

SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

DEPARTMENT OF
EDUCATIONAL PSYCHOLOGY
GRADUATE STUDENT
HANDBOOK

Division of Bilingual/ESL
Master's Programs
2023-2024

Texas A&M University

Irby, Beverly J

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Department Introduction

The Department of Educational Psychology (EPSY) encompasses students, faculty, and staff whose scholarship and interests center on the many distinct aspects of academics, teaching, and classroom education. EPSY's mission is to create experiences that advance teaching, research, grantsmanship, and service through the application of knowledge in the preparation and development of quality researchers and educators. EPSY places high value on collaboration, diversity, critical thinking, creativity, democratic governance, and global leadership.

The **Graduate Student Handbook** is an informational guide for potential and current students in EPSY at Texas A&M University. The handbook should serve as a supplement to the **Texas A&M University Graduate Catalog** and to the **Texas A&M University Student Rules**, that contain the policies of the **Graduate and Professional School (GPS)** and those of the university.

At the graduate level, the Department of Educational Psychology offers the Master of Education (online and traditional), Master of Science, and Doctor of Philosophy degrees. The diploma and transcript will only list your official degree title and Texas Higher Coordinating Board approved degree programs. The academic program area and area of emphasis of student studies are not denoted on any official documentation. Graduate students can apply and study in one of the following Academic Program Areas: Bilingual/ESL Education (BESL), Counseling Psychology (CPSY), Learning Sciences (LS), Research, Measurement, & Statistics (RMS), School Psychology (SPSY), or Special Education (SPED).

In addition to its graduate programs, the department offers undergraduate courses designed to assist prospective educators and other students to understand creativity, bilingual education, human learning and development, special education, and statistics. These courses are taken by students who are majoring in various fields of study other than educational psychology, students who are minoring in Creativity Studies, students who are majoring in Childhood Professional Services, or who require these courses for teacher certification with the Texas Education Agency or similar agencies in other states.

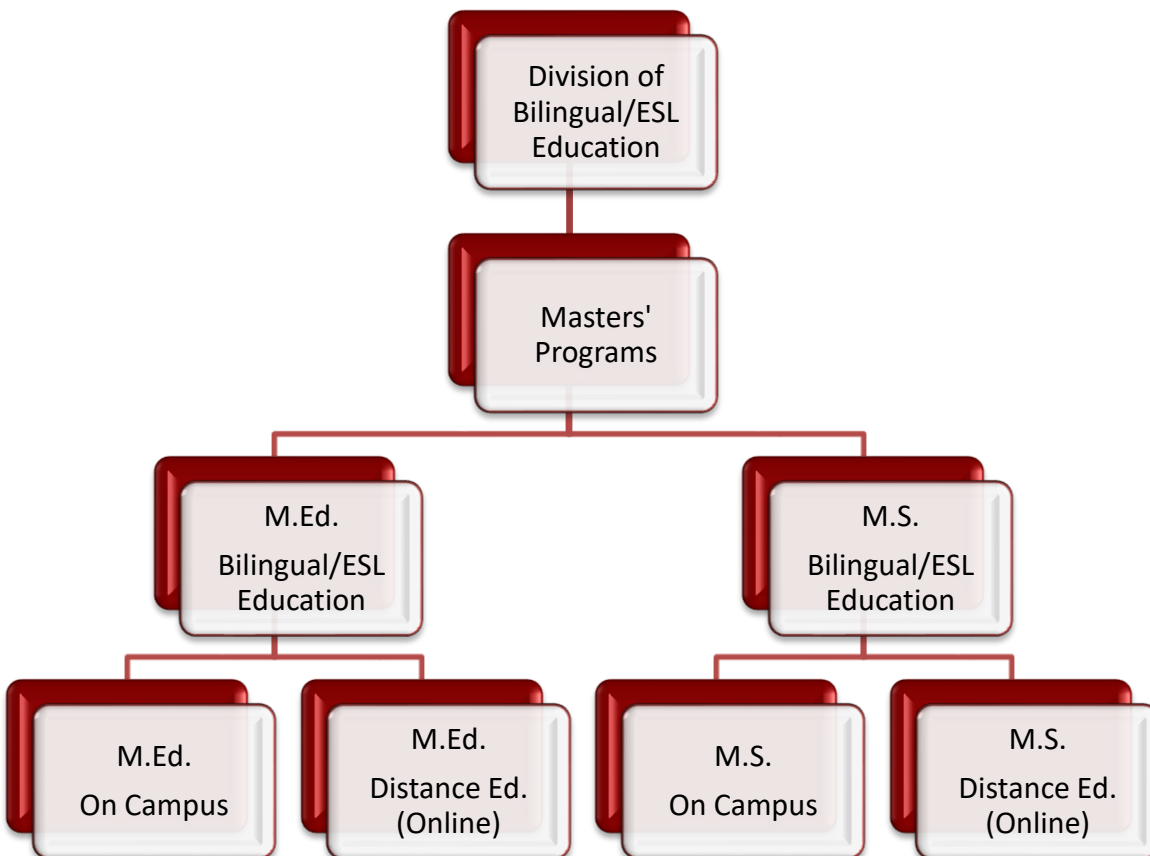
One of the four departments in the School of Education and Human Development, EPSY, is currently home to over 300 undergraduate students, 400 graduate students, 49 faculty members and 32 staff members. EPSY administrative offices are located on the 8th floor, and faculty offices are in Harrington Tower. The EPSY Graduate Advising Office is currently located in Harrington Tower, 7th floor.

Division Introduction

The mission of the Bilingual/ESL Education Master's Program is to prepare students with the knowledge and research skills needed to increase success in bilingual education, ESL education, or related fields. The coursework is designed to deepen knowledge and strengthen credentials in the areas of bilingualism, bi-literacy, and cross-cultural awareness by focusing on teaching and learning skills for those working as teachers, researchers, or curriculum developers, at the early childhood, elementary, secondary, and/or post-secondary levels.

Degrees in the Division of Bilingual/ESL Education

The degrees (M.Ed.; M.S.) require a minimum of 36 hours of coursework. Both are offered as a face-to-face program for students who would like to take courses on-campus and via distance education (online) to accommodate working professionals.



Getting Started Guide for EPSY Bilingual/ESL Graduate Students

School & Department Leadership

School of Education and Human Development (SEHD)	
Dean:	Dr. Michael de Miranda
Senior Associate Dean of Academic Affairs:	Dr. Beverly j. Irby
Department of Educational Psychology (EPSY)	
Interim Department Head:	Dr. Jeffrey Liew
Associate Department Head for Graduate Studies:	Dr. Wen Luo
Associate Department Head for Research and Faculty Development:	Dr. Jeffrey Gagne
Academic Advisor:	TBD
Academic Advisor:	Peggy Brigman

Graduate and Professional School Governance

The **Graduate and Professional School (GPS)** is a global leader in graduate education, committed to the pursuit of knowledge and the power of intellect. Through exceptional service and commitment to the highest standards, **GPS advocates for graduate education at Texas A&M** and throughout Texas. The Graduate and Professional School is committed to a diverse campus climate, enhancement of the graduate experience and the development of all students as global citizens.

GPS serves Texas A&M graduate students as an advocate for their graduate education and houses the Ombudsperson for University Graduate Education. This office:

1. establishes procedures to guarantee the highest quality educational experience at the graduate level;
2. fosters and facilitates interdisciplinary/intercollegiate graduate programs and research activities; and
3. strives to maintain and enhance an environment conducive to creative scholarship and scientific inquiry.

Graduate students must become very familiar with the GPS office webpage at <http://GPS.tamu.edu/>. GPS oversees degree plans, official deadlines, calendars for graduate students, petitions, graduation, Ombuds office (see Ombuds section), and processes all official documentation of a graduate student's degree. Prior to going to the GPS, please contact your department advisor.

Division of Bilingual/ESL Education Faculty

Rafael Lara-Alecio, PhD | Professor | Division Chair | Director for Center for Research and Development in Dual Language and Literacy Acquisition (CRDLLA) | University of Utah, (1991)

Email: a-lara@tam.u.edu

Bilingual Assessment, Evaluation, Pedagogy, Theory and Validation, Bilingual Content Area Instruction, Dual Language Education, Hispanic Parental Involvement, Hispanic Gifted Identification, International Bilingual Education, Multicultural Education

Sandra Acosta, PhD | Associate Professor | Texas A&M University (2009)

Email: sacosta@tam.u.edu

Biliteracy Development In PK-12, Teacher Instruction Leadership, Effective Instructional Practices in Bilingual Education, Bilingual Education Teacher Preparation Models

Heesun Chang, PhD | Assistant Professor | University of Georgia (2022)

Email: changh@tam.u.edu

Language Assessment, Corpus Linguistics, Educational Measurement, Quantitative Methodology

Zohreh Eslami, PhD | Professor | Doctoral Program Coordinator | University of Illinois at Urbana-Champaign (1992)

Email: zeslami@tam.u.edu

Instructional Pragmatics, ESL/EFL Teacher Education Intercultural Communication, Intercultural Pragmatics, Sociocultural aspects of Second Language Acquisition, English Medium Instruction Teaching English in Intercultural, International settings Biliteracy Development

Miranda Nava-Walichowski, PhD | Clinical Associate Professor | Undergraduate Program Coordinator | Texas A&M University (2007)

Email: m-walichowski@tam.u.edu

Language Brokering Oral Proficiency Teacher Effectiveness Teacher Preparation. Vocabulary Development Within the Field of Bilingual Education

Mónica Neshyba, PhD | Clinical Professor | University of Texas (2012)

Email: neshyba@tam.u.edu

Bilingual/ESL Education, Critical Pedagogy & Transformative Education, Culturally & Linguistically Diverse Populations, Examinations of Race, Class, Gender in the Sociology of Education

Yolanda Padrón, EdD | Professor | Master's Program Coordinator | University of Houston (1985)

Email: ypadron@tam.u.edu

Effective Instruction for Second Language Students, Classroom Observations, Professional Development for Teachers of ELs, Resiliency, Bilingual Teachers' Retention, At-Risk Students Reading Strategies

Héctor Rivera, Ph.D. | Associate Professor | University of California Santa Cruz (2001) Email: hhrivera@tamu.edu

Child And Community Development, Classroom Learning Environments, Efficacy of School Programs, Teacher Professional Development in Urban and Rural Settings

Fuhui Tong, PhD | Professor | Department Head | Doug Palmer Endowed Chair | Associate Director for CRDLLA | Texas A&M University (2006)

Email: fuhuitong@tamu.edu

Experimental Research Design, Quantitative Methodology and Program Evaluation in Bilingual/ESL Education, Literacy and Science Integration for ELs, Bilingual Education in an International Context, Second Language Acquisition and Assessment

Advisors

Faculty Temporary Advisor

When you receive your letter of acceptance for the program, it will list your temporary faculty advisor, who is a member of the Bilingual/ESL Education faculty member. It is recommended that you contact your temporary advisor, prior to registering for your first course. The Faculty Temporary Advisor will assist you with the selection of courses for your first year.

Faculty Advisor/Graduate Advisory Committee Chair

The student's Graduate Advisory Committee Chair (or Co-Chairs) has the primary responsibility for guiding and directing the academic program of the student. The student may choose to retain the assigned temporary advisor or choose another faculty member within the Bilingual/ESL Education program to serve as their faculty advisor/chair of their Graduate Committee.

