th>
<th>Non-thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>30</td>
<td>36</td>
</tr>
<tr>
<td>Research Hours</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

It is recognized that students will come to this program from a variety of academic backgrounds. While there are no specific undergraduate courses or programmatic prerequisites, it is strongly recommended that students have a background in basic business principles and practices that are academically represented by the following, as described in the current on-line catalog of Texas A&M University at Galveston at [http://www.tamug.edu/catalog/](http://www.tamug.edu/catalog/):

- INFO 303 Statistical Methods
- ECON 202 Principles of Microeconomics
- MARA 363 The Management Process (Organizational Behavior)
- ACCT 229 & ACCT 230 Financial and Managerial Accounting Principles
- MARA 250 Management Information Systems

Further, students will normally not be admitted to the program unless they have had a minimum of two years of experience in a managerial role, following completion of their undergraduate degree. This need not be in maritime or other transportation-related industries.
Required Coursework
All students will complete seven (7) courses (21 credits) in the management of a maritime enterprise:
- MARA 610 – International Strategic Planning and Implementation
- MARA 623 – Economic Issues in Shipping
- MARA 624 – Intermodal Transportation Operations
- MARA 627 – Marketing of Transportation Services
- MARA 636 – Managerial Decision Making
- MARA 641 – Financial Management in Marine Transportation
- MARA 664 – Production, Operations and Logistics Management

Elective Coursework
To complete the remaining 15 credits, students will select from two sets of elective courses that define modules in Shipping and Port Management and Maritime Policy and Law:

For the module in Shipping and Port Management, choose five (5) of the following:
- MARA 616 – Management of Port Facilities and Infrastructure
- MARA 640 – Global Logistics
- MARA 650 – Distribution Logistics
- MARA 652 – Marine Transportation System Design and Policy
- MARA 658 – Port Design, Planning and Security
- MARA 660 – Risk Assessment and Marine Insurance

For the module in Maritime Policy and Law, choose five (5) of the following:
- MARA 604 – Marine Natural Resources Economics
- MARA 670 – Coastal and Inland Waterways Transportation
- MARA 672 – The Maritime Global Trading System
- MARS 620 – International Environmental Business Transactions
- MARS 635 – Environmental Impact Statements and NRDA
- MARS 640 – Environmental Administrative Law
- MARS 660 – Environmental Alternative Dispute Resolution
- MARS 676 – Environmental Policy

Students choosing the thesis option to the degree will take 6 credits of MARA 691 – Research in Maritime Administration, and will take three (3) additional courses in one of the identified modules.

Thesis Option
The thesis option is designed to allow the student to demonstrate research capabilities through developing an independent and thorough investigation of a particular problem of interest. This would also prepare the student for further graduate studies. An acceptable thesis is required for the Master of Maritime Administration and Logistics degree for students who select the thesis option program. The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear English, the problem(s) for study, the method, and the significance and results of the student’s original research. Guidelines for the preparation of the thesis are available in the Thesis Manual which is available online at [http://thesis.tamu.edu/thesismanual.php](http://thesis.tamu.edu/thesismanual.php).

After successful defense (or exemption from) and approval by the student’s advisory committee and the Head of the Department of Maritime Administration, students must submit their thesis to the Thesis Office of Texas A&M University. Students must submit their thesis in electronic format as a single PDF file. The PDF file must be uploaded to the Thesis Office website http://thesis.tamu.edu. Additionally, a signed approval page must be brought or mailed to the Thesis Office. Both the PDF file and the signed approval page are required by the deadline day. Deadline dates for submitting are announced each semester or summer term in the Office of Graduate Studies Calendar (see Time Limit statement in the Graduate Studies section of this catalog.). Before a student can be “cleared” by the Thesis Office, a processing fee must be paid at Financial Management Services. After commencement, theses are digitally stored and made available through the Texas A&M Libraries.

