

# **MARINE BIOLOGY INTERDISCIPLINARY GRADUATE PROGRAM HANDBOOK**

for

**M.S. and Ph.D. in Marine Biology**

The Department of Marine Biology (MARB)

And

The Department of Marine Coastal and Environmental Science (MCES)

Texas A&M University at Galveston (TAMUG)



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## INTRODUCTION

This document has been developed for the guidance of faculty members and graduate students associated with the Marine Biology Interdisciplinary Graduate Program (MARB IDP) at the Texas A&M University at Galveston (TAMUG) campus. For prospective students, it contains a brief overview of the program and instructions for applying for admission and selecting an advisor. For admitted students, it contains information about the requirements for successfully completing the degree, the course of study, selecting a graduate committee, preliminary exams/admission to degree candidacy (Ph.D. students), the defense, and the final oral examination. Students associated with the M.S. and Ph.D. in the MARB IDP at TAMUG are required to follow these departmental and university guidelines and procedures. Additionally, general graduate school requirements and specific policies and procedures can be found in the TAMUG Graduate Student Handbook and the Office of Graduate and Professional Studies (OGAPS) website <http://ogaps.tamu.edu>.

The MARB IDP is unique in that it combines the strengths of three campuses and six departments within the Texas A&M University System. These departments include: Marine Biology and Marine and Coastal Environmental Science at TAMUG, Life Sciences at Texas A&M University - Corpus Christi (TAMU-CC), and Wildlife and Fisheries Sciences, Oceanography, and Biology at Texas A&M University (TAMU). Students can choose courses from any campus and form committees with any of the participating MARB IDP faculty. The goal of the proposed graduate program is to attract high-quality students interested in one or a combination of the subdisciplines of marine biology who wish to pursue careers in higher education, government, or private industry. The principal strengths of this marine biology program lie in the international recognition, scholarly productivity, and extramural funding of its diverse faculty, as well as the strategic location of two campuses on the Gulf of Mexico.

### ADMISSION TO THE MARINE BIOLOGY M.S. AND PH.D. PROGRAMS

The following is for prospective students who plan to attend the MARB IDP in Galveston and have selected a faculty advisor whose home campus is TAMUG. For prospective MARB IDP students needing to apply at TAMU or TAMU-CC, please contact the Staff Graduate Advisor. Students seeking admission to the MARB IDP must apply through the TAMUG Enrollment Services. The application should be submitted by the deadline.

#### **A complete application consists of:**

1. Identifying a faculty member who has agreed to be a Graduate Advisor/Chair. For a TAMUG application, the faculty member's home campus must be TAMUG and part of the MARB IDP Participating Faculty. The name of the Graduate Advisor should be provided on the personal statement. Non-thesis applicants are assigned a faculty advisor.
2. An application (visit website for more details)
3. A personal statement containing a narrative explaining the reasons why you are applying

to the MARB IDP.

4. Three recommendations of evaluation from people familiar with your potential for graduate studies. Recommendations from the academic community are preferred, and should be submitted electronically through the TAMUG Application System. Applicants will get access to the TAMUG Application System once their applications are processed by the Admissions Office.
5. Transcripts of all previous undergraduate/graduate work (including transcript evaluations of all work done at foreign institutions). \* Please allow extra time for review of transcripts from foreign institutions.
6. For international applicants whose native language is not English, Test of English as a Foreign Language (TOEFL) is required. TOEFL must be taken within the last two years.

\*To be considered official, all required postsecondary academic records must come directly from the registrar's office and bear the seal and signature of the registrar of the institution. In some foreign countries, the controller of examinations or principal may certify academic records. Official English translations, not interpretations, are required from most countries.

It is the applicant's responsibility to make sure that the application is complete by the deadline to assure full consideration. Acceptance into the MARB IDP is competitive and based on consideration of all application materials. Relevant life experiences may also provide a substantial basis for consideration. A campus visit with personal interviews involving prospective faculty advisors is highly recommended.

#### APPLICATION DEADLINES

Students are admitted into the MARB IDP in Fall or Spring semesters only; most students will begin in the Fall, and there may be no stipend funding availability for Spring admissions. **Application and all required supplemental information must be submitted AND reviewed by the deadlines listed below to receive priority consideration.** Applications completed after deadlines will not be considered. Admission to the program is decided independently of financial awards (see "Financial Support") and applicants must apply separately for scholarships, assistantships, and fellowships.

