

# Graduate School

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## Admission to Graduate School—Doctoral Program

### Steps for Admission

Applicants must complete all requirements for admission to the Graduate School and must be accepted into the graduate school and a doctoral program before enrolling in doctoral level courses. International students must meet all requirements set forth by the International Student Office (see International Student Admissions). Also, international students must observe an earlier deadline to facilitate processing.

For domestic students, deadlines for completing all steps are:

For fall enrollment .....Aug. 1  
For spring enrollment .....Dec. 1  
For summer enrollment .....May 1

For international students, deadlines for completing all steps and submitting educational documents to the International Student Office are:

For fall enrollment .....May 1  
For spring enrollment .....Oct. 1  
For summer enrollment ...March 1

Failure to meet these deadline will preclude enrollment in doctoral-level courses (8000-level courses). Students must be admitted before being eligible for federal financial aid.

### Step 1—Apply to the University

Applicants for doctoral study must first apply to the University, file application for admission (see the WTAMU Web site, www.wtamu.edu) and submit an official transcript for each institution attended. Students must be eligible for readmission at the last school attended.

NOTE: All applicants must submit a \$25 (\$75 for international applicants) nonrefundable application fee.

### Step 2—Apply to the Graduate School

Applicants for graduate study must also apply for admission to the Graduate School. (The application form for the Graduate School is available on the WTAMU Web site.)

### Step 3—Apply to the Doctoral Program

Meeting minimum admission requirements to the Graduate School does not guarantee admission into the doctoral program. Students should consult with the head of the division/department in which they wish to pursue a doctorate for additional information.

### Step 4—Take the GRE

All doctoral applicants must submit satisfactory scores from the GRE, completed within the past five years, except those already holding a doctoral degree from an accredited college or university who are not required to submit standardized scores. GRE scores must be received before a student can enroll in 8000-level course work. *Under no circumstances may the LSAT, MCAT, GMAT or other assessment test be substituted for the GRE.* Contact the Graduate School for information on taking the GRE.

In most cases, applicants for doctoral study will already have completed (or be near completion of) a graduate or professional degree. Applicants not possessing a post-baccalaureate degree should contact the graduate school for separate instructions.

NOTE: Applicants previously admitted who do not enroll in courses for either a fall or spring semester must reapply to the University and must receive permission from the doctoral program for readmission.

### Arriving at the “Admission Score”

A score composed of the applicant’s GRE score and his or her grade point average (GPA) in the master’s program is used to determine the applicant’s “admission score.” The admission score determines the applicant’s Graduate School admission status.

- GPA is determined by applicant’s grade point average in all graduate courses attempted including courses the applicant may not have counted toward his or her graduate degree. (Applicants with no graduate course work attempted should contact the Graduate School for separate instructions.)
- GRE scores are determined by adding the verbal and quantitative or the verbal and analytical scores, whichever results in a higher score. (Scores from analytical writing examinations administered post Sept. 30, 2002, in place of the analytical test, will be multiplied by 134 and used as a substitute for the analytical test.) For example, a student scoring 600 on verbal, 600 on quantitative, and 4.0 on analytical results in total GRE scores of 1,200 (verbal + quantitative) and 1,136 (verbal + analytical). The student’s total GRE score for purposes of admission would, therefore, be 1,200.

The formula listed below is used to calculate the admission score:

$$400 (\text{GPA}) + \text{GRE} = \text{Admission Score}$$

### Using the Admission Score to Determine Admission

Applicants may be accepted into the Graduate School under one of the following two conditions: (NOTE: admission into the Graduate School does not ensure admission into a doctoral program. Students must be accepted both into the Graduate School as a doctoral student and be selected by a doctoral program for doctoral study prior to enrollment in doctoral-level course work.)

## Regular Admission

- Applicants in all programs must have an admission score equal to or greater than 2,400 to qualify for regular admission.

