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**Additional Requirements**

1. At least six hours of electives must be completed to present a minimum total of 120 semester hours.
2. A cumulative grade point average of 2.0, including a minimum of 2.0 in both the major and the minor, is required for graduation. A minimum of 2.5 is required in each of the teaching fields in teacher certification degree programs.
3. A minimum of thirty-six advanced semester hours must be completed, including at least fifteen in residence at Sul Ross State University.
4. A minimum of thirty semester hours must be completed in residence.
5. At least twenty-four semester hours of the last thirty hours presented for a degree must be in residence.
6. Under no circumstances may more than 65 of the total semester hours required for a degree be presented in one discipline.
7. Each student will complete a computer knowledge requirement as determined by the department or major discipline.
8. Students should request a degree plan from their major advisor as soon as the major has been chosen. **This may be done at the beginning of the freshman year; but in any case, should be done no later than the end of the third semester of enrollment.**

**Teacher Certification Programs**

Students who pursue the Bachelor of Science degree with teacher certification at the secondary level must complete all degree requirements described above. In addition, students who desire certification must see the Education section of this Catalog for additional information concerning certification requirements.

## **ACADEMIC REGULATIONS FOR MASTER'S DEGREE PROGRAMS**

Sul Ross State University provides graduate programs which will enable the student to enrich his or her study in a specialized field. The aim of the graduate program is to build greater breadth and depth of knowledge in the field of study. Advisors will provide direct counseling to students in their major field of study. Students desiring to pursue work in a teacher certification program at the graduate level are also advised by the Director of Teacher Education. Each graduate student will be assigned a committee of faculty members prior to taking the comprehensive examination. The student shall complete all assigned work and receive recommendations of the committee and the Dean of the School before a degree will be awarded.

### **THE GRADUATE RECORD EXAMINATION**

The Graduate Record Examinations are a group of standardized tests with national norms. Sul Ross State University requires all graduate students who expect to be candidates for degrees to take the aptitude portion of the examination before admission to graduate study. The student should take this test before enrollment, or, at the latest, during the first term of graduate study. It may be taken at any of the testing centers in the United States or abroad. The student may contact the Coordinator of Career Services and Testing for an information bulletin and application for the examination. Regardless of where the test is taken, the student should be certain to

indicate that scores are to be sent to the Center for Enrollment Center, Box C-2, Sul Ross State University, Alpine, Texas 79832. If a student's performance on the examinations is unsatisfactory, the advisor may require remedial or leveling work, the advanced test of the Graduate Record Examinations in the major field, a comprehensive written examination, or such other steps as the advisor recommends. The advisor's recommendations are subject to approval by the Dean of the School.

## **GRADUATE ADMISSIONS**

Admission to Graduate Studies is required of all post-baccalaureate students when enrolling in graduate-level courses at Sul Ross State University. Applications for admission should be addressed to the Center for Enrollment Center, Box C-2, Sul Ross State University, Alpine, Texas 79832. Each applicant will be notified in writing of acceptance or rejection for admission. Students may seek admission to Graduate Studies by applying for admission to a master's degree program or by applying for admission as a non-degree student.

### **I. ADMISSION TO THE MASTER'S DEGREE PROGRAM**

A student seeking admission for the purpose of pursuing a master's degree must hold a baccalaureate degree from an institution approved by a nationally recognized accrediting agency. Official transcripts reflecting all college work attempted and degree(s) conferred should be on file in the Center for Enrollment Center at least ten days prior to initial registration as a graduate student.

Also, the student must demonstrate by prior academic records or scores on the verbal, analytical and quantitative portions of the aptitude test of the Graduate Record Examination (GRE), or for students in Business Administration, the Graduate Management Admissions Test (GMAT), a competence to pursue advanced study and research. The Graduate Record Examination or the Graduate Management Admissions Test should be taken early enough to ensure that scores are on file in the Center for Enrollment Center at the time of initial registration. If required, the test must be taken prior to the end of the second long semester (fall or spring) after initial enrollment and arrangements made for the scores to be sent to the Center for Enrollment Center. Otherwise, the student may be denied further registration in the graduate program. Information concerning registration and testing dates for the GRE and GMAT may be obtained from the Coordinator of Career Services and Testing, Sul Ross State University, Alpine, Texas 79832.