A thesis that, because of excessive corrections, is deemed unacceptable by the Thesis Office, will be returned to the Head of the Department of Maritime Administration. The manuscript must be resubmitted as a new document, and the entire review process must begin anew. All original submittal deadlines must be met during the resubmittal process in order to graduate that semester.

No credit hours of 684 (Professional Internship) may be used for the thesis option Master of Maritime Administration and Logistics degree. A maximum of 8 credit hours of 691 (Research) or 485 and/or 685 (Directed Studies), and up to 3 credit hours of 690 (Theory of Research) or 695 (Frontiers in Research) may be used toward the thesis option Master of Maritime Administration and Logistics degree. In addition, any combination of 685, 690, 691 and 695 may not exceed 12 credit hours.
The 36-hour thesis-option curriculum is structured with 21 hours of required courses and 15 hours of optional elective courses of which at least 6 hours are in 691 courses. Additional flexibility to replace required courses targeted to their area of research is available to thesis-option students upon recommendation and approval by their committees and the Head of the Department of Maritime Administration.

Residence

In partial fulfillment of the University residence requirement for the degree of Master of Maritime Administration and Logistics, the student must complete 9 resident credit hours during the regular semester, one 10-week summer semester, or in combination during the two five-week summer sessions. Upon recommendation of the student’s advisory committee, or advisor for non-thesis students, and with the approval of the Office of Graduate Studies, a student may be granted exemption from this requirement. Such a petition, however, must be approved prior to the student’s registration for the final 9 credit hours of required course work. Full-time staff members of the University or of closely affiliated organizations stationed at the campus in Galveston or College Station may fulfill total residence requirements by completion of less-than-full course loads. Specific authorization for such programs must be granted by the employing agency. An employee should submit verification of his/her employment at the time he/she submits a degree plan.

Student’s Advisory Committee

All MMAL non-thesis students’ advisory committees will consist of the departmental graduate advisor for the MMAL program or the department head for the Maritime Administration department. The departmental graduate advisor or the department head has the responsibility of approving the proposed degree plan for all non-thesis MMAL students. When necessary, recommendations in cases of academic deficiency will be made to the Office of Graduate Studies.

After being granted admission to graduate study and prior to enrollment in course work, all thesis-option MMAL students will meet with the departmental graduate advisor regarding the selection of a committee chair and the development of the student’s advisory committee. The student’s advisory committee for the master’s degree will consist of no fewer than three members and no more than five members of the graduate faculty representative of the student’s fields of study and research. Two members must be members of the graduate faculty of Texas A&M at Galveston, one of whom should be the chair of the student’s advisory committee. At least one of the members must be from another department in Galveston or College Station. The chair, in consultation with the student, will select the remainder of the student’s advisory committee. The chair will then notify the tentative members of the advisory committee, giving the student’s name and field of study, and request that they consider serving on this student’s advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members may serve as chair of a student’s advisory committee. The chair of the committee, who usually has immediate supervision of the student’s degree program, has the responsibility for calling required meetings of the committee, and for calling meetings at any other time considered desirable. If the chair of the student’s advisory committee is unavailable for an extended time during any academic period during which the student is involved in activities relating to an internship or professional study and is registered for 684 or 693 courses, the student may request in writing that the program chair appoint an alternate advisory committee chair during the interim period.

The duties of the student’s advisory committee include responsibility for the proposed degree plan. In addition, the 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 Office of Graduate Studies. The committee members’ signatures on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a student’s advisory committee cannot resign en masse.

Degree Plan

Each graduate student must submit an official degree plan to the Office of Graduate Studies (OGS) for approval. The degree plan formally declares his/her degree objective, the membership of the advisory committee (if required), and the specific courses that she/he will be required to complete as part of the degree program. She/he will develop their proposed degree plan in consultation with their designated advisor or advisory committee. The Head of the Department of Maritime Administration must approve all degree plans. Completed degree plans must be submitted to OGS according to the following regulation with the student meeting which ever of these deadlines falls earliest:

• Following the deadline imposed by the student’s college or interdisciplinary degree program.
• No later than 90 days prior to the date of the final oral examination or thesis defense – thesis students only.
• According to deadlines published in the Office of Graduate Studies calendar each semester for graduation that semester. The calendar may be found at: <http://ogs.tamu.edu/calendar>.