## Conditional Admission

- An applicant admitted to the University who does not meet the criteria for regular admission into the Graduate School may be admitted under conditional admission provided their admission score is equal to or greater than 2,250.

Applicants with a formula product less than 2,250 will be denied admission and may consult with the graduate dean for assistance on future admission possibilities.

## Admission to Graduate School—Master’s Program

### Steps for Admission

NOTE: Applicants must either take the appropriate standardized test (GRE/GMAT) or have a confirmation number and date from Prometrics to take the test before they will be allowed to enroll in any graduate courses.

Applicants must complete all requirements for admission to Graduate School before the end of the first semester of graduate course work. An administrative “hold” preventing the applicant from enrolling in subsequent semesters is placed on the student’s file if the student has not completed the admission procedure before the end of the first semester of graduate course work. Students must be admitted before being eligible for federal financial aid.

#### Step 1

Apply to the University. Applicants for graduate study who hold bachelor’s degrees from accredited institutions must first apply to the University. File application for admission (see the WTAMU Web site [www.wtamu.edu](http://www.wtamu.edu)) and submit an official transcript for each institution attended. Students must be eligible for readmission at the last school attended. (NOTE: All applicants must submit a \$25 nonrefundable application fee.)

#### Step 2

Apply to the Graduate School. Applicants for graduate study must also apply for admission to the Graduate School. (The application form for the Graduate School is available on the WTAMU Web site.)

#### Step 3

Take the GRE or the GMAT (as appropriate). All applicants must submit satisfactory scores from the appropriate standardized examination except those already holding a master’s degree from a regionally accredited college or university. Most Students will take the Graduate Record Exam (GRE), but the Graduate Management Assessment Test (GMAT) is required for students in accounting, finance and economics and business administration. GRE scores will not be substituted for GMAT, nor GMAT for

GRE unless the applicant exceeds the 50th percentile in at least one category and has the approval of the graduate dean. Under no circumstances may the LSAT, MCAT or other assessment test be substituted for the GRE/GMAT. Contact the Graduate School for information on taking the GRE or GMAT.

#### Step 4

Many programs require application and admission to their programs in addition to the University and Graduate School applications. This process is called “secondary admissions.” Check with your department to determine the secondary admission requirement(s), if any, that your program may have.

### Special Note for International Students

International students must meet all requirements set forth by the International Student Office (see International Student Admissions). For international students, deadlines for completing all steps and submitting educational documents to the International Student Office are:

- For fall enrollment .....May 1
- For spring enrollment .....Oct. 1
- For summer enrollment .March 10

### Deriving GRE/GMAT and GPA Values

The applicant’s GRE or GMAT score and his or her undergraduate grade point average (GPA) is used to determine the applicant’s admission.

- GPA is determined by considering the applicant’s overall undergraduate grade point average or the applicant’s undergraduate grade point average on his or her final 60 hours of course work, whichever is higher. (Note: All grades received in the semester in which the 60th hour is completed will count toward the last 60-hours grade point average. Generally, only hours completed prior to the receipt of a bachelor’s degree will count toward either the overall GPA or the “last 60 hours” calculation. Applicants may petition to have post baccalaureate hours calculated into the “last 60 hours” GPA provided the hours completed post bach are specifically related to the master’s degree program to which the applicant is applying.
- For purposes of admission, the Graduate School will consider percentile scores for each portion of the GRE/GMAT examination.

### Determining Admission

Applicants may be admitted into the Graduate School under one of the following conditions.

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## Admission

Students are granted admission when both of the following conditions are met:

- 3.0 to 4.0 undergraduate GPA and
- GRE scores exceeding the 50th percentile in one or more categories of the GRE or GMAT.

## Conditional Admission

Students who do not qualify for admission may be granted conditional admission when both of the following conditions are met:

- At least a 2.5 undergraduate GPA and
- at least 25th percentile in one or more categories of the GRE or GMAT.