Once the student selects the Chair or Co-Chair, the student, and the Chair and/or Co-Chairs determine which faculty members should be invited to serve as members of the Graduate Advisory Committee. Graduate Advisory Committee members are typically chosen based on their expertise, although other factors may be considered.

Once the membership of the Graduate Advisory Committee has been determined, potential changes of the Chairs or members, resulting from various reasons including the availability of committee members, should be approached in a respectful manner. In all such discussions, the best interests of the student are the primary consideration, and there should be no fear of reprisal by faculty members. Changes in the Chair or to member of the Advisory Committee require a petition to the Office of Graduate Studies.

Graduate Advisory Committee

The student will consult with the advisory chair committee to select the members of the committee. The graduate advisory committee for the master's degree will consist of **no fewer than three members of the graduate faculty** representative of the student's fields of study and research. The chair or one of the co-chairs of the advisory committee must be from the student's department, and **at least one or more of the members must be from a department other than the student's major department.**

Master of Education and Master of Science Students must have a minimum of 3 committee members

- Chair must be from program/department

- One member must be from outside the department
- Remaining member can be of student's choosing

The student will contact each prospective committee member to determine whether the faculty member is available/willing to serve. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. Other graduate faculty members located off-campus may serve as a member or co-chairs (but not chair), with a member as the chair.

Duties: The duties of the committee include responsibility for the proposed degree plan, thesis proposal, and thesis (M.S. students only), and any professional study or project. In addition, the committee, as a group and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to the School of Graduate and Professional Studies.

The committee members' approval on the degree plan indicates their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign *en masse*.

Chair leaves University: If the chair of a student's advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Faculty, from the student's academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee.

The Department Head or Chair may request in writing to the Associate Provost for Graduate and Professional Studies that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student's advisory committee without a co-chair for up to one year. The students should be near completion of the degree. Extensions beyond the one-year period can be granted with additional approval of the Dean.

Chair is unavailable: If the chair of the student's advisory committee is unavailable for an extended time in any academic period during which the student is involved in activities relating to an internship, thesis or professional paper and is registered for courses such as 684, 692 or 693, the student may request, in writing, that the department head appoint an alternate advisory committee chair during the interim period.

Graduate Student Association (GSA)

The **Educational Psychology Student Organization (EPSO)** is the EPSY GSA, an active cadre of graduate students in various disciplines of education, all a part of the *Department of Educational Psychology, and* at Texas A&M University. EPSO strives to assist our fellow students in the completion of master's and doctoral level studies, helping them to acclimate to Texas A&M University, as well as to find success in their studies. In addition, EPSO provides several social and professional development meetings during the academic year for students--for the purpose of networking and advancing EPSO's work at TAMU. All students are strongly

encouraged to join EPSO, including online MEd and EdD students. **Ph.D. students must be current members of EPSO to be eligible for departmental travel funding.** Web conferencing tools and technologies are available to facilitate distance participation. Please reach out to the Graduate Advising Office for EPSO contact information. EPSO dues are \$20 per academic year.

Transportation & Parking

Parking permits are required for all lots at all times. Permits can be purchased during registration as an additional fee option, or you can purchase one online. Visit <http://transport.tamu.edu> for more information. Parking is also available for an hourly fee in garages located in various parts of campus. The nearest parking garage to the EPSY office is the Northside Parking Garage. There are many free TAMU bus routes to get you to and around campus. Visit <http://transport.tamu.edu/transit.aspx> for the most up-to-date schedules and routes.

Howdy Portal & Resources

Students will become very familiar with the Howdy Portal, <http://howdy.tamu.edu>. The Howdy Portal encompasses information regarding Financial Aid, paying your bill, Registration, Withdrawal, Grades, Transcripts, Personal Data, Parking Permits, Graduation Application, Academic Calendar, Degree Audit and Evaluation, Single Sign On (SSO), and Access to Canvas, Student email, Google Drive, Academic Services, Student Writing Center, TAMU Libraries, and so much more. This will be your primary source for university and student information.

TAMU NetID

<http://gateway.tamu.edu> Your NetID is the main log to access information at A&M. Your NetID will also serve as your TAMU email address. Email can be accessed via <http://google.tamu.edu>, TAMU Homepage (www.tamu.edu), or Howdy Main Portal (<http://howdy.tamu.edu>).

TAMU Email

Your @tamu email address will serve as your official email address for all TAMU communications, including those from faculty and staff. Texas A&M student rule 61 requires you to read this email daily: <https://student-rules.tamu.edu/rule61/>

Registering for Classes

Newly admitted graduate students should contact their faculty advisor for assistance in course selections. Course registration is done through the Howdy portal, under the MyRecord tab.

MyRecord

MyRecord in the Howdy Portal provides access to all your records in one place. Students can check for holds, view schedules, grades, unofficial transcripts, and degree evaluation, and register at <http://howdy.tamu.edu>

Online Learning Platform (Learning Management Systems)

Canvas provides access to online learning and instructional resources. Your Canvas log-in is your TAMU NetID and password. Your Canvas account is linked to your TAMU email account. Information about getting set up in Canvas can be found here: <https://lms.tamu.edu/>. Students are required to check their TAMU email accounts daily. This is the **only** official means of communication across the Department, School, and University. Students are held responsible for any information sent to their official TAMU email account.

Other Important Information & Resources**Student Mailboxes**

Student mailboxes for LS Graduate students are located in Harrington Tower, 7th floor, outside of Room 701G.

Purchase Software

As a student at A&M, you can purchase software, such as Microsoft Office, at greatly reduced prices. Log onto the site with your NetID and password, and you will see the software you are authorized to purchase. <https://software.tamu.edu>

MyAggieCard

The Aggie Card is your official ID at Texas A&M University. It shows your status as a member of the Aggie family. It is important for you to keep your Aggie Card on you at all times. It will allow you to access numerous campus services such as your assigned residence hall, the Rec Center, the library, dining halls, and much more. For information on obtaining your card, please go to <https://myaggiecard.tamu.edu/>.

Medical Insurance

All students are eligible for graduate student insurance. Please visit <http://tamu.myahpcare.com/> for more information.

Aggie Ring

You are eligible to order an Aggie Ring towards the end of your graduate studies. You can check your eligibility and find out more at <http://www.aggienetwork.com/Ring/>.

Important Resource Websites

1. School of Education Human Development: <http://www.education.tamu.edu/>
2. SEHD Faculty and Staff Directory: <https://directory.SEHD.tamu.edu/>
3. Department of Educational Psychology: <https://epsy.tamu.edu/>
4. International Student Services: <http://iss.tamu.edu>
5. Tuition: <https://sbs.tamu.edu/billing-payments/make-payment/index.html>
6. Library resources: <http://library.tamu.edu>
7. Childcare: <http://studentlife.tamu.edu/agoss.childcare>
8. Dining on Campus: <https://dineoncampus.com/tamu/>
9. Student Counseling Services: <https://scs.tamu.edu/>
10. Veteran's Services: <https://veterans.tamu.edu/>
11. Disability Services: <https://disability.tamu.edu/>
12. Student Business Services: <https://sbs.tamu.edu/>
13. Student Assistance Services, including LGBTQ+ services:
<https://studentlife.tamu.edu/sas/>
14. Department of Multicultural Services: <https://dms.tamu.edu/>
15. Women's Resource Center: <https://studentlife.tamu.edu/wrc/>

Registration & Enrollment

Class Registration

Registration begins in April for the fall and summer semesters and in November for the spring semester. The specific dates will be noted on the Official University Calendar and on the main portal: <http://howdy.tamu.edu>. This is also the website where students are able to view the course schedule and register. Students should use Howdy (approximately mid to late March for Summer/Fall, and mid-late October for Spring) to view their assigned registration times.

Distance Education students must update their "Distance Education Location" in Howdy each semester. Otherwise, registration cannot be completed.

Students must clear all holds through outside departments such as the Registrar's Office, Admissions, Student Affairs, Student Business Services, and Financial Aid prior to registration. Students must contact these offices for the holds to be removed. The department is unable to remove any holds except those placed by EPSY.

All students who **fail to pay tuition and fees** by the payment date listed on the registration website will be **dropped from all courses**. Students who **register late** will be assessed a **financial penalty**.

Temporary Faculty Advisor

Upon acceptance in EPSY, all graduate students are assigned a temporary faculty advisor. For campus-based students, the temporary advisor is a graduate faculty member in one of the emphasis areas.

The role of the temporary faculty advisor is:

- To assist you with your first year's course work; and
- To respond to questions that you have about the graduate program in EPSY

Once you receive the name of your faculty advisor, contact him/her immediately. If you do not hear from your faculty advisor in a reasonable amount of time, you may contact the advising office at epsyadvisor@tamu.edu or (979) 845-1831. Once you contact your temporary faculty advisor, please provide him/her with your TAMU email address to contact you.

Enrollment Status

Full-time	Half-time
A graduate student (domestic or international) is considered full-time when registered for a minimum of:	A graduate student (domestic or international) is considered half-time and eligible for financial aid, but not department or grant support, when registered for a minimum of:
9 semester credit hours during a fall or spring semester	6 semester credit hours during a fall or spring semester
6 semester credit hours in a summer	3 semester credit hours in a summer

Add/Drop

When students need to add or drop a course, it is the student's responsibility to consult with a faculty advisor to identify reasonable substitutions and to complete the add/drop substitutions within Howdy by the deadline each semester. Cohorted students are assigned to schedules that cannot be changed. The Add/Drop period runs through the first five days of the semester. See the Academic Calendar for deadlines. After the fifth-class day, a Q-drop will be required. A **Q grade before the 12th class day** does not count toward the certification of enrollment status.

Q-Drop

Students may drop a course with no academic penalty (Q-Drop) during the official Q-Drop period; however, there are financial consequences. Students will become financially responsible for all tuition and fees. Students who drop below full-time status and are on graduate assistantship will forfeit the assistantship. The forms are available on the Registrar's Office [website](#). The form will need to be submitted to the EPSY Graduate Advising Office. A grade of Q will be recorded on the student's transcript. It is the student's responsibility to make certain the course is officially dropped by the deadline. Failure to do so may result in the record of a failing grade. **Students must consult with the course instructor and faculty advisor before submitting the Q-drop form to the Graduate Advising Office.**

Withdrawal

A student who drops all courses in a given term will be required to withdraw from the university for the semester. An official withdrawal is initiated by the student in [Howdy](#) and routed to the student's Dean or designee for approval. A student may not initiate a withdrawal after the Q-drop period ends ([see Q-drop periods](#)). However, the student's Dean or designee may, in certain circumstances, initiate a request to the registrar to withdraw a student after the deadline. For additional information about withdrawing from the University, see [Part I, Section 17](#) of the [Texas A&M University Student Rules](#). Students are reminded that withdrawing from the University **does not** dismiss the tuition and fees or repayment of student loans borrowed and may impact payment and grace periods. For questions, contact Scholarships & Financial Aid at (979) 845-3236.