Specific rules and limitations on course work and committee membership can be found in the Texas A&M University Graduate Catalog. Once a degree plan is approved by Office of Graduate Studies, changes in course work or committee membership may be requested by petition to OGS. “Petition Forms” may be downloaded from the Office of Graduate Studies home page. Changes of major,
degree or department must be requested by submitting a petition and/or a new degree plan/course work petition. Additional flexibility to replace required courses with courses targeted to their area of research is available to thesis option students upon recommendation and approval by their committee and the department head.

Limitations on the Use of Transfer, Extension and Certain Other Courses

If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master’s degree under the following limitations. Exceptions will only be permitted in unusual cases and when petitioned by the student’s advisory committee and approved by the Office of Graduate Studies.

1. The total of any combination of A and B below may not exceed the greater of either 12 hours or one third (1/3) of the total hours on the degree plan. The following restrictions apply:

   A. Courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater, will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for students in degree-seeking status at the host institution. Courses previously used for another degree are not acceptable for degree plan credit.

   B. A maximum of 12 credit hours of 489 and/or 689 (Special Topics).

2. A maximum of 8 hours of 691 (Research), 4 hours of 684 (Professional Internship), or 9 hours of 485 and/or 685 (Directed Studies), and up to 3 hours of 690 (Theory of Research) or 695 (Frontiers in Research). Any combination of 684, 685, 690, 691 and 695 may not exceed one-fourth (1/4) of the total credit hour requirement shown on the individual degree plan.

3. A maximum of 2 hours of Seminar (481/681).

4. A maximum of 9 hours of advanced under graduate courses (300- or 400-level).

5. No credit may be obtained by correspondence study. (Courses in the student’s degree plan which may be delivered in whole or in part by electronic means are not considered “correspondence study.”)

6. For graduate courses of three weeks’ duration or less, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of course work must include at least 15 contact hours.

7. Continuing education courses may not be used for graduate credit.

8. Extension courses are not acceptable for credit.

Transfer of Credit

Students may transfer a maximum of 12 hours of courses or one-third of the total hours of the degree plan, which ever number is greater, from an approved institution upon the advice of their advisory committee. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or better might be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University at Galveston or at the institution at which the courses were taken, and if the courses would be accepted for credit toward a similar degree for students in degree-seeking status at the host institution.

Course work in which no formal grades are given or in which grades other than letter grades (A, B, C, etc.) is not accepted for transfer credit. Courses appearing on the degree plan with grades of D, F or U may not be resolved by transfer work. Credit for thesis research or the equivalent is not transferable. Credit for course work submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. Students must have an official transcript sent directly from the university in which the transfer course work was taken to the Texas A&M at Galveston Office of Admissions and Records. Courses completed at other institutions are not included in computing the GPR.

Scholarship

Graduate students must maintain a grade point ratio (GPR) of 3.000 (B average based on a 4.000 scale) for all courses which are listed on the degree plan and for all graded graduate and advanced undergraduate course work (300- and 400-level) completed at Texas A&M University at College Station and/or Texas A&M University at Galveston and eligible to be applied toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. Graduate students may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 690, 691, 692, 693 and 695.
Any other graduate course taken on an S/U basis may not be used on a graduate degree plan. Graduate courses not on the degree plan may be taken on an S/U basis. Only grades of A, B, C and S are acceptable for graduate credit. Grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses at Texas A&M University at College Station and/or Texas A&M University at Galveston and achieving grades of C or above or Satisfactory (S). A course in which the final grade is C or lower may be repeated for a higher grade. The original grade will remain on the student’s permanent record, and the most recent grade will be used in computing the cumulative and degree plan GPRs.