Students not qualifying for regular or conditional admission will be denied admission and may consult with the dean of the Graduate School for assistance on future admission possibilities. Denied applicants with GPAs exceeding 3.0 or GMAT/GRE scores exceeding the 50th percentile are particularly encouraged to consult with the dean.

## Other Admission Notes

### Unclassified Students

Students not seeking degrees may enroll in graduate courses at the discretion of an approved academic adviser. These courses may or may not be applicable to a degree program. An applicant may request transfer of up to 12 graduate hours from a program of unclassified study into a particular degree program. The request will be adjudicated by the dean of the Graduate School dependent on the applicability of the completed work to the degree selected and the caliber of the applicant's grades. No grade of "C," "D," "F," "I" or "X" will be accepted for transfer from an unclassified program of study to a degree program.

### Secondary Admission

Selected programs have additional requirements for admission. Consult the catalog description of the program in which you plan to pursue graduate study.

### Financial Aid, Scholarships, Assistantships

Graduate students have access to federal, state and private financial aid including scholarships, grants, loans and student-employment opportunities. For more information about financial aid programs, contact the Office of Financial Aid, WTAMU Box 60939, Canyon, Texas 79016-0001 or call (806)651-2055.

Graduate teaching and/or research assistantships are available to students in a wide range of disciplines. Assistants must enroll in course work on an approved plan of study while receiving the

assistantship. Students interested in graduate assistantships should contact the head of the department in which they plan to pursue the graduate degree.

A summary of costs and tuition exemptions (for veterans and vocational rehabilitation) is available in the "Fees, Expenses and Financial Assistance" section of this catalog. Expenses exclusive to the graduate program include:

- Graduate students registering only for Thesis 6301 or 6302 may pay a reduced rate. Students must contact the Office of the Graduate School each semester before registration for further information.
- Thesis binding fee (three copies required) is \$10 per copy (subject to change). Theses which are not of standard size and format may be charged a higher binding fee.

All fees are subject to change.

## Admission to Candidacy

Admission to candidacy means that the applicant has been admitted to the University, the Graduate School, and his or her desired degree program, and that the proposed program has been approved by the head of the department in which the candidate is majoring and the dean of the Graduate School.

## Creation of the Plan of Study

A plan of study must be prepared by the departmental graduate adviser and submitted to the dean of the Graduate School for approval as soon as possible following the candidate's admission to Graduate School. The plan of study must be submitted before 15 hours have been completed. An administrative "hold" will be placed on the registration of candidates not meeting the 15-hour deadline. The "hold" will prevent the candidate from taking any additional classes until a plan of study is approved. For purposes of determining degree requirements, the candidate's official University catalog shall be the catalog that is current during the semester the candidate's plan of study is approved.

## Undergraduate Preparation

Undergraduate preparation of candidates for the master's degree will correspond to requirements for the same or a similar bachelor's degree at West Texas A&M University. Candidates lacking such preparation may be required to complete "leveling work." In addition, many programs have additional requirements. Candidates should review their programs' requirements as specified in this catalog.

## Leveling Work

If a candidate's undergraduate preparation is inadequate, the adviser may require "leveling work." Leveling work is courses, experiences, programs required for the candidate to be adequately prepared for graduate work.

## Program of Study

In consultation with the graduate adviser, candidates must list those courses required for completion of the degree. The graduate courses required to meet degree requirements must correspond to those requirements listed for the specified degree program. Candidates should review their programs' requirements as specified in this catalog. Specific rules to consider include:

- Candidates for the master of arts degree must complete a minimum of 30 hours of graduate work. A minimum of 18 hours must be in the candidate's major field at least nine hours of which must be in courses numbered 6000 or above. At least half of the total hours for this degree must be in courses numbered 6000 or above. The remaining work may be completed in courses numbered 5000.
- Candidates for the master of science degree must complete at least 18 hours in the major field (thesis plan) and additional hours in a related area(s). Candidates in the non-thesis plan may take all work in the major field, or at least 21 hours in the major field and additional hours in a related field or fields. At least half of the total hours for this degree will be in courses numbered in the 6000s.
- Courses numbered 5000 or higher are for graduate credit.
- Candidates having taken undergraduate "stacked" courses at WTAMU that have a graduate component cannot take the graduate course if they have already received credit for the corresponding undergraduate course.
- Candidates may be required to complete additional work in specified courses in addition to the minimum courses and residence requirements.
- It is the candidate's responsibility to make sure all degree requirements are met for graduation.

## Thesis Option

- A candidate electing to write a master's thesis must register for Thesis 6301 or ARTS 7302 when beginning thesis research. The candidate must then register for Thesis 6302 or ARTS 7302 every consecutive 16-week semester until the thesis is completed and accepted by the University, including the semester in which the degree is conferred.
- If the candidate fails to enroll, a reinstatement fee will be assessed.
- If a degree is to be awarded at the end of the summer sessions, the candidate must enroll in a thesis course in one summer session.
- Candidates receive a grade of "IP" (thesis in progress) for each enrollment in Thesis 6301, 6302 or ARTS 7302. When the thesis has been accepted, the candidate receives six hours (Thesis 6301 and 6302) toward the master's degree and a final letter grade for both thesis courses.
- The candidate may not enroll in Thesis 6301 and 6302 in the same semester.
- Candidates registered only in Thesis 6301, 6302 or ARTS 7302 pay reduced tuition and may register by the Web (6302 only). To receive reduced tuition, the candidate must contact the Graduate School.

- A thesis guide is available at [www.wtamu.edu/graduateschool](http://www.wtamu.edu/graduateschool). Theses will be made available to the public.

## Non-thesis option

- Candidates selecting the non-thesis option must complete at least one course in research and reporting as suggested by the departmental adviser.

## Transfer, Extension and Correspondence Work

- Approved transfer and extension work is counted as graduate credit but may not be used to fulfill the 6000-level requirement. Only courses in which the candidate earned an "A" or "B" may be transferred to WTAMU.
- Upon approval of the dean of the Graduate School, up to one-third of formal course work toward the graduate degree may be transfer work, exclusive of thesis and independent study courses. Permission to utilize transfer and extension courses on a plan of study must be approved in advance by the department head, college dean and graduate dean.
- Correspondence work will not be accepted toward a master's degree.

Course substitutions to the plan of study must be approved by the graduate adviser, academic dean and dean of the Graduate School.

## Academic Probation

Candidates must maintain at least a 3.0 grade point average for all course work completed toward degree requirements. Courses with grades of "D," "F," "I" (incomplete), "IP" (thesis in progress) or "X" (drop or withdrawal) cannot be used to satisfy requirements of a graduate degree but will be used in computing a student's academic standing.

If a candidate's grade point average falls below 3.0, the candidate will be placed on academic probation. Length of the probationary period will be determined by the dean of the Graduate School. Candidates who do not raise their grade point average to at least 3.0 by the end of the probationary period will be dismissed from the Graduate School and suspended from further work toward a master's degree at WTAMU. Students suspended from the Graduate School may request removal from suspension by seeking a written request from the appropriate academic dean to the graduate dean.

## Other Candidacy Notes

### Time Requirements

Requirements for the master's degree must be completed within six years unless the dean of the Graduate School, in consultation with the head of the student's major department, grants an extension of the time limit. The time period will begin with the first course counted toward the master's degree.

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## Course Load

Maximum semester load for graduate students is 15 hours, seven hours during summer sessions. Course loads above the maximums may be approved by the candidate's academic dean. Nine hours is considered a minimum full-time load, six hours minimum to receive financial aid.

## Resident Requirements

Two-thirds of all degree plans must be completed in residence at WTAMU.