Certificate Enrollment: Advanced Research Methods (ARM)

The **Advanced Research Methods (ARM) Certificate** is a stand-alone graduate-level certificate in Education & Social Sciences Advanced Research Methods (ARM), offered by the School of Education and Human Development at Texas A&M University. The program allows graduate and non-degree seeking students the opportunity to gain additional training in research methodology, and to obtain academic validation for their efforts. The Certificate testifies to a student's successful mastery of advanced competencies in education and social sciences research methods, with emphasis on quantitative or qualitative approaches. The ARM certificate facilitates students' initiation into the academic publication process and allows them to become more 'marketable' in today's competitive hiring practices, especially in the context of Research Universities with Very High Research Activity. It is a 12-hour certificate that can be added to your curriculum. This certificate may require additional courses outside of degree plan coursework. Prior to starting the coursework Students must submit Intent & Additional Curriculum forms to the Graduate Advising Office and their Faculty Advisor for approval. The intent form will then need to be submitted online. For requirements and detailed information, please visit

<https://education.tamu.edu/degrees-programs/advanced-research-methods-certificate/>

If you have questions or interest in this certificate, please contact the Graduate Advising Office or email ARMcertificate@tamu.edu

Financial Aid, Tuition & Fees

Financial Aid

Texas A&M University offers many financial aid options to help you pay for School costs, including scholarships and loans. Offices for financial aid are located in the General Services Complex, and they can be contacted via phone at 979-847-1787. Additional information about Financial Aid can be accessed at <https://financialaid.tamu.edu/>. Students should consult the Department of Student Financial Aid if seeking financial assistance for tuition or other fees. All scholarships, grants and loans are applied to any outstanding charges before installments are calculated. Students who receive **Veteran's benefits** need to contact the Veteran Financial Aid Office and communicate immediately with the EPSY Graduate Advising Office.

A limited number of EPSY Scholarships, Fellowships, and Graduate Assistantships are available for PhD students. For application information, please contact the EPSY Graduate Advising Office. More information about the Graduate Assistantship is in its own section below.

General Program Cost Information

Educational expenses for the months of enrollment will vary according to course of study. For details on the basic budget for a particular graduate or professional program, please visit <http://financialaid.tamu.edu>. Scholarships and Financial Aid considers tuition and fees, books and supplies, transportation, room, and board, incidental and living expenses in the cost of attendance for programs. All tuition and fee amounts provided herein represent the most accurate figures available at the time of publication and are subject to change without notice. University Rules in place at the time of publishing are reflected here. All are subject to change. The most current information available will be maintained on the Student Business Services website <http://sbs.tamu.edu>.

Payment of Tuition and Fees

A student must meet all financial obligations to the University by the due dates to avoid late penalties. Failure to pay amounts owed may result in cancellation of the student's registration and being barred from future enrollment and receiving official transcripts. A student who wishes to pay fees in installments can select the option on the website <http://howdy.tamu.edu>. The Emergency Tuition and Fees Loan is available to help students pay their Texas A&M University tuition and required fees. The Emergency Tuition and Fees Loans are for required tuition and fees only. The online process can be accessed at <http://financialaid.tamu.edu>.

Obligation to Pay Tuition & Fees

By registering for classes, a student agrees to pay all tuition and required fees associated with his/her registration, optional services and other fees, whether paying in full or utilizing the installment payment option. Failure to pay tuition, fees, and other charges may result in penalties, late registration fees, and/or possible cancellation of classes.

Graduating Students Financial Obligation

According to Texas A&M University Student Rules and Chapter § 54.007 (d) of the Texas Education Code, all financial obligations to the University must be paid by the end of the semester. Failure to settle all financial obligations will result in withholding a student's diploma at graduation. Additionally, a block will be placed on the student's account that will prohibit registration in subsequent semesters and receipt of official transcripts.

Citations:

Section 14.15 of the Texas A&M University Rules states, "The student must have settled all financial obligations to the University."

Chapter § 54.007 (d) of the Texas Education Code states, "A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term."

Installments

Tuition, most required fees, room, board, and parking are payable in full, or in two to four equal installments. A \$35 per semester service charge to cover the cost of handling will be assessed to each student who chooses to use the installment plan. The service charge is not refundable once a payment is made under the installment plan or after the first installment due date.

Fees and Costs of Cancelling Your Registration

Once a student has registered for classes, he/she must select one course of action from the following to remain in good standing with the University:

- pay all amounts due by the specified due date;
- prior to the first day of classes, use the online registration system to drop all classes; or
- after the first day of classes, use the online withdrawal system to request official withdrawal from the University; withdrawals must be approved through his/her School Dean's office

Following this procedure is especially important for a student who has been awarded scholarships or financial aid since the aid may automatically pay tuition and fees and cause the registration to be held even though the student has decided not to attend. Failure to drop all classes or withdraw from unwanted registration may result in grades of F or I in all courses for the semester. The student will be required to reimburse the University for scholarships and other financial aid applied to his or her account and will be held responsible for paying all fees for the semester, regardless of whether he or she attended classes.

Cancellation for Nonpayment of Tuition or Fees

The University reserves the right to cancel a registration not paid by the due date, or the official census date for a semester or summer term, to comply with state laws requiring payment of tuition and fees, to free the classroom spaces for other students, and to ensure the most efficient use of university resources.

Distance Education and Nontraditional Fees

Distance education students are required to pay tuition, some fees, and a distance education cost differential for their coursework. The SEHD distance education cost differential is \$225 per credit hour in addition to any tuition and fees charged by the university.

Distance education students are exempt from paying the following fees: Cooperative Education Fees, Health Center Fee, Recreational Sports Fee, and the University Center Complex Fee.

Required Tuition and Fees	Distance Education Students
Tuition	Yes
University Advancement Fee	Yes
Cooperative Education Fee	No
Distance Learning Fee	Yes
Equipment Access Fees	Yes
Field Trip Fees	Yes
Health Center Fee	No
International Student Services Fee	Yes
Laboratory Fees	Yes
Property Deposit	Yes
Recreational Sports Fee	No
Sponsored International Student Fee	Yes
University Center Complex Fee	No

EPSY Graduate Student Travel Grants & Guidelines

Purpose

The Educational Psychology Student Organization (EPSO) provides travel support for EPSY graduate students presenting scholarly papers, research posters, research driven presentations, round table discussions, and other forms of scholarship dissemination at domestic and international professional meetings and symposia.

Guidelines

Active members of EPSO may be eligible for the Travel Scholarship if monies are made available for said scholarship by the department. EPSO will determine how to divide the available funds across two payment times during the academic year. Travel awards will be offered to students once in the Spring and once in the Fall semester. For conferences held July 1-Dec 31st, paperwork (i.e., Travel Scholarship form and receipts) is ALWAYS due the 2nd Friday of the Spring Semester. For conferences Jan. 1-June 30th, paperwork is ALWAYS due the 2nd Friday of the Fall Semester.

Funding Preference

To be eligible to apply for a Travel Scholarship, the following criterion must be met:

- Be an EPSY (LS, SPSY, EDTC, CPSY, SPED, Bilingual; Masters or PhD; traditional or distance) student during the semester in which they attended the conference.
- Be an active EPSO member who has paid their dues in full before/when they submit their travel scholarship application.
- Present proof of involvement as a presenter, such as a program page listing your name and the title of your presentation.
- Turn in receipts for expenses incurred as a direct result of traveling to or attending the conference.

Extent of Awards

Scholarship amounts vary depending on the number of applications for funds, rigor of conference, and participation in EPSO/EPY sponsored events. Generally, EPSO seeks to support all eligible applicants to some degree; this may entail a certain percentage of everyone's request being disbursed. EPSO will promptly notify Scholarship recipients as to their award amount (by letter in their mailbox, as well as by email) within a week of the Committee's decision. Decisions about award amounts and notification should occur no more than 3 weeks after the paperwork due date.

Application Procedure

The EPSY Academic Program Advisors will notify students via email with specific application instructions each semester. Check your official student email regularly for updates and deadlines for EPSO travel award opportunities.

PhD Awards and Scholarships

There are many awards and scholarships available to PhD students based on specific criteria. Some of these awards currently available are listed in the matrix below. Faculty members nominate PhD students for these awards. If you believe that you might be eligible for any of these awards, please speak with a faculty member. The Graduate Advising Office does not have information on these awards. If you would like more information, **please visit the available websites listed below and/or speak to a faculty member:** Additionally, please check with your Department for other competitive Departmental Scholarships.

Award	Due Date	Origination
PEO Fellowship awarded by GPS SEHD nomination	Sept/Oct	GPS
Dissertation Fellowship Awards Awarded by GPS https://grad.tamu.edu/knowledge-center/funding-and-benefits/dissertation-fellowships	November	GPS
Buck Weirus Spirit Award https://www.aggienetwork.com/buckweirus/	Late Dec/Early Feb	TAMU
Graduate Merit Fellowship awarded by GPS from SEHD nominations	January	GPS

Pathways to the Doctorate Program awarded by GPS https://grad.tamu.edu/knowledge-center/funding-and-benefits/pathways-to-the-doctorate-collaboration-grants-and-fellowships	January	GPS
Aviles Johnson Fellowship awarded by GPS https://grad.tamu.edu/knowledge-center/funding-and-benefits/what-is-the-aviles-johnson-fellowship	February	GPS
AFS Distinguished Student Award for Research and Teaching https://grad.tamu.edu/knowledge-center/funding-and-benefits/distinguished-graduate-student-award	February	AFS
Gramm Fellows Award awarded by GPS from SEHD nominations https://grad.tamu.edu/knowledge-center/funding-and-benefits/u-s-senator-phil-gramm-doctoral-fellowship-information	February	GPS
George W. Kunze awarded by GPS from SEHD nominations. https://grad.tamu.edu/knowledge-center/funding-and-benefits/texas-a-m-distinguished-dissertation-award-information	April	GPS
Lohman/Heep Fellowship SEHD award	June	SEHD
Jane and Collie Conoley Fellowship SEHD award	June	SEHD
Thornberry Fellowship SEHD award	June	SEHD
Lechner Graduate Grant	June	GPS

Academic Policies

Honor Code

"An Aggie does not lie, cheat or steal, or tolerate those who do." Academic integrity is an essential force in the academic life of a university. It enhances the quality of education and celebrates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Texas A&M University Community to actively promote academic integrity. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct. Failure to comply with the honor code in any way can lead to dismissal from program. See section on Academic policies for further information.

The decision to be **removed from the program is made at the departmental level**. See section on Academic Policies for further rules and information. For a list of university wide graduate policies, see: <http://catalog.tamu.edu/graduate/university-policies/university-policies.pdf>

Scholastic Requirements

Students in graduate degree programs and non-degree students (G6 classification) must maintain a 3.00 cumulative GPR (computed as specified in Student Rules Section 10.4.3). After a degree plan is filed, degree-seeking students must maintain a cumulative 3.0 ratio for courses listed within the degree plan. Departments and Schools may establish higher GPR requirements for their students in graduate degree programs and for non-degree students (G6 classification). If either a student's cumulative GPR or the GPR for courses listed on the degree plan within the graduate degree programs and non-degree students (G6 classification) falls below the minimum of 3.0, he or she will be considered to be scholastically deficient. **If the minimum GPR is not attained in any two semesters, the student will be dismissed from the EPSY graduate program.**

A graduate student will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. A graduate student may not receive grades other than satisfactory (S) or unsatisfactory (U) in graduate courses bearing the numbers 681, 684, 693, 695, 697, and 791. These officially designated S/U courses may be listed on the degree plan, along with other courses approved and noted as S/U in the graduate catalog. Grades of A, B, C, and S are acceptable for graduate credit. For graduate students, grades of D, F or Unsatisfactory (U) for courses on the degree plan must be absolved by repeating the courses at Texas A&M University and achieving grades of C or above or Satisfactory (S). EdD students may not take additional graduate courses beyond those on their degree plan. Students who are enrolled in either 691 or 692 courses will receive a grade of Satisfactory (S), Unsatisfactory (U), or Incomplete (I). It is the practice of the EPSY faculty to assign a grade of 'I' when the work is in progress prior to the final defense. Upon successful defense and submission of all required paperwork, Incompletes (I) convert to Satisfactory (S).