The cumulative GPR for a graduate student is computed by using all graded graduate (600-level) and advanced under graduate (300- and 400-level) course work completed at Texas A&M University at College Station and/or Texas A&M University at Galveston and eligible to be applied toward a graduate degree. Semester credit hours to which grades of Withdraw Failing (WF) are assigned shall be included in computing the GPR. Those involving grades of Withdraw Passing (WP), Satisfactory (S), Unsatisfactory (U) and Q-drop (Q) shall be excluded. If either of a student’s cumulative GPR or the GPR for courses listed on the degree plan falls below the minimum of 3.00, he or she will be considered to be scholastically deficient. If the minimum cumulative GPR is not attained in a reasonable length of time, the student may be dropped from graduate studies. The procedures for dismissal are explained in the Texas A&M University Student Rules. Departments or colleges may adopt specific guidelines pertaining to scholastic deficiency or dismissal.

Continuous Registration
Students in the thesis option of the Master of Maritime Administration and Logistics program who have completed all course work on their degree plans other than 691 (Research) are required to be in continuous registration until all requirements for the degree have been completed. See Continuous Registration Requirements in the Texas A&M University-College Station Graduate Catalog.

Foreign Language
There are no specific language requirements for the degree Master of Maritime Administration and Logistics.

Thesis Proposal
For the thesis option, the student must prepare a thesis proposal for approval by the advisory committee and the head of the Department of Maritime Administration. This proposal must be submitted to the Office of Graduate Studies at least 15 working days prior to the submission of the request for the final examination. There are compliance issues that must be addressed if graduate students are performing research involving human subjects, animals, infectious biohazards and recombinant DNA. Students involved in these types of research must check with the Office of Research Compliance, Office of the Vice President for Research at (979) 845-8585 to ensure that they have met all compliance responsibilities. Additional information can also be obtained on the website: http://www.tamu.edu/admissions/catalogs/GRAD_catalog09_10/degree_info/index.htm.

Time Limit
All degree requirements for a master’s degree must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old may not be used to satisfy degree requirements.

Application for Degree
Graduate degrees are conferred at the close of each regular semester and 10-week summer semester. Candidates for advanced degrees who expect to complete their work at the end of a given semester must apply for graduation by submitting the electronic application for a degree to the Admissions and Records Office and by paying the required graduation fee at Financial Management Services no later than the Friday of the second week of the fall or spring semester or the Friday of the first week of the first summer term. The electronic application for degree can be accessed via the website: https://howdy.tamu.edu/.

Thesis Defense/Final Examination
This section applies to thesis students only. The candidate must pass a final examination by dates announced each semester or summer term in the Office of Graduate Studies Calendar. To be eligible to take the final examination, a student’s GPR must be at least 3.00 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and there must be no unabsolved grades of D, F or U for any course listed on the degree plan. To absolve a deficient grade, the student must have repeated the course at Texas A&M University and have achieved a grade of C or better. All course work on the degree plan must have been completed with the exception of those hours for which the student is registered. Additionally, all English Language Proficiency requirements must be satisfied prior to scheduling the examination.

An approved thesis proposal must be on file in the Office of Graduate Studies according to published deadlines. The final examination covers the thesis and all work taken on the degree plan and, at the option of the committee, may be written or oral or both. The final examination may not be administered before the thesis is available to all members of the student’s advisory committee in
substantially final form, and all members have had adequate time to review the document. The examination is conducted by the student’s advisory committee as finally constituted. Thesis option students must be registered in the University in the semester or summer term in which the final examination is to be taken. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department, or interdisciplinary degree program, may have a stricter requirement provided there is consistency within all degree programs within a department or interdisciplinary program.