#### Fall

There are three times during the fall admission season when the Graduate, Recruitment, and Admissions Committee get together to review applications. All applicants are invited to submit their applications and supplemental items early but not required until May 1.

- |             |  |
|-------------|--|
| December 1  | Early decision deadline for Ph.D. or M.S. applicants (who would like an early decision)<br>The faculty admissions committee review applications in January.              |
| February 15 | Deadline for Ph.D. applicants who are competing for the TAMUG MARB IDP Teaching Assistantship funds<br>The faculty admissions committee review applications in February. |
| May 1       | Final deadline for all applicants  |

The faculty admissions committee review applications in May.

### **Spring**

October 1      Final deadline for all applicants  
The faculty admissions committee review applications in October.

### **FINANCIAL SUPPORT**

A limited number of assistantships are available to MARB IDP students at TAMUG. Assistantships are available at a half-time (20 hour/week) 9-month or 12-month appointment.

Students who hold assistantships must be enrolled as a full-time student (at least 9 hours/fall and spring semester, and 6 hours/summer) in the MARB IDP. Appointments are for 9 months (fall and spring) or 12 month (fall, spring, summer). Some assistantships have reappointments, which require reapplication each year, and students should not assume that the appointment will continue automatically.

#### ***MARB IDP Teaching Assistantship Funds***

A limited number of assistantships are available through the MARB IDP for incoming doctoral students. This award is faculty nominated. The assistantship is a 12-month appointment and not eligible for reappointment. The Research and Graduate Studies Office notifies the faculty members of the MARB IDP funds, and faculty advisors submit a letter of support and admissions application of the student to the Research Advisory Council (RAC). For doctoral applicants interested, please contact your faculty advisor.

#### ***2 Year Competitive Graduate Student Fellowship Funds***

A limited number of assistantships are available through the Research and Graduate Studies Office (RGSO) for all incoming students to the TAMUG campus. This award is faculty nominated. The assistantship is a 24-month appointment and not eligible for reappointment. RGSO notifies the faculty members of the funds and faculty advisors submit a letter of support and admissions application to the respective Department Head for ranking. From there, the final approval of awards is determined by the Research Advisory Council (RAC). For applicants interested, please contact your faculty advisor.

#### ***Teaching Assistantships***

Teaching assistantships are available each year. Consult your faculty advisor about eligibility as well as application procedures and deadlines, appointment durations, and course-load requirements.

#### ***Research Assistantships***

A limited number of research assistantships are available through research institutes or centers, and individual faculty members; consult with institute or center directors and individual faculty members to identify these funding sources.

#### ***Loans and Scholarships***

Consult Financial Management Systems (FMS) for information regarding student loans and

scholarship information.

### ***Fellowship and Assistantship Compensation***

First year Master of Science students receive \$1800/month. Doctoral students entering with a BS receive \$1800/month. Doctoral students entering with a M.S. receive \$1900/month. Doctoral students having passed the preliminary exam and received candidacy as indicated in Compass receive \$2000/month. All increases start the semester following change of status.

### ***Texas 99 Hour Rule***

Doctoral students have 7 years (21 semesters) to complete their doctoral degree without being penalized. During the 7 years, students who are otherwise eligible for in-state tuition will be charged as such, even if they accumulate more than 99 doctoral hours. After 7 years (21 semesters), students who have accumulated more than 99 doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition regardless of funding. Students who have been granted individual exemptions for the doctoral hour cap limit by the Texas Higher Education Coordinating Board and those students in programs which have receive programmatic exemptions have 130 doctoral hours and 21 semesters before they are penalized with a higher tuition rate.

Please note that all graduate courses are not coded as doctoral courses. At the time a course is approved, the level of the course is determined by the highest level of degree in that major. In addition, the count does not begin until a doctoral student is classified as a G8 student. Students may view their hour count through the Howdy Portal.