There are two levels of admission to a master's program, full and probationary. Approval of the major department is required for admission at either level. The following criteria will be used in determining the eligibility for admission to the appropriate level.

#### **A. FULL ADMISSION**

Applicants must have official transcripts and test scores sent to the Center for Enrollment Center, Sul Ross State University. The Center for Enrollment Center will compile and tabulate the documentation submitted and submit a file on each applicant to the major academic department. Following the departmental review of the file, the Center for Enrollment Center will

communicate to the applicant the admission status to be granted. One of the following criteria must be met for full admission status.

1. A 2.5 grade point average on a 4.0 scale calculated on the last 60 hours prior to the issuance of the bachelor's degree and a GRE score of 850 (verbal and quantitative) or a GMAT score of 400.
2. A minimum cumulative grade point average of 3.0 on a 4.0 scale on all previous undergraduate work.  
Full admission may also be granted to applicants who hold a master's degree from accredited colleges or universities and who have the approval of the department in which they propose to do work.  
Full admission status does not imply an absence of additional departmental requirements (leveling work, higher GRE scores, etc.). Reference should be made to the various departmental graduate programs in the Catalog for more information.

**B. PROBATIONARY ADMISSION**

1. Probationary admission may be granted with the approval of the major academic department if a student has submitted transcripts of baccalaureate work and having satisfied at least one of the requirements specified in criteria number one for full admission. The probationary student must satisfy all conditions which are required by the major department and must maintain a 3.0 grade point average on all courses attempted for graduate credit. Upon the completion of 12 semester credit hours with a 3.0 grade point average or higher, the student may be upgraded to full admission status upon the recommendation of the chair of the major department and with the approval of the Dean of the School. Failure to maintain a 3.0 grade point average during the probationary period will result in dismissal from the graduate program.
2. Probationary status also may be granted to any student who has not submitted GRE or GMAT scores to the Office of Recruiting and Admissions. If required, the GRE or GMAT must be taken prior to the **end of the second long semester** (fall or spring) after initial enrollment.

The responsibility for monitoring the probationary student's compliance with all conditions of admission rests with the Center for Enrollment Center. The Center for Enrollment Center will track all probationally admitted students each semester, secure information as necessary from the department chairs and communicate to the major department chairs changes of status which are made. During the entire probational period, the student is responsible for maintaining close communications with the major department and, as called upon, with the dean/director of the School or division.

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**II. ADMISSION AS A NON-DEGREE STUDENT (citizens of the United States)**

Students who are not pursuing a degree, but who are interested in graduate work for professional or personal reasons may be admitted as non-degree student provided they present the following:

1. Application for admission.
2. An official transcript with a baccalaureate degree posted from an accredited institution.
3. Approval of the department chair in the department where course work will be undertaken.

Students who decide to apply for a change of status to pursue master's degree work must meet the requirements for admission to a degree program as stated in Section I of this policy. The change of status must be approved by the chair of the major department and the dean/director of the School or division. Students should be aware that, in transferring from non-degree to degree seeking status, no more than 12 semester hours earned prior to admission to degree seeking status can be used to meet the degree requirements of the program.

The Graduate Record Examination is not required of non-degree students if they have maintained a 3.0 in the first 12 semester hours when they decide to apply for a change of status to that of a master's degree student.

**III. INTERNATIONAL STUDENTS**

International students must meet the requirements for admission as stated in Section I of this policy. In addition, they must file the following items in the Center for Enrollment Center:

- A. Evidence of Financial Responsibility. This may be satisfied by an Affidavit of Support (Immigration Service Form 1-134) or a signed statement from a U.S. citizen or foreign national committing the necessary resources in U.S. dollars for student's expenses.
- B. Evidence of English language proficiency as demonstrated by any one of the following:
  1. A TOEFL score of 520; or
  2. Twenty-four hours of undergraduate work with a 2.0 average at an accredited U.S. college or university, or 12 graduate hours with a 3.0 average at an accredited U.S. college or university; or
  3. A bachelor's or master's degree from an accredited U.S. college or university; or
  4. Prospective students may petition the Registrar in writing requesting an individual oral assessment of English proficiency. Applicants granted an interview will be notified of the date, time, and location of the interview. The interview panel must deem the applicant's oral English proficiency adequate to successfully complete the program. The interview panel will file the results of the assessment in the

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Center for Enrollment Center. The Registrar will notify the student of the decision in writing.