A course in that the final grade is C may be repeated for a higher grade. If the second grade is higher, the original grade will remain on the student's permanent record, and the most recent

grade will be used in computing the cumulative and degree plan GPRs. A student repeating a course in that a grade of B or better has been earned will not receive grade points for the repeated course, unless the catalog states the course may be repeated for credit.

The cumulative GPR (please refer to Student Rule 10.4.3) for a graduate student is computed by using all graded graduate (600- and 700-level) and advanced undergraduate (300- and 400-level) coursework completed at Texas A&M University and eligible to be applied toward a graduate degree. Those involving grades of W-drop (W), Satisfactory (S), Unsatisfactory (U), and Q-drop (Q) shall be excluded. Any eligible coursework not applied toward a prior graduate degree, and not exceeding time limits, will be included in the student's GPR for the subsequent degree program.

Academic Probation & Dismissal

Graduate students must maintain a 3.0 GPR for every semester. If a GPR is below 3.0, the student is scholastically deficient. The student must earn at least a 3.0 in the next semester and take at least 6 hours of coursework that will be listed on the degree plan. Students who are scholastically deficient for any two semesters will be removed from the EPSY program. The procedures for dismissal are explained in the Texas A&M University Student Rules (refer to the website student-rules.tamu.edu).

Students with a semester GPR below a 3.0 will be blocked from registering for future semesters until they have met with their faculty advisor prior to the start of the next semester of enrollment. A written and signed remediation plan will be submitted to the faculty advisor and to the Associate Department Head or Director for Graduate Studies. Failure to meet and submit a signed remediation plan is a violation of probation rules and will result in dismissal from the program at the end of the semester. Students who raise their GPR to a 3.00 within the guidelines above will be removed from academic probation; however, students cannot be removed from academic probation with any I or X grades outstanding. Any course work not applied towards a prior graduate degree, and not exceeding time limits, will be included in the student's GPR for the subsequent degree program.

Students must comply with all University, GPS, and departmental policies. In particular, degree plan requirements must be met, or the student may be removed from the program by the Department. It is the student's responsibility to secure committee chair and members, as well as all other aspects of the degree plan.

Students have three attempts to complete each course required on the degree plan. After the third and final attempt, the student may be dismissed from the program by the department.

Academic Honesty

Academic honesty is paramount to the success of all students within the department to ensure the integrity of our programs and degrees offered. All students within your department must comply with the Honor System Rules with regard to all aspects of community responsibility and academic misconduct. Students identified as violating academic

honesty will be reported to the Aggie Honor Code office. **Any academic misconduct confirmed by the Honor Council could result in dismissal from the EPSY program.**

Plagiarism

Student Rule 20.1.2.35 The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

<https://aggiehonor.tamu.edu/Rules-and-Procedures/Rules/Honor-System-Rules#Plagiarism>

Plagiarism is not tolerated by the SEHD Graduate Programs, and is considered an Academic Honesty Issue.

Grievance Procedures

Stage 1: Grievance, issue, or conflict arises (student-faculty, student-staff, student-supervisor) and is handled informally.

Stage 2: Unresolved Stage 1 grievance or conflict will involve advisor/chair, division chair or academic program coordinator.

Stage 3: Unresolved Stage 2 grievance or conflict will involve the department head, departmental or school level Ombuds.

Stage 4: Unresolved Stage 3 grievance or conflict will involve Senior Associate Dean for Academic Affairs and CEHD Graduate Instruction Council (GIC). Student may always seek assistance from the Graduate and Professional School (GPS) Ombuds.

Graduate Student Grievance and Conflict Process



Texas A&M University students are encouraged to seek clarification and advice regarding procedures before initiating a grievance. Students are encouraged to seek assistance from the Ombuds Officer for your department.

Changing Program Areas within EPSY

For a student opting to change program areas within EPSY, the student should first contact their current Graduate Advisory Committee Chair or Faculty Entering Advisor, in the student's current program, to obtain approval. The student will then contact the faculty advisor/chair for the new program area to which the student seeks to change. The student must obtain approval from both the current Committee Chair and the Program Chair of the new program area.

Once approval from both faculty is received, the student will contact an Academic Program Advisor who will provide you with the necessary steps to proceed with the program change through the Document Processing Submission System (DPSS). The DPSS is the same system students use to submit the Student Degree Evaluation.

Changing Committee Chair or Committee Members

Graduate students are free to select committee members from faculty qualified and willing to serve based on department guidelines and university policies as documented on the degree plan. Students may change faculty membership in their degree plan with approval and signatures from current and future committee members. Students must secure willing replacement members prior to starting the process. Students are encouraged to consult with their current Committee Chair prior to considering changes in the composition of their Graduate Committee. If conflicts arise during this process, students should consult with the Associate Department Head/Director for Graduate studies. The most important thing for graduate students to remember is to consult with everyone involved in the process of formation and/or changing of the Graduate Committee prior to making any formal decisions. It is the graduate students right to change a committee member or chair or reconstitute the entire committee. Such an action must be taken prior to the final exam/final dissertation defense. A consultation with the Associate Department Head for graduate programs is strongly advised if such an action is taken.

APA & Reference Document Style

In general, EPSY faculty support the *Publication Manual of the American Psychology Association* (APA) for papers written in classes, as the APA style is used for theses and dissertations. Students are encouraged to purchase or otherwise utilize such works as the *Thesis Manual* or the *Publication Manual*, both available at the University Bookstore. Information on the APA style may also be found in the Evans Library Reference section or found on the Internet.

Research and Data Ethics

Introduction

Graduate students often work closely with faculty in the conduct of research aligned with the priorities of the faculty member. Graduate students work towards dissemination of their original research at venues, conferences, and symposia appropriate to their level of development as scholars. Please refer to IRB, APA, and/or GPS for questions about authorship and data ownership. All conference proposals and manuscripts must be submitted with the permission of faculty members and in accordance with their role on the IRB. If you work as a GAR or GANT on a grant or for a center, please check with the Director or Principal Investigator.

Responsible conduct of research policy

Graduate students work with faculty on various types of projects. Typically, that work is categorized into one of two primary types. The first and most common is the chair-doctoral student relationship. Once the two of you have mutually agreed to enter this relationship, the graduate student is obligated to request permission to submit work for presentation or publication regardless of where the data are derived from or the focus of the presentation. If the data are part of the student's own research agenda and were collected from a study designed as part of their paid assistantship, at the least, the chair/co-chair should be a co-author (subordinate to the student) on all conference proposals and manuscripts for publication. If the student is pursuing independent lines of research apart from their dissertation-related research while a graduate student and plans to present/publish this work, it should be with the chair's approval and separate from the paid assistantship. In such cases, co-authorship with the chair may or may not be required but the deciding factor should be governed by the data ownership and who is listed as the PI on the IRB application and subordinate to those guidelines from the American Psychological Association and American Educational Research Association. When in doubt no conference proposal or manuscript should be submitted without prior discussion and approval by the faculty supervisor.

The second most common research-related relationship is that of Faculty Member-Graduate Assistant for Research (this can also be a chair or co-chair - Graduate Assistant for Research). If the data are or were part of a funded project or any other project under the direction of the faculty member, the data belongs to the faculty member, not the student, regardless of the graduate student's role in collecting, organizing, storing, or analyzing the data and the student has no rights to that data. Therefore, the graduate student must obtain permission to use the data even when that data is already in the graduate student's possession. Any document (conference or grant proposals, or manuscripts) developed should have the faculty member's name first, only be undertaken with the permission of the faculty member, and only be developed under the faculty member's direct supervision. There are times when the faculty member might direct another author's order, but this should happen before the document(s) are developed. All authorship order that is different from the prescribed order should be negotiated before the development of any

document. Because obtaining a doctorate is an apprenticeship endeavor, students should never undertake a document development task in which the faculty member is not fully engaged. It is not acceptable to develop a document and include a faculty member's name without the faculty member's prior consent **and** their participation in its development. The faculty member is the Principal Investigator (PI) on every IRB, thereby requiring that all activities involving data collected under that IRB only be performed with the permission and supervision of the PI.

Data use granted for a dissertation by a PI, dissertation chair, co-chair, or faculty member is for the strict use in the dissertation and the production of that product. The student is typically granted the right to use the data under the circumstances prescribed by the data owner after having met all university guidelines, rules, and policies that include IRB requirements. Once the student has completed the dissertation use of the data is revoked and any subsequent use of the requires a new approval. If a traditional dissertation is undertaken no articles can be derived without meeting IRB requirements and the permission of the data owner. For students submitting the article version dissertation they, have the right to revise the articles generated after graduation for publication, and make edits required for publication or required as a result of the blind review process, but under no circumstances can data be reanalyzed, or new articles developed without written permission to use the data and applicable IRB approvals. Presentations derived from the dissertation should include the names of committee members (including chair/co-chairs) whose contributions merit inclusion.

The following links informed the development of this section. While these links do not form EPSY policy they may be helpful to novices in building their professional persona:

- <https://www.apa.org/research/responsible/publication/>
- <https://www.apa.org/science/leadership/students/authorship-paper.aspx>
- <http://www.aera.net/About-AERA/AERA-Rules-Policies/Professional-Ethics>
- <https://www.apa.org/science/leadership/students/authorship-paper.pdf>

Necessary pre-requisites to dissertation, thesis, or record of study defense

In addition to university guidelines for eligibility for the defense of the final product for MS, Ph.D., or EdD, the student must submit to the chair before the defense the following:

1) the data used in the study or studies in an organized and systematic way. The data must be identified, in an applicable format required by the chair (e.g., Excel, STATA, SPSS) on media specified by the chair. EPSY recommends the student provide a flash drive that is clearly labeled with the student's name, IRB Protocol number, and year of the defense. The chair/co-chair may have additional requirements.

2) evidence that the IRB was closed.

If the student intends to develop additional products based on the data and all permissions are secured, the student should seek IRB approval at their new institution. Failure to complete items 1 and 2, will result in the defense being canceled and recorded as a failure. The second attempt will not be scheduled until the student has submitted the required documentation and it is satisfactory to the chair/co-chair.

Ombuds Officer

The Ombuds Officer serves as an informal, neutral, and confidential resource for graduate students to discuss questions and concerns related to their graduate experience. The university is a large and complex institution and graduate students often play multiple roles (e.g., student, research collaborator, instructor, technician, and peer). Misunderstandings and conflicts can arise in any one of these roles. Having a safe, off-the-record conversation with an Ombuds Officer can be a first step if you do not know where to turn. The Ombuds Officer is here to help graduate students identify options for addressing concerns and will promote a fair and impartial process for all parties involved.

The Graduate and Professional Student Ombuds Officer is guided and informed by the [Code of Ethics](#) and [Standards of Practice](#) of the International Ombudsman Association. The ombuds officer promotes the University's mission of excellence in graduate education by providing a service to support and facilitate environments in which graduate students can thrive and prosper.