## **FULFILLING MARB IDP M.S. AND PH.D. PROGRAM DEGREE REQUIREMENTS**

Completing a M.S. requires completing the following milestones:

1. Select a Graduate Advisor/Chair (done during the admissions process)
2. Form a Student Advisory Committee
3. Create and complete courses on the degree plan
4. Develop a proposal (M.S. thesis-option only)
5. Conduct research (M.S. thesis-option only)
6. Write a professional paper (M.S. non-thesis option only)
7. Write thesis (M.S. thesis-option only)
8. Thesis defense (M.S. thesis-option only)

**\* Important – funding is contingent on satisfactory progress and adhering to milestone deadlines.**

Completing a Ph.D. requires completing of the following milestones:

1. Select a Graduate Advisor/Chair (done during the admissions process)
2. Form a Student Advisory Committee
3. Submit a degree plan

4. Develop a proposal
5. Pass preliminary examination
6. Conduct research
7. Write dissertation
9. Dissertation Defense

**\* Important – funding is contingent on satisfactory progress and adhering to milestone deadlines.**

#### CORE COURSES

Students will gain proficiency in a broad range of discipline-appropriate topics in marine biology by completing appropriate graduate-level courses, participating in a seminar course or workshop, conducting relevant research activities, and/or through classroom teaching experience.

Proficiency in discipline-appropriate topics will be evaluated and approved by the student's committee Chair. Required core courses include MARB 640 Ecosystem Functions in Marine Environments, MARB 668 Marine Evolutionary Biology, and MATH 6315 (Statistical Methods in Research I). Additional or alternative coursework may be assigned by the student's committee or committee Chair.

#### STUDENT ADVISORY COMMITTEE

After being accepted into the MARB IDP and enrolling, the most important first step is forming the student advisory committee (SAC). Students should form a SAC to guide them through their degree program by the end of their first semester in the MARB IDP.

Composition and size of the committee should reflect the scope of the intended graduate program and should be developed with the student's faculty advisor. The advisor(s) will serve as chair/co-chair of the committee. The committee must be selected from members of the Participating MARB IDP Graduate Faculty (PGF) from TAMU, TAMU-CC and/or TAMUG. A recognized scholar who is not a member of the PGF may serve as a Special Appointment or Adjunct Member of the Graduate Faculty following nomination and approval by the Chair of the MARB IDP and the Office of Graduate and Professional Studies (OGAPS). To add Adjunct Members or Special Appointments, please contact the Staff Graduate Advisor.

For Masters of Science Marine Biology degrees, the committee shall consist of **no fewer than three members** of the Participating MARB IDP Graduate Faculty representing the student's field of study, including the Chair. The committee Chair (or Co-Chair) must be a member of the MARB IDP graduate faculty. One member must be from a department other than the student's major department.

Doctoral degree (Ph.D.) committees must include **at least four** members of the Participating MARB IDP Graduate Faculty, including the Chair, and at least one of the members should be

from a department other than the student's major department. The committee Chair (or Co-Chair) must be a member of the MARB IDP graduate faculty.

The Chair will evaluate the student's past coursework and experience to determine whether additional coursework is prerequisite to the graduate program, and will identify the courses necessary for the degree plan. Remedial coursework not applicable to the graduate program will be required for students without proper graduate preparation in the chosen discipline, and should **precede** major coursework and research where possible. Although the student and advisor play the major roles in determining the research project and approaches, project identification and evaluation should incorporate continuing input from the entire advisory committee. The SAC also approves the degree plan, thesis/dissertation proposal and final manuscript, and administers the preliminary examination (for doctoral students) and final thesis/dissertation defense. Students will inform OGAPS of the members of the SAC through the online Degree Plan Submission System (DPSS).

#### DEGREE PLAN

The SAC, in consultation with the student, will develop the proposed degree plan **no later than the end of the first long semester (fall/spring)**. The plan must be submitted to the online Degree Plan Submission System (DPSS). To log onto DPSS as well as locate the DPSS Handbook, please visit <http://ogs.tamu.edu/current/degreeplans.html>. Before submitting the degree plan, it is advised that a student meets with their SAC for the degree plan development and approval. Once a degree plan is submitted, it will be approved by the Staff Graduate Advisor, SAC, Chair of the MARB IDP, and OGAPS.