In addition to the above requirements, students must submit the following:

1. An application fee of \$50.00 in U.S. Currency (non-refundable).
2. A housing deposit of \$100.00 in U.S. Currency.
3. Proof of Health Insurance and Immunization.

ALL ITEMS MUST BE ON FILE IN THE OFFICE OF RECRUITING AND ADMISSIONS AT LEAST ONE MONTH PRIOR TO THE ANTICIPATED DATE OF REGISTRATION.

#### **IV. TRANSFER STUDENTS**

THERE IS NO AUTOMATIC TRANSFER FROM OTHER INSTITUTIONS OF CREDITS APPLICABLE TO A GRADUATE DEGREE. A request for transfer of hours must be made to the major advisor at the time a degree plan is prepared. No requests for transfer of hours will be accepted after the degree plan is prepared without written approval of the major advisor and the Dean of the School prior to enrollment in the course at another institution. Graduate students will not be permitted to apply toward the master's degree more than twelve semester credit hours of transferred credits, military service credits, non-collegiate educational experiences, undergraduate courses taken for graduate credit, graduate-level independent study courses, or any combination of these. Such courses must be pertinent to the candidate's program of study.

A student may request transfer of a maximum of twelve semester credit hours in a 36-hour non-thesis program or six semester hours in a 30-hour thesis program from an accredited college or university provided the course work has been approved by the student's major advisor and the Dean of the School. Before courses will be approved for transfer, they must meet the following standards:

1. The grade for each course must be at least a "B",
2. The course must be unmistakably designated as graduate credit on the official transcript, which must be on file in the Center for Enrollment Center
3. The time limit of six years must not have expired at the projected time of graduation,
4. The total number of hours taken at Sul Ross State University and any other institution may not exceed 15 semester credit hours in any one semester in the long term or six semester credit hours in either summer term, and
5. No more than twelve semester credit hours in any combination of transfer work, undergraduate courses taken for graduate credit, and graduate-level independent study courses may be credited toward the master's degree.

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## **V. READMISSION OF GRADUATE STUDENTS**

Former Sul Ross State University students not enrolled during the previous long semester must apply for readmission. If intervening college work has been taken, official transcripts from EACH university attended must be submitted.

### **THE GRADUATE COUNCIL**

The Graduate Council is appointed by the President of the University and reports to the Provost and Vice President for Academic and Student Affairs. The Council is appointed from members of the Graduate Faculty representing the various graduate programs. The principal functions of the Council are twofold:

1. To serve as an academic appeals process for graduate students, and
2. To serve in an advisory capacity for recommending new degree and certification programs, admissions and graduation policies, criteria for membership on the graduate faculty, and policies to ensure high quality graduate programs throughout the University.

### **THE GRADUATE FACULTY**

All graduate courses taught at Sul Ross State University are taught by members of the graduate faculty. The graduate faculty will inculcate the skills and habits of Scholarship, and the art of critical inquiry in the student. This is accomplished by apprenticeship and contact with the SCHolars of the graduate faculty through graduate teaching, directing or administering graduate research, or by making other contributions to the student's development.

A member of the graduate faculty will have a terminal degree or equivalent in their discipline and exhibit SCHolarly excellence through research, artistic creativity, or other appropriate functions related to the goals of graduate programs.

## **UNDERGRADUATE STUDENTS IN GRADUATE COURSES**

Undergraduate students with good academic standing may enroll for graduate credit if:

1. They are within 12 hours of graduation,
2. Their total course load does not exceed fifteen semester hours in the regular session, or six semester hours in each summer term,
3. They have the written permission of (a) their major advisor, (b) the instructor of each course involved and (c) the Dean of the School at the time of registration.

Students should be aware that:

1. Under no circumstances may graduate courses be taken to fulfill requirements for a baccalaureate degree.
2. No course taken without the requisite permission may be counted for graduate credit toward a degree.
3. There is no guarantee that work approved and completed will be accepted when a graduate degree plan is prepared.