The Ombuds Officer can:

1. Listen and help you achieve a greater understanding of the problem.
2. Help you find information applicable to your situation and identify possible solutions to your problem.
3. Explain University policies and procedures and how they apply to your specific case.
4. Help you identify options for resolving conflicts with colleagues, staff, faculty, and advisors.
5. Help you achieve fair and equitable solutions to problems.
6. Facilitate communication among people in conflict.
7. Provide other types of assistance to help you resolve a problem informally.
8. Refer you to formal grievance or appeal procedures if you wish to engage in a formal process.
9. Identify trends or patterns of complaints that might be systemic.
10. Offer recommendations for changes to policies/procedures that appear outdated or problematic, while maintaining confidentiality.

The Ombuds Officer cannot:

11. Advocate for the University or the student, or any particular point of view.
12. Make or change University decisions, rules, or policies.
13. Set aside a decision or supersede the authority of another University official.
14. Participate in formal grievance procedures.
15. Provide legal advice.
16. Conduct formal investigations.

You might want to contact the Ombuds Officer when:

17. You need an impartial, independent, and confidential person to listen.
18. You think someone at the university has treated you unfairly.
19. You have an issue that you and others have not been able to resolve and that you would prefer not to address through formal channels.
20. You are not sure how to interpret a university policy or procedure or how it applies to your situation.

21. You feel that a university policy, procedure, or regulation has been applied unfairly, or itself is unfair or ambiguous.
22. You have a problem that requires an outside party to help facilitate communication and/or negotiate a solution.

The Ombuds Officer hears about a wide range of graduate student experiences and concerns. Some common concerns include:

23. Academic related issues (grade disputes, testing procedures, instructor/student misunderstandings, etc.)
24. Intellectual property
25. Interpersonal conflicts, lab politics, and problems with workplace climate
26. Professional ethics
27. Advice on how to have difficult conversations
28. Concerns about procedural fairness or due process
29. Conflicts between graduate students and their research advisors
30. Concerns about inequities in work expectations and/or funding opportunities
31. Disagreements with or misunderstandings of university policy/procedure
32. Cultural conflicts
33. Concerns about unethical or inappropriate behavior

Ombuds Officer contact information

EAHR	Krista Bailey	kristabailey@tamu.edu
EPSY	Krystal Simmons	ktcook@tamu.edu
KNSM	Paul Batista	pbatista@tamu.edu
TLAC	Patrick Slattery	pslattery@tamu.edu

Ombuds Officer for Graduate and Professional School

112 Jack K. Williams Administration Building
 1113 TAMU School Station, TX 77843-1113
 979-845-3631
ombuds@tamu.edu

Please be advised that confidentiality cannot be ensured in email communication. Thus, we discourage you from sending sensitive information via email.

Graduate Student Advising

Degree Plans

A graduate student must file a degree plan which includes those courses to be applied toward a particular degree and formally establishes the advisory committee. Doctoral students in EPSY must file their degree plan during the semester in which they are enrolled in the 36th hour, and no later than 90 days prior to the preliminary examination. Master's students in EPSY must file their degree plan during the semester in which they are enrolled in their 15th hour.

Students will file their degree plans using the [Document Processing Submission System \(DPSS\)](#). The degree plan is then circulated electronically for approval from the departmental graduate advisor, committee Chair/Co-Chairs, committee members, department head, and GPS.

Student Petitions

Students needing to make course changes to their degree plan, or make changes to their advisory committee, will need to submit a petition to GPS. They will do this using the [Document Processing Submission System \(DPSS\)](#). The petition is circulated electronically for approval from the departmental graduate advisor, committee Chair/Co-Chairs, committee members, department head, and GPS. Petitions for Waivers/Exceptions (time limit extensions, residency waivers, etc.) are also submitted using this system.

Proposal/Exam Forms

The Proposal Approval Form, Preliminary Exam Checklist and Report, Request for Final Examination, and Request for Exemption from Final Examination forms are all located on the GPS website. Students will need to type all required fields online before printing the forms for required signatures. Forms needing department head approval will need to be submitted to the Graduate Advising Office after all committee members have signed the forms. The advisors will review the forms for accuracy, then submit to department head. Once the department head signs the form, a copy is made for the student's file, and the original form is sent to GPS.

Google Team Drive

Each active student will receive access to their respective program's Team Drive through Google. This Drive contains all documents, resources, and information EPSY students may need throughout their time as a student, including GPS forms, the student handbook, travel request forms, degree plans, and other resources, with 'how-to's' and essential information for completing official documents.

Student Degree Evaluations in Howdy

The Degree Evaluation in Howdy lists all requirements that must be met for the successful completion of a student's program and timely graduation. To view, students can go to their My Record section in Howdy:

1. Degree Evaluation
2. Generate New Evaluation
3. Choose your program; Generate a Request
4. Detail Requirements:
 - a. After the student's degree plan is approved on all levels within the GPS system, the student will be able to see the courses required for their degree, as well as coursework that they've taken that do not directly count towards the degree.
5. Additional Information:
 - a. This section can be used to track the program's non-course requirements, such as when the degree plan was submitted, preliminary examination, research proposal, residency requirements, admission to candidacy, doctoral defense/final examinations, and dissertation/ROS information.

Academic Program Advisors

Peggy Brigman

brigman@tamu.edu

Academic Advisors can provide you help with the following:

- Applications and advising for EPSY programs.
- Registration.
 - Information and assistance
 - Drop/Add forms
 - Q-drop
 - In-absentia registration and information
- Deadlines, information, and forms.
 - Written and oral preliminary examinations
 - Dissertations and theses
 - Graduation
- Procurement of rooms for student Graduate Advisory Committee meetings.
- Grade sheets for teaching assistants and faculty.
- Maintenance of student records.
- Grade changes (through instructors).
- Variable credit course enrollment (e.g., EPSY 485, 683, 685).
- Student Information Management System (SIMS): Current tracking of courses, enrollment, and student status.
- PhD qualifying exam information.
- Record of addresses and phone numbers of current graduate students.
- Applications for professional organizations.

- Campus maps and community information.
- Information about regulations and services for international students.

Faculty Entering Advisor

Upon acceptance in EPSY, all graduate students are assigned a Faculty Entering Advisor. This Educational Psychology faculty member will assist you with:

- Selection of courses for your first year.
- Identifying research projects and other academic opportunities in the department.

After receiving admission to graduate studies and enrolling, the student will consult with the assigned Faculty Entering Advisor concerning coursework and registration. ***Before the completion of 36 hours, a student should have met, consulted with, and chosen a faculty chairperson for his/her dissertation.***

After beginning the first semester, it is the responsibility of the student to schedule a meeting with their faculty entering advisor each semester. These meetings should take place prior to registration for Spring (typically around the second week of October) and Fall classes (typically around the second week of March). Once you receive the name of your faculty entering advisor, contact him/her immediately. If you do not hear from your faculty entering advisor in a reasonable amount of time, you may contact one of the Academic Program Advisors.

Graduate Assistantships

EPSY Graduate Assistantship Guidelines

The Department of Educational Psychology (EPSY) has a long tradition of supporting PhD students during doctoral studies. A full range of Graduate Teaching Assistantships, Graduate Research Assistantships, Merit Fellowships and Scholarships, Tuition Reimbursements, Work Study Assignments, and Mentorships in Teaching with Faculty are available **only to PhD students in EPSY**. The department provides abundant opportunities for PhD students to advance skills in teaching, research, and service to fully prepare our students for a successful academic career in higher education and other educational research environments. The mission statement of EPSY emphasizes mentorship and growth in teaching, grant writing, and research for all of our graduate students, and GA positions are provided that enhance a well-rounded doctoral experience. While many Graduate Assistantships and Scholarships are available for PhD students, there are limits to funding that vary from year to year. While EPSY cannot guarantee GA positions or scholarships for all students every semester, the department will make every effort to equitably distribute access to the various funding sources for all students.

To be eligible for EPSY assistantships, the student must be enrolled **full-time (9 hours)** for the entire length of their employment period. The general guidelines below are established to help PhD students understand the process of awarding GA positions and to encourage everyone to work collaboratively to advance a well-rounded experience for all students. Applications to apply for a Graduate Assistantship will be made available by the Associate Department Head/Director for Graduate Studies each spring semester.

Assistantship Plan

1. Merit-based Graduate Assistantships are available in EPSY for a limited number of full-time PhD students every semester. Master's degree students and EdD students are not eligible for EPSY funded Graduate Assistantships. However, faculty members with grant funds external to EPSY may hire any suitable graduate student for their project. Graduate Assistantships in EPSY may be provided for teaching, grading, research, or special departmental needs. Every Graduate Assistantship award is based on merit, exceptional performance in previous assignments, evaluations by the faculty mentors, PICA scores (for GATs), and department needs. See <https://pica.tamu.edu/> for the official university online course evaluation system, called PICA.
2. Duration: Graduate Assistantships in EPSY for PhD students are not guaranteed. However, if awarded, students will receive **no more than 3 years** of departmental funded support. A Graduate Assistant who receives *any* funding from EPSY during an academic year is considered to have received *one full year* of EPSY funding. Any departmental support provided to a PhD student in a semester – whether in the form of salary, tuition, or benefits – will count toward a year of EPSY support. To clarify, if a student receives 5 hours, 10 hours, or 20 hours of GA support for a semester and/or any support for tuition and/or benefits from the department (no matter the number of hours or dollar value), then the student is considered to have received a full year of Graduate Assistantship benefits from EPSY.

3. The department encourages students to secure funding from grants with professors, scholarships from SEHD, GPS, CTE, MSC, and work study activities in the university, graduate assistantships in other departments, centers, or institutes, and/or loans to provide support for tuition and benefits. Funding from grants and other sources external or internal to EPSY do not count toward EPSY funding for graduate students.
4. Summer funding is occasionally available. Priority for summer funding from EPSY will be awarded based on merit, exceptional performance in previous assignments, departmental needs, and student progress toward graduation. If a PhD student receives any summer funding for salary, tuition, or benefits, this will not count toward the 3-year limit on EPSY funded Graduate Assistantships.
5. In very rare circumstances, funding is also provided to students in the Online EdD Program; however, as most EdD students are practicing school leaders, these opportunities are limited and are reserved for exceptional circumstances. EdD students should be aware that some scholarships and fellowships are restricted to PhD students only. If an EdD student were to be granted funding by the department, the rules outlined above would apply to them as well.
6. The Associate Department Head for Graduate Studies, in consultation with the Academic Program Chairs and the Graduate Committee, selects and appoints all Graduate Assistants
This decision of who receives a Graduate Assistantship is based on several factors including: departmental needs, recommendations from Academic Program Chairs, availability of funds, academic credentials, English Language Proficiency scores for international students, Center for Teaching Excellence certification, annual mentor evaluations, full time status, previous years of support, match of skills with research, and competency in teaching and research needs for the position.
7. Students who do not receive EPSY funded assistantships are encouraged to seek funds outside of the department from sources such as: Graduate and Professional School (GPS), Center for Teaching Excellence (CTE), Memorial Student Center (MSC), external faculty grants, and other departments in SEHD or the University.

The awarding of a graduate assistantship is contingent upon the successful completion of a criminal background check as required by Texas A&M University Regulation 33.99.14 governing all employees. The details of this regulation can be found on the web at <http://rules-saps.tamu.edu/pdfs/33.99.14.m1.pdf>.