## Graduating from Graduate School

To graduate from the Graduate School, candidates must pass comprehensive examinations (except in the M.B.A. and M.P.A./B.B.A. programs), complete the thesis (if appropriate) and apply for graduation from the Graduate School.

## Comprehensive Examination/Thesis Defense

A comprehensive examination—oral, written or both—covering the field of concentration and the thesis (if the thesis option is chosen) is required for all master's candidates except M.B.A. and M.P.A./B.B.A. students.

- Examinations are administered by the head of the candidate's major department or a designated member of the graduate faculty.
- At least five days prior to the comprehensive examination, the name of the candidate, the title of the thesis or research, recital or exhibition, if any, and the day, date, time and place in which the event is scheduled shall be posted in a prominent place, and the dean of the Graduate School shall be so notified in writing.
- Oral comprehensive examinations, recitals and exhibitions shall be open to all members of the University academic community. Participation of noncommittee members is at the discretion of the committee chairperson.
- Results of the exam must be reported in writing to the Office of the Graduate School.
- If a candidate fails the first examination, one semester or the equivalent (16 weeks or two summer sessions) must elapse before the candidate may take the exam again. Additional course work, research or directed study will be recommended for the candidate in the interim.
- The second failure of a comprehensive examination will result in automatic suspension from the Graduate School.

For more information about comprehensive examinations and/or thesis defense, please see the appropriate department head.

## Application for a Graduate Degree

Students must apply for graduate degrees early in the semester they expect to receive their degrees. Applications are available in the Office of the Graduate School or at [www.wtamu.edu/graduateschool](http://www.wtamu.edu/graduateschool). Completed applications must be received in the Office of the Graduate School no later than the following dates:

- Deadline for spring graduation is March 1.
- Deadline for summer graduation is July 1.
- Deadline for fall graduation is Oct. 1.

## Other Information

### Objective of Graduate Study

The Graduate School at West Texas A&M University provides students an opportunity for advanced study and specialization in a variety of disciplines. The purpose of graduate study is to encourage academic inquiry, to stimulate intellectual creativity, and to foster the spirit of independent scholarship and research. Together, graduate students and graduate faculty comprise a community of scholars devoted to the extension of knowledge and to professional achievement.

### Research and Instructional Support

Cornette Library, Killgore Research Center and Hastings Electronic Learning Center are available to support graduate students' educational programs. These are described in greater detail in the undergraduate portion of this catalog. Additionally, various academic departments maintain specialized research equipment laboratories or other facilities peculiar to their graduate programs. For more information, contact the appropriate academic department.

### Interdisciplinary Master's Degree

The master of arts degree or master of science degree in interdisciplinary studies was conceived to meet the needs of student whose career goals are such that a somewhat flexible program allowing for graduate-level studies in non-traditional combinations is more beneficial than a degree from a single discipline.

### Admission Requirements

In addition to admission requirements for graduate study, a candidate for admission must submit a typed, double-spaced essay answering the following questions:

- What specific knowledge and/or skills do you hope to acquire through the interdisciplinary program?
- Why could this knowledge and these skills not be acquired through a single discipline leading to a traditional master's degree?
- What separate disciplines do you need to achieve your goals and what will each of these disciplines provide?

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NOTE: This essay must be submitted to the dean of the Graduate School prior to completion of the first semester of graduate work.

From the disciplines specified by the applicant, the graduate dean will appoint an interdisciplinary committee chair and committee members from the Graduate Faculty. This committee should be in place by the time a student has completed 12 semester hours. Students are encouraged to contact the Graduate Dean before the completion of 12 semester hours if they wish to request that specific faculty serve on the interdisciplinary committee.