#### ***M.S. (Non-thesis option)***

At least 36 semester credit hours of approved courses are required for the M.S. (non-thesis) degree and can be taken from TAMUG, TAMU-CC, or TAMU. The Chair and/or committee may require additional coursework. The program requires a minimum of 34 hours of regular graded (non-research, non-variable credit) coursework to be on the degree plan for M.S. thesis as well as 2 hours of seminar. For more details and limitations see the TAMUG Graduate Catalog <http://www.tamug.edu/catalog>. In order to remain in good standing, the university requires students to maintain a minimum grade point average of 3.0 ("B") for all graduate work undertaken.

#### Required Courses:

|                       |  |
|-----------------------|--|
| MARB 640              | Ecosystem Functions in Marine Environments (3 hours) |
| MARB 668              | Marine Evolutionary Biology (3 hours)                |
| MATH 6315 or STAT 651 | Statistics I (3 hours)                               |

#### ***M.S. (Thesis-option)***

At least 32 semester credit hours of approved courses and research are required for the M.S. (thesis-option) degree and can be taken from TAMUG, TAMU-CC, and TAMU. The Chair and/or committee may require additional coursework. The program normally requires a minimum of 22 hours of regular graded (non-research, non-variable credit) coursework to be on



the degree plan for M.S. thesis as well as 2 hours of seminar and 8 hours of research hours. For more details and limitations see the TAMUG Graduate Catalog <http://www.tamug.edu/catalog>. In order to remain in good standing, the university requires students to maintain a minimum grade point average of 3.0 ("B") for all graduate work undertaken.

Required Course:

MATH 6315 or STAT 651      Statistics I (3 hours)

### ***Ph.D.***

At least 64 hours of a combination of graded courses and research hours are required on Ph.D. degree plans for students with an M.S. degree; students without an M.S. degree require a combination of 96 hours on the degree plan. For students coming in with a M.S. degree, the program suggests 17-23 credits of regular graded coursework taken at TAMU-CC, TAMU, or TAMUG and 2 hours of seminar and 6 hours of statistics (see below), with the balance being 691 research hours. For students coming in with a B.S. degree, the program suggests 39-55 hours of regular graded coursework taken at TAMU-CC, TAMU, or TAMUG that includes 2 hours of seminar and six hours of statistics (see below), with the balance made up of research hours, unless determined otherwise by the student's advisory committee. In order to remain in good standing, the university requires students to maintain a minimum grade point average of 3.0 ("B") for all graded courses.

Required Courses:

MATH 6315 or STAT 651      Statistics I (3 hours)

MATH 6316 or STAT 652      Statistics II (3 hours)

### ANNUAL PROGRESS REPORT

The SACS report and 18 Characteristics is provided to the MARB IDP Executive Committee during the summer meeting. Data for this report is collected during the spring semester by the Staff Graduate Advisor. Faculty members and students are required to submit an annual progress report during the spring semester with instructions coming from the Staff Graduate Advisor.

### ANNUAL RETREAT

An annual retreat for students and faculty of the MARB IDP will be held every winter. The location of the retreat will rotate among the three campuses. During this retreat, the MARB IDP Executive Committee will conduct their winter meeting. Students will have the opportunity to present their research during the retreat. Students should present their work at the retreat once every two years at a minimum.

### REGISTRATION GUIDELINES

A student in a graduate degree program requiring a thesis or dissertation, who has completed all coursework on his/her degree plan other than 691 (Research) is required to maintain continuous registration until all requirements for the degree have been completed. The continuous registration requirement may be satisfied by registering in residence. For more information on

these types of registration, please visit the TAMU Graduate Catalog <http://catalog.tamu.edu>. Students on various assistantships and other funding sources are required to maintain certain number of credit hours per semester. Students holding assistantship/fellowships must be enrolled as a full-time student (at least 9 hours/fall and spring semester, and 6 hours/summer).

If a student requests to take a course within the MARB IDP at TAMU and/or TAMU-CC, then the student needs to contact the Staff Graduate Advisor who will coordinate with the appropriate offices for registration. If a student takes a defined MARB IDP course at TAMU and/or TAMU-CC, the student is charged TAMUG tuition and fees. For courses not defined as a MARB IDP at TAMU and/or TAMU-CC, students are charged tuition and fees at that partner institution.