4. The maximum number of graduate semester hours that an undergraduate may accrue is twelve.

### **MAXIMUM COURSE LOAD**

**Regular session:**

The graduate load shall not exceed fifteen (15) semester credit hours per semester.

**Summer session:**

The graduate load shall not exceed seven (7) semester credit hours per term of the summer session.

**Graduate assistants:**

A graduate student employed as a graduate assistant may carry a combined course/work load of no more than 32 clock hours per week.

**Full-time student:**

Any graduate student who registers for nine or more semester credit hours in the University during a long semester is considered a full-time student. Any graduate student who registers for four or more semester credit hours during a summer term is considered a full-time student. In addition, any student working full time on a thesis and registered for the appropriate thesis course is classified as a full-time student.

### **UNDERGRADUATE COURSES FOR GRADUATE CREDIT**

Certain upper-level undergraduate courses which are taught by members of the Graduate Faculty may be taken for graduate credit upon (a) consent of the instructor of the course and (b) approval of the graduate major advisor. Such courses must be accompanied by a memorandum written on department letterhead and submitted with the student's class Schedule.

Graduate students allowed to take undergraduate courses for graduate credit must do additional work beyond that required of undergraduates in the course. This work may consist of a documented paper or equivalent and/or other assignments deemed appropriate by the instructor.

A description of the additional work must be on file in the departmental office by the 12th/4th class day via reporting forms which are available in the departmental offices.

Once a student has begun an undergraduate course for graduate credit, the course must be completed as a graduate course.

### **Quality of Graduate Work**

**Graduate Grade Point Average**

A grade point average of 3.0 (B) must be maintained in all courses attempted for graduate credit. In addition, a 3.0 (B) grade point average must be maintained in the major and minor (if any) fields considered separately. A grade of less than "C" will not be recognized for graduate credit.

**Leveling Work**

"Leveling" work, undergraduate courses taken to remove deficiencies in the student's field of study, will NOT be counted in the graduate level grade point average but the student is expected to exhibit the same proficiency in this

area as in the graduate-level courses.

Unless specifically stated elsewhere in this catalog in reference to particular programs or degrees, all course work taken for graduate credit, with the exception of out-of-date courses, will be counted in computing the grade point average.

#### **Probation and Reinstatement**

A fully admitted graduate student whose grade point average falls below 3.0 will be placed on probation for one semester or six hours. Failure to remove any grade point deficiencies during this period will result in suspension from graduate study.

#### **A probationally admitted graduate student whose graduate grade point average falls below 3.0 will be suspended from further graduate study.**

Suspension for grade point deficiency is for two consecutive long semesters (one full summer is equivalent to a long semester) at which time the student may petition for reinstatement to probationary status. Reinstatement, if granted, carries the condition that all grades earned in subsequent graduate courses be at least a "B."

To be reinstated the student must obtain written approval from (1) the Department Chair, and (2) the Dean of the appropriate School.

### **THE GRADUATE DEGREE PLAN**

Degree plan request forms are available in the departmental offices. A student admitted to a graduate program must complete a degree plan prior to the second registration. For any degree, the student must receive approval for a degree plan from the head of the major and minor departments and the Dean of the School. If professional certification is desired, the student must also have the approval of the Director of Teacher Education. Any change in the approved plan will be permitted only on the basis of **reasonable** cause.

### **GRADUATION UNDER A PARTICULAR CATALOG**

A program leading to the master's degree must be completed within six years from the date of the student's initial enrollment for graduate courses. Half credit may be given for courses seven to ten years old upon recommendation by the major advisor. No graduate credit will be given for courses over ten years old.

Although courses over ten years old at the time of graduation may not be counted toward the master's degree, certain of these courses may be used to fulfill requirements for teaching certificates and endorsements with the approval of the Director of Teacher Education.

### **ADMISSION TO CANDIDACY**

Application forms for Admission to Candidacy are available in the office of the School dean or division director. The admission process is not automatic. The request for Admission to Candidacy must be initiated by the student no later than the semester preceding the expected graduation.