A request for permission to hold and announce the final examination must be submitted to the Office of Graduate Studies a minimum of 10 working days in advance of the scheduled date for the examination. Examinations which are not completed and reported as satisfactory to the Office of Graduate Studies within 10 working days of the scheduled examination date will be recorded as failures. A student may be given only one opportunity to repeat the final examination for the master’s degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded). Thesis option candidates may petition to be exempt from their final examination provided their degree plan GPR is 3.500 or greater and they have the approval of the advisory committee, the head of the student’s major department, or intercollegiate faculty, if appropriate, and the Office of Graduate Studies. It is recommended that the petition for exemption be submitted the same semester the student intends to submit the thesis. Non-thesis option students cannot be exempted from their final examination.

Admissions

To apply for graduate school, you will need to submit: (1) A web-based application (www.applytexas.org), including the application fee and essay questions; (2) Official Graduate Management Admissions Test (GMAT) scores – see www.gmat.org for test information; (3) Two official transcripts from EACH college/university you have attended; (4) Two letters of recommendation submitted either electronically or by surface mail; (5) Your professional resume; and (6) TOEFL or IELTS scores, if applicable, for international students. (See below.)

Note that copies of transcripts may be submitted for preliminary review, but official transcripts are required before an application is regarded as complete. International students should consult the TAMUG website (www.TAMUG.edu) under “Prospective Students” for additional requirements.

The following information will be helpful as you prepare your application:

1. If you are currently a graduate student enrolled at Texas A&M University at Galveston, and wish to change from your current enrollment in another graduate program, do not use the ApplyTexas application system. Contact the Maritime Administration department office for internal application instructions.

2. Do not submit documents not required in the application process, such as certificates, awards, visas/passports, writing/publication samples and so on.

3. Modifications cannot be made to an on-line application. Make sure that your application and documents are in the final and desired format before they are submitted electronically.

4. Information on the status of a submitted application is not available. Applicants will be contacted by the Maritime Administration Department if information is needed.

5. All applications are reviewed online; paper credentials are not assessed. Do not mail supplemental materials by surface mail. (Note that letters of reference from others may be submitted by surface mail, as noted above.) They will not be reviewed and will not be returned.

6. All uploaded materials are to be scanned and sent in PDF format. Do not use any other format.

7. Watch spelling errors and use appropriate upper/lower case characters. Do not submit documents that are all upper case or all lower case.

8. Your professional resume should detail your academic background, professional work experience, and managerial responsibilities.

9. Your letters of recommendation should be written by individuals who can address your responsibilities and skills, professional potential, motivation and the impact on this degree in the development of your career. If they are sent by surface mail, they should be addressed to the address below.

10. Official GMAT scores are ultimately required. Unofficial scores are accepted and strongly encouraged for the initial review. They can be sent in PDF format.

11. The following applies to transcripts:

(1) Scan student copies of your transcript(s) as PDF files and upload to your application;
(2) Preview these copies to be sure they are legible – low resolution copies may improve legibility;
(3) Students of TAMUG can upload an official transcript;
(4) Transcripts may be missing final grades if applying in a current semester. Do not send it later; it is not needed;
(5) Do not mail official transcripts to Graduate Admissions at Texas A&M University at Galveston. If you are admitted you will be contacted and asked to submit official copies.
12. International students should enter their name on the application as it appears on their passport to avoid immigration and processing problems.

13. You may type your TOEFL or IELTS scores on your application. Mailed official score sheets are not needed. Scores must be within two years of the date of the exam. The minimum requirements of the University are a minimum of 6.0 on the International English Testing System (IELTS) and the following on the TOEFL: 600 (paper), 250 (computer), 100 (internet-based).

14. Foreign students who have received a baccalaureate degree with all four years of attendance at a U.S. college or university OR students who have received a score of 22 or better on the verbal portion of the GMAT may have their TOEFL/IELTS requirement waived.

Questions regarding admissions and the program itself can be sent to MMAL@tamug.edu. Materials that are mailed should be sent to:

Chair
Graduate Admissions Committee
Department of Maritime Administration
Texas A&M University at Galveston
Post Office Box 1675
Galveston, Texas 77553