#### CROSS CAMPUS REGISTRATION GUIDELINES

##### **For Students:**

If a student requests to take a course within the MARB IDP at TAMU and/or TAMU-CC, then the student needs to contact the Staff Graduate Advisor who will coordinate with the appropriate offices for registration. If a student takes a defined MARB IDP course at TAMU and/or TAMU-CC, the student is charged TAMUG tuition and fees. For courses not defined as a MARB IDP at TAMU and/or TAMU-CC, students are charged tuition and fees at that partner institution. See Appendix 3 for a list of current courses defined under the MARB IDP.

##### **For Faculty:**

Course advertising – It is suggested that faculty provide either an advertisement and/or syllabus to the Staff Graduate Advisor to assist with advertising the course to the three campuses.

Course creation –The Staff Graduate Advisor will work with both the student’s home and partner campus for proper registration and billing. A temporary placeholder course section will be created at the student’s home campus and a section will be created at the student’s partner campus. In other words, **two sections will be created.**

Instructional needs – Sometimes getting the same resources for the student registered cross campus can be challenging. If an instructor needs assistance with getting a student access to course materials and/or general IT access, the instructor should contact the Staff Graduate Advisor.

#### THESIS/DISSERTATION RESEARCH PROPOSAL

The format of the Research Proposal is determined by the student's advisor and SAC. The student with a required thesis or dissertation will develop a detailed proposal, **before research begins. At the latest, the proposal title page (along with the entire proposal) should be submitted to the Staff Graduate Advisor before the end of the second long semester (fall or spring) for M.S. (thesis-option) students and before the end of the fourth long semester for Ph.D. students.** To locate the proposal title page, please visit <http://ogaps.tamu.edu>. The Chair of the MARB IDP acts as the Department Head for forms provided by OGAPS. The student should report regularly on research progress to the Chair and SAC, to prevent last minute surprises or misunderstandings and to gain approval of any redirection.

#### DOCTORAL PRELIMINARY EXAMS

To be admitted to candidacy for the MARB Ph.D. degree you must satisfy all requirements on the preliminary examination checklist. All committee members must participate in the preliminary examination. If a committee member needs to be substituted or if a member plans to participate via distance, please inform the Staff Graduate Advisor **prior to the preliminary examination.** After passing the required preliminary examination for the doctoral degree, the student must complete all remaining requirements within four calendar years. Please give the completed checklist and preliminary examination report to the Staff Graduate Advisor. **The preliminary examination should be completed by the end of the fifth long semester.**

Preliminary exams will cover all areas within the scope of the student's doctoral program, and will involve written exams from each advisory committee member, followed by an oral exam administered by the committee as a whole. To schedule the oral preliminary examination, please contact the Staff Graduate Advisor to determine how to schedule a room. At their discretion, the SAC and OGAPS may allow one re-examination when adequate time has passed to allow students to address inadequacies emerging from the first examination (normally six months).

#### SEMINAR

All students are required to register for at least 2 credits of seminar, MARB 681, (or another approved seminar course).

#### THESIS/DISSERTATION

The role of the student's advisor is to work with the student on study design, interpretation of results, and professional development, which includes guidance on writing, presenting and publishing their data. The SAC's role is to supplement the guidance of the advisor, and in some cases offer specific expertise that will assist and enhance the student's research program.

The thesis/dissertation is a complete document that will be bound and filed in the TAMU Library. The Thesis Office <http://thesis.tamu.edu> at TAMU assists students with the preparation of their electronic thesis/dissertation. The Thesis Office provides advice and handouts during the writing process, and publishes the Thesis Manual, which includes rules for format. The Thesis Office also holds a pre-submittal review as you prepare to defend and format the final version of

your document. After the manuscript is submitted electronically, the Thesis Office reviews your document for university formatting standards.

When the draft is ready, submit it to the chair of your advisory committee. Submit the draft as if it were the final – make it as perfect as possible with respect to writing and grammar, punctuation and spelling, journal formatting requirements, and with all figures and tables in final format. Be prepared to go through the revision process numerous times before the committee Chair is comfortable letting the rest of the committee review the document.