By signing the contract for the assistantship, the student acknowledges that they will complete all online training required by Texas A&M University, abide by all rules and regulations of Texas A&M University, and attend all orientation and training meetings.

Graduate Assistant Categories and Duties

There are three classifications of Graduate Assistants: Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), and Graduate Assistant Research (GAR).

Graduate Assistant – Teaching (GAT)

Prior to being hired, GATs must attend all required trainings before interacting with students. They must:

1. Complete the Teaching Assistant Institute (TAI) Online Preparation Course
 - Attend the face-to-face Teaching Assistant Institute provided by the Center for Teaching Excellence (CTE).
 - Submit the TAI certificate to the Associate Department Head for Graduate Studies
 - Attend the department GAT training offered at the beginning of the semester
 - For those Graduate Assistants who will be teaching a class as a GAT, your syllabus must be sent electronically to your faculty mentor. Your employment is based on university hours, Monday through Friday, from the beginning until the end of the semester on the university calendar <https://registrar.tamu.edu/Catalogs.-Policies-Procedures/Academic-Calendar>. Your faculty mentor will assign specific times and tasks.

Graduate Assistant Non-Teaching (GANT)

GANT (Graduate Assistant Non-Teaching but supporting faculty courses). GANTs must:

- Attend the Department meeting of all GAs at the beginning of the semester. An email will be sent with detailed information.
- GANTs must also attend the Teaching Assistant Institute (TAI). See below.

Graduate Assistant Research (GAR)

GAR (Graduate Assistant for Research supports faculty journals, centers, grants, and other research projects). GARs must:

- Chapter 1:** Attend the Teaching Assistant Institute (TAI) if they will have any contact with Pre-K through 12 students. See below.
- Chapter 2:** Attend the meetings of all Graduate Assistants (GAT, GANT, GAR).

Teaching Assistant Institute (TAI). The Teaching Assistant Institute (TAI), hosted by the Graduate and Professional School and the Center for Teaching Excellence, is a one-day face-to-face course with additional online modules designed to prepare graduate students for School classroom teaching. TAI is offered every year at the beginning of the fall and spring semesters and is required for new TAs who serve as recitation leaders, laboratory instructors, and/or full-responsibility lecturers. The schedule for these training can be found at <https://cte.tamu.edu/Featured-Programs/Teaching-Assistant-Institute>

Explicit Understandings:

(Rates are accurate as of 2022-2023 SY)

1. A graduate student assigned 20 hours is considered full-time by YOUR DEPARTMENT.
 - For accounting and grant budgeting purposes, 20 hours = 50% time, 10 hours = 25% time.
2. Current Doctoral Student Salary (20 hours) is \$1750 per month for 9 months.
3. Approximate Costs for 9-month doctoral student is \$4,914 (Tuition) + \$18,900 (salary fringes 20%, insurance) = \$23,814.
4. If a graduate student is funded for 10 hours by the department, the student will need to secure an additional 10 hours to be eligible for health insurance and tuition support. A graduate student with only 10 hours of support is not eligible for tuition support or insurance.
5. If a graduate student is funded 10 hours by external funds, funding by the department for the additional 10 hours is based on needs in the department and

advance approval by the department.

6. Students will follow the Texas A&M Staff and Faculty holiday dates as set forth by the University.

Requirements for Graduate Assistants

All Graduate Assistants (both Teaching and Non-Teaching) will complete all online training required by Texas A&M University, abide by all rules and regulations of TAMU, and attend all orientation and training meetings. This includes the Center for Teaching Excellence (CTE) certification before you are employed in a GAT (Graduate Assistant Teaching) or GANT (Graduate Assisting Not Teaching but supporting faculty courses) or GAR (Graduate Assistant Research for those having any contact with Pre-K through 12 students). All Graduate Assistants must apply with all CTE requirements, all university employment requirements, and all departmental policies and procedures. Your salary will not begin until you have secured CTE certification and attended the departmental seminar of all Graduate Assistants (GAT, GANT, and GAR). This seminar is mandatory, and it is expected that you attend and participate as part of your roles and responsibilities. Your employment is based on university hours, Monday through Friday, from the beginning until the end of the semester on the university staff calendar. Your faculty mentor will assign specific times and tasks.

Graduate Assistant Teaching (GAT) will be assigned a faculty mentor. Your syllabus must be sent electronically to your faculty mentor by August 15 for the Fall semester and January 15 for the Spring semester. Minimum syllabus requirements:

<http://registrar.tamu.edu/Registrar/media/Curricular-Services/Curricular%20Approvals/Course%20Approvals/CourseSubmissionChecklist.pdf>

It will be your responsibility to contact your mentor and schedule at least two observations; one prior to midterm. The mentor will complete an evaluation and provide feedback following the scheduled observation. You must register your course for both midterm and final evaluations

using the PICA system pica.tamu.edu. You are responsible for sending the statistical data and feedback from students to your assigned mentor within one week of receiving the results.

Graduate Assistants Non-Teaching (GANT) and Graduate Assistant Research (GAR): The University requires that all GANTs and GARs receive a summative evaluation by the supervising professor. This includes graduate assistants for large classes as well as graduate assistants for research. Your response to this evaluation is required. This system is administered online.

1. **The university requires that all GANTs and GARs receive an evaluation by the supervising professor.** That is, graduate assistants for large classes as well as graduate assistants for research will be evaluated by the supervising professor. Your response to this evaluation is required.
2. Graduate Assistant Teaching (GAT) - You will be assigned a faculty mentor that may or may not be the same as the temporary advisor.

Mentoring, Advising, and Coaching Guidelines

All faculty serving as mentor/advisor/coach to a graduate student are expected to exercise responsible guidance practices. An online evaluation portal is used to monitor progress of all

graduate assistants who are GAR/GAT/GANT. Faculty mentors/advisors/coaches will complete a brief on-line evaluation of each funded GAR/GAT/GANT under their supervision each semester. Graduate Assistants must review and comment on the evaluations.

Syllabus and Attendance Certification

GAT (Graduate Assistant Teaching) or GANT (Graduate Assisting Not Teaching but supporting faculty courses) or GAR (Graduate Assistant Research for those having any contact with Pre-K through 12 students) students must complete the Center for Teaching Excellence (CTE) certification. CTE is a one-time certification. International students must also secure English Language Proficiency certification (see below). GAT/GANT/GAR salaries will not begin until you have secured CTE certification and ELP certification (international) and attended a meeting of all Graduate Assistants (GAT, GANT, and GAR). This seminar is mandatory, and it is expected that assistants attend and participate as part of their roles and responsibilities. For Graduate Assistants who will be teaching a class as a GAT, their syllabus must be sent electronically to their faculty mentor. Your employment is based on university hours, Monday through Friday, from the beginning until the end of the semester on the university staff calendar. The faculty mentor will assign specific times and tasks.

International students please note:

If international graduate students who wish to serve in teaching positions do not achieve requisite standardized test scores prior to enrollment, they can certify by taking the on-campus English Language Proficiency Exam (ELPE). Registration deadlines exist. Spots fill quickly. For registration information, visit [Testing Services](#).

Minimum Syllabus Requirements

A checklist of minimum syllabus requirements for courses taught at TAMU can be found online: <http://registrar.tamu.edu/registrar/media/curricular-services/curricular%20approvals/course%20approvals/coursesubmissionchecklist.pdf>. A syllabus template, ADA and Academic Integrity Statements, an Attendance Policy, and Grading Scale Examples can be found at <https://registrar.tamu.edu/Our-Services/Curricular-Services/Curricular-Approvals/Course-Approvals#2-MinimumSyllabusRequirements>.

HR Department:

Upon arrival to campus, graduate assistants must complete initial employment forms in both the EPSY administrative offices, the 8th floor Harrington Tower and in the Dean's Office in room 803 Harrington Tower.

Office Key, Copier Code, and Weekend Access:

The EPSY administrative office will gladly assist you in obtaining these resources. Please schedule an appointment with Cathy Watson (cwatson@tamu.edu) to obtain these items.

Department Laptops for Graduate Assistants:

Texas A&M Libraries have Computing and Electronic Resources for students to Loan or Rent for periods of time. Students can rent these resources from the Annex Library. There are also Open Access Labs across campus, allowing students to use university computers and printers across campus. For more information, visit oal.tamu.edu

Bilingual/ESL (BESL) Degree Plan and Requirements

Degree Plan

The student's advisory committee will evaluate the student's previous education and degree objectives. The committee, in consultation with the student, will develop a proposed degree plan and outline a research problem that, when completed, as indicated by the dissertation, will constitute the basic requirements for the degree. **The degree plan must be filed with the Graduate and Professional School during the semester in which the student is enrolled in the 36th hour, and no later than 90 days prior to the preliminary examination.**

A graduate student must file a degree plan that includes those courses to be applied toward a particular degree and formally establishes the advisory committee. Courses previously used for another degree are not acceptable for degree plan credit.

Lower division undergraduate coursework (100- and 200-level) may not be used for credit toward a graduate degree. **Coursework applied to a previous degree may not be used toward a graduate degree. Coursework may not be used to satisfy requirements for more than one degree.** Additional coursework may be added to the approved degree plan by the student's advisory committee if such additional coursework is needed to correct deficiencies in the student's academic preparation. Specific details and requirements for each degree program may be obtained from the student's academic department or the specific degree program requirements provided in the catalog. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Final Examination Exemption is approved by the School of Graduate and Professional Studies.

Changes in the approved degree plan may be made by petition to the School of Graduate and Professional Studies. A student should submit the degree plan and petitions using the online Document Processing Submission System located on the website at <https://ogsdpps.tamu.edu>. Courses listed on the degree plan are subject to degree program time limits. Please refer to the Time Limits section in each degree program section in which the student is presently enrolled.

Transfer of Credit for Doctoral Degrees

Courses for which transfer credits are sought must have been completed with a grade of B or greater and must be approved by the student's advisory committee and the Graduate and Professional School. These courses must not have been used previously for another degree. Credit for "internship" coursework in any form is not transferable. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking

status at the host institution. Credit for coursework taken by extension is not transferable. Coursework **that no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.** Credit for coursework submitted for transfer from any School or university must be shown in semester credit hours or equated to semester credit hours. Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Graduate and Professional School. Grades for courses completed at other institutions are not included in computing the GPR. An official transcript from the university that transfer courses are taken must be sent directly to the Office of Admissions. **The Graduate Committee of the EPSY will review and approve all requests for transfer credits.**

Petitions

Graduate students may use petitions to:

1. request a change of major, degree or department;
2. request changes to the coursework or committee membership as established by the degree plan;
3. request a leave of absence;
4. request extensions to time limits; or
5. request exceptions to published rules.

Each petition will be considered on its own merit by the Associate Provost for Graduate and Professional Studies. The student should make such requests by submitting either a Major, Degree, or Department petition (MDD) or a Long Form petition. Petitions are submitted through the Document Processing Submission System (DPSS) at <https://ogsdpss.tamu.edu/>. The petition will be routed for the required approval by the members of the student's advisory committee, if

appointed, and the department head, or his or her designee (or chair of the intercollegiate faculty, if appropriate). Students can log in to the site to check on the progress of the petition's approval.

Course Requirements for Bilingual/ESL Programs (BESL)

The Master of Education (M.Ed.) in Bilingual/ESL Education prepares graduates focusing on the educational needs of bilingual and dual language learners. This non-thesis degree program is offered as a face-to-face program for students who would like to take courses on-campus and via distance education (online) to accommodate working professionals. The distance education modality does not have any residence requirements.