## Degree Requirements

36 hours satisfying the following requirements:

- Three different subject areas (represented by different prefixes), 12 hours from each subject area.
- At least 24 hours completed in 6000-level courses or higher.
- At least three hours in research methods.
- A comprehensive exam (either oral or written) as established by the student's Interdisciplinary degree committee. This exam should be taken near completion of the student's course work. Students will apply to their committee chair to take the exam no later than the first week of the semester the student intends to graduate. The chair will then make arrangements for the exam.
- Prerequisites: A minimum of six advanced undergraduate hours in each of the subject areas (or permission of the committee to waive this requirement)

Applicants may satisfy admission requirements with either the GRE or GMAT.

NOTE: The student's plan of study should be submitted to the dean of the Graduate School by completion of the first semester of course work.

## Undergraduates and Graduate Credit

An undergraduate within 12 hours of a bachelor's degree (as certified by his or her college dean's secretary), whose cumulative WTAMU undergraduate grade point average is at least 3.0, may register for work to be counted as graduate credit under the following conditions:

- Total registration will not exceed 15 semester hours, 12 semester hours in the two summer sessions.
- The final hours required for the bachelor's degree must be completed in the same semester. Should the student fail to complete undergraduate degree requirements that same semester, graduate hours attempted during that same semester may not be used to satisfy graduate degree requirements.
- Graduate courses may not be used to meet undergraduate degree requirements. However, graduate courses must be completed and have a letter grade at the end of the semester in order to graduate with the undergraduate degree.
- All graduate credit hours and the specific graduate courses attempted must be approved by the graduate adviser in the student's major department and the graduate dean at the time of enrollment.

Acceptability of these hours for transfer credit to another institution is determined by that institution.

## Second Master's Degree

Upon completion of a master's degree, a student may begin a second master's program in a field of concentration different from the first master's program. Credit hours applied to one degree cannot be applied to the second degree, except the M.F.A. degree.

## Graduate Degrees

Eight master's degrees and one doctoral degree\* are conferred by West Texas A&M University.

### Master's Degrees

- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Education (M.Ed.)
- Master of Fine Arts (M.F.A.)
- Master of Music (M.M.)
- Master of Professional Accounting (M.P.A.)
  - Bachelor of Business Administration/Master of Professional Accounting (B.B.A./M.P.A.)
- Master of Science (M.S.)
- Master of Science in Nursing (M.S.N.)

### Doctoral Degree

- Doctor of Philosophy (Ph.D.)

## Graduate Programs

- Accounting (M.P.A.)
- Accounting/Business Administration (B.B.A./M.P.A.)
- Administration (M.Ed.)
- Agriculture (M.S., Ph.D.)
- Agriculture/Agricultural Business and Economics (M.S.)
- Agriculture/Animal Science (M.S.)
- Agriculture/Plant, Soil and Environmental Science (M.S.)
- Art (M.A.)
- Biology (M.S.)
- Business (M.B.A.)
- Business/Agriculture (M.B.A.)
- Business/Computer Information Systems (M.B.A.)
- Business/Management (M.B.A.)
- Business/Marketing (M.B.A.)
- Chemistry (M.S.)
- Communication (M.A.)
- Communication Disorders (M.S.)
- Counseling (M.A.)
- Counseling (M.Ed.)
- Criminal Justice Studies (M.A.)
- Curriculum and Instruction (M.Ed.)
- Educational Diagnostician (M.Ed.)
- Engineering Technology (M.S.)

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- English (M.A.)
- Environmental Science (M.S.)
- Finance and Economics (M.S.)
- Business/Healthcare Management (M.B.A.)
- Instructional Technology (M.Ed.)
- Interdisciplinary Studies (M.A., M.S.)
- Mathematics (M.S.)
- Music (M.A.)
- Music Performance (M.M.)
- Reading Education (M.Ed.)
- Nursing/Administration (M.S.N.)
- Nursing/Education (M.S.N.)
- Nursing/Practitioner (M.S.N.)
- Political Science (M.A.)
- Psychology (M.A.)
- Special Education (M.Ed.)
- Sports and Exercise Sciences (M.S.)
- Studio Art (M.F.A.)