#### FINAL APPROVAL OF PROPOSALS, THESES, AND DISSERTATIONS

Any member of the graduate committee can reject the dissertation at any stage of the submission and approval process. Rejection of the manuscript can occur for many reasons including (but not limited to):

1. The manuscript does not conform to the required format
2. The manuscript is messy, poorly reproduced, or contains grammatical or spelling errors
3. The manuscript describes scientific data inconsistent with the research project approved in the dissertation proposal
4. The paper contains errors, inappropriate analysis of data, erroneous conclusions, or other scientific inaccuracies
5. The paper contains plagiarized work

After a student has successfully completed the defense/oral examination and all changes to the thesis/dissertation manuscript that have been requested by the committee, the committee may sign the approval form of the dissertation. The approval form is submitted to the Thesis Office via the Staff Graduate Advisor. In addition, the student must submit an electronic version of the thesis/dissertation in the format specified by the Thesis Office and sample journal article to the Thesis Office. The Marine Biology Department will request a copy of the final manuscript. Prior to submitting the thesis/dissertation, the Thesis Office recommends that students have a pre-submittal conference in order to minimize the number of revisions. The Thesis Office comes to TAMUG every fall and spring semester to hold the pre-submittal conference, which can also be held online.

#### GRADUATION

OGAPS at TAMU and TAMU-CC confer graduate degrees for every student in the MARB IDP at the close of each regular semester and 10-week summer session. Students expecting to complete work at the end of a given semester, must apply for graduation through the Howdy portal by the deadline published each semester in the OGAPS calendar. Final degree audits are done when application is made. Students should notify the Staff Graduate Advisor of anticipated graduation date. Students graduating are required to conduct an exit interview with the Staff Graduate Advisor.

#### SUMMARY OF DEADLINES

MARB IDP faculty members normally serve on a number of graduate committees, both as advisors and as committee members. Thus, faculty members often have multiple proposals,

theses and dissertations to review each semester, typically near the end of the semester. In addition, the Chair of the MARB IDP must review all documents. It is in the best interest of the student to allow adequate time for review of these documents **and adequate time for corrections to be made.**

Specific guidelines are as follows:

- a. Degree plan should be submitted before the end of the first long semester of enrollment.
- b. Research proposal form (along with the entire the proposal) must be submitted via the Staff Graduate Advisor to OGAPS before the end of the second long semester for M.S. (thesis-option) students and before the end of the fourth long semester for Ph.D. students.
- c. Preliminary examinations for doctoral students must be done by the end of the fifth long semester.

The Chair of the MARB IDP will not accept documents turned in after deadlines. It is in the best interest of the student to allow time after committee and the MARB IDP Chair review to make corrections before the document goes to OGAPS. Students make take into account the distance of documents getting to TAMU where OGAPS is located and should plan accordingly.

#### REGISTRATION AND BLOCK REMOVAL

Students who fail to submit documents (degree plan, research proposal, etc.) by the MARB IDP deadlines will be given a warning. The warning status is placed for the next long semester where students are required to meet with the Staff Graduate Advisor to discuss progress toward reaching the deadline. Students who are on warning must meet the deadline near the end of the second long semester to avoid a block from future registrations. The block will be removed once the student submits the documents required.

#### IMPORTANT CONTACTS

MARB IDP Chair Dr. Anja Schulze (schulzea@tamug.edu; 409-740-4540)  
MARB IDP Staff Graduate Advisor Holly Richards (richardh@tamug.edu; 409-740-4957)  
Graduate Studies Director, Nicole Kinslow (kinslown@tamug.edu; 409-740-4937)

#### GET CONNECTED

Important information is frequently sent out through email. If your email changes, please make sure to notify the Staff Graduate Advisor of your new email address. Also through the Howdy portal, an eCampus site for the MARB IDP was created as a one stop shop of information regarding the program.

## APPENDIX 1

### MARB Program Coursework Requirements Degree Plan

#### Credit Hours Required for Master of Science Degree

|                | Thesis   | Non-thesis |
|----------------|----------|------------|
| Courses        | 22       | 34         |
| Seminar        | 2        | 2          |
| Research hours | <u>8</u> | <u>0</u>   |
| Total          | 32       | 36         |

#### Credit Hours Suggested for Doctor of Philosophy Degree

|                | With M.S.    | Without M.S. |
|----------------|--------------|--------------|
| Courses        | 17-23        | 39-55        |
| Seminar        | 2            | 2            |
| Research hours | <u>39-45</u> | <u>39-55</u> |
| Total          | 64           | 96           |

#### Master of Science - Thesis Option Degree Requirements

**Time Limits:** All requirements for the degree must be completed within seven consecutive years.

**Degree Plan:** A Graduate Degree Plan of at least 32 hrs must be completed with a minimum GPR of 3.000 and no grade lower than C. At least eight hours of 691 (Research) must be included. The degree plan must be submitted by the end of the first long semester to avoid warning and possible block on future registrations.