Bilingual/ESL Education, M.Ed.

(36 credit hours)

FOUNDATION COURSES (6 HOURS) -Required

- BESL 611: Dual Language Program Methodologies
- BESL 612: Content Area Instruction for Hispanic Bilingual Programs

SPECIALIZATION COURSES/Bilingual Education (12 HOURS)- Required

- BESL 613: Spanish/English Biliteracy
- BESL 614: Bilingual Education Curriculum Development
- BESL 615: Teacher Action Research in Bilingual Education
- BESL 616: Spanish for Bilingual and Dual Language Classrooms
- BESL 683: Field Practicum in Bilingual Education
- BESL 685: Directed Studies in Bilingual Education

RESEARCH COURSES (6 HOURS)- Required

- BESL 610: Hispanic Bilingual Assessment and Monitoring Students
- EPSY 689: SPTP: Understanding Research from a Consumers Perspective

PRESCRIBED ELECTIVE COURSES* (6 HOURS)

- EPSY 689.700 SPTP: Special Topics in Theory
- EPSY 689.700 Special Topics: Theory and Praxis of Coaching Groups and Teams
- BESL 617: Evaluation of Programs with Bilingual and Language Minority Students K- 12
- BESL 620: Current Issues in Bilingual Education

*Other courses may be considered with the approval of the Graduate Advisory Committee Chair and committee.

Bilingual/ESL Education, M.S.

The Master of Science (M.S.) in Bilingual/ESL Education prepares graduates focusing on the educational needs of bilingual and dual language learners. The degree requires a minimum of 36 hours of coursework and a thesis. The degree program is offered as a face-to-face program for students who would like to take courses on-campus and via distance education (online) to accommodate working professionals.

Bilingual/ESL Education, M.S.

(36 credit hours)

FOUNDATION COURSES (6 HOURS) - Required

BESL 611: Dual Language Program Methodologies

BESL 612: Content Area Instruction for Hispanic Bilingual Programs

SPECIALIZATION COURSES/Bilingual Education (12 HOURS) - Required

BESL 613: Spanish/English Biliteracy

BESL 614: Bilingual Education Curriculum Development

BESL 615: Teacher Action Research in Bilingual Education

BESL 616: Spanish for Bilingual and Dual Language Classrooms

BESL 683: Field Practicum in Bilingual Education **or** BESL 617

BESL 685: Directed Studies in Bilingual Education **or** BESL 620

RESEARCH COURSES (12 HOURS) - Required

EPSY 691: Research (Thesis*)

EPSY 691: Research (Thesis*)

BESL 610: Hispanic Bilingual Assessment and Monitoring Students

EPSY 689: SPTP: Understanding Research from a Consumers Perspective- Required

PRESCRIBED ELECTIVE COURSES* (6 HOURS)

EPSY 689.700 SPTP: Special Topics in Theory

EPSY 689.700 Special Topics: Theory and Praxis of Coaching Groups and Teams \

*Other courses may be considered with the approval of the Graduate Advisory Committee Chair and committee.

The thesis* option requires that you develop a thesis proposal, meet with your committee, and receive approval. You will work closely with the Chair (and co-Chair) of your Graduate Advisory Committee to determine the exam date of your thesis proposal and final thesis defense.

Foreign Language Requirements

No specific language requirement exists for the Master of Education degree.

Online Courses & Expectations

All the courses are completely online and are presented in Canvas. Canvas contains the readings, presentations, discussions, chats, email system, and other items students will need to successfully complete the program.

The coursework is designed to be interactive and completed in a timely fashion over the course of the semester. The following guideline should be considered when taking online courses:

1. Within the first week of school, visit the course site (or attend orientation).
2. Read the course syllabus and any other documents related to the course to be sure you are aware of all instructor policies.
3. Adhere to course schedules and deadlines. Distance learning courses are not designed to be self-paced.
4. Participate in weekly online activities, including discussions.
5. Log into the course one or more times per week (preferably daily) to view announcements, participate in class activities, assignments, online discussions, quizzes, and tests.
6. Use the communication procedures established by the instructor for submission of assignments and for completing course requirements.
7. Students should confirm that they have the necessary equipment and technical skills to undertake online courses.
8. Students should familiarize themselves with the information and policies contained in the Graduate Catalog (see <http://catalog.tamu.edu/>) and program-specific student handbook.
9. Assignments submitted to an online course or contributions to threaded discussions must observe the same prohibitions against plagiarism that apply to assignments in classroom courses, in accordance with the Student Code of Conduct procedures that are described in the Graduate Catalog.
10. Students should notify their instructor in advance if they are unable to complete an assignment by the published submission deadline.
11. Students should contact their instructor with course-related questions by course email well in advance of due dates, as they may need to wait 48 hours for a response to their questions.
12. If home computer issues occur, students must find time to access a functional computer on campus or in another location. Late policies will not be waived due to home computer issues.
13. Assignments are due at the date and time established by the instructor. These guidelines are strictly enforced.
14. Plan to turn assignments in on time and in the format stipulated by instructors, to participate in class discussions, and to prepare for quizzes and exams.
15. Discussions are part of class participation and must be completed during the week they are assigned.

16. Plagiarism is taken very seriously in the online environment. A first occurrence of academic dishonesty will result in a zero for that assignment. A second offense will be brought to the department head for further disciplinary action that may result in failing the course. It is the student's responsibility to cite his or her sources and complete coursework in a professional and academically honest manner.

17. How to Access Canvas

18. Canvas can be accessed through <http://canvas.tamu.edu>. You will be prompted for your Net ID and password. It is also available inside the Howdy Portal on the upper banner of the screen.

Division of Information Technology Help Desk: <https://it.tamu.edu/help/>

Submitting the Degree Plan

You should contact your advisor/Graduate Committee Chair during your first semester to begin to develop your degree plan. The degree plan must be completed and filed with the Office of Graduate and Professional Studies prior to the deadline imposed by the student's school before completing 18 hours), and no later than 90 days prior to the date of the final oral examination.

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website <https://ogsdpps.tamu.edu>.

Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisory committee to correct deficiencies in the student's academic preparation. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Exemption from the Final Examination is approved by the Office of Graduate and Professional Studies.

Master's students enrolled in your 18th hour of course work need to select your faculty advisor to serve as Chair and committee members to that you can submit a degree plan.

Here are the steps to follow:

- 1) Go to <http://ogsdpps.tamu.edu>
- 2) Login as Student using your NetID and password
- 3) Click on "Create New Degree Plan"
- 4) Click "Add"
- 5) Complete the "General Information" then click "Continue"
- 6) Add your courses to your degree plan.
 - Once all courses are added click "Continue"
- 7) Add your committee members (be sure to first contact committee members to serve on your committee. Important: Work with your chair on this process before submitting the name of the committee member).
 - You will select their role and name, then click "Add Member"
- 8) Once you have your committee selected you will click "Finish"

After clicking “Finish” you will need to run an audit, return to the homepage, and submit again. If these steps are not completed your degree plan will not be submitted.

Please refer to your program handbook for information about program requirements, curriculum, committee information and much more.

Maintaining Adequate Progress

Students must make adequate progress to remain in good standing in the master’s program. The program offers the following guidelines for maintaining adequate progress. Students who fail to adhere to these guidelines will be asked to meet with program faculty to determine a remediation plan as described below.

Students are responsible for maintaining regular contact with their advisor/chair and should seek advisement prior to registering for courses and planning research activities each semester.

For grade purposes, the program follows policies already in place with the department, school, and university.

Students must maintain a cumulative GPR of 3.0. If a student’s GPR drops below 3.0, the student will be placed on academic probation. The student must raise his or her GPR to a minimum of 3.0 by the end of the next nine hours of coursework. More information can be found in the Graduate Catalog (<http://catalog.tamu.edu/>).

Students must attend to all program requirements. In addition to successful credit hour completion, students must work with their advisor/chair to ensure that their degree plan (a) adheres to the program requirements and (b) complies with committee recommendations.

Per university regulation, master’s students have seven years to complete their program. Students who are not enrolled for three consecutive semesters are withdrawn from the program.

Remediation Process for Failure to Make Adequate Progress

It is critical that students make adequate progress consistent with program guidelines. Grades of “incomplete” are the rare exception and are given only under extraordinary circumstances and at the discretion of the instructor. In the event a student is not making adequate progress, he/she will be given an opportunity to explain the circumstances to the faculty. The purpose of this meeting is to identify barriers to progress and to generate a remediation plan and corresponding timeline.

Potential outcomes of this meeting may include a plan for remediation of the problem that is discussed by the faculty and student; a formal reprimand from the program — with or without a remediation plan or sanctions; and/or probationary status. Such probation will

include a written list of behaviors that must be performed by the student during the probationary period and a description of sanctions to occur if the requirements of the probationary period are not met. Such a probation plan will include a specific time frame in which these behaviors must occur.

The sanctions listed above do not have to be applied in any order; however, fairness in determining sanction(s) appropriate to the student problem is the goal. Additional departmental expectations and procedures serve as a general guide as well.

Academic Probation

If a student's cumulative GPR drops below 3.0, the student will be placed on academic probation. Students are required to inform their advisors if they receive a grade of C or below in any course. The student must raise his or her GPR to a minimum of 3.0 by the end of the next nine hours of coursework. More information can be found in the Graduate Catalog (<http://catalog.tamu.edu/>).

Dismissal from the Program

If a student fails to resume adequate progress within the remediation plan timeline, the student will be required to reconvene with program faculty. A potential outcome from this follow-up meeting may be student dismissal from the program. Program dismissal will follow procedures outlined in the Graduate Advisor Handbook:

<http://ogaps.tamu.edu/OGAPS/media/media->

Sample of a two-year degree plan

	Fall (6 hours)	Spring (6 hours)	Summer (6 hours)
Year 1 (18 hrs)	*BESL 611 Dual Language Program Methodologies	*BESL 612 Content Area Instruction for Hispanic Bilingual Programs	*BESL 616 Spanish for Bilingual and Dual Language Programs
	BESL 613 Spanish/English Bilingual Literacy	BESL 615 Teacher Action Research in Bilingual Education	BESL 683 Field Practicum in Bilingual Education
Year 2 (18 hrs)	*BESL 614 Bilingual Curriculum Development	BESL 610 Hispanic Bilingual Assessment and Monitoring Students	BESL 683 Field Practicum in Bilingual Education
	EPSY 689 Understanding Research from a Consumers Perspective	BESL 685 Directed Studies in Bilingual Education	BESL 685 Directed Studies in Bilingual Education
(36 hours)	F-2-F students would take 611, 612, 616, 614 online;	610, 613, 615, EPSY 689; 683, 683, 685, 685 would be taken on campus	

How to Contact the Bilingual Education/ESL Masters Programs

BESL/ESL Master's Program Coordinator

Dr. Yolanda N. Padrón, Professor |Master's Program Coordinator, Email: ypadron@tamu.edu

EPSY Department Academic Advisor

Peggy Brigman, Email: brigman@tamu.edu

Mailing Address:

Department of Educational Psychology Bilingual Education/ESL Programs

Texas A&M University 4225 TAMU

College Station, TX 77843-4225

Graduation

Once you are close to fulfilling all degree requirements, you should meet with the EPSY graduate advisor and work with the advisor to complete all required paperwork. If you will be completing a thesis, you must meet the submission deadlines established by the Thesis Office. See <http://ogaps.tamu.edu/>

The graduate degree is conferred at the close of each regular semester and 10-week summer semester. A candidate for an advanced degree who expects to complete his/her work at the end of a given semester must apply for graduation by submitting the electronic application for a degree to the Office of the Registrar and by paying the required graduation fee to Student Business Services no later than the Friday of the fifth week of the fall or spring semester or the Friday of the first week of the second summer term. The electronic application can be accessed via the Howdy portal. A cancellation made after the application deadline will not result in a refund of the diploma fee. Graduate degree candidates who have completed all degree requirements will not be allowed to cancel their graduation application without approval from the Office of Graduate and Professional Studies. A student should check the website of the Office of the Registrar at <http://graduation.tamu.edu> - to determine the date and time of his/her graduation ceremony

Texas A&M University
School of Education and Human Development
Graduate Student Concern Form

Name: _____ UIN: _____ Date: _____

Address: _____

Telephone: _____ TAMU Email Address: _____

Department: EAHR EPSY KNSM TLAC

Classification: G6 (Non-degree Seeking) G7 (Masters) G8 (Doctoral)

Please indicate who your concern is regarding: Faculty Member Staff Member Student

Have you met with this person regarding your concern, as this is the first step to a resolution?