The student should submit:

1. Application for Admission to Candidacy, and
2. Current copy of his/her transcript to the major advisor for review after completing the prerequisites for Admission to Candidacy indicated below.

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To meet the requirements for Admission to Candidacy, the student must have:

1. Completed twelve semester credit hours at Sul Ross State University,
2. Maintained a grade point average of 3.0 in the major and minor independently,
3. Filed an approved degree plan in the Dean's Office, and
4. Removed any conditions imposed at the time of admission to the Graduate Program, including satisfactory test scores and leveling work.

The application for Admission to Candidacy will be reviewed by the advisor and the Dean. The Dean will notify the applicant of the decision.

### **THE GRADUATE COMMITTEE**

The student and the major advisor should establish a graduate committee following these criteria:

1. The committee should be composed of no fewer than three members, at least two representing the major department. One member may be from another department or a professional from outside the University in an appropriate discipline.
2. Faculty members must be members of the Graduate Faculty.
3. External members must meet the established requirements for membership to the Graduate Faculty or the professional equivalents.
- 4.

### **THE THESIS**

Students who are required to write a thesis in a Master of Arts, Master of Science, or Master of Business Administration program are required to follow the indicated procedures.

1. The committee shall be composed of no fewer than three members, at least two representing the major department.
2. A graduate student following a degree plan which requires a thesis must be registered for thesis during any semester or summer term in which assistance is provided by the committee members or when the library or other research facilities of Sul Ross State University are used. A graduate teaching assistant or research assistant enrolled for at least twelve hours during the long semester (six during a summer term) is exempt from this provision; however, all graduate students must be enrolled for thesis when the thesis is accepted for graduation by the appropriate Dean.
3. A public oral defense of the thesis (which may accompany the comprehensive examination) is required of all candidates. Announcement of the defense must be posted in the major department, the appropriate School office and the office of the Provost and Vice President for Academic and Student Affairs at least one week prior to the defense.
4. The final copies of the thesis and abstract must be in the hands of the committee at least five weeks prior to the date of graduation. At least three weeks prior to the date of graduation, the final thesis, signed by the committee, must be in the Dean's Office for final approval.

5. The student must submit to the Dean's Office a receipt for the thesis fee paid in the Cashier's Office. This fee pays for the binding of four copies of the thesis, two for the University library, one for the major department, and one for the candidate. A portion of the fee is for publishing the abstract in Master's Abstracts.

### **COMPREHENSIVE EXAMINATION**

All candidates for the master's degree must pass a comprehensive examination, either oral or written or both as the major department may prefer. This examination may be Scheduled through the major advisor any time after the student has been admitted to candidacy and has completed at least twenty-four (24) semester hours of graduate credit.

Students failing the comprehensive examination will be given an opportunity to retake the examination and meet other stipulations established by the committee or department. Permission for a third and final examination requires consent of the major advisor, department chairman, and Dean. Should a third examination be allowed, a representative of the Dean's Office (must be a member of the Graduate Faculty) will attend the examination as a non-voting member of the committee. The results of each attempted examination must be filed in the Dean's Office.

Before a candidate can be cleared for graduation, a passing grade on the examination must be filed in the Dean's Office at least ten days before the commencement at which the degree is to be conferred.

### **REQUIREMENTS FOR A SECOND MASTER'S DEGREE**

1. Subject to the approval of the dean or director of a division, and the department head, a student holding a valid master's degree from an accredited graduate institution within the past ten years may apply certain courses which were a part of the first master's degree toward a second master's degree. Generally, these previously applied semester hours will be applied toward a minor or related field of study. The number of semester hours so permitted will be:
  - a. For thirty-six semester hour programs, no more than twelve semester hours of approved courses with no grade of less than B in each, including all extension and transfer work; or
  - b. For thirty semester-hour programs, no more than nine semester hours of approved courses with no grade of less than B in each, including all extension and transfer work.
  - c. All remaining courses necessary to complete the second master's degree must be resident credit courses at Sul Ross State University as this provision is subject to the rules governing the maximum amount of transfer and extension work which may be applied toward any master's degree. A grade point average of 3.0 must be maintained in these courses, exclusive of the work accepted in a and b above.
2. The second master's degree will be subject to the general rules governing master's degrees except as stated above.