**Course Limitations:** Courses exceeding limits below will not be considered for meeting degree requirements.

1. Only approved courses on the degree plan will be considered for this program.
2. No more than 12 hrs or one-third of the total hours on the degree plan, whichever is greater, may be used. Transfer course work must be completed at an accredited institution with a grade of B or better.
3. No more than 12 hrs taken in a non-degree seeking (G6) classification may be used.
4. No more than 12 hrs may be used in any combination of the following categories:
  - a. Not more than 8 hrs in the combination of 691 (Research) or 684 (Professional Internship) may be used.
  - b. Not more than 8 hrs of 685 (Directed Studies) may be used.
  - c. Not more than 3 hrs of 690 (Theory of Research) may be used.
  - d. Not more than 3 hrs of 695 (Frontiers in Research) may be used.
5. No more than 2 hrs of 681 (Seminar) may be used.

6. No more than 9 hrs of advanced undergraduate courses (300-499) may be used.
7. No correspondence study may be used.
8. No credit hours of extension course work may be used.
9. No credit hours of FREN 601 or GERM 603 may be used.

**Advisory Committee:** The Advisory Committee consists of at least three members of the Graduate Faculty, one of which must be from outside the student's major department.

**Residence Requirement:** During one semester or 2 consecutive 5-week summer terms, 9 hrs of resident credit must be completed.

**Research Proposal:** A thesis proposal approved by the advisor, Advisory Committee, MARB IDP Chair and the Office of Graduate and Professional Studies is required. The proposal title page form and the entire proposal must be submitted via the Staff Graduate Advisor by the end of your second long semester to avoid a warning or possible block on future registrations.

**Thesis Defense:**

To be eligible to hold the defense, the student:

1. must have a graduate GPR of at least 3.000 (listed as "Program GPA" on Howdy Degree Evaluation),
2. must have a Degree Plan GPR of at least 3.000 with no grade lower than a C in any course on the degree plan,
3. must have an approved research proposal,
4. must have completed or be registered for all remaining degree plan course work,
5. must be registered in the university,
6. must have the thesis in final form and ready for distribution to all committee members,

**Thesis:** The final version of the thesis must be cleared by the Office of Graduate and Professional Studies no later than one year after the defense or within the seven year time limit, whichever is first.

**Doctor of Philosophy Degree Requirements**

**Time Limits:** All requirements for the degree must be completed within ten consecutive years.

**Degree Plan:** A Graduate Degree Plan of at least 96 hrs beyond a baccalaureate degree or 64 hrs beyond a master's degree from a U.S. institution. The degree plan must be submitted by the end of the first long semester to avoid warning and possible block on future registrations.

**Course Limitations:** Courses exceeding limits below will not be considered for meeting degree requirements.

1. Only approved courses on the degree plan will be considered for this program.
2. No correspondence study may be used.
3. No credit hours of FREN 601 or GERM 603 may be used.
4. No credit hours of extension course work may be used.
5. For other course exclusions refer to the Graduate Catalog.

**Advisory Committee:** The Advisory Committee consists of at least four members of the Graduate Faculty, one of which must be from outside the student's major department.

**Residence Requirement:** If entering with a baccalaureate degree, one year plus one semester must be spent in resident study. If entering with a master's degree from a U.S. institution, one year must be spent in resident study. One year may include two adjacent long semesters or one long semester and one adjacent 10-week summer term of 9 hrs each.

**Research Proposal:** A dissertation proposal approved by the advisor, Advisory Committee, MARB IDP Chair and the OGAPS is required. The proposal title page form and the entire proposal must be submitted via the Staff Graduate Advisor by the end of your fourth long semester to avoid a warning or possible block on future registrations.

**Preliminary Examination:** The result of the Preliminary Examination must be received, along with the Checklist, by OGAPS within ten days of the oral examination date. All degree requirements must be completed within a four year time period following the preliminary exam or the preliminary exam is voided and must be repeated. Preliminary exam must be completed by the end of the fifth long semester in order to avoid a warning and possible block for future registrations.