Yes No

Please explain in detail your concern:

What are possible solutions regarding your concern:

Student signature:

Please submit this form to your department's Associate Department Head.

EAHR: Dr. Elizabeth Roumell (earoumell@tamu.edu)

EPSY: Dr. Noelle Sweany (nsweany@tamu.edu)

KNSM: Dr. Jiling Liu (dalingliu@tamu.edu)

TLAC: Dr. Debra McKeown (debramckeown@tamu.edu)



Policy and Practices for Student Concerns, Complaints, and Grievances

In the course of their professional training, graduate students may experience conflicts with other students, staff, faculty, or site-supervisors. Some may be misunderstandings that can be resolved through discussion. On occasion an unresolved conflict may constitute a grievance or complaint. The TAMU Student Rules Part III delineate student grievance procedures (<https://student-rules.tamu.edu/studentgrievanceprocedures/>) and specific instances in which a grievance can be filed. Consistent with university procedures, the School of Education and Human Development follows a process applicable to student-staff, student-faculty, and student-site supervisor conflicts.

Guiding Terms

Bullying Behaviors include (but are not limited to):

- Intimidating, degrading, humiliating others, and threatening university and school climate and diversity objectives.
- Outcomes of bullying: At the post-secondary level, bullying results in the loss of trained and talented employees, reduces morality and productivity, and can have negative physical impacts.
- Reinforcers of bullying:
 - Limiting opportunities for open and honest dialogue
 - Lack of reporting mechanisms for inappropriate behaviors

Civility is claiming and caring for one's identity, needs and beliefs without degrading someone else's in the process. (Spath, T., & Dahnke, C., The Institute for Civility in Government).

Conflict is a struggle or difference between opposing ideas, needs, beliefs, values or goals (The Center for Change and Conflict Resolution).

Grievances are defined as a problem, concern or complaint about work, a person with whom you have contact at work, or the work environment.

Departmental Ombuds Representatives for Graduate Students

Educational Administration and Human Resource Development – Krista Bailey

Educational Psychology – Krystal Simmons

Kinesiology and Sports Management – Paul Batista

Teaching, Learning, and Culture – Karen Rambo Hernandez



Stages in the Grievance and Conflict Resolution Process

Refer to the graphics on the proceeding pages for visual aides to supplement these stages.

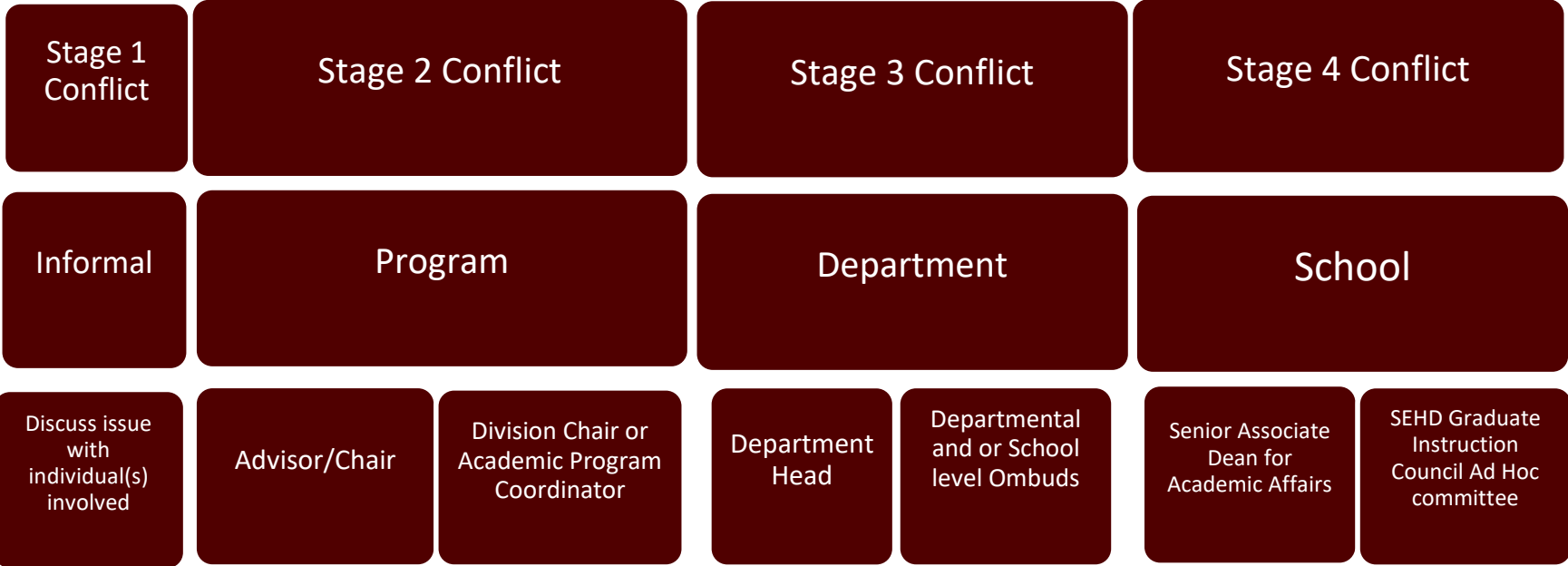
Stage	Procedure
<p>Stage 1 First step in grievances and/or interpersonal conflict</p>	<p>As an initial step in the resolution process, students should meet with the individual staff member, faculty member, or site supervisor of concern within their program/department. If efforts to communicate directly with the individual(s) do not resolve the issue, or the student is uncomfortable approaching the individual(s), students also have access to other intermediate options.</p> <p>The grievance or conflict should be resolved as soon as possible. Individuals are encouraged to use conflict management resources found on the MySEHD Page. You may also contact your departmental Ombuds to assist.</p>
<p>Stage 2 Unresolved Stage 1 grievance or conflict which may require assistance in resolution</p>	<p>When conflict/situations remain unresolved, students may seek guidance from their advisor/chair, or the faculty member who coordinates the academic program. Depending on the situation and context, students may opt to approach their advisor/chair or the coordinator of their academic program. Student(s) may share their concerns with any of these intermediate resources to seek guidance for resolving a conflict and clearing up any misunderstandings. If after accessing intermediate options the situation remains unresolved, the student’s next option for resource is to meet with the department head.</p> <p>Parties may also consider voluntary mediation. Mediation is a voluntary process that begins when the parties involved in the conflict agree to meet together with a neutral person identified by SEHD as a mediator. The objective of mediation is to work out a mutual, written agreement between the parties regarding how to move forward in the future.</p> <p>A university resource for student-involved mediation is available.</p> <p>Conflicts involving a Supervisor: In the event the grievance or conflict involves an individual’s direct supervisor or the individual does not feel comfortable raising the conflict directly to their supervisor, the student shall inform the person to whom their director supervisor reports.</p>
<p>Stage 3 Department head-level involvement</p>	<p>A student can request to meet with the respective department head to discuss previous attempts to resolve conflict and to seek guidance or resolution. The student may also contact their department Ombuds. Each department has an appointed Graduate Ombudsperson. At this point, the student will decide whether to present the conflict/issue as a formal complaint/grievance to the School’s Senior Associate Dean for Academic Affairs. If a complaint or issue involves an individual outside of the department or university, the student will work with the department head to determine an appropriate course of action and consult with the School and outside entities as appropriate.</p>



<p>Stage 4 School-level involvement</p>	<p>Once the department head renders or advises the student on a course of action, if the student is unsatisfied, the student may elect to advance the grievance to the School level for further consideration. In most cases, the School’s Senior Associate Dean for Academic Affairs will communicate with the student and recommend any further action.</p> <p>It is important to note that whenever there is a discussion regarding a particular faculty-student, supervisor-student, or staff-student concern, maintaining anonymity of the student may not be possible; however, confidentiality of information will always be maintained to the extent possible as allowed by law. Similarly, all activities will be consistent with the requirements and limits set under FERPA with regard to student records.</p> <p>At the School-level, there is a Professional Concerns Ad-hoc Committee made of Graduate Instruction Council (GIC) members which may be called by the School’s Senior Associate Dean for Academic Affairs to review the grievance or graduate student concern and offer a recommendation.</p> <p>Students may also contact the Ombuds for the Graduate and Professional School (ombuds@tamu.edu) or 979-845-3631. https://grad.tamu.edu/academics/academic-success-resources/conflict-resolution/ombuds-services</p> <p>Formal Grievance Submission Processes</p> <ul style="list-style-type: none">• Title IX: Sexual Discrimination, Sexual Harassment, Sexual Assault and Violence• Graduate and Professional School Grievances and Appeals• Texas A&M Student Grievance Procedures
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Graduate Student Grievance and Conflict Process



Stage 1: Grievance, issue, or conflict arises (student-faculty, student-staff, student-supervisor) and is handled informally.
Stage 2: Unresolved Stage 1 grievance or conflict will involve advisor/chair, division chair or academic program coordinator.
Stage 3: Unresolved Stage 2 grievance or conflict will involve the department head, departmental or school level Ombuds.
Stage 4: Unresolved Stage 3 grievance or conflict will involve Senior Associate Dean for Academic Affairs and CEHD Graduate Instruction Council (GIC). Student may always seek assistance from the Graduate and Professional School (GPS) Ombuds.

Texas A&M University
School of Education and Human Development
Graduate Student Concern Form

Name: _____ UIN: _____ Date: _____

Address: _____

Telephone: _____ TAMU Email Address: _____

Department: EAHR EPSY KNSM TLAC

Classification: G6 (Non-degree Seeking) G7 (Masters) G8 (Doctoral)

Please indicate who your concern is regarding: Faculty Member Staff Member Student

Have you met with this person regarding your concern, as this is the first step to a resolution?

Yes No

Please explain in detail your concern:

What are possible solutions regarding your concern:

Student signature:

Please submit this form to your department's Associate Department Head.

EAHR: Dr. Elizabeth Roumell (earoumell@tamu.edu)

EPSY: Dr. Noelle Sweany (nsweany@tamu.edu)

KNSM: Dr. Jiling Liu (dalingliu@tamu.edu)

TLAC: Dr. Debra McKeown (debramckeown@tamu.edu)