To be eligible to hold a preliminary exam, the student:

1. must have a Degree Plan approved by OGAPS no later than ninety days prior to the preliminary exam,
2. must have a graduate GPR of at least 3.0 (listed as "Program GPA" on Howdy Degree Evaluation),
3. must have a degree plan GPR of at least 3.0,
4. must be registered in the university,
5. must be within 6 hrs of completing all formal (graded) course work on the degree plan (i.e., all course work except 681, 684, 690, and 691).

**Admission to Candidacy:** To achieve Admission to Candidacy, the student:

1. must have completed all formal course work on the degree plan with the exception of any remaining 681, 684, 690 and 691,
2. must have a graduate GPR of at least 3.0 (listed as "Program GPA" on Howdy Degree Evaluation),
3. must have a Degree Plan GPR of at least 3.0 with no grade lower than C in any course on the degree plan,
4. must have passed the preliminary examination (written and oral portions),
5. must have an approved dissertation proposal,
6. must have met the residence requirements.

**Dissertation Defense:** The doctoral student is allowed only one opportunity to take the dissertation defense. The request to hold and announce the defense must be submitted to OGAPS a minimum of 10 working days in advance of the scheduled date.



To be eligible to hold the defense, the student:

1. must have a graduate GPR of at least 3.0 (listed as "Program GPA" on Howdy Degree Evaluation),
2. must have a Degree Plan GPR of at least 3.0,
3. must be admitted to candidacy,
4. must have completed or be registered for all remaining degree plan course work,
5. must be registered in the university.
6. must have the dissertation in final form and ready for distribution to all committee members,
7. must complete all degree requirements within a four year period following the preliminary exam.

**Dissertation:** The final version of the dissertation must be cleared by OGAPS no later than one year after the defense or within the ten year time limit, whichever is first.

**APPENDIX 2**

**MARB IDP Application Checklist**

**MARB IDP First-Year Checklist**

## MARB PROGRAM APPLICATION CHECKLIST

- Select a faculty member who has agreed to be a Graduate Advisor/Chair. For a TAMUG application, the faculty member’s home campus must be TAMUG and part of the MARB IDP Participating Faculty. The name of the Graduate Advisor should be provided on the personal statement. Non-thesis applicants are assigned a faculty advisor.
  
- Complete an application and submit the application fee
  
- Submit an electronic personal statement describing educational backgrounds, career interests, research experience, goals and challenges. Include any relevant supplemental materials such as publications or resumes of relevant experiences. Also, **include the name of the faculty advisor** who has agreed to work with you should you be accepted.
  
- Request 3 letters of evaluation/recommendation.
  - You should request evaluations/recommendations from individuals who are familiar with your academic achievement and potential and provide them with the required evaluation forms.
  - If you have been out of school for a number of years and are unable to contact former professors, you may request evaluations/recommendations from people such as employers who are familiar with you and who can comment on your potential to succeed in the program.
  - Letters should be addressed to the Graduate Recruitment and Admissions Committee of the MARB IDP.
  
- Request official transcripts from all senior-level post-secondary institutions you attended. Transcripts must be sent directly to the Research and Graduate Studies Office.
  
- Request that the required test scores ( TOEFL) be sent directly to TAMUG (Code 6835)
  - TOEFL scores must be not more than 2 yrs old
  
- Application receipt deadlines:
 

|                         |               |                 |
|-------------------------|---------------|-----------------|
|                         | Fall Semester | Spring Semester |
| Early Decision Deadline | December 1    |                 |
| Ph.D. Funding Deadline  | February 15   |                 |
| Final Deadline          | May 1         | October 1       |

## MARB PH.D. PROGRAM FIRST-YEAR CHECKLIST

- Meet with MARB Faculty Advisor prior to enrolling for first semester classes
- Meet with the Staff Graduate Advisor to make sure you start off on the right track (recommended not required)
- Form Student Advisory Committee (SAC) by end of first semester
  - Speak with individual faculty about research interests
  - Names of committee members will be submitted through the online Degree Plan System
  - Form and meet your committee *no later than* end of second semester to avoid registration blocks
- Prepare a Degree Plan with your advisor and SAC
  - Leveling coursework
  - Elective coursework
  - Submit the final degree plan no later than the end of the first long semester
- Meet with your SAC at least annually